



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, September 17, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. INTERVIEWS

A. Parks & Recreation Advisory Board Re-Appointments

B. Planning Commission

C. Economic Development Advisory Board

3. COUNCIL BUSINESS

A. Equity, Diversity, and Inclusion (Trainings, Planning, etc.)

B. Economic Development Advisory Board (EDAB) Updates

C. Status Update - Comprehensive Plan Periodic Update

D. Status Update - Naming Ordinance and Policy

E. 2025 Budget - Citywide Revenue & GF Expenditure Estimates

4. OTHER COUNCIL ITEMS

5. ADJOURN

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



City Of Edgewood Council Agenda Summary Sheet

Subject: Parks & Recreation Advisory Board Re-Appointments	Agenda Item #: 2.A
	For Agenda of: 9/17/2024
	Prepared by: Chuck Hendricksen
Attachments (list): 1. PUBLIC_Roster_Current_April 2024	
Approval of Materials: Chuck Hendricksen Rachel Pitzel, Assistant City Administrator 9/11/2024 Dave Olson 9/12/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 09/17/2024 SS 09/24/2024 RCM

Summary Statement:

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

As PRAB terms expire annually on September 30th, we currently have three open positions to fill, and tonight we will be interviewing three existing members who wish to continue their volunteer service.

Item History:

N/A

Recommended Action:

Interview applicants and make a recommendation to the Mayor regarding the open PRAB positions #4, 6, and 7.

Fiscal Note/Consideration:

N/A

PARKS & RECREATION ADVISORY BOARD

PUBLIC DOCUMENT

Revised 04/09/2024

Position	Title	First Name	Last Name	E-mail address	Term Expires
1	Chair	Brian	Levenhagen	blevenhagen@cityofedgewood.org	9/30/2025
2		Elizabeth	Kerlin	ekerlin@cityofedgewood.org	9/30/2025
3		Matthew	Torrey	mtorrey@cityofedgewood.org	9/30/2025
4		Amity	Highley	ahighley@cityofedgewood.org	9/30/2024
5		Carrie	Alger	calger@cityofedgewood.org	9/30/2026
6		Shawn	Olesen	solesen@cityofedgewood.org	9/30/2024
7	Vice Chair	Anne	Percival	apercival@cityofedgewood.org	9/30/2024





City Of Edgewood Council Agenda Summary Sheet

Subject: Planning Commission	Agenda Item #: 2.B
	For Agenda of: 9/17/2024
	Prepared by: Jeremy Metzler
Attachments (list): 1. PC Public Roster_CURRENT	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 9/11/2024 Dave Olson 9/12/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 09/17/2024 SS 09/24/2024 RCM

Summary Statement:

In accordance with Section 2.30.020 of the Edgewood Municipal Code (EMC), appointments to the Planning Commission (PC) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The Mayor shall appoint the applicants, and the Council shall confirm or deny the appointments proposed by the Mayor.

Position 6 is currently vacant. Tonight we have one applicant interested in filling the vacant position. The city actively promotes these vacancies through social media and its website, with weekly posts to encourage applications.

Item History:

N/A

Recommended Action:

Interview applicant and make a recommendation to the Mayor regarding the open PC position.

Fiscal Note/Consideration:

N/A

PLANNING COMMISSION

Public Roster

Position	Title	First Name	Last Name	Term Expires
1	Vice Chair	Carly	Guillory	6/30/2026
2	Chair	JoAnn	Overfield	6/30/2026
3		Tom	Greene	6/30/2026
4		Sarah	Wagner	6/30/2025
5		Jan	Furey	6/30/2025
6	VACANT			6/30/2025
7		Carly	Lenoir	6/30/2025





City Of Edgewood Council Agenda Summary Sheet

Subject: Economic Development Advisory Board	Agenda Item #: 2.C
	For Agenda of: 9/17/2024
	Prepared by: Jeremy Metzler
Attachments (list): 1. EDAB Public Roster_CURRENT_09172024	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 9/10/2024 Dave Olson 9/11/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 09/17/2024 SS 09/24/2024 RCM

Summary Statement:

In accordance with Section 2.32.020 of the Edgewood Municipal Code (EMC), appointments to the Economic Development Advisory Board (EDAB) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The Mayor shall appoint the applicants, and the Council shall confirm or deny the appointments proposed by the Mayor.

Positions 2 and 3 are currently vacant. Tonight we have one applicant interested in filling a vacant position. The city actively promotes these vacancies through social media and its website, with weekly posts to encourage applications.

Item History:

N/A

Recommended Action:

Interview applicant and make a recommendation to the Mayor regarding the open EDAB positions.

Fiscal Note/Consideration:

N/A

ECONOMIC DEVELOPMENT ADVISORY BOARD

Public Roster

Position	Title	First Name	Last Name	Term Expires
1	Chair	Andrew	Wiesenfeld	6/30/2025
2		VACANT		6/30/2025
3		VACANT		6/30/2025
4		Steven	Weiss	6/30/2026
5		Shawn	Olesen	6/30/2026
6	Vice-Chair	Michael	Pearce	6/30/2026
7		Kelsey	Morgan	6/30/2026





City Of Edgewood Council Agenda Summary Sheet

Subject: Equity, Diversity, and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 3.A
	For Agenda of: 9/17/2024
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Rachel Pitzel, Assistant City Administrator 9/9/2024 Dave Olson 9/9/2024	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

Item History:

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Economic Development Advisory Board (EDAB) Updates	Agenda Item #: 3.B
	For Agenda of: 9/17/2024
	Prepared by: Jeremy Metzler
Attachments (list):	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 9/11/2024 Dave Olson 9/12/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: Monthly Report to Council, 2nd Study Session

Summary Statement:

The EDAB last met on August 26, 2024, and the materials and recording can be found here: <https://edgewoodwa.portal.civicclerk.com/event/1007/overview>. The primary item on the agenda was the Economic Development Element of the Comprehensive Plan Periodic Update. Board members reviewed and discussed the materials, provided feedback to staff, and are preparing to make their formal recommendation to the Planning Commission at their next meeting, scheduled for October 7, 2024.

The other item on the agenda was the EDAB Work Plan, where members were focused on preparing for discussion and vetting at the annual joint meeting with the City Council in February 2025. Several potential ideas and initiatives were discussed, including but not limited to: permit and application process optimization and efficiency improvement, service organization and place-making / way-finding signage, and coordination with WSDOT regarding ownership and maintenance responsibilities along State Route 161 (Meridian Ave E). This discussion is expected to continue at the October 7, 2024 meeting.

Finally, the EDAB has requested a breakdown of existing sales tax revenues for review at their next meeting. There are no other items on the EDAB's agenda at this time, pending tonight's discussion and direction.

Item History:

The council has asked that this topic be discussed at every second study session of the month for the foreseeable future. This is a new reoccurring agenda item.

Recommended Action:

Hold a discussion regarding Economic Development Advisory Board (EDAB) Updates

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Status Update - Comprehensive Plan Periodic Update	Agenda Item #: 3.C
	For Agenda of: 9/17/2024
	Prepared by: Jeremy Metzler
Attachments (list):	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 9/12/2024 Dave Olson 9/13/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: See Tentative Remaining Schedule, below

Summary Statement:

Following an extensive public engagement process of surveys, open houses, and presentations that began late last year, the Planning Commission has been reviewing the Comprehensive Plan Periodic Update for several months (see Item History, below), and they are scheduled to review a complete draft of the plan at their October 14, 2024 regular meeting, and the City Council is invited to attend. The opportunity for public input will be ongoing through the month of October, culminating with a public hearing at the November 6, 2024 Planning Commission Meeting. Assuming no additional meetings are scheduled, the Comprehensive Plan Periodic Update will come before the City Council in December for final consideration.

Tentative Remaining Schedule:

10/01/2024 SEPA Determination Issuance
10/14/2024 Planning Commission Review of Complete Draft
11/06/2024 Planning Commission Public Hearing
12/03/2024 City Council Study Session Discussion
12/09/2024 Planning Commission Recommendation to Council
12/10/2024 City Council Regular Meeting Action

Item History:

Packet materials and recordings of recent Planning Commission Meetings are available here: [May 13, 2024](#), [June 10, 2024](#), [July 8, 2024](#), [August 12, 2024](#), [September 9, 2024](#).

Recommended Action:

Hold a discussion regarding Status Update - Comprehensive Plan Periodic Update

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Status Update - Naming Ordinance and Policy	Agenda Item #: 3.D
	For Agenda of: 9/17/2024
	Prepared by:
Attachments (list):	
Approval of Materials:	Expenditure Required:
Rachel Pitzel, Assistant City Administrator 9/11/2024	Amount Budgeted:
Dave Olson 9/12/2024	Timeline: 06/18/24 SS 06/25/24 RCM 09/09/24 Planning Commission 09/17/24 SS 10/14/24 Planning Commission 11/05/24 SS 11/12/24 RCM

Summary Statement:

Currently, the City of Edgewood does not have a formal naming code or policy. A draft ordinance and policy were presented to the City Council at their [June 18, 2024 study session](#) and [June 25, 2024 regular meeting](#). The City Council has asked staff to bring this matter to the Planning Commission for their consideration and input prior to taking any further action. This was originally slated for an update at the City Council's August 20, 2024 study session, but the Planning Commission had not yet reviewed the materials.

Staff introduced materials to the Planning Commission for consideration at their September 9, 2024 meeting (see Item History, below, for links). Following their discussion, the Planning Commission will be providing their feedback to staff before their October 14, 2024 meeting, at which they anticipate making their formal recommendation to the City Council. With this anticipated schedule, this item would be brought back to the City Council for further consideration in November, as outlined in the Timeline, above.

Item History:

September 9, 2024 Planning Commission Meeting: [Staff Report](#), [Draft Municipal Code](#), [Draft Policy](#), [Recording](#) (starting at 1hr 26min).

Recommended Action:

Hold a discussion and provide staff direction to Status Update - Naming Ordinance and Policy

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: 2025 Budget - Citywide Revenue & General Fund (GF) Expenditure Estimates	Agenda Item #: 3.E
	For Agenda of: 9/17/2024
	Prepared by: Hardeep Goraya
Attachments (list): 1. Council 09172024	
Approval of Materials: Hardeep Goraya Rachel Pitzel, Assistant City Administrator 9/12/2024 Dave Olson 9/13/2024	Expenditure Required: NA
	Amount Budgeted: NA
	Timeline:

Summary Statement:

Summary of 2025 Budget - Citywide Revenue & General Fund (GF) Expenditure

Item History:**Recommended Action:****Fiscal Note/Consideration:**

City of Edgewood Revenue					
General Fund	2022 Actual	2023 Actual	2024 Budget	2024 Est. Actual	2025 Budget
Property Tax	2,123,501	2,221,338	2,312,122	2,312,122	2,335,243
Sales Tax	2,161,952	2,022,233	2,064,990	1,924,370	1,972,000
Utility Tax	1,345,423	1,479,243	1,420,710	1,520,000	1,567,000
Development Fees	902,413	796,146	1,067,230	1,000,000	1,200,000
State Shared Revenue	647,690	715,833	602,410	738,100	748,000
ARPA Grant	1,823,639	-	-	-	-
Fees	774,042	815,236	676,020	763,850	674,000
Misc. Revenue	88,640	385,475	519,010	504,300	385,000
Other Taxes	282	283	300	200	250
General Fund Total	9,867,582	8,435,788	8,662,792	8,762,942	8,881,493
<i>Increase from previous year's actual</i>				3.88%	1.35%
Special Revenue Funds					
Steet Fund	263,346	279,119	265,280	281,380	274,800
Park Impact Fee	411,234	188,060	-	183,000	-
Traffic Impact Fee	1,040,610	716,385	-	665,000	-
Real Estate Excise Tax	1,821,704	636,212	-	685,000	-
	3,536,894	1,819,776	265,280	1,814,380	274,800
Enterprise Funds					
Sewer Revenue	143,368	191,170	163,750	213,000	200,000
Surface Water	1,798,165	1,945,769	1,963,620	1,929,657	1,865,000
	1,941,532	2,136,939	2,127,370	2,142,657	2,065,000

City of Edgewood - General Fund Expenditures					
General Fund	2022 Actual	2023 Actual	2024 Budget	2024 Est. Actual	2025 Budget
Salaries & Wages	2,491,229	2,742,918	3,152,975	2,622,335	2,569,548
Benefits	907,136	948,359	1,146,199	850,931	945,654
Public Safety	3,341,733	3,423,562	4,090,639	3,759,000	3,801,000
Operating Supplies	107,307	104,616	164,230	178,580	159,620
Other Services - Contracted Attorney	193,388	321,135	350,000	250,000	250,000
Other Services - Consultant	237,553	450,712	280,000	395,000	430,000
Other Services - Consultant Billable	56,342	206,979	75,000	300,000	150,000
Other Services - Court Contracted Services	113,939	116,788	119,708	119,708	125,000
Other Services - Election & Voter Registration	36,130	53,229	86,300	55,300	62,000
Other Services - Insurance	166,608	260,678	300,000	336,411	350,000
Other Services - Legal Notices	14,541	14,476	27,000	15,000	20,000
Other Services - Magazine	28,032	31,095	30,925	30,925	35,000
Other Services - Repair/Maintenance	89,513	216,452	152,900	187,200	425,400
Other Services - State Auditor	7,198	9,812	29,500	45,000	28,000
Other Services - Training	59,098	53,730	94,539	87,995	61,484
Other Services - Utilities	107,618	114,580	113,222	116,969	125,000
Other Services - Misc.	339,306	298,782	216,096	238,748	80,885
Capital Expenditure	936,701	545,927	709,997	607,792	161,500
General Fund Total	9,233,372	9,913,829	11,139,229	10,196,894	9,780,091