



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tues., August 13, 2019 – 7:00 pm. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance, Roll Call, Additions/Deletions

2. PUBLIC HEARING

- A.  **AB19-028**, Proposed Transportation Improvement Program (TIP) 2020-2025

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

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

The following items are presented for Council approval:

- A. Regular City Council Meeting Minutes of July 23, 2019,
B. Study Session Meeting Minutes of July 30, 2019,
C. Review of Commission, Committee and Board meeting minutes of June/July 2019.
D. **AB19-029**, a motion approving August 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; and IRS 941 ACHs in the amount of \$135,007.80; and Vendor Check Numbers 23928 through 23952 with EFT and Direct Pay Payments in the amount of \$960,646.82. Total distributions submitted for review & authorization in the amount of \$1,095,654.62.
E.  **AB19-0468**, a motion to adopt Resolution No. 19-0468, Amending Council Rules of Procedures 8.9 (8) – Consent Agenda
F.  **AB19-0469**, a motion to adopt Resolution No. 19-0469, Pierce County Sheriff's Contract Amendment
G.  **AB19-0470**, a motion to adopt Resolution No. 19-0470, General Sewer Plan Update Contract

6. COUNCIL BUSINESS

- A.  **AB19-0554**, a motion to adopt Ordinance No. 19-0554, relating to parking of vehicles in the right-of-way, adopting new Chapter 10.12 of the EMC
B.  **AB19-030**, discussion on Associate Planner/Senior Planner position
C.  **AB19-031**, discussion on Interim Zoning Ordinance

7. COUNCIL COMMENTS

8. ADJOURN

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: TIP Update 2020-2025 – <b style="color: red;">Public Hearing		Agenda Item #:		AB19-028
		For Agenda of:		August 13, 2019
		Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ DRAFT 2020-2025 TIP (Budget Spreadsheet), dated 8-1-2019				
Approval of Materials:				
Mayor, Daryl Eidinger	☐	Expenditure Required:	N/A	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	N/A	
Ann Marie J. Soto , Interim City Attorney	☒	Appropriation Required:	N/A	
City Clerk, Rachel Pitzel	☐	Timeline: Study Session – 07/30/19 <b style="color: red;">Public Hearing – 08/13/19 Council Action – 08/27/19		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☒			
Police Chief, Micah Lundborg	☐			
Fiscal Note/Consideration: As the Transportation Improvement Program (TIP) is a component of the annual budgeting process, the anticipated impacts to the City’s budget and General Fund are outlined therein. TIPs are planning documents that express the Council’s desires for future transportation improvements within the City. Local agency TIPs are also utilized by State and other planning agencies, for evaluating projects on a regional scale and consideration for outside funding resources. The TIP is not a final budget document; this is reserved for the actual budget that is adopted by the City Council towards the end of the City’s fiscal year.				
SUMMARY STATEMENT: The City is required to put together a Transportation Improvement Program (TIP), in accordance with RCW 35.77.010 and the Transportation Element of the City’s adopted Comprehensive Plan. The TIP outlines the projects, their estimated costs, anticipated timelines for work, and the expected funding sources. These plans serve as the guiding documents for Staff to implement as resources are made available through City financial resources or other identified funding sources (<i>i.e. TIB, WSDOT funding, other grants, loans, etc.</i>). The attached DRAFT plan represents Staff’s updated recommendation as it pertains to project priorities, funding sources and timelines for implementation, as required under GMA. Staff relies on the City Council to help guide this planning in order to help it align with the Council’s desires and the management of the City’s financial resources. The updated draft attached takes into consideration feedback and comments provided by Council at the last study session, as well as updated project cost estimates.				
RECOMMENDED ACTION: Hold the public hearing for the proposed TIP Update.				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Forward to Study Session for further review				

Transportation Improvement Program (TIP)
Years 2020-2025

TIP Project No.	Transportation Project	Estimated Annual Project Expenditures									Total Project Cost	Comments
		Prior Years (Actual)	2019 Estimate	2020	2021	2022	2023	2024	2025	Future Years		
1	Meridian Ave E / 32nd St E Intersection improvements	\$ -	\$ 60,000	\$ 60,000	\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	Coordinate intersection needs and alternatives with WSDOT, then construct improvements. (50% TIF Eligible)
2	Meridian Ave E (SR-161) Preliminary Design	\$ -	\$ 30,000	\$ 75,000	\$ 75,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 480,000	Complete access management study for the corridor, review parallel roads, cross section and intersection treatment needs (<i>including roundabout evaluation</i>). (100% TIF Eligible)
3	Emergency Road Repair (<i>Weather Related</i>)	N/A	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	N/A	\$ 150,000	Annual Program - Road failures associated with severe weather events, wear and tear from freeze/thaw events and other causes.
4	Edgewood Drive Safety Improvements	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ 2,000,000	2020: Intersection repair at bottom of hill. (80% TIB) 2025: Roadway widening, curb & gutter, stormwater system and pedestrian walkway. (20% TIF Eligible)
5	Chrisella Road East Safety Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 1,750,000	\$ -	\$ -	\$ 3,000,000	Improved markings, signage, lighting, sight distance, possible traffic calming measures; realign @ 36th St E & reinforce/repair slopes south of 48th St E (20% TIF Eligible)
6	Citywide Road Preservation Program	N/A	\$ 260,000	\$ 270,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 310,000	\$ 320,000	N/A	\$ 2,030,000	Annual program - Full width rubberized chipseal and/or 2" HMA grind and overlay. Minor crack sealing and digout repairs are included.
7	Interurban Trail Phase III, Connection Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	Develop approximately 1.05-mile corridor as a trail from 114th Avenue East to the City of Pacific.
8	Citywide Pedestrian Mobility and Safety Improvements (<i>Highest Priority</i>)	N/A	\$ 150,000	\$ 1,075,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	N/A	\$ 1,600,000	Annual Program - Walkways and/or trails with vegetated buffers for traffic safety, low level pedestrian lighting where appropriate, signs and pavement markings, as shown in the 2004 Pedestrian Study (20% TIF Eligible)
9	Citywide Traffic Safety Program	N/A	\$ 20,000	\$ 20,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	N/A	\$ 215,000	Annual program - Neighborhood Traffic Calming Projects, Safety Projects and reconstruction of ADA deficiencies.
10	Citywide Road Maintenance Program (Traffic)	N/A	\$ 65,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	N/A	\$ 490,000	Annual program - Repair and maintenance of City transportation infrastructure, including traffic operations, signing and markings
11	Meridian Parallel Road Network Construction - Various Segments	\$ -	\$ -	\$ 100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ -	\$ 4,500,000	Construct high-priority parallel road segments, closing gaps and fixing access deficiencies. (100% TIF Eligible)
12	Meridian Ave E / Emerald Street Signal Improvements (TIF NP-3)	\$ -	\$ -	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	Coordinate signal mast arm and detection design with WSDOT. (100% TIF Eligible)
13	36th Street E Walkway Extension Feas./Des./Build (TIF S-2/N-9)	\$ -	\$ -	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	Study project scope and costs, design and construct extension of existing walkway to new park property.
Annual Totals		\$ -	\$ 585,000	\$ 2,195,000	\$ 2,245,000	\$ 2,350,000	\$ 2,935,000	\$ 3,370,000	\$ 2,230,000	\$ -	\$ 15,910,000	
				Proposed 6-Year Program Total:					\$ 15,325,000			
TIB Funding:			\$ 120,000	\$ 870,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 990,000	2020: 24th/Meridian Sidewalks; Edgewood/Sumner Hts Dr Applications for 2023/2024 due in 2020
STP/CMAQ Funding (PSRC/PCRC):			\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,400,000	\$ 1,360,000		\$ 3,760,000	
WSDOT Funding:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Public Works Trust Fund Loan:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total Unidentified Grant Funds:			\$ -	\$ -	\$ 315,000	\$ 480,000	\$ 145,000	\$ 80,000	\$ 90,000		\$ 1,110,000	
Total Anticipated Grant Funding:			\$ 120,000	\$ 870,000	\$ 315,000	\$ 480,000	\$ 1,145,000	\$ 1,480,000	\$ 1,450,000		\$ 5,860,000	
Total City Funds Needed:			\$ 465,000	\$ 1,325,000	\$ 1,930,000	\$ 1,870,000	\$ 1,790,000	\$ 1,890,000	\$ 780,000		\$ 10,050,000	
Traffic Impact Fees			\$ 90,000	\$ 700,000	\$ 1,455,000	\$ 1,415,000	\$ 1,365,000	\$ 1,465,000	\$ 355,000		\$ 6,845,000	
REET Funds			\$ 375,000	\$ 450,000	\$ 300,000	\$ 280,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 2,155,000	
Surface Water Fund			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
General Fund			\$ -	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000		\$ 1,050,000	

Prepared by: Jeremy Metzler, P.E.
Date Prepared: 8/1/2019



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING SUMMARY**

July 23, 2019 – 7:00 p.m. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

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



ROLL CALL

Present: Mayor Daryl Eidinger (Not voting), Deputy Mayor Tyron Christopherson, Councilmember John C. West, Councilmember Mark Creley, Councilmember Ryan Day, Councilmember Colleen Wise, Councilmember Rosanne Tomin, Councilmember Nate Lowry.

Staff Present: Assistant City Administrator Dave Gray, Deputy City Clerk Jill Schwerzler-Herrera, Community Development Director Darren Groth, Public Works Director Jeremy Metzler, Police Chief Micah Lundborg.

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

2. AUDIENCE COMMENT

Chris Van Dyke – Thanked Council for considering amending Ordinance No. 19-0547

Jim Schmidt – Asked Council to come together on the future development of Meridian.

3. MAYOR'S REPORT

Mayor Eidinger spoke about the following:

- Thanked city staff for their participation in the Edgewood Community Picnic. The weather was great, there were plenty of things to do and it was a good time had by all. An additional thank you to our sewer contractor who was about to open 24th for the weekend to allow access.
- He mentioned the meetings held the week prior about Meridian access. There were separate meetings for land owners and citizens with attendance between the two at about 35. We plan to hold another meeting August 14th to assure maximum participation.
- He commented on the excellent job Chief Lundborg did giving a presentation to the FME Chamber about policing our city.
- He noted the time management training staff attended the prior week.
- He detailed the meeting staff had with the McKissen Group, a consulting firm who is interested in working with us in our attempts to bring businesses to Edgewood.
- He mentioned the report he presented to the Pierce County Regional Council detailing what is happening in Edgewood, in an attempt to help neighboring Pierce County cities understand one another's issues.

Public Works Director Metzler briefed on the following:

- 24th will remain closed for the next two weeks.

Chief Lundborg briefed on the following:

- Thanked volunteers Richard Morrison, Barb Nyhuis, and Anne Troccoli for their assistance with running the police booth at the Edgewood Community Picnic.

4. CONSENT AGENDA

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

The following items are presented for Council approval:

- A. Regular City Council Meeting Minutes of July 9, 2019,
- B. Study Session Meeting Minutes of July 16, 2019,
- C. **AB19-025**, a motion approving July 2019 Budgeted Expenditures as follows: Payroll Check Number 10609; Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Employment Security Department-PFML; and IRS 941 ACHs in the amount of \$97,702.80; and Vendor Check Numbers 23900 through 23927 with EFT and Direct Pay Payments in the amount of \$415,669.11. Total distributions submitted for review & authorization in the amount of \$513,371.91.
- D. **AB19-0466**, a motion to approve Resolution No. 19-0466 authorizing the Mayor to execute the First Amendment to the Berger Partnership Professional Services Agreement dated March 13, 2019.
- E. **AB19-026**, a motion to accept the recommendation of the Mayor to appoint Scott Bartelson (Position 1), Jason Neil (Position 4) and Shawn Carter (Position 5) to the Salary Commission with terms ending December 31, 2021.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Rosanne Tomin, **Seconded by** Deputy Mayor Tyron Christopherson. **Motion passed unanimously (7-0).**

5. COUNCIL BUSINESS

- A. **AB19-027**, authorizing the Mayor to post the 2nd Quarter Financial Position Statement on the City of Edgewood website to make the information available to the public.

Asst. City Administrator Dave Gray briefed on the agenda item.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Colleen Wise, **Seconded by** Councilmember Rosanne Tomin. **Motion passed unanimously (7-0).**

- B. **AB19-0467**, a motion to authorize the Mayor to execute a payment of \$5,000 in donation to the Fife, Milton, Edgewood 9/11 Memorial Committee for the construction of the 9/11 Memorial at Milton Community Park (Triangle Park).

Asst. City Administrator Dave Gray briefed on the agenda item.

Motion: As Read, **Action:** Approve, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember John West. **Motion passed unanimously (7-0).**

C. AB19-0553, a motion amending the Emergency Interim Zoning Ordinance No. 19-0547, adopted on April 9, 2019, on the acceptance of applications for new residential/multi-family development in the Town Center (TC), Commercial (C), Mixed Use Residential (MUR) and Business Park (BP) zones, to be in effect for a period of six months, such amendment for the purpose of narrowing the Interim Zoning Ordinance's effect to eliminate all of the property in the C and BP zones, as well as all of the properties in the MUR zone on the west side of Meridian and all of the properties in the TC zone on the west side of Meridian and on the east side of Meridian north of 22nd Street East, (keeping only the "affected properties" in the MUR zone on the east side of Meridian and in the TC zone on the east side of Meridian south of 22nd Street East, as shown in the attached map as exhibit a), all as allowed by RCW 35a.63.220 and RCW 36.70a.390

Community Development Director Groth briefed on the agenda item.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember John West, **Seconded by** Councilmember Ryan Day. **Motion passed (6-1 Tomin).**

B. COUNCIL COMMENTS

Councilmember Wise thanked the volunteers at the Edgewood Community Picnic.

Councilmember Lowry thanked staff for getting 24th open in time for the picnic.

Councilmember West discussed his op-ed.

C. EXECUTIVE SESSION

There was no executive session.

D. ADJOURN

Mayor Eiding adjourned the meeting at 7:31 pm.

Jill S. Herrera, Deputy City Clerk/
Communications Coordinator

Daryl Eiding, Mayor



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION SUMMARY**

Tues., July 30, 2019 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

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

ROLL CALL

Present: Mayor Daryl Eidinger (Not voting), Deputy Mayor Tyron Christopherson, Councilmember John C. West, Councilmember Mark Creley, Councilmember Colleen Wise, Councilmember Rosanne Tomin, Councilmember Nate Lowry. **Excused:** Councilmember Ryan Day.

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Jeremy Metzler Public Works Director, Interim City Attorney Anne Marie Soto, Police Chief Micah Lundborg.

2. COUNCIL BUSINESS

A. Discussion – Council Highlight – Fall 2019

City Clerk Rachel Pitzel noted Councilmember Wise's *Council Highlight* letter was placed on their iPads for review, and if there were any suggested changes, they would need to be in by Wednesday August 7.

B. Discussion – Town Hall – Transportation

Public Works Director Jeremy Metzler discussed this is an item Council discussed showing interest in having and noted he would like to open it up for a dialog on when and what council would like to discuss.

Discussion followed between staff and the Council on setting something up the week of September 23rd.

C. Discussion – Connect Over Coffee – Theme

Assistant City Administrator Dave Gray discussed setting an agenda in order to gain more interest in the once a month event.

Discussion followed between staff and the Council.

D. Discussion – Amending Council Rules of Procedure Section 8.9 (8) Consent Agenda

Assistant City Administrator Dave Gray discussed amending the rules to reflect that the consent agenda would not be read aloud- but a motion to be made to pass items under the consent agenda. This amendment does not mean items cannot be pulled from the consent agenda, those rules remain the same.

E. Review/Discussion – Pierce County Sheriff's Contract Amendment

Assistant City Administrator Dave Gray discussed this housekeeping amendment.

Council action: Council recommended staff to place on consent agenda at the next regular council meeting.

F. Review/Discussion – TIP Update 2020-2025

Public Works Director Jeremy Metzler briefed Council on this agenda item reviewing the Transportation Improvement Program 2020-2025 and comparing the changes from 2019. Discussion followed between staff and the Council.

G. Review/Discussion – Parking Code Ordinance

Public Works Director Jeremy Metzler briefed Council on this agenda item, and reviewed the changes to the DRAFT Ordinance.

H. Review/Discussion – General Sewer Plan Update

Public Works Director Jeremy Metzler briefed Council on this agenda item, and the process for selecting Gray and Osborne for the project. Discussion followed between staff and the Council.

Council action: Council recommended staff to place on consent agenda at the next regular council meeting.

I. Review/Discussion – Interim Zoning Ordinance

Community Development Director Darren Groth asked Council what they needed from staff in order to answer the seven questions outlined on the agenda bill. Discussion ensued between staff and Council.

Council action: Council recommended staff prepare an RFP with an assumed scope in it and bring it to the next regular council meeting on August 20.

3. OTHER COUNCIL ISSUES

Deputy Mayor Christopherson noted Jovita looked great.

Assistant City Administrator discussed scheduling the Budget Retreat for September 17 at 6pm.

4. ADJOURN

Mayor Eidinge adjourned the meeting at 8:23pm.

Jill S. Herrera, Deputy City Clerk/
Communications Coordinator

Daryl Eidinge, Mayor



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Claims and Payroll for August 2019		Agenda Bill No.:		AB19-029
		For Agenda of:		August 13, 2019
		Prepared by:		Stephanie Goff
ATTACHMENTS (list): ☒ Claims Register ☒ Voucher Directory				
Approval of Materials:				
Mayor, Daryl Eidinger	☐	Expenditure Required:	\$1,095,654.62	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0	
City Attorney	☐	Appropriation Required:	\$0	
City Clerk, Rachel Pitzel	☐	Timeline:		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☐			
Police Chief, Micah Lundborg	☐			
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT: Approving August 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; and IRS 941 ACHs in the amount of \$135,007.80; and Vendor Check Numbers 23928 through 23952 with EFT and Direct Pay Payments in the amount of \$960,646.82. Total distributions submitted for review & authorization in the amount of \$1,095,654.62.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: MOTION to adopt the Claims and Payroll Expenditures as presented under the Consent Agenda.				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to future study session for further discussion.				

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10609 Last Number Issued Previous Authorization			
<u>AWC EFT 7/31/19</u>	AWC Employee Benefit Trust	7/31/2019	\$37,780.05
<u>DCP EFT 7/31/19</u>	Deferred Compensation Program	7/31/2019	\$10,986.94
<u>Direct Deposit Run -</u>	Payroll Vendor	7/31/2019	\$61,124.84
<u>DRS EFT 7/31/19</u>	Dept of Retirement Systems	7/31/2019	\$15,667.83
<u>DSHS-DCS EFT 7/31/19</u>	WA State Support Registry	7/31/2019	\$275.00
<u>IRS 941 EFT 7/31/19</u>	IRS 941	7/31/2019	\$9,173.14
Total			\$135,007.80

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
23927 Last Number Issued Previous Authorization			
<u>23928</u>	A & R Services dba Angela Rojo	8/13/2019	\$835.00
<u>23929</u>	AHBL	8/13/2019	\$12,104.35
<u>23930</u>	Century Link	8/13/2019	\$250.87
<u>23931</u>	Cintas Corporation	8/13/2019	\$615.38
<u>23932</u>	City of Edgewood	8/13/2019	\$643,775.51
<u>23933</u>	City of Milton	8/13/2019	\$663.00
<u>23934</u>	City of Sumner	8/13/2019	\$3,068.04
<u>23935</u>	Drain-Pro	8/13/2019	\$1,258.00
<u>23936</u>	ESRI	8/13/2019	\$439.60
<u>23937</u>	Form Source, Inc.	8/13/2019	\$748.30
<u>23938</u>	Gray & Osborne, Inc	8/13/2019	\$11,586.54
<u>23939</u>	Kelly Imaging Systems, Inc.	8/13/2019	\$95.08
<u>23940</u>	Lakehaven Water & Sewer District	8/13/2019	\$29.87
<u>23941</u>	Landau Associates	8/13/2019	\$1,431.62
<u>23942</u>	OFD Foods, LLC	8/13/2019	\$5,066.27
<u>23943</u>	Office Depot	8/13/2019	\$510.31
<u>23944</u>	PCCFOA	8/13/2019	\$150.00
<u>23945</u>	Pierce County Budget & Finance	8/13/2019	\$45.00
<u>23946</u>	Pierce County Budget & Finance Jail	8/13/2019	\$5,356.03
<u>23947</u>	Pierce County Budget & Finance Sheriff	8/13/2019	\$227,412.58
<u>23948</u>	Metzler, Jeremy W	8/13/2019	\$72.00
<u>23949</u>	Rick Pederson	8/13/2019	\$242.44
<u>23950</u>	Transpo Group	8/13/2019	\$6,011.25
<u>23951</u>	Utilities Underground Location Center	8/13/2019	\$223.17
<u>23952</u>	YourMembership.com, Inc	8/13/2019	\$749.00
<u>Comcast EFT 7/10/19</u>	Comcast	8/13/2019	\$293.53
<u>Direct Pay Payment</u>	Amazon Capital Services	8/13/2019	\$707.32
<u>Direct Pay Payment</u>	Monarch Landscape Holdings	8/13/2019	\$826.75
<u>Direct Pay Payment</u>	Summit Law Group	8/13/2019	\$2,842.50
<u>EFT Payment 8/9/2019</u>	Comcast	8/13/2019	\$293.53
<u>EFT Payment 8/9/2019</u>	Comcast Business	8/13/2019	\$1,050.20
<u>EFT Payment 8/9/2019</u>	McLendon Hardware-Blue Tarp Credit Services	8/13/2019	\$10.92
<u>EFT Payment 8/9/2019</u>	O'Reilly Auto Parts	8/13/2019	\$25.60
<u>EFT Payment 8/9/2019</u>	Puget Sound Energy	8/13/2019	\$29,217.70
<u>EFT Payment 8/9/2019</u>	Shell	8/13/2019	\$1,234.59
<u>EFT Payment 8/9/2019</u>	Smarsh, Inc.	8/13/2019	\$392.30
<u>EFT Payment 8/9/2019</u>	Verizon Wireless	8/13/2019	\$644.50
<u>EFT Payment 8/9/2019</u>	Wells Fargo Vendor Fin Serv	8/13/2019	\$368.17
Total Claims Voucher Distribution			\$960,646.82

Total Distribution Submitted for Review & Authorization **\$1,095,654.62**

Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments **\$1,095,654.62**

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

Accounting Manager, Stephanie Goff

Mayor, Daryl Eiding

Council Member



Voucher Directory

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Fiscal: : 2019 - August
Council Date: : 2019 - August - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
A & R Services dba Angela Rojo					
	23928			2019 - August - 1st Council Meeting	
		478			
			August Services		
			001-018-000-518-30-41-01	Professional Services	\$835.00
				Monthly Janitorial Svs. for August	
		Total 478			\$835.00
	Total 23928				\$835.00
Total A & R Services dba Angela Rojo					\$835.00
AHBL					
	23929			2019 - August - 1st Council Meeting	
		113080			
			3/26-4/25 Satwat 19-1046		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$3,304.61
				Satwat Design Review 19-1046	
		Total 113080			\$3,304.61
		114194			
			5/26-6/25 On-Call Svcvs		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$732.50
				2018 On-Call Consultant Services	
		Total 114194			\$732.50
		114195			
			5/26-6/25 New Hope SP 19-1044		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$545.00
				New Hope Short Plat 19-1044	
		Total 114195			\$545.00
		114196			
			5/26-6/25 Satwat 19-1046		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$82.50
				Satwat Design Review 19-1046	
		Total 114196			\$82.50
		114197			
			5/26-6/25 VP Self Storage 18-1280		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$462.50
				View Point Self Storage 18-1280	
		Total 114197			\$462.50

Vendor	Number	Reference	Account Number	Description	Amount
		114198			
			5/26-6/25 Becker SP 19-1090		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$1,310.00
				Becker Short Plat 19-1090	
		Total 114198			\$1,310.00
		114200			
			5/26-6/25 Misenar SP 19-1098		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$82.50
				Misenar Short Plat 19-1098	
		Total 114200			\$82.50
		114201			
			5/26-6/25 Ramsaur SP 19-1114		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$2,047.50
				Ramsaur Short Plat 19-1114	
		Total 114201			\$2,047.50
		114202			
			5/26-6/25 Sellers SP 19-1137		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$300.00
				Sellers Short Plat 19-1137	
		Total 114202			\$300.00
		114203			
			5/26-6/25 Vanengelenburg BLA 19-1143		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$572.50
				Vanengelenburg BLA 19-1143	
		Total 114203			\$572.50
		114204			
			5/26-6/25 Barth 18-1147		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$2,664.74
				Barth Preliminary Plat 18-1147	
		Total 114204			\$2,664.74
	Total 23929				\$12,104.35
Total AHBL					\$12,104.35
Amazon Capital Services					
	Direct Pay Payment 8/9/2019 9:21:33 AM - 1		2019 - August - 1st Council Meeting		
	11PX-73JX-DXQL				
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$86.15
				Corner Sleeve Connector	
	Total 11PX-73JX-DXQL				\$86.15
	13VV-TVCR-Q9H9				
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$70.01
				Labels, Wireless Keyboard, USB Hub	
	Total 13VV-TVCR-Q9H9				\$70.01

Vendor	Number	Reference	Account Number	Description	Amount
		16RV-JG34-9Y3M			
		July Return			
		001-018-000-518-20-31-01		Office & Operational Supplies	(\$89.84)
				Wireless Keyboard	
		Total 16RV-JG34-9Y3M			(\$89.84)
		17QM-X36W-VRRR			
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$236.89
				Wellness- Back Massager, Wall Decal, Magnetic Sticks, Lamp, Sound Machine	
		Total 17QM-X36W-VRRR			\$236.89
		17QM-X36W-VYNT			
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$76.60
				Plastic Forks, Post-Its, Paper Cups	
		Total 17QM-X36W-VYNT			\$76.60
		199W-Y3T4-VD7J			
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$32.94
				Liquid Hand Soap	
		Total 199W-Y3T4-VD7J			\$32.94
		19LK-1JV4-RDDK			
		August Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$70.70
				Pens, Marking Crayons, Pencil Holder	
		Total 19LK-1JV4-RDDK			\$70.70
		1CCQ-RF7K-FQ3G			
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$64.15
				Wellness- Storage Organizer	
		Total 1CCQ-RF7K-FQ3G			\$64.15
		1QCN-996D-7TTC			
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$89.84
				Wireless Keyboard	
		Total 1QCN-996D-7TTC			\$89.84
		1TGM-GGGP-J3LC			
		July Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$69.88
				Key Tags, Copy Paper	
		Total 1TGM-GGGP-J3LC			\$69.88
		Total Direct Pay Payment 8/9/2019 9:21:33 AM - 1			\$707.32
		Total Amazon Capital Services			\$707.32

Vendor	Number	Reference	Account Number	Description	Amount
Century Link	23930			2019 - August - 1st Council Meeting	
		253-927-2018 680B 7/25-8/25/19			
			Elevator and Fire Alarm Line		
			001-018-000-518-30-42-01	Telecommunications Charges	\$125.65
				Elevator and Fire Alarm Line	
		Total 253-927-2018 680B 7/25-8/25/19			\$125.65
		253-952-3537 889B 7/22-8/22/19			
			Fax Line		
			001-018-000-518-30-42-01	Telecommunications Charges	\$125.22
				Fax Line	
		Total 253-952-3537 889B 7/22-8/22/19			\$125.22
	Total 23930				\$250.87
Total Century Link					\$250.87
Cintas Corporation	23931			2019 - August - 1st Council Meeting	
		4025267737			
			7/5/19 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$154.87
				Uniforms	
		Total 4025267737			\$154.87
		4025684416			
			7/11/19 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$150.77
				Uniforms	
		Total 4025684416			\$150.77
		4026113762			
			7/18/19 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$154.87
				Uniforms	
		Total 4026113762			\$154.87
		4026583018			
			7/25/19 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$154.87
				Uniforms	
		Total 4026583018			\$154.87
	Total 23931				\$615.38
Total Cintas Corporation					\$615.38
City of Edgewood	23932			2019 - August - 1st Council Meeting	
		062819-COE LID 089			
			LID Acct 089-2019 Payment		
			001-019-000-518-20-47-50	LID No. 1 Interest	\$468.27
				Payment in Full	

Vendor	Number	Reference	Account Number	Description	Amount
			001-019-000-518-20-47-60	LID No. 1 Principal	\$11,018.15
			Payment in Full		
		Total 062819-COE LID 089			\$11,486.42
		062819-COE LID 090			
			LID Acct 090-2019 Payment		
			001-019-000-518-20-47-50	LID No. 1 Interest	\$22,781.78
			Payment in Full		
			001-019-000-518-20-47-60	LID No. 1 Principal	\$536,042.00
			Payment in Full		
		Total 062819-COE LID 090			\$558,823.78
		062819-COE LID 100			
			LID Acct 100-2019 Payment		
			001-019-000-518-20-47-50	LID No. 1 Interest	\$1,058.67
			Payment in Full		
			001-019-000-518-20-47-60	LID No. 1 Principal	\$24,909.95
			Payment in Full		
		Total 062819-COE LID 100			\$25,968.62
		062819-COE LID 102			
			LID Acct 102-2019 Payment		
			001-019-000-518-20-47-50	LID No. 1 Interest	\$1,791.59
			Payment in Full		
			001-019-000-518-20-47-60	LID No. 1 Principal	\$42,155.10
			Payment in Full		
		Total 062819-COE LID 102			\$43,946.69
		080219-COE Permit			
			Permit 19-1383 Pacific Hansa Short Plat		
			310-000-000-594-76-91-01	Permit Fees	\$3,550.00
			Permit# 19-1383 Conservation futures grant property acquisition		
		Total 080219-COE Permit			\$3,550.00
	Total 23932				\$643,775.51
Total City of Edgewood					\$643,775.51
City of Milton	23933			2019 - August - 1st Council Meeting	
		3788			
			July Services- PW Yard		
			340-000-000-595-10-41-06	Public Works Facility Acquisition	\$663.00
			PW Yard- Gate Work		
		Total 3788			\$663.00
	Total 23933				\$663.00
Total City of Milton					\$663.00

Vendor	Number	Reference	Account Number	Description	Amount
City of Sumner	23934			2019 - August - 1st Council Meeting	
		83-COS			
			August Metro Animal Services		
			001-019-000-554-30-41-01	Animal Control Services	\$3,068.04
				Animal Control Svs. for August	
		Total 83-COS			\$3,068.04
	Total 23934				\$3,068.04
Total City of Sumner					\$3,068.04
Comcast					
	Comcast EFT 7/10/19			2019 - August - 1st Council Meeting	
		8498 35 021 0458551 6/25-7/24/19			
			6/25-7/24/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$293.53
				City Hall Internet	
		Total 8498 35 021 0458551 6/25-7/24/19			\$293.53
	Total Comcast EFT 7/10/19				\$293.53
	EFT Payment 8/9/2019 9:20:52 AM - 1			2019 - August - 1st Council Meeting	
		8498 35 021 0458551 7/25-8/24/19 Services			
			7/25-8/24/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$293.53
				City Hall Internet	
		Total 8498 35 021 0458551 7/25-8/24/19 Services			\$293.53
	Total EFT Payment 8/9/2019 9:20:52 AM - 1				\$293.53
Total Comcast					\$587.06
Comcast Business					
	EFT Payment 8/9/2019 9:20:52 AM - 2			2019 - August - 1st Council Meeting	
		85250322			
			6/15-7/14/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$1,050.20
				City Hall Phones	
		Total 85250322			\$1,050.20
	Total EFT Payment 8/9/2019 9:20:52 AM - 2				\$1,050.20
Total Comcast Business					\$1,050.20
Drain-Pro					
	23935			2019 - August - 1st Council Meeting	
		55659			
			5/19-6/15/19 Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$145.00
				Edgemont Park	
		Total 55659			\$145.00

Vendor	Number	Reference	Account Number	Description	Amount
		55660			
			5/19-6/15/19 Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$145.00
			Nelson Nature Park		
		Total 55660			\$145.00
		55661			
			5/19-6/15/19 Nelson Farm		
			001-076-000-576-80-45-03	Operating Rentals	\$99.50
			Nelson Farm		
		Total 55661			\$99.50
		55662			
			5/19-6/15/19 Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$99.50
			Trailhead Park		
		Total 55662			\$99.50
		56615			
			6/16-7/13/19 Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$145.00
			Edgemont Park		
		Total 56615			\$145.00
		56616			
			6/16-7/13/19 Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$145.00
			Nelson Nature Park		
		Total 56616			\$145.00
		56617			
			6/16-7/13/19 Nelson Farm		
			001-076-000-576-80-45-03	Operating Rentals	\$99.50
			Nelson Farm		
		Total 56617			\$99.50
		56618			
			6/16-7/13/19 Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$99.50
			Trailhead Park		
		Total 56618			\$99.50
		58265			
			Edgemont Park Event		
			001-076-000-576-80-45-03	Operating Rentals	\$280.00
			Edgewood Community Picnic		
		Total 58265			\$280.00
	Total 23935				\$1,258.00
Total Drain-Pro					\$1,258.00

Vendor	Number	Reference	Account Number	Description	Amount
ESRI	23936			2019 - August - 1st Council Meeting	
		93677642			
			001-018-000-518-85-49-03	Computer Subscriptions	\$439.60
				ArcGIS 10/1/19-9/30/20 Maintenance	
		Total 93677642			\$439.60
	Total 23936				\$439.60
Total ESRI					\$439.60
Form Source, Inc.	23937			2019 - August - 1st Council Meeting	
		855160			
			July Services		
			001-011-000-511-60-31-01	Office & Operational Supplies	\$351.24
				Council Business Cards	
		Total 855160			\$351.24
		855166			
			July Services		
			001-021-000-521-20-31-01	Office & Operational Supplies	\$60.88
				Business Cards- Patrick Burke	
		Total 855166			\$60.88
		855170			
			July Services		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$336.18
				Thank You Cards	
		Total 855170			\$336.18
	Total 23937				\$748.30
Total Form Source, Inc.					\$748.30
Gray & Osborne, Inc	23938			2019 - August - 1st Council Meeting	
		1-G&O Prj. 18626.06			
			City Hall Lobby Remodel		
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	\$2,994.08
				City Hall Lobby Remodel	
		Total 1-G&O Prj. 18626.06			\$2,994.08
		11-G&O Prj. 18626.01			
			56th St E SW Improvements		
			410-000-000-594-31-64-64	Infrastructure Spot Improvement	\$2,404.15
		Total 11-G&O Prj. 18626.01			\$2,404.15
		3-G&O Prj. 18626.04			
			Monta Vista Storm Drain Improvements		
			410-000-000-594-31-64-64	Infrastructure Spot Improvement	\$3,904.34
				Monta Vista Strom Drain Improvements	
		Total 3-G&O Prj. 18626.04			\$3,904.34

Vendor	Number	Reference	Account Number	Description	Amount
		4-G&O Prj. 18626.03			
			24th & Meridian Sidewalks		
			350-000-000-595-61-63-01	Pedestrian Projects	\$1,648.50
				24th & Meridian Sidewalks	
		Total 4-G&O Prj. 18626.03			\$1,648.50
		8-G&O Prj. 18626.00			
			On-Call Engineering Svcs		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$635.47
				On-Call Engineering Svcs- Caliber, Pascolo	
		Total 8-G&O Prj. 18626.00			\$635.47
	Total 23938				\$11,586.54
Total Gray & Osborne, Inc					\$11,586.54
Kelly Imaging Systems, Inc.					
	23939			2019 - August - 1st Council Meeting	
		IN554425			
			July Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$95.08
				Plotter Paper	
		Total IN554425			\$95.08
	Total 23939				\$95.08
Total Kelly Imaging Systems, Inc.					\$95.08
Lakehaven Water & Sewer District					
	23940			2019 - August - 1st Council Meeting	
		3575901 4/29-6/27/19			
			4/29-6/27/19 Services		
			001-018-000-518-30-47-04	Sewer Charges	\$29.87
				4/29-6/27/19 Services	
		Total 3575901 4/29-6/27/19			\$29.87
	Total 23940				\$29.87
Total Lakehaven Water & Sewer District					\$29.87
Landau Associates					
	23941			2019 - August - 1st Council Meeting	
		0043790			
			June Svcs-Prj 0495111.010		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$1,431.62
				Barth Estate Short Plat	
		Total 0043790			\$1,431.62
	Total 23941				\$1,431.62
Total Landau Associates					\$1,431.62

Vendor	Number	Reference	Account Number	Description	Amount
McLendon Hardware-Blue Tarp Credit Services					
		EFT Payment 8/9/2019 9:20:52 AM - 3		2019 - August - 1st Council Meeting	
		F56745/3			
			July Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$10.92
				Latex Gloves	
		Total F56745/3			\$10.92
		Total EFT Payment 8/9/2019 9:20:52 AM - 3			\$10.92
		Total McLendon Hardware-Blue Tarp Credit Services			\$10.92
Monarch Landscape Holdings					
		Direct Pay Payment 8/9/2019 9:21:33 AM - 2		2019 - August - 1st Council Meeting	
		CD50032538			
			August Services		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$826.75
				August Services	
		Total CD50032538			\$826.75
		Total Direct Pay Payment 8/9/2019 9:21:33 AM - 2			\$826.75
		Total Monarch Landscape Holdings			\$826.75
OFD Foods, LLC					
	23942			2019 - August - 1st Council Meeting	
		657870			
			PO# 2019014		
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$5,066.27
				PO# 2019014 Mountain House Food	
		Total 657870			\$5,066.27
	Total 23942				\$5,066.27
	Total OFD Foods, LLC				\$5,066.27
Office Depot					
	23943			2019 - August - 1st Council Meeting	
		346562064001			
			July Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$76.16
				Paper Towels	
		Total 346562064001			\$76.16
		346601935001			
			July Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$265.41
				Plotter Printheads	
		Total 346601935001			\$265.41
		349360335001			
			July Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$168.74

Vendor	Number	Reference	Account Number	Description	Amount
				Plotter Ink	
		Total 349360335001			\$168.74
	Total 23943				\$510.31
Total Office Depot					\$510.31
O'Reilly Auto Parts					
	EFT Payment 8/9/2019 9:20:52 AM - 4		2019 - August - 1st Council Meeting		
	3725-260633				
		July Purchases			
		001-018-000-518-30-32-02		Supplies/Parts - Vehicles	\$13.99
				Brush	
	Total 3725-260633				\$13.99
	3725-261793				
		July Purchases			
		001-018-000-518-30-32-02		Supplies/Parts - Vehicles	\$11.61
				Motor Oil, Glass Wipes	
	Total 3725-261793				\$11.61
	Total EFT Payment 8/9/2019 9:20:52 AM - 4				\$25.60
Total O'Reilly Auto Parts					\$25.60
PCCFOA					
	23944		2019 - August - 1st Council Meeting		
		080219-PCCFOA			
		Clerks' Fall Workshops			
		001-019-000-514-20-43-01		Travel & Training Costs	\$150.00
				Clerks' Fall Workshop- Rachel & Jill	
	Total 080219-PCCFOA				\$150.00
	Total 23944				\$150.00
Total PCCFOA					\$150.00
Pierce County Budget & Finance					
	23945		2019 - August - 1st Council Meeting		
		CI-272971			
		Q2-2019 IT WAN Charges			
		001-018-000-518-85-49-03		Computer Subscriptions	\$45.00
				Q2-2019 IT WAN Charges	
	Total CI-272971				\$45.00
	Total 23945				\$45.00
Total Pierce County Budget & Finance					\$45.00

Vendor	Number	Reference	Account Number	Description	Amount
Pierce County Budget & Finance Jail					
	23946		2019 - August - 1st Council Meeting		
		CI-272301			
			April Jail Servies		
			001-021-000-523-60-41-01	Jail Services	\$1,158.34
			April Jail Services		
		Total CI-272301			\$1,158.34
		CI-272380			
			May Jail Services		
			001-021-000-523-60-41-01	Jail Services	\$1,736.20
			May Jail Services		
		Total CI-272380			\$1,736.20
		CI-272478			
			June Jail Services		
			001-021-000-523-60-41-01	Jail Services	\$2,461.49
			June Jail Services		
		Total CI-272478			\$2,461.49
	Total 23946				\$5,356.03
Total Pierce County Budget & Finance Jail					\$5,356.03
Pierce County Budget & Finance Sheriff					
	23947		2019 - August - 1st Council Meeting		
		CI-272572			
			July Services		
			001-021-000-521-20-41-01	Police Services	\$227,412.58
			July Services		
		Total CI-272572			\$227,412.58
	Total 23947				\$227,412.58
Total Pierce County Budget & Finance Sheriff					\$227,412.58
Puget Sound Energy					
	EFT Payment 8/9/2019 9:20:52 AM - 5		2019 - August - 1st Council Meeting		
		400002458638 July 2019			
			Meridian Streetlights Takeover		
			340-000-000-595-63-63-01	Improvements-Street Lighting	\$29,217.70
			Meridian Streetlights Takeover		
		Total 400002458638 July 2019			\$29,217.70
	Total EFT Payment 8/9/2019 9:20:52 AM - 5				\$29,217.70
Total Puget Sound Energy					\$29,217.70

Vendor	Number	Reference	Account Number	Description	Amount
Refunds/Reimbursements Vendor					
	23948			2019 - August - 1st Council Meeting	
		073019-JM		Jeremy W Metzler	
			Expense Reimbursement		
			001-018-000-518-20-43-04	Employee Meals	\$72.00
		Total 073019-JM			\$72.00
	Total 23948				\$72.00
Total Refunds/Reimbursements Vendor					\$72.00
Rick Pederson					
	23949			2019 - August - 1st Council Meeting	
		080719-RP			
			July Mileage Reimbursement		
			101-000-000-542-90-43-03	Admin/Overhead-Mileage Reimbursement	\$121.22
				July Mileage Reimbursement	
			410-000-000-531-38-43-03	Mileage Reimbursement	\$121.22
				July Mileage Reimbursement	
		Total 080719-RP			\$242.44
	Total 23949				\$242.44
Total Rick Pederson					\$242.44
Shell					
		EFT Payment 8/9/2019 9:20:52 AM - 6		2019 - August - 1st Council Meeting	
		60696907			
			7/2-8/6/19 Statement		
			001-018-000-518-30-32-01	Fuel	\$1,234.59
				7/2-8/6/19 Statement	
		Total 60696907			\$1,234.59
		Total EFT Payment 8/9/2019 9:20:52 AM - 6			\$1,234.59
Total Shell					\$1,234.59
Smarsh, Inc.					
		EFT Payment 8/9/2019 9:20:52 AM - 7		2019 - August - 1st Council Meeting	
		INV00532069			
			July Services		
			001-018-000-518-85-49-03	Computer Subscriptions	\$392.30
				July Services	
		Total INV00532069			\$392.30
		Total EFT Payment 8/9/2019 9:20:52 AM - 7			\$392.30
Total Smarsh, Inc.					\$392.30

Vendor	Number	Reference	Account Number	Description	Amount
Summit Law Group					
	Direct Pay	Payment 8/9/2019 9:21:33 AM - 3	2019 - August - 1st Council Meeting		
		105793			
			June Services		
			001-019-000-515-41-41-01	Legal Services-External	\$2,842.50
			June Services		
		Total 105793			\$2,842.50
	Total Direct Pay	Payment 8/9/2019 9:21:33 AM - 3			\$2,842.50
Total Summit Law Group					\$2,842.50
Transpo Group					
	23950	2019 - August - 1st Council Meeting			
		23451			
			Prj. 1.18149.00 24th & Meridian Sidewalk		
			350-000-000-595-61-63-01	Pedestrian Projects	\$1,487.50
		Total 23451			\$1,487.50
		23452			
			Prj. 1.18149.00 TIA Guidelines & TIF Update		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$2,013.75
		Total 23452			\$2,013.75
		23453			
			Prj. 1.18149.00 32nd & Meridian Intersection		
			340-000-000-595-64-63-01	Traffic Control Devices-Other Improvements	\$2,510.00
		Total 23453			\$2,510.00
	Total 23950				\$6,011.25
Total Transpo Group					\$6,011.25
Utilities Underground Location Center					
	23951	2019 - August - 1st Council Meeting			
		9070153			
			July Services		
			410-000-000-531-38-49-09	Misc. Fees & Charges	\$223.17
			Utility Locating Svs. for July		
		Total 9070153			\$223.17
	Total 23951				\$223.17
Total Utilities Underground Location Center					\$223.17
Verizon Wireless					
	EFT Payment	8/9/2019 9:20:52 AM - 8	2019 - August - 1st Council Meeting		
		9834765335			
			7/24-8/23/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$644.50

Vendor	Number	Reference	Account Number	Description	Amount
			7/24-8/23/19 Services		
		Total 9834765335			\$644.50
		Total EFT Payment 8/9/2019 9:20:52 AM - 8			\$644.50
Total Verizon Wireless					\$644.50
Wells Fargo Vendor Fin Serv					
		EFT Payment 8/9/2019 9:20:52 AM - 9	2019 - August - 1st Council Meeting		
		69847955			
			September Lease		
			001-018-000-518-30-45-06	Copier Lease	\$368.17
				Kyocera Lease	
		Total 69847955			\$368.17
		Total EFT Payment 8/9/2019 9:20:52 AM - 9			\$368.17
Total Wells Fargo Vendor Fin Serv					\$368.17
YourMembership.com, Inc					
	23952		2019 - August - 1st Council Meeting		
		R43647336			
			Job ID: 49868043		
			001-018-000-518-20-41-01	Professional Service	\$749.00
				Job Posting- City Attorney	
		Total R43647336			\$749.00
	Total 23952				\$749.00
Total YourMembership.com, Inc					\$749.00
Grand Total		Vendor Count	37		\$960,646.82



**CITY OF EDGEWOOD
EDAB MEETING MINUTES**

Monday, July 1, 2019, 5:30 p.m. • Edgewood City Hall: 2224 104th Ave. East

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1. **CALL TO ORDER:** Chair Butterfield called the meeting to order at 5:30 p.m.
 - A. **Members Present:** Kilmer; Wiesenfeld; Butterfield; Carter; Neil
 - B. **Commissioners Absent:** Southard; Larson
 - C. **Staff Member(s) Present:** Darren Groth, Community Development Director
Dave Gray, Assistant City Administrator/Finance Director
 - D. **Others Present:** Mayor Eidinger
2. **CONSENT AGENDA**
 - A. **Agenda Approval or Modifications**
 - B. **Approval of Meeting Minutes for June 3, 2019**
 - i. Wiesenfeld moved to add Agenda Item 4.b.iv regarding Partnering with Non-Profit Organizations and to approve the minutes as presented.
 - ii. Neil seconded.
 - iii. The Board voted 5-0 to approve the Consent Agenda, as moved and seconded.
3. **CITIZEN COMMENT PERIOD:** None
4. **NEW BUSINESS**
 - A. **Action Item(s)**
 - i. None
 - B. **Discussion Item(s)**
 - i. Buxton Update
 - a. Groth opened discussion and briefed the board
 - b. Discussion ensued
 - ii. Economic Development Survey
 - a. Groth asked for discussion on this carry-over item from two meetings ago
 - b. Butterfield asked for more information regarding the need for a survey
 - c. Wiesenfeld reviewed his submitted questions and agreed partnerships with the community would be effective for the EDAB's mission
 - d. Discussion ensued
 - iii. Interim Zoning
 - a. Groth opened discussion and briefed the board on the status
 - iv. Partnering with Non-Profit Organizations
 - a. Wiesenfeld introduced this item and mentioned his affiliation with the Rotarians
 - b. Discussion ensued
5. **STAFF COMMENTS:** None
6. **BOARD MEMBER UPDATES:** Butterfield asked to place the work plan as a standing agenda item
7. **ADJOURN:** Chair Butterfield adjourned the meeting at 6:41 p.m.



CITY OF EDGEWOOD
PLANNING COMMISSION MEETING MINUTES

Monday, July 8, 2019 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. East

[Back to Agenda](#)

1. **CALL TO ORDER:** Overfield called meeting to order at 6:00 p.m.
 - A. **Commissioners Present:** Guillory; Overfield; Zinn; Wagner; Ramirez; Pincas; Slate
 - B. **Commissioners Absent:** None
 - C. **Staff Member(s) Present:** Darren Groth, Community Development Director
Evan Hietpas, Planning Technician
 - D. **Others Present:** Mayor Eidinger; Mayor Pro-Tem Christopherson
 - E. **Select Chair and Vice-Chair:** Pincas moved to NOMINATE Overfield as Chair. Vote 7-0
Overfield moved to NOMINATE Pincas as Vice-Chair. Vote 7-0
2. **CONSENT AGENDA:** Slate moved to APPROVE as presented, Pincas seconded.
Commission voted 7-0 to approve the Consent Agenda
3. **CITIZEN COMMENTS:** None
4. **PUBLIC HEARINGS:** None
5. **NEW BUSINESS:**
 - A. **Action Items:** None
 - B. **Discussion Item(s):**
 - i. Use Table
 - a. Groth opened the discussion and gave a brief history on this topic.
 - b. Discussion ensued.
 - c. Overfield recommended continuing the discussion on the Use Table code amendment on August 12.
 - d. No date has been set for Public Hearing at this time.
 - ii. Interim Zoning
 - a. Groth opened the discussion and gave a brief history on this topic.
 - b. Discussion ensued.
 - iii. Required Training
 - a. Groth went over the training requirements for Commissioners.
 - iv. American Planning Association (APA) Membership
 - a. Groth informed Commissioners of the opportunity to become APA members.
 - b. Guillory and Zinn do not qualify for as Commissioner members because they make a living in the planning profession
 - c. All other commissioners will be presented for APA membership
6. **STAFF COMMENTS:** None
7. **COMMISSIONER UPDATES:** None
8. **ADJOURN:** Chair Overfield adjourned the meeting at 7:20 p.m.



CITY OF EDGEWOOD

PARKS AND RECREATION ADVISORY BOARD MINUTES

Thursday, June 6, 2019 – 6pm ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Chair Levenhagen called the meeting to order at 6:05pm

2. ROLL CALL

Present: Brian Levenhagen, Caitlyn Remington, Jeff Southard, Linda Howard, Anne Percival

Absent: Diane Kerlin (Excused), Bill Hilton (Excused)

City Staff: Public Works Director (PWD) Jeremy Metzler

3. PUBLIC COMMENT – **Bill O’Ravez: Concerns regarding field / vegetation maintenance at Nelson Farm Park, discussed email from Emily Martinson (see agenda packet).**

4. STAFF UPDATES – None

5. APPROVAL OF MEETING MINUTES

C. Remington **MOVED**, seconded by A. Percival to approve the May 23, 2019 Minutes.

APPROVED unanimously.

6. OLD BUSINESS

- **Parks Municipal Code:**

Brief review of changes since last version, legal counsel updates.

Action: J. Southard **MOVED**, seconded by C. Remington to recommend adoption of revised code as presented, **APPROVED** unanimously.

- **Movie Nights – PRAB Participation / Sign-up:**

PRAB members tabled further discussion to next meeting, affirming the following list:

- June 14 (Wreck It Ralph) – B. Hilton
- July 12 (Spider Man: Into the Spider-verse) – B. Levenhagen **[7:00p start]**
- August 23 (Captain Marvel) – J. Southard & A. Percival **[7:00p start]**
- September 13 (Christopher Robin) – C. Remington
- October 11 (The Nightmare Before Christmas) – **TBD**
- November 8 (Ralph Wrecks the Internet) – **TBD**
- December 13 (The Grinch (2018)) – **TBD**
- January 10 (Detective Pikachu) – **TBD**
- February 21 (My Little Pony: The Movie) – **TBD**
- March 13 (Lego Movie 2) – **TBD**
- April 10 (How to Train Your Dragon 3) – **TBD**
- May 15 (Aladdin 2019) – **TBD**
- June 12 (The Little Mermaid) – **TBD**

- **36th & Meridian Update:**

PWD Metzler provided brief summary of discussion at June 4, 2019 council study session, bringing resolution forward to June 11, 2019 regular council meeting.

7. NEW BUSINESS – Rescheduling next meeting to July 3rd due to Independence Day

8. **BOARD MEMBER COMMENTS**

- **A. Percival** – Friends of the Park sale / fundraiser raised more than \$2,000.

9. **ADJOURN** – 6:26pm

- **Special Meeting** – Field trip to Nelson Farm Park and Fife’s Brookville Gardens Community Park, walked through Nelson Farm house and shared ideas, walked Brookville Gardens site and discussed positives and negatives of site layout, function, and maintenance observations.



CITY OF EDGEWOOD

PARKS AND RECREATION ADVISORY BOARD MINUTES – SPECIAL MEETING

Wednesday, July 3, 2019 – 6pm ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Chair Levenhagen called the meeting to order at 6:02pm

2. ROLL CALL

Present: Brian Levenhagen, Diane Kerlin, Bill Hilton, Caitlyn Remington, Jeff Southard, Linda Howard, Anne Percival (Late)

Absent: none

City Staff: Public Works Director (PWD) Jeremy Metzler

3. PUBLIC COMMENT – None

4. STAFF UPDATES – PWD Metzler provided quick update on Nelson Nature Park bridge repair, meeting scheduled with Eagle Scout candidate on August 6, 2019.

5. APPROVAL OF MEETING MINUTES

L. Howard **MOVED**, seconded by C. Remington to approve the June 6, 2019 Minutes.

APPROVED (D. Kerlin abstained).

6. OLD BUSINESS

- **36th & Meridian Update:**

PWD Metzler provided brief update on Berger coordination and design status. B. Levenhagen shared a PowerPoint Presentation on recent playground installations in the area (attached), discussed pros and cons, things to consider as we prepare for design of the playground for this project. A. Percival liked climbing features, need to include amenities for all ages.

- **Movie Nights – PRAB Participation / Sign-up:**

PRAB members discussed upcoming July 12 event, confirmed B. Levenhagen and J. Southard will setup and operate the movie in Councilwoman Tomy's absence, and J. Southard will bring the movie. PRAB members affirmed the following list:

- August 23 (Captain Marvel) – J. Southard & A. Percival **[7:00p start]**
- September 13 (Christopher Robin) – C. Remington
- October 11 (The Nightmare Before Christmas) – **TBD**
- November 8 (Ralph Wrecks the Internet) – **TBD**
- December 13 (The Grinch (2018)) – **TBD**
- January 10 (Detective Pikachu) – B. Hilton
- February 21 (My Little Pony: The Movie) – **TBD**
- March 13 (Lego Movie 2) – **TBD**
- April 10 (How to Train Your Dragon 3) – **TBD**
- May 15 (Aladdin 2019) – **TBD**
- June 12 (The Little Mermaid) – **TBD**

7. NEW BUSINESS

- **Annual Community Picnic Preparation:**

PRAB members discussed the upcoming picnic, what to do and/or present. General interest in

asking the public what playground ideas they are interested in, showing pictures on a presentation board with an option to “vote” using stickers. Also interest in providing 8.5”x11” doodle sheets for children, titled “Our New Playground...” providing the opportunity for input via sketches, PWD Metzler to provide. PRAB members want to update community on project schedule, PWD Metzler to provide large printout of RCO Grant Milestones for presentation board. PWD Metzler to check with Communications Coordinator on existing park brochures and bring to event, if any. J. Southard and B. Levenhagen to be available at picnic all day, B. Hilton is tentative, and A. Percival available in the afternoon. City to provide table, A. Percival to provide 10’x10’ pop-up canopy, B. Hilton to provide fold-up chairs.

8. BOARD MEMBER COMMENTS – None

9. ADJOURN – 6:40pm



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Amending Council Rules of Procedure Section 8.9 (8) Consent Agenda		Agenda Item #: AB19-0468	
		For Agenda of: August 13, 2019	
		Prepared by: Rachel Pitzel	
ATTACHMENTS (list): ☒ Resolution No. 19-0468 ☒ Redlined Sections of Council Rules of Procedures (Table of Contents and Section 8.9 (8)) ☒ Clean Version – Council Rules of Procedures			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	N/A
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	N/A
Interim City Attorney, Ann Marie J. Soto	☐	Appropriation Required:	N/A
City Clerk, Rachel Pitzel	☒	Timeline: Study Session 7/30/19 Council Action under Consent Agenda 8/13/19	
Community Development Director, Darren Groth	☐		
Public Works, Jeremy Metzler	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: N/A			
SUMMARY STATEMENT: The City has received input from its new City Attorney that it is customary and usual to <u>not</u> read the full body of the Consent Agenda during adoption in a Regular Council Meeting, as a time saving and meeting flow consideration. Council Rules of Procedure Section 8.9 (8) currently reads: The Consent Agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Items on the consent agenda will be read aloud by the Mayor or his/her designee prior to the approval vote and may include, but are not limited to, minutes, payment of budgeted claims, resolutions and ordinances that have been discussed at a previous Council meetings, bid awards, and previously discussed agreements. Any Councilmember may remove any item from the consent agenda for separate discussion and action. <i>Modified</i> Council Rules of Procedure Section 8.9 (8) will read: The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Any Councilmember may remove any item from the consent agenda for separate discussion and action.			
RECOMMENDED ACTION: MOTION to approve Resolution No. 19-0468, modifying Council Rules of Procedures Section 8.9 (8) Consent Agenda, eliminating the requirement for reading the full body of the Consent Agenda. ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review			

RESOLUTION NO. 19-0468

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, ADOPTING THE COUNCIL RULES OF PROCEDURES AND REPEALING RESOLUTION NO. 18-0430

WHEREAS, the preferred practice, to ensure a clean legislative history, is to adopt new Council Rules of Procedure in their entirety for any changes; and

WHEREAS, the most recently adopted Council Rules of Procedure were adopted on September 25, 2018 by Resolution 18,0430, Council Rules of Procedure, to serve as the primary rules of procedure of the City Council; and

WHEREAS, the Council Rules of Procedure provides clear direction to the mayor, council, staff and the public in the procedures of the city's legislative bodies; and

WHEREAS, the Council desires to make certain housekeeping amendments and changes to the Council Rules to better organize them, to provide statutory references when needed and to clarify procedures for voting;

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

Section 1. Resolution No. 18-0430 is repealed.

Section 2. The Council Rules of Procedure attached as Exhibit A, and incorporated herein by this reference are hereby adopted.

Section 3. Effective Date. This Resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 13TH DAY OF AUGUST, 2019.

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk



CITY OF EDGEWOOD COUNCIL RULES OF PROCEDURE

Amended ~~September 25, 2018~~[August 13, 2019](#)

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Section 21.	Minutes

(3) Roll Call. The City Clerk will call roll, announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance, and indicate whether or not the absence of any Councilmember has been excused.

(4) Public Hearing. Any public hearing(s) on the agenda shall be conducted in accordance with the provisions of Section 12 and any other applicable procedures established by state law or local regulations.

(5) Audience Comment. In accordance with Section 5, members of the audience may address the City Council on any item that is not on the agenda for that meeting during the Audience Comment portion of the meeting.

(6) Proclamations and Presentations. Proclamations (official pronouncements and statements of recognition) from the Mayor and/or City Council and presentations from invited guests shall occur during this portion of the meeting.

(7) Mayor's Report. The Mayor or his/her designee(s) shall update the City Council concerning current issues and items of Council interest.

(8) Consent Agenda. The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. ~~Items on the consent agenda will be read aloud by the Mayor or his/her designee prior to the approval vote and may include, but are not limited to, minutes, payment of budgeted claims, resolutions and ordinances that have been discussed at a previous Council meetings, bid awards, and previously discussed agreements.~~ Any Councilmember may remove any item from the consent agenda for separate discussion and action.

(9) Council Business (Old/New). Old business includes items that were continued or left unfinished from a previous agenda and second readings, if any, of ordinances. New business involves the formal introduction of items to the Council. Councilmembers shall act on the underlying proposal, direct staff to further review the proposal, refer the proposal to Council study session, or schedule the proposal for a second reading. Council discussion, debate and audience comments is allowed for both old and new business.

(10) Council Comments. Individual Councilmembers shall update the Council concerning current issues and items of Council interest.

(11) Adjournment. The meeting shall be formally closed upon adjournment.

SECTION 9. AGENDA PREPARATION

- 9.1 As required by applicable state law, the City Clerk will prepare and circulate an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor.



CITY OF EDGEWOOD
COUNCIL RULES OF PROCEDURE
Amended August 13, 2019

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SECTION 1. AUTHORITY; ENFORCEMENT; CONSTRUCTION

- 1.1 The Edgewood City Council hereby establishes the following rules for the conduct of Council meetings, proceedings, and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted. These rules shall be construed in accordance with applicable state law. If any provision of these rules irreconcilably conflicts with any applicable state law provision, the state law provision shall control to the extent of such conflict.
- 1.2 These rules are for the sole use and convenience of the City Council and Mayor, and may only be enforced thereby. Nothing in these rules shall be construed as creating any enforceable right, entitlement and/or cause of action in or for any third party.

SECTION 2. ORGANIZATION

- 2.1 **SWEARING IN OF NEW COUNCILMEMBERS** – New Councilmember(s) shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows new Councilmembers to be sworn in (a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office. Under current State law, the oath may be administered and certified by “any officer or notary public who administers oaths, without charge therefore.” This includes but is not limited to, the City Clerk and any judicial officer.
- 2.2 **VACANCIES OF OFFICE** - A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent’s conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 35A.12.060 and RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember appointees under this section shall be sworn in prior to assuming their seat on the Council.

The following procedures are intended to provide guidance to the Council when a Councilmember position becomes vacant before the expiration of the official's elected term of office. Provided, the Council in its discretion may specify another lawful process for filling any vacancy.

2.3 APPOINTMENT PROCESS

- (1) The Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

- (2) The City Clerk's office shall prepare and submit a display advertisement to the City's official newspaper and provide courtesy copies to all other local media outlets. The advertisement will announce the vacancy consistent with the requirements necessary to hold public office; specify that the applicant must be a registered voter of the City and have a one (1) year residency in the City. This display advertisement shall be published once a each week for two (2) consecutive weeks. This display advertisement shall contain other information including, but not limited to, time to be served in the vacant position, election and salary information, Councilmember authority and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Council deems appropriate.
- (3) The City Clerk's Office shall prepare an application form, which requests appropriate information for Council consideration of the applicants. Applications will be available at the City offices and such other locations that the Council deems appropriate.
- (4) Applications received by the deadline date and time will be copied and circulated by the City Clerk's office to the Mayor and Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
- (5) The City Clerk's office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Council meeting, or a special session Council meeting.
- (6) The City Clerk's office shall notify applicants of the location, date and time of Council interviews.
- (7) Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

2.4 INTERVIEW MEETING - Each interview of an applicant/candidate shall be no more than thirty (30) minutes in length as follows:

- (1) The applicant shall present his or her credentials to the Council. (10 minutes).
- (2) The Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have two (2) minutes to answer each question. (14 minutes).
- (3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes).
- (4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
- (5) The Council may reduce the thirty (30) minute interview time if the number of applicants exceeds six (6) candidates or, alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

- 2.5 VOTING - Upon completion of the interviews, Councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.
- (1) The Mayor shall ask for nominations from the Councilmembers.
 - (2) After a nomination and second has been received, the City Clerk shall proceed with a roll-call vote.
 - (3) Balloting will continue until a nominee receives a majority vote.
 - (4) At anytime during the balloting process, the Council may postpone balloting until a date certain or regular Council meeting if a majority vote has not been received.
 - (5) Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss the applicant/candidate qualifications.
 - (6) The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and the Clerk shall swear him/her into office at the earliest opportunity, no later than the next regularly scheduled Council meeting.
 - (7) If the Council does not give a majority vote within ninety (90) days of the declared vacancy, the RCW delegates appointment powers to Pierce County.

SECTION 3. MAYOR AND DEPUTY MAYOR

- 3.1 Presiding Officer Duties. The Mayor shall preside at all meetings of the Council, and in the absence of the Mayor, the Deputy Mayor will act in that capacity. If both the Mayor and Deputy Mayor are absent, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

The responsibilities of the Mayor, Deputy Mayor or Presiding Officer shall be as follows:

- (1) He or she shall preserve order and decorum in the Council chambers;
- (2) He or she shall observe and enforce all procedural rules adopted by the Council;
- (3) He or she shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember;
- (4) He or she recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);
- (5) He or she shall state the applicable public hearing procedures before each public hearing;
- (6) He or she shall announce executive sessions held during regular or special Council meetings;
- (7) He or she shall indicate the names of the Councilmembers making the motion and second;
- (8) He or she shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion;
- (9) He or she (or his/her designee) shall read the title of the ordinance prior to voting;
- (10) He or she shall appoint Councilmembers to serve on ad hoc committees as deemed necessary;
- (11) He or she will determine ongoing dedicated schedules for regular study sessions, special Council meetings, executive sessions;

- (12) He or she will approve the Council agenda; and
 - (13) Mayor may send issues directly to a Council study session for review in lieu of or prior to being referred to a regular Council meeting;
- 3.2 Mayoral Tie-Breaking Authority and Veto Power. Pursuant to Chapter 35A.12 RCW, the Mayor shall have the following authority with respect to voting and the veto of ordinances:
- (1) The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
 - (2) The Mayor shall have the power to veto ordinances passed by the Council and submitted to him or her as provided in Chapter 35A.12 RCW. Every ordinance which passes the Council in order to become valid must be presented to the Mayor; if the Mayor approves it, he or she shall sign it, but if not, the Mayor shall return it with his or her written objections to the Council and the Council shall cause his or her objections to be entered at large into the meeting minutes and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole Council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the Mayor's veto. If the Mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his or her approval.
- 3.3 Mayor's Statutory Authority and Ceremonial Duties of Mayor.
- (1) The Mayor's duties and authority are as set forth in RCW 35A.12.100 and .090, as well as other statutes relating to Mayors in cities organized under the Optional Municipal Code (Title 35A RCW).
 - (2) The Mayor shall make an annual State of the City report during a regularly scheduled Council meeting.
 - (3) The Mayor shall represent the City at functions and meetings with other jurisdictions/organizations

SECTION 4. PRO TEMPORE AND DEPUTY MAYOR APPOINTMENTS

- 4.1 Biennially at the first meeting of the Council, or periodically thereafter, the Council may designate a Councilmember as Mayor Pro Tempore or Deputy Mayor for such period as may be specified by the Council. The Deputy Mayor shall serve in the absence or temporary disability of the Mayor.
- 4.2 Alternatively, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or disability of the Mayor.
- 4.3 Appointment of a Councilmember to preside over a meeting shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.
- 4.4 In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

SECTION 5. COUNCIL AUTHORITY AND COUNCIL RELATIONS WITH CITY STAFF

- 5.1 The authority of the City Council is set forth in RCW 35A.11.020 and other provisions in Title 35A RCW.
- 5.2 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 5.3 City staff will acknowledge the Council as policy makers
- 5.4 Councilmembers will acknowledge City staff as administering the Council's policies.
- 5.5 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 5.6 Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 5.7 The Council shall not attempt to change or interfere with the operating rules and practices of any City department in derogation of the Mayor's statutory authority.
- 5.8 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk as soon as practicable after it arrives.
- 5.9 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

SECTION 6. CITY ADVISORY BODIES

- 6.1 Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.
- 6.2 The Council may dissolve any advisory body that, in the Council's opinion, has completed its working function or for any other reason.
- 6.3 Citizen board, commission, committee, and task force members shall be selected in accordance with the following procedures, or at the Council's discretion, any other lawful process:
 - A) The City Council, as a Committee of the Whole, shall establish an application packet including appropriate disclosure of interest forms and a prescreening questionnaire, containing questions specific to each individual group and the charge of that group, to be used in ranking candidates prior to scheduling interviews.

- B) A citywide recruitment process shall be initiated seeking applicant(s). Vacancies are advertised so that any interested citizen may submit an application. Applicants are required to be citizens of the City. Councilmembers are encouraged to solicit applications from qualified citizens. Applications shall be available from the office of the City Clerk, the City's website and shall be required to be submitted within the advertised deadline in order to be considered for appointment during each application period.

Existing board, commission, committee and task force members wishing reappointment may be exempted from submitting a new application provided they notify the City Clerk in writing within the advertised deadline period of their desire to be considered for reappointment based on a previous application already on file with the City Clerk. They may also choose to complete a new application or letter of interest with updated information they wish to be considered by Council.

- C) The City Council, as a Committee of the Whole, shall review and rank application packets to aid the Mayor in selecting candidates to interview. Should there be four or fewer applicants for any one position, all candidates shall be interviewed by the Council and the prescreening of the candidates shall not be required.
- D) The City Council, as a Committee of the Whole, shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. Councilmembers are encouraged to develop a short list of questions they would like to ask of the candidates. The Mayor shall call on each Councilmember present to ask questions from their prepared list of the candidate(s) of their choice. The same questions may or may not be asked of every candidate. Depending on the number of candidates to be interviewed and in the interest of completing the interview session(s) in a timely manner, the Mayor may limit the number of questions asked by each Councilmember. If the number of questions is to be limited, the Mayor shall announce the number of questions each Councilmember may ask prior to the commencement of the interviews.
- E) Upon completing the interviews, each Councilmember will announce his/her ranking of the candidates interviewed and the City Clerk or designee shall tally the Council rankings. The results of the rankings shall be provided to the Council and shall be used by the Mayor for consideration in the appointment process. At the Mayor's discretion, the appointment process may take place at a regularly scheduled Council meeting or a special Council meeting following the interview session.
- F) The Mayor shall appoint or reappoint and the Council shall confirm or deny the appointments proposed by the Mayor.
- G) Should the Council deny any or all of the Mayoral appointments, the Mayor may submit appointments again at the next regular Council meeting or a special Council meeting scheduled for that purpose.

- H) Application materials for candidates interviewed and ranked, yet not appointed, will remain in a candidate pool for six months. In the event vacancies arise during that six month period, the Mayor may appoint the next highest ranked candidate(s) from the pool to fill such vacancies. These appointments are subject to confirmation by the full Council at a regular or special Council meeting. Once this six month period has passed, a citywide recruitment process shall be initiated, as detailed above, to fill any vacancies that may occur.

SECTION 7. COUNCIL MEETING STAFFING

- 7.1 If a City Administrator has been appointed, he/she shall attend all meetings of the Council unless excused. When the City Administrator has an excused absence, the Mayor shall designate another staff member to attend the meeting.
- 7.2 The City Attorney shall attend all meetings of the Council unless excused and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.
- 7.3 The City Clerk or designee shall attend regular, special and study meetings of the Council; keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 8. COUNCIL MEETINGS

- 8.1 Council's regular meetings will be held the second and fourth Tuesday of each month in the City Council Chambers of Edgewood City Hall, located at 2224 104th Avenue East. Regular Council meetings will begin at the hour of 7:00 PM, and will adjourn no later than 10:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur.
- 8.2 Council's study sessions will be held every Tuesday of each month upon which a regular meeting pursuant to Section 2.1 is not scheduled. Study Sessions will be held in the City Council Chambers of Edgewood City Hall, located at 2224 104th Avenue East. Study Sessions will begin at the hour of 7:00 PM, and will adjourn no later than 9:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur. Council study sessions will be for the purpose of reviewing forthcoming programs, issues, and policies, receiving progress reports on current programs or projects, or receiving other similar information. Council study sessions shall be considered regular meetings for purposes of Chapter 42.30 RCW, but the Council will typically not take binding or final action on behalf of the City during a study session. Except for informal direction to staff, Council decisions and/or final actions on any matter will be scheduled for a regular or Special Council meeting.
- 8.3 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held on the next business day unless cancelled and/or rescheduled for a different date as a special meeting.

- 8.4 Information will be available to the public at each meeting stating a summary of the relevant content of Section 5 (audience comment).
- 8.5 The Mayor will state the applicable public hearing procedures before each public hearing.
- 8.6 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the Mayor.
- 8.7 Citizen comment and public hearing sign-up sheets will be available at each regular Council meeting for the use of those citizens wishing to address the Council.

8.8 TYPES OF MEETINGS

- (1) Regular - the Council meeting held on the second and fourth Tuesday of each month.
- (2) Special Meetings (see, RCW 42.30.080) - any Council meeting other than the regular Council or Study Session meeting with at least 24 hours advance notice. A Special Council meeting may be scheduled by the Mayor or at the request of any four (4) Councilmembers.
- (3) Study Session - work sessions of the Council where no final, binding action is taken.
- (4) Emergency Meetings (see, RCW 42.30.080(4)) - a Special Council meeting called without 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor. The minutes will indicate the reason for the emergency.
- (5) Executive Session - a portion of a Council meeting that is closed except to the Council, the Mayor, staff members, consultants and/or other persons authorized by the Mayor. The public is excluded from attendance. Executive Sessions may be held during Regular or Special Council meetings and will be announced by the Mayor. Executive Session subjects are limited to considering matters authorized by applicable state law, including without limitation RCW 42.30.110 and RCW 42.30.140. Executive Sessions may be set as special meetings. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the Executive Session require more time, a public announcement shall be made that the Executive Session is being extended.

8.9 ORDER OF REGULAR COUNCIL MEETING AGENDA

- (1) Call Meeting To Order. The Mayor calls the meeting to order.
- (2) Pledge of Allegiance. The Mayor designates a Councilmember or an invited guest to lead the flag salute.

(3) Roll Call. The City Clerk will call roll, announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance, and indicate whether or not the absence of any Councilmember has been excused.

(4) Public Hearing. Any public hearing(s) on the agenda shall be conducted in accordance with the provisions of Section 12 and any other applicable procedures established by state law or local regulations.

(5) Audience Comment. In accordance with Section 5, members of the audience may address the City Council on any item that is not on the agenda for that meeting during the Audience Comment portion of the meeting.

(6) Proclamations and Presentations. Proclamations (official pronouncements and statements of recognition) from the Mayor and/or City Council and presentations from invited guests shall occur during this portion of the meeting.

(7) Mayor's Report. The Mayor or his/her designee(s) shall update the City Council concerning current issues and items of Council interest.

(8) Consent Agenda. The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Any Councilmember may remove any item from the consent agenda for separate discussion and action.

(9) Council Business (Old/New). Old business includes items that were continued or left unfinished from a previous agenda and second readings, if any, of ordinances. New business involves the formal introduction of items to the Council. Councilmembers shall act on the underlying proposal, direct staff to further review the proposal, refer the proposal to Council study session, or schedule the proposal for a second reading. Council discussion, debate and audience comments is allowed for both old and new business.

(10) Council Comments. Individual Councilmembers shall update the Council concerning current issues and items of Council interest.

(11) Adjournment. The meeting shall be formally closed upon adjournment.

SECTION 9. AGENDA PREPARATION

9.1 As required by applicable state law, the City Clerk will prepare and circulate an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor.

9.2 An item, other than a reconsideration item, may be placed on a Council meeting agenda by any of the following methods:

- (1) A majority vote of the Council;
- (2) Council consensus;

- (3) By any two (2) Councilmembers; and/or
- (4) By the Mayor.

- 9.3 An item may be placed on a regular Council meeting agenda after the agenda is closed and the notice issued if the Councilmember or Mayor explains the necessity and receives a sufficient vote of the Council on a motion to suspend the Council Rules of Procedures to add the item at a meeting.
- 9.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 9.5 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items so the public is not kept unduly waiting, and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.
- 9.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled for convenience rather than for statutory or other legal reasons.
- 9.7 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.
- 9.8 Agenda packets will be finalized by the end of the business day on the Friday preceding the regular Council meeting. Agenda submissions will be accepted until 2:00 p.m. on the Thursday preceding the Friday packet distribution day.
- 9.9 All agenda items packet reports will be in the format provided by the City Clerk's office.
- 9.10 The Council may use the agenda bill "Recommendation" language for making a motion.

SECTION 10. COUNCIL DISCUSSION

- 10.1 Councilmembers shall observe standard principles of decorum, courtesy and professionalism while addressing each other, staff members, and members of the public.
- 10.2 The Mayor has the authority to rule on questions of order. If the Mayor rules a Councilmember's comments to be out of order, the Councilmember may explain why he or she believes the comments are not out of order. The Mayor will either rescind or confirm the ruling. If confirmed, the Councilmember shall not continue comment in the manner ruled out of order.

If that Councilmember or any other Councilmember disagrees with the Mayor's ruling, they can appeal the point of order. The question is then put to the Council to confirm or deny the Mayor's ruling and whether the Councilmember shall continue comment.

- 10.3 From time to time, a Councilmember may not be able to be physically present at a regular Council meeting, but will want to be involved in the discussion and/or decision on a particular agenda item. Adequate notice must be given to allow telephone hookup in time for the main agenda. No teleconference participation for voting purposes shall be allowed for public hearings or any quasi-judicial proceedings. The procedure and guidelines for permitting a Councilmember to attend a Council meeting via speakerphone are as follows:

A. TELEPHONIC PARTICIPATION

Attendance via speakerphone/teleconferencing should be the rare exception, not the rule, and is limited to two times per year per Councilmember. Examples of situations where teleconferencing would be appropriate include, but are not limited to:

- Teleconferencing may only be used if a quorum of the Council is physically present for the meeting, with the exception of occasions when an agenda item is time sensitive and teleconferencing is needed for a quorum;
- An agenda item is of very high importance to the Councilmember that cannot be physically present;
- It is important for **all** Councilmembers to be involved in a decision, but one Councilmember is unable to be physically present;

B. ATTENDANCE; PROCEDURE

1. The Councilmember attending via speakerphone:
 - a. must be able to hear the discussion on the agenda item taking place in the Council chambers; and
 - b. must be able to be heard by all present in the Council chambers.
2. When the particular agenda item is ready to be discussed, the Mayor should state for the record:
 - a. Let the record reflect that Councilmember _____ is attending via speakerphone for Agenda Bill _____, relating to _____.
 - b. Councilmember _____, can you hear me? [There must be a clearly audible response in the affirmative.]
 - c. Councilmember _____, please confirm that no one else will be present in the room with you during this teleconferencing session. [There must a clearly audible response in the affirmative.]
 - d. Let the record reflect that Councilmember _____, who is teleconferencing to participate in the proceedings related to Agenda Bill _____, can be heard by all present in the Council chambers and

no one else will present in the room with him/her during with this teleconferencing session.

3. Upon conclusion of the particular agenda item, the Mayor, if the Mayor is not physically present) should state:
 - a. Councilmember _____, discussion on Agenda Bill _____ has concluded. Thank you for your attendance via speakerphone. The telephone connection will now be terminated. [Connection should be terminated at this time.]
 - b. Let the record reflect that the teleconferencing session with Councilmember _____'s has been terminated. Next on the agenda is ...

SECTION 11. COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

- 11.1 During the Audience Comment portion of the meeting, members of the public may comment on any subject relating to the City of Edgewood and/or the Edgewood community that is not on the agenda for that meeting, except: (i) comments related to a pending quasi-judicial matter, and (ii) comments prohibited by state law.
- 11.2 Members of the public may also comment up to three (3) minutes on individual agenda items at designated times during any regularly scheduled Council meeting prior to Council action on that item. These agenda items include, but are not limited to, ordinances, resolutions and old and new business issues.
- 11.3 Comments made on behalf of a group or organization will be limited to five (5) minutes in duration. Representation on behalf of a group or organization will be considered recognized for the purpose of Audience Comment if the group or organization notifies the City Clerk at least 24 hours in advance of the meeting.
- 11.4 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium and provide their name for the record.
- 11.5 All remarks will be addressed to the Council as a whole, and shall avoid personal, impertinent or slanderous content. Any person disrupting the meeting, including a person who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. The Mayor shall consult with the City Attorney before requesting any person to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.
- 11.6 In addition to and/or in lieu of addressing the Council, any persons may provide written comments and other written materials to the City Clerk for distribution to the Council. A contact name, address, and phone number must be printed legibly on any such materials.

- 11.7 The Council has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Council shall consult with the City Attorney before causing any person to be removed from the meeting. The Council may command assistance of any peace officer of the City to enforce all lawful orders of the Council or the Mayor to restore order at any meeting. The maintenance of order shall be enforced consistent with all applicable statutory and constitutional requirements, including, but not limited to, RCW 42.30.050.
- 11.8 Citizens with complaints, concerns or questions will be encouraged to refer the matter to the Mayor or ask that the matter be placed on a future Council meeting or Council study session agenda with the appropriate background information.

SECTION 12. MOTIONS

- 12.1 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 12.2 A motion that receives a tie vote is deemed to have failed, unless the Mayor votes to break the tie.
- 12.3 Audience comment on a motion will be taken after the briefing on the motion occurs and before the motion is made by Council.
- 12.4 When making motions, Councilmembers shall be clear and concise and shall not include arguments for the motion within the motion.
- 12.5 After a motion and second (if applicable), the Mayor will indicate the names of the Councilmembers making the motion and second.
- 12.6 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.
- 12.7 When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- 12.8 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- 12.9 A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote and it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table.

- If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable and which requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.
- 12.10 A motion to postpone to a time certain, must be seconded, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- 12.11 A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- 12.13 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 12.14 A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 12.15 Council discussion of the motion only occurs after the motion has been moved and seconded.
- 12.16 The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- 12.17 The City Clerk will take a roll call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk will announce the results of the vote.
- 12.18 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 12.19 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict, these rules shall prevail.

SECTION 13. ORDINANCES

- 13.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the Council, or requested by the Mayor or City Attorney.
- 13.2 The Mayor shall read the title of the ordinance prior to voting. Each ordinance shall carry an agenda bill number which shall be the ordinance number.
- 13.3 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor and the City Attorney.
- 13.4 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment in the manner prescribed by law.
- 13.5 Unless expressly prohibited by law, ordinances may be adopted by the Council upon first reading. The Council may in its discretion require a second reading of any ordinance prior to adoption.

SECTION 14. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS

- 14.1 Councilmembers will inform the Mayor, a Councilmember, or City Clerk if they are unable to attend any regular Council meeting or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence. If notification is not given, that Councilmember will be noted as absent in the Council minutes. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

SECTION 15. PUBLIC HEARINGS

- 15.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.
- 15.2 Legislative or informational hearings do not require a decision be made even though information is presented.
- 15.3 Councilmembers shall comply with all applicable laws related to the Code of Ethics for Public Officers (chapter 42.23 RCW), conflict of interest requirements, and the Appearance of Fairness doctrine.

Public Hearing Types: There are two types of public hearings. The legislative/informational public hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. Quasi-judicial public hearings are hearings on quasi-judicial actions which determine the legal rights, duties, or privileges of specific parties.

A. Subject to any other applicable procedures established by state law or City ordinance, the following procedure shall be followed during public hearings on:

Legislative/Informational

- The Mayor will open the public hearing.
- Staff will make their presentation.
- Citizens comments will be limited to three (3) minutes for individuals and five (5) minutes for a person representing an official position of a recognized organization.
- Additional staff comments will be made.
- The Mayor will close public hearing.
- Council discussion will ensue.
- Council action will be taken.

Quasi-Judicial Hearings

- The Mayor will open the public hearing.
- Open for declarations of conflict of interest, appearance of fairness and other preliminary matters.
- Staff will make their presentation (15 min).
- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearings

- For an initial presentation of background information from a City department, board, commission, committee, or an organization, no more than twenty (20) minutes will be allowed unless otherwise authorized by the Mayor.
- If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
- Comments should be limited to three (3) minutes for each individual or five (5) minutes if representing the official position of a recognized organization.
- The Mayor may allow additional time for receipt of written testimony when needed.
- The City Clerk shall be the official timekeeper.

Quasi Judicial Public Hearings

- If a quasi-judicial hearing is on the agenda, the Council will be informed by the City Attorney as to what state law permits as to public comments.

- Quasi-judicial hearings will be conducted in conformance to procedures outlined in applicable state law, and City ordinances, resolutions and policies.
- Testimony will be limited as set forth herein, except that the Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused.
- If comments are provided in writing, they shall be filed with the City Clerk by 1:00 PM of the calendar day preceding the hearing.

Notwithstanding any other provision of these rules, the City Council may in its discretion adopt case-specific procedures to govern any public hearing before the Council. Such procedures may supplement, modify or supersede the provisions of this section. Any such procedures shall be made available to interested parties at least 14 days in advance of the Council hearing.

SECTION 16. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 16.1 All public meetings of the Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 17. COUNCIL REPRESENTATION

- 17.1 If a Councilmember appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another governmental agency or community organization.

SECTION 18. CONFIDENTIALITY

- 18.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in applicable state law.
- 18.2 If the Council, in executive session, has discussed any type of issue related to a third party, all contact with that party should be effectuated by the designated City staff representative handling the issue. Councilmembers should obtain the permission of the Mayor prior to discussing the information with anyone other than other Councilmembers, the City Attorney or City staff designated by the Mayor. Any

Councilmember having any contact or discussion shall make full disclosure to the Mayor and/or the City Council in a timely manner.

SECTION 19. ADMINISTRATION AND HOUSEKEEPING

- 19.1 When Councilmembers register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- 19.2 Open Government Trainings Act. Effective July 1, 2014 the Open Government Trainings Act was enacted requiring all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.
- (a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.
 - (b) Officials required to complete training under this section may complete their training before assuming office but must:
 - Complete training no later than ninety (90) calendar days after the date the official:
 - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
 - Otherwise assumes his or her duties as a public official.
 - Complete refresher training at intervals of no more than four years for as long as he or she holds office.
 - (c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
 - (d) Training may be completed remotely with technology including but not limited to internet-based training.
 - (e) Additional information and online courses are available on the Washington State Attorney General's website at <http://www.atg.wa.gov/open-government-training>.
- 19.3 Social Media Usage. As an elected official or employee of the City of Edgewood, your social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City's rules and policies. This is true even for your personal social media accounts if you discuss City business. Inappropriate use of social media can expose you and the City to allegations of criminal and ethical wrongdoing. Please refer to our policies and procedures regarding the Public Records Act, the Open Public Meetings Act, and other policies related to the conduct and responsibilities of City of Edgewood employees and officials.

SECTION 20. SUSPENSION AND AMENDMENT OF RULES; IMPLIED WAIVER

- 20.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by the entire membership of the Council.
- 20.2 These rules may be amended or new rules adopted by a majority vote of the quorum necessary to conduct business.
- 20.3 Unless identified and corrected in accordance with these rules, any action taken in violation of these rules shall be deemed an implied waiver thereof.

SECTION 21. MINUTES

21.1 Minutes Generally. Pursuant to RCW 42.32.030 and RCW 35A.12.110, the City Clerk shall keep minutes of all regular and special meetings of the City Council, which shall constitute the City's record of proceedings. Working copies or file copies of all minutes shall be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained and stored in a fire-proof vault. The minutes will be archived in accordance with applicable records retention requirements.

21.2 Content of Minutes. Minutes shall document the actions taken at Council meetings, and shall at a minimum include the following:

1. Date of meeting
2. Location of meeting
3. Type of meeting (regular, continued, special, etc.)
4. Time of meeting
5. Time meeting commenced
6. Officials/members present*
7. Officials/members absent or excused*
8. Topics of business
9. Actions taken on each business matter
10. Record of motions
11. Record of voting
12. Time of adjournment
13. Signature blocks for Presiding Officer and Clerk/designee

*If a Councilmember leaves during a meeting, the time of departure and time of return, if applicable, shall be noted. If a Councilmember arrives after commencement of the meeting, the time of arrival shall be noted.

21.3 Approval of Previous Minutes. Proposed minutes shall be placed on the consent agenda for approval. The Council shall approve the minutes, after consideration of the minutes and making any necessary corrections to the minutes. Upon approval by the Council, the minutes shall constitute the official record of the City Council's meeting.

21.4 Signing the Minutes. The minutes shall be signed by the City Clerk and the Mayor.

- 21.5 Corrections to Minutes. All authorized corrections to the approved minutes shall be recorded as a business transaction made at the meeting at which the amendment was approved. Following the meeting, the minutes shall be corrected to include the amendment(s) prior to placement of the final, executed minutes in the minute book.

If, after approval of the minutes, a correction must be made, a notation is marked in the margin opposite the correction which states: "Amended, see minutes of _____. " or "Scriber's Error, corrected by (initials of person making correction)", and shall include the date the correction was noted. Errors corrected in the official minutes shall not be corrected by white out, cross-outs or erasures.

- 21.6 Preservation of Minutes. Minutes shall be preserved by the City for the period specified by applicable record retention requirements of state law. Special attention, care and security measures shall be taken to protect the orderly and safe keeping of minutes.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Pierce County Sheriff's Contract Amendment		Agenda Item #: AB19-0469	
		For Agenda of: August 13, 2019	
		Prepared by: Dave Gray	
ATTACHMENTS (list): ☒ Resolution No. 19-0469 ☒ Exhibit A- Amended Contract			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	N/A
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	N/A
Interim City Attorney, Ann Marie J. Soto	☐	Appropriation Required:	N/A
City Clerk, Rachel Pitzel	☒	Timeline: Study Session 7/30/19 Council Action 8/13/19	
Community Development Director, Darren Groth	☐		
Public Works, Jeremy Metzler	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: The Pierce County law enforcement contract with the Pierce County Sheriff's Office is a substantial part of the annual City budget, this resolution and attached amendment simply binds the city and the county to an extension of the existing ILA contract terms. Those terms define the cost to the City pursuant to the contingent make-up of the City of Edgewood police force supplied by Pierce County.			
SUMMARY STATEMENT: The City has contracted with the County for law enforcement services since it incorporated in 1996. While the total contingent of patrol officers, specialty staff and Police Chief has increased and decreased during that time, the City's analysis of the contractual "partnership" has shown this model to be the highest level of service with the least liability for risk and out-of-pocket cost to the City. The contract has sunset language that is amended from time to time (this is amendment number five). It is anticipated that a new contract will be executed should the City increase their desired level of staffing beyond the current contingent, as it would require at a minimum, modification to the pay structure of the current City of Edgewood Police Chief.			
RECOMMENDED ACTION: MOTION to approve Resolution 19-0469, authorizing the Mayor to execute Amendment #5 thereby extending the ILA contractual agreement with Pierce County Sheriff's Office through 2020.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review			

RESOLUTION NO. 19-0469

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, REQUESTING THE MAYOR EXECUTE AN AMENDMENT EXTENDING THE LAW ENFORCEMENT SERVICE CONTRACT WITH PIERCE COUNTY THROUGH DECEMBER 31, 2020

WHEREAS, the City of Edgewood has enjoyed a mutually beneficial law enforcement services agreement with the Pierce County Sheriff's Department since the City's formation in 1996; and

WHEREAS, the City has continued to evaluate the cost at levels of service in detail every several years; and

WHEREAS, the result being the highest level of service for the lowest cost provided the citizens of Edgewood is integrating the City law enforcement effort into the larger, full service capability and capacity of the Pierce County Sheriff's Office; and

WHEREAS, the out-of-pocket contract cost, when viewed within the context of training, bargaining effort, hardware, software, equipment and liability, and the fact that as a part of the larger Sheriff's contingent capable of responding to the City's standing force as an integrated single department benefits both the City and the County;

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

Section 1. The Mayor is hereby authorized to execute the amendment attached as Exhibit A, extending the Interlocal Agreement for law enforcement services through December 31, 2020 and beyond per the amendment provisions.

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

ADOPTED THIS 13TH DAY OF AUGUST, 2019

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk

Amendment No. 5
to
Contract No. CC-30757
Between the City of Edgewood
And
Pierce County

This amendment modifies the agreement between the City of Edgewood and Pierce County relating to law enforcement services as follows.

SECTION 12. TERM OF THE CONTRACT AND TERMINATION, TERM OF AGREEMENT.

- A. The contract shall remain in effect through December 31, 2020. If either party wishes to terminate the contract, it shall give at least 6 months written notice. If neither party gives such notice, then the contract shall continue in effect until such notice is given, or until a new contract has been negotiated.

All other terms and conditions shall remain in full force and effect.

Signature page immediately following.

PIERCE COUNTY
CONTRACT SIGNATURE PAGE

Contract # _____

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of _____, 20____.

CONTRACTOR:

Contractor Signature Date

Title of Signatory Authorized by Firm Bylaws

Name: _____

UBI No. _____

Address: _____

Mailing
Address: _____

Contact Name: _____

Phone: _____

Fax: _____

PIERCE COUNTY:

Approved As to Legal Form Only:

Prosecuting Attorney Date

Approved:

Finance Date

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

County Executive (over \$250,000) Date



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: General Sewer Plan Update		Agenda Item #:		AB19-0470
		For Agenda of:		August 13, 2019
		Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ Resolution No. 19-0470 ☒ Professional Services Agreement with Grey & Osborne, Inc.				
Approval of Materials:				
Mayor, Daryl Eidinger	☐	Expenditure Required:	\$157,170	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	\$150,000	
Interim City Attorney, Ann Marie J. Soto	☐	Appropriation Required:	\$7,170	
City Clerk, Rachel Pitzel	☐	Timeline: Study Session — 07/30/19 Council Action — 08/13/19		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☒			
Police Chief, Micah Lundborg	☐			
Fiscal Note/Consideration: The approved 2019 budget identified \$150,000 within the Sanitary Sewer Utility Capital Budget (Project SS-1), using Real Estate Excise Tax (REET) revenues to fund the work needed to update the City's current GSP as discussed below. In consideration of the City's scope of work, the selected consultant, Grey & Osborne, Inc., has requested a contract budget of \$157,170, being \$7,170 more than budgeted. Staff anticipates REET revenues and the existing fund balance will accommodate this difference.				
SUMMARY STATEMENT: The currently adopted General Sewer Plan (GSP) was developed by Parametrix, Inc. in 2004, then approved by the Department of Ecology and adopted by the City of Edgewood in June 2007. An amendment to the City of Fife's Sewer Plan was completed in 2014 and adopted by Fife in 2016, allowing sewer connections in the Non-Core Phase 1 West area. Edgewood's adopted plan currently prohibits sewer extensions and connections outside of the Phase One service area until 2027 or later, but staff and Council recognize the potential need to provide sanitary sewer service to existing residents with at-risk or failing septic systems in a more timely fashion. For these reasons, staff published a Request for Qualifications (RFQ) soliciting firms to assist with updating the GSP, including but not limited to the following tasks: a) consideration of existing service boundaries, infrastructure routes, flows, and phasing options, b) consider possible revisions and adjustments thereto, considering topography/elevations, costs, legal and regulatory requirements, c) consultation with the Washington State Department of Ecology and other relevant agencies to obtain plan approval, d) performing a Rate Analysis for operations and capital needs, and e) recommendation of any Municipal Code revisions, in support of the aforementioned tasks. Edgewood also has multiple Inter-Local Agreements (ILA's) with neighboring Cities and Districts regarding sanitary sewer service within Edgewood, and one or more of these may require updating concurrent with or subsequent to this project. Both G&O and City Staff will be bringing updates to the Planning Commission, City Council, and general public for their consideration and input throughout this process.				

Because this task can only be performed by an engineer, the City is required to use the procedure established in Chapter 39.80 RCW. This procedure has been satisfied by advertising a Request for Qualifications (RFQ) on April 26, 2019, issuing an Addendum on May 17, 2018, evaluating and scoring the submittals received by the May 23, 2019 deadline, interviewing of the top two (2) scoring teams on June 18, 2019, and selecting the highest-scoring qualified team on June 24, 2019. The selected team is Grey & Osborne, Inc., and the proposed contract is attached herewith.

Attached with this summary is the draft resolution authorizing execution of the Professional Services Agreement and Scope of Work (also attached). Other materials were provided for review during the last study session. In order to keep the published schedule, it is Staff's goal to authorize the agreement at today's meeting.

RECOMMENDED ACTION: **MOTION** to approve Resolution No. 19-0470, authorizing the Mayor to execute the Professional Services Agreement with Grey & Osborne, Inc.

ALTERNATIVES TO RECOMMENDED ACTION:

- 1) Do not adopt
- 2) Forward to Study Session for further review

RESOLUTION NO. 19-0470

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT TO UPDATE THE GENERAL SEWER PLAN WITH GREY & OSBORNE, INC. (G&O)

WHEREAS, the City's current General Sewer Plan (GSP) was developed in 2004 and adopted in 2007; and

WHEREAS, since its adoption, significant capital improvements have been made to construct a new sanitary sewer system through the Local Improvement District (LID) along the Meridian Corridor, including more recent developer extensions within the Phase One service area; and

WHEREAS, while the adopted plan prohibits sewer extensions and connections outside of the Phase One service area until 2027 or later, staff and Council recognize the potential need to provide sanitary sewer service to existing residents with at-risk or failing septic systems in a more timely fashion; and

WHEREAS, the City advertised on April 26, 2019 for qualified consultants to aide staff in updating the GSP, and an initial screening panel, including the Public Works Director, Assistant City Administrator, Community Development Director, and General Manager of the Lakehaven Water & Sewer District, reviewed and scored the proposals; and

WHEREAS, the two most-qualified respondents were interviewed by a panel, including the Assistant City Administrator, Community Development Director, Senior Engineer, and General Manager of the Lakehaven Water & Sewer District; and

WHEREAS, the interview panel scored and recommended Grey & Osborne, Inc. (G&O) as the firm most qualified and willing to provide the necessary services; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The Mayor is hereby authorized to execute an agreement for the General Sewer Plan Update, substantially in the form attached hereto as Exhibit A, for a contract amount not to exceed \$157,170.

ADOPTED THIS 13TH DAY OF AUGUST, 2019

ATTEST:

Daryl Eidinger, Mayor

Rachel Pitzel, City Clerk

Exhibit A
Professional Services Agreement

CITY OF EDGEWOOD PROFESSIONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the 14th day of August, 2019, by and between the City of Edgewood, a municipal corporation, organized under the laws of the State of Washington, whose address is:

CITY OF EDGEWOOD, WASHINGTON (hereinafter the "CITY")
2224 - 104th Avenue E.
Edgewood, Washington 98372
Contact: Mayor Daryl Eidinger Phone: 253-952-3299 Fax: 253-952-3537

and Grey & Osborne, Inc., a corporation organized under the laws of the State of Washington, doing business at:

GREY & OSBORNE, INC. (hereinafter the "CONSULTANT")
1130 Rainier Avenue South
Seattle, WA 98144
Contact: Jay Swift, P.E. Phone: 206-284-0860 Fax: 206-283-3206

for professional services in connection with the following Project:

2019 General Sewer Plan Update

TERMS AND CONDITIONS

1. Services by Consultant.

A. Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Schedule of Work.

A. Consultant shall diligently perform the services described in the scope of work attached to this contract as Exhibit "A", with the goal of completing the work described therein within 12 months. If delays beyond Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

B. Consultant is authorized to proceed with services upon receipt of a written Notice to Proceed.

3. **Terms.** This Agreement shall commence on August 14, 2019, ("Commencement Date") and shall terminate on December 31, 2020, unless extended or terminated in writing as provided herein.

4. Compensation.

- ☐ LUMP SUM. Compensation for these services shall be a Lump Sum of \$_____, which includes all applicable tax.
- ☒ TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed \$157,170.00, including all applicable tax, without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit B.
- ☐ TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "B."
- ☐ OTHER. _____

5. Payment.

A. Consultant shall maintain time and expense records and provide them to the City monthly after services have been performed, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

B. All invoices shall be paid by City warrant within sixty (60) days of receipt of a proper invoice. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

C. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors, including, but not limited to, the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to Revised Code of Washington (RCW) 51.08.195, as required by law, to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties, which is subject to Title 51 RCW, Industrial Insurance.

E. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

6. Discrimination and Compliance with Laws

A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

C. Violation of this Paragraph 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for City.

7. Relationship of Parties. The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives or sub-consultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

8. Suspension and Termination of Agreement

A. Termination without cause. This Agreement may be terminated by the City at any time for public convenience, for the Consultant's insolvency or bankruptcy, or the Consultant's assignment for the benefit of creditors.

B. Termination with cause. The Agreement may be terminated upon the default of the Consultant.

C. Rights Upon Termination.

1. *With or Without Cause.* Upon termination for any reason, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

2. *Default.* If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be

deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

D. Suspension. The City may suspend this Agreement, at its sole discretion. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

E. Notice of Termination or Suspension. If delivered to the Consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date as stated in the City's notice of termination, whichever is later. Notice of suspension shall be given to the Consultant in writing upon one week's advance notice to Consultant. Such notice shall indicate the anticipated period of suspension. Notice may also be delivered to the Consultant at the address set forth in Section 15 herein.

9. Standard of Care. Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Ownership of Work Product.

A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this agreement pursuant to paragraph 8 above, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City.

B. All written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement will be safeguarded by the Consultant to at least the same extent as the Consultant safeguards like information relating to its own business. If such information is publicly available or is already in Consultant's possession or known to it, or is rightfully obtained by the Consultant from third parties, the Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

11. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-consultants in the performance of the work hereunder, and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

12. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The City's

inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Agreement is Subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, agents and Volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE CONSULTANT'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE CONSULTANT'S EMPLOYEES DIRECTLY AGAINST THE CONSULTANT.

13. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and Employer's Liability Insurance.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Employer's Liability insurance each accident \$1,000,000; Employer's Liability Disease each employee \$1,000,000; and Employer's Liability Disease – Policy Limit \$1,000,000.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive their right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

14. Assigning or Subcontracting. Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld in the sole discretion of the City.

15. Notice. Any notices required to be given by the City to Consultant or by Consultant to the City shall be in writing and delivered to the parties at the following addresses:

Daryl Eidinger

Grey & Osborne, Inc.

Mayor
2224 - 104th Avenue E.
Edgewood, WA 98372
Phone: 253-952-3299
Fax: 253-952-3537

Attn: Jay Swift, P.E.
1130 Rainier Avenue South
Seattle, WA 98144
Phone: 206-284-0860
Fax: 206-283-3206

16. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the Mayor, who shall determine the term or provision's true intent or meaning. The Mayor shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the Mayor or Administrator's determination in a reasonable time, or if the Consultant does not agree with the Mayor or Administrator's decision on a disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington.

C. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

17. General Provisions.

A. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

B. Modification. No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Consultant.

C. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

D. Entire Agreement. The written provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, the Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the Exhibits attached hereto, which may or may not have been dated prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth above.

CITY OF EDGEWOOD, WASHINGTON

GREY & OSBORNE, INC.

By: _____
Daryl Eidinger
Mayor

Date: _____

Attest:

By: _____
Rachel Pitzel
City Clerk

APPROVED AS TO FORM:

By: _____
Ann Marie J. Soto
Interim City Attorney

By: Michael B. Johnson

Name: Michael B. Johnson, P.E.

Title: President

Date: 7/24/19

EXHIBIT A
SCOPE OF WORK
CITY OF EDGEWOOD
2019 GENERAL SEWER PLAN UPDATE

This scope of work identifies tasks to: (1) update the City's General Sewer Plan (Plan), (2) perform a rate analysis, and (3) recommend municipal code revisions. In addition, two other tasks, Project Management and Meetings, and Work Sessions and Public Meetings, have been included.

The Plan will address comprehensive planning needs for wastewater collection and transmission for the City of Edgewood (City) for the next 20 years and beyond. Estimated costs for the project are identified in the attached Exhibit B. A detailed scope and budget for our subconsultant, FCS Group, is provided as an attachment to Exhibit A. The Plan will be prepared in accordance with the requirements of the Revised Code of Washington (RCW) Chapter 90.48, *Water Pollution Control*; Washington Administrative Code (WAC) Section 173-240-050, *General Sewer Plan*; WAC Section 173-240-060; and the Washington State Departments of Ecology (Ecology) and Health (DOH) regulations governing such plans. The Plan will be coordinated with local and regional planning efforts.

The proposed organization of the Plan is as follows:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Land Use, Population Projections, and Service Area Characteristics
- Chapter 3 – Regulatory Requirements
- Chapter 4 – Existing Facilities
- Chapter 5 – Wastewater Flow Projections and Design Criteria
- Chapter 6 – Collection System Analysis
- Chapter 7 – Operation and Maintenance
- Chapter 8 – Capital Improvement Plan
- Chapter 9 – Financial Plan

TASK 1 – UPDATE THE GENERAL SEWER PLAN

The goals of this task are to:

- Review the current General Sewer Plan (2007 Plan), prepared by Parametrix and adopted in 2007, for consistency with current regulations and standards adopted by the City and State since its adoption.

- Review and ensure coordination with adjacent jurisdictions and their General Sewer Plans as they relate to provision of sanitary sewer service within the City of Edgewood.
- Coordinate with City staff regarding areas of concern, particularly developed areas in proximity to Phase 1 of the existing General Sewer Plan.
- Based on the results of the above review and coordination, prepare an updated General Sewer Plan, identifying capital improvements and any additional analysis needed to address sanitary sewer service deficiencies.

Task 1.A – Background Information, Service Area Characterization, and Population Projections

- Describe the purpose and need for the Plan.
- Review the 2007 Plan for consistency with current regulations and standards adopted by the City and State since its adoption.
- Gather and review existing reports, agreements, regulations (including City codes and policies), design documents, operating reports, and maps to determine characteristics of the existing municipal wastewater collection system and analyze issues affecting the Plan.
- Obtain information from the City on any existing and projected future industrial wastewater dischargers as well as estimated flows and loadings.
- Summarize the history and development of the sewer system based upon the 2007 Plan, other documents, and interviews with City staff.
- Identify drainage basins based on the existing collection system layout and to serve future customers.
- Review and ensure coordination with adjacent jurisdictions and their General Sewer Plans as they relate to provision of sanitary sewer service within the City of Edgewood.
- Identify land use and zoning designations using current land use and zoning maps as obtained from the City. Format this information to clearly identify boundaries, population densities, and zoning. Future population estimates will be distributed in relation to zoning buildout to ensure that the population projections are consistent with accepted planning data.

- Update figures from the 2007 Plan including climate, topography, geology/soils, locations of surface water and groundwater sources, and sensitive areas (e.g., wetlands, steep slopes, wildlife habitat).
- Coordinate with City staff regarding areas of concern, particularly developed areas in proximity to Phase 1 of the existing General Sewer Plan.
- Summarize regulations applicable to sewer utility operation and construction of sewer utility infrastructure.
- Update maps showing natural features, locations of surface water, and adjacent sewer purveyors. Mapping shall be provided in a format compatible with the City's existing mapping system.
- Develop population projections with the City Planning staff for infill of the unserved areas within the City for the planning period. Develop population projections for 10 and 20 years (2040) for each drainage basin and each service area to be consistent with other planning documents. (Population projections will agree with projections provided by the City.)

Deliverables

- Draft Chapter 1 – Introduction
- Draft Chapter 2 – Land Use, Population Projections, and Service Area Characteristics
- Draft Chapter 3 – Regulatory Requirements

Task 1.B – Existing Wastewater System

- Produce a service area map showing current and future boundaries and provide a description of those boundaries for the City of Edgewood. Use previous engineering and planning studies and sources of information on the current and future service areas. Identify and describe wastewater infrastructure. All mapping shall be based on the City's current GIS data.
- Identify and describe utilities, commercial and industrial developments, municipal boundaries, zoning designations, and important physical features.
- Discuss the locations of wells and other sources of water supply, water storage facilities, treatment facilities, and transmission facilities and describe their impact on sewer system planning.

- Describe existing and future service area land uses, topography, flood zones, geology, hydrogeology, soils, surface water, wetlands, sensitive areas, and climate, particularly as these physical environmental features and special designation areas may affect the project criteria.
- Identify and discuss federal, state, and local regulations that affect wastewater system planning, construction, and operation.
- Identify existing commercial, industrial, institutional, governmental, and recreational site customers.
- Determine the condition of the existing system through interviews with Public Works staff.
- Review existing planning documents, engineering reports, and other information to determine the design capacity of the sewer system.
- Describe and comment on existing service area agreements and interties.
- Provide a discussion regarding the following service area policies or ordinances as needed for the City and Ecology plan approval:
 - Local government policies affecting the provisions for sewer service, such as requirements for connecting to the sewer system
 - Formation of local improvement districts
 - Latecomers' agreements
 - Conditions of service
 - Certificates of sewer availability
 - Fats, oils, and grease control/pretreatment
 - Pipe replacement policies
 - Agreements with other agencies
 - Policies for private pumping systems
 - Policies for accessibility of sewer mains in easements
 - Interlocal agreements

Deliverable

- Draft Chapter 4 – Existing Facilities

Task 1.C – Wastewater Flow Projections

- Develop estimates of residential per capita, commercial, institutional, governmental, and industrial sanitary flows based on water use and wastewater flow records.

- Develop peak hour design flows for lift stations and collection system pipelines.
- Develop flow projections for infill of the unserved areas within the City.

Deliverable

- Memorandum detailing flow projections

Task 1.D – Performance and Design Criteria

- Summarize collection system design criteria established by the City and Ecology.
- Describe how these criteria, standards, and policies will be applied to existing and future system components.
- Review and update existing minimum design criteria as necessary in relation to Ecology requirements and current standards for the City.

Deliverable

- Draft Chapter 5 – Wastewater Flow Projections and Design Criteria

Milestone 1 – Draft of Chapters 1 through 5. Meet jointly with the City to review and receive comments.

Task 1.E – Sewer System Model Development

- Create up to three software hydraulic model scenarios for the collection system from (1) existing City GIS information including invert elevations, rim elevations, pipe diameters, lift station information, and force mains for both the City and the UGA; and (2) up to three different sewer expansion scenarios.
- Assign populations and flows to the sewer model.

Deliverable

- Memorandum on modeling methods and results

Task 1.F – Collection System Analysis/Layout

- Inspect the City's wastewater conveyance infrastructure to evaluate conditions and identify necessary capital improvements and operation and maintenance issues.
- Evaluate infiltration and inflow (I/I) through inspection of the existing flow data, run time data, aforementioned inspection of facilities, and review of existing reports. Provide recommendations for additional I/I assessment measures.
- Calibrate the hydraulic model to simulate peak flows at the downstream end including I/I due to historical rainfall or flood events.
- Perform runs of the three models to identify collection system bottlenecks, and to confirm sizes and locations of infrastructure for alternatives to serve unserved areas throughout the City. Output results will be given to the City in a GIS format for use with other GIS-based modeling programs in the future.
- Determine collection system improvements identified by the City based on review of existing maintenance records, interviews with City and third-party (e.g., Lakehaven) staff, and field inspection of significant facilities and manholes where flow restrictions or I/I are known to occur.
- Recommend collection system improvements based on the results of the work above and develop an implementation schedule and estimates of probable project costs. Include recommended projects in the Capital Improvement Plan.

Deliverables

- Draft Chapter 6 – Collection System Analysis

Task 1.G – Operation and Maintenance

The goal of this task is to review existing operation and maintenance procedures, including those performed through contract with third parties (e.g., Lakehaven), against industry standards, evaluate, and make recommendations:

- Summarize and review collection system operation and maintenance procedures. Provide recommendations.

- Summarize and review City and third-party emergency response procedures. Provide recommendations:
 - Summarize natural and manmade potential hazards
 - Review vulnerable facilities
 - Identify critical facilities
 - Summarize and comment on emergency preparedness
 - Summarize preparedness planning including communications charts and emergency notification forms
 - Provide emergency response overview, plan implementation, and capital costs
- Summarize and review City and third-party policies regarding industrial pretreatment and the discharge of fats, oils, and grease to the sanitary sewer.
- Inventory levels of service to develop City and third-party benchmarks.
- Evaluate staffing and equipment needs to address recommended operation and maintenance levels as well as CIP projects.
- Summarize operation and maintenance recommendations in Chapter 7.

Deliverables

- Draft Chapter 7 – Operation and Maintenance

Task 1.H – Capital Improvement Plan

- Identify recommended collection system improvements to serve unserved areas within the City.
- Identify other collection system improvements necessary due to model findings, deterioration of infrastructure, operation/maintenance concerns, etc.
- Develop 10-, and 20-year Capital Improvement Plans (CIPs) for the collection system based on the sewer system model results, depreciation, system inspection, interviews with maintenance personnel, and evaluations performed for this Plan.
- Prioritize projects and show implementation schedule based on cost, available funding, and existing system needs and facilities needed to serve growth.

- Identify system improvements which if implemented would result in operation and maintenance savings.

Deliverable

- Draft Chapter 8 – Capital Improvement Plan

Task 1.I – Plan Compilation and Distribution

The goal of this task is to compile and distribute the Plan for review and comment by neighboring jurisdictions, stakeholders, and the general public, and review and comment by the City and regulatory agencies.

- Assemble the information developed in the previous tasks and Tasks 2 and 3 into the draft General Sewer Plan update.
- Submit the draft Plan to Ecology, DOH, neighboring sewer providers, and the various agencies affected by the Plan for comment.
- Incorporate review comments.
- Submit the final Plan to the City and Ecology (if required) for approval.
- Provide five hard copies of the final Plan to the City.
- Compile a PDF file of the entire Plan with figures in CD format and provide to the City Word, Excel, CAD, GIS, and other files utilized in the development of the Plan to be provided.

Milestone 3 – Draft General Sewer Plan update to the City for review.

Milestone 4 – Revised General Sewer Plan update to the City and stakeholders.

Milestone 5 – Final General Sewer Plan to City and regulatory agencies (Ecology and DOH).

TASK 2 – PERFORM A RATE ANALYSIS

The goals of this task are to:

- Review the current sanitary sewer utility rate ordinance, Edgewood Municipal Code (EMC) Chapter 11.60, for adequacy to meet the expenditures set forth in Task 1 including:

- Annual operation and maintenance cost projections, identifying capital improvement options, costs, and implementation timelines (identified in Task 1)
 - Complying with the requirements of the Washington State Department of Ecology and other relevant agencies
 - Historical expenditure records
 - City staff input
- Study, analyze, and identify alternative funding sources.
- Recommend applicable increases in the sewer utility rates, GFCs, connection fees, and processing fees to implement the General Sewer Plan update which may utilize the current or a proposed new rate schedule to ensure equitable distribution of fees, and any applicable municipal code revisions (EMC 11.60).
- Prepare and summarize the cost of services, needed revenue adjustments, and an implementation strategy and schedule.

Task 2.A – Review of Finances and Rate Ordinance

- Collect relevant financial data including current budget, recent expenditures, current debt schedules, asset inventory, historical financial statements, historical data on customer growth, financial policies, and year-end balances.
- Review financial statements and policies to assess the sewer system's fiscal health. Develop policy parameters for use in the financial forecast.
- Review the current sanitary sewer utility rate ordinance, EMC Chapter 11.60, for adequacy to meet the expenditures set forth in Task 1, including: (1) annual operation and maintenance cost projections, identifying capital improvement options, costs, and implementation timelines (identified in Task 1); (2) complying with the requirements of the Washington State Department of Ecology and other relevant agencies; (3) historical expenditure records; and (4) City staff input.

Task 2.B – Financial Analysis

- Create a baseline financial forecast for operation, capital and debt service costs, and sewer rate revenues. Build a capital funding strategy and identify potential funding sources for CIPs and develop a recommended approach to financing including the amount and type of debt.

- Develop an annual financial forecast that accounts for operating costs, capital costs, existing and new debt series costs, and required reserves. Use the forecast to review existing sewer rates and propose rate increases based upon a minimum of three scenarios.
- Study, analyze, and identify alternative funding sources.
- Develop a strategy for extending sewers into unserved areas in the City. Work with the City staff and legal counsel to develop the strategy.
- Develop a set of conceptual funding options and work with City staff to discuss. Evaluate financial impacts of alternatives on property owners and sewer ratepayers.

Task 2.C – Recommendations

- Develop a preferred alternative with recommended actions to move forward with the extension of sewers to unserved areas.
- Recommend applicable increases in the sewer utility rates, GFCs, connection fees, and processing fees to implement the General Sewer Plan update which may utilize the current or propose a new rate schedule to ensure equitable distribution of fees, and any applicable municipal code revisions (EMC 11.60).
- Prepare and summarize the cost of services, needed revenue adjustments, and an implementation strategy and schedule.

Deliverable

- Draft Chapter 9 – Financial Plan

Milestone 2 – Draft of Chapters 7, 8, and 9, along with draft financial analysis from FCSG. The draft CIP chapter will include descriptions of recommended projects, a base map showing their locations, cost estimates, and prioritization (recommended implementation schedule) of these projects.

TASK 3 – RECOMMEND MUNICIPAL CODE REVISIONS

The goal of this task is to review and recommend municipal code revisions to encourage the growth of the sewer utility, fair and equitable distribution of costs, and control of deleterious discharges.

Task 3.A – Review the Ordinance

- Review the remainder of the current sanitary sewer utility ordinance, EMC Title 11, for adequacy to implement the General Sewer Plan update under Task 1 including:
 - Development of policy to support construction of the proposed sanitary sewer network
 - Development of policy to support adequate connection to the sanitary sewer utility
 - Ensure policies to prevent deleterious discharges; address industrial pretreatment/source control and control of fats, oils, and grease
 - Consideration of City Council and staff input
 - Review of existing comprehensive plan goals and policies for consistency, recommending updates and revisions as needed.

Task 3.B – Provide Recommendations for the Ordinance

- Recommend modifications to the ordinance to comply with the above and Chapter 35.67 RCW, including but not limited to updating Edgewood's public works standards relating to sanitary sewer.
- Provide alternative scenarios for incentives for timely connection to the sewer system. Tie scenarios to CIP development and financial analysis.
- Provide recommendations for additional policies, programs, and measures for serving and controlling deleterious discharges from industrial and commercial customers and mitigating impacts, as necessary.

TASK 4 – PROJECT MANAGEMENT, ADMINISTRATION, AND MEETINGS

The goal of this task is to provide effective project management and administration for the project and meetings with City staff.

Task 4.A – Provide Project Management, Administration, and Meetings

Provide overall project management and oversight services to include:

- Preparing and executing subconsultant contracts.
- Managing and controlling project budget and schedule.
- Managing and providing monthly progress reports and invoices.

- Attend a kickoff meeting with City staff to obtain project information, define project goals and objectives, and discuss system needs and alternative improvements.
- Attend three review meetings with City staff to review deliverables.
- Conduct periodic quality assurance/quality control (QA/QC) reviews of the plan documents to check accuracy, completeness, and conformance with project criteria. Provide this review by both project and non-project engineers experienced with similar comprehensive plans. Document the review comments and revise the documents to incorporate these comments.

TASK 5 – WORK SESSIONS AND PUBLIC MEETINGS

The goal of this task is to provide effective project management and administration for the project and liaisons with key groups.

Task 5.A – Attend Work Sessions and Public Meetings

- Attend two work sessions with City staff, City Council, FCSG, and other relevant agencies to discuss connection policies, rates, connection charges (general facilities charges), options for encouraging connection to the sewer collection system, and regulations and authority to encourage connection.
- Attend a public meeting to present proposed sewer rates and connection policies.

DATA REQUESTED FROM THE CITY OF EDGEWOOD

The following information is requested from the City (the Consultant will provide a prioritized detailed list of information requested after notice to proceed is issued):

- Engineering reports, operation and maintenance manuals, and record drawings for the wastewater collection facilities.
- Drawings, preferably in GIS and AutoCAD, showing existing wastewater facilities, current and proposed urban growth areas, corporate limits, annexations, zoning, developer extensions, and improvements.
- Lift station capacity assessments including any drawdown tests.
- Lift station run time meter data.

- Water usage records for the past 5 years (industrial, commercial, institutional, governmental).
- Any smoke testing, collection system field investigations, and television inspection reports performed by the City.
- Ordinances defining sewer service area policies, sewer rates, and other charges.
- Existing pretreatment (fats, oils, and grease) program information.
- City sewer utility financial information for the last 5 years, including rates, revenue, and operating expenses.
- Interagency agreements.
- Numbers of sewer accounts by service type and size, to include residential, multifamily, motels, restaurants, grocery and retail stores, schools, healthcare facilities, and industries.
- A copy of the City's current sewer construction standards.

ASSUMPTIONS FOR CITY RESPONSIBILITIES

This scope of work assumes:

1. The City will provide current GIS mapping files of the sewer conveyance system and other pertinent information such as parcels, zoning, land use, etc., and also provide naming/layering/labeling protocols that will allow a straightforward update to the map. Gray & Osborne will be able to rely on the accuracy and completeness of this information, plus any information gathered as part of this project, for mapping and analysis purposes.
2. The City will provide complete and timely reviews of all work submitted.
3. The City will advertise for and provide a facility for project and public meetings and presentations to City Council.
4. The City will utilize City resources to advertise and publish all items related to the State Environmental Policy Act (SEPA), issue a threshold decision, and submit response to comments.

CITY OF EDGEWOOD

SEWER UTILITY FINANCIAL FORECAST, GFC UPDATE, AND SANITARY SEWER CONNECTION POLICIES

INTRODUCTION

The following work tasks have been developed to complete a sewer financial plan for the City of Edgewood, including the following elements:

- Perform rate analysis
 - » Review historical revenue and expenditure history
 - » Review and forecast annual operation and maintenance costs
 - » Incorporate capital improvement projects into forecast
 - » Forecast revenue and resulting service rates needed to allow for a self-sufficient sewer utility
- Update City's general facilities charges (GFCs)
 - » Incorporate capital to be completed based on plan to be developed by *Gray & Osborne, Inc*
- Sanitary sewer connection policies
 - » Assist in the development of policy to support adequate connection to the sanitary sewer

TASK PLAN

TASK 1 | PROJECT INITIATION MEETING

This meeting will establish the goals and objectives of the overall project and focus the efforts of the project team. The items covered at the meeting include review of the scope of work, identify project objectives, expectations and deliverables, outline the project schedule and key milestone review points and discuss appropriate lines of communication. The meeting has been budgeted assuming it is an in-person meeting.

Work Products

- » In-person project kick-off meeting at beginning of project.

TASK 2 | DATA COLLECTION & VALIDATION

We will prepare an initial data request identifying specific pieces of data to be collected from the City. We will review data provided by the City and request any additional items or explanations as necessary. Inconsistencies and problems in data collected will be identified and resolved to allow accurate analysis.

Work Products

- » Data request.
- » E-mail communication summarizing information reviewed, identifying data gaps, and requesting additional data (if needed).

TASK 3 | POLICY FRAMEWORK / ISSUE PAPER & DISCUSSION

Overview of Topic

Municipal utilities must budget for capital facilities and services within legal and financial constraints. The high cost of extension of sewer service to unsewered areas is a significant barrier to septic conversion, especially when considering funding to meet immediate priority needs. Many local governments currently do not have an adopted conversion strategy that clearly describes the rationale and community benefits. Because of the high cost to the property owner, as well as the lack of clear incentives to participate, there is no assurance that the property owners will want to connect to sewer if it is made available, whether it is required or not.

In many cases the high cost of conversion for affected households is a barrier to homeowner participation when connection is not mandatory. There is currently no mechanism that allows homeowners to defer connection costs unless they are part of a utility local improvement district (ULID). Homeowners who see no obvious need to connect and are not required to do so can present strong opposition to a septic conversion program. This is particularly true in areas of well-drained soil where the owner perceives little problem with the septic system function, but cumulatively, septic systems are contributing to groundwater contamination or other environmental health risks. See the Appendix for when connection is or is not required: City of Edgewood Municipal Code, Chapter 11.40 CONNECTIONS.

Issue Paper

We will write an issue paper regarding potential sewer connection policies and incentives. In this paper, we will define and analyze the issue, present alternative solutions (including industry standards, if applicable), and recommend a course of action. To the degree that legal advice is needed to develop this paper, we will rely on the City's own legal counsel. We will review the issue paper with City staff, and the City's input will guide us in our financial modeling assumptions.

Work Products

- » One (1) remote meeting to discuss draft issue paper.
- » Draft 'Sanitary Sewer Extension & Connection Policies' issue summary paper (electronic [Word] files).

TASK 4 | REVENUE REQUIREMENT ANALYSIS

The revenue requirement is defined as the total amount of rate revenue needed to meet an enterprise's financial obligations, including capital, operating, and policy-driven commitments. The results of the revenue requirement analysis will be the recommended percentage rate increases or decreases, as applied to the current rate structure, needed to meet the obligations of the sewer service. Revenue requirement findings may be revised in light of feedback from the City.

- Using an Excel spreadsheet model, and with the input of City staff, we will construct or adapt an analytical model to project operations and capital revenue requirements for study period up to 20 years. The model will be constructed with user-friendliness in mind and will accommodate user-entry of key data and assumptions. The model will be flexible and stable enough to analyze multiple scenarios and/or levels of service.
- Incorporating the policy framework developed in Task 3, we will project revenue requirements for up to a 20-year study period.

Work Products

- » This task includes two meetings: 1 in-person and 1 conference call.
- » This task includes up to three (3) funding scenarios. These scenarios could be based on different versions of the capital plan, different customer connection growth rates, etc. A baseline revenue requirement will be completed and is not counted as one of the three allotted scenarios. This baseline forecast will essentially assume 'business as usual.'
- » Revenue requirements analysis and model (electronic [Excel]).

TASK 5 | UPDATE GENERAL FACILITIES CHARGES

The City's request for qualifications (RFQ) document referred to connection charges as 'GFCs' while the City's municipal code refers to them as Conveyance Development Charges (CDCs). It is assumed that these names are synonymous and refer to the same type of charge, as described below.

GFCs are imposed on newly connecting customers and are intended to recover a proportionate share of the utility's investment in system capacity — both the historical cost of existing capital assets and the planned cost of future capital improvements. These charges serve two main purposes: to provide equity between existing and new customers, and to provide a source of utility capital funding. In addition, GFCs help ensure that growth helps pay for the cost of growth.

The charge is imposed on both new development and redevelopment that increases demand for system capacity (net of any existing developed area).

Key tasks include the following:

- Calculate the existing and future cost base. The existing cost basis includes the original cost of existing system assets (net of donated facilities), plus applicable interest on those assets. The future cost basis includes allowable capital projects identified in the 2019 Sewer Plan Update developed by G&O.
- Develop existing and future customer equivalents, over which the cost basis is to be allocated and that the system can support. This figure will also be based on data made available by G&O as a result of the Sewer Plan Update.
- Calculate the maximum allowable charge per equivalent residential unit (ERU). Unless otherwise suggested as a result of the 2019 Sewer Plan Update, 1 ERU will be defined as 220

gallons per day to be consistent with current City practice. Adjustments for multi-family units, mobile home units, and accessory dwelling units will remain unchanged unless otherwise noted in the 2019 Sewer Plan Update.

TASK 6 | STUDY REPORT

This task includes the following components:

- **Spreadsheet Model.** We will provide a copy of the Excel spreadsheet model.
- **Draft Report.** A draft report will be prepared that summarizes all of the findings, recommendation and supporting materials for this project for staff review and presentation to Council. We will provide an electronic copy of the report for review.
- **Final Report.** A final report will be prepared that includes revisions based on City staff and Council comments. The final product shall be prepared and delivered as an electronic version in Microsoft Word and .pdf formats.

Work Products

- » Draft financial analysis report (electronic [Word and PDF]).
- » Final financial analysis report (electronic [Word and PDF]).
- » Final analytical model (electronic [Excel]).

TASK 7 | COUNCIL MEETINGS

We will prepare for and participate in the following on-site meetings.

- **Two (2) City Council meetings.** We will prepare for and meet with the City Council to present and discuss findings.
- This task includes time to develop PowerPoint presentations for both meetings.

TASK 8 | PROJECT ADMINISTRATION

Perform project set up activities, work paper documentation, internal scheduling and workload planning, invoicing, client correspondence, and other miscellaneous tasks throughout the study.

SCHEDULE

It is anticipated that Task 3 would be one of the first tasks of the study, as policy decisions resulting from that issue paper will shape the financial analysis.

Once a final capital plan is provided to FCS GROUP, a minimum of forty-five (45) additional days will be required to run the capital funding analyses and produce a draft financial analysis for review. Additional time may be needed to complete a draft study document and update to the GFCs.

BUDGET

The table below summarizes our estimated cost to complete the financial chapter and related tasks: **\$44,700**. We are happy to provide additional meetings as requested. The additional meetings will be billed on time and materials.

Task Plan	Hourly Billing Rates:	Meetings	Consultant Hours					Total Labor Hours	Total Budget
			Principal Ghiarducci \$260	Advisor Wilson \$210	Manager Aaker \$175	Analyst TBD \$130	Admin. Support \$85		
Task 1: Project Initiation Meeting		1 (in person)	4		4	4		12	\$ 2,260
Task 2: Data Collection & Validation					2	8		10	\$ 1,390
Task 3: Issue Paper & Discussion									
Develop Issue Paper			2	8	8	8		26	\$ 4,640
Review with City Staff		1 (remote)	2	2	2			6	\$ 1,290
Task 4: Revenue Requirement									
Review Historical Financial Statements					2	4		6	\$ 870
Review & Recommend Financial Policies					2	1		3	\$ 480
Prepare Baseline Forecast				2	4	24		30	\$ 4,240
Prepare up to Three (3) Scenarios			2	2	8	24		36	\$ 5,460
Prepare Materials, Meet with Staff		1 (in person)	6		6	2		14	\$ 2,870
Prepare Materials, Meet with Staff		1 (remote)	3		3	4		10	\$ 1,825
Task 5: Update GFCs									
Prepare Updated GFCs			2		8	16		26	\$ 4,000
Prepare Materials, Meet with Staff		1 (remote)	2		4	2		8	\$ 1,480
Task 6: Study Report									
Draft report			2	2	4	24		32	\$ 4,760
Final report			2		2			4	\$ 870
Task 7: City Council Meetings									
Prepare PowerPoint Materials			2		8	12		22	\$ 3,480
Attend Meetings		2 (in person)	8		8			16	\$ 3,480
Task 8: Project Administration			1		4		2	7	\$ 1,130
Expenses									\$ 175
Project Budget			38	16	79	133	2	268	\$ 44,700

APPENDIX:

CITY OF EDGEWOOD MUNICIPAL CODE

CHAPTER 11.40 CONNECTIONS

7/18/2019

Chapter 11.40 CONNECTIONS

Chapter 11.40 CONNECTIONS

Sections:

- 11.40.010 Connection – When required.**
- 11.40.020 Connection – When not required.**
- 11.40.030 Separate connection required.**
- 11.40.040 Owner responsible.**
- 11.40.050 Connection permit and agreement required – Building permit conditioned.**
- 11.40.060 Application.**
- 11.40.070 Basis of connection and charge.**
- 11.40.080 Water records.**
- 11.40.090 Status of connection right.**
- 11.40.100 Transfer and relinquishment of connection right.**
- 11.40.110 Connection charges.**
- 11.40.120 Hearing.**
- 11.40.130 System extension required.**

11.40.010 Connection – When required.

Only Phase I properties will be permitted to connect to the city's sewer system. The following Phase I properties are required to connect to the sewer:

- A. All existing buildings, intended for human occupation, on property within a local improvement district and fronted by a sewer shall be required to connect to the city sewer within 60 days of city acceptance of said sewer.
- B. All existing buildings, intended for human occupation, on property fronted by a sewer, funded by special indebtedness bonds or warrants issued against revenues, shall be required to connect to the city sewer within 60 days of city acceptance of said sewer.
- C. All new buildings, intended for human occupation, located on properties fronted by an existing sewer shall be required to connect to the city sewer prior to occupancy.
- D. An existing building on property, fronted by a city sewer, whose on-site sewage disposal system has failed and cannot be acceptably corrected or repaired, as determined by the Tacoma-Pierce County health department, shall be required to connect to said sewer. (Ord. 06-271 § 1).

11.40.020 Connection – When not required.

Non-Phase I properties are prohibited from connecting to the city's sewer. The following Phase I properties are not required to connect to the city's sewer:

- A. Existing buildings fronted by a sewer constructed pursuant to a private system extension agreement.
- B. Existing buildings fronted by a sewer constructed by the city and not within an LID or funded by bonds or warrants issued against revenues (RCW 35.67.190 and 35.92.025). (Ord. 06-271 § 1).

<https://www.codepublishing.com/WA/Edgewood/11/Edgewood11/Edgewood1140.html#11.40.010>

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7/18/2019

Chapter 11.40 CONNECTIONS

11.40.030 Separate connection required.

A separate connection shall be required for each building with plumbing fixtures unless otherwise approved by the director (see EMC 11.45.040(G) and (H)). (Ord. 06-271 § 1).

11.40.040 Owner responsible.

Only the owner of the real property served by the sewer connection may enter into an agreement with the city for sewer service. A successor(s) of interest in the property shall be required to enter into a new agreement(s) with the city as a condition of continued sewer service.

The owner shall be responsible for meeting all the applicable requirements of this title. (Ord. 06-271 § 1).

11.40.050 Connection permit and agreement required – Building permit conditioned.

A. A connection permit and agreement shall be required before connection to the city's sewer system. The connection permit and agreement shall be made on a standard form that shall be approved by the mayor or director.

B. No building permit shall be issued for a building intended for human occupation, or in which plumbing fixtures are installed, unless:

1. A connection permit and agreement shall have been issued for the building pursuant to EMC 11.40.060; or
2. Sewer capacity has been reserved for the building, pursuant to EMC 11.30.080; or
3. An application and plans for a private disposal system have been approved by the Tacoma-Pierce County health department and supplied to the city pursuant to Chapter 11.55 EMC.

C. All fees and charges must be paid before the connection permit and agreement is issued.

D. The connection permit and agreement shall be recorded in the office of the Pierce County auditor. (Ord. 15-447 § 1 (Exh. A); Ord. 06-271 § 1).

11.40.060 Application.

Application shall be made by the owner on the connection permit and agreement standard form, which shall contain, at a minimum, all of the following:

- A. The owner's name, address and telephone number.
- B. Legal description of owner's property as well as the street address, if any, and the tax account number.
- C. The contractor's name, address, telephone number, contractor's license number, and city business license number.
- D. ERUs required.
- E. Sewer capacity analysis, together with a copy of a sewer capacity reservation, if any has been issued for the property, pursuant to EMC 11.30.080.
- F. Discharge permit determination.
- G. Side sewer and connection requirements and details.
- H. Status of existing side sewer.
- I. Condition of existing building sewer.
- J. Conditions for service, including payment of monthly charges.

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K. Required demolition and abandonment of existing private disposal system in conformance with EMC 11.55.020.

L. Conditions for maintaining a private side sewer in the public right-of-way, including permission for city to test the side sewer and private sewers on the owner's property for Inflow and Infiltration.

M. List of connection charges and fees.

N. A statement that all fees and charges must be paid before the connection permit and agreement is issued.

O. Signature of the owner.

P. A statement that the connection permit and agreement shall be recorded in the office of the Pierce County auditor.

Q. Notary forms.

R. Attachments.

1. Discharge permit, if applicable, by the jurisdiction that operates the wastewater treatment plant treating the city's sewage.
2. Copy of executed agreement between owner and water purveyor authorizing release and agreement to submit owner's monthly water bills to the city, as required by EMC 11.40.080.
3. Right-of-way use permit for construction of the side sewer.
4. Right-of-way use permit for operation and maintenance of the side sewer.
5. The record drawing of the side sewer, as required under EMC 11.45.120, shall be attached to the permit following completion of the side sewer.
6. Copy(ies) of executed and recorded easement(s), if any, if side sewer crosses other's property. (Ord. 06-271 § 1).

11.40.070 Basis of connection and charge.

A. Each connection permit and agreement shall be issued to an owner for a specific property, its use, and the number of ERUs of sewer system capacity required by that property. A new connection permit and agreement must be obtained by the owner, reflecting any change in the use and/or number of ERUs required for the property.

B. All units of residential use, including single, accessory, and multifamily, shall be deemed to require one ERU per unit.

C. The initial calculation for the number of ERUs required for a nonresidential property shall be determined from Table G2-1, Orange Book. If necessity for a more accurate method is indicated, the director may require a discharge analysis by an engineer, or other appropriate professional, to determine the number of ERUs generated by a proposed project.

D. Nonresidential accounts shall be compared to water usage from water purveyor billing accounts. If, after connection, the property's use changes or is expanded, or its requirement for sewer system capacity is otherwise found to have been increased, the new required capacity shall be calculated based on the greatest of the following ERU analyses:

1. The Table G2-1, Orange Book analysis; or
2. The maximum month water usage determined from water billing records; or

<https://www.codepublishing.com/WA/Edgewood/11/Edgewood11/Edgewood1140.html#11.40.010>

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3. The maximum day sewage discharge based on records from a sewage meter; or

4. The quality of the discharge based on chemical and/or biological analysis.

E. In the event sewer system capacity is available, as determined in EMC 11.30.080, the city shall issue a new connection permit and agreement and the owner shall pay to the city an additional connection charge based upon the new or expanded requirement for sewer system capacity and the connection charge, based on the schedule in effect at the time the new connection permit and agreement is issued.

F. If sewer system capacity is not available, the number of ERUs will not be increased and the owner shall be required to reduce the wastewater discharge from the property to fall within the limits of the connection permit and agreement.

G. All commercial and industrial connections shall be reviewed and co-regulated by the jurisdiction that operates the wastewater treatment plant treating the city's sewage as set forth in Chapter 11.50 EMC. (Ord. 06-271 § 1).

11.40.080 Water records.

A standard form release and agreement shall be prepared for the purpose of making owner's water usage records available to the city in order to determine equitable connection and monthly charges. The owner and water purveyor shall be required to execute and deliver one original of such release and agreement, as a condition of sewer service, providing the city with copies of the owner's monthly water bills, at each billing period. (Ord. 06-271 § 1).

11.40.090 Status of connection right.

Upon establishment of a connection right (see EMC 11.30.020), such connection right shall run with the land and not be unilaterally extinguishable by the city except as may be provided in Chapter 11.65 EMC. The connection right shall be subject to current laws and regulations affecting the sewer system and connections thereto. (Ord. 06-271 § 1).

11.40.100 Transfer and relinquishment of connection right.

The connection right is transferable to another property if the property for which it was established is combined with other adjacent property into one ownership in a project and/or subdivided. The subdivision or project will receive full credit at current value for the ERUs of the preexisting connection permit and agreement when determining the connection charges for such subdivision or project.

An owner may relinquish the connection right to his property, or any excess portion of the ERUs associated therewith, to the city; provided, that in no event shall the number of ERUs be reduced below the number required for existing buildings on the property as determined by the city. The city shall not be required to reimburse the owner for such relinquishment. Such owner may request transfer of his relinquished capacity to another property within the city, whether or not owned by the owner, subject to the following:

A. Approval by the city.

B. The property receiving the transfer must be fronted by a city sewer or be party to an approved system extension agreement with a sewer fronting said property.

C. Such transfer request must occur prior to relinquishment.

D. The owner of the property receiving the transfer shall pay to the city applicable connection charges, if any, and a connection processing fee for the transfer.

E. Monthly charges shall continue throughout the transfer process and shall be paid by the owner of the property receiving the transfer from the date of such transfer.

F. Both the revised connection permit and agreement and the new connection permit and agreement shall be recorded in the office of the Pierce County auditor. (Ord. 06-271 § 1).

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11.40.110 Connection charges.

A connection charge shall be assessed for each new sewer connection made to the city's sewer system. Connection charges and fees shall be set by ordinance of the city council following a hearing on the proposed connection charges. A connection charge shall be comprised of the following elements:

A. Processing Fee. A fee to cover the costs of processing the application, evaluating the requirement for sewer system capacity, recording the connection permit and agreement, and issuing the permit.

B. Existing Facilities Charge. Pursuant to RCW 35.92.025, the city shall charge each connecting property an equitable share, proportional to the number of ERUs required, of the cost of the existing sewer system not otherwise paid for through an LID, system extension agreement, or grant, except as provided below. Said equitable share may include interest from the date of construction until the date of connection, or for a period not to exceed 10 years.

The existing facilities charge shall include pass-through existing facilities charges from other cities, sewer districts, or counties, as may be applicable.

C. Conveyance Development Charge. Following completion of an LID that provides conveyance, all non-LID properties that connect to, or to sewers that connect to, improvements constructed by such LID shall be charged a conveyance development charge. The conveyance development charge shall be equal to the design and construction costs of said LID improvements, together with interest from the date of completion, for a period of 10 years, at the rate of interest applicable to such LID; divided by the capacity of such LID improvements in ERUs; and multiplied by the number of ERUs required.

D. Future Facilities Charge. The city shall prepare a 10-year CIP for the sewer utility and revise it each year. The city shall charge each connecting property an equitable share, proportional to the number of ERUs required, of the cost of future sewer utility improvements, as set forth in the 10-year CIP, as contained in the GSP.

E. Collection System Charge. The owner of each property shall have a duty to pay for its proportionate share of the city sewer fronting such property. In the event that a property is connected to an existing sewer, fronting the property, the cost of which no owner of said property has contributed, a general collection system charge shall be made equal to one-half of the actual cost of each foot of existing sewer frontage.

F. Inspection Charges. The council shall set a fee to cover the costs of plan review and inspection of the side sewer.

G. Existing Side Sewer Charges. If a side sewer and partial building sewer, if any, has been installed as part of a city-funded project, in anticipation of development of the property, the council shall set a value for such side sewer which shall be paid for by the owner as part of the connection charge.

H. Latecomer Agreements. No owner shall be granted a permit to connect directly or indirectly to sewer facilities, for which exists a contract providing for reimbursement to other owners of real estate who constructed and paid for such sewer facilities, without first paying a fair pro rata share of the cost of same, as provided for in Chapter 11.36 EMC.

I. Credit for ERU Reservation. In the event the owner has reserved sewer system capacity for the property, the value of such reservation, less the processing fee, shall be deducted from the connection charge.

J. Transfer Fee. If the connection includes the transfer of relinquished sewer system capacity from another property, as provided for in EMC 11.40.100, the owner of the property receiving the relinquished capacity shall pay a processing fee for such transfer.

K. Treatment Charges. Owners of commercial and industrial buildings may be required to pay separate and additional connection charges and/or fees and install monitoring equipment by the jurisdiction that operates the

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wastewater treatment plant treating the city's sewage as set forth in Chapter 11.50 EMC. (Ord. 19-542 § 4; Ord. 10-333 § 7; Ord. 06-271 § 1).

11.40.120 Hearing.

Prior to adoption of an ordinance setting connection charges and fees for sewer service, the council shall hold a public hearing on the proposed charges and fees and shall consider all objections thereto and may correct, revise, or modify said connection charges and fees.

A notice of the hearing on the proposed connection charges and fees shall be published at least once a week for two consecutive weeks in the official newspaper of the city. The last publication shall be at least 15 days before the date fixed for the hearing.

The notice shall contain the time and place fixed for the hearing and a copy of the proposed connection charges and fees. Persons who may desire to object shall be advised to make their objections in writing and to file them with the city clerk at or prior to the date fixed for the hearing.

Regulations for hearings and setting connection charges for the jurisdiction that operates the wastewater treatment plant treating the city's sewage shall be as set forth in its municipal code. (Ord. 06-271 § 1).

11.40.130 System extension required.

When a property is not fully fronted by a sewer, the owner, as a condition of sewer service, shall be required to extend the city's sewer to and across one full side of the property in accordance with the GSP. Nonrectangular and corner lots may be required to extend the sewer along two or more full sides as determined by the director. Extensions shall be made in conformance with Chapter 11.35 EMC. (Ord. 06-271 § 1).

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CHAPTER 11.60 RATES AND BILLING PROCEDURES

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Chapter 11.60 RATES AND BILLING PROCEDURES

Sections:

- 11.60.010 Purpose.**
- 11.60.020 Lakehaven Utility District sewer rates – Adoption by reference.**
- 11.60.030 Lakehaven Utility District sewer charges – Adoption by reference.**
- 11.60.040 City utility sewer rates.**
- 11.60.050 Billing and collection.**
- 11.60.060 City conveyance development charge.**

11.60.010 Purpose.

The rates and charges set forth or otherwise adopted by reference in this chapter shall apply to the sanitary sewer utility established under this title. (Ord. 11-376 § 1; Ord. 11-364 § 1).

11.60.020 Lakehaven Utility District sewer rates – Adoption by reference.

All sewer bills will be prepared by LUD and will include two portions: the city sewer charge and the LUD sewer charge. The rates for sanitary sewer service set forth in Section 2 of Lakehaven Utility District Resolution No. 2009-1146, as the same now exists and as may subsequently be amended, revised or superseded, are hereby adopted by reference and incorporated herein as if set forth in full. For purposes of this chapter, any future amendments or revisions of said resolution shall be in full force automatically in the city upon the effective date thereof. A true and complete copy of said resolution, including any subsequent amendments or modifications thereof, shall be maintained at Edgewood City Hall and made available for public inspection and photocopying upon request. (Ord. 11-376 § 1; Ord. 11-364 § 1).

11.60.030 Lakehaven Utility District sewer charges – Adoption by reference.

The charges and fees applicable to sanitary sewer service set forth in Lakehaven Utility District Resolution No. 2010-1171, as the same now exists and as may subsequently be amended, revised or superseded, are hereby adopted by reference and incorporated herein as if set forth in full. For purposes of this chapter, any future amendments or revisions of said resolution shall be in full force automatically in the city upon the effective date thereof. A true and complete copy of said resolution, including any subsequent amendments or modifications thereof, shall be maintained at Edgewood City Hall and made available for public inspection and photocopying upon request. (Ord. 11-376 § 1; Ord. 11-364 § 1).

11.60.040 City utility sewer rates.

All sewer bills will be prepared by LUD and will include two portions: the city sewer charge and the LUD sewer charge. The city sewer charge includes a monthly base rate of \$5.00 for all customers, plus a usage rate of \$0.95 per 100 cubic feet of water usage. It is intended that LUD will compute water usage as defined in LUD Resolution No. 2009-1146, as the same now exists and as may subsequently be amended, revised or superseded. The residential (single and multifamily) bills use wet month average, all others use actual water usage. Rates for city usage are listed in the rate table below for the period 2012 through 2016 and are based on the recommendation within the report attached to the ordinance codified in this chapter, titled City of Edgewood Sewer Rate Study.

<https://www.codepublishing.com/WA/Edgewood/#/Edgewood11/Edgewood1160.html>

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The volume portion of the sewer charge for residential accounts is based upon the water meter readings for the months of January, February, March and April, and is recalculated each year. New customers are assigned a usage amount of 800 cubic feet per month (1,600 per two-month cycle), which is an average usage for a typical household. New customers wishing not to use the above estimate can opt for the other alternatives within LUD Resolution No. 2009-1146, as the same now exists and as may subsequently be amended, revised or superseded.

Rate Table	
City of Edgewood Sewer Rate for the Period 2012 -- 2016	
Base rate per month	\$5.00
Usage rate per 100 cubic feet*	\$0.85

* Wet month average for residential per LUD definition.

(Ord. 11-376 § 1; Ord. 11-364 § 1).

11.60.050 Billing and collection.

Unless otherwise specified by city ordinance, Lakehaven Utility District shall, on the city's behalf, directly bill sanitary sewer utility customers on a bi-monthly basis and shall remit collections therefrom to the city in accordance with applicable interlocal agreement(s) between the city and Lakehaven Utility District. All delinquent and unpaid rates and charges for sanitary sewer services, including interest thereon, shall be a lien upon the property to which the sanitary sewer is furnished superior to all other liens and encumbrances whatsoever, except those for general taxes and local and special assessments. Pursuant to RCW 35.67.215, the city's sewerage lien shall be effective for a total not to exceed one year's delinquent service charges without the necessity of any writing or recording of the lien with the county auditor. (Ord. 11-376 § 1; Ord. 11-364 § 1).

11.60.060 City conveyance development charge.

The city shall collect charges for the capital cost of conveyance development, EMC 11.40.110(C), from all properties not within the city's local improvement district, LID No. 1, and shall be designated the conveyance development charge, CDC. The city shall collect the CDC, which equitably and fairly distributes the capital costs of the conveyance system to all properties within the Phase I sewer system boundary which did not participate in the city's LID No. 1.

The CDC shall be collected in a manner which relates the actual usage a property may place on the sewer system to its proportionate share of the cost of the above-described conveyance system. The CDC shall include the proportionate cost of construction of the existing conveyance development, designated per equivalent residential unit, ERU, as determined by the report attached to the ordinance codified in this chapter titled, City of Edgewood Conveyance Charge Calculation.

Upon request for a new sewer connection, for properties within the Phase I sewer service area, as described within the city's general sewer plan, LUD shall make a determination of the ERU usage applicable to the property. For purposes of this determination an ERU for service shall consist of a projected usage of 220 gallons per day of sewage flow. A single-family dwelling unit shall be assigned one ERU as a conveyance development charge. Each multifamily dwelling unit and each mobile home situated in a mobile home park shall be assigned 0.67 ERU. Each accessory dwelling unit, approved for occupancy by the city, shall be assigned 0.34 ERU.

All nonresidential connections shall pay the sewer system conveyance development charge determined by LUD to reflect anticipated demand on the sewer system for the planned use of the property. The minimum estimated demand for the property shall not be less than one ERU.

The conveyance development charge for each ERU of sewer service for the year 2012 shall be \$4,700. For each year thereafter for a period not to exceed 10 years, a cumulative interest rate of 4.625 percent per year shall be

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added to the conveyance development charge to reflect the financing charge placed on the LID participant. The conveyance development charge shall be collected prior to connection. Unless otherwise specified by city ordinance, Lakehaven Utility District shall, on the city's behalf, collect the appropriate conveyance development charge from the customer and shall remit collections therefrom to the city in accordance with applicable interlocal agreement(s) between the city and Lakehaven Utility District.

Edgewood Conveyance Development Charge	
Ten-Year Charges with Interest	4.625%
2012	\$4,700
2013	\$4,917
2014	\$5,145
2015	\$5,383
2016	\$5,632
2017	\$5,892
2018	\$6,165
2019	\$6,450
2020	\$6,748
2021	\$7,060

(Ord. 11-376 § 1).

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EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Edgewood - 2019 General Sewer Plan Update

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Electrical Engineer Hours	Environmental Technician/ Specialist Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Update the General Sewer Plan							
1.A Background Information, Service Area Characterization, and Population Projections	2	4	8	16			24
1.B Existing Wastewater System		4	2	12			8
1.C Wastewater Flow Projections	2	8	12	40			
1.D Performance and Design Criteria	2	4	4	8			
1.E Sewer System Model Development	4	8	24	48			
1.F Collection System Analysis/Layout	2	16	20	32			40
1.G Operation and Maintenance		8	16	8			16
1.H Capital Improvement Plan	2	16	24	40	8		20
1.I Plan Compilation and Distribution	4	12	20	24		8	40
2 Perform a Rate Analysis							
2.A Review of Finances and Rate Ordinance		2	4				
2.B Financial Analysis	2	2	4				
2.C Financial Recommendations		2	4				
3 Recommend Municipal Code Revisions							
3.A Review the Ordinance	2	4	2	8			
3.B Provide Recommendations for the Ordinance	2	16	8	4			
4 Project Management, Administration, and Meetings							
4.A Provide Project Management, Administration and Meetings	12	24	20				
5 Work Sessions and Public Meetings							
5.A Attend Work Sessions and Public Meetings		12	8				
Hour Estimate:	36	142	180	240	8	8	148
Fully Burdened Billing Rate Range:*	\$135 to \$200	\$119 to \$200	\$119 to \$160	\$93 to \$135	\$120 to \$190	\$83 to \$124	\$50 to \$132
Estimated Fully Burdened Billing Rate:*	\$175	\$165	\$155	\$135	\$150	\$95	\$100
Fully Burdened Labor Cost:	\$6,300	\$23,430	\$27,900	\$32,400	\$1,200	\$760	\$14,800

Total Fully Burdened Labor Cost:	\$ 106,790
Direct Non-Salary Cost:	
Mileage & Expenses (mileage @ current IRS rate)	\$ 800
Printing	\$ 410
Subconsultant:	
FCS Group (Assistance with Tasks 2 and 3)	\$ 44,700
Subconsultant Overhead (10%)	\$ 4,470
TOTAL ESTIMATED COST:	\$ 157,170

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Parking Code Ordinance		Agenda Item #:		AB19-0554
		For Agenda of:		August 13, 2019
		Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ Ordinance No. 19-0554				
Approval of Materials:				
Mayor, Daryl Eidinger	☐	Expenditure Required:	\$0	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	\$0	
Interim City Attorney, Ann Marie J. Soto	☒	Appropriation Required:	\$0	
City Clerk, Rachel Pitzel	☐	Timeline: Study Session – 07/30/19 Council Action – 08/13/19		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☒			
Police Chief, Micah Lundborg	☐			
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT: As the City has experienced rapid growth in recent years, new public roads have been developed—some that include on-street parking areas, some that do not. With this influx of new residents, the number of parking-related complaints has increased, with the City receiving more and more complaints of people parking improperly within the public right-of-way. The City contracts with the Pierce County Sheriff’s Office for law enforcement within Edgewood. The Pierce County Sheriff’s Office is able to enforce Pierce County Code (“PCC”) parking provisions within the City. In addition, the City has adopted the Model Traffic Ordinance (“MTO”) through Edgewood Municipal Code (“EMC”) Chapter 10.09. However, in staff’s opinion, the MTO and PCC do not provide sufficient parking regulations necessary to protect the public health, safety, and welfare of the citizens and visitors of Edgewood. Thus, staff recommends adopting a new chapter to the EMC related to parking enforcement, being more in line with regulations found in other municipalities in the area. The attached ordinance addresses comments received at the July 16, 2019 study session, and was affirmed at the July 30, 2019 study session. Also contained herein is a list of streets designated as “No Parking – Tow-Away Zones”. Several of these are recently constructed public roads with no parking facilities, and others are road segments that have been previously marked as “No Parking” zones.				
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 19-0554, the new Chapter 10.12, “Parking,” to the Edgewood Municipal Code.				

ORDINANCE NO. 19-0554

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO PARKING OF VEHICLES IN THE RIGHT-OF-WAY; ADOPTING A NEW CHAPTER 10.12 OF THE EDGEWOOD MUNICIPAL CODE ENTITLED “PARKING”; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City has experienced rapid growth in recent years, which has included the construction of new public roads—some that include on-street parking areas, and some that do not; and

WHEREAS, with the influx of new residents, the number of parking-related complaints has increased; and

WHEREAS, the City has adopted the Model Traffic Ordinance (“MTO”) in Edgewood Municipal Code Chapter 10.09; and

WHEREAS, the City contracts with the Pierce County Sheriff’s Office for law enforcement, who enforces Pierce County Code (“PCC”) parking provisions within the City; and

WHEREAS, while the PCC and MTO provide some regulations related to parking, the City has found that additional or different regulations are necessary to protect the public health, safety and welfare of its citizens and visitors in line with the regulations being enforced by other municipalities in the area; and

WHEREAS, the Council considered this Ordinance during its July 16, 2019 and July 30, 2019 study sessions; and

WHEREAS, the Council considered this Ordinance during its regular City Council meeting of August 13, 2019;

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

Section 1. New EMC Chapter 10.12 (Parking) Adopted. A new Edgewood Municipal Code Chapter 10.12, entitled “Parking,” is hereby adopted as set forth in Exhibit A attached hereto and by this reference fully incorporated herein.

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

Section 3. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

ADOPTED THIS 13TH DAY OF AUGUST, 2019.

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie Soto, Interim City Attorney

Published: 08/15/19
Effective Date: 08/20/19

Exhibit A

CHAPTER 10.12 PARKING

Sections:

- 10.12.005 Purpose.
- 10.12.010 Definitions.
- 10.12.020 Parking prohibited.
- 10.12.030 No parking in fire lane.
- 10.12.040 Owner responsible.
- 10.12.050 Violation – Penalty.
- 10.12.060 Impoundment authorized.

10.12.005 Purpose.

The City adopted the Model Traffic Ordinance (chapter 308-330 WAC) by reference in Chapter 10.09 EMC. Pursuant to RCW 46.61.570, the Model Traffic Ordinance authorizes the City to restrict parking and establish no parking zones on city streets and other rights-of-way within the city. The City Council finds that it is necessary and appropriate for public safety reasons to establish restricted parking and no parking zones on City streets and other rights-of-way within the City. It is the intent of this Chapter to ensure the effective utilization of the City's public parking resources, promote and protect property values, and to provide for the health, safety, and welfare of the citizens. In the case of any conflict between this Chapter and the statutes and regulations adopted by reference in Chapter 10.09 EMC, the provisions of this Chapter shall apply.

10.12.010 Definitions.

The definitions contained in RCW 46.04 (as adopted by reference in Chapter 10.09 EMC) are applicable in this Chapter. The following additional definitions are applicable in this Chapter unless the context otherwise requires:

“Block” means the area comprised of properties along each side of a street between two intersections.

“Fire lane” means the area within any public or private property reserved for fire vehicles and other firefighting apparatus and emergency equipment to use, travel upon and/or park.

“Parking zone” means any continuous section on the same street or either side of the street having the same parking time restriction.

“Recreational vehicle” means a travel trailer, camper, mobile home, motor home, fifth-wheel trailer, or similar vehicles which provide facilities for human habitation. “Recreational vehicles” also includes boats, personal watercraft, snowmobiles and the like.

“Right-of-way” or “street” means any highway, avenue, lane, road, drive, place, boulevard, alley, right-of-way, way, sidewalk, planting or parking strip, shoulder and every way or place in the City of Edgewood open as a matter of right to public vehicular travel or parking or other similar public use. For the purposes of this chapter, this definition does not include any of the facilities listed above that are privately-owned and maintained.

“Vehicle” means the same as defined under RCW 46.04.670, while also including a boat trailer with or without a boat situated thereon and a marine vehicle, trailered or non-trailered.

10.12.015 Enforcement authority.

It shall be the duty of the Edgewood Police Department to enforce this chapter.

10.12.020 Parking prohibited.

Unless otherwise authorized under a Street Use Permit, obtained pursuant to Chapter 12.16 EMC, the parking and storage of vehicles upon City streets and right-of-way is prohibited or limited as specified below:

- A. When official signs, markings or other devices are erected or placed upon any rights-of-way or any portion thereof regulating parking by vehicles, no person shall park a vehicle or cause a vehicle to remain on any rights-of-way in violation of such signs, markings or other devices. Vehicles in violation of this section are subject to impoundment as provided by law.
- B. A vehicle may not be parked on any right-of-way unless the vehicle can be placed completely off the traveled portion of the roadway.
- C. No person shall park a vehicle upon any right-of-way in a manner that obstructs, interferes with, or impedes the flow of traffic or in any manner that otherwise creates a safety hazard.
- D. No person shall park a vehicle upon any right-of-way in such a manner as to leave available less than 20 feet of the width of the roadway (or entire width of the paved roadway if less than 20 feet) for free movement of vehicular traffic.
- E. No person shall park, leave, or allow to remain any unlicensed vehicle and/or other equipment on any right-of-way.
- F. It is unlawful to park any commercial vehicles, including detached commercial trailers, on any right-of-way.
- G. It is unlawful for the owner, operator, or user of any recreational vehicle to park or leave such vehicle parked on any right-of-way.
- H. It is unlawful to park a vehicle upon the roadway within 30 feet of an intersection.
- I. No person shall park on any right-of-way a vehicle which is temporarily or permanently inoperative for any reason whatsoever, except parking for emergency repairs not requiring more than 48 consecutive hours total time shall be permitted.
- J. No person shall park any vehicle on any right-of-way for more than 48 consecutive hours.
- K. No person shall park on any right-of-way any vehicle, including any recreational vehicle, incapable of self-locomotion.
- L. No person shall park a vehicle within 10 feet of a clearly visible mailbox which is located directly adjacent to curbside or on a public right-of-way, between the hours of 8:00 a.m. and 6:00 p.m. on all days of scheduled mail delivery by the United States postal service. Vehicles in violation of this section are subject to impoundment as provided by law.
- M. No person shall park a vehicle in any areas designated with official “No Parking” signage or markings. In addition, the following areas are subject to immediate impoundment:

NO PARKING – TOW-AWAY ZONE

Street	From	To
Westridge Parkway (31 st Street East)	Freeman Road East	86 th Avenue East
104 th Avenue East	8 th Street East	13 th Street Court East
22 nd Street East	Meridian Avenue East	104 th Avenue East
104 th Avenue East	22 nd Street East	24 th Street East
24 th Street East	108 th Avenue East	110 th Avenue East
110 th Avenue East (west side)	24 th Street East	2600 Block
110 th Avenue East (east side)	21 st Street Court East	24 th Street East
36 th Street East	11600 Block	116 th Avenue Court East

- N. The limitations in this section shall not relieve any person from the duty to observe more restrictive official signs prohibiting or limiting parking of vehicles in specified places or at specified times.

10.12.030 No parking in fire lane.

- A. No person shall stop, stand or park a vehicle, whether occupied or not, within any fire lane except:
1. Momentarily to pick up or discharge a passenger or passengers, provided the driver must remain with the vehicle at all times and must immediately vacate the fire lane if a fire truck or other firefighting or emergency vehicle arrives; or
 2. When necessary to temporarily avoid conflict with other moving traffic; or
 3. In compliance with the direction of a police officer, fire official, traffic control sign, signal or device.
- B. Fire lane locations shall be designated by the building official, fire marshal or city traffic engineer and identified either by a red painted curb or appropriate signage prohibiting parking due to the fire lane.
- C. For the purposes of this chapter and unless otherwise officially marked and designated, all cul-de-sacs and emergency vehicle turnarounds shall be considered fire lanes, with or without marking or signage.

10.12.040 Owner responsible.

- A. Every person in whose name a vehicle is registered shall be responsible for any violation of this Chapter caused by the parking of the vehicle in violation of this Chapter.
- B. It shall be no defense that the vehicle was parked illegally by another, unless proof is presented that the vehicle has been stolen and had not been returned to the registered owner by the date of the violation.
- C. This section shall not apply to registered owners transferring vehicle ownership who have complied with RCW 46.52.140 prior to the date of the violation.

10.12.050 Violation – Penalty.

- A. Unless otherwise designated, a violation of any provision of this Chapter is a civil infraction, which shall be subject to a monetary penalty in the amount of \$20.00. Each act in violation of any of the provisions hereof shall be deemed a separate offense.
- B. Violations of Section 10.12.030 – “No Parking in Fire Lane” are civil infractions and the violator shall be subject to a monetary penalty in the amount of \$150.00.

10.12.060 Impoundment authorized.

In addition to any other penalty provided by this Chapter, any vehicle in violation of this Chapter may be subject to impoundment as provided by Chapter 46.55 RCW as now enacted or as subsequently amended.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Headcount Increase: Associate/Senior Planner.		Agenda Item #: AB19-030	
		For Agenda of: August 13, 2019	
		Prepared by: Dave Gray Darren Groth	
ATTACHMENTS (list): ☒ 2019 Labor Model "C" 1/3 Year & Full Year Modeled			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0
Interim City Attorney, Ann Marie J. Soto	☐	Appropriation Required:	\$0
City Clerk, Rachel Pitzel	☒	Timeline: 07/09/19 Discuss with Budget Update 08/13/19 Action Requested	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: The planning work load to be replaced by adding this FTE is currently being performed by an On-Call Contractor, AHBL. Their plan review invoicing is about \$100k for a 12-month period, with only three of those months providing full time services. AHBL is currently providing about 8 hours per week, which as an on-call, creates approximately 2 hours of staff review. A net gain of 6 hours added plan review throughput. Assuming on-boarding in September, the cost for the remainder of 2019 is forecast at \$44,813 (labor model "c" attached). A full-year impact for this position at a senior planner level is listed on the labor model as \$136,160. The full year cost against the current annual on-call contract expenditure shows an increase in City Expenditures annualized by about \$36,000. Increasing AHBL to full time status would increase the annual cost for planning using on-call by about \$160,000. Full time on-call vs staffed FTE would increase total cost by about \$123,894 annualized at 2019 rates. SUMMARY: <u>If we hired today we would be close to the same cost getting one day per week from on-call as we would for full-time hours provided by a staffed position. If we used on-call full-time, our costs over staffing a position would be about \$120K higher. Shifting on-call budget to labor for the remainder of 2019, combined with the underspent year-to-date labor budget may not require a budget amendment.</u>			
SUMMARY STATEMENT: The request to add an Associate or Senior Planner positions to the Community Development Department helps the entire organization meet the City's responsibilities under the Growth Management Act, the Edgewood Municipal Code, and the streamlined local permit review procedures contained in Chapter 36.70B of the RCW. Land development projects are deemed complete under RCW Section 36.70B.070 if the local government does not provide a written determination to the applicant that the application is incomplete. The City uses planners to manage these projects and perform the tasks associated with reviewing, making the findings, and providing the written determinations. On-staff planning services have historically been supplemented with contract planners providing this service when projects are submitted. The on-call projects are reviewed by off-			

site staff, which means the on-site work load shifts from project review and case management to project liaison and contract manager. Once the development project is complete and satisfactorily meets applicable codes, the on-call planning service ends. In-house planners then must serve in the project management role by overseeing the site development and building permit stages to ensure the land entitlement approvals and conditions are included in the final site construction.

Project volume and case management responsibilities have both recently increased significantly. The complexity of new projects necessitates quality project management skills for the planners responsible for development oversight. Considering Edgewood was the 8th fastest growing city in Washington in 2019 (<https://www.psrc.org/whats-happening/blog/region-adding-188-people-day>) and 4th fastest in 2018 (<https://www.psrc.org/sites/default/files/trend-population-201808.pdf>), the City is having difficulty managing the work load, as on-call availability is limited (our neighbors in Pierce County and Western Washington are busy too) and we have indications new submissions of potentially more complex review are in the queue. This additional FTE will provide case management bandwidth for the City during this unprecedented growth period.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: None

RECOMMENDED ACTION: Approve a motion to allow the Mayor to add an Associate Planner or Senior Planner FTE, depending on qualifications.

ALTERNATIVES TO RECOMMENDED ACTION:

- 1) Do not adopt
- 2) Forward to Study Session for further review

2019 Labor Model "C" 1/3 Year & Full Year Modeled

COE 2019 Budget Salary and Benefit Model (c)										ASSOCIATE/SENIOR PLANNER-FOUR MONTHS @ STEP 3										
SS	Position	% Total FTE	1st Base Salary/Rate	No of Months/Hours	2nd Base Salary	No of Months	Yearly Salary	COLA	Total Salary	Social Security Replace	Medicare .0145	Pension	Unempl	Wkmn Comp	Med	Dent	Vision	LTD	Total Ben	TCC (TOTAL WAGE & BENEFIT)
9	Senior Planner	1.00	7,450	4	0	0	29,800	0	29,800	1,848	432	3,823	179	94	7,801	671	105	60	15,013	44,813

COE 2019 Budget Salary and Benefit Model (c)										ASSOCIATE/SENIOR PLANNER-FULL YEAR STEP 3/4										
SS	Position	% Total FTE	1st Base Salary/Rate	No of Months/Hours	2nd Base Salary	No of Months	Yearly Salary	COLA	Total Salary	Social Security Replace	Medicare .0145	Pension	Unempl	Wkmn Comp	Med	Dent	Vision	LTD	Total Ben	TCC (TOTAL WAGE & BENEFIT)
9	Senior Planner	1.00	7,450	6	7,687	6	90,822	0	90,822	5,631	1,317	11,652	545	283	23,403	2,013	316	178	45,338	136,160

- This is a non-core, full time, non-exempt position; modeled at step 3 hire-on step 4 post probation (six months) assuming a full family benefit package (highest cost).
- While a non-core position, the City is unable to associate specific projects funding the position to determine a future date known the position would be reduced and is therefore unable to call the position out as interim (temporary).



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Interim Zoning Ordinance		Agenda Item #:		AB19-031
		For Agenda of:		August 13, 2019
		Prepared by:		Darren Groth
ATTACHMENTS (list): ☒ None				
Approval of Materials:				
Mayor, Daryl Eidinger	☐	Expenditure Required:	N/A	
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	N/A	
Interim City Attorney, Ann Marie J. Soto	☐	Appropriation Required:	N/A	
City Clerk, Rachel Pitzel	☐	Timeline: Continuation of the 6-month period for the prohibition on accepting and processing applications for new residential/multi-family development certain zones.		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☐			
Police Chief, Micah Lundborg	☐			
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT: On April 9, 2019, Council adopted Ordinance 19-0547, which adopted an emergency interim zoning ordinance on the acceptance of applications for new residential/multi-family development in the TC, C, MUR, and BP zones for a period of six months. Ordinance 19-0547 allows the City Council to consider whether the amount and type of residential/multi-family development in the TC, C, MUR, and BP zones should be modified. May 7th was the study session where the Council, Mayor, and staff were all present to discuss how the City will complete all of the “whereas” activities described in Ordinance 19-0547. On May 14, 2019, the City Council heard staff presentations and public testimony on the issue whether interim zoning ordinance No. 19-0547 should be terminated, modified or continued. The City Council voted to continue the interim zoning ordinance as adopted. During the next regular City Council meeting on May 28, 2019, the City Council adopted Resolution No. 19-0458, adopting findings of fact to support the continued maintenance of interim zoning Ordinance No. 19-0547. On June 20, 2019, the City Council held a Town Hall style open house meeting to review the public sentiment regarding growth and residential development in Edgewood in order to learn from citizens about the desired future of the community. In addition, City Council added on continued discussions for interim zoning Ordinance No. 19-0547 on each agenda during their June 11, June 18, June 25, July 2, July 9, July 16, and July 23, 2019 meetings. On July 23, 2019, City Council voted 6-1 to modify the interim zoning ordinance by limiting the geographic scope to the Mixed Use Residential (MUR) zone on the east side of Meridian Avenue and a portion of the Town Center (TC) zoning district, which is located only on the east side of Meridian Avenue south of 22nd Street East. City Council also provided direction to City staff regarding the next steps necessary under the interim ordinance. On July 30, 2019, City Council directed staff to prepare a request for proposals (RFP) to conduct a study of the Town Center (TC) and Mixed Use Residential (MUR) zoning districts, which will include a review of uses, appropriateness of commercial integration with residential project, where a [minimum] 3/1 development would be feasible in Edgewood, and if any additional modifications to the EMC are necessary. Since the RFP will be presented on August 20, 2019 to City Council for their additional direction, the subsequent study will likely commence in early September.				

RECOMMENDED ACTION: Hold a discussion and provide staff guidance regarding the interim zoning ordinance.