



**CITY OF EDGEWOOD  
COUNCIL STUDY SESSION AGENDA**

Tuesday, October 1, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA  
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

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**1. CALL TO ORDER**

Roll Call, Pledge of Allegiance

**2. COUNCIL BUSINESS**

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

**B.** Capital Improvement Plan (CIP) Annual Update

**C.** Amendment to the ILA for Police Services

**D.** Connect over Coffee

**E.** Annual Traffic Impact Fee (TIF) Update, pursuant to EMC [4.30.130\(B\)\(2\)](#)

**3. OTHER COUNCIL ITEMS**

**4. ADJOURN**

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



## City Of Edgewood Council Agenda Summary Sheet

|                                                                                                                                                                                                                               |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Subject:</b><br>Equity, Diversity, and Inclusion (Trainings, Planning, etc.)                                                                                                                                               | <b>Agenda Item #:</b> 2.A                                                                   |
|                                                                                                                                                                                                                               | <b>For Agenda of:</b> 10/1/2024                                                             |
|                                                                                                                                                                                                                               | <b>Prepared by:</b> Jill Schwerzler-Herrera                                                 |
| <b>Attachments (list):</b> <ol style="list-style-type: none"><li>1. EDI Subcommittee Recommendations October 2024</li><li>2. Equity Lens Policy Review Tool Minnesota State</li><li>3. Mayor's Community Resolution</li></ol> |                                                                                             |
| <b>Approval of Materials:</b><br>Jill Schwerzler-Herrera<br>Rachel Pitzel, Assistant City Administrator 9/26/2024<br>Dave Olson 9/26/2024                                                                                     | <b>Expenditure Required:</b>                                                                |
|                                                                                                                                                                                                                               | <b>Amount Budgeted:</b>                                                                     |
|                                                                                                                                                                                                                               | <b>Timeline:</b><br>Topic to be added to all future Study Sessions (see item history below) |

**Summary Statement:** Councilmember Buckley will brief the council on the Equity, Diversity and Inclusion Subcommittee's recommendations to the council. Please review the packet documents, including the reference webpages linked in the EDI Subcommittee Recommendations document and listed below.

- <https://connects.sumnerwa.gov/dei>
- <https://www.kentwa.gov/government/race-equity>
- [https://www.cityoftacoma.org/government/city\\_departments/equity\\_and\\_human\\_rights](https://www.cityoftacoma.org/government/city_departments/equity_and_human_rights)
- [https://www.auburnwa.gov/city\\_hall/inclusive\\_auburn](https://www.auburnwa.gov/city_hall/inclusive_auburn)
- <https://www.piercecountywa.gov/7178/Diversity-Equity-and-Inclusion>

### 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

## **Equity, Diversity and Inclusion Subcommittee Recommendations**

October 1, 2024 Council Study Session

### 1. Diversity, Equity and Inclusion (DEI) Review Checkbox on Agenda Bills

The subcommittee recommends a DEI review be completed on new council business, including but not limited to Ordinances, Expenditure Approvals, Policies, Resolutions, and Contracts and Acquisitions, with a checkbox on Agenda Bills that indicates the item was reviewed through an equity lens.

*Please reference the attached Minnesota State Office of Equity and Inclusion document titled “Applying an Equity Lens to Policy Review” attached as a PDF.*

### 2. City of Edgewood Diversity, Equity and Inclusion (DEI) Page

The subcommittee recommends the creation of a City of Edgewood DEI page on the city’s website. This could be a new page, or a redesign of the city’s current Title VI information page. Information to include:

- Resolution 20-0512 (attached)
- Resources list for: interpreters for meetings, translated documents requests, ADA resources
- Contact form for accessibility requests/complaints/feedback with DEI contact email (see email request below).
- EDI Subcommittee contact information (email request below)
- Highlight of Volunteering Event held in April 2024, list of participating organizations seeking volunteers
- List of DEI training completed by staff since 2020- I think these two lists could be combined.
- List of DEI training completed by council since 2020 ""
- Highlight of the Edgewood Experience, a summer internship program inviting local high school students to an in-depth training on working in municipal government.
- Calendar of upcoming outreach events.

*Please reference the following linked DEI pages housed on local city websites:*

<https://connects.sumnerwa.gov/dei>

Office of Equity  
auburnwa.gov

<https://www.kentwa.gov/government/race-equity>

Diversity, Equity and Inclusion |  
Pierce County, WA - Official  
Website  
piercecountywa.gov

[https://www.cityoftacoma.org/government/city\\_departments/equity\\_and\\_human\\_rights](https://www.cityoftacoma.org/government/city_departments/equity_and_human_rights)

### 3. Equity, Diversity and Inclusion (EDI) Subcommittee E-mail

The subcommittee recommends the creation of a general equity/subcommittee email to distribute to current sitting members of the EDI Subcommittee, as well as a designated member of the staff. As is seen in many other jurisdictions, it is helpful to have an equity@ or EDI@ (or similar) email to make the sharing of concerns more accessible. This email is most often highlighted on a city DEI page.

An alternative to this could be a who's listening list of specific contacts that include names, phone numbers, and emails (*see Sumner's DEI page referenced under recommendation 2*). This would need to include a staff member as well as elected EDI Subcommittee contacts.

### 4. Staff Contact for Diversity, Equity and Inclusion (DEI)

The subcommittee recommends a staff contact be identified as the liaison to the subcommittee and, more importantly, is publicly identified as a contact who is ready to listen to community concerns relating to DEI issues.

### 5. Strategy for Utilizing Edgewood-based Businesses

The subcommittee recommends that the Council task the EDAB with formulating a strategy for the city to utilize the services of Edgewood based businesses, particularly small businesses, when available and competitively priced. This would include identifying Edgewood-based businesses or those operating in Edgewood, a strategy on outreach to local businesses, and increasing awareness locally when contracts are up for bidding.



**MINNESOTA STATE**  
Office of Equity and Inclusion

# **APPLYING AN EQUITY LENS TO POLICY REVIEW**

Minnesota State Colleges and Universities is an equal opportunity employer and educator.

This document is available in alternative format to individuals with disabilities.

To request an alternative format, contact Ka Her at 651- 201- 1863.

# Equity Lens to Policy Review

“The only path to significantly improving higher education completion rates in most states is by increasing the success of all racial, ethnic, and indigenous populations”

Bensimon, 2017

## Introduction

An equity focus in policy recognizes the need to eliminate disparities in educational outcomes of students from underserved and underrepresented populations. Such lens is color conscious and seeks specifically to eliminate widening postsecondary gaps for American Indian, African American, and LatinX students. Furthermore, it seeks to shift accountability to the institution rather than to the students and allows the organization to see when policies and practices that appear to be beneficial actually are creating a worsening inequality.

An equity lens is a process for analyzing or diagnosing the impact of the design and implementation of policies on under-served and marginalized individuals and groups, and to identify and potentially eliminate barriers. Such groups may include: race/ethnicity, religious expression, veteran status, nationality, including underrepresented groups and new immigrant populations, people who identify as women, age, socio-economic, people with both apparent and non-apparent disabilities, people of various gender and sexual identities and expressions, American Indians and other indigenous populations.

A protocol for policy review provides a structure for institutionalizing the considering of equity in the process of making, implementing, and assessing policy.

## Purpose

This protocol is a tool for capacity building, education, and establishing common language in the context of policy review. Furthermore, it can act as a filter that prompts a policy to be reviewed.

## Section I. How to Utilize this Tool

-  Assess policy purpose and inclusiveness: What does the policy aim to do?  
Does the policy indicate who is to benefit? Who is left out?
-  Uncover policy assumptions: What are the taken-for-granted assumptions made about students and institutions within the policy? In what ways might the taken-for-granted assumptions impact equity?
-  Make equity intentional rather than accidental.
-  Invite reflection on the ways that college or university policies can advance equity.

## Section II. Forming the Policy Review Team

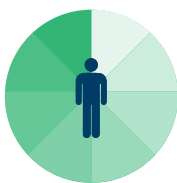
The policy review team acts as an advisory body to the college or university leadership on policy decisions. In doing so, this team may do the following:

- Seek out information to determine a timeline for an equity lens review.
- Initiate a review of policy with an equity lens.
- Provide input to college or university leadership on recommended changes to policy after the review process has been completed.

The policy review team may include representation from the following groups on campus:

### Standing committee Members

- Academic Affairs
- Student Affairs
- Campus Diversity Officer
- Students
- Faculty
- Institutional Research or Effectiveness
- Human Resources
- Finance
- Registrar



### Possible subject matter experts

- Facilities and Planning
- Faculty (expertise in particular field)
- Information Technology
- Advancement

\*Please note that representation on the policy review team may shift depending on the policy being reviewed and the need for advanced engagement of other campus stakeholders. This includes subject matter experts, department faculty, specialized student-facing staff and administrators and others who might be able to offer more in-depth and targeted insight.

## Section III. Outlining a Timeline

In order to avoid being overwhelmed and to create a sustainable pace to the application of an equity lens, it is important that the team considers a timeline and plan for action for policy review. A question often raised is, “Which policy do we start with?” or, “How do we prioritize the policies that will be reviewed?”

The following criteria can be considered in terms of focus and priority for the work.

More importantly, these criteria can be used as prompts for applying an equity lens to the policy review process:

- Evidence of policy unintended consequence or disparate impact.
- Student/s bring forward a concern (formally or informally) about the impact of a college or university policy.
- Proactive effort on part of the policy custodian or steward to apply an equity lens to the policy review process.
- A change occurs in the underlying driver of the policy (System policy change, Civil Rights changes, change in state or federal statute, etc.)
- The policy review team creates a targeting plan for implementing the equity lens review and the policy is up for review.

## Section IV. Determining Policy Purpose and Impact

| Applying an Equity Lens to Policy Review | Guiding Considerations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Purpose and Design</b>         | <ul style="list-style-type: none"> <li>• What is the purpose of the policy?</li> <li>• What is the policy designed to do?</li> <li>• What is the policy NOT designed to do?</li> <li>• How is an equity lens incorporated within the development of policy?</li> <li>• If a time requirement or clause is included within the policy language, examine the reason as to WHY it's included.</li> </ul>                                                                                                                                                                                                                                      |
| <b>Impact, Outcome, Design</b>           | <ul style="list-style-type: none"> <li>• What is the intended or desired impact of the policy?</li> <li>• What is the intended or desired outcome of the policy?</li> <li>• How does the policy reflect key drivers (socio-cultural, technological, environmental, economic, political, legal and ethical)?</li> <li>• What policy features have the biggest impact on the desired outcome?</li> </ul>                                                                                                                                                                                                                                     |
| <b>Disparate Impact</b>                  | <ul style="list-style-type: none"> <li>• Does the policy explicitly account for potential disparate outcomes, especially disaggregated by race, ethnicity, gender, socio-economic status, etc.? If so, how? If not, how can it be incorporated?</li> <li>• In what ways does the policy account for focused disparate outcomes (race, ethnicity, gender, socio-economic status, etc)? Are there other area of disparity to consider?</li> <li>• How is an equity lens incorporated in tracking policy outcomes?</li> </ul>                                                                                                                 |
| <b>Equity and Inclusion</b>              | <ul style="list-style-type: none"> <li>• Will the policy increase access and opportunity for under-represented communities? How?</li> <li>• Will the policy have a positive impact on racial / ethnic equity, inclusion and full participation of all people (in the process, in implementation, in breadth of outreach and participation, in decision-making and culture of decision-making, etc.)?</li> <li>• Will the policy protect against racial violence, racial profiling, gender inequities, and discrimination? How?</li> <li>• Are there changes that could be made to make the policy more equitable and inclusive?</li> </ul> |
| <b>Responsibility and Accountability</b> | <ul style="list-style-type: none"> <li>• What are the mechanisms in place to ensure accountability (such as equity-focused benchmarks or indicators)? (Define and provide examples of equity-focused benchmarks/indicators).</li> <li>• What are the mechanisms in place to ensure accountability?</li> <li>• Do the lens and tools for accountability incorporate an equity framework? How?</li> </ul>                                                                                                                                                                                                                                    |



## Defining Underrepresented/underserved/marginalized

The team will determine which groups may be considered underrepresented, under served, or marginalized within the context of a policy and its intended purpose and impact.

Consider the following categories as groups to be considered underrepresented, underserved or marginalized:

- First generation students
- Diverse students/faculty/staff by ethnicity, race, age or sexual orientation
- Members of the LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual) community
- Non-traditional students (homeless, single parents, etc.)
- Culturally/Linguistically Diverse
- Low socio-economic status
- Persons with disabilities
- Veterans

\*Quick Tip: Ensuring gender balance and gender neutrality within policy language is a good place to start. In doing so, make sure that you edit the language of the policy/definitions/procedures to be inclusive.

### Gendered

- Chairman/Chairwoman
- The student must contact his adviser before making the change.
- He/She pronouns
- Freshman
- Father/Mother/Brother/Sister

### Gender Neutral

- Chair/Chairperson
- Students should contact their adviser before making the change.
- They/them pronouns
- First year student
- Parent/Sibling

## Section V. Common Challenges

Common challenges to addressing equity in policy review and implementation include:

### Section V a. Leading conversations about equity and inclusion.

Critical conversations: Leaders are naturally sensitive to the political cultures and traditions in their state, and make assumptions about what topics are preferred, acceptable or taboo. Political sensitivities surrounding discussions on race, gender identity, accessibility, and discrimination often stem from the tendency to understand racism and other “isms” as personal bias rather than structural inequities entrenched in social structures that circumscribe educational and economic opportunities. Therefore, policy leaders need to find ways to intentionally and strategically reframe discussions of race, gender identity, accessibility, and discrimination in terms of these inequitable structures and based on a shared vision for the organization’s future.



**To Do:** Prepare talking points to help lead discussions about equity and inclusion.

- Before beginning the discussion about the need to focus on equity in policy, clearly define equity to clarify how it is different from equality and diversity and contextualize it within the organization's history and demographic trends.
- Defuse concerns about quotas by defining equity as distinct from policy and legal debates about diversity and affirmative action in higher education admissions.
- Identify precedents in existing policy for targeting groups based on unequal resources.
- Moderate discussion regarding race vs. income by highlighting data to illustrate that both disparities exist and both matter, but have different causes and different solutions.
- Draw on the resources of scholars who study race and income inequality, gender inclusion, etc. to develop talking points that are supported by the historical facts.

### Section V b. Overcoming data paralysis.

Data paralysis: Equity-focused policy must begin with an understanding of how much and for whom higher education access and success must improve. The entire process must be supported by continuous data analysis. The challenge is harnessing the right data at the right time and even more importantly, having a clear sense of what questions to ask.

- Understand the difference between competing data sources.
- Don't let perfect be the enemy of the good.
- Avoid the weeds: Balance accuracy, clarity, and immediate relevance.

Important questions to ask:

- What populations have the lowest rates of post-secondary attainment historically? How does this information compare to our institutional metrics?
- Which populations are the fastest growing in the state? What are the racial/ethnic and gender patterns of attainment across different disciplinary and certificate pathways? Do pathways differ for the different groups?
- At current rates of educational attainment, will some populations in the state be disproportionately excluded from opportunities in high-wage, high-demand jobs? How does this contribute to existing disparities at the state level?



**To Do:** Create organizational post-secondary vital signs.

## Section V c. Engaging institutions of higher education.

Engaging institutions of higher education: For policy goals to be met, and for policy measures to be effective, institutional leaders must be given authentic, meaningful opportunities to engage in dialogue and planning to achieve the desired outcomes. A main component of this work is to build capacity among equity practitioners to move the institution from commitment to equity-focused action.



**To Do:** Design policy that focuses on student impact and empowers institutions to address inequality locally.

Step #1: Proposal and Desired Outcomes

Step #2: Data Collection and Analysis

Step #3: Stakeholder Engagement: Ensure that this step includes a comment period provided to the Diversity and Equity Committee/Council of the local campus. The purpose of this steps is to provide a stronger equity-lens to the review.

Step #4: Benefit and Burden

Step #5: Implementation

Step #6: Accountability, Communication and Evaluation

Adapted from Improving Postsecondary Attainment: Overcoming Common Challenges to an Equity Agenda in State Policy. Center for Urban Education, University of Southern California, (Bensimon, 2017).

## Appendix A: Examples of Re-Written Policies

### Policy **BEFORE** an equity lens is incorporated

#### Parental leave

- Must be employed 9 months
- 50% appointment or greater
- Female employees – up to 6 weeks paid leave upon birth
- Female employees – up to 2 weeks paid leave for adoption
- Male employee – up to 2 weeks paid leave

### Policy **AFTER** an equity lens is incorporated

#### Parental leave

- 50% appointment or greater
- Up to six weeks paid leave for birth, adoption, or gestational surrogacy for any employee
- Benefit available upon hire

### Policy that **INCORPORATES** an **EQUITY LENS**

#### Tobacco Free Policy

As of July 1, 2013, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products and electronic cigarettes) are prohibited on college owned, operated, or leased property. The policy is applicable to all campus persons, including students, faculty, staff, administrators, outside contractors and the general public.

This policy does not apply to specific activities used in connection with the practice of cultural activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a as permitted by Minnesota Statutes 2012, 144.4165. For the purpose of this section, a Native American is a person who is a member of a Native American Tribe as defined in section 260.755 subdivision 12. Arrangements for such ceremonies must conform to local fire code requirements and be approved by the College President or their designee in advance.

(Hennepin Technical College, Tobacco Free Policy 5HTC.6  
<https://www.hennepintech.edu/policy/pdfs/5HTC6POL.pdf>)

## Appendix B: Glossary of Terms

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Discrimination</b>          | Behavior that treats people unequally because of their identify protected memberships.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Disparate Impact</b>        | Disparate impact occurs when policies, practices, rules or other systems that appear to be neutral result in a disproportionate impact on a protected group.                                                                                                                                                                                                                                                                                                                                      |
| <b>Equity</b>                  | The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts and outcomes for all.                                                                                                                                                                                                                                                                                                                           |
| <b>Equity (campus context)</b> | The creation of opportunities for historically underrepresented populations to have equitable access to and participate in educational programs that are capable of closing the achievement gaps in student success and completion.                                                                                                                                                                                                                                                               |
| <b>Ethnicity</b>               | A dynamic set of historically derived and institutionalized ideas and practices that (1) allows people to identify or to be identified with groupings of people on the basis of presumed (and usually claimed) commonalities including language, history, nation or region of origin, customs, ways of being, religion, names, physical appearance and/or genealogy or ancestry; (2) can be a source of meaning, action and identity; and (3) confers a sense of belonging, pride and motivation. |
| <b>Gender non-conforming</b>   | An adjective and umbrella term to describe individuals whose gender expression, gender identity or gender role differs from gender norms associated with that assigned at birth.                                                                                                                                                                                                                                                                                                                  |
| <b>Implicit bias</b>           | Also known as unconscious or hidden bias, implicit biases are negative associations that people unknowingly hold. They are expressed automatically, without conscious awareness.                                                                                                                                                                                                                                                                                                                  |
| <b>LGBTQIA+</b>                | LGBT, LGBTQ, LGBTQIAA are acronyms referring to lesbian, gay, bisexual, transgender, queer, asexual, intersex and questioning.                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Policy</b>                  | A course or principle of action adopted or proposed by a government, party, business, or individual.                                                                                                                                                                                                                                                                                                                                                                                              |

Please visit <https://www.minnstate.edu/system/equity/glossary.html> for a more in-depth glossary of terms.

## Additional Resources

Bensimon, S. (2017). Improving Postsecondary Attainment: Overcoming Common Challenges to an Equity Agenda in State Policy. Center for Urban Education, University of Southern California.

Penn State Policies. <https://policy.psu.edu/>

Policy Link is a national research and action institute advancing racial and economic equity. [www.policylink.org](http://www.policylink.org)

Race Forward. Racial Equity Impact Assessment Toolkit. <https://www.raceforward.org/practice/tools/racial-equity-impact-assessment-toolkit>

Templeton, E., Love, B., Davis, B., Davis, M. (2016). The Illusion of Inclusion: University Policies that Perpetuate the Exclusion of Students of Color. Journal Committed to Social Change on Race and Equity, (2), Issue 1.

The Annie E. Casey Foundation. (2014). Race for Results: Building a Path to Opportunity for All Children. Baltimore, MD: Author.

The Institute for Higher Education Policy. <http://www.ihep.org/>

## **RESOLUTION NO. 20-0512**

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### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, REQUESTING REVIEW OF THE POLICIES, PROCEDURES AND BEST PRACTICES IN THE SERVICE OF THE CITIZENS OF EDGEWOOD, RESPECTING THE DIVERSITY OF OUR CITIZENRY**

**WHEREAS**, the Edgewood City Council represents a broad and diverse community; and

**WHEREAS**, as a Council, we believe we have an obligation to open our eyes, minds and hearts to the systemic inequities that exists for some groups in our city; and

**WHEREAS**, all citizens should feel respected, heard and valued in our community; and

**WHEREAS**, today, we continue to face opportunities and challenges related to diversity; race and religion, gender and ethnicity, language and sexual orientation, diverse abilities and disabilities; and

**WHEREAS**, the Edgewood City Council is committed to serve justly, believes in doing the right thing for the right reason, and recognizes the need to be unbiased and do better for all our citizens;

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

**Section 1.** We condemn the mistreatment and cruelty that has been part of our society for so many, for so long. We embrace the strength that only diversity can bring to our community. To make our city more inclusive on every level. To be more about belonging and open to involvement of all people who live here. To not just invite,

but to reach out with open arms to embrace your participation, your voice, and yes, your anger.

**Section 2.** Our staff and police officers will continue to participate in ongoing de-escalation, harassment and bias training. The staff, police, and elected representatives will all be participating in additional diversity, equity, and inclusion training.

**Section 3.** We will work to promote a more diverse and representative composition on our staff, boards, committees, and elected positions.

**Section 4.** We have endorsed a letter of support for Pierce County Council Emergency Resolution R2020-43.

**Section 5. Effective Date.** This resolution will take effect immediately upon passage by the City Council.

**ADOPTED THIS 14<sup>TH</sup> DAY OF JULY, 2020**

\_\_\_\_\_  
Daryl Eidinger, Mayor

**ATTEST:**

\_\_\_\_\_  
Rachel Pitzel, CMC  
City Clerk

**Exhibit A**

(Insert Exhibit here if applicable)





## City Of Edgewood Council Agenda Summary Sheet

|                                                                                                                                                                                                                                 |                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Subject:</b><br>Capital Improvement Plan (CIP) Annual Update                                                                                                                                                                 | <b>Agenda Item #:</b> 2.B                                                                 |
|                                                                                                                                                                                                                                 | <b>For Agenda of:</b> 10/1/2024                                                           |
|                                                                                                                                                                                                                                 | <b>Prepared by:</b> Chuck Hendricksen                                                     |
| <b>Attachments (list):</b> <ol style="list-style-type: none"><li>1. DRAFT CIP Priority List 2024-09-19</li><li>2. DRAFT - 2025 CIP Budget Spreadsheet</li><li>3. CIP Project Map</li><li>4. 24-005CODE CIP Update DNS</li></ol> |                                                                                           |
| <b>Approval of Materials:</b><br>Chuck Hendricksen<br>Rachel Pitzel, Assistant City Administrator 9/25/2024<br>Dave Olson 9/25/2024                                                                                             | <b>Expenditure Required:</b><br>N/A                                                       |
|                                                                                                                                                                                                                                 | <b>Amount Budgeted:</b><br>N/A                                                            |
|                                                                                                                                                                                                                                 | <b>Timeline:</b><br>10/01/2024 SS<br>10/08/2024 RCM PH<br>10/15/2024 SS<br>10/22/2024 RCM |

### Summary Statement:

The City utilizes an annually-updated Capital Improvement Plan (CIP), in conformance with the Capital Facilities Element of the City's Comprehensive Plan, which outlines projects, their estimated costs, timelines for work, and anticipated funding sources. These plans serve as the guiding documents for Staff to execute capital improvements throughout the City, as resources are made available through City financial resources or other identified funding sources (i.e. Impact Fees, grants, General Fund, etc.).

Staff is taking a similar approach to this year's CIP Program update as last year - reviewing and updating a priority list for all listed capital projects, then programming them for the next six years based on anticipated funding availability. The attached DRAFT CIP Project List represents staff's current recommendation on project priorities, and the attached DRAFT CIP Budget Spreadsheet takes these project priorities and programs their execution over the upcoming six-year period. Also attached is a map showing proposed capital projects with known locations.

Please note that this is still a "work in progress" - Staff relies on the City Council to guide this planning, to ensure it aligns with the Council's desires and sound management of the City's financial resources. A Public Hearing on this matter is scheduled for the next Regular Council Meeting, and additional public comment will be received through SEPA Environmental Review in the coming weeks (see attached DNS). Formal action on this item is not scheduled until the October 22, 2024 RCM.

### Item History:

N/A

**Recommended Action:**

Hold a discussion and provide staff guidance regarding Capital Improvement Plan (CIP) Annual Update

**Fiscal Note/Consideration:**

Please note that this is a planning document - Project selection and funding resources contained herein are still under consideration, as project priorities, timelines and other planning requirements are set by the City Council through adoption of the Annual Budget.

# DRAFT Project Prioritization List

All Identified Projects

9/19/2024

| No.                                                                                | Project Name                                                      | Score | Est. 1-Yr Cost        | Project Cost         |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------|-----------------------|----------------------|
| <b>Developer-coordinated Capital Projects (not included in annual project cap)</b> |                                                                   |       |                       |                      |
| SS-2                                                                               | Wetland Mitigation - Northwood Elementary (LID No. 1)             | N/A   | \$ 55,000             | \$ 55,000            |
| <b>City-led Capital Projects (not included in annual project cap)</b>              |                                                                   |       |                       |                      |
| T-14                                                                               | 48th St E Preservation Project                                    | 59.43 | \$ 754,000            | \$ 800,000           |
| P-1                                                                                | Interurban Trail Phase III Design / Construction (TIP No. 7)      | 57.09 | \$ 1,000,000          | \$ 24,417,890        |
| <b>City-led Annual Programs</b>                                                    |                                                                   |       | <b>Est. 1-Yr Cost</b> | <b>Running Total</b> |
| SW-1                                                                               | City Drainage Infrastructure Program / Spot Improvements          | N/A   | \$ 100,000            | \$ 100,000           |
| SW-6                                                                               | SWMP Update (including SW Comp. Plan Update)                      | N/A   | \$ 25,000             | \$ 125,000           |
| T-1                                                                                | Citywide Road Preservation Program (TIP No. 6)                    | N/A   | \$ 200,000            | \$ 325,000           |
| T-2                                                                                | Citywide Traffic Safety Program (TIP No. 9)                       | N/A   | \$ -                  | \$ 325,000           |
| T-6                                                                                | Transportation Engineering / Plan Support                         | N/A   | \$ -                  | \$ 325,000           |
| T-9                                                                                | Citywide Pedestrian Mobility and Safety Improvements (TIP No. 8)  | N/A   | \$ 30,000             | \$ 355,000           |
| P-2                                                                                | Miscellaneous Park Improvements                                   | N/A   | \$ -                  | \$ 355,000           |
| P-6                                                                                | Land Acquisition                                                  | N/A   | \$ -                  | \$ 355,000           |
| <b>City-led Capital Projects</b>                                                   |                                                                   |       |                       |                      |
| PF-3                                                                               | Public Works Service Facility (Feasibility / Preliminary Design)  | 70.00 | \$ 100,000            | \$ 455,000           |
| SW-13                                                                              | 56th St E / Edgewood Dr E Drainage Improvements                   | 69.50 | \$ 350,000            | \$ 805,000           |
| P-5                                                                                | Nelson Nature Park Rehabilitation                                 | 67.00 | \$ -                  | \$ 805,000           |
| SW-16                                                                              | (Spot Imp S-21) Top O' Valley Outfall - 24th St E east of 125th   | 65.00 | \$ 200,000            | \$ 1,005,000         |
| SW-8                                                                               | Lake Chalet Pothole Flood Reduction Project                       | 64.50 | \$ 400,000            | \$ 1,405,000         |
| P-4                                                                                | Nelson Farmhouse Remodel Eval.                                    | 62.00 | \$ 40,000             | \$ 1,445,000         |
|                                                                                    | Chrisella Rd E Realignment - 36th to 39th                         | 60.50 | \$ 250,000            | \$ 1,695,000         |
| T-13                                                                               | Caldwell & 129th Intersection Regrade                             | 57.00 | \$ 150,000            | \$ 1,845,000         |
| T-3                                                                                | (TIF R-6) Meridian & 12th/13th - Intersection Improvements        | 56.83 | \$ 500,000            | \$ 2,345,000         |
| T-10                                                                               | (TIF MCE-2) 104th Ave E - 8th to 10th                             | 54.98 | \$ 250,000            | \$ 2,595,000         |
| SW-12                                                                              | Flood Reduction Plan for Edgewood Pothole                         | 54.50 | \$ 170,000            | \$ 2,765,000         |
| SW-12                                                                              | Flood Reduction Plan for Pinedale Pond (114th)                    | 54.50 | \$ 170,000            | \$ 2,935,000         |
| T-11                                                                               | 108th Ave E (north of 32nd St E) - Rebuild Roadway                | 52.50 | \$ 250,000            | \$ 3,185,000         |
| SW-7                                                                               | 25th St E Drainage Improvements                                   | 50.00 | \$ 235,000            | \$ 3,420,000         |
| T-5                                                                                | Edgewood Drive Safety Improvements (TIP No. 4)                    | 48.77 | \$ 535,000            | \$ 3,955,000         |
| P-3                                                                                | Edgewood Multi-Modal Trail Loop (8th, 122nd, 24th)                | 47.86 | \$ 160,000            | \$ 4,115,000         |
| SW-5                                                                               | 108th Ave E / 36th St E Flooding                                  | 47.80 | \$ 150,000            | \$ 4,265,000         |
| SW-14                                                                              | Monta Vista Dr E Drainage Improvements                            | 47.00 | \$ 500,000            | \$ 4,765,000         |
| SW-3                                                                               | Jovita Creek Regional Improvement Feasibility Study               | 46.45 | \$ 200,000            | \$ 4,965,000         |
| SW-4                                                                               | Edgewood Pothole Pilot Project Feasibility Assessment             | 46.38 | \$ 150,000            | \$ 5,115,000         |
| T-10                                                                               | (TIF MCE-16) 106th Ave E - 32nd to 36th                           | 42.81 | \$ 250,000            | \$ 5,365,000         |
| SW-9                                                                               | 24th / 112th Seasonal Ponding                                     | 42.00 | \$ 170,000            | \$ 5,535,000         |
| P-9                                                                                | Wolf Point Trail                                                  | 42.00 | \$ 400,000            | \$ 5,935,000         |
| P-7                                                                                | Edgemont Park Improvements                                        | 40.00 | \$ 250,000            | \$ 6,185,000         |
| SW-12                                                                              | Flood Reduction Plan for 122nd Ave Pothole                        | 40.00 | \$ 170,000            | \$ 6,355,000         |
| SW-2                                                                               | Mortenson Farm Regional Stormwater Improvements                   | 40.00 | \$ -                  | \$ 6,355,000         |
| T-10                                                                               | (TIF MCE-7) 104th Ave E - 16th to 18th                            | 39.90 | \$ 150,000            | \$ 6,505,000         |
| SW-10                                                                              | 108th Ave E - 8th to 16th Flooding                                | 38.63 | \$ 50,000             | \$ 6,555,000         |
|                                                                                    | (Spot Imp S-17) 11000 block 16th St E Shoulder                    | 37.00 | \$ 100,000            | \$ 6,655,000         |
|                                                                                    | (Spot Imp S-20) 20th St E Culvert (near 90th)                     | 37.00 | \$ 150,000            | \$ 6,805,000         |
|                                                                                    | FEMA Flood Study                                                  | 37.00 | \$ -                  | \$ 6,805,000         |
| T-4                                                                                | Chrisella Road East Safety Improvements (TIP No. 5) - 48th to C/L | 36.25 | \$ 450,000            | \$ 7,255,000         |
|                                                                                    | (TIF MCE-14) 106th Ave E - 24th to 32nd                           | 35.42 | \$ 250,000            | \$ 7,505,000         |
|                                                                                    | (TIF NP-4) Meridian Ave E Mid-block Pedestrian Crossings          | 35.00 | \$ 40,000             | \$ 7,545,000         |
| T-12                                                                               | 36th Street East Walkway Extension (TIP No. 13)                   | 34.63 | \$ 85,000             | \$ 7,630,000         |
|                                                                                    | Flood Reduction Plan for 108th Ave Pothole                        | 34.50 | \$ 170,000            | \$ 7,800,000         |
| SW-15                                                                              | 48th St E / 127th Ave E Drainage Improvements                     | 33.91 | \$ 50,000             | \$ 7,850,000         |

# DRAFT Project Prioritization List

All Identified Projects

9/19/2024

| No.       | Project Name                                                   | Score | Est. 1-Yr Cost | Running Total |
|-----------|----------------------------------------------------------------|-------|----------------|---------------|
| T-7, etc. | (TIF R-3) Meridian Ave E Safety Improvements - 24th to 36th    | 33.54 | \$ 750,000     | \$ 8,600,000  |
|           | Meridian Ave E. Drainage Capacity Review (8th to 24th)         | 33.00 | \$ 50,000      | \$ 8,650,000  |
|           | (TIF MCE-17) 36th St E - Meridian to Chrisella                 | 31.50 | \$ 150,000     | \$ 8,800,000  |
|           | (TIF MCW-2) 101st Ave E - 18th to 20th                         | 31.30 | \$ 150,000     | \$ 8,950,000  |
|           | (TIF MCE-13) 29th St E - 103rd to 106th                        | 31.05 | \$ 200,000     | \$ 9,150,000  |
| PF-2      | Civic Center Campus Improvements (Entry, PD Parking, Security) | 31.00 | \$ 100,000     | \$ 9,250,000  |
|           | Flood Reduction Plan for Surprise Lake Pothole                 | 30.00 | \$ 170,000     | \$ 9,420,000  |
|           | (TIF MCE-15) 32nd St E - Meridian to 106th                     | 28.35 | \$ 100,000     | \$ 9,520,000  |
|           | (TIF MCW-8) 100th Ave E - 29th to 32nd                         | 28.16 | \$ 150,000     | \$ 9,670,000  |
|           | (TIF MCE-6) 16th St E - Meridian to 104th                      | 28.10 | \$ 150,000     | \$ 9,820,000  |
|           | (TIF R-2) 122nd Ave E Safety Improvements - 24th to 48th       | 28.08 | \$ 250,000     | \$ 10,070,000 |
|           | (TIF MCW-7) 29th St E - 101st to Meridian                      | 27.93 | \$ 100,000     | \$ 10,170,000 |
| SW-11     | Jovita Boulevard Rehabilitation                                | 27.00 | \$ -           | \$ 10,170,000 |
|           | (Spot Imp S-15) 12th St E Outfall - east of 122nd              | 26.67 | \$ 50,000      | \$ 10,220,000 |
|           | (Spot Imp S-16) 1411 126th Ave E Outfall                       | 26.67 | \$ 50,000      | \$ 10,270,000 |
|           | (TIF R-7) Meridian & 20th - Intersection Improvements          | 26.67 | \$ 2,000,000   | \$ 12,270,000 |
|           | (TIF MCE-11) 24th St E - Meridian to 104th                     | 26.10 | \$ 150,000     | \$ 12,420,000 |
|           | (TIF MCW-5) 24th St E - 100th to Meridian                      | 26.04 | \$ 75,000      | \$ 12,495,000 |
|           | (TIF MCW-9) 32nd St E - 100th to Meridian                      | 25.93 | \$ 100,000     | \$ 12,595,000 |
|           | (TIF R-9) Meridian & 36th - Intersection Improvements          | 25.59 | \$ 250,000     | \$ 12,845,000 |
|           | (Spot Imp S-10) 2400 block 112th Ave E Ditch Conversion        | 25.50 | \$ 75,000      | \$ 12,920,000 |
|           | (TIF MCW-4) 100th Ave E - 20th to 24th                         | 23.05 | \$ 250,000     | \$ 13,170,000 |
|           | (PROST #2) Nelson Farm Park Master Plan & Feasibility Study    | 22.00 | \$ 125,000     | \$ 13,295,000 |
|           | (Spot Imp S-22) 9022 34th St E Ponding                         | 22.00 | \$ 200,000     | \$ 13,495,000 |
|           | (Spot Imp) 11126 46th St E                                     | 22.00 | \$ 50,000      | \$ 13,545,000 |
|           | (TIF R-5) Railroad Frontage Road                               | 21.11 | \$ 750,000     | \$ 14,295,000 |
|           | (PROST System-Wide) Signage & Branding                         | 20.00 | \$ 75,000      | \$ 14,370,000 |
| NEW       | 4621 108th Ave E Drainage                                      | 20.00 | \$ 100,000     | \$ 14,470,000 |
|           | (TIF N-8) 32nd St E Walkway - 110th to 114th                   | 17.74 | \$ 75,000      | \$ 14,545,000 |
|           | (TIF N-6) 114th Ave E Walkway - 8th to 18th                    | 17.38 | \$ 150,000     | \$ 14,695,000 |
|           | (PROST #6) ECP Phase 2 - Sport Courts                          | 17.00 | \$ 100,000     | \$ 14,795,000 |
|           | (Spot Imp S-23) 47th St Ct E @ 114th Ave E                     | 16.67 | \$ 50,000      | \$ 14,845,000 |
|           | (TIF N-7) Edgemont Walkway - EJH to 114th Walkway              | 15.88 | \$ 150,000     | \$ 14,995,000 |
|           | East Wapato Ravine Drainage                                    | 15.00 | \$ -           | \$ 14,995,000 |
|           | Simons Creek Bed Erosion (9608 29th St Ct E?)                  | 15.00 | \$ -           | \$ 14,995,000 |
|           | (PROST System-Wide) School District Co-Op Agreements           | 8.33  | \$ 500,000     |               |
|           | (Spot Imp S-24) 525 114th Ave E                                | 5.00  | \$ -           |               |

### City of Edgewood 2025 - 2030 Capital Improvement Plan

| Project                                                                                    | 2025<br>Estimate                                                                 | 2026<br>Estimate  | 2027<br>Estimate  | 2028<br>Estimate  | 2029<br>Estimate  | 2030<br>Estimate  | Totals              |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Surface Water</b>                                                                       |                                                                                  |                   |                   |                   |                   |                   |                     |
| SW-1 City Drainage Infrastructure Program / Spot Improvements                              | \$ 100,000                                                                       | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 600,000          |
| SW-2 Mortenson Farm Regional Stormwater Improvements                                       | <i>Deferring to future year, pending return of property by WSDOT (est. 2035)</i> |                   |                   |                   |                   |                   | \$ -                |
| SW-3 Jovita Creek Regional Improvement Feasibility Study                                   | \$ -                                                                             | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                |
| SW-4 Edgewood Pothole Pilot Project Feasibility Assessment                                 | \$ -                                                                             | \$ -              | \$ -              | \$ -              | \$ -              | \$ 150,000        | \$ 150,000          |
| SW-5 108th Ave E / 36th St E Flooding                                                      | \$ -                                                                             | \$ -              | \$ 150,000        | \$ 500,000        | \$ 500,000        | \$ -              | \$ 1,150,000        |
| SW-6 Surface Water Management Plan Update (Including Stormwater Comprehensive Plan Update) | \$ 25,000                                                                        | \$ 25,000         | \$ 25,000         | \$ 25,000         | \$ 25,000         | \$ 25,000         | \$ 150,000          |
| SW-7 25th St. E. Drainage Improvements                                                     | \$ -                                                                             | \$ 35,000         | \$ 200,000        | \$ -              | \$ -              | \$ -              | \$ 235,000          |
| SW-8 Lake Chalet Pothole Flood Reduction Project                                           | \$ 400,000                                                                       | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ 400,000          |
| SW-9 24th / 112th Seasonal Ponding                                                         | \$ -                                                                             | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                |
| SW-10 108th Ave E - 8th to 16th Flooding                                                   | \$ -                                                                             | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                |
| SW-11 Jovita Boulevard Rehabilitation                                                      | <i>Deferring to future year, pending result of Project P-1</i>                   |                   |                   |                   |                   |                   | \$ -                |
| SW-12 Flood Reduction Plans for Closed Depression Basins                                   | \$ -                                                                             | \$ 170,000        | \$ 170,000        | \$ -              | \$ -              | \$ -              | \$ 340,000          |
| SW-13 56th St E / Edgewood Dr E Drainage Improvements                                      | \$ 350,000                                                                       | \$ 600,000        | \$ -              | \$ -              | \$ -              | \$ -              | \$ 950,000          |
| SW-14 Monta Vista Dr E Drainage Improvements                                               | \$ -                                                                             | \$ -              | \$ -              | \$ -              | \$ -              | \$ 100,000        | \$ 100,000          |
| SW-15 48th St E / 127th Ave E Drainage Improvements                                        | \$ -                                                                             | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -                |
| SW-16 Top O' Valley Outfall - Replace Failed Pipe                                          | \$ 200,000                                                                       | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ 200,000          |
| <b>Total Surface Water</b>                                                                 | <b>\$ 1,075,000</b>                                                              | <b>\$ 930,000</b> | <b>\$ 645,000</b> | <b>\$ 625,000</b> | <b>\$ 625,000</b> | <b>\$ 375,000</b> | <b>\$ 4,275,000</b> |

### City of Edgewood 2025 - 2030 Capital Improvement Plan

| Project                     |                                                                     | 2025<br>Estimate                                                                     | 2026<br>Estimate | 2027<br>Estimate | 2028<br>Estimate | 2029<br>Estimate | 2030<br>Estimate | Totals       |
|-----------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| <b>Transportation</b>       |                                                                     |                                                                                      |                  |                  |                  |                  |                  |              |
| T-1                         | Citywide Road Preservation Program (TIP No. 6)                      | \$ 150,000                                                                           | \$ 150,000       | \$ 150,000       | \$ 250,000       | \$ 250,000       | \$ 250,000       | \$ 1,200,000 |
| T-2                         | Citywide Traffic Safety Program (TIP No. 9)                         | \$ -                                                                                 | \$ -             | \$ 50,000        | \$ 50,000        | \$ 50,000        | \$ 50,000        | \$ 200,000   |
| T-3                         | Meridian & 12th/13th Intersection Improvements (TIP No. 14)         | \$ -                                                                                 | \$ -             | \$ 500,000       | \$ -             | \$ 2,150,000     | \$ -             | \$ 2,650,000 |
| T-4                         | Chrisella Road East Safety Improvements (TIP No. 5)                 | \$ -                                                                                 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -         |
| T-5                         | Edgewood Drive Safety Improvements (TIP No. 4)                      | \$ -                                                                                 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -         |
| T-6                         | Transporation Engineering / Plan Support                            | \$ -                                                                                 | \$ -             | \$ 50,000        | \$ 50,000        | \$ 50,000        | \$ 50,000        | \$ 200,000   |
| T-7                         | Meridian / 32nd Intersection Improvements (TIP No. 1)               | \$ -                                                                                 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -         |
| T-8                         | Meridian Ave E. Preliminary Design (TIP No. 2)                      | <b>Project Complete, Resolution 24-0471; Future Projects Pending Available Funds</b> |                  |                  |                  |                  |                  | \$ -         |
| T-9                         | Citywide Pedestrian Mobility and Safety Improvements (TIP No. 8)    | \$ 30,000                                                                            | \$ 30,000        | \$ 75,000        | \$ 75,000        | \$ 75,000        | \$ 75,000        | \$ 360,000   |
| T-10                        | Meridian Parallel Road Network Constr. - Various Seg's (TIP No. 11) | \$ -                                                                                 | \$ -             | \$ -             | \$ -             | \$ 250,000       | \$ 2,300,000     | \$ 2,550,000 |
| T-11                        | 108th Ave E (north of 32nd St E) - Rebuild Failing Roadway          | \$ -                                                                                 | \$ -             | \$ -             | \$ -             | \$ 50,000        | \$ 200,000       | \$ 250,000   |
| T-12                        | 36th Street East Walkway Extension (TIP No. 13)                     | \$ -                                                                                 | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -         |
| T-13                        | Caldwell & 129th Intersection Regrade                               | \$ -                                                                                 | \$ -             | \$ 150,000       | \$ -             | \$ -             | \$ -             | \$ 150,000   |
| T-14                        | 48th St E Preservation Project                                      | \$ 754,000                                                                           | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ 754,000   |
| <b>Total Transportation</b> |                                                                     | \$ 934,000                                                                           | \$ 180,000       | \$ 975,000       | \$ 425,000       | \$ 2,875,000     | \$ 2,925,000     | \$ 8,314,000 |

### City of Edgewood 2025 - 2030 Capital Improvement Plan

| Project                                                              | 2025<br>Estimate                                                                 | 2026<br>Estimate     | 2027<br>Estimate     | 2028<br>Estimate   | 2029<br>Estimate   | 2030<br>Estimate   | Totals               |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------|----------------------|--------------------|--------------------|--------------------|----------------------|
| <b>Parks</b>                                                         |                                                                                  |                      |                      |                    |                    |                    |                      |
| P-1 Interurban Trail Phase III Design / Construction (TIP No. 7)     | \$ 750,000                                                                       | \$ 10,000,000        | \$ 11,500,000        | \$ 885,000         | \$ -               | \$ -               | \$ 23,135,000        |
| P-2 Miscellaneous Park Improvements                                  | \$ -                                                                             | \$ -                 | \$ 25,000            | \$ 25,000          | \$ 25,000          | \$ 25,000          | \$ 100,000           |
| P-3 Edgewood Multi-Modal Trail Loop (8th, 122nd, 24th)               | \$ -                                                                             | \$ 160,000           | \$ -                 | \$ -               | \$ -               | \$ -               | \$ 160,000           |
| P-4 Nelson Farmhouse Remodel Eval.                                   | \$ 40,000                                                                        | \$ -                 | \$ -                 | \$ -               | \$ -               | \$ -               | \$ 40,000            |
| P-5 Nelson Nature Park Rehabilitation                                | \$ -                                                                             | \$ -                 | \$ 45,000            | \$ -               | \$ -               | \$ -               | \$ 45,000            |
| P-6 Land Acquisition                                                 | \$ -                                                                             | \$ -                 | \$ -                 | \$ -               | \$ 30,000          | \$ 50,000          | \$ 80,000            |
| P-7 Edgemont Park Improvements                                       | \$ -                                                                             | \$ -                 | \$ -                 | \$ -               | \$ -               | \$ -               | \$ -                 |
| P-8 Mortenson Farm Trail                                             | <i>Deferring to future year, pending return of property by WSDOT (est. 2035)</i> |                      |                      |                    |                    |                    | \$ -                 |
| P-9 Wolf Point Trail                                                 | \$ -                                                                             | \$ -                 | \$ -                 | \$ -               | \$ -               | \$ 400,000         | \$ 400,000           |
| <b>Total Parks</b>                                                   | <b>\$ 790,000</b>                                                                | <b>\$ 10,160,000</b> | <b>\$ 11,570,000</b> | <b>\$ 910,000</b>  | <b>\$ 55,000</b>   | <b>\$ 475,000</b>  | <b>\$ 23,960,000</b> |
| <b>Sanitary Sewer</b>                                                |                                                                                  |                      |                      |                    |                    |                    |                      |
| SS-1 SR-161 Enchanted Parkway Fish Passages - Franchise Utility Work | \$ 250,000                                                                       | \$ -                 | \$ -                 | \$ -               | \$ -               | \$ -               | \$ 250,000           |
| SS-2 Wetland Mitigation - Northwood Elementary (LID No. 1)           | \$ 55,000                                                                        | \$ -                 | \$ -                 | \$ -               | \$ -               | \$ -               | \$ 55,000            |
| <b>Total Sanitary Sewer</b>                                          | <b>\$ 305,000</b>                                                                | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 305,000</b>    |
| <b>Public Facilities</b>                                             |                                                                                  |                      |                      |                    |                    |                    |                      |
| PF-1 Citywide IT/Security Upgrades                                   | \$ -                                                                             | \$ -                 | \$ -                 | \$ -               | \$ -               | \$ -               | \$ -                 |
| PF-2 Civic Center Campus Improvements                                | \$ -                                                                             | \$ -                 | \$ 100,000           | \$ 175,000         | TBD                | TBD                | \$ 275,000           |
| PF-3 Public Works Service Facility                                   | \$ -                                                                             | \$ 100,000           | TBD                  | \$ -               | \$ -               | \$ -               | \$ 100,000           |
| <b>Total Public Facilities</b>                                       | <b>\$ -</b>                                                                      | <b>\$ 100,000</b>    | <b>\$ 100,000</b>    | <b>\$ 175,000</b>  | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 375,000</b>    |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                    | <b>\$3,104,000</b>                                                               | <b>\$11,370,000</b>  | <b>\$13,290,000</b>  | <b>\$2,135,000</b> | <b>\$3,555,000</b> | <b>\$3,775,000</b> | <b>\$37,229,000</b>  |
| Annual Cap Check:                                                    | \$1,545,000                                                                      | \$1,370,000          | \$1,790,000          | \$1,250,000        | \$3,555,000        | \$3,375,000        |                      |

### City of Edgewood 2025 - 2030 Capital Improvement Plan

| Project                                          | 2025<br>Estimate    | 2026<br>Estimate     | 2027<br>Estimate     | 2028<br>Estimate    | 2029<br>Estimate    | 2030<br>Estimate    | Totals               |
|--------------------------------------------------|---------------------|----------------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| <b>CAPITAL REVENUE SOURCES:</b>                  |                     |                      |                      |                     |                     |                     |                      |
| Surface Water Fees                               | \$ 902,895          | \$ 905,000           | \$ 545,000           | \$ 600,000          | \$ 600,000          | \$ 425,000          | \$ 3,977,895         |
| Other Surface Water Grant Revenue                | \$ 172,105          | \$ 25,000            | \$ 100,000           | \$ 25,000           | \$ 25,000           | \$ 25,000           | \$ 372,105           |
| Est. Interagency Participation (SW)              | \$ -                | \$ -                 | \$ -                 | \$ -                | \$ -                | \$ -                | \$ -                 |
| Traffic Impact Fees                              | \$ 156,000          | \$ 2,038,000         | \$ 2,465,000         | \$ 192,000          | \$ 1,605,000        | \$ 1,395,000        | \$ 7,851,000         |
| Transportation Grant Revenue                     | \$ 600,000          | \$ -                 | \$ 350,000           | \$ -                | \$ 500,000          | \$ 795,000          | \$ 2,245,000         |
| REET (1 <sup>st</sup> 1/4% - Gen. Fund Capital)  | \$ -                | \$ -                 | \$ 100,000           | \$ 175,000          | \$ 360,000          | \$ 250,000          | \$ 885,000           |
| REET (2 <sup>nd</sup> 1/4% - Pub. Works Capital) | \$ 304,000          | \$ 250,000           | \$ 345,000           | \$ 250,000          | \$ 250,000          | \$ 250,000          | \$ 1,649,000         |
| Park Impact Fees                                 | \$ 640,000          | \$ 128,000           | \$ -                 | \$ -                | \$ 30,000           | \$ 450,000          | \$ 1,248,000         |
| Parks Grant Revenue                              | \$ -                | \$ 8,000,000         | \$ 9,200,000         | \$ 708,000          | \$ -                | \$ -                | \$ 17,908,000        |
| Capital Parks Reserve Fund                       | \$ -                | \$ -                 | \$ -                 | \$ -                | \$ -                | \$ -                | \$ -                 |
| Sewer Fees                                       | \$ 305,000          | \$ -                 | \$ -                 | \$ -                | \$ -                | \$ -                | \$ 305,000           |
| Bonds / Loans (Future Debt Service)              | \$ -                | \$ -                 | \$ -                 | \$ -                | \$ -                | \$ -                | \$ -                 |
| School Zone Camera Fees                          | \$ 24,000           | \$ 24,000            | \$ 110,000           | \$ 110,000          | \$ 110,000          | \$ 110,000          | \$ 488,000           |
| General Fund Xfer (Property/Sales/Utility Tax)   | \$ -                | \$ -                 | \$ 75,000            | \$ 75,000           | \$ 75,000           | \$ 75,000           | \$ 300,000           |
| <b>TOTAL CAPITAL RESOURCES</b>                   | <b>\$ 3,104,000</b> | <b>\$ 11,370,000</b> | <b>\$ 13,290,000</b> | <b>\$ 2,135,000</b> | <b>\$ 3,555,000</b> | <b>\$ 3,775,000</b> | <b>\$ 37,229,000</b> |







# Determination of Nonsignificance (DNS)

City of Edgewood ■ 2224 104<sup>th</sup> Ave East ■ Edgewood, Washington 98372-1513 ■ 253-952-3299

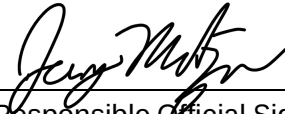
|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Issuance:        | September 23, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Project Name:            | ANNUAL CAPITAL IMPROVEMENT PLAN (CIP) UPDATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| File:                    | #24-005CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Lead Agency:             | City of Edgewood, 2224 104th Ave E, Edgewood, WA 98372                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Applicant                | Public Works Director   253-952-3299   <a href="mailto:cityhall@cityofedgewood.org">cityhall@cityofedgewood.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agency Contact:          | Josh Kubitza, Planning Manager   253-952-3299   <a href="mailto:comdev@cityofedgewood.org">comdev@cityofedgewood.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Location:                | Non-Project Action (Citywide). See project map in application documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Project Description:     | This is an annual update to the Capital Improvement Plan (CIP). A CIP is a short-range planning document showing funding sources and estimated amounts for capital projects planned for design and/or construction in the next six (6) years. It must be consistent with the City of Edgewood Comprehensive Plan and is intended to ensure coordination between the local jurisdiction and other agencies. Each project contained in the CIP will be required to undergo an independent environmental review and threshold determination.                                                                                                                                                           |
| Existing Documents:      | <ul style="list-style-type: none"><li>• SEPA Checklist</li><li>• CIP Budget Spreadsheet</li><li>• CIP Priority Ranking Spreadsheet</li><li>• CIP Project Map</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Combined Comment Period: | Any interested person/party has the right to comment on the proposal, review file materials, request a copy of the decision, and appeal the decision subject to requirements outlined in Edgewood Municipal Code (EMC) and the applicable regulations as adopted by the City.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SEPA Determination:      | The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment, and an environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist, the <i>Edgewood Comprehensive Plan</i> , and other municipal policies, plans, rules, and regulations designated as a basis for exercise of substantive authority under the <i>State Environmental Protection Act</i> (SEPA) pursuant to RCW 43.21C. This information is available to the public by request and at: <a href="https://portal.cityofedgewood.org">portal.cityofedgewood.org</a> . |

Please call (253) 952-3299 if you have any questions.

Any interested person/party has the right to comment on the proposal, review file materials, request a copy of the decision, and appeal the decision subject to requirements outlined in Edgewood Municipal Code and the applicable regulations as adopted by the City.

Comments can be provided at the meeting. Alternatively, written comments may be submitted to the Community & Economic Development Department at 2224 104th Avenue E, Edgewood, WA 98372 or [comdev@cityofedgewood.org](mailto:comdev@cityofedgewood.org). This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance. Comments must be submitted by 5:00 PM on October 7, 2024.

Responsible SEPA  
Official:



9/20/2024

Responsible Official Signature

Date

Jeremy Metzler, PE , Community Development Director  
253-952-3299 | [comdev@cityofedgewood.org](mailto:comdev@cityofedgewood.org)

Appeal Period and  
Process:

Unless modified by the City, this determination will become final following the above comment deadline. Any person aggrieved by the City's final determination may file an appeal no later than 5:00 PM on October 21, 2024. Appeals must be submitted in writing and contain the information required in EMC 20.05.250(J) along with the required appeal fee. You should be prepared to make specific factual objections. All appeals shall contain a specific statement of reasons why the decision of the SEPA Responsible Official is alleged to be in error. Appeals may be in person, by mail, or via the City's permit portal: [portal.cityofedgewood.org](https://portal.cityofedgewood.org).

Please call (253) 952-3299 if you have any questions.

Any interested person/party has the right to comment on the proposal, review file materials, request a copy of the decision, and appeal the decision subject to requirements outlined in Edgewood Municipal Code and the applicable regulations as adopted by the City.



## City Of Edgewood Council Agenda Summary Sheet

|                                                                                                                                              |                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Subject:</b><br>Amendment to the ILA for Police Services                                                                                  | <b>Agenda Item #:</b> 2.C                                                                  |
|                                                                                                                                              | <b>For Agenda of:</b> 10/1/2024                                                            |
|                                                                                                                                              | <b>Prepared by:</b> Rachel Pitzel                                                          |
| <b>Attachments (list):</b><br>1. Resolution No. 24-0xxx, Amended ILA to Police Services<br>2. R2024-198 Signed Final Resolution with Exhibit |                                                                                            |
| <b>Approval of Materials:</b><br><br>Rachel Pitzel<br>Rachel Pitzel, Assistant City Administrator 9/23/2024<br>Dave Olson 9/23/2024          | <b>Expenditure Required:</b>                                                               |
|                                                                                                                                              | <b>Amount Budgeted:</b>                                                                    |
|                                                                                                                                              | <b>Timeline:</b><br>10/01/2024 SS Discussion<br>10/08/2024 RCM Action Under Consent Agenda |

**Summary Statement:** This resolution authorizes the Mayor of Edgewood to sign an amended Interlocal Agreement (ILA) with Pierce County regarding law enforcement services. The City Council previously adopted an ILA on July 23, 2024, but recent amendments proposed by the Pierce County Council necessitate an update.

The section below in red text is the additional language to the ILA.

**SECTION 3. COST OF SERVICES. - Item B. (last paragraph added)**

*Rates may be adjusted annually by the County, and the new rate schedule will be provided to the City no less than 30 days prior to the beginning of each calendar year. The parties are authorized to negotiate annual rate and service adjustments, and execute written agreements that reflect agreed-upon adjustments.*

There were no other changes to the ILA. The key change allows for annual adjustments to service rates, which will be communicated to the city at least 30 days before each calendar year.

Additionally, this new language has been included to facilitate simple annual rate and service adjustments—such as adding deputies to the contract—without undergoing the lengthy Pierce County council review process. This language will also be incorporated into contracts with other cities and towns for specialized services like SWAT and forensics.

This amendment aims to enhance collaboration between Edgewood and the Pierce County Sheriff's Office and will replace the original ILA.

**Item History:**

**Recommended Action:**

Hold a discussion and provide staff guidance regarding Amendment to the ILA for Police Services

**Fiscal Note/Consideration:**



**RESOLUTION NO. 24-0XXX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
EDGEWOOD, PIERCE COUNTY, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN THE AMENDED  
INTERLOCAL AGREEMENT WITH PIERCE COUNTY  
RELATING TO LAW ENFORCEMENT SERVICES**

**WHEREAS**, the City Council previously adopted by Resolution No. 24-0736 an Interlocal Agreement (ILA) with Pierce County for Law Enforcement Services on July 23, 2024; and

**WHEREAS**, on September 19, 2024, the Pierce County Council held their council meeting to approve the ILA and proposed changes and amendments to the original ILA; and

**WHEREAS**, Pierce County has requested the following changes to the original ILA in **Section 3. Cost of Services** subsection 2 adding last paragraph: *Rates may be adjusted annually by the County, and the new rate schedule will be provided to the city no less than 30 days prior to the beginning of each calendar year. The parties are authorized to negotiate annual rate and service adjustments and execute written agreements that reflect agreed-upon adjustments*; and

**WHEREAS**, the City Council desires to adopt the amended version of the ILA to reflect these changes and to ensure continued collaboration between the City and the Sheriff's Office; and

**WHEREAS**, this amended Interlocal Agreement shall supersede and replace the previously adopted Interlocal Agreement by City Council on July 23, 2024 by Resolution No. 24-0736;

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

**Section 1. Authorization.** The mayor is hereby authorized to execute the amended Interlocal Agreement with Pierce County for the provision of law enforcement Services. Attached hereto as Exhibit A.

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

**ADOPTED THIS 8<sup>TH</sup> DAY OF OCTOBER, 2024**

\_\_\_\_\_  
Dave Olson, Mayor

**ATTEST:**

\_\_\_\_\_  
Jill Schwerzler-Herrera, CMC  
City Clerk

**Exhibit A**

Amended Pierce County Sheriff's Interlocal Agreement- Law Enforcement Services

Sponsored by: Councilmember Paul Herrera  
Requested by: County Executive/Sheriff's Department

## RESOLUTION NO. R2024-198

### **A Resolution of the Pierce County Council Granting the Pierce County Executive Authority to Execute an Agreement Titled "Interlocal Agreement Between Pierce County and City of Edgewood Relating to Law Enforcement Services"; Terminating Any Prior Agreement Between the Parties for Law Enforcement Services; and Requesting that the Finance Department Post Said Agreement on the County's Dedicated Interlocal Agreement Website.**

**Whereas**, this Interlocal Agreement ("Agreement") is entered into by and between Pierce County, a political subdivision of the State of Washington ("County") and The City of Edgewood, a municipal corporation of the State of Washington (herein referred to as "City") and is applicable to all properties located within the geographic area that constitutes the incorporated limits of the City; and

**Whereas**, pursuant to Chapter 35.02 of the Revised Code of Washington (RCW), the City established February 28, 1996, as it's official date of incorporation, and upon that date commenced operations as a City; and

**Whereas**, pursuant to Chapter 35.02 RCW as the date of incorporation local government authority and jurisdiction with respect to the newly incorporated area transferred from the County to the City; and

**Whereas**, the City has requested that the County provide law enforcement services to the City; and

**Whereas**, the County has resources through the Pierce County Sheriff's Department to provide law enforcement services to the community; and

**Whereas**, the Parties entered into an agreement for law enforcement services in 1997, and subsequently amended that agreement in 2007, 2011, 2013, 2019 and in October 2020; and





1       **Whereas**, after evaluating the scope of the City of Edgewood's need for law  
2 enforcement services, Pierce County seeks to enter into this new Agreement for a new  
3 scope of work, and upon the effective date of this Agreement, any prior agreement  
4 between the Parties for law enforcement services shall be null; and

5  
6       **Whereas**, the parties are authorized to enter into such agreements by virtue  
7 of RCW 39.34 and 35.02.225; **Now Therefore**,

8  
9       **BE IT RESOLVED by the Council of Pierce County:**

10  
11       Section 1. The Pierce County Executive or designee is hereby authorized to  
12 execute the Agreement titled "Interlocal Agreement Between Pierce County and the City  
13 of Edgewood Relating to Law Enforcement Services" as shown in Exhibit A, which is  
14 attached hereto and incorporated herein by reference.

15  
16       Section 2. Upon the effective date of this Agreement, any prior agreement  
17 between the Parties for law enforcement services shall be null and void.

18  
19       Section 3. The Finance Department is requested to post the executed  
20 Agreement found at Exhibit A on the County's dedicated Interlocal Agreement Website.

21  
22       ADOPTED this 17<sup>th</sup> day of September, 2024.

23  
24  
25 ATTEST:

26       **PIERCE COUNTY COUNCIL**  
27       Pierce County, Washington

28  
29  
30 Audrey Persons  
31 Acting Clerk to the Council

32  
33  
34 Ryan N. Mello  
35 Council Chair



**INTERLOCAL AGREEMENT  
BETWEEN PIERCE COUNTY AND THE CITY OF EDGEWOOD  
RELATING TO LAW ENFORCEMENT SERVICES**

**THIS INTERLOCAL AGREEMENT** ("Agreement") is entered into by and between PIERCE COUNTY, a political subdivision of the State of Washington ("County") and THE CITY OF EDGEWOOD, a municipal corporation of the State of Washington (herein referred to as "City") and is applicable to all properties located within the geographic area that constitutes the incorporated limits of the City.

**WHEREAS**, pursuant to Chapter 35.02 of the Revised Code of Washington (RCW), the City established February 28, 1996, as it's official date of incorporation, and upon that date commenced operations as a City; and

**WHEREAS**, pursuant to Chapter 35.02 RCW as the date of incorporation local government authority and jurisdiction with respect to the newly incorporated area transferred from the County to the City; and

**WHEREAS**, the City has requested that the County provide law enforcement services to the city; and

**WHEREAS**, the County has resources through the Pierce County Sheriff's Department to provide law enforcement services to the community; and

**WHEREAS**, the parties entered into an agreement for law enforcement services in 2004, and subsequently amended that agreement in 2007, 2011, 2013, 2019 and in October 2020; and

**WHEREAS**, after evaluating the scope of the City of Edgewood's need for law enforcement services, Pierce County seeks to enter into this new Agreement ("Agreement") for a new scope of work, and upon the effective date of this Agreement, any prior agreement between the Parties for law enforcement services shall be null; and

**WHEREAS**, the parties are authorized to enter into such agreements by virtue of RCW 39.34 and 35.02.225.

**NOW, THEREFORE**, in consideration of the terms and conditions contained herein, it is mutually agreed by and between the County and the City (together as "Parties") as follows:



1 **SECTION 1. PURPOSE.**

2 The purpose of this agreement is for the County to provide law enforcement service to  
3 the City and its residents by and through the Pierce County Sheriff's Department.

4  
5 **SECTION 2. DIRECT SERVICES.**

6 The County will provide law enforcement services as described in the categories below  
7 within the City's incorporated area at the level and cost described in Exhibit A, attached  
8 hereto, and incorporated herein by this reference. Patrol Deputies, Sergeants, K9  
9 Units, Investigators and Chief categories shall be filled utilizing trained and fully  
10 commissioned deputies. The County shall coordinate with the City to maximize  
11 coverage and efficiency in utilization of deputy assignments. The County is to provide  
12 sworn police services dedicated to the City. In so doing, the law enforcement services  
13 shall be dedicated to the City and shall not be used elsewhere within Pierce County;  
14 provided however, in the event of emergency, or a call by dispatch or an officer for  
15 assistance, then reasonable levels of mutual aid may be rendered.

- 16  
17 A. Patrol and Enforcement Services. Patrol and enforcement services will, to the  
18 extent reasonably practicable based on service levels described in Exhibit A,  
19 constitute the first response for the enforcement of state and City adopted  
20 municipal criminal and traffic codes. As used herein, "patrol services" means  
21 reactive patrol to respond to residents' and businesses' calls for law enforcement  
22 services, proactive patrol to prevent and deter criminal activity, traffic patrol to  
23 enforce applicable traffic codes, traffic accident investigation, and other lawful law  
24 enforcement assignments the City and the Sheriff deems necessary.

25 Deputies will be selected and supervised by the Sergeant(s) and Chief. In the  
26 event that a Deputy position cannot be filled due to a lack of applicants, or if  
27 applicant(s) are not successful during the selection process, the position will be  
28 filled according to the Sheriff's Department's guild contract, a current copy of  
29 which, and any changes thereto, shall be provided to the City.

30 The County recognizes that it is providing commissioned law enforcement  
31 services dedicated to the City. In doing so, the law enforcement services shall be  
32 dedicated to the City and shall not be used elsewhere within Pierce County;  
33 provided that, in the event of an emergency or call for assistance by an officer,  
34 then mutual aid may be rendered by officers outside of the City limits.

- 35 B. Sergeants. The County will provide Sergeant(s) who will be selected by the  
36 County. The City shall be provided notice of and may elect to participate and  
37 provide input into the selection process. The Sergeants will be assigned to the  
38 City to provide patrol supervision for Sheriff's Department deputies, provide patrol  
39 services, assist the Chief as directed, and serve as the Acting Chief in the Chief's  
40 absence at the discretion of the City.



1 Sergeant patrol services will be provided when regular duty or extra duty staff is  
2 unavailable; provided that such patrol services will occur only to the extent  
3 reasonably practicable in consideration of Sergeant administrative duties and the  
4 service levels described in Exhibit A.

5 In the event a Sergeant position cannot be filled due to a lack of applicants, or if  
6 applicant(s) are not successful during the selection process, the position will be  
7 filled according to the Pierce County Sheriff's Department Guild contract.

- 8
- 9 c. Supervisor/Liaison. The County will provide a Sheriff's Department member with the  
10 rank of  
11 Sergeant or Lieutenant to serve as the City's contract Police Chief and in the capacity  
12 of  
13 Supervisor/Liaison to the City and the City Manager/Mayor or designee. The  
14 Supervisor will handle and direct the day-to-day operational concerns in the same  
15 fashion as a city Police Chief by coordinating the daily delivery of service and  
16 supervising the officers assigned to the city. In addition, the contract Police Chief  
17 or other designated supervisory staff will be available to the City during certain  
18 days and hours, as mutually agreed to by the County and the City for such  
19 activities as meetings of the City Council and appropriate community meetings.

20

21 The process for selection of the Chief shall adhere to that Memorandum of  
22 Understanding Between Pierce County and the Pierce County Deputy Sheriffs'  
23 Independent Guild, Local No. 1889, executed on or about March 27, 2018 ("Guild  
24 MOU"). In the event that the Guild MOU is subject to future amendment, the City  
25 shall have the right to provide input to the Sheriff prior to finalization of the  
26 amendment. The Sheriff will make the final selection after consultation with the  
27 City Manager/Mayor or his/her designee. The duties of the contract Chief shall  
28 include, but are not limited to:

- 29 i. To work with the City Manager/Mayor or his/her designee to  
30 establish goals and objectives for City police services which reflect  
31 the specific needs within the City.
- 32 ii. Coordinate police activities within the City, including hours of operation and  
33 City Specific protocols and procedures.
- 34 iii. Review the performance of officers assigned to the City. Report to the  
35 City Manager/Mayor or their designee and the Sheriff's Department any  
36 recommendations for performance improvement.
- 37



- iv. Coordinate duties of officers assigned to the City as specific needs arise, as requested by the City Manager/Mayor or his/her designee within established policies and procedures. Report to the Sheriff's Department any changes in duty of City-assigned officers.
- v. Oversee the implementation within the City of all Sheriff's Department policies and procedures. Maintain a copy of current City police procedures on files at City Hall for the City's reference. Notify the City Manager/Mayor or his/her designee of any County procedures or changes which either supplement or possibly detract from the City's goals and objectives for police services.
- vi. Oversee the implementation of all City policies and procedures relating to police services. Provide to the Sheriff's Department any written information relative to police services created by the City. Notify the Sheriff's Department of all procedures which differ from the Sheriff's Department policies and procedures.
- vii. Identify areas of supplemental training for officers assigned to the City. Make recommendations to the Sheriff's Department for supplemental training. Make recommendations to the City Manager/Mayor or his/her designee for training not provided by the Pierce County Sheriff's Department.

D. Investigation Services. The County will provide investigation services consisting of the services of detectives consistent with the services provided by the Sheriff's Department to residents of unincorporated Pierce County. Investigation services will also include special units within the Sheriff's Department investigating certain crimes including – but not limited to – homicide, special assaults, aggravated assaults, sexual assaults, robberies, and domestic violence assaults. The detectives are supported by forensics, crime analysts, polygraph, identifications, evidence control and Automatic Fingerprint Identification System (AFIS).

E. Administrative Professional Staff. The County will provide an Office Assistant to serve as the City's professional support staff as described in Exhibit A. The Office Assistant will be selected and supervised by the Sergeant(s) and Chief. In the event that an office assistant position cannot be filled due to a lack of applicants, or if applicant(s) are not successful during the selection process, the position will be filled according to the Pierce County Sheriff's Department Guild contract, a current copy of which, and any changes thereto, shall be provided to the City.

F. South Sound 911. The County utilizes South Sound 911 (SS911) to provide law enforcement communications, records management, and related administrative support services. In contracting for law enforcement services, the City and County





1 agrees that SS911 will continue to provide communication, records management  
2 and maintenance, and related support services.

- 3 G. Special Services. The Pierce County Sheriff's Department is a full-service  
4 law enforcement agency, and a number of specialized services will be  
5 provided to the City consistent with the services provided by the Sheriff's  
6 Department to residents of unincorporated Pierce County. These services  
7 include: Special Weapons & Tactics (SWAT) Team, Hazardous Devices Unit  
8 (HDU), Marine Services, Air Operations, Swiftwater Rescue, Dive, Search &  
9 Rescue (SAR), and Canine (K9).
- 10 H. Optional Services. As a full-service law enforcement agency, the Pierce  
11 County Sheriff's Department also offers several optional services, including  
12 School Resource Officer (SRO), Community Liaison Deputy (CLD), Traffic  
13 Deputy, and Investigator Deputy. The City may engage the County in the  
14 provision of these services for an additional charge when reasonably allowed  
15 by staffing. Alternatively, the City may use personnel assigned by the County  
16 to the City to provide these services, provided that any agreements for SRO or  
17 similar school-based initiatives shall be reviewed by the Pierce County Sheriff's  
18 Department prior to City approval; these agreements must abide by Sheriff's  
19 Department's collective bargaining agreements.
- 20 I. Special Assignments. As used herein, "Special Assignment" is when a Pierce  
21 County Sheriff's Department employee who is ordinarily assigned to the City  
22 under this Agreement is temporarily assigned by the Sheriff's Department for  
23 another purpose and is therefore not performing services for the City. Prior to  
24 any Special Assignment, the City delegate will meet with the Undersheriff or  
25 delegate to review and mutually approve any Special Assignment activities and  
26 the duration of same. Prior approval shall not be required in the event of an  
27 emergency. An "emergency" for the purposes of this paragraph shall be a  
28 declared local, state or federal emergency. The City may revisit this term and  
29 negotiate alternative staffing, cost reductions or further modifications to the  
30 costs under this Agreement as a result of Special Assignments.
- 31 J. Staffing Vacancies. In the event that the Pierce County Sheriff's Department  
32 incurs a significant increase in staffing vacancies, the Sheriff's Department will  
33 maintain the authority to reasonably reduce service levels to the City. For  
34 purposes of this section, staffing vacancy means any law enforcement officer  
35 duty shift, excluding Chief, sergeant, or other command position, that is unfilled  
36 by County due to officer attrition, retirement, separation, vacation, illness, on  
37 the job injury, military leave, and any other reason. If the City incurs a police  
38 staffing vacancy, the Sheriff's Department may leave the position unfilled if  
39 necessary due to significant vacancies within the Sheriff's Department until the  
40 City reaches a proportional share of staffing vacancies incurred by County,



1 excluding Chief, sergeant, or other command position. In the event Sheriff's  
2 Department reduces service levels hereunder, the vacancy percentage at the  
3 City will equal but not exceed the vacancy percentage of similarly unavailable  
4 employees at the County. Service level reductions due to staffing vacancies  
5 shall not be construed as a breach of this Agreement. The City shall be notified  
6 of any service reductions, and the grounds therefor in advance. If prior notice is  
7 not possible, the City shall be notified of the change within two (2) City  
8 business days. If a reduction in staffing in the City results in less than two  
9 deputies per shift, the Sheriff and the City Manager/Mayor shall confer to  
10 identify safety concerns and develop staffing strategies.

### 11 12 **SECTION 3. COST OF SERVICES.**

- 13 A. Charges for services provided in 2024. Base year costs and unit costs for law  
14 enforcement services for 2024 are shown in Exhibit A and will be billed based on  
15 actual services provided. All Pierce County Sheriff's Department staff assigned to  
16 the City of Edgewood and included in this Exhibit A will be fully trained through  
17 the Sheriff's Department and will be supervised by and through the contract Chief  
18 and Sergeant positions.
- 19 B. Annual Increases for Patrol, Investigations, and Supervisor Services. The annual  
20 costs for patrol/traffic investigations and supervisor services for each year shall be  
21 the 2024 base costs shown on Exhibit A plus the growth in the previous year's  
22 July to June Consumer Price Index for All Urban Consumers (CPI-U) for Seattle-  
23 Tacoma-Bellevue area. When applicable, any cost adjustments in the  
24 Washington State Workers' Compensation Fund and any costs from  
25 salary/benefit increases negotiated by the deputies' guild and labor management  
26 would be passed through to the City as an addition to the base cost and CPI-U  
27 increase, if these additional costs are in excess of the CPI-U; if there are  
28 extraordinary expenses that will not be covered within the annual CPI, the County  
29 will seek to work with the City to negotiate a rate so that the County does not  
30 suffer a financial loss for those extraordinary costs of providing the services  
31 covered under this agreement. The County will provide the City with  
32 documentation of the cost adjustments in the Washington State Workers'  
33 Compensation Fund and any costs from salary/benefit increases negotiated by  
34 the deputies' guild and labor management. If the deputies' salary and benefits  
35 package is re-negotiated with the County mid-year, any increases would be  
36 charged retroactively to the City.
- 37 If, at any time during this contract term, the County negotiates with any new city,  
38 or an existing city when renewing and extending current contracts, and an  
39 increase in the CPI-U of less than 100% is provided to any of these cities or a  
40 maximum rate increase ceiling is provided to any of these cities, the City shall be  
41 provided the same adjustment in the current contract corresponding to the  
42 effective date of that CPI-U provision. Rates may be adjusted annually by the



County, and the new rate schedule will be provided to the City no less than 30 days prior to the beginning of each calendar year. The parties are authorized to negotiate annual rate and service adjustments, and execute written agreements that reflect agreed-upon adjustments.

- C. Calculation of South Sound 911 Services. The annual costs will be a direct pass-through of charges calculated by South Sound 911, based on services provided and a cost allocation methodology developed and determined by South Sound 911.
- D. Calculation of Specialized Law Enforcement Services. The costs for the Sheriff's Department's Special Weapons & Tactics (SWAT) Team, Hazardous Devices Unit (HDU), Marine Services, Air Operations, Swiftwater Rescue, Dive, Search & Rescue (SAR), and Canine (K9) response to incidents within the city limits will be provided by the Sheriff's Department at no additional charge from the County to the City.
- E. Purchase of Additional Services. In the event the City determines it desires to purchase additional positions beyond the 2024 base, the County will provide additional positions when staffing is reasonably available at the unit cost reflected in Exhibit A (as modified for annual cost increases as set forth in Paragraph 3(B)). For each additional position, the County will bill the City for new deputy startup costs including training, hiring incentives, a vehicle with public safety package, and quartermaster package to include – but not limited to – uniforms, firearms, taser, vest, helmet, body-worn cameras, radio, phone, computer, handcuffs, stop-sticks, and biohazard kits.
- F. Billing Procedure. The cost of services as outlined in this Agreement will be billed monthly by the County after the tenth (10<sup>th</sup>) of the month in which the services are rendered. Payments by the City will be due thirty (30) days after receipt of the invoice. Monthly payments that are not paid within the allotted time period shall be considered delinquent. Delinquent charges shall accrue interest on the unpaid balance from the date of delinquency until paid, at an interest of one half of one percent (0.5%) per month. If an amount is in dispute, the City will send payment for the undisputed amount according to the above schedule. Amounts in dispute will not be charged a delinquent penalty until one month after the dispute has been resolved.
- G. Vacancies. No billing credit shall be due to the City for staffing vacancies of less than sixty (60) consecutive calendar days, per employee, not to exceed a total of ninety (90) days per calendar year. The Sheriff's Department will issue a per diem billing credit per vacancy to the City for position vacancies in excess of consecutive sixty (60) calendar days; the credit would start on the sixty first (61<sup>st</sup>) day of leave. If the County provides backfill for any purpose, then a credit for the backfilled vacancy will not be provided by the County to the City. Credits shall





1 apply, regardless of the length of vacancy, to vacancies created by Military Leave  
2 or Paid Family Medical Leave (PFML) unless the employee is paid by the County.  
3 A credit may be issued to the City if the County receives compensation from a  
4 third party for an employee contracted to the City.

- 5 H. Credit for Unincorporated Response. During those times when deputies assigned  
6 to the City are needed to provide emergency call response to census blocks in  
7 unincorporated County areas neighboring the City, the County will provide the City  
8 with a credit per call at a rate reflected in Exhibit A (as modified for annual cost  
9 increases) on a monthly basis. The standard call response shall be for 911 calls  
10 under the call structure established by the County.
- 11 I. Overtime. If the City requests and utilizes PCSD Deputies to provide overtime,  
12 when requested for special events, special emphasis, staffing shortfalls and  
13 unusual occurrences, the expenditure will be billed to the City on a monthly basis.

14  
15 **SECTION 4. REPORTING.**

- 16 A. Patrol Districts. The Pierce County Sheriff's Department will establish a patrol  
17 district that encompasses the City in order to assure accurate collection of data  
18 related to criminal and traffic activity. The patrol district will coincide with City  
19 limits as closely as possible without compromising efficient use of reactive patrol  
20 officers. A patrol district is a geographical area of a size and configuration  
21 designed to minimize response times to residents' calls for service. Response time  
22 for this purpose is measured from the time a call is received by an officer to the  
23 time a unit arrives on scene.
- 24 B. Notification of Significant Criminal Activity. The Supervisor/Liaison, or his or her  
25 designee, will immediately notify the City Manager/Mayor or his/her designee of  
26 any significant criminal incidents within the City. The term "significant" as used in  
27 this section shall be construed in the agreement as any crime incident that creates  
28 significant concern to the residents or an ongoing threat to the community  
29 occurring within the City or other offenses that the Supervisor/Liaison deems  
30 significant.
- 31 C. Reports. In addition to reports that the Supervisor/Liaison and the City  
32 Manager/Mayor determine are reasonably necessary to measure the performance  
33 of the County under this contract and/or to determine the scope of the City's  
34 policing service needs, the County shall provide the following written reports:
- 35 The following reports shall be provided monthly upon request from the City:
- 36 i. Dispatched calls for service to include the time the call is received  
37 to the time of dispatch; the time of dispatch to arrival; and the time  
38 from arrival to clearance.



- 1           ii. Information relating to criminal and traffic activity within the City.
- 2           iii. Information relating to law enforcement services, investigation services,
- 3               and special services received and/or performed within the City.
- 4
- 5

6 **SECTION 5. RECORDS RETENTION, AUDIT, AND PUBLIC RECORDS.**

- 7     A. Records Retention and Audit. During the term of this Agreement and for a period
- 8       of not less than six (6) years from the date of its expiration or earlier termination,
- 9       the records and accounts pertaining to this Agreement and services provided
- 10       hereunder are to be kept available by both Parties for inspection and audit by the
- 11       other party and the State Auditor, and copies of all records, accounts, documents
- 12       or other data pertaining to the Agreement or services provided hereunder will be
- 13       furnished upon reasonable notice. If any litigation, claim or audit is commenced,
- 14       records and accounts, along with any supporting documentation shall be retained
- 15       until the litigation, claim, or audit has been resolved, even if such litigation, claim
- 16       or audit continues past the six-year retention period; provided further that,
- 17       consistent with RCW 40.14.070, personnel records for peace officers providing
- 18       services under this Agreement shall be retained for the duration of the officer's
- 19       employment and a minimum of ten (10) years thereafter.
- 20     B. Disclosure of Public Records. The Parties acknowledge that all non-privileged
- 21       non-exempt records that may be maintained by either party pursuant to this
- 22       Agreement may be subject to disclosure under the Washington State Public
- 23       Records Act, or other laws, and that disclosure of any such record(s) by either
- 24       party shall not constitute a breach of this Agreement or a basis for claim by one
- 25       party adverse to the other.
- 26

27 **SECTION 6. HIRING, ASSIGNMENT, RETENTION, SUPERVISION, AND**

28 **DISCIPLINE OF OFFICERS AND INDEPENDENT CONTRACTOR STATUS.**

29     Pierce County and the Pierce County Sheriff's Department are, and shall at all times be

30     deemed to be, an independent contractor of the City. Nothing herein shall be

31     construed as creating the relationship of employer and employee between the City and

32     the County or between the City and any of the County's deputies, agents, or

33     employees. The County shall retain all authority for hiring, supervision, discipline,

34     rendition of services, standards of performance, and control of Sheriff's Department

35     personnel, and other matters incident to the performance of services by the County

36     pursuant to this Agreement as set forth herein.

37

38     Pierce County shall hire, assign, retain, supervise, and discipline all Sheriff's

39     Department employees according to the Sheriff's Department's collective bargaining

40     agreement, civil service rules, and state and federal law.



As the County is acting hereunder as an independent contractor, the following shall apply:

- A. Standards of Performance Governed by County. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed by the County. Provided, however, that only qualified, trained officers meeting all of the requirements of applicable state laws and regulations may be utilized in the performance of services under this Agreement.
- B. Assignment of Deputies. In the assignment of deputies, the Sheriff's Department shall use whenever possible, deputies who request for duty assignment within the City. In those instances where there are an insufficient number of deputies who volunteer for duty within the City, then the Sheriff or the Sheriff's designee shall determine who shall be assigned for duty.
- C. City Input on Personnel Matters. The City shall retain the right to meet and confer with the Sheriff with respect to those personnel who are assigned to work within the City. In the event that the City has requested the reassignment of personnel, and the Sheriff does, in fact, reassign the personnel, reassignment alone shall not be considered discipline. Provided however, that issues or discipline or performance will be specifically handled according to Sheriff's Department policies.
- D. Municipal Police Authority. Except as provided by this Agreement, the City shall retain all police powers.  
The County shall encourage officer retention to provide continuity of service and promote diversity in the work force which is reflective of the diversity of the community.  
  
Nothing in this Agreement shall make any employee of the City a County employee or any employee of the County a City employee for any purpose, including, but not limited to, withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded County or City employees by virtue of their employment.

## **SECTION 7. LABOR NEGOTIATIONS.**

The City may participate with other cities that contract with the Pierce County Sheriff's Department for law enforcement services to select no more than two (2) representatives who shall have the right to advise the County in any labor negotiations between the County and the collective bargaining units representing the employees of the Sheriff's Department. Provided however, that all such advice is done in accordance with the rules established by the parties to the negotiations.

## **SECTION 8. USE OF NON-COMMISSIONED PERSONNEL.**

The City and the Sheriff's Department agree that non-commissioned personnel and



volunteers are an important component of public safety. The Sheriff's Department recognizes that it may not use volunteers to perform duties otherwise assigned to members of collective bargaining units. The City and the Sheriff's Department agree that non-commissioned personnel and volunteers may be used in a variety of capacities provided that positions within the collective bargaining unit are not supplanted. To this end, such activities as parking enforcement, records management, lost property services, vacation security checks, business watch, municipal code enforcement, community outreach, and other activities which are not delivered by any member of a collective bargaining unit are all examples of activities which are subject to being delivered by non-commissioned personnel, those holding limited commissions under the authority of the City or volunteers. The list of activities provided within this paragraph is illustrative only and not intended to be an exclusive list of such activities.

#### **SECTION 9. ADDITIONAL RESPONSIBILITIES OF THE PARTIES.**

**A. The City shall be additionally responsible to:**

- i. With the assistance of the Supervisor/Liaison, develop and provide to the County the general policies, procedures, and standards by which the City expects the County to provide law enforcement services for the residents of the City.
- ii. To the extent reasonably possible taking into consideration local circumstances, endeavor as it adopts local ordinances that relate to law enforcement or public safety to have such provisions be consistent with ordinances of the County or state law. It is recognized that it is in the interest of both Parties to this Agreement that reasonable uniformity of common regulations will promote efficient provision of law enforcement services. Nothing in this provision shall prevent the City from adopting ordinances that it determines to be necessary and in the best interest of the residents of the City.
- iii. Provide and maintain the facility(ies) for all County personnel to deliver services under this Agreement.
- iv. The City Manager/Mayor shall have the general duty and responsibility of providing to the assigned Supervisor/Liaison the general direction relative to the furnishing of law enforcement services to the City.
- v. Except as otherwise stated herein, supply at its own cost and expense any special supplies, stationery, notices, or forms where such must be issued in the name of the City.

**B. The County shall be additionally responsible to:**

- i. Make operational and day-to-day decisions to implement pursuant to this Agreement City's general policies, procedures, and standards by which the



1 City expects the County to provide law enforcement services for residents of  
2 the City.

- 3 ii. Serve as a subject matter expert to consult with the City as needed in the  
4 development of the City's policies relating to the provision of law  
5 enforcement services.
- 6 iii. Keep the City Manager/Mayor informed of Sheriff's Department policy,  
7 procedures, standards, rules, guidelines, or best practices that may conflict  
8 with City policies, procedures, rules, or practices so that the Parties may  
9 resolve any such disputes and determine the appropriate course.
- 10 iv. Provide all necessary supplies, vehicles, uniforms, weapons, and  
11 equipment for law enforcement personnel to meet the service provisions as  
12 specified in this Agreement.
- 13 v. The Supervisor/Liaison shall maintain communication between the City and  
14 the Sheriff's Department command structures to ensure that changes in  
15 County policies are agreeable to the City and that changes in City policies are  
16 agreeable to the County.
- 17 vi. Provide deputies who are trained on and equipped with such technology as is  
18 customarily provided to its patrol deputies. Such technology may include but  
19 is not limited to: mobile data terminals (MDTs); AFIS; GIS; computer access  
20 to criminal history data and other like data; and other current technology  
21 utilized within law enforcement agencies. Any technology not currently in use  
22 or not customarily provided to patrol deputies, may be requested by the City,  
23 and the County and City agree to meet and confer over the need, with the  
24 County having final decision-making authority on whether such technology  
25 will be utilized or implemented in support of this Agreement.

26 c. Both Parties will:

- 27 i. Regularly meet and confer to ensure that the implementation of services  
28 provided by the County is consistent with the City's priorities.
- 29 ii. Collaborate to establish a list of policies and procedures that are subject to  
30 City control and those that are subject to County control.
- 31 iii. Maintain communication between the Supervisor/Liaison and the City  
32 Manager/Mayor so that contract management direction is provided by the  
33 City to the County.
- 34 iv. In the event a City procedure, policy goal or operation differs from the  
35 County's, and there is a need for resolution of the issue, the City  
36 Manager/Mayor and the Sheriff's Department shall negotiate to reach a final  
37 determination as to which policy will prevail.



- v. The City and the County will equally share responsibility and liability for any mutually- negotiated deviation from standard County procedure, policy, or operation.

#### **SECTION 10. ADDITIONAL TRAINING.**

The City may seek to have the deputies assigned to duty within the City attend additional or supplemental training specific to their work. Such training would be requested by the City and subject to approval by the Pierce County Sheriff, who will not unreasonably withhold approval. Such training shall be done at the sole cost and expense of the City.

#### **SECTION 11. COMMUNITY IDENTITY.**

The Sheriff's Department will maintain a uniform for its officers. The City acknowledges that the assigned personnel shall retain the uniform of the Sheriff's Department; however, the County agrees that assigned personnel may wear additional identification in the nature of a pin, patch, or other like identification indicating affiliation with the City. The nature and design of any additional identification will be determined jointly by the Sheriff and the City and provided to the Sheriff's Department at the expense of the City utilizing the budget as provided by the County under the contract.

Patrol vehicles that are assigned to the City shall display the identification and other logo of the City. Additionally, the vehicles will indicate that they are Sheriff's Department vehicles with appropriate law enforcement markings. The form of City identification will be determined jointly by the Sheriff's Department and City and provided at the City's expense. If the City requests that patrol vehicles be a different color than ordinarily used by the Sheriff's Department, the County will make reasonable efforts to accommodate the City's request in accordance with the County's vehicle replacement schedule.

#### **SECTION 12. CONTRACT ADMINISTRATION.**

- A. City Council. The City Council of Edgewood will review issues of policy and confidential matters relating to law enforcement services within the City.
- B. Daily Operations. The Edgewood City Manager/Mayor or their designee shall be responsible for communicating with the Supervisor/Liaison about the general direction of the law enforcement services and the general daily operations of policing within the City. This designation shall not intrude upon the province of the Sheriff's Department staff in the actual delivery of police services but shall be the method of liaison and communication between the City and the Sheriff's Department's command structure.





1 c. Dispute Resolution. In the event of a dispute with regard to this Agreement, the  
2 Edgewood City Manager/Mayor shall discuss the dispute with the  
3 Supervisor/Liaison in an attempt to resolve the problem. Any problem that cannot  
4 be resolved by the Edgewood City Manager/Mayor and the Supervisor/Liaison  
5 shall be referred to the Pierce County Sheriff who will negotiate with the  
6 Edgewood City Manager/Mayor. If the dispute cannot be resolved by the  
7 Edgewood City Manager/Mayor and the Pierce County Sheriff, the Parties agree  
8 to participate in non-binding mediation before a third party whose selection will be  
9 mutually agreed upon. The cost of mediating the dispute will be borne equally by  
10 both parties.  
11

### 12 **SECTION 13. TERM OF AGREEMENT AND TERMINATION.**

14 The term of the Agreement shall commence on April 1, 2024 ("Effective Date") and  
15 extend through at least December 31, 2030 ("End Date") unless the termination  
16 process outlined herein is invoked. Any extension or amendment must be in writing  
17 and agreed to by the Parties.

18  
19 A. Process for Termination. If either party desires to terminate the Agreement prior to  
20 the End Date, that party shall provide at least eighteen (18) months' advance  
21 written notice of termination prior to termination. If neither party gives such notice,  
22 then the contract shall continue in effect until such notice is given, or until a new  
23 contract has been negotiated. If a notice of termination is given, the parties shall  
24 work together to develop a transition plan, which shall be established no later than  
25 one hundred eighty (180) days prior to the effective date of the termination and  
26 shall provide for an orderly transition of police service responsibilities from the  
27 Sheriff's Department to the City.  
28

29 B. Transition Plan. The Transition Plan shall identify and address any transfer of  
30 personnel and/or conveyance of equipment to the City's newly formed police  
31 department, workload, assignments, and any other issues related to the  
32 transition. Each party shall bear its own cost in developing the transition plan.

33 C. Implementation of Plan. The County and City agree to use their best efforts  
34 to implement the transition plan to provide an orderly, effective transition of  
35 services.

36 D. Option to Purchase Vehicles. At the termination of this Agreement, the City  
37 shall have the option to purchase the County-owned vehicles assigned to  
38 deputies for the City at the then- existing undepreciated value of those  
39 vehicles.

40 E. Unplanned Fiscal Impacts. Due to circumstances beyond the City's control, if the





City's revenues experience an unplanned major fiscal disruption, or if funds are not allocated in the City budget for the services contemplated by this Agreement, the City may need to eliminate sworn positions provided by the County to the City. When eliminating positions, the City shall provide the County with the following advance notice:

One Position: 30 days notice

Two to three positions: 90 days notice

Four or mor positions: 180 days notice

The position of Chief shall not be subject to elimination under this section. Further, it is acknowledged that any reduction in staffing pursuant to this section may negate the minimum staffing/service level provisos described in Exhibit A, and that such reduction shall not be deemed a breach of this Agreement so long as the City gives the above-indicated advance notice to the County, and provided that the resultant minimum staffing level is mutually agreed upon by both the City and the County. In the event of such a reduction, the County shall begin to provide per diem billing credit after the budgeted position has been vacated for sixty (60) consecutive days.

#### **SECTION 14. INDEMNIFICATION AND DEFENSE.**

To the extent permitted by law, each Party agrees to protect, defend, indemnify, and save harmless the other Party, its elected and appointed officials, officers, employees, agents, and volunteers, from and against any and all claims, damages, losses, judgements, and expenses, including but not limited to court costs, attorney's fees, and alternative dispute resolution costs, for any injury or damage of any kind which are alleged or proven to be caused by an act or omission related to the actions under this Agreement, negligent or otherwise, of the Party, its elected and appointed officials, officers, employees, agents, and volunteers.

A Party shall not be required to indemnify, defend, or hold the other Party harmless if the claim, damage, loss, judgement, or expense for any injury or damage of any kind is caused by the sole act or omission of the other Party or its elected and appointed officials, officers, employees, agents, or volunteers.

In executing this Agreement, neither Party shall assume liability or responsibility for or in any way release the other Party from any liability or responsibility which arises in whole or in part from the existence or effect of the other Party's ordinances, rules, regulations, resolutions, customs, policies or practices. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such ordinance, rule, regulation, resolution, custom, policy or practice is at issue, the appropriate Party shall defend the same at its sole expense, and if judgment



specifically attributable to such Party's provisions is entered and damages are awarded against the City, the County, or both, the appropriate Party shall satisfy the same, including all reasonable attorney's fees and costs.

The Parties agree that where such claims, suits, or actions result from the concurrent negligence of the Parties, the indemnity provisions herein shall be valid and enforceable only to the extent of a Party's own negligence.

It is further understood that no liability shall attach to either Party by reason of entering into this Agreement except as expressly provided herein.

Obligations under this section shall survive the expiration or termination of this Agreement.

#### **SECTION 15. NO THIRD-PARTY BENEFICIARY.**

Pierce County does not intend by this Agreement to assume any contractual obligations to anyone other than the City of Edgewood, and the City does not intend by this Agreement to assume any contractual obligations to anyone other than the County. The County and the City do not intend that there be any third-party beneficiary to this Agreement.

#### **SECTION 16. INSURANCE.**

The County maintains a comprehensive self-insurance program that is funded to pay claims, judgements, and settlements for which the County is found to be wholly or partially responsible.

The City is a member of a self-insured risk management pool formed pursuant to Chapter 48.62 RCW which provides its members with insurance coverage and is funded to pay claims, judgements, and settlements for which the City is found to be wholly or partially responsible.

Evidence of coverage shall be delivered to each of the Parties prior to the execution of this Agreement. It is the responsibility of each Party to ensure a valid certificate of coverage is in effect at all times throughout the course of this Agreement. If the insurance programs for either party is modified, the party needs to continue to provide proof of coverage in whatever form the coverage takes.

#### **SECTION 17. NON-DISCRIMINATION.**

The Pierce County Sheriff's Department and the City certify that they are Equal Opportunity Employers. The County shall remain committed to encourage a diverse workforce for law enforcement at the City. Both parties shall comply with all applicable federal, state and local laws, rules and regulations pertaining to nondiscrimination, and that during the performance of this Agreement, no party shall discriminate or tolerate harassment on the basis of sex, race, color, marital status, national origin, religious



1 affiliation, disability, sexual orientation, gender identity or expression or age except by  
2 minimum age and retirement provisions, unless based upon a bona fide occupation  
3 qualification in the administration or delivery of services or any other benefit under this  
4 Agreement.

5  
6 **SECTION 18. ASSIGNMENT.**

7 Neither the City nor the Sheriff's Department shall have the right to transfer or assign,  
8 in whole or in part, any or all of its obligations and rights hereunder without the prior  
9 written consent of the other party.

10  
11 **SECTION 19. NOTICE.**

12 Any formal notice or communication to be given by the Sheriff's Department to the City  
13 under this Agreement shall be deemed properly given if delivered, or if mailed postage  
14 prepaid and addressed to:

15  
16 City of Edgewood  
17 2224 104<sup>th</sup> Avenue E.  
18 Edgewood, WA 98372  
19 Attn: City Manager/Mayor

20  
21 Any formal notice or communication to be given by the City to the Sheriff's Department  
22 under this Agreement shall be deemed properly given if delivered, or if mailed postage  
23 prepaid and addressed to:

24 Pierce County Sheriff's Department  
25 920 Tacoma Avenue S.  
26 Tacoma Washington 98402-2100  
27 Attn: Chief of Staff

28  
29 The title and address to which notices and communications shall be directed may be  
30 changed at any time, and from time to time, by either the City or the Sheriff's  
31 Department giving notice thereof to the other as herein provided.

32  
33 **SECTION 20. WAIVER.**

34 No waiver by either party of any term or condition of this Agreement shall be deemed or  
35 construed to constitute a waiver of any other term or condition or of any subsequent  
36 breach, whether of the same or a different provision of this Agreement.

37  
38 **SECTION 21. AMENDMENT.**

39 Provisions within this Agreement may be amended with the mutual consent of the  
40 Parties hereto. No additions to, or alternation of, the terms of this Agreement shall be



valid unless made in writing, formally approved and executed by duly authorized agents of both Parties.

**SECTION 22. NO REAL PROPERTY ACQUISITION OR JOINT FINANCING.**

This Agreement does not provide for the acquisition, holding or disposal of real property. Nor does this Agreement contemplate the financing of any joint or cooperative undertaking. There shall be no budget maintained for any joint or cooperative undertaking pursuant to this Agreement.

**SECTION 23. SEVERABILITY.**

If any of the provisions contained in this Agreement are held to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**SECTION 24. CONFLICTS.**

In the event of a conflict between this Agreement and any other agreement between the Parties, this Agreement shall govern.

**SECTION 25. ENTIRE AGREEMENT**

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements shall be effective for any purpose. Asset Forfeiture and Seizure Services are matters that are not covered by this Agreement.

**END OF AGREEMENT; SIGNATURE PAGE IMMEDIATELY FOLLOWING.**



PIERCE COUNTY  
CONTRACT SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of 2024.

CITY OF EDGEWOOD:

\_\_\_\_\_  
City Signature Date

\_\_\_\_\_  
Title of Signatory Authorized by Firm Bylaws

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

PIERCE COUNTY:

Approved As to Legal Form Only:

\_\_\_\_\_  
Prosecuting Attorney Date

Recommended:

\_\_\_\_\_  
Finance Date

Approved:

\_\_\_\_\_  
Department Director Date  
(less than \$250,000)

\_\_\_\_\_  
County Executive (over \$250,000) Date



# **EXHIBIT A-1** **PIERCE COUNTY SHERIFF** **FULL-SERVICE LAW ENFORCEMENT AGENCY RATES**

CITY OF EDGEWOOD 2024 - Q1  
JANUARY 1, 2024 – MARCH 31, 2024

| SERVICE                                                                                              | TITLE              | NUMBER    | POSITION COST | ANNUAL COST         | Q1 COST           |
|------------------------------------------------------------------------------------------------------|--------------------|-----------|---------------|---------------------|-------------------|
| Command                                                                                              | Chief              | 1         | \$ 293,260    | \$ 293,260          | \$ 73,315         |
| Supervision                                                                                          | Sergeant           | 1         | \$ 233,160    | \$ 233,160          | \$ 58,290         |
| Basic Patrol                                                                                         | Deputy             | 11        | \$ 222,650    | \$ 2,449,150        | \$ 612,287.50     |
| Investigator                                                                                         | Deputy             | 1         | \$ 222,650    | \$ 222,650          | \$ 55,662.50      |
| Administrative Aide                                                                                  | Office Assistant 3 | 1         | \$ 124,510    | \$ 124,510          | \$ 31,127.50      |
| Investigations<br>(Major Crimes & Investigative Support)                                             |                    |           | \$ 107,320    | \$ 107,320          | \$ 26,830         |
| Specialized Services<br>(K9, SWAT, Hazardous Devices, Search & Rescue, Air Operations, Marine, Dive) |                    |           | NO CHARGE     | \$ 0                | \$ 0              |
| Credit for Unincorporated Responses                                                                  |                    |           | CREDIT        | \$ (14,590)         | \$ (3,647.50)     |
| South Sound 911 - Passthrough                                                                        |                    |           | \$ 230,270    | \$ 230,270          | \$ 57,567.50      |
| <b>TOTAL:</b>                                                                                        |                    | <b>15</b> |               | <b>\$ 3,645,730</b> | <b>\$ 911,430</b> |

*These rates are only applicable for the first quarter of calendar year 2024, and will be adjusted mid-year to reflect a new service contract between the City and County*

# EXHIBIT A-2 PIERCE COUNTY SHERIFF FULL-SERVICE LAW ENFORCEMENT AGENCY RATES

CITY OF EDGEWOOD 2024 – Q2-Q4  
 APRIL 1, 2024 – DECEMBER 31, 2024

| SERVICE                                                                                              | TITLE              | NUMBER    | POSITION COST | ANNUAL COST         | Q2-Q4 COST          |
|------------------------------------------------------------------------------------------------------|--------------------|-----------|---------------|---------------------|---------------------|
| Command                                                                                              | Chief              | 1         | \$ 293,260    | \$ 293,260          | \$ 219,945          |
| Supervision                                                                                          | Sergeant           | 1         | \$ 233,160    | \$ 233,160          | \$ 174,870          |
| Basic Patrol                                                                                         | Deputy             | 11        | \$ 222,650    | \$ 2,449,150        | \$ 1,836,862.50     |
| Investigator                                                                                         | Deputy             | 1         | \$ 222,650    | \$ 222,650          | \$ 166,987.50       |
| Administrative Aide                                                                                  | Office Assistant 3 | 1         | \$ 124,510    | \$ 124,510          | \$ 93,382.50        |
| Investigations<br>(Major Crimes & Investigative Support)                                             |                    |           |               |                     |                     |
| Specialized Services<br>(K9, SWAT, Hazardous Devices, Search & Rescue, Air Operations, Marine, Dive) |                    |           |               |                     |                     |
| Credit for Unincorporated Responses                                                                  |                    |           | NO CHARGE     | \$ 0                | \$ 0                |
|                                                                                                      |                    |           | CREDIT        | \$ (14,590)         | \$ (10,942.50)      |
| South Sound 911 - Passthrough                                                                        |                    |           | \$ 230,270    | \$ 230,270          | \$ 172,702.50       |
| <b>TOTAL:</b>                                                                                        |                    | <b>15</b> |               | <b>\$ 3,645,730</b> | <b>\$ 2,743,300</b> |

These rates are only applicable for the second, third, and fourth quarter of calendar year 2024 following an adjustment mid-year to reflect a new service contract between the City and County.



Pierce County Council  
 930 Tacoma Ave S, Rm 1046  
 Tacoma, WA 98402





## City Of Edgewood Council Agenda Summary Sheet

|                                                                                                                                                      |                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Subject:</b><br>Annual Traffic Impact Fee (TIF) Update, pursuant to EMC <a href="#">4.30.130</a> (B)(2)                                           | <b>Agenda Item #:</b> 2.E                             |
|                                                                                                                                                      | <b>For Agenda of:</b> 10/1/2024                       |
|                                                                                                                                                      | <b>Prepared by:</b> Jeremy Metzler, Chuck Hendricksen |
| <b>Attachments (list):</b><br>1. DRAFT Edgewood TIF Schedule (2025)<br>2. City Cost Index - Seattle - As of September 2024 _ Engineering News-Record |                                                       |
| <b>Approval of Materials:</b><br>Jeremy Metzler, Chuck Hendricksen<br>Rachel Pitzel, Assistant City Administrator 9/26/2024<br>Dave Olson 9/26/2024  | <b>Expenditure Required:</b><br>N/A                   |
|                                                                                                                                                      | <b>Amount Budgeted:</b><br>N/A                        |
|                                                                                                                                                      | <b>Timeline:</b><br>10/01/2024 SS                     |

### Summary Statement:

Edgewood Municipal Code (EMC) 4.30.130 establishes the following method for automatic annual updates to the Transportation Impact Fee (TIF) schedule: "The public works director shall use the Construction Cost Index for Seattle (June-June) published by the Engineering News-Record to calculate annual inflation adjustments in the impact fee schedule. The impact fee schedule shall not be adjusted for inflation if the index remains unchanged." Furthermore, "A copy of the indexed impact fee schedule shall be provided to the city council each October, but the indexed impact fee schedule shall become effective without further council action."

The current TIF schedule (effective January 1, 2024) sets the per-trip rate at \$11,944. Attached for Council's reference is the current Construction Cost Index report, including said index for the month of June in the years 2022 and 2023. June 2023's CCI is listed at 15241.71, and June 2024 is 15492.56. Dividing 2024's value by 2023's, we calculate a total increase of 1.64%. Following the aforementioned procedure, the TIF per-trip rate would become \$12,140 effective January 1, 2025. In accordance with this, attached is the draft proposed TIF schedule.

### Item History:

N/A

### Recommended Action:

Hold a discussion and provide staff guidance regarding Annual Traffic Impact Fee (TIF) Update, pursuant to EMC [4.30.130](#)(B)(2)

### Fiscal Note/Consideration:

The anticipated Traffic Impact Fee (TIF) fund balance at the end of 2024 is \$5,500,000. If the automatic increase is not desired by the Council, staff expects a loss in TIF revenues of about \$6,500 per year, or about

\$40,000 over the next six years. For reference, the current draft Capital Improvement Program (CIP) includes over \$7.8M in TIF expenditures through 2030.

City of Edgewood  
2025 Schedule of Transportation Impact Fees

Cost per PM peak hour trip end = \$12,140

| Land Use Category - ITE 9th Edition | Notes<br>(see below) | ITE Land Use Code | ITE Average PM<br>Peak Hour Trip<br>Rate<br>(1) | Unit* | Pass-By Trip<br>Reduction<br>Factor **<br>(2) | Net New Trip<br>Rate<br>(3) | Impact Fee Per Unit<br>(4) |
|-------------------------------------|----------------------|-------------------|-------------------------------------------------|-------|-----------------------------------------------|-----------------------------|----------------------------|
|-------------------------------------|----------------------|-------------------|-------------------------------------------------|-------|-----------------------------------------------|-----------------------------|----------------------------|

|                                 |   |     |      |                        |      |      |          |
|---------------------------------|---|-----|------|------------------------|------|------|----------|
| RESIDENTIAL                     |   |     |      |                        |      |      |          |
| Single-Family Detached Housing  | 2 | 210 | 1.01 | Dwelling Unit          | 1.00 | 1.01 | \$12,261 |
| Multi-Family Housing (Low-Rise) | 2 | 220 | 0.56 | Dwelling Unit          | 1.00 | 0.56 | \$6,798  |
| Multi-Family Housing (Mid-Rise) | 2 | 221 | 0.44 | Dwelling Unit          | 1.00 | 0.44 | \$5,342  |
| Mobile Home Park                | 2 | 240 | 0.59 | Occupied Dwelling Unit | 1.00 | 0.59 | \$7,163  |
| Senior Adult Housing-Detached   | 2 | 251 | 0.30 | Dwelling Unit          | 1.00 | 0.30 | \$3,642  |

|                                     |   |     |       |              |      |       |           |
|-------------------------------------|---|-----|-------|--------------|------|-------|-----------|
| INSTITUTIONAL                       |   |     |       |              |      |       |           |
| Public Park                         |   | 411 | 0.11  | Acre         | 1.00 | 0.11  | \$1,335   |
| Multi-Purpose Recreational Facility | 1 | 435 | 3.58  | 1,000 sf GFA | 1.00 | 3.58  | \$43,461  |
| Movie Theater                       | 1 | 444 | 0.09  | Seat         | 1.00 | 0.09  | \$1,093   |
| Casino/Video Lottery Establishment  |   | 473 | 13.49 | 1,000 sf GFA | 1.00 | 13.49 | \$163,769 |
| Racquet / Tennis Club               | 1 | 491 | 3.82  | Court        | 1.00 | 3.82  | \$46,375  |
| Health/Fitness Club                 |   | 492 | 3.45  | 1,000 sf GFA | 1.00 | 3.45  | \$41,883  |
| Elementary School                   |   | 520 | 0.16  | Student      | 1.00 | 0.16  | \$1,942   |
| Middle School/Junior High School    |   | 522 | 0.15  | Student      | 1.00 | 0.15  | \$1,821   |
| High School                         |   | 525 | 0.14  | Student      | 1.00 | 0.14  | \$1,700   |
| Private School (K-12)               | 1 | 532 | 0.17  | Student      | 1.00 | 0.17  | \$2,064   |
| Church                              |   | 560 | 0.49  | 1,000 sf GFA | 1.00 | 0.49  | \$5,949   |
| Day Care Center                     | 4 | 565 | 11.12 | 1,000 sf GFA | 1.00 | 11.12 | \$134,997 |
| Library                             |   | 590 | 8.16  | 1,000 sf GFA | 1.00 | 8.16  | \$99,062  |
| Hospital                            | 2 | 610 | 0.97  | 1,000 sf GFA | 1.00 | 0.97  | \$11,776  |
| Nursing Home                        |   | 620 | 0.59  | 1,000 sf GFA | 1.00 | 0.59  | \$7,163   |

|                                                  |          |     |       |                          |      |       |           |
|--------------------------------------------------|----------|-----|-------|--------------------------|------|-------|-----------|
| BUSINESS & COMMERCIAL                            |          |     |       |                          |      |       |           |
| Hotel                                            | 3 (a)    | 310 | 0.60  | Room                     | 0.75 | 0.45  | \$5,463   |
| All Suites Hotel                                 | 3 (a)    | 311 | 0.36  | Room                     | 0.75 | 0.27  | \$3,278   |
| Motel                                            | 3 (a)    | 320 | 0.38  | Room                     | 0.75 | 0.29  | \$3,460   |
| Building Materials/Lumber Sales                  | 3 (a)    | 812 | 2.06  | 1,000 sf GFA             | 0.75 | 1.55  | \$18,756  |
| Free-Standing Discount Superstore                |          | 813 | 4.33  | 1,000 sf GFA             | 0.71 | 3.07  | \$37,322  |
| Free-Standing Discount Store                     |          | 815 | 4.83  | 1,000 sf GFA             | 0.83 | 4.01  | \$48,668  |
| Hardware/Paint Store                             |          | 816 | 2.68  | 1,000 sf GFA             | 0.74 | 1.98  | \$24,076  |
| Nursery (Garden Center)                          |          | 817 | 6.94  | 1,000 sf GFA             | 0.75 | 5.21  | \$63,189  |
| Nursery (Wholesale)                              |          | 818 | 5.18  | 1,000 sf GFA             | 0.75 | 3.89  | \$47,164  |
| Shopping Center                                  | 2        | 820 | 3.81  | 1,000 sf GLA             | 0.66 | 2.51  | \$30,527  |
| Quality Restaurant                               |          | 931 | 7.80  | 1,000 sf GFA             | 0.56 | 4.37  | \$53,028  |
| High Turnover (Sit-Down) Restaurant              |          | 932 | 9.77  | 1,000 sf GFA             | 0.57 | 5.57  | \$67,606  |
| Fast Food Restaurant without Drive-Through       | 1        | 933 | 28.34 | 1,000 sf GFA             | 0.50 | 14.17 | \$172,024 |
| Fast Food Restaurant with Drive-Through          |          | 934 | 32.67 | 1,000 sf GFA             | 0.5  | 16.34 | \$198,307 |
| Quick Lubrication Vehicle Shop                   |          | 941 | 4.85  | Servicing Position       | 0.61 | 2.96  | \$35,916  |
| Automobile Care Center                           |          | 942 | 3.11  | 1,000 sf GLA             | 0.61 | 1.90  | \$23,031  |
| Automobile Sales                                 |          | 841 | 3.75  | 1,000 sf GFA             | 0.75 | 2.81  | \$34,144  |
| Automobile Parts Sales                           |          | 843 | 4.91  | 1,000 sf GFA             | 0.57 | 2.80  | \$33,976  |
| Gasoline/Service Station                         |          | 944 | 14.03 | Vehicle Fueling Position | 0.58 | 8.14  | \$98,788  |
| Gasoline/Service Station with Convenience Market |          | 945 | 13.99 | Vehicle Fueling Position | 0.44 | 6.16  | \$74,729  |
| Self-Service Car Wash                            |          | 947 | 5.54  | Wash Stall               | 0.77 | 4.27  | \$51,787  |
| Tire Store                                       |          | 848 | 3.98  | 1,000 sf GFA             | 0.72 | 2.87  | \$34,788  |
| Tire Superstore                                  |          | 849 | 2.11  | 1,000 sf GFA             | 0.72 | 1.52  | \$18,443  |
| Supermarket                                      | 2        | 850 | 9.24  | 1,000 sf GFA             | 0.64 | 5.91  | \$71,791  |
| Convenience Market                               |          | 851 | 49.11 | 1,000 sf GFA             | 0.49 | 24.06 | \$292,136 |
| Convenience Market with Gas Pumps                |          | 853 | 49.29 | 1,000 sf GFA             | 0.34 | 16.76 | \$203,449 |
| Discount Supermarket                             |          | 854 | 8.38  | 1,000 sf GFA             | 0.79 | 6.62  | \$80,369  |
| Discount Club                                    |          | 857 | 4.18  | 1,000 sf GFA             | 0.63 | 2.63  | \$31,969  |
| Home Improvement Superstore                      |          | 862 | 2.33  | 1,000 sf GFA             | 0.58 | 1.35  | \$16,406  |
| Electronics Superstore                           | 1        | 863 | 4.26  | 1,000 sf GFA             | 0.60 | 2.56  | \$31,030  |
| Toy/Children's Superstore                        | 1, 3 (b) | 864 | 5.00  | 1,000 sf GFA             | 0.66 | 3.30  | \$40,062  |
| Pet Supply Superstore                            |          | 866 | 3.55  | 1,000 sf GFA             | 0.60 | 2.13  | \$25,858  |
| Apparel Store                                    | 3 (a)    | 876 | 4.12  | 1,000 sf GFA             | 0.75 | 3.09  | \$37,513  |
| Pharmacy/Drug Store without Drive-Through        |          | 880 | 8.51  | 1,000 sf GFA             | 0.47 | 4.00  | \$48,556  |
| Pharmacy/Drug Store with Drive-Through           |          | 881 | 10.29 | 1,000 sf GFA             | 0.51 | 5.25  | \$63,710  |
| Furniture Store                                  |          | 890 | 0.52  | 1,000 sf GFA             | 0.47 | 0.24  | \$2,967   |
| Walk-in Bank                                     | 1, 3 (c) | 911 | 12.13 | 1,000 sf GFA             | 0.65 | 7.88  | \$95,718  |
| Drive-in Bank                                    |          | 912 | 20.45 | 1,000 sf GFA             | 0.65 | 13.29 | \$161,371 |

|                                   |   |     |       |              |      |       |           |
|-----------------------------------|---|-----|-------|--------------|------|-------|-----------|
| OFFICE                            |   |     |       |              |      |       |           |
| Clinic                            | 1 | 630 | 3.28  | 1,000 sf GFA | 1.00 | 3.28  | \$39,819  |
| Animal Hospital/Veterinary Clinic |   | 640 | 3.53  | 1,000 sf GFA | 1.00 | 3.53  | \$42,854  |
| General Office Building           | 2 | 710 | 1.15  | 1,000 sf GFA | 1.00 | 1.15  | \$13,961  |
| Medical-Dental Office Building    | 2 | 720 | 3.46  | 1,000 sf GFA | 1.00 | 3.46  | \$42,004  |
| United States Post Office         |   | 732 | 11.21 | 1,000 sf GFA | 1.00 | 11.21 | \$136,089 |
| Office Park                       | 1 | 750 | 1.07  | 1,000 sf GFA | 1.00 | 1.07  | \$12,990  |
| Research and Development Center   | 2 | 760 | 0.49  | 1,000 sf GFA | 1.00 | 0.49  | \$5,949   |
| Business Park                     | 1 | 770 | 0.42  | 1,000 sf GFA | 1.00 | 0.42  | \$5,099   |

|                                        |   |     |      |              |      |      |          |
|----------------------------------------|---|-----|------|--------------|------|------|----------|
| INDUSTRIAL                             |   |     |      |              |      |      |          |
| General Light Industrial               | 2 | 110 | 0.63 | 1,000 sf GFA | 1.00 | 0.63 | \$7,648  |
| Industrial Park                        |   | 130 | 0.40 | 1,000 sf GFA | 1.00 | 0.40 | \$4,856  |
| Manufacturing                          |   | 140 | 0.67 | 1,000 sf GFA | 1.00 | 0.67 | \$8,134  |
| Warehousing                            | 2 | 150 | 0.19 | 1,000 sf GFA | 1.00 | 0.19 | \$2,307  |
| Mini-Warehouse (Self-Storage)          |   | 151 | 0.17 | 1,000 sf GFA | 1.00 | 0.17 | \$2,064  |
| High-Cube Fulfillment Center Warehouse | 1 | 155 | 1.37 | 1,000 sf GFA | 1.00 | 1.37 | \$16,632 |
| Utility                                | 2 | 170 | 2.27 | 1,000 sf GFA | 1.00 | 2.27 | \$27,558 |

|                                                  |   |    |      |               |      |      |          |
|--------------------------------------------------|---|----|------|---------------|------|------|----------|
| PORT and TERMINAL                                |   |    |      |               |      |      |          |
| Intermodal Truck Terminal                        | 1 | 30 | 1.87 | 1,000 sf GFA  | 1.00 | 1.87 | \$22,702 |
| Park-and-Ride Lot with Bus or Light Rail Service | 2 | 90 | 0.43 | Parking Space | 1.00 | 0.43 | \$5,220  |

\* Abbreviations include: GFA = Gross Floor Area, sf = square feet, and GLA = Gross Leasable Area.

\*\* The Pass-By Trip Reduction Factor reduces the Average Trip Rate based on average Pass-By trip percentages published in the *ITE Trip Generation Handbook* (3rd Edition, 2017) and previously adopted factors.

|                                |                          |     |                   |  |
|--------------------------------|--------------------------|-----|-------------------|--|
| NET NEW TRIP RATE CALCULATION: | Pass-By Reduction Factor |     | Net New Trip Rate |  |
|                                | ITE Trip Rate            | X   | =                 |  |
|                                | (1)                      | (2) | (3)               |  |

|                         |                                    |   |                                    |  |
|-------------------------|------------------------------------|---|------------------------------------|--|
| IMPACT FEE CALCULATION: | \$12,140 Per New PM Peak Hour Trip |   | Impact Fee per Unit of Development |  |
|                         | Net New Trip Rate                  | X | =                                  |  |
|                         | (3)                                |   | (4)                                |  |

NOTES:

- (1) *Trip Generation* (10th Edition, 2017) has less than 6 studies supporting this average rate. Applicants are strongly encouraged to conduct, at their own expense, independent trip generation studies in support of their application.
- (2) Alternatively, the PM peak hour trip regression equation in *Trip Generation* can be used instead of the average trip rate identified in the table. However the equation must be used according to the instructions in *Trip Generation*.
- (3) No pass-by rates are available. Pass-by rates were estimated from other similar uses.

| Code  | Land Use                                | Pass-By Trip Reduction Factor |
|-------|-----------------------------------------|-------------------------------|
| 3 (a) | No Data Available 25% Estimated Pass-by | 0.75                          |
| 3 (b) | Shopping Center (850)                   | 0.66                          |
| 3 (c) | Drive-in Bank (912)                     | 0.65                          |

- (4) Consistent with RCW 82.02.060, Day Care Centers shall not have a fee greater than that imposed on commercial development activities that generate a similar number, volume, type, and duration of vehicle trips.

## City Cost Index - Seattle - As of September 2024



The building and construction cost indexes for ENR's individual cities use the same components and weighting as those for the 20-city national indexes. The city indexes use local prices for portland cement and 2 X 4 lumber and the national average price for structural steel. The city's BCI uses local union wages, plus fringes, for carpenters, bricklayers and iron workers. The city's CCI uses the same union wages for laborers.

To find more recent cost index data, go to this webpage (link below) and click on the link for the year you need, and then navigate to the week you need. Keep in mind that the city cost index figures are always published in the second weekly issue of the month.

[http://www.enr.com/economics/current\\_costs](http://www.enr.com/economics/current_costs)

Go back to [view all City Indexes](#).

### ENR COST INDEXES IN SEATTLE (1978-2024)

| YEAR | MONTH     | BCI     | %CHG | CCI      | %CHG |
|------|-----------|---------|------|----------|------|
| 2024 | September | 9128.56 | +4.3 | 15711.66 | +2.5 |
| 2024 | August    | 9131.06 | +6.3 | 15714.16 | +3.6 |
| 2024 | July      | 9048.56 | +5.3 | 15631.66 | +3.0 |
| 2024 | June      | 8909.46 | +2.9 | 15492.56 | +1.6 |
| 2024 | May       | 8911.96 | +5.5 | 15495.06 | +3.1 |
| 2024 | April     | 8909.46 | +5.5 | 15492.56 | +3.1 |
| 2024 | March     | 8894.46 | +4.4 | 15477.56 | +2.5 |
| 2024 | February  | 8891.96 | +4.6 | 15475.06 | +2.6 |

| YEAR | MONTH     | BCI     | %CHG  | CCI      | %CHG  |
|------|-----------|---------|-------|----------|-------|
| 2024 | January   | 8728.76 | +2.1  | 15311.86 | +1.2  |
| 2023 | December  | 8591.26 | +0.7  | 15174.36 | +0.4  |
| 2023 | November  | 8754.46 | +1.6  | 15337.56 | +0.9  |
| 2023 | October   | 8751.96 | +1.6  | 15335.06 | +0.9  |
| 2023 | September | 8749.46 | +1.5  | 15332.56 | +0.9  |
| 2023 | August    | 8588.76 | +2.7  | 15171.86 | +2.0  |
| 2023 | July      | 8591.26 | +4.4  | 15174.36 | +3.0  |
| 2023 | June      | 8658.43 | +6.2  | 15241.71 | +4.0  |
| 2023 | May       | 8447.67 | +4.1  | 15030.95 | +2.8  |
| 2023 | April     | 8448.04 | +6.5  | 15031.28 | +3.7  |
| 2023 | March     | 8523.53 | +8.0  | 15106.78 | +4.5  |
| 2023 | February  | 8504.28 | +11.2 | 15087.53 | +4.6  |
| 2023 | January   | 8548.84 | +11.8 | 15132.08 | +10.3 |
| 2022 | December  | 8532.09 | +10.5 | 15115.33 | +10.5 |
| 2022 | November  | 8619.44 | +14.6 | 15202.68 | +11.8 |
| 2022 | October   | 8614.69 | +14.9 | 15197.93 | +12.0 |
| 2022 | September | 8619.17 | +15.7 | 15202.41 | +12.4 |
| 2022 | August    | 8366.51 | +13.2 | 14873.27 | +10.4 |
| 2022 | July      | 8231.90 | +14.7 | 14738.60 | +11.2 |
| 2022 | June      | 8154.49 | +15.0 | 14661.19 | +11.4 |
| 2022 | May       | 8116.99 | +17.3 | 14623.69 | +12.5 |
| 2022 | April     | 7932.84 | +15.5 | 14493.29 | +12.0 |
| 2022 | March     | 7890.59 | +16.2 | 14451.04 | +12.3 |
| 2022 | February  | 7648.51 | +13.3 | 14425.33 | +12.5 |