



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

October 22, 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 HEARINGS

A.  **AB19-039** – Proposed Ordinance regarding 2020-2025 CIP Update

B.  **AB19-040** - Proposed Ordinance regarding Sign Code Modifications

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 October 8, 2019,

B. Study Session Meeting Minutes of October 15, 2019,

C. REVISED Special City Council Meeting Minutes of September 24, 2019,

D. **AB19-041**, a motion approving October 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; Employment Security Dept.; Labor and Industries; and IRS 941 ACHs in the amount of \$100,848.20; and Vendor Check Numbers 24040 through 24062 with EFT and Direct Pay Payments in the amount of \$332,395.52. Total distributions submitted for review & authorization in the amount of \$433,243.72.

E.  **AB19-0477**, a motion to adopt Resolution No. 19-0477, adopting the Council Rules of Procedures and Repealing Resolution No. 19-0468

F.  **AB19-0478**, a motion to adopt Resolution No. 19-0478, authorizing the Mayor to execute a contract with CDW-G to migrate the City's Exchange Server activity to the Microsoft Cloud Exchange Server

6. COUNCIL BUSINESS

A.  **AB19-0561**, a motion to adopt Ordinance No. 19-0561, adjusting the storm drainage and surface water utility annual service charge for all classifications of service consistent with the Surface Water Management Plan, in order to implement the Capital Improvement Plan Budget for the Utility, effective January 1, 2020

7. COUNCIL COMMENTS

8. ADJOURN



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Public Hearing - 2020-2025 CIP Update		Agenda Item #: AB19-039	
		For Agenda of: October 22, 2019	
		Prepared by: Jeremy Metzler	
ATTACHMENTS (list): ☒ DRAFT Ordinance 19-0xxx ☒ DRAFT Exhibit A – Capital Improvement Plan			
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: Public Hearing – Oct. 22, 2019 Study Session – Oct. 29, 2019 Regular Council Meeting Action – Nov. 12, 2019	
Community Development Director, Darren Groth	☐		
Public Works, Jeremy Metzler	☒		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: Project selection and funding resources are still being considered under this draft, as project priorities, timelines and other planning requirements are set by the City Council through adoption of the Annual Budget.			
SUMMARY STATEMENT: The City utilizes an annually-updated Capital Improvement Plan (CIP), in conformance with the Capital Facilities Element of the adopted Comprehensive Plan, which outlines projects, their estimated costs, timelines for work, and anticipated funding sources. These plans serve as the guiding documents for Staff to execute capital improvements throughout the City, as resources are made available through City financial resources or other identified funding sources (i.e. Impact Fees, TIB, WSDOT, other grants, etc.) The attached DRAFT CIP represents Staff's current recommendation on project priorities, funding sources, and timelines for implementation. Staff relies on the City Council to help guide this planning, to ensure it aligns with the Council's desires and sound management of the City's financial resources.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Hold a Public Hearing and receive public comment on the draft CIP Update, for discussion at the next study session.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Forward to a future study session for further discussion.			

ORDINANCE NO. 19-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO THE CITY'S BUDGET, ADOPTING A CAPITAL IMPROVEMENT PLAN FOR THE YEARS 2020-2025.

WHEREAS, the Capital Improvement Plan is the City's annual budget preparation tool used to finance capital improvements within projected funding capacities, identifying sources of public money for such purposes over a six-year period; and

WHEREAS, the City's Capital Improvement Plan has been updated to address the current and projected capital project needs and priorities of the City for fiscal years 2020 through 2025; and

WHEREAS, the City's SEPA Responsible Official has determined that this procedural action is categorically exempt from SEPA threshold determination and EIS requirements pursuant to WAC 197-11-800(19); and

WHEREAS, a public hearing was held on October 22nd, 2019 on the proposed updates to the Capital Improvement Plan;

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

Section 1. The City Council does hereby adopt the 2020-2025 Six-Year Capital Improvement Plan (CIP), a copy of which is attached as Exhibit A and incorporated herein by reference.

Section 2. Effective Date. This Ordinance will take effect five days after publication as required by law.

ADOPTED THIS 12TH DAY OF NOVEMBER, 2019.

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie J. Soto, Interim City Attorney

Date Published: November 14, 2019

Effective Date: November 19, 2019

DRAFT

Exhibit A
2020-2025 Capital Improvement Plan (CIP)

DRAFT



City of Edgewood
CAPITAL IMPROVEMENT PLAN
2020-2025

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Introduction

Capital Improvement Plan Overview

The City of Edgewood's Capital Improvement Plan (CIP) is a six-year plan addressing the capital budget needs of the City, guiding the annual budget process and thereby satisfying the requirements of the Growth Management Act (GMA). The purposes and goals of the CIP are to:

- Provide capital facilities and infrastructure that are needed by the community and support the vision of Edgewood's future, as articulated in the City's Comprehensive Plan;
- Support the provision of City services consistent with the expectations of the community, as expressed in the City's declared level-of-service standards;
- Preserve level-of-service as growth and development add new demands on City government;
- Supply facilities that meet the needs of the community; and
- Rehabilitate or replace the City's facilities and infrastructure to extend the useful life and assure continued efficiency.

The GMA also requires jurisdictions to have capital facilities in place and readily available (constructed) when new development occurs or as a service area's population grows. This concept is known as *concurrency*. Specifically, this means that:

- All public facilities, needed to serve new development and a growing service area's population, must be in place at the time of the initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and
- Such facilities must be of sufficient capacity to serve the service area's population and new development without decreasing service levels below locally established minimum standards, known as *level-of-service*.

Minimum standards are established at local levels. Factors that influence local standards are citizens, City Council recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either: 1) adopt and enforce ordinances which prohibit approval of proposed developments which would cause the level-of-service to drop below locally established standards, or 2) lower established standards for the level-of-service.

The Capital Improvement Plan provides a six-year list of proposed major capital expenditures for the City. This plan attempts to set funding strategies not only for the current year, but also to project future needs for major construction, land acquisition and equipment needs that

improve the cultural environment, capital infrastructure and recreational opportunities for the citizens of Edgewood. Capital expenditures are viewed not only in the context of how much the new project will cost, but also what impact the project will have on the City's operating budget.

The Capital Improvement Plan is divided into seven sections: 1) Introduction, 2) CIP Summary, 3) Surface Water Projects, 4) Transportation and Pedestrian Projects, 5) Parks Projects, 6) Sanitary Sewer Projects, and 7) Public Facilities Projects.

Capital Improvement Program Summary

The CIP Summary contains a financial spreadsheet listing each project within the five capital project areas (Surface Water, Transportation, Parks, Sanitary Sewer, and Public Facilities), and anticipated revenue sources.

Capital Project Detail

Included for each capital project in the CIP is a capital project detail sheet providing information such as the following:

- Fund – The associated capital fund (Capital - General, Capital - Parks, Capital - Roads, Capital - TIB, Street, Surface Water and Sewer).
- Project Category – The appropriate category for the particular project. These categories are also used in the Program Financial Summary.
- Project Description – A brief description of the project.
- Comprehensive Plan Goal - Identification of the Comp Plan goal affected by the project.
- Service Impact – A brief description of the project's impact on Edgewood citizens or others that use the public facility and any impact to maintenance and operating costs.
- Total Project Budget - All costs associated with the project. This will include prior expenditures, current year estimates and projected costs included in the six-year plan.
- Funding Sources – All of the anticipated revenue sources for the project.
- Critical Milestones – A list of all of the most important project milestones with their expected completion dates.
- Project Budget – Actual expenditures from prior periods and projected future costs by project phase. It also displays the specific revenue sources used to fund the project and any impacts on the General Fund operating budget.

Capital Improvement Program Summary

City of Edgewood 2020 - 2025 Capital Improvement Plan

Project	2020 Estimate	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	Totals
Surface Water							
SW-1 City Drainage Infrastructure Program / Spot Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
SW-2 Mortenson Farm Regional Stormwater Improvements	\$ 50,000	\$ 700,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,250,000
SW-3 Jovita Creek Regional Improvement Feasibility Study	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 180,000	\$ 580,000
SW-4 Edgewood Pothole Pilot Project Feasibility Assessment	\$ -	\$ -	\$ 300,000	\$ 100,000	\$ -	\$ -	\$ 400,000
SW-5 108th Ave. E. / 36th St. E. Road Flooding	\$ -	\$ 50,000	\$ 900,000	\$ 175,000	\$ -	\$ -	\$ 1,125,000
SW-6 Surface Water Management Plan Update (Including Stormwater Comprehensive Plan Update)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
SW-7 25th St. E. Drainage Improvements	\$ -	\$ -	\$ -	\$ 235,000	\$ -	\$ -	\$ 235,000
SW-8 Lake Chalet Pothole Flood Reduction Project	\$ 50,000	\$ 480,000	\$ -	\$ -	\$ -	\$ -	\$ 530,000
SW-9 24th / 112th Seasonal Ponding	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000
SW-10 108th Ave E - 8th to 16th Flooding	\$ -	\$ -	\$ -	\$ 40,000	\$ 270,000	\$ 65,000	\$ 375,000
SW-11 Jovita Boulevard Rehabilitation	\$ -	\$ -	\$ -	\$ 55,000	\$ 345,000	\$ 180,000	\$ 580,000
SW-12 Flood Reduction Plan for Edgewood Pothole	\$ -	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ 170,000
SW-13 56th St E / Edgewood Dr E Drainage Improvements	\$ 300,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
SW-14 Monta Vista Dr E Drainage Improvements	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Surface Water	\$ 695,000	\$ 1,755,000	\$ 1,825,000	\$ 1,100,000	\$ 940,000	\$ 550,000	\$ 6,865,000

City of Edgewood 2020 - 2025 Capital Improvement Plan

Project	2020 Estimate	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	Totals
Transportation							
T-1 Citywide Road Preservation Program (TIP No. 6)	\$ 265,000	\$ 270,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 310,000	\$ 1,715,000
T-2 Citywide Traffic Safety Program (TIP No. 9)	\$ 20,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 195,000
T-3 Interurban Trail Phase III, Connection Feas. Study (TIP No. 7)	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
T-4 Chrisella Road East Safety Improvements (TIP No. 5)	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 1,750,000	\$ -	\$ 3,000,000
T-5 Edgewood Drive Safety Improvements (TIP No. 4)	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ 2,035,000
T-6 Transportation Engineering / Plan Support	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
T-7 Meridian / 32nd Intersection Improvements (TIP No. 1)	\$ 60,000	\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ 590,000
T-8 Meridian Ave E. Preliminary Design (TIP No. 2)	\$ 75,000	\$ 75,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 450,000
T-9 Citywide Pedestrian Mobility and Safety Improvements (TIP No. 8)	\$ 1,075,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 1,450,000
T-10 Meridian Parallel Road Network Constr. - Various Seg's (TIP No. 11)	\$ 100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 4,500,000
T-11 Meridian / Emerald Signal Improvements (TIP No. 12)	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
T-12 36th Street East Walkway Extension (TIP No. 13)	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 500,000
Total Transportation	\$ 2,200,000	\$ 2,185,000	\$ 2,290,000	\$ 2,875,000	\$ 3,310,000	\$ 2,170,000	\$ 15,030,000

City of Edgewood 2020 - 2025 Capital Improvement Plan

Project	2020 Estimate	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	Totals
Parks							
P-1 Interurban Trail Phase III Design / Construction	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 600,000	\$ 740,000
P-2 Miscellaneous Park Improvements	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
P-3 Edgewood Multi-Modal Trail Loop (8th, 122nd, 24th)	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ 1,700,000
P-4 Nelson Farmhouse Remodel Eval.	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
P-5 36th and Meridian Park - Phase One	\$ 3,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100,000
P-6 Land Acquisition	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
P-7 Edgemont Park Improvements	\$ 25,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
P-8 Mortenson Farm Trail	\$ -	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000
P-9 Wolf Point Trail	\$ -	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ 420,000
Total Parks	\$ 3,230,000	\$ 325,000	\$ 495,000	\$ 555,000	\$ 1,715,000	\$ 675,000	\$ 6,995,000
Sanitary Sewer							
SS-1 General Sewer Plan Update	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
SS-2 Wetland Mitigation - Northwood Elementary (LID No. 1)	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Total Sanitary Sewer	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Public Facilities							
PF-1 City Hall IT/Security Upgrades	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
PF-2 City Hall Tenant Improvements (Lobby Remodel)	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
PF-3 Public Works Service Yard	\$ -	\$ 320,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 440,000
Total Public Facilities	\$ 190,000	\$ 320,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 630,000
TOTAL CAPITAL EXPENDITURES	\$6,495,000	\$4,585,000	\$4,730,000	\$4,530,000	\$5,965,000	\$3,395,000	\$29,700,000

City of Edgewood 2020 - 2025 Capital Improvement Plan

Project	2020 Estimate	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	2025 Estimate	Totals
CAPITAL REVENUE SOURCES:							
Surface Water Fees	\$ 590,000	\$ 980,000	\$ 510,000	\$ 470,000	\$ 370,000	\$ 165,000	\$ 3,085,000
Surface Water Grant Revenue	\$ 25,000	\$ 375,000	\$ 565,000	\$ 590,000	\$ 530,000	\$ 355,000	\$ 2,440,000
Est. Interagency Participation (SW)	\$ 50,000	\$ 400,000	\$ 300,000	\$ 40,000	\$ 40,000	\$ 30,000	\$ 860,000
Traffic Impact Fees	\$ 640,000	\$ 1,455,000	\$ 1,415,000	\$ 1,365,000	\$ 1,465,000	\$ 355,000	\$ 6,695,000
Transportation Grant Revenue	\$ 910,000	\$ 295,000	\$ 450,000	\$ 1,075,000	\$ 1,400,000	\$ 1,360,000	\$ 5,490,000
Street Fund (Former Trans. Benefit Dist.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REET (1 st 1/4% - Gen. Fund Capital)	\$ 190,000	\$ 250,000	\$ 200,000	\$ 150,000	\$ 125,000	\$ 125,000	\$ 1,040,000
REET (2 nd 1/4% - Pub. Works Capital)	\$ 475,000	\$ 250,000	\$ 200,000	\$ 150,000	\$ 125,000	\$ 125,000	\$ 1,325,000
Park Impact Fees	\$ 2,275,000	\$ 300,000	\$ 470,000	\$ 330,000	\$ 190,000	\$ 650,000	\$ 4,215,000
Parks Grant Revenue	\$ 955,000	\$ -	\$ -	\$ 175,000	\$ 1,500,000	\$ -	\$ 2,630,000
Capital Parks Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Fees	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000
Councilmanic Bonds (Future Debt Service)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>General Fund Xfer (Property/Sales/Utility Tax)</i>	\$ 205,000	\$ 280,000	\$ 620,000	\$ 185,000	\$ 220,000	\$ 230,000	\$ 1,740,000
TOTAL CAPITAL RESOURCES	\$ 6,495,000	\$ 4,585,000	\$ 4,730,000	\$ 4,530,000	\$ 5,965,000	\$ 3,395,000	\$ 29,700,000

Capital Project Detail

Surface Water

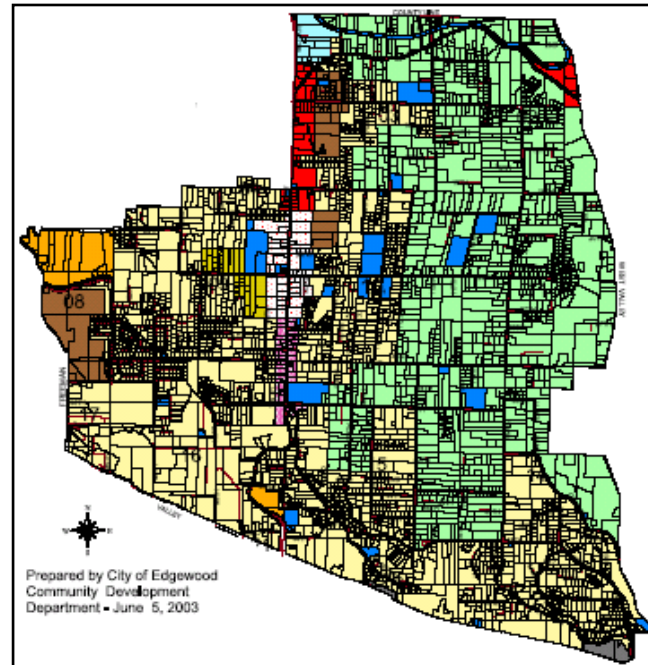
SW-1 – City Drainage Infrastructure Program / Spot Improvements

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: New drainage problems are identified annually through routine maintenance inspections and Citizen Action Requests (CAR's). The City Council annually budgets for small improvements to the public stormwater system, as several components of the City's drainage infrastructure are either undersized, failing, and/or incomplete. This program evaluates and installs culvert piping, catch basins, and ditch improvements, as well as other improvements associated with road projects, replacing up to two miles of existing drainage infrastructure per year. Work will generally include ditch lining, curbing, and catch basin and/or storm pipe replacement.

The tentative plan for 2020 includes:

- 94th Ave E (28th St Ct E to 31st St E, east side) – Shoulder and Ditch Repair
- 114th Ave E at 10th St E – Seasonal Ponding
- 2923 86th Ave E – Shoulder and Drainage Improvement
- 48th Ave E at 116th Ave E – Culvert Entrance Improvements

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: This project will help alleviate localized flooding of private and public properties by making improvements to public storm drainage systems where a small project (*i.e. less than \$35,000 per project*) can be cost-effective in resolving the problem.

Total 6-Year Project Budget: \$600,000

Funding Source:

- Storm Drainage Fees

Critical Milestones:

- Various projects will be identified, evaluated, prioritized, designed and constructed each year.

SW-1							
City Drainage Infrastructure Program / Spot Improvements							
Total Project Budget:	\$600,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan	-	-	-	-	-	-	-
Planning/Design	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
Construction	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$510,000
Total Expenditures	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
Revenue Sources:							
Grant Revenue (DOE)							
Grant Revenue							
REET 1 (Gen. Fund Capital)							\$0
Surface Water Fees	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
Total Revenues	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
General Fund Impacts:							

SW-2 – Mortenson Farm Regional Stormwater Improvements

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: In 2003, the City purchased the old twelve-acre Mortenson farm with Surface Water Funds as a site for future stormwater quality enhancements and possible park use. Stormwater improvements will be made to enhance the water quality of Surprise Lake Creek before it leaves the City of Edgewood, thereby improving the health of the Hylebos Creek watershed. Restoration of the stream channel will create salmon rearing and spawning habitat, which is now made more accessible to fish thanks to the City of Fife's recent Freeman Road improvements.

In addition, the site will be evaluated for potential as a regional stormwater detention facility, which may require offsite stormwater conveyance design and construction. Efforts will be made to decrease base flows leaving the site by expanding and enhancing wetland areas on the site. This restoration may be complemented by a passive trail or boardwalk, if funds allow.

The City is coordinating with the Washington State Department of Transportation (WSDOT) regarding the use of the property as a wetland impact mitigation site for the construction of SR 167 (*Phase 1 construction tentatively begins in 2021*). Funding for this project may also include participation by the City of Milton (due to flows coming from Surprise Lake, within the City of Milton) and the City of Fife (recipient of these flows).

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.IV:** Design and locate capital facilities with features and characteristics that support the environment, energy-efficiency, aesthetics, technological innovation, cost-effectiveness and sustainability.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Enhancing the natural environment will reduce uncontrolled stormwater runoff and help protect sensitive salmon bearing streams and wetlands.

Total 6-Year Project Budget: \$1,250,000

Funding Sources:

- Inter-Agency Participation (WSDOT)
- Grant Revenue

Critical Milestones:

- 2020-2021 – Planning / Design
- 2021-2022 – Construction

SW-2							
Mortenson Farm Regional Stormwater Improvements							
Total Project Budget:	\$1,250,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							-
Planning/Design	\$50,000	\$50,000					\$100,000
Construction		\$650,000	\$500,000				\$1,150,000
Total Expenditures	\$50,000	\$700,000	\$500,000	\$0	\$0	\$0	\$1,250,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)		\$300,000	\$200,000				\$500,000
City of Fife		\$25,000	\$25,000				\$50,000
City of Milton		\$25,000	\$25,000				\$50,000
WSDOT (Mitigation)	\$50,000	\$350,000	\$250,000				\$650,000
Surface Water Fees							\$0
Total Revenues	\$50,000	\$700,000	\$500,000	\$0	\$0	\$0	\$1,250,000
General Fund Impacts:							

SW-3 – Jovita Creek Regional Improvement Feasibility Study

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: As identified in the 1997 Surface Water Management Plan, this project includes preparation of an Engineering Feasibility Study for the design and construction of a regional retention/detention pond to reduce peak flow rates within the Jovita Creek basin. Other elements to be considered in the study include slope stability measures (i.e. piped slope drains) and property / easement acquisition.

The study will address known basin-wide flow control and water quality issues (i.e., TMDL for Fecal Coliform), identify possible location(s) for development of a regional facility, costs of property acquisition and development, and the environmental impacts associated with its construction.

Implementation of a regional facility will require the cooperation of multiple local agencies, including the City of Pacific and King County. Piped slope drains can be implemented completely within the City of Edgewood.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Enhancing the natural environment will reduce uncontrolled stormwater runoff.

Total 6-Year Project Budget: \$580,000

Funding Sources:

- Grant Revenue
- Inter-Agency Participation

Critical Milestones:

- 2023-2025 – Planning/Design
- 2025 or later – Construction

SW-3							
Jovita Creek Regional Improvement Feasibility Study							
Total Project Budget:	\$580,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan				\$150,000	\$150,000	\$130,000	\$430,000
Planning/Design				\$50,000	\$50,000	\$50,000	\$150,000
Construction							\$0
Total Expenditures	\$0	\$0	\$0	\$200,000	\$200,000	\$180,000	\$580,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)				\$160,000	\$160,000	\$150,000	\$470,000
City of Pacific							\$0
King County				\$40,000	\$40,000	\$30,000	\$110,000
Surface Water Fees							\$0
Total Revenues	\$0	\$0	\$0	\$200,000	\$200,000	\$180,000	\$580,000
General Fund Impacts:							

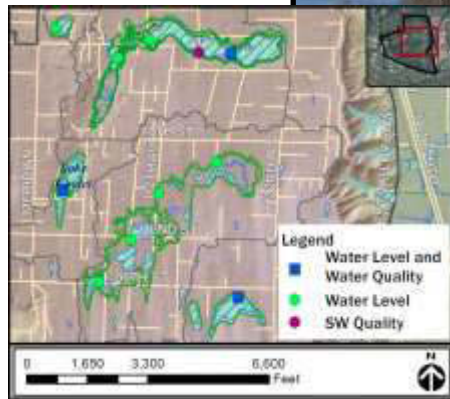
SW-4 – Edgewood Pothole Pilot Project Feasibility Assessment (Water Quality / Treatment)

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: The City of Edgewood has six closed depression basins that retain stormwater runoff and frequently flood during winter months. Before removing excess flood waters, additional data is needed to determine the water quality treatment needs in each pothole.

This feasibility assessment will evaluate: 1) whether an advanced stormwater treatment facility can adequately treat stormwater in these pothole basins, and 2) the volume of water that can be adequately treated. First, water elevation and water quality data will be collected to evaluate conditions at the candidate site, Walker Pond at 16th Street East and 110th Avenue East. A conceptual design for an advanced bioretention treatment facility will then be developed based on collected monitoring and hydraulic modeling data. Throughout the project, public and advisory group meetings will be held to inform the public and stakeholders about project progress and findings.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **NA.V:** Minimize risks to people, property and the environment posed by geological and flood hazard areas.
- **LU.III:** Promote development that respects and preserves the natural environment.
- **U.III:** Work with regional partners to address regional utility issues.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Service Impact: Understanding the water quality impacts from growth and development will help guide preservation of the natural environment.

Total 6-Year Project Budget: \$400,000

Funding Sources:

- Dept. of Ecology Grant Revenue

Critical Milestones:

- 2022 – Data Collection
- 2022-2023 – Design / Construction

SW-4							
Edgewood Pothole Pilot Project Feasibility Assessment							
Total Project Budget:	\$400,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design			\$300,000	\$100,000			\$400,000
Construction							\$0
Total Expenditures	\$0	\$0	\$300,000	\$100,000	\$0	\$0	\$400,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)			\$ 300,000	\$100,000			\$400,000
REET 1 (Gen. Fund Capital)							\$0
REET 2 (Pub. Works Capital)							\$0
Debt Financing							\$0
Surface Water Fees							\$0
Total Revenues	\$0	\$0	\$300,000	\$100,000	\$0	\$0	\$400,000
General Fund Impacts:							\$0

SW-5 – 108th Avenue East / 36th Street East Road Flooding

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: This project is located at 108th Ave. E. / 36th St. E. intersection approximately 500 feet in all directions. During heavy rains, this area is prone to flooding where the entire roadway ends up being underwater. Roadway intersection and adjoining streets routinely flood during wet winters resulting in the closure of the roadways for long periods of time. An engineering feasibility study is needed to assess alternatives for raising the intersection and adjoining streets to prevent roadway flooding.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **T.IX:** Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Improvements to this area are necessary to prevent prolonged closure of the roadway during wet winter months. This project will also help to prevent localized flooding.

Total 6-Year Project Budget: \$1,125,000

Funding Sources:

- General Fund
- Surface Water Fees

Critical Milestones:

- 2021/2022 – Planning/Design
- 2022/2023 – Construction

SW-5							
108th Ave. E. / 36th St. E. Road Flooding							
Total Project Budget:	\$1,125,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Planning/Design		\$50,000	\$50,000	\$25,000			\$125,000
Construction			\$850,000	\$150,000			\$1,000,000
Total Expenditures	\$0	\$50,000	\$900,000	\$175,000	\$0	\$0	\$1,125,000
Revenue Sources:							
PCFCZD Opp Fund		\$50,000	\$40,000	\$15,000			\$105,000
Grant Revenue (TBD)							\$0
Surface Water Fees			\$410,000	\$160,000			\$570,000
Total Revenues	\$0	\$50,000	\$450,000	\$175,000	\$0	\$0	\$675,000
General Fund Impacts:			\$ 450,000				\$450,000

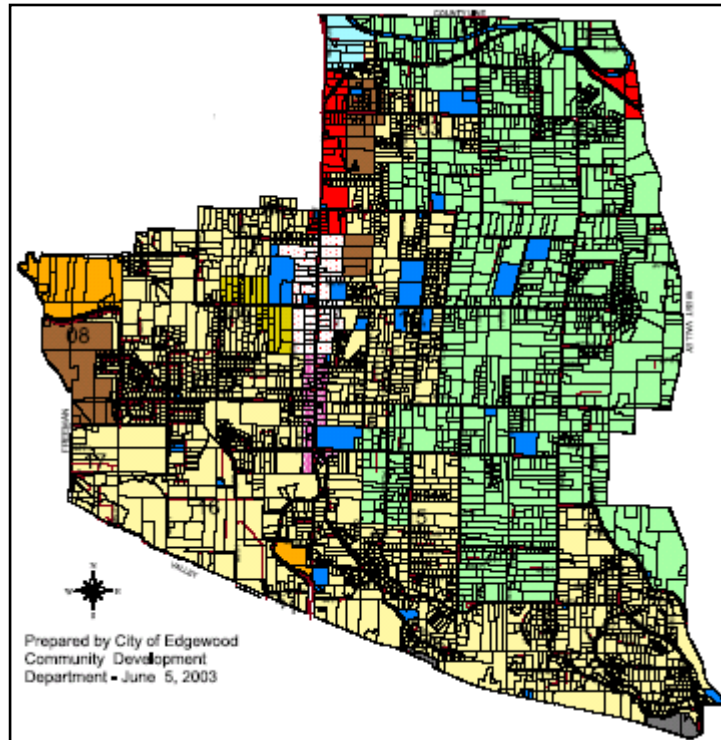
SW-6 – Surface Water Management Plan Update (including Stormwater Comprehensive Plan Update)

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: Regular updates to the City's Surface Water Management Plan are required to address multiple NPDES Phase II permit conditions and deadlines. **The City's current plan was updated and adopted in 2018, reflecting recent changes in local, state and federal requirements for stormwater management.** A component of this update considers basin-level planning and targeted development standards to determine how to best address pothole flooding issues throughout the City. Also, the current NPDES permit requires annual updates to the SWMP and reporting to DOE and the citizens.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **U.I:** Ensure the location and design of utility facilities meets the community's needs.
- **U.III:** Work with regional partners to address regional utility issues.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: An updated city-wide plan is needed to ensure adequate service for existing and future development.

Total 6-Year Project Budget: \$125,000

Funding Sources:

- Dept. of Ecology Capacity Grant

Critical Milestones:

- **Last Comprehensive Surface Water Management Plan Update: 2018**
- Initial Basin-Level Planning – 2021
- Annual Updates/Reporting Ongoing

SW-6							
Surface Water Management Plan Update <i>(Including Stormwater Comprehensive Plan Update)</i>							
Total Project Budget:	\$150,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Master Plan	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Planning/Design							\$0
Construction							\$0
Total Expenditures	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Revenue Sources:							
DOE Capacity Grant	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Grant Revenue (TBD)							\$0
Surface Water Fees							\$0
Total Revenues	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
General Fund Impacts:							

SW-7 – 25th Street East Drainage Improvements

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: This project is located along a recently abandoned segment of 25th Street East between the recently installed cul-de-sac and Westridge Parkway. Work being considered includes construction of a thickened edge curb, catch basins, and piped road crossings to control drainage along the north side / slope. Work will also include restoration of the ditch along the south side, and possible relocation / consolidation of outfalls along the north side with slope drains piped to the bottom of the hill. This work is recommended in order to stabilize and repair slide damage to prevent slides along roadway, shoulder erosion and roadway flooding.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Service Impact: This project will reduce downhill erosion and sliding of embankments. However, this section of roadway was closed in 2015, when Westridge Parkway was opened connecting 86th Avenue East to Freeman Road in Fife.

Total 6-Year Project Budget: \$235,000

Funding Source:

- Grant Revenues

Anticipated Milestones:

- 2023— Design/Construction

SW-7							
25th St. E. Drainage Improvements							
Total Project Budget:	\$235,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Planning/Design				\$35,000			\$35,000
Construction				\$200,000			\$200,000
Total Expenditures	\$0	\$0	\$0	\$235,000	\$0	\$0	\$235,000
Revenue Sources:							
PCFCZD Opp Fund				\$20,000			\$20,000
Grant Revenue (TBD)				\$215,000			\$215,000
Surface Water Fees				\$0			\$0
Total Revenues	\$0	\$0	\$0	\$235,000	\$0	\$0	\$235,000
General Fund Impacts:							

SW-8 – Lake Chalet Pothole Flood Reduction Project

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: While historically Lake Chalet has discharged to Simon's Creek, development over the last several decades has apparently blocked that pathway and Lake Chalet has become a closed depression pothole. As a result, seasonal rainfall events lead to flooding of public streets and private property adjacent to Lake Chalet, including flooding of 29th Street E.

Three options were considered: 1) pumped discharge, 2) gravity overflow, and 3) horizontal directional drilling / siphon. Of the three alternatives, the least expensive (from a capital cost standpoint) is to pump water from Lake Chalet to an existing gravity conveyance at the Simon's Mill Apartment site. This option will require long term pump station operations and maintenance, not accounted for in the capital project cost estimates. The City acquired some property this year in the vicinity of Lake Chalet to help facilitate this project.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.V:** Minimize risks to people, property and the environment posed by geological and flood hazard areas.
- **T.IX:** Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: Protecting adjacent property from flooding will lower impacts to associated septic systems, thereby enhancing water quality in the existing natural environment.

Total 6-Year Project Budget: \$530,000

Funding Sources:

- Storm Drainage Fees
- General Fund Revenue

Critical Milestones:

- 2020 – Design
- 2021 – Construction

SW-8							
Lake Chalet Pothole Flood Reduction Project							
Total Project Budget:	\$530,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design	\$50,000						\$50,000
Construction		\$480,000					\$480,000
Total Expenditures	\$50,000	\$480,000	\$0	\$0	\$0	\$0	\$530,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)							\$0
Surface Water Fees	\$20,000	\$480,000					\$500,000
Total Revenues	\$20,000	\$480,000	\$0	\$0	\$0	\$0	\$500,000
General Fund Impacts:	\$30,000						\$30,000

SW-9 – 24th Street East / 112th Avenue East Intersection Seasonal Ponding

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: Due to lack of existing piped conveyance, surface water collects at the northeast corner of 24th Street East and 112th Avenue East during wet weather periods, creating a safety hazard for vehicles and pedestrians. Both 24th and 112th are classified as arterial roadways, being primary routes for traffic through the City. To the west of this intersection, the existing ditch on the north side of 24th is very deep and the shoulder experiences erosion that threatens the road prism.

This project will provide a new piped conveyance for surface water flows along the north side of 24th Street East between 111th Avenue East and 112th Avenue East, eliminating the seasonal ponding and filling the deep ditch described earlier. By eliminating the ditch, this work helps prepare for future pedestrian improvements along the north side of 24th between 110th and 112th.

Applicable Comprehensive Plan Goals –

- **T.IX:** Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.
- **U.I:** Ensure the location and design of utility facilities meets the community's needs.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Completing this segment of the collection and conveyance system will prevent water from ponding on the road surface and adjacent private property during the wet season.

Total 6-Year Project Budget: \$170,000

Funding Sources:

- Storm Drainage Fees

Critical Milestones:

- 2018/2019 - Design
- 2020 - Construction

SW-9							
24th / 112th Seasonal Ponding							
Total Project Budget:	\$170,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design	\$10,000						\$10,000
Construction	\$160,000						\$160,000
Total Expenditures	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)							\$0
Surface Water Fees	\$170,000						\$170,000
Total Revenues	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000
General Fund Impacts:	\$0						\$0

SW-10 – 108th Avenue East (8th Street East to 16th Street East) Neighborhood Flooding

Fund:

Surface Water Fund

Project Category:

Surface Water

Project Description: A sub-basin of the Edgewood Bowl closed-depression pothole, this area experiences seasonal flooding on several private properties due in part to surface water flows leaving 108th Avenue East. The City asked their consultant, Gray & Osborne, to prepare a Hydrologic Surface Water Report in January 2017, analyzing the neighborhood and its surface water characteristics.

This project will take the conclusions in this report and perform the next steps needed to design and construct an appropriate conveyance improvement. The budget estimate considers costs for acquisition of easement(s) and coordination with other planning efforts in the Edgewood Bowl closed depression pothole.



Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **U.I:** Ensure the location and design of utility facilities meets the community's needs.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: Reduces the impact of uncontrolled stormwater runoff on private properties and associated septic systems.

Total 6-Year Project Budget: \$375,000

Funding Sources:

- Storm Drainage Fees

Critical Milestones:

- 2023 – Design
- 2023/2024 – Easement Acquisition
- 2024/2025 – Construction

SW-10							
108th Ave E - 8th to 16th Flooding							
Total Project Budget:	\$375,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design				\$40,000			\$40,000
Construction					\$270,000	\$65,000	\$335,000
Total Expenditures	\$0	\$0	\$0	\$40,000	\$270,000	\$65,000	\$375,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)							\$0
REET 1 (Gen. Fund Capital)							\$0
REET 2 (Pub. Works Capital)							\$0
Surface Water Fees				\$40,000	\$270,000	\$65,000	\$375,000
Total Revenues	\$0	\$0	\$0	\$40,000	\$270,000	\$65,000	\$375,000
General Fund Impacts:							\$0

SW-11 – Jovita Boulevard Rehabilitation

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: This project is located on Jovita Boulevard from 114th Avenue East to West Valley Highway (approximately 5,400 lf.).

The project considers the reconstruction of the existing roadway, redefining of roadway alignment and superelevation in spots, additional slope protection (guardrails), stream protection, installation of additional seismic wall(s) to deter landslides, new storm drainage conveyance installation, and re-establishment of the roadway prism and shoulders. Since two seismic walls and associated drainage were constructed during the winter of 2016 / 2017, this project's priority has been lowered.

Applicable Comprehensive Plan Goals –

- **T.IX:** Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: This project is necessary to assess remaining problems and identify a solution to this stabilization problem.

Total 6-Year Project Budget: \$580,000

Funding Sources:

- Grant Revenues

Critical Milestones:

- 2023-2024 – Planning / Design
- 2024-2025 – Construction

SW-11							
Jovita Boulevard Rehabilitation							
Total Project Budget:	\$580,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Planning/Design				\$55,000	\$65,000	\$30,000	\$150,000
Construction					\$280,000	\$150,000	\$430,000
Total Expenditures	\$0	\$0	\$0	\$55,000	\$345,000	\$180,000	\$580,000
Revenue Sources:							
Grant Revenue (TBD)				\$55,000	\$345,000	\$180,000	\$580,000
Surface Water Fees							\$0
Total Revenues	\$0	\$0	\$0	\$55,000	\$345,000	\$180,000	\$580,000
General Fund Impacts:							

SW-12 – Flood Reduction Plan for the Edgewood Pothole

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: More information is needed to evaluate and select the best solution to flooding problems within Edgewood's closed depression pothole basins, and the Edgewood Bowl is the largest of these. Individual characteristics that need to be understood before developing a viable flood control plan include base flood elevation (high water surface), available storage volume, the existing stormwater conveyance network, and overall basin characteristics.

Monitoring data and findings from the feasibility assessment for the Edgewood Bowl pothole will be used to develop a continuous hydrologic and hydraulic model of the existing conditions, then used to develop and evaluate different solution alternatives. An initial report will be developed describing the pothole characteristics, modeling results and the alternatives. At least one meeting will be held with the public to discuss results, alternatives considered and recommendations. The solutions will be compared, and the best alternative will be selected. The models will also be used as the basis for a flood study to update FEMA maps of the potholes and potentially result in a letter of map revision (LOMR) for each pothole.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **T.IX:** Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.
- **U.I:** Ensure the location and design of utility facilities meets the community's needs.
- **U.III:** Work with regional partners to address regional utility issues.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: Flooding conditions continue to worsen as development occurs in the City's closed depression basins without a viable solution.

Total 6-Year Project Budget: \$170,000

Funding Sources:

- Storm Drainage Fees

Critical Milestones:

- 2023 – Planning / Design

SW-12

Flood Reduction Plan for Edgewood Pothole

Total Project Budget:	\$170,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design				\$170,000			\$170,000
Construction							\$0
Total Expenditures	\$0	\$0	\$0	\$170,000	\$0	\$0	\$170,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)							\$0
REET 1 (Gen. Fund Capital)							\$0
REET 2 (Pub. Works Capital)							\$0
Surface Water Fees				\$170,000			\$170,000
Total Revenues	\$0	\$0	\$0	\$170,000	\$0	\$0	\$170,000
General Fund Impacts:				\$0			\$0

SW-13 – 56th St E / Edgewood Drive Drainage Improvements

Fund:

Surface Water Fund

Project Category:

Surface Water



Project Description: Failing infrastructure was identified through Citizen Action Requests and inspection in late 2018 / early 2019. During staff's investigation of the issues, the need for significant improvements became apparent from the affected neighborhood on 56th St E, down Edgewood Drive and Sumner Heights Drive, downstream into the City of Sumner. Due to the scope of improvements needed, this project has been elevated from the Spot Improvement Program to the Capital Improvement Program.

This project will install necessary surface water conveyance improvements along the entire length of road described above, converting an existing ditch line along Edgewood Drive into a culvert, improving traffic safety with widened travel lanes and new curbing, and increasing the conveyance capacity of the culvert and ditch system along Sumner Heights Drive to its destination at West Valley Highway in the City of Sumner.

Applicable Comprehensive Plan Goals –

- **NA.II:** Protect and enhance water quality.
- **LU.IV:** Promote the quality, character and function of residential neighborhoods.
- **U.II:** Support the provision of quality utility services that are reliable, efficient and financially and environmentally sustainable.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Surface water inundation and trespass as a result of increasing seasonally significant storm event frequency will continue to impact adjacent residences and roadways without this project.

Total 6-Year Project Budget: \$500,000

Funding Source:

- Storm Drainage Fees

Critical Milestones:

- 2019/2020 – Design
- 2020/2021 – Construction

SW-13

56th St E / Edgewood Dr E Drainage Improvements

Total Project Budget:	\$500,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design							\$0
Construction	\$300,000	\$200,000					\$500,000
Total Expenditures	\$300,000	\$200,000	\$0	\$0	\$0	\$0	\$500,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)							\$0
REET 1 (Gen. Fund Capital)	\$ -						\$0
REET 2 (Pub. Works Capital)	\$ -						\$0
Surface Water Fees	\$ 300,000	\$200,000					\$500,000
Total Revenues	\$300,000	\$200,000	\$0	\$0	\$0	\$0	\$500,000
General Fund Impacts:							\$0

SW-14 – Monta Vista Drive E Drainage Improvements

Fund:

Surface Water Fund

Project Category:

Surface Water

Project Description: This project has been on the City's Spot Improvement Program for many years, but significant stormwater flows and velocities have caused more frequent maintenance issues in recent years. Due to the scope of improvements needed, this project has been elevated from the Spot Improvement Program to the Capital Improvement Program.

This project will install necessary surface water conveyance improvements along the stretch of Monta Vista between 51st St E and 53rd St Ct E, converting the existing ditch line into a culvert, replacing damaged and failing culverts with a new system meeting present-day design and construction standards, and improving traffic safety with widened travel lanes and new curbing.

Applicable Comprehensive Plan Goals –

- **NA.II:** Protect and enhance water quality.
- **LU.IV:** Promote the quality, character and function of residential neighborhoods.
- **U.II:** Support the provision of quality utility services that are reliable, efficient and financially and environmentally sustainable.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Surface water inundation and trespass as a result of increasing seasonally significant storm event frequency will continue to impact adjacent residences and roadways without this project.

Total 6-Year Project Budget: \$200,000

Funding Source:

- Storm Drainage Fees

Critical Milestones:

- 2020 – Design
- 2021 – Construction

SW-14							
Monta Vista Dr E Drainage Improvements							
Total Project Budget:	\$200,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Masterplan							\$0
Planning/Design							\$0
Construction		\$200,000					\$200,000
Total Expenditures	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Revenue Sources:							
Grant Revenue (DOE)							\$0
Grant Revenue (TBD)							\$0
REET 1 (Gen. Fund Capital)							\$0
REET 2 (Pub. Works Capital)							\$0
Surface Water Fees		\$200,000					\$200,000
Total Revenues	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
General Fund Impacts:							\$0

Transportation

T-1 – Citywide Road Preservation Program (TIP No. 6)

Fund:

General Fund

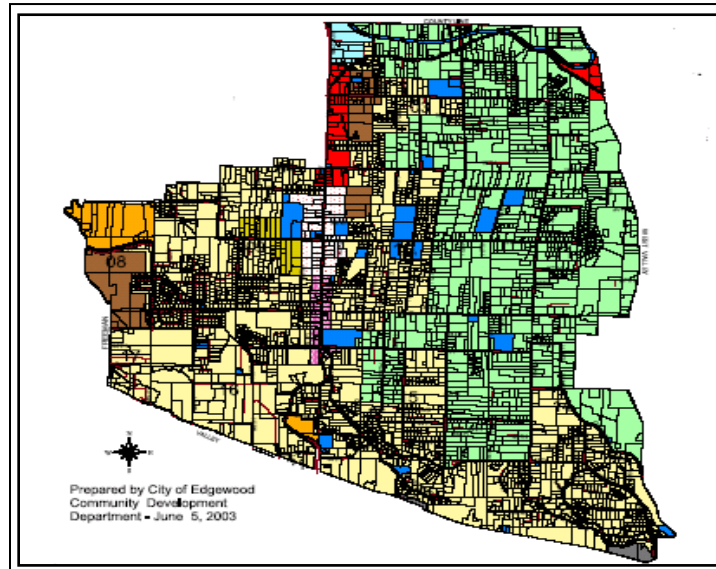
Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project A-2



Project Description: The City's Road Preservation Program is designed to maintain the City's road system to the highest condition rating with the funds available using asphalt overlays and surface chip seals. Currently, the asphalt overlays are done in conjunction with Pierce County's countywide overlay projects. The City of Edgewood's Public Works Department will provide project administration, construction oversight, quality review and final acceptance.

Since 2014, the City has averaged approximately 4 road-miles of chip sealing each year. The Council has authorized transfers of the second 0.25% of Real Estate Excise Tax (REET2) to help fund this program since 2006.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VIII:** Adequately fund the transportation system to meet current and future capital, maintenance and operational needs.
- **T.IX:** Assign a high priority to meeting the maintenance needs of the transportation system so that it is safe and functional.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: This program is needed to maintain the road quality and extend the life span of the City's existing roadway network.

Total 6-Year Project Budget: \$1,715,000

Funding Source:

- Real Estate Excise Tax

Critical Milestones:

- The program takes place annually during the summer construction period (June – September).

T-1							
Citywide Road Preservation Program (TIP No. 6)							
Total Project Budget:	\$ 1,715,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design							
Construction	\$ 265,000	\$ 270,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 310,000	\$ 1,715,000
Total Expenditures	\$ 265,000	\$ 270,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 310,000	\$ 1,715,000
Revenue Sources:							
Street Fund							\$ -
REET 1 (Gen. Fund Capital)		\$ 20,000	\$ 80,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 450,000
REET 2 (Pub. Works Capital)	\$ 265,000	\$ 250,000	\$ 200,000	\$ 150,000	\$ 125,000	\$ 125,000	\$ 1,115,000
TIB Grant Revenue							\$ -
Grant Revenue (TBD)						\$ -	\$ -
Total Revenues	\$265,000	\$270,000	\$280,000	\$250,000	\$250,000	\$250,000	\$1,565,000
General Fund Impacts:			\$ -	\$ 40,000	\$ 50,000	\$ 60,000	\$ 150,000

T-2 – Citywide Traffic Safety Program (TIP No. 9)

Fund:

General Fund

Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project A-3



Project Description: This program is an annual review and safety assessment of existing facilities, evaluating the need to install miscellaneous signage, crosswalks, lighting and pavement markings. Other improvements may include: pedestrian landing pads and/or shelters for school bus stops, bus turnouts / pull-outs, improved traffic signage, flashing beacons, sidewalks, or improvements as needed to resolve other miscellaneous safety hazards that are identified.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **T.XI:** Protect the livability and safety of residential neighborhoods from the adverse impacts of the automobile.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Neighborhood traffic calming projects, safety projects and reconstruction of ADA deficiencies.

Total 6-Year Project Budget: \$195,000

Funding Source:

- Real Estate Excise Taxes
- General Fund

Critical Milestones:

- Annual allocation for utilizing funds for pedestrian improvement projects, as well as identified pedestrian safety issues that arise.

T-2							
Citywide Traffic Safety Program (TIP No. 9)							
Total Project Budget:	\$ 195,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 57,500
Construction	\$ 12,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 137,500
Total Expenditures	\$ 20,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 195,000
Revenue Sources:							
Grant Revenue							
Street Fund							\$ -
REET 1 (Gen. Fund Capital)		\$ 35,000					\$ 35,000
REET 2 (Pub. Works Capital)	\$ 20,000						\$ 20,000
Total Revenues	\$20,000	\$35,000	\$0	\$0	\$0	\$0	\$55,000
General Fund Impacts:	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 140,000

T-3 – Interurban Trail Phase III, Connection Feasibility Study (TIP No. 7)

Fund:

General Fund

Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project S-3



Project Description: The western section of Edgewood's Interurban Trail has been completed for several years, but the eastern portion traverses much more difficult terrain riddled with various environmentally sensitive areas. This project will gather topographic survey data and evaluate conceptual design of the remaining segment, determine whether or not tunnel design is feasible, and review geotechnical components of the future project.

Applicable Comprehensive Plan Goals –

- **T.III:** Provide clear and identifiable systems of walkways, sidewalks and trails.
- **T.V:** Promote programs to encourage carpooling, transit and non-motorized transportation.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **T.XII:** Develop transportation solutions that align with the state and multi-county policies that protect the environment.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: Increase non-motorized transportation capacity within Edgewood in order to alleviate impacts associated with increased traffic demands. Provide vital connection between the Cities of Milton, Fife, Pacific and Auburn.

Total 6-Year Project Budget: \$75,000

Funding Source:

- Grant Revenues (TBD)

Critical Milestones:

- 2023 - Study initiation and completion

T-3

Interurban Trail Phase III, Connection Feas. Study (TIP No. 7)

Total Project Budget:	\$ 75,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design				\$ 75,000			\$ 75,000
Construction							\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Revenue Sources:							
Grant Revenue (TBD)				\$ 75,000			\$ 75,000
Street Fund							
REET 1 (Gen. Fund Capital)							
REET 2 (Pub. Works Capital)							
Total Revenues	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
General Fund Impacts:							

T-4 – Chrisella Road East Safety Improvements (TIP No. 5)

Fund:

General Fund

Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project R-10



Project Description: As described in the current Comprehensive Plan, this project will “improve pavement markings, signage, lighting, sight distance; improve intersection with 48th Avenue East and consider installation of traffic calming measures”. All-way stop control has already been established at the intersection with 48th Street East per Resolution 18-0405. The budget contained herein contemplates additional work needed for retaining wall and guardrail upgrades / repair between 48th Street East and Karshner Road East.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **T.XI:** Protect the livability and safety of residential neighborhoods from the adverse impacts of the automobile.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Chrisella is a well-established bypass for southbound SR-161 traffic. Steep topography and narrow sections of roadway limits driver sight distance. With no sidewalks, pedestrian capacity is very limited.

Total 6-Year Project Budget: \$3,000,000

Funding Source:

- Traffic Impact Fees
- Grant Revenue

Critical Milestones:

- 2022 – Planning/Design
- 2023/2024 – Construction

T-4

Chrisella Road East Safety Improvements (TIP No. 5)

Total Project Budget:	\$ 3,000,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design				\$ 250,000			\$ 250,000
Construction				\$ 1,000,000	\$ 1,750,000		\$ 2,750,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 1,750,000	\$ -	\$ 3,000,000
Revenue Sources:							
Grant Revenue (STP)				\$ 1,000,000	\$ 1,400,000		\$ 2,400,000
Street Fund							\$ -
REET 1 (Gen. Fund Capital)							\$ -
REET 2 (Pub. Works Capital)							\$ -
Traffic Impact Fees				\$ 250,000	\$ 350,000		\$ 600,000
Total Revenues	\$0	\$0	\$0	\$1,250,000	\$1,750,000	\$0	\$3,000,000
General Fund Impacts:							\$ -

T-5 – Edgewood Drive East Safety Improvements (TIP No. 4)

Fund:

General Fund

Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project R-4



Project Description:

As described in the current Comprehensive Plan, this project will include “roadway widening, curb, gutter, storm water system and pedestrian walkway.” Design work has been completed for repair of the intersection at the south end of Edgewood Drive (near the City of Sumner boundary), and a TIB grant application was submitted in 2019 for 2020 construction funding.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **T.XI:** Protect the livability and safety of residential neighborhoods from the adverse impacts of the automobile.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Edgewood Drive is a well-established bypass for southbound traffic coming out of King County. Steep topography and narrow sections of roadway limits driver sight distance. With no sidewalks, pedestrian capacity is very limited.

Total 6-Year Project Budget: \$1,700,000

Funding Source:

- Real Estate Excise Tax
- Traffic Impact Fees
- Grant Revenue

Critical Milestones:

- 2020 – Intersection Repair
- 2025 –Design of remainder
- 2025 or later – Construction

T-5

Edgewood Drive Safety Improvements (TIP No. 4)

Total Project Budget:	\$ 2,035,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design						\$ 250,000	\$ 250,000
Construction	\$ 335,000					\$ 1,450,000	\$ 1,785,000
Total Expenditures	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ 2,035,000
Revenue Sources:							
Traffic Impact Fees						\$ 340,000	\$ 340,000
TIB Grant Revenue	\$ 280,000						\$ 280,000
Grant Revenue (STP)						\$ 1,360,000	\$ 1,360,000
Street Fund							\$ -
REET 1 (Gen. Fund Capital)							\$ -
REET 2 (Pub. Works Capital)	\$ 55,000						\$ 55,000
Total Revenues	\$335,000	\$0	\$0	\$0	\$0	\$1,700,000	\$2,035,000
General Fund Impacts:	\$ -						\$ -

T-6 – Transportation Engineering / Plan Support

Fund:

General Fund

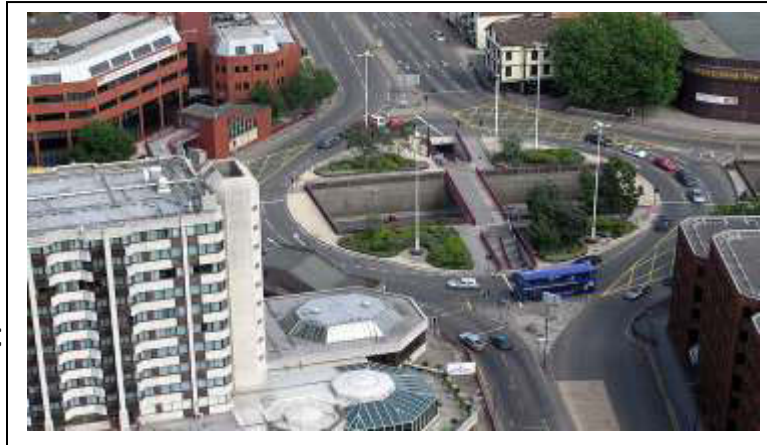
Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project A-1



Project Description: Annual program to maintain/update pavement management system, road standards and traffic model.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VIII:** Adequately fund the transportation system to meet current and future capital, maintenance and operational needs.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: Due to limited in-house staffing, on-call transportation engineering services are needed.

Total 6-Year Project Budget: \$300,000

Funding Source:

- Real Estate Excise Taxes
- General Fund

Critical Milestones:

- Annual funding for necessary transportation analysis.

T-6							
Transporation Engineering / Plan Support							
Total Project Budget:	\$ 300,000						
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Master Plan							
Design	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Right of Way							
Construction							
Total Expenditures	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Revenue Sources:							
TIB Grant Revenue							
Grant Revenue							
Street Fund							
REET 1 (Gen. Fund Capital)		\$ 50,000					\$ 50,000
REET 2 (Pub. Works Capital)	\$ 50,000						\$ 50,000
Total Revenues	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000
General Fund Impacts:	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000

T-7 – Meridian Avenue East / 32nd Street East Intersection Improvements (TIP No. 1)

Fund:

General Fund

Project Category:

Transportation

Comprehensive Plan Transportation Element

Project R-8



Project Description: As described in the current Comprehensive Plan, this project will install a signal and make ADA upgrades at the intersection. This intersection is the only one currently identified as failing in the City's concurrency model without signalization, operating at a Level of Service (LOS) of F due to westbound movement delays. There are several dozen residents to the west that must use this un-signalized intersection as their only means of access. Also, existing utility poles located on the corners make right-turn movements difficult from Meridian to 32nd in each direction.

An Intersection Evaluation was started in 2019, and the preliminary results indicate a two-lane roundabout may be required, having a significantly increased cost. Further review is underway and recommendations will be evaluated before any project is implemented.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **T.XI:** Protect the livability and safety of residential neighborhoods from the adverse impacts of the automobile.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Must coordinate with WSDOT on appropriate solution, particularly as this intersection is within ¼-mile of another signal.

Total 6-Year Project Budget: \$590,000

Funding Sources:

- Real Estate Excise Taxes (REET)
- Traffic Impact Fees
- Grant Revenue (TBD)

Critical Milestones:

- 2019/2020 – Design / WSDOT Coordination
- 2021 – Construction

T-7

Meridian / 32nd Intersection Improvements (TIP No. 1)

Total Project Budget:	\$ 590,000						
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Design	\$ 60,000						\$ 60,000
Right of Way							
Construction		\$ 530,000					\$ 530,000
Total Expenditures	\$ 60,000	\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ 590,000
Revenue Sources:							
TIB Grant Revenue							
Grant Revenue (TBD)		\$ 265,000					\$ 265,000
Street Fund							\$ -
REET 1 (Gen. Fund Capital)							\$ -
REET 2 (Pub. Works Capital)	\$ 30,000						\$ 30,000
Traffic Impact Fund	\$ 30,000	\$ 265,000					\$ 295,000
Total Revenues	\$60,000	\$530,000	\$0	\$0	\$0	\$0	\$590,000
General Fund Impacts:							

T-8 – Meridian Avenue East Preliminary Design (TIP No. 2)

Fund:

General Fund

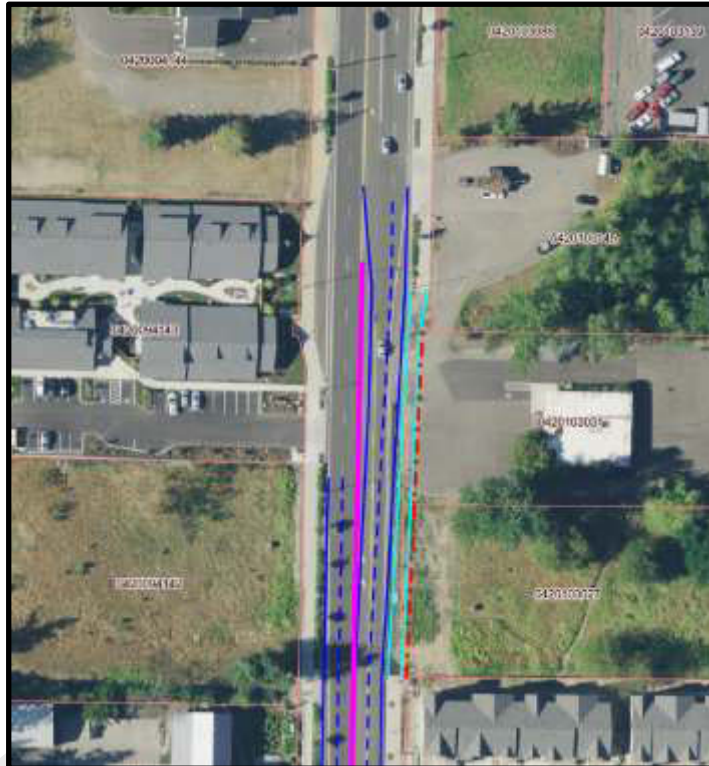
Project Category:

Transportation

Comprehensive Plan

Transportation Element

Project S-1



Project Description: As described in the current Comprehensive Plan, this project will be a “Complete corridor study and preliminary design of 3-lane cross-section and supporting intersection treatments” between 24th Street East and 36th Street East. However, the current regional transportation plan indicates WSDOT is planning to extend the 5-lane cross-section from its current terminus at 24th to 36th within the next 7 to 10 years.

An access management study is underway, and there are additional safety concerns along the segment of Meridian Ave E south of 36th St E. The City is interested in closely coordinating efforts with WSDOT on improving this corridor without duplicating efforts or creating conflicts.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.VIII:** Adequately fund the transportation system to meet current and future capital, maintenance and operational needs.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.

Service Impact: Evaluating AM-peak northbound capacity and PM-peak southbound capacity, coordinating with WSDOT on regional network impacts and local access needs.

Total 6-Year Project Budget: \$450,000

Funding Sources:

- Traffic Impact Fees

Critical Milestones:

- 2020 to 2022 – Design / Planning

T-8

Meridian Ave E. Preliminary Design (TIP No. 2)

Total Project Budget:	\$ 450,000						
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Design	\$ 75,000	\$ 75,000	\$ 300,000				\$ 450,000
Right of Way							
Construction							\$ -
Total Expenditures	\$ 75,000	\$ 75,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 450,000
Revenue Sources:							
Grant Revenue (TBD)			\$ -				\$ -
Street Fund							\$ -
REET 1 (Gen. Fund Capital)							
REET 2 (Pub. Works Capital)							\$ -
Traffic Impact Fund	\$ 75,000	\$ 75,000	\$ 300,000				\$ 450,000
Total Revenues	\$75,000	\$75,000	\$300,000	\$0	\$0	\$0	\$450,000
General Fund Impacts:							

T-9 – Citywide Pedestrian Mobility and Safety Improvements (TIP No. 8)

Fund:

General Fund

Project Category:

Transportation

Comprehensive Plan

Transportation Element

Projects N-2, N-3, N-10



Project Description: This project attempts to address several of the projects listed in the current Comprehensive Plan, addressing various high priority pedestrian-oriented improvements. The City has received grant funding under this project from the Transportation Improvement Board (TIB) to complete gaps in the existing sidewalk network in the vicinity of 24th Street East and Meridian Avenue East, connecting recent developments with existing infrastructure along the Meridian Avenue East (SR-161) corridor.

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.III:** Provide clear and identifiable systems of walkways, sidewalks and trails.
- **T.V:** Promote programs to encourage carpooling, transit and non-motorized transportation.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Service Impact: Separate pedestrians from vehicular traffic in the busy town center corridor.

Total 6-Year Project Budget: \$1,450,000

Funding Sources:

- Grant Revenues
- Real Estate Excise Taxes (REET)
- Traffic Impact Fees

Critical Milestones:

- 2019/2020 – 24th & Meridian Gaps
- 2021+ - Other high-priority locations

T-9

Citywide Pedestrian Mobility and Safety Improvements (TIP No. 8)

Total Project Budget:	\$ 1,450,000						
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Design	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
Right of Way							
Construction	\$ 1,060,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 1,360,000
Total Expenditures	\$ 1,075,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 1,450,000
Revenue Sources:							
TIB Grant Revenue	\$ 630,000						\$ 630,000
WSDOT Grant Revenue							\$ -
Street Fund							\$ -
REET 1 (Gen. Fund Capital)		\$ 60,000					\$ 60,000
REET 2 (Pub. Works Capital)	\$ 55,000						\$ 55,000
Traffic Impact Fund	\$ 215,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 290,000
Total Revenues	\$900,000	\$75,000	\$15,000	\$15,000	\$15,000	\$15,000	\$1,035,000
General Fund Impacts:	\$ 175,000	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 415,000

T-10 – Meridian Parallel Road Network Construction (TIP No. 11)

Fund:

General Fund

Project Category:

Transportation

Project Description:**Applicable Comprehensive Plan Goals –**

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.II:** Develop a transportation system that enhances the delivery and transport of goods and services.
- **T.IV:** Support improved transit coverage and service throughout the region to improve mobility options for Edgewood.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Service Impact: Improves the movement of people and freight through the Meridian corridor by providing managed access to adjacent property.

Total 6-Year Project Budget: \$4,500,000

Funding Sources:

- Traffic Impact Fees

Critical Milestones:

-

T-10							
Meridian Parallel Road Network Constr. - Various Seg's (TIP No. 11)							
Total Project Budget:	\$ 4,500,000						
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Design	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 500,000
Right of Way							
Construction		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000		\$ 4,000,000
Total Expenditures	\$ 100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 4,500,000
Revenue Sources:							
TIB Grant Revenue							
Grant Revenue (TBD)				\$ -	\$ -		
Street Fund							\$ -
REET 1 (Gen. Fund Capital)							
REET 2 (Pub. Works Capital)							\$ -
Traffic Impact Fund	\$ 100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000		\$ 4,500,000
Total Revenues	\$ 100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 4,500,000
General Fund Impacts:							

T-11 – Meridian / Emerald Signal Improvements (TIP No. 12)

Fund:

General Fund

Project Category:

Transportation

Project Description:

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.II:** Develop a transportation system that enhances the delivery and transport of goods and services.
- **T.IV:** Support improved transit coverage and service throughout the region to improve mobility options for Edgewood.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Service Impact: Improves the movement of people and freight through the Meridian corridor by providing managed access to adjacent property.

Total 6-Year Project Budget: \$220,000

Funding Sources:

- Traffic Impact Fees

Critical Milestones:

- 2020 – Design / Construction

T-11							
Meridian / Emerald Signal Improvements (TIP No. 12)							
Total Project Budget:	\$ 220,000						
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Design	\$ 50,000						\$ 50,000
Right of Way							
Construction	\$ 170,000						\$ 170,000
Total Expenditures	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
Revenue Sources:							
TIB Grant Revenue							
Grant Revenue							
Street Fund							\$ -
REET 1 (Gen. Fund Capital)							
REET 2 (Pub. Works Capital)							\$ -
Traffic Impact Fund	\$ 220,000						\$ 220,000
Total Revenues	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
General Fund Impacts:							

T-12 – 36th Street East Walkway Extension (TIP No. 13)

Fund:

General Fund

Project Category:

Transportation

Project Description:

Applicable Comprehensive Plan Goals –

- **T.I:** Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.
- **T.II:** Develop a transportation system that enhances the delivery and transport of goods and services.
- **T.IV:** Support improved transit coverage and service throughout the region to improve mobility options for Edgewood.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Service Impact: Improves the movement of people and freight through the Meridian corridor by providing managed access to adjacent property.

Total 6-Year Project Budget: \$500,000

Funding Sources:

- Grant Revenues
- Real Estate Excise Taxes (REET)

Critical Milestones:

- 2021 – Design
- 2022 – Construction

T-12							
36th Street East Walkway Extension (TIP No. 13)							
Total Project Budget:	\$	500,000					
Phase	6-Year Projected Plan						Projected 6-Year Total Cost
	2020 Projected	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	
Project Expenditures:							
Design		\$ 50,000					\$ 50,000
Right of Way							
Construction			\$ 450,000				\$ 450,000
Total Expenditures	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 500,000
Revenue Sources:							
TIB Grant Revenue							
Grant Revenue (TBD)		\$ 30,000	\$ 450,000				\$ 480,000
Street Fund							\$ -
REET 1 (Gen. Fund Capital)		\$ 20,000					\$ 20,000
REET 2 (Pub. Works Capital)							\$ -
Traffic Impact Fund							\$ -
Total Revenues	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 500,000
General Fund Impacts:		\$ -	\$ -				\$ -

DRAFT

Parks

P-1 – Interurban Trail Phase III Design and Construction

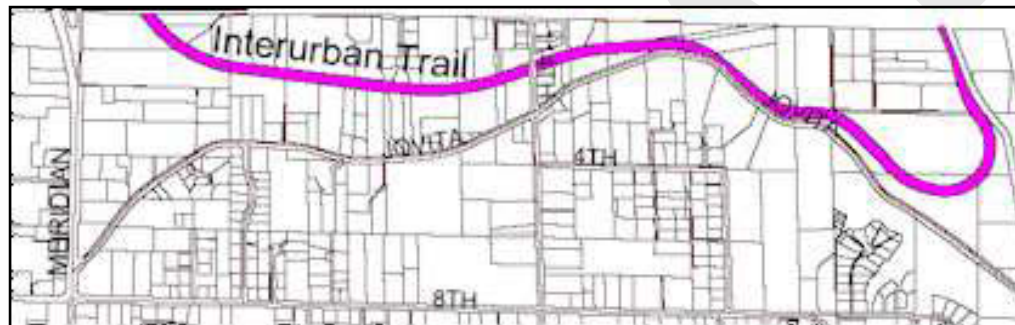
Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-1



Project Description: Phase III involves the development of the Interurban Trail east of 114th Avenue East to West Valley Highway, in coordination with Transportation Project T-3 (feasibility assessment). This Phase of the Trail will be constructed in segments due to the environmental and geotechnical challenges the location presents. Some of the more challenging elements include steep slopes, Jovita Creek, a bridge, a collapsed tunnel and switchbacks to reach the valley floor below.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **CC.IV:** Protect and enhance Edgewood's cultural, scenic, historical and natural attributes.
- **T.III:** Provide clear and identifiable systems of walkways, sidewalks and trails.
- **T.V:** Promote programs to encourage carpooling, transit and non-motorized transportation.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **PR.VI:** Build an interconnected system of multi-purpose, non-motorized paths and trails throughout the City that provides access to community facilities and regional transportation networks.

Service Impact: This project is needed to progress toward the level-of-service identified in the Comprehensive Plan.

Total 6-Year Project Budget: \$740,000

Funding Source:

- Park Impact Fee Revenues

Critical Milestones:

- 2024—ROW Survey & Certification
- 2024/2025—Design Phase
- 2025—Construction Phase

P-1

Interurban Trail Phase III Design / Construction

Total Project Budget:	\$740,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Phase III							
Feasibility							
ROW/Environmental							
Design					\$ 140,000		\$ 140,000
Construction						\$ 600,000	\$ 600,000
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 600,000	\$ 740,000
Revenue Sources:							
Grant Revenue							
Capital Parks Reserves							
Park Impact Fee					\$ 140,000	\$ 600,000	\$ 740,000
Total Revenues	\$0	\$0	\$0	\$0	\$140,000	\$600,000	\$740,000
General Fund Impacts:							

P-2 – Miscellaneous Park Improvements

Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-9



Project Description: Miscellaneous improvements and repairs will be made to existing parks, including parking areas, restrooms and shelters.

Applicable Comprehensive Plan Goals –

- **CC.IV:** Protect and enhance Edgewood’s cultural, scenic, historical and natural attributes.
- **PR.I:** Provide efficient and effective management of parks resources.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.IV:** Ensure park lands and facilities that are actively used by community members are safe and accessible.
- **PR.V:** Protect and manage natural areas for the enjoyment of current and future generations.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

Service Impact: Improvements and repairs are necessary to maintain ongoing usability of existing parks.

Total 6-Year Project Budget: \$125,000

Funding Source:

- Real Estate Excise Taxes (REET)
- General Fund
- Non-Profit Donations

Critical Milestones:

- Annually – Park Needs Evaluated at the Start of Each Year.

P-2							
Miscellaneous Park Improvements							
Total Project Budget:	\$125,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Land Acquisition							
Masterplan							
Design							
Construction	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total Expenditures	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Revenue Sources:							
RCO Grant Revenue							
Grant Revenue							
Capital Parks Reserves							
Park Impact Fee							
REET1	\$ -	\$ 25,000		\$ 25,000			\$ 50,000
Total Revenues	\$0	\$25,000	\$0	\$25,000	\$0	\$0	\$50,000
General Fund Impacts:			\$ 25,000		\$ 25,000	\$ 25,000	\$ 75,000

P-3 – Edgewood Multi-Modal Trail Loop (8th Street East / 122nd Avenue East / 24th Street East)

Fund:

General Fund

Project Category:

Parks and Facilities

Parks, Recreation and

Open Space Plan

Project P-4



Project Description: As described in the adopted Parks, Recreation and Open Space Plan, this project will “Construct a safe route for pedestrians and bicyclists from Meridian Ave N and 8th St E, to 8th St E and 122nd Ave E, to 122nd Ave E and 24th St E, to 24th St E and Meridian Ave N.”

Applicable Comprehensive Plan Goals –

- **CC.IV:** Protect and enhance Edgewood’s cultural, scenic, historical and natural attributes.
- **T.III:** Provide clear and identifiable systems of walkways, sidewalks and trails.
- **T.V:** Promote programs to encourage carpooling, transit and non-motorized transportation.
- **T.VII:** Minimize transportation conflicts to ensure safety.
- **PR.VI:** Build an interconnected system of multi-purpose, non-motorized paths and trails throughout the City that provides access to community facilities and regional transportation networks.

Service Impact: Trails have been identified as a needed City resource in order to meet the goals identified within the adopted Comprehensive Plan.

Total 6-Year Project Budget: \$1,700,000

Funding Source:

- Real Estate Excise Taxes (REET)
- Grant Revenues (TBD)

Critical Milestones:

- 2023 – Complete Design
- 2024+ – Land/Right of Way Acquisition and Construction

P-3							
Edgewood Multi-Modal Trail Loop (8th, 122nd, 24th)							
Total Project Budget:	\$1,700,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Master Plan							
Design				\$ 200,000			\$ 200,000
Construction					\$ 1,500,000		\$ 1,500,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ 1,700,000
Revenue Sources:							
REET 1 (Gen. Fund Capital)				\$ 25,000			\$ 25,000
REET 2 (Pub. Works Capital)							
Grant Revenue (TBD)				\$ 175,000	\$ 1,500,000		\$ 1,675,000
Street Fund							\$ -
Park Impact Fee							
Total Revenues	\$0	\$0	\$0	\$200,000	\$1,500,000	\$0	\$1,700,000
General Fund Impacts:							\$ -

P-4 – Nelson Farm - Farmhouse Remodel / Evaluation

Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-10



Project Description: The farmhouse located at the Nelson Farm Park is currently not being used for any purposes. The 1,300 square foot house was built in 1920 and remodeled in 1952.

This project contemplates updating the plumbing and electrical systems and modifying the entrance and restroom for ADA accessibility at the farmhouse. Reroofing the garage and adding a parking area are also being considered. The farmhouse could be used as meeting space for park related groups and/or projects, and also as an information center for future activities at the Nelson Farm Park.

Applicable Comprehensive Plan Goals –

- **CC.IV:** Protect and enhance Edgewood's cultural, scenic, historical and natural attributes.
- **PR.I:** Provide efficient and effective management of parks resources.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.IV:** Ensure park lands and facilities that are actively used by community members are safe and accessible.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Redevelopment should meet the changing needs in the community and promote safety and accessibility as primary considerations.

Total 6-Year Project Budget: \$55,000

Funding Source:

- Park Impact Fees
- Non-Profit Donations

Critical Milestones:

- 2020 – Evaluation to determine Scope of Work and Budget

Nelson Farmhouse Remodel Eval.

Total Project Budget:	\$55,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Master Plan							
Design							\$ -
Construction	\$ 55,000						\$ 55,000
Total Expenditures	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Revenue Sources:							
Grant Revenue							
RCO Grant Revenue							
Park Impact Fee	\$ 55,000						\$ 55,000
Total Revenues	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000
General Fund Impacts:							

P-5 – 36th and Meridian Park – First Phase

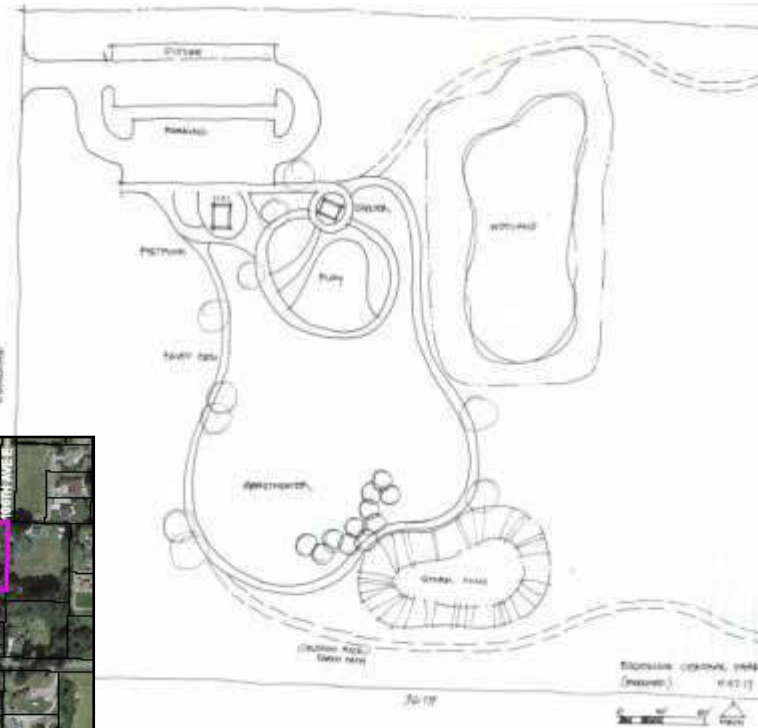
Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-3



Project Description: This project involves development of 18 acres purchased from the Puyallup School District in December 2004.

The 36th and Meridian Park Adhoc Committee was formed in early 2007 and with the help of a landscape architect, a Master Plan of the 18-acre park facility was presented to the Council and citizens of Edgewood. Design work for the project began in 2015 and a 30% plan developed as part of the submittal package for two RCO grants in June of 2016. **These grants were awarded in 2019 and work on construction plans and permits is underway. The current design includes a shelter, picnic facilities, parking lot, play equipment, and restroom.**

Applicable Comprehensive Plan Goals –

- **CC.IV:** Protect and enhance Edgewood's cultural, scenic, historical and natural attributes.
- **PR.I:** Provide efficient and effective management of parks resources.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.IV:** Ensure park lands and facilities that are actively used by community members are safe and accessible.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

Service Impact: This project is needed to progress toward the parks level-of-service identified in the Comprehensive Plan.

Total 6-Year Project Budget: \$3,100,000

Funding Source:

- Recreation and Conservation Office Grants
- Park Impact Fees

Critical Milestones:

- 2006 — Hired Landscape Architect to begin preparing Master Plan
- 2007 — Master Plan completed
- 2019 — Phase One Design
- 2020 — Phase One Construction

P-5

36th and Meridian Park - Phase One

Total Project Budget:	\$3,100,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design / CM	\$ 100,000						\$ 100,000
Construction	\$ 3,000,000						\$ 3,000,000
Total Expenditures	\$ 3,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100,000
Revenue Sources:							
Park Impact Fee	\$ 2,145,000						\$ 2,145,000
Capital Parks Reserves							\$ -
RCO Grant Revenue	\$ 955,000						\$ 955,000
Total Revenues	\$3,100,000	\$0	\$0	\$0	\$0	\$0	\$3,100,000
General Fund Impacts:							

P-6 – Citywide Park Land Acquisition

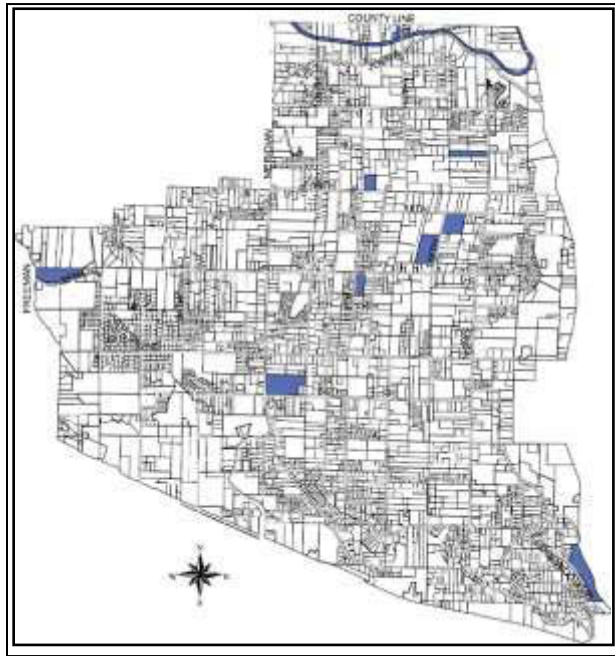
Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-11



Project Description: The intent of this project is to plan for the acquisition and preservation of land for future parks and recreational uses in advance of development in an effort to ensure affordable land prices and a choice of sites.

Property owners in Edgewood are encouraged to donate or sell property at a reduced rate to be used for future parks and open space. Land Acquisition identified in the CIP provides funds for future purchases.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **NA.IV:** Protect and enhance fish and wildlife habitat.
- **NA.V:** Minimize risks to people, property and the environment posed by geological and flood hazard areas.
- **CC.IV:** Protect and enhance Edgewood's cultural, scenic, historical and natural attributes.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.V:** Protect and manage natural areas for the enjoyment of current and future generations.

Service Impact: This project is needed to progress toward the level-of-service identified in the Comprehensive Plan.

Total 6-Year Project Budget: \$300,000

Funding Source:

- **Park Impact Fees**

Critical Milestones:

- Annual Planning of Land Acquisition Opportunities

Land Acquisition

Total Project Budget:	\$300,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design/Site Work							
Acquisition / Constr.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Total Expenditures	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Revenue Sources:							
Conservation Futures							\$ -
Grant Revenue							
Surface Water Fees							\$ -
Park Impact Fee	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
REET 2 (Pub. Works Capital)							\$ -
Capital Parks Reserves							
Total Revenues	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
General Fund Impacts:							

P-7 – Edgemont Park Improvements

Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-2



Project Description:

As described in the adopted Parks, Recreation and Open Space Plan, this project will fund “new playground equipment and path connection east along 24th to Nelson Parks”. The path connection would be constructed in coordination with Parks Project P-3: Edgewood Multi-Modal Trail Loop. Additional capacity improvements may be considered on the Edgemont Park property, budget dependent.

Applicable Comprehensive Plan Goals –

- **CC.II:** Promote the creation of highly usable public spaces that maintain community character and increase public safety.
- **CC.IV:** Protect and enhance Edgewood’s cultural, scenic, historical and natural attributes.
- **PR.I:** Provide efficient and effective management of parks resources.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.IV:** Ensure park lands and facilities that are actively used by community members are safe and accessible.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

Service Impact: Edgemont Park is one of few active recreation facilities in the City, being the community’s “go-to” gathering spot situated near the Town Center and Edgemont Junior High. As population continues to grow, there is an increasing need for new active recreation opportunities at this site.

Total 6-Year Project Budget: \$275,000

Funding Sources:

- Park Impact Fees

Critical Milestones:

- 2020/2021 – Design / Construction

Edgemont Park Improvements

Total Project Budget:	\$275,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design/Site Work	\$ 25,000						\$ 25,000
Improvements		\$ 250,000					\$ 250,000
Total Expenditures	\$ 25,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Revenue Sources:							
Conservation Futures							
Grant Revenue							
Surface Water Fees							
Park Impact Fee	\$ 25,000	\$ 250,000					\$ 275,000
REET 2 (Pub. Works Capital)							
Capital Parks Reserves							
Total Revenues	\$25,000	\$250,000	\$0	\$0	\$0	\$0	\$275,000
General Fund Impacts:							

P-8 – Mortenson Farm Passive Recreation Trail

Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan

Project P-5



Project Description:

As described in the adopted Parks, Recreation and Open Space (PROS) Plan, this project will “construct a loop trail around stormwater facility”. As depicted in the PROS Plan Appendix, the trail would be situated near the existing stream and along the slopes on the perimeter of the property. Connections to nearby residential developments to the north and south are also desired.

As a part of Surface Water Project SW-2, the City is coordinating with the Washington State Department of Transportation (WSDOT) regarding the use of the property as a wetland impact mitigation site for the construction of SR 167 (*Phase 1 construction tentatively begins in 2021*). Design and construction of the loop trail is set to begin after WSDOT’s plans have been finalized.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **CC.IV:** Protect and enhance Edgewood’s cultural, scenic, historical and natural attributes.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.IV:** Ensure park lands and facilities that are actively used by community members are safe and accessible.
- **PR.V:** Protect and manage natural areas for the enjoyment of current and future generations.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

Service Impact: Development of this trail will facilitate public access to existing City-owned property and provide a nature escape for nearby residents.

Total 6-Year Project Budget: \$280,000

Funding Sources:

- Park Impact Fees

Critical Milestones:

- 2023 – Design / Construction

Mortenson Farm Trail

Total Project Budget:	\$280,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design/Site Work							
Improvements				\$ 280,000			\$ 280,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000
Revenue Sources:							
Conservation Futures							
Grant Revenue							
Surface Water Fees							
Park Impact Fee				\$ 280,000			\$ 280,000
REET 2 (Pub. Works Capital)							
Capital Parks Reserves							
Total Revenues	\$0	\$0	\$0	\$280,000	\$0	\$0	\$280,000
General Fund Impacts:							

P-9 – Wolf Point Passive Recreation Trail

Fund:

General Fund

Project Category:

Parks and Recreation

Parks, Recreation and Open Space Plan Project P-8



Project Description:

As described in the adopted Parks, Recreation and Open Space (PROS) Plan, this project will “construct a trail through the plat between 36th St E and the southern City limits.” As of October 2018, the Wolf Point project is under Preliminary Subdivision review, expected to go to construction for site development improvements in 2019 / 2020.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **CC.IV:** Protect and enhance Edgewood’s cultural, scenic, historical and natural attributes.
- **PR.III:** Develop a parks, recreation and open space system that builds on existing strengths and serves all residents of the community.
- **PR.IV:** Ensure park lands and facilities that are actively used by community members are safe and accessible.
- **PR.V:** Protect and manage natural areas for the enjoyment of current and future generations.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

Service Impact: Development of this trail will provide a nature escape for nearby residents and connectivity from the valley to the plateau.

Total 6-Year Project Budget: \$420,000

Funding Sources:

- Park Impact Fees
- Developer Contribution

Critical Milestones:

- 2022 – Design / Construction

P-9							
Wolf Point Trail							
Total Project Budget:	\$420,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2019	2020	2021	2022	2023	2024	
Project Expenditures:							
Design/Site Work							
Improvements			\$ 420,000				\$ 420,000
Total Expenditures	\$ -	\$ -	\$ 420,000	\$ -	\$ -	\$ -	\$ 420,000
Revenue Sources:							
Conservation Futures							
Grant Revenue							
Surface Water Fees							
Park Impact Fee			\$ 420,000				\$ 420,000
REET 2 (Pub. Works Capital)							
Capital Parks Reserves							
Total Revenues	\$0	\$0	\$420,000	\$0	\$0	\$0	\$420,000
General Fund Impacts:							

Sanitary Sewer

SS-1 – General Sewer Plan Update (Sanitary Sewer Comprehensive Plan)

Fund:

Sewer Fund

Project Category:

Sanitary Sewer



Project Description:

The General Sewer Plan (GSP) was adopted by Council in 2007 and construction was completed for a large portion of the Phase I Sewer System through LID No. 1 in 2011. **In 2019 the Council approved a contract with Gray & Osborne to update the GSP.**

This project will update the GSP to reflect the actual project that was constructed and plan for future expansion of Phase II and Phase III. *The estimated cost for this update presented herein has been increased significantly since the Comprehensive Plan's adoption, reflecting the actual cost that has been contracted.*

Applicable Comprehensive Plan Goals –

- **NA.II:** Protect and enhance water quality.
- **LU.III:** Promote development that respects and preserves the natural environment.
- **CC.IV:** Protect and enhance Edgewood's cultural, scenic, historical and natural attributes.
- **H.I:** Ensure new housing development supports City and regional growth plans.
- **U.I:** Ensure the location and design of utility facilities meets the community's needs.
- **U.II:** Support the provision of quality utility services that are reliable, efficient and financially and environmentally sustainable.
- **U.III:** Work with regional partners to address regional utility issues.
- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

Service Impact: Future development in the City is limited by the lack of wastewater facilities.

Total 6-Year Project Budget: \$125,000

Funding Source:

- Capital Sewer Fund

Critical Milestones:

- 2019/2020 – Plan Update

SS-1							
General Sewer Plan Update							
Total Project Budget:	\$125,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Plan Update	\$ 125,000						\$ 125,000
Total Expenditures	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Revenue Sources:							
Grant Revenue							-
REET 1 (Gen. Fund Capital)							\$ -
REET 2 (Pub. Works Capital)							\$ -
Sewer Fees	\$ 125,000						\$ 125,000
Total Revenues	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
General Fund Impacts:							
Total Impact	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SS-2 – Wetland Mitigation - Northwood Elementary School Mitigation Site (LID No. 1)

Fund:
Sewer Fund

**Project
Category:**
Sewer



Project Description:

The Sanitary Sewer LID #1 project included the placement of a sewer line through a wetland buffer near Northwood Elementary School, located on property owned by the Puyallup School District. As a result of the line placement, some unavoidable impacts to wetland buffers occurred.

As a significant amount of time has passed since the LID #1 project, the wetland area will be re-evaluated for impacts and mitigation needs.

Applicable Comprehensive Plan Goals –

- **NA.I:** Protect and enhance the natural environment for the benefit of current and future generations.
- **NA.II:** Protect and enhance water quality.
- **NA.IV:** Protect and enhance fish and wildlife habitat.
- **LU.III:** Promote development that respects and preserves the natural environment.
- **CC.IV:** Protect and enhance Edgewood's cultural, scenic, historical and natural attributes.
- **U.I:** Ensure the location and design of utility facilities meets the community's needs.
- **U.II:** Support the provision of quality utility services that are reliable, efficient and financially and environmentally sustainable.

Service Impact: Project was a result of impacts associated with the original construction of the Sewer system. Mitigation is required in order to compensate for project impacts on an existing wetland buffer.

Total 6-Year Project Budget: \$55,000

Funding Source:

- Capital Sewer Fund

Critical Milestones:

- 2020 – Evaluation / Installation

SS-2							
Wetland Mitigation - Northwood Elementary (LID No. 1)							
Total Project Budget:	\$55,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design							\$ -
Construction	\$ 55,000						\$ 55,000
Total Expenditures	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Revenue Sources:							
Developer Fees							\$ -
Grant Revenue							\$ -
LID Costs							\$ -
Sewer Fees	\$ 55,000						\$ 55,000
Total Revenues	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000
General Fund Impacts:							

DRAFT

Public Facilities

PF-1 – City Hall Information Technology (IT) / Security Upgrades

Fund:

General Fund

Project Category:

Capital / Public
Facilities



Project Description: Upgrade network and security infrastructure at City Hall.

Applicable Comprehensive Plan Goals –

- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.IV:** Design and locate capital facilities with features and characteristics that support the environment, energy efficiency, aesthetics, technological innovation, cost-effectiveness and sustainability.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: Infrastructure at City Hall is quickly becoming obsolete and additional security measures are necessary to protect the property.

Total 6-Year Project Budget: \$80,000

Funding Sources:

- Real Estate Excise Taxes (REET)

Critical Milestones:

- 2020 – Contract / Install

PF-1							
City Hall IT/Security Upgrades							
Total Project Budget:	\$80,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design							\$ -
Construction	\$ 80,000						\$ 80,000
Total Expenditures	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Revenue Sources:							
Developer Fees							-
Grant Revenue							-
REET 1 (Gen. Fund Capital)	\$ 80,000						\$ 80,000
REET 2 (Pub. Works Capital)							\$ -
Total Revenues	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
General Fund Impacts:							

PF-2 – City Hall Tenant Improvements (Lobby Remodel)

Fund:

General Fund

Project Category:

Capital / Public Facilities

Project Description: Construct interior improvements in the City Hall front lobby, installing new workspace and improving space utilization.

Applicable Comprehensive Plan Goals –

- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.IV:** Design and locate capital facilities with features and characteristics that support the environment, energy efficiency, aesthetics, technological innovation, cost-effectiveness and sustainability.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: The front counter area is in need of an expansion to better serve the needs of staff and serve the public. Design work was completed in 2019, and the project budget is based on the Engineer's Estimate for work shown therein.

Total 6-Year Project Budget: \$110,000

Funding Sources:

- Real Estate Excise Taxes (REET)

Critical Milestones:

- 2020 – Construction

PF-2							
City Hall Tenant Improvements (Lobby Remodel)							
Total Project Budget:	\$110,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design							\$ -
Construction	\$ 110,000						\$ 110,000
Total Expenditures	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Revenue Sources:							
Developer Fees							-
Grant Revenue							-
REET 1 (Gen. Fund Capital)	\$ 110,000						\$ 110,000
REET 2 (Pub. Works Capital)							\$ -
Total Revenues	\$110,000	\$0	\$0	\$0	\$0	\$0	\$110,000
General Fund Impacts:							

PF-3 – Public Works Service Yard

Fund:

General Fund

Project Category:

Capital / Public Facilities



Project Description:

The City of Edgewood has historically relied on Pierce County Public Works crews to perform any and all functions needed. With a rapidly growing population and increased demand for quick response, the City needs a local public works yard. In 2018 the City acquired property adjacent to the City Hall campus to serve as an interim yard, having an existing secured outdoor storage area and small garage. \$15,000 is budgeted for 2019 in order to install security upgrades. The Public Works Department anticipates outgrowing this location in the near future.

To operate most efficiently, the Public Works Department envisions a permanent facility that is laid out similarly to the Mountain View – Edgewood Water Company's site (pictured above). The goal is to evaluate candidate sites for a permanent facility by 2021. One location that has been considered over the years is the northeast corner of the 36th & Meridian Park property, which is already owned by the City.

Applicable Comprehensive Plan Goals –

- **CF.I:** Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.
- **CF.II:** Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.
- **CF.III:** Ensure that planned capital facilities are financially feasible.
- **CF.IV:** Design and locate capital facilities with features and characteristics that support the environment, energy efficiency, aesthetics, technological innovation, cost-effectiveness and sustainability.
- **CF.V:** Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

Service Impact: As the City's population grows, the need for local Public Works operations increases. Developing this long-term solution is critical to maintaining a high level of service.

Total 6-Year Project Budget: \$440,000

Funding Sources:

- Real Estate Excise Taxes (REET)
- General Funds

Critical Milestones:

- 2021 – Evaluate Site(s), Design
- 2022 – Construction

PF-3							
Public Works Service Yard							
Total Project Budget:	\$440,000						
Phase	6-Year Projected Plan						Projected 6-Year
	2020	2021	2022	2023	2024	2025	
Project Expenditures:							
Design		\$ 40,000					\$ 40,000
Construction		\$ 280,000	\$ 120,000				\$ 400,000
Total Expenditures	\$ -	\$ 320,000	\$ 120,000	\$ -	\$ -	\$ -	\$ 440,000
Revenue Sources:							
Developer Fees							-
Grant Revenue							-
REET 1 (Gen. Fund Capital)		\$ 40,000	\$ 120,000				\$ 160,000
REET 2 (Pub. Works Capital)							\$ -
Total Revenues	\$0	\$40,000	\$120,000	\$0	\$0	\$0	\$160,000
General Fund Impacts:		\$ 280,000					\$ 280,000



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Public Hearing - proposed Sign Code Modifications	Agenda Item #:	AB19-040
	For Agenda of:	October 22, 2019
	Prepared by:	Darren Groth
ATTACHMENTS (list): ☒ Draft Ordinance with Exhibit A		
Approval of Materials:		
Mayor, Daryl Eidinger	☐	Expenditure Required: \$0
Asst. City Administrator, Dave Gray	☐	Amount Budgeted: \$0
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Study Session – Oct. 15, 2019
City Clerk/HR Director, Rachel Pitzel	☐	Public Hearing – Oct. 22, 2019
Community & Economic Development Director, Darren Groth	☒	Study Session – Nov. 15, 2019
Public Works, Jeremy Metzler	☐	Final Action – Nov. 12, 2019
Police Chief, Micah Lundborg	☐	
Fiscal Note/Consideration: N/A		
SUMMARY STATEMENT: On July 9, 2019, City Council adopted Ordinance 19-0552, which repealed Edgewood Municipal Code (EMC) Section 18.90.160 and added a new Chapter 18.97 to the EMC. During the coming months, staff identified an inconsistency with the approach to signs in the City's rights-of-way (ROW)—specifically for temporary signs. Permanent signs are thoroughly addressed regarding ROW placement; however, the language proposed under this amendment would allow enforcement of ROW signage consistently regardless of sign type. As such, the proposed change will clarify specific locations for any temporary sign. In addition, the proposal to remove language pertaining to dilapidated or nuisance signs (EMC Subsection 18.97.240.G.4) will reduce a redundancy within the code because dilapidated and nuisance signs are already regulated under EMC Subsection 18.97.240.B. The remaining stipulations under Subsection G are also proposed to be renumbered in accordance with the removal of the current Number 4.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: On October 14, 2019, the Planning Commission held their public hearing and voted 5-0 to recommend APPROVAL, as presented of the proposed modifications to the City's sign code (EMC Chapter 18.97).		
RECOMMENDED ACTION: Hold a public hearing regarding the proposed modifications to the sign code.		
ALTERNATIVES TO RECOMMENDED ACTION: 1) Remand back to Planning Commission for further review		

ORDINANCE NO. 19-0XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO LAND USE AND ZONING, ADOPTING A MODIFICATION TO THE CITY'S SIGN CODE IN SECTION 18.97.240.G, WHICH REGULATES TEMPORARY SIGNS IN THE CITY'S RIGHTS-OF-WAY, AND PROVIDING FOR ENFORCEMENT.

WHEREAS, on July 9, 2019, the City repealed Section 18.90.160 of the Edgewood Municipal Code (EMC) and adopted a new EMC Chapter 18.97, entitled *Sign Code*; and

WHEREAS, in the Sign Code Section 18.97.240, the City regulates temporary signs; and

WHEREAS, EMC Section 18.97.240, Subsection G, Paragraph 1 describes the locational requirements for temporary signs placed within the City's Right-of-Way; and

WHEREAS, EMC Section 18.97.240, Subsection G, Paragraph 4 redundantly stipulates dilapidated or nuisance signs to be removed, which is already required in accordance with EMC Subsection 18.97.240.B; and

WHEREAS, the City of Edgewood seeks to modify allowable locations for temporary signs placed within the City's Right-of-Way; and

WHEREAS, the City's Responsible Official has determined that this Ordinance is categorically exempt from SEPA under WAC 197-11-800(19); and

WHEREAS, the City sent a draft of this Ordinance to the Washington State Department of Commerce, as required by RCW 36.70A.106; and

WHEREAS, the City Planning Commission held a public hearing on this Ordinance on October 14, 2019, and sent its recommendation to the City Council; and

WHEREAS, City Council considered this Ordinance during its October 15, 2019 study session; and

WHEREAS, City Council held a public hearing on this Ordinance on October 22, 2019; and

WHEREAS, City Council discussed this Ordinance during its October 29, 2019 study session; and

WHEREAS, City Council considered this Ordinance during its regular City Council meeting of November 12, 2019;

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

Section 1. The City Council does hereby modify EMC Section 18.97.240.G, as amended in Exhibit A, which is attached hereto and incorporated herein by reference.

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. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 4. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

ADOPTED THIS ___th day of _____, 2019.

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

City Attorney

Date Published:

Effective Date:

Exhibit A

CHAPTER 18.97 SIGN CODE

Part III. Sign Types.

18.97.240 Temporary Signs.

Section 18.97.240 Temporary Signs.

G. City Right-of-Way. Temporary signs are prohibited in the Roadway. Temporary signs on City Right-of-Way (placed outside of the Roadway), must comply with the following requirements:

1. Location. Allowed only between the property line and the back edge of the nearest ~~curb~~sidewalk, or where no sidewalk curb exists, between the property line and a line five feet away from the nearest edge of the roadway pavement. Signs may not be placed on sidewalks, driveways, or other paved areas designed for pedestrian or vehicular use; in planter strips; or as conditioned in a Street Use permit. Approval of the abutting owner is recommended.

2. Type. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a Street Use permit.

3. Size and height. Limited to four (4) square feet, and three (3) feet in height.

~~4. Dilapidated or Nuisance signs. Any temporary sign in the right-of-way that is dilapidated or a nuisance, shall be removed by the person responsible for placement of the sign.~~

~~54.~~ Other signs. The City may allow other signs in the City right-of-way with a Street Use permit.

~~65.~~ Attachments. Signs in the right-of-way may not include attachments such as balloons, streamers, or other attention-getting devices.



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING SUMMARY

October 8, 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. Boy Scout Dylan Johnson 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, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Public Works Director Jeremy Metzler, Police Chief Micah Lundborg, Interim City Attorney, Ann Marie J. Soto.

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

2. PUBLIC HEARING

AB19-037 - Proposed Ordinance on the 2020 Surface Water Rates

Mayor Eidinger read the rules for the hearing.

Mayor Eidinger opened the public hearing at 7:01pm.

Public Works Director Jeremy Metzler gave an update on the proposed Ordinance.

Mayor Eidinger asked for public comments.

Mayor Eidinger closed the public hearing at 7:03pm

3. AUDIENCE COMMENT

Sherry Sweeny - Discussed how she is unable to ride her Polaris on City of Edgewood roads, and would like that to be discussed and changed.

Buddy Uchida - Thanked Council for adopting the 2018 Comprehensive Plan Amendments.

4. MAYOR'S REPORT

Mayor Eidinger spoke about the following:

- Briefly discussed the Budget Retreat and Transportation Open House
- Discussed the interviews staff have conducted over the last weeks for IT director, attorney, and senior planner positions.
- Touched on other noteworthy events that had happened in the past weeks;
 - Edgewood Community Academy began with a great turnout.
 - Placement of the 9-11 artifact at Edgewood Community Park
 - Ribbon cutting at Northwood Elementary
 - Connect over Coffee
 - Edgewood staff had mandatory ICS-100 and ICS-700 training
- Mentioned his attendance at the Roundtable for Affordable Housing, PCRC, PCCTA, FME Chamber meetings, and the AWC Mayors Exchange.

Public Works Director Metzler briefed on the following:

- Discussed school zone speed cameras and that work has begun to install one for eastbound traffic on 24th Street E in front of Northwood Elementary.

Community & Economic Development Director Groth briefed on the following:

- A conditional offer was extended and accepted to fill our senior planner position, that individual will be starting on October 29th, which leaves a vacancy on our Planning Commission.

Assistant City Administrator Gray briefed on the following:

- Handed out and explained documents pertaining to the audit.

City Clerk/HR Director Pitzel briefed on the following:

- Noted the Elected Officials Workshop was open for registration.

Chief Lundborg briefed on the following:

- Thanked Sherry Sweeny for her prior comments.
- Discussed the great attendance at the Community Academy.
- Touched on the Crime Free Housing Meeting.
- CLD Position has had two applicants.
- One person has expressed interest in the Traffic Position.
- Thanks to Office Assistant Sandi Phillips the City has come a long way with Emergency Preparedness.
- Discussed crime statistics.
- Deputy Jerry Johnson responded to a welfare check on a citizen's neighbor. That neighbor came in to commend Deputy Johnson on his professionalism in his handling of the incident.
- Deputy Brian Johnson was also commended for responding to a call from a mother whose adult daughter had been locked in her room for over 24 hours. Deputy Johnson responded to find the daughter unconscious in her room. He was able to revive her, while waiting for medical aid to arrive she was then taken to the hospital where she had emergency surgery and is now recuperating.

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 September 10, 2019,
- B. Special City Council Meeting Minutes of September 17, 2019,
- C. Special City Council Meeting Minutes of September 24, 2019,
- D. Study Session Meeting Minutes of October 1, 2019,
- E. Review of Commission, Committee and Board meeting minutes of September 2019.
- F. **AB19-038**, a motion approving October 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 \$128,450.70; and Vendor Check Numbers 24017 through 24039 with EFT and Direct Pay Payments in the

amount of \$159,868.23. Total distributions submitted for review & authorization in the amount of \$288,318.93.

- G. AB19-0474**, a motion to adopt Resolution No. 19-0474, authorizing the Mayor to execute a contract with Berk Consulting, Inc.

Motion: As Amended, **Action:** Approve, **Moved by** Councilmember Ryan Day,
Seconded by Councilmember Colleen Wise. **Motion passed unanimously (7-0).**

6. COUNCIL BUSINESS

- A. AB19-0559**, a motion to adopt Ordinance No. 19-0559, relating to the Salary Commission Meeting date.

City Clerk/HR Director Rachel Pitzel explained how moving the dates from May to August allows the Salary Commission to review the AWC Comparable Study.

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

- B. AB19-0560**, a motion to adopt Ordinance No. 19-0560, extending Interim Zoning Ordinance No. 19-0558.

Community & Economic Development Director Darren Groth briefed on extending current Interim Zoning Ordinance by six months.

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

- C. AB19-0475**, a motion to adopt Resolution No. 19-0475, affirming the acceptance of a Quit Claim Deed for Edgewood Dale Lake and Walkway tract

Public Works Director Jeremy Metzler briefed on the agenda item.

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

- D. AB19-0476**, a motion to adopt Resolution No. 19-0476, acknowledging the city's interest in a proposed donation of Land located NW of 16th St. E and W. Valley Hwy.

Public Works Director Jeremy Metzler briefed on the agenda item.

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

7. EXECUTIVE SESSION

Recessed at 7:36

10 min 7:36pm

At 7:36 extended for 5 more minutes

Called meeting back to order at 7:49pm

8. COUNCIL COMMENTS

Mayor Eiding - Fife High School is having a meet and greet on October 25th 9:30-10:30 to meet some of the High School students.

Councilmember Tomin - Reminded attendees about the upcoming movie night. Asked Chief Lundborg about the burglaries.

Councilmember Wise - asked Chief Lundborg about gang activity in Edgewood.

Councilmember Day - Thanked staff for the communications on the public hearing. Inquired about receiving handouts electronically as opposed to paper.

Councilmember Tomin - Asked about getting the drive organized in order to access documents more easily.

Councilmember Lowry - Discussed the Polaris comment made earlier.

Councilmember Day - Asked about the city stipulating which roads a Polaris can/cannot drive on.

Councilmember Creley – Requested a change be made to the Council Rules of Procedures to modify the requirement to document when councilmembers leave the room during study sessions or retreats.

Councilmember West – Thanked staff for the financial audit, and Chief Lundborg for both officer Johnsons. Noted he will be out of town and absent for the October 15th study session.

9.ADJOURN

Mayor Eiding adjourned the meeting at 8:05pm.

Jill S. Herrera,
Communications Coordinator/
Deputy City Clerk

Daryl Eiding, Mayor



CITY OF EDGEWOOD

COUNCIL STUDY SESSION SUMMARY

October 15, 2019 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

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

ROLL CALL

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

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

2. COUNCIL BUSINESS

A. Discussion – Development Review

Senior Planner Kristin Moerler discussed the monthly permit tally, pending projects and various other community development reports.

Discussion Followed between staff and the Council.

B. Review / Discussion – 2020-2025 CIP Update

Public Works Director Jeremy Metzler briefed on this agenda item.

Discussion followed between staff and the Council regarding various Meridian Corridor problem areas and adding them to CIP.

Councilmember Creley entered the meeting at 7:15pm.

C. Review / Discussion – CDW Cloud Migration

Assistant City Administrator Dave Gray discussed how it would take the Microsoft exchange process off our downstairs server and put it into the Microsoft Cloud, freeing up our mobility.

Discussion followed between staff and the Council.

D. Review/Discussion – Sign Code Modification

Community Development Director Darren Groth detailed the proposed changes to the sign code specific to temporary signs. Discussion followed between staff and the Council.

Council action: Council recommended staff to

E. Review/Discussion – 2020 Surface Water Rates

Public Works Director Jeremy Metzler discussed the proposed changes.

Discussion followed between staff and the Council.

F. Review/Discussion – Parks Code

Public Works Director Jeremy Metzler detailed the changes the Parks and Recreation Advisory Board have been working on alongside legal for the past several months.

Discussion followed between staff and the Council.

Council action: Council recommended bringing back to an upcoming study session for further review.

G. Review/Discussion – Transportation Town Hall Debrief

Public Works Director Jeremy Metzler discussed the outcome of the town hall.

Councilmember Tomin noted Deputy Mayor Christopherson's comments were missing from the minutes. Councilmember Wise inquired about the possibility of obtaining a post office in Edgewood.

Councilmember Tomin and Day expressed their preference for the previous town hall's table settings as opposed to the formal podium setting in order to connect better with citizens. Stormwater was a suggestion for a future town hall topic.

Discussion followed between staff and the Council.

3. OTHER COUNCIL ISSUES

Councilmember Tomin reminded those in attendance to join them for Connect over Coffee Saturday.

Councilmember Wise invited everyone to join the candidates Wednesday night for the League of Women Voters event at city hall.

Deputy Mayor Christopherson commented on the appearance of the north side of Edgewood, and possible options for cleaning it up.

Councilmember Creley asked about changing the Council Rules and Procedures Section 21.2 noting departure and time of return of councilmembers at study sessions. All were in agreement to make the change.

City Clerk Pitzel updated council on applications received for vacant boards and commission positions.

4. ADJOURN

Mayor Eiding adjourned the meeting at 8:12pm.

Jill S. Herrera,
Communications Coordinator/
Deputy City Clerk

Daryl Eiding, Mayor



CITY OF EDGEWOOD

SPECIAL MEETING SUMMARY- TOWN HALL MEETING RE: TRANSPORTATION

September 24, 2019 – 6:00pm ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Mayor Eiding called the special meeting to order at 6:00pm. Councilmember Lowry led the attendees in the Pledge of Allegiance.

ROLL CALL

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

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Jeremy Metzler Public Works Director, Police Sergeant Pat Burke, Kristin Moerler, Senior Planner and Evan Hietpas, Planning Technician.

2. COUNCIL BUSINESS

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. AB19-036**, a motion approving September 2019 Budgeted Expenditures as follows: Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; and IRS 941 ACHs in the amount of \$92,322.27; and Vendor Check Numbers 23994 through 24016 with EFT and Direct Pay Payments in the amount of \$296,648.08. Total distributions submitted for review & authorization in the amount of \$388,970.35

Motion: As Presented, **Action:** Approve, **Moved by** Councilmember Colleen Wise, **Seconded by** Councilmember John C. West. **Motion passed unanimously (4-0).**

Jeremy Metzler briefed folks on the purpose of the meeting

Councilmember Day entered the meeting at 6:09pm.

3. FOCUSED DISCUSSION

4. Citizen-Sherril-

- More building leads to more traffic. City should plan for traffic impacts before building new homes/ apartments.
- 122nd is about to get worse with additional homes.
- I do not use the bus system, but what bus transportation is available in the City?
- There are not many ways out of Edgewood. City did not plan well for Chrisella or Sumner Heights. “No left turn” signs on Chrisella have somewhat helped.

Staff- More Building= More traffic. Congestion on roads leaving City on South side

5. Citizen- Teresa-

- a. Traffic is a problem everywhere in Edgewood, at any time of day. Getting off the hill (going South) in prime hours (after 2:00) doubles commute time compared to past. To get back up on the hill is not as bad.
- b. More apartments and homes are creating more traffic. Do we have plans for traffic?
- c. A church being built in Milton will influence traffic as well. Traffic on Taylor St is horrible. City of Edgewood residents should be notified for large projects in neighboring cities.

Staff- City of Edgewood staff is invited to provide review comments for the Church.

Clarification was made that the citizen's concern is that traffic in Edgewood has gotten worse over time, not compared to surrounding cities.

6. Citizen- David-

- a. Lives off of 8th St Ct. Property owner to south has started trucking operation. Refrigerator trucks going off every half hour.
- b. We do not have bike paths, sidewalks are limited. It would be nice to have some wider lanes for bikes and shoulders to walk on. Shared connections to trail to the North. Getting to interurban trail is not easy.

Staff- Non-motorized transportation plan is being worked on.

7. Citizen- Jean-

- a. Concerned about lack of businesses (would like retail/ commercial uses). Why are there so many apartments?

Staff- City staff has made efforts to attract new businesses to Edgewood.

Ryan Day- What would be the most effective way to communicate what the City is doing? – Receives magazine, emails Mayor, Marquee, Facebook, Twitter, City Clerk distribution list

8. Citizen (Milton)- Bob-

- a. Works for City of Milton. Announced there will be no more thru truck traffic allowed in Milton. This may help with Jovita and may change traffic patterns.
- b. Questions: There was a vision for businesses, apartments set back further, parallel road network?
- c. Church: open to Hearing Examiner's hearing. Milton gets a lot of Edgewood traffic (Taylor and Yuma takes on more traffic).
- d. As Edgewood builds out, it becomes harder to plan for traffic, but Edgewood still has an opportunity to plan for traffic. Another apartment= More congestion. See how you can accommodate community needs within our own community.

Staff- Parallel road ordinance passed in 2007 and Edgewood is looking to update. Some segments of the network have been implemented on East side.

9. Citizen- Unannounced-

- a. Concerns on mail service. Edgewood does not have reception box. Where is our post office? (Milton or Fred Meyer). Longer trip makes him drive more often. He makes my choice of when to run errands based on the time of day due to traffic.
- b. Heavy traffic on Chrisella/ 46th St.

Staff- Increased mail services would be appreciated by citizens. Traffic on Chrisella becomes congested very often.

10. Citizen-Dale-

- a. There is a need for a regional answer to this problem.
- b. Edgewood does a pretty good job of handling truck traffic, however, Sumner and Puyallup continue to build warehouses that impact Edgewood roads. Warehouses provide employment and tax revenue, but create traffic problems.
- c. W Valley Hwy is trashed from large trucks. Overpass on 167 does not get used, so they divert to W Valley Hwy. 167 intersection is a major mess. Rules and regulations on truck routes could help.
- d. We are a bedroom community (cost of living effect) which also contributes.

Staff- Recognized citizen concerns. Further research on freight traffic restrictions and coordination with regional partners, in peak hours.

11. Citizen- Jason-

- a. Lives off of 110th – takes 36th to commute. 36th backs up in afternoon.
- b. Dangerous right –hand turn onto Meridian from 36th. (Possible solution- “No right-hand turn sign for safety”). Talked about traffic control project on 32nd (raised similar concerns to 36th).
- c. Concerned about the impact of the new park project and traffic calming project.

Staff- 32nd- City staff has been working with consultants on solutions. Traffic impacts of new park project will be considered during the review process. Access management meetings with Edgewood property owners have also been under way.

Councilmember Comments:

Deputy Mayor Christopherson- Discussed the growth in Edgewood and surrounding cities over the last 20 years, and how it contributes to the traffic problem. Offered up alternative grocery stores for shopping destinations. Stressed the importance of technological advancements such as online grocery shopping, to allow for less cars on the roadway during peak hours.

Councilmember Tomin- Stated that the City of Edgewood continually works with neighboring cities (Milton, Puyallup, Fife, Sumer, etc.) to find solutions to regional problems.

Commented [JS1]: Amended. See October 15, 2019 minutes item 2G.

Councilmember Wise- Announced that the Mayor and City staff attended a conference earlier this year that focused on economic development opportunities for cities. Re-iterated that the City has adopted a parallel road system ordinance. Provide clarification on citizen comment #1- The new development on 122nd was required to pass traffic concurrency as a condition of approval.

Councilmember Day- Stressed the importance of communication, and the difference between things in our control and out of our control.

Councilmember Creley- Traffic is a regional issue. The main question that needs to be answered is: Where is the traffic stemming from? The City of Edgewood will continue to collaborate with other jurisdictions on transportation planning.

Councilmember West- Councilmember West is currently reaching out to consultants and other jurisdictions to try and find possible solutions. Direction to staff- Please pursue state funding for City roads with urgent needs. Suggestion was made to charge tolls for trucks that do not follow rules. Traffic is a complex problem that fosters a lot of ideas that to be ironed out over time.

Mayor Eiding- Thanked all citizens for participating and being present for the Town Hall meeting.

12. CURRENT PLANS AND NEXT STEPS

13. ADJOURN

Mayor Eiding adjourned the meeting at 7:17pm

Jill S. Herrera,
Communications Coordinator/Deputy City Clerk

Daryl Eiding, Mayor



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Claims and Payroll for October 2019	Agenda Bill No.:	AB19-041
	For Agenda of:	October 22, 2019
	Prepared by:	Stephanie Goff
ATTACHMENTS (list): ☒ Claims Register ☒ Voucher Directory		
Approval of Materials:		
Mayor, Daryl Eidinger	☐	Expenditure Required: \$433,243.72 Amount Budgeted: \$0 Timeline: N/A
Asst. City Administrator, Dave Gray	☒	
Interim City Attorney, Ann Marie J. Soto	☐	
City Clerk/HR Director, Rachel Pitzel	☒	
Community & Economic Development Director, Darren Groth	☐	
Public Works, Jeremy Metzler	☐	
Police Chief, Micah Lundborg	☐	
Fiscal Note/Consideration: N/A		
SUMMARY STATEMENT: Approving October 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; Employment Security Dept.; Labor and Industries; and IRS 941 ACHs in the amount of \$100,848.20; and Vendor Check Numbers 24040 through 24062 with EFT and Direct Pay Payments in the amount of \$332,395.52. Total distributions submitted for review & authorization in the amount of \$433,243.72.		
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>DCP EFT 10/15/19</u>	Deferred Compensation Program	10/15/2019	\$10,428.22
<u>Direct Deposit Run -</u>	Payroll Vendor	10/15/2019	\$57,535.39
<u>DRS EFT 10/15/19</u>	Dept of Retirement Systems	10/15/2019	\$14,766.95
<u>DSHS-DCS EFT</u>	WA State Support Registry	10/15/2019	\$275.00
<u>ESD PFML EFT- Q3</u>	Employment Security Department-PFML	10/15/2019	\$1,189.10
<u>IRS 941 EFT 10/15/19</u>	IRS 941	10/15/2019	\$8,890.83
<u>Q3 2019 L&I EFT</u>	Dept of Labor & Industry	10/15/2019	\$4,974.48
<u>Q3 2019 UI EFT</u>	Employment Security Department	10/15/2019	\$2,788.23
Total			\$100,848.20

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
24039 Last Number Issued Previous Authorization			
<u>24040</u>	Advanced Safety & Fire Services	10/22/2019	\$132.43
<u>24041</u>	Berger Partnership	10/22/2019	\$27,635.05
<u>24042</u>	City of Edgewood	10/22/2019	\$746.12
<u>24043</u>	City of Sumner	10/22/2019	\$3,068.04
<u>24044</u>	Code Publishing Inc.	10/22/2019	\$692.37
<u>24045</u>	Fife Milton Edgewood Chamber of Commerce	10/22/2019	\$500.00
<u>24046</u>	Form Source, Inc.	10/22/2019	\$60.88
<u>24047</u>	Grainger	10/22/2019	\$29.50
<u>24048</u>	ICMA	10/22/2019	\$200.00
<u>24049</u>	Kenyon Disend, PLLC	10/22/2019	\$4,754.00
<u>24050</u>	KnowBe4, Inc.	10/22/2019	\$993.11
<u>24051</u>	Legend Data Systems, Inc., dba Legend ID	10/22/2019	\$17.03
<u>24052</u>	Office Depot	10/22/2019	\$93.33
<u>24053</u>	Pierce County Budget & Finance PW	10/22/2019	\$783.09
<u>24054</u>	Pierce County Budget & Finance Sheriff	10/22/2019	\$238,634.11
<u>24055</u>	Raedeke Associates, Inc.	10/22/2019	\$1,463.43
<u>24056</u>	Curbow, Jamie M	10/22/2019	\$200.09
<u>24057</u>	Metzler, Jeremy W	10/22/2019	\$32.94
<u>24058</u>	Morris, Carol A	10/22/2019	\$11.80
<u>24059</u>	Rick Pederson	10/22/2019	\$274.92
<u>24060</u>	State Auditor's Office	10/22/2019	\$13,977.69
<u>24061</u>	The News Tribune	10/22/2019	\$1,212.93
<u>24062</u>	Transpo Group	10/22/2019	\$22,851.64
<u>Direct Pay Payment</u>	Amazon Capital Services	10/22/2019	\$311.26
<u>Direct Pay Payment</u>	CDW Government	10/22/2019	\$598.04
<u>EFT Payment</u>	Crystal Springs	10/22/2019	\$160.75
<u>EFT Payment</u>	Puget Sound Energy	10/22/2019	\$7,097.16
<u>EFT Payment</u>	Shell	10/22/2019	\$952.82
<u>EFT Payment</u>	Thomson Reuters	10/22/2019	\$274.75
<u>EFT Payment</u>	US Bank Corporate Payment System	10/22/2019	\$4,606.24
<u>EFT Payment</u>	US Bank ACH/EFT	10/22/2019	\$30.00

Total Claims Voucher Distribution	\$332,395.52
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Total Distribution Submitted for Review & Authorization	\$433,243.72
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Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments	\$433,243.72
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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

Accounting Manager, Stephanie Goff

Mayor, Daryl Eidinger

Council Member



Voucher Directory

Fiscal: : 2019 - October
Council Date: : 2019 - October - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Advanced Safety & Fire Services					
	24040		2019 - October - 2nd Council Meeting		
		271100			
			Annual Services		
			001-018-000-518-30-41-01	Professional Services	\$132.43
				Annual Extinguisher Services	
		Total 271100			\$132.43
	Total 24040				\$132.43
Total Advanced Safety & Fire Services					\$132.43
Amazon Capital Services					
	Direct Pay Payment 10/17/2019 4:43:44 PM - 1		2019 - October - 2nd Council Meeting		
		1J6D-QCFR-9HJ6			
			October Purchases		
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$193.43
				First Aid Kit	
		Total 1J6D-QCFR-9HJ6			\$193.43
		1LKK-MGHJ-GHCG			
			October Purchases		
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$48.33
				Thermal blankets, 3M masks	
		Total 1LKK-MGHJ-GHCG			\$48.33
		1X67-JT1T-KFMM			
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$54.78
				Files, wall hooks, pens,	
			001-018-000-518-20-31-08	Wellness Supplies	\$14.72
				Tree decoration	
		Total 1X67-JT1T-KFMM			\$69.50
	Total Direct Pay Payment 10/17/2019 4:43:44 PM - 1				\$311.26
Total Amazon Capital Services					\$311.26
Berger Partnership					
	24041		2019 - October - 2nd Council Meeting		
		31809			
			Sept Svcvs-Prj 20195029.00		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$27,635.05

Vendor	Number	Reference	Account Number	Description	Amount
				36th & Meridian Phase One	
		Total 31809			\$27,635.05
	Total 24041				\$27,635.05
Total Berger Partnership					\$27,635.05
CDW Government					
	Direct Pay Payment 10/17/2019 4:43:44 PM - 2		2019 - October - 2nd Council Meeting		
	VCH4998				
		Annual Subscription			
		001-018-000-518-85-49-03		Computer Subscriptions	\$598.04
				Firewall Annual Subscription	
		Total VCH4998			\$598.04
	Total Direct Pay Payment 10/17/2019 4:43:44 PM - 2				\$598.04
Total CDW Government					\$598.04
City of Edgewood					
	24042		2019 - October - 2nd Council Meeting		
		101019-COE			
		EST 19-0190			
		001-019-000-594-18-63-01		Gen'l Govt-Cap Exp-City Campus Improvements	\$746.12
				Building Permit Fee- Front Lobby Remodel	
		Total 101019-COE			\$746.12
	Total 24042				\$746.12
Total City of Edgewood					\$746.12
City of Sumner					
	24043		2019 - October - 2nd Council Meeting		
		189-COS			
		October Services			
		001-019-000-554-30-41-01		Animal Control Services	\$3,068.04
				Animal Control Svs. for October	
		Total 189-COS			\$3,068.04
	Total 24043				\$3,068.04
Total City of Sumner					\$3,068.04

Vendor	Number	Reference	Account Number	Description	Amount
Code Publishing Inc.	24044			2019 - October - 2nd Council Meeting	
		64812			
			October Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$692.37
				EMC Updates	
		Total 64812			\$692.37
	Total 24044				\$692.37
Total Code Publishing Inc.					\$692.37
Crystal Springs					
	EFT Payment 10/17/2019 4:41:58 PM - 1			2019 - October - 2nd Council Meeting	
	15787820 100919				
			Acct# 698722615787820		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$160.75
				CH Water Delivery	
		Total 15787820 100919			\$160.75
	Total EFT Payment 10/17/2019 4:41:58 PM - 1				\$160.75
Total Crystal Springs					\$160.75
Fife Milton Edgewood Chamber of Commerce					
	24045			2019 - October - 2nd Council Meeting	
		2555			
			Annual Dues Renewal		
			001-018-000-518-90-49-57	Chamber Dues	\$500.00
				Annual Dues Renewal	
		Total 2555			\$500.00
	Total 24045				\$500.00
Total Fife Milton Edgewood Chamber of Commerce					\$500.00
Form Source, Inc.					
	24046			2019 - October - 2nd Council Meeting	
		855494			
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$60.88
				M. Ray	
		Total 855494			\$60.88
	Total 24046				\$60.88
Total Form Source, Inc.					\$60.88
Grainger					
	24047			2019 - October - 2nd Council Meeting	
		9311446984			
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$29.50

Vendor	Number	Reference	Account Number	Description	Amount
				Disposable Respirator Masks	
		Total 9311446984			\$29.50
	Total 24047				\$29.50
Total Grainger					\$29.50
ICMA					
	24048			2019 - October - 2nd Council Meeting	
		101619-ICMA			
			Member# 982400 2020 Renewal		
			001-058-000-558-60-49-01	Memberships	\$200.00
				Annual Membership Renewal	
		Total 101619-ICMA			\$200.00
	Total 24048				\$200.00
Total ICMA					\$200.00
Kenyon Disend, PLLC					
	24049			2019 - October - 2nd Council Meeting	
		189389			
			September Services-Acct 335-00000M		
			001-019-000-515-41-41-01	Legal Services-External	\$4,754.00
				September Services	
		Total 189389			\$4,754.00
	Total 24049				\$4,754.00
Total Kenyon Disend, PLLC					\$4,754.00
KnowBe4, Inc.					
	24050			2019 - October - 2nd Council Meeting	
		INV71466			
			Nov 2019-Nov 2020 Subscription		
			001-018-000-518-85-49-03	Computer Subscriptions	\$993.11
				Annual Awareness Training Subscription	
		Total INV71466			\$993.11
	Total 24050				\$993.11
Total KnowBe4, Inc.					\$993.11

Vendor	Number	Reference	Account Number	Description	Amount
Legend Data Systems, Inc., dba Legend ID					
	24051		2019 - October - 2nd Council Meeting		
		127442			
			October Services		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$17.03
				Photo ID Card- M.Ray	
		Total 127442			\$17.03
	Total 24051				\$17.03
Total Legend Data Systems, Inc., dba Legend ID					\$17.03
Office Depot					
	24052		2019 - October - 2nd Council Meeting		
		385727082001			
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$89.93
				Certificate paper, Copy paper	
		Total 385727082001			\$89.93
		385730805001			
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$3.40
				A-Z tabs	
		Total 385730805001			\$3.40
	Total 24052				\$93.33
Total Office Depot					\$93.33
Pierce County Budget & Finance PW					
	24053		2019 - October - 2nd Council Meeting		
		CI-276593			
			September Services		
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	\$398.12
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	\$256.64
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	\$128.33
		Total CI-276593			\$783.09
	Total 24053				\$783.09
Total Pierce County Budget & Finance PW					\$783.09
Pierce County Budget & Finance Sheriff					
	24054		2019 - October - 2nd Council Meeting		
		CI-276379			
			October Services		
			001-021-000-521-20-41-01	Police Services	\$227,412.58
				October Services	
		Total CI-276379			\$227,412.58

Vendor	Number	Reference	Account Number	Description	Amount
		CI-276390			
			August Services		
			001-021-000-521-20-41-02	Police Overtime	\$11,221.53
				August Services- OT	
		Total CI-276390			\$11,221.53
	Total 24054				\$238,634.11
Total Pierce County Budget & Finance Sheriff					\$238,634.11
Puget Sound Energy					
	EFT Payment 10/17/2019 4:41:58 PM - 2			2019 - October - 2nd Council Meeting	
	160023146				
			Claim 19-70-83560/Job Order 186583560		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$1,254.13
				Repair electrical due to damage caused by cutting bushes	
		Total 160023146			\$1,254.13
	300000011233 September 2019				
			September Statement		
			001-018-000-518-30-47-01	Electricity	\$4,120.89
				September Statement	
		Total 300000011233 September 2019			\$4,120.89
	90643393				
			Job# 105091810/Acct# 400002519371		
			340-000-000-595-63-63-01	Improvements-Street Lighting	\$1,722.14
				Edgewood Dr E Install	
		Total 90643393			\$1,722.14
	Total EFT Payment 10/17/2019 4:41:58 PM - 2				\$7,097.16
Total Puget Sound Energy					\$7,097.16
Raedeke Associates, Inc.					
	24055			2019 - October - 2nd Council Meeting	
		58261			
			Sept Services- Prj 2018-097		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$496.00
				107 Singh Wetland Review	
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$967.43
				110 McCutcheon RUP	
		Total 58261			\$1,463.43
	Total 24055				\$1,463.43
Total Raedeke Associates, Inc.					\$1,463.43
Refunds/Reimbursements Vendor					
	24056			2019 - October - 2nd Council Meeting	
		100319-JC		Jamie M Curbow	
			Mileage Reimbursement		
			001-058-000-558-50-43-03	Mileage Reimbursement	\$200.09

Vendor	Number	Reference	Account Number	Description	Amount
				J.Curbow WSAPT Conference	
		Total 100319-JC			\$200.09
	Total 24056				\$200.09
	24057			2019 - October - 2nd Council Meeting	
		100419-JM		Jeremy W Metzler	
			Mileage Reimbursement		
			101-000-000-542-90-43-01	Travel/Training Costs	\$32.94
				J. Metzler WSDOT Training	
		Total 100419-JM			\$32.94
	Total 24057				\$32.94
	24058			2019 - October - 2nd Council Meeting	
		101719-CM		Carol A Morris	
			Refund PRR No 19-73		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$11.80
				Refund PRR No 19-73	
		Total 101719-CM			\$11.80
	Total 24058				\$11.80
Total Refunds/Reimbursements Vendor					\$244.83
Rick Pederson					
	24059			2019 - October - 2nd Council Meeting	
		100119-RP			
			September Mileage Reimbursement		
			101-000-000-542-90-43-03	Admin/Overhead-Mileage Reimbursement	\$137.46
				September Mileage Reimbursement	
			410-000-000-531-38-43-03	Mileage Reimbursement	\$137.46
				September Mileage Reimbursement	
		Total 100119-RP			\$274.92
	Total 24059				\$274.92
Total Rick Pederson					\$274.92
Shell					
	EFT Payment 10/17/2019 4:41:58 PM - 3			2019 - October - 2nd Council Meeting	
	61700779				
			September Purchases		
			001-018-000-518-30-32-01	Fuel	\$952.82
				September Purchases	
		Total 61700779			\$952.82
	Total EFT Payment 10/17/2019 4:41:58 PM - 3				\$952.82
Total Shell					\$952.82

Vendor	Number	Reference	Account Number	Description	Amount
State Auditor's Office					
	24060			2019 - October - 2nd Council Meeting	
		L133083			
			Audit No. 47505		
			001-019-000-514-23-41-01	State Auditor	\$13,977.69
				2018 Accountability Audit	
		Total L133083			\$13,977.69
	Total 24060				\$13,977.69
Total State Auditor's Office					\$13,977.69
The News Tribune					
	24061			2019 - October - 2nd Council Meeting	
		255556 9/2-9/29/19			
			September Statement		
			001-019-000-511-30-41-02	Legal Publications	\$588.20
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$624.73
				Legal Notice	
		Total 255556 9/2-9/29/19			\$1,212.93
	Total 24061				\$1,212.93
Total The News Tribune					\$1,212.93
Thomson Reuters					
	EFT Payment 10/17/2019 4:41:58 PM - 4			2019 - October - 2nd Council Meeting	
	841101332				
			September Services		
			001-019-000-511-30-41-02	Legal Publications	\$274.75
				September Services	
		Total 841101332			\$274.75
	Total EFT Payment 10/17/2019 4:41:58 PM - 4				\$274.75
Total Thomson Reuters					\$274.75
Transpo Group					
	24062			2019 - October - 2nd Council Meeting	
		23802			
			Prj. 1.18149.00 TIA Guidelines & TIF Update		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$5,618.75
				Prj. 1.18149.00 TIA Guidelines & TIF Update	
		Total 23802			\$5,618.75
		23803			
			Prj. 1.18149.00 32nd & Meridian Intersection		
			340-000-000-595-10-63-01	Capital Improvements-Engineering	\$10,048.75
				Prj. 1.18149.00 32nd & Meridian Intersection	
		Total 23803			\$10,048.75

Vendor	Number	Reference	Account Number	Description	Amount
		23804			
			Prj. 1.18149.00 General Traffic Engineering		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$2,749.14
				Prj. 1.18149.00 General Traffic Engineering	
		Total 23804			\$2,749.14
		23805			
			Prj. 1.18149.00 Singh Multifamily		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$4,435.00
				Prj. 1.18149.00 Singh Multifamily	
		Total 23805			\$4,435.00
	Total 24062				\$22,851.64
Total Transpo Group					\$22,851.64
US Bank ACH/EFT					
	EFT Payment 10/17/2019 4:28:43 PM - 1		2019 - October - 2nd Council Meeting		
	100719-USBank				
			September Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$30.00
				September Safekeeping Fees	
		Total 100719-USBank			\$30.00
	Total EFT Payment 10/17/2019 4:28:43 PM - 1				\$30.00
Total US Bank ACH/EFT					\$30.00
US Bank Corporate Payment System					
	EFT Payment 10/17/2019 4:41:58 PM - 5		2019 - October - 2nd Council Meeting		
	092519-USBank				
			September Statement		
			001-013-000-513-10-43-01	Travel/Training Costs	\$394.36
				D.Eidinger-Enzian Inn-AWC Conference Hotel	
			001-013-000-513-10-43-04	Meals Expense	\$34.69
				D.Eidinger-The Watershed Cafe- AWC Conference Dinner	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$130.04
				S.Goff-DS Services-CH Water Delivery	
			001-018-000-518-20-31-08	Wellness Supplies	\$11.06
				J.Bartelson-Safeway-Fresh Fruit Friday	
			001-018-000-518-20-31-08	Wellness Supplies	\$19.86
				J.Bartelson-Fred Meyer-Fresh Fruit Friday	
			001-018-000-518-20-31-08	Wellness Supplies	\$14.29
				J.Bartelson-Home Goods-Message Board	
			001-018-000-518-20-39-11	Teambuilding-Supplies	(\$11.02)
				J.Bartelson-Walmart-Digital Camera	
			001-018-000-518-20-39-11	Teambuilding-Supplies	\$210.00
				J.Bartelson-WA State Fair-Food Bucks	
			001-018-000-518-20-39-11	Teambuilding-Supplies	\$472.57
				J.Bartelson-NW Custom Apperal-Logos for Hawaiian Shirts	

Vendor	Number	Reference	Account Number	Description	Amount
			001-018-000-518-20-41-01	Professional Service	\$100.00
				R.Pitzel-APAWA-Sr/Assoc Planner Posting	
			001-018-000-518-20-41-01	Professional Service	\$200.00
				R.Pitzel-AWC-Jobnet 5 Postings	
			001-018-000-518-20-43-01	Travel/Training Costs	\$12.00
				J.Metzler-Sound Transit-APWA Conference Transportation	
			001-018-000-518-20-43-04	Employee Meals	\$288.75
				J.Bartelson-Chipotle-Staff Training Lunch	
			001-018-000-518-20-43-04	Employee Meals	\$98.96
				J.S-Herrera-Fred Meyer-Food for Budget Retreat	
			001-018-000-518-20-43-04	Employee Meals	\$31.25
				J.Bartelson-Costco- Staff Training Lunch	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$281.32
				R.Pederson-Northern Tool & Equip.-Dump Truck Fork Extensions	
			001-019-000-514-20-43-01	Travel & Training Costs	\$121.43
				R.Pitzel-Enzian Inn-WMCA Conference Hotel	
			001-019-000-514-20-43-01	Travel & Training Costs	\$119.00
				J.Bartelson-Pryor-Fron Desk Safety Training	
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$25.00
				R.Pitzel-WAPRO-Membership Renewal	
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$33.00
				J.S-Herrera-iStock-Images for Magazine	
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	\$55.85
				G.Mehr-Home Depot-Basement Kitchen Building Supplies	
			001-021-000-521-20-31-01	Office & Operational Supplies	\$71.72
				D.Eidinger-Lowes-Police Lab Electrical/Lights	
			001-021-000-521-30-31-01	Crime Prevention-Supplies	\$19.73
				M.Lundborg-Starbucks-CFMH Meeting Breakfast	
			001-021-000-521-30-31-01	Crime Prevention-Supplies	\$41.40
				M.Lundborg-Safeway-CFMH Meeting Breakfast	
			001-058-000-558-60-43-01	Training/Travel Costs	\$305.00
				J.Fairbanks-APA WA-2019 Planning Conference Registration	
			001-058-000-558-60-43-01	Training/Travel Costs	\$412.17
				J.Fairbanks-Icicle Village Resort-WACE Conference Hotel	
			001-058-000-558-60-43-01	Training/Travel Costs	\$210.00
				K.Moerler-APA WA-Conference Registration	
			001-058-000-558-60-49-01	Memberships	\$431.00
				K.Moerler-APA-Membership Renewal	
			001-076-000-576-80-31-01	Operational Supplies	\$16.49
				H.Bowers-River Rd Landscape-Park Supplies	
			101-000-000-542-90-43-01	Travel/Training Costs	\$9.00
				J.Metzler-Bellevue Corp Plaza-WSDOT Meeting Parking	
			101-000-000-542-90-43-04	Admin/Overhead-Meals Expense	\$83.00
				J.Metzler-Ruth's Chris Steak House-APWA Conference Lunch w/Chuck	
			410-000-000-531-38-31-01	Operational Supplies	\$364.32
				J.Privett-the Bag Lady-Straw, Wood Stakes	

Vendor	Number	Reference	Account Number	Description	Amount
		Total 092519-USBank			\$4,606.24
		Total EFT Payment 10/17/2019 4:41:58 PM - 5			\$4,606.24
		Total US Bank Corporate Payment System			\$4,606.24
Grand Total		Vendor Count	29		\$332,395.52



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Amending Council Rules of Procedure Section 21.2 * - Minutes		Agenda Item #:		AB19-0477
		For Agenda of:		October 22, 2019
		Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ Resolution No. 19-0477 ☒ Redlined Sections of Council Rules of Procedures (Table of Contents and Section 21.2 *) ☒ 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: Council Action under Consent Agenda 10/22/19		
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 Council regarding the minutes reflecting Councilmembers departure and return during a meeting. At the October 15, 2019 study session, Mayor and Council agreed to have the City Clerk modify the language to reflect the departure and return only during a regular council meeting, and to bring forward to the next regular council meeting for action. Council Rules of Procedure Section 21.2 * currently reads: *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. <i>Modified</i> Council Rules of Procedure Section 8.9 (8) will read: *If a Councilmember leaves during a meeting, the time of departure and time of return, if applicable, shall be noted during a regular council meeting. All other meetings (study sessions, town halls, retreats, etc. are excluded). If a Councilmember arrives after commencement of the meeting, the time of arrival shall be noted.				
RECOMMENDED ACTION: MOTION to approve Resolution No. 19-0477, modifying Council Rules of Procedures Section 21.2 * - Minutes under the Consent Agenda.				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review				

RESOLUTION NO. 19-0477

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
EDGEWOOD, WASHINGTON, ADOPTING THE COUNCIL
RULES OF PROCEDURES AND REPEALING RESOLUTION
NO. 19-0468**

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 August 13, 2019 by Resolution No. 19-0468, 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. 19-0468 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 22ND DAY OF OCTOBER, 2019.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk



CITY OF EDGEWOOD

COUNCIL RULES OF PROCEDURE

Amended ~~August 13, 2019~~ October 22, 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 during a regular council meeting. All other meetings (study sessions, town halls, retreats, etc. are excluded). 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 RULES OF PROCEDURE
Amended October 22, 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 during a regular council meeting. All other meetings (study sessions, town halls, retreats, etc. are excluded). 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: CDW-G Statement of Work, under Washington State Department of Enterprise Services Contract Number W5847	Agenda Item #:		AB19-0478
	For Agenda of:		10/22/2019
	Prepared by:		Dave Gray
ATTACHMENTS (list): ☒ Resolution No. 19-0478, and CDW-G Statement of Work ☒ Washington State Department of Enterprise Services Contract Listing CDWW5847			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>\$19,120.00</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$20,000.00</u>
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Study Session Review 10/15/2019 Regular Council Meeting 10/22/2019	
City Clerk/HR Director, Rachel Pitzel	☒		
Community & Economic Development Director, Darren Groth	☐		
Public Works, Jeremy Metzler	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: The City has a number of IT projects budgeted in the 2019 Capital Budget including an earmarked estimated for this Cloud Migration project. This project will be included on the COE PMP for completion before year-end.			
SUMMARY STATEMENT: Microsoft anticipates providing all email exchange services as a cloud based enterprise within the next three years. The current system that allows for on-site services will become unsupported at a future date. The State of Washington Department of Enterprise Services contracts for IT products and services on master contracts, including CDW, a company recognized by Microsoft as a prime vendor for the email exchange to cloud migration. The City is authorized by law to utilize these master contracts under an agreement with the State. The City of Edgewood's department of Enterprise Service Agreement number is 22730.			
RECOMMENDED ACTION: MOTION to adopt Resolution No. 19-0478, authorizing the Mayor to execute the scope of work for CDW to engineer the COE transition to Microsoft Email Exchange for the Cloud under the Consent Agenda.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review			

RESOLUTION NO. 19-0478

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH CDW-G TO MIGRATE THE CITY'S EXCHANGE SERVER ACTIVITY TO THE MICROSOFT CLOUD EXCHANGE SERVER

WHEREAS, the City has chosen to migrate their in-house exchange server activities to the Microsoft Cloud Exchange Server in advance of the in-house product becoming unsupported; and

WHEREAS, the Microsoft Exchange product is proprietary and supported by CDW-G as a prime vendor for this activity, which is the engineering of the software architecture customized for each client like the City of Edgewood; and

WHEREAS, CDW-G has an open State of Washington Department of Enterprise Services contract for this work, which meets the State mandated bid requirements for local jurisdictions such as the City of Edgewood who choose to individually contract for this work using a local scope of work attached to the State Master Contract Number 53173;

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

Section 1. Authorize the Mayor to execute a State of Washington Department of Enterprise Services Master Contract with a City of Edgewood customized Scope of Work to CDW-G for the migration of the City's Exchange Server to the Microsoft Cloud Exchange Server in an amount not to exceed \$25,000

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

ADOPTED THIS 22ND DAY OF OCTOBER, 2019

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

ITEM(S) PROVIDED TO CUSTOMER

The following will be provided to Customer by the completion of this project.

Table 1 – Item(s) Provided to Customer

Item	Description	Format
Exchange Online Planning and Design	Document that defines the business and technical requirements and how the new solution will meet these requirements. It will also provide a detailed list of the resources that will be required to implement the new solution.	PDF with architecture diagram

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“**Anticipated Schedule**”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

TOTAL FEES

The total fees due and payable under this SOW (“**Total Fees**”) include both fees for Seller’s performance of work (“**Service Fees**”) and any other related costs and fees specified in the Expenses section (“**Expenses**”). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

SERVICES FEES

Services Fees will be calculated on a TIME AND MATERIALS basis.

The invoiced amount of Services Fees will equal the rate applicable for a unit of a service or resource (“**Unit Rate**”) multiplied by the number of units being provided (“**Billable Units**”) for each unit type provided by Seller (see Table 2).

The Total Estimated Services Fees of \$19,120.00 is merely an *estimate* and does not represent a *fixed fee*. Neither the Total Estimated Billable Units of 88 nor the Total Estimated Services Fees are intended to limit the bounds of what may be requested or required for performance of the Services.

Table 2 – Services Fees

Unit Type	Unit Rate	Billable Units	Subtotal
Senior Engineer – Per Hour	\$220.00	80	\$17,600.00
Project Manager – Per Hour	\$190.00	8	\$1,520.00
Estimated Totals		88	\$19,120.00

7. There are at least two Active Directory Global Catalog servers, located in the site where the system will be installed, running 2003 SP1 or later (if Exchange 2016 servers will be deployed, 2008 R2 or later). These servers currently average less than 50% processor utilization during peak times. The domain and forest functional levels are at least 2003 native (if Exchange 2016 servers will be deployed, 2008 R2 or later).
8. All servers (physical or virtual), server hosts and network devices (including but not limited to: gateways, load balancers, reverse proxies, session border controllers) to be utilized in the deployment will be procured, assembled, installed and configured with the base operating system and network configuration prior to Seller consultants beginning work on those systems.
9. All software media and corresponding licenses and/or product keys will be provided to Seller consultants prior to implementation.
10. Purchasing of third party migration tools
11. All required certificates will be procured prior to implementation and will be provided to the Seller consultant(s) or will be installed by your staff under the supervision of Seller consultant(s).
12. If the solution drives configuration changes and/or upgrades to other systems in the environment, including but not limited to backup software, VDI, anti-spam/antivirus, archiving/journaling, security/firewall, PBXs, and/or other gateway products, these changes and the associated costs are not the responsibility of Seller.
13. Seller consultants will provide guidance on client (Outlook, mobile devices, multi-function printers, etc.) configuration, but will not be responsible for the installation of software or configuration of client devices.
14. Customer will assign Seller as their Digital Partner of Record (DPOR) prior to engagement closure.

OUT OF SCOPE

Specific tasks outside this SOW include, but are not limited to:

1. Formal Training
2. Process and/or Build Documentation
3. Network assessment or remediation
4. Migration of applications from the legacy system
5. Migration of archive data and any data outside the legacy system
6. Recovery of a tenant environment after expiration of trial periods and/or licenses
7. Active Directory Federation Services Design or Implementation
8. Multi-factor authentication
9. Workloads of Office 365 or Azure other than Exchange Online, including but not limited to:
 - a. Office
 - b. Skype for Business
 - c. SharePoint
 - d. Yammer
 - e. OneDrive
 - f. Enterprise Mobility and Security
10. Third party applications, e.g. fax server or voicemail system integration
11. Level/Tier 1 end-user support during deployment
12. Level/Tier 2 client (Outlook or mobile devices) support during deployment
13. Cross-forest migration
14. Migration of more than 50 mailboxes
15. Exchange Unified Messaging

- **Project Closure Meeting.** The project team will meet to recap the project activities, provide required documentation, discuss any next steps, and formally close the project.

PROJECT ASSUMPTIONS

1. The internal/corporate network utilizes a single, continuous, fully routable private address space. Internal clients have direct access to internal servers. Internal systems are not directly accessible from public networks. External clients must establish connections to secure intermediary device which will proxy or route connections to internal resources on the clients' behalf (VPN, terminal server, reverse proxy, etc.).
2. The configuration and management of all systems which will be involved in the project are under the control of your organization, either directly or through a third-party. Seller may request configuration changes to these devices and Customer will implement these changes pending established change control procedures.
3. All hardware and software that will be implemented as part of this project or that will be configured during the course of this project is covered under a vendor approved support contract.
4. The Exchange Organization is in Native Mode
5. There are no Exchange Servers version 2000 or earlier
6. All Exchange 2003 Servers are running Service Pack 3 CU9 or later
7. All Exchange 2007 Servers are running Service Pack 3 or later
8. All Exchange 2010 Servers are running Service Pack 3 RU 11 or later
9. All Exchange 2013 Servers are running CU 10 or later
10. If installing Exchange 2016, Active Directory forest and domain functional level must be 2008 R2 or above.
11. For hybrid deployments, all on-premises Exchange data to be migrated to Exchange Online conforms to the following limits:
12. No mailbox folder contains more than 10,000 subfolders
13. No mailbox folder contains more than one million items
14. No mailbox folder hierarchy is more than 300 folders deep
15. There are no more than 100,000 public folders
16. No public folder contains more than 10,000 subfolders
17. No single mailbox item is greater than 150 MB
18. No single mailbox item has more than 250 attachments
19. No attachment is greater than 150 MB
20. Customer acknowledges that Seller may earn a Microsoft incentive payment if Customer purchases Microsoft products from Seller. Furthermore, Customer hereby consents to Seller receiving any such payment from Microsoft, and has no objections in relation thereto.

CUSTOMER RESPONSIBILITIES

1. Communicate all material project matters to Seller's contact person.
2. Third-party application compatibility and support.
3. Provide at least one qualified technical person with system administration responsibilities.
4. Provide qualified personnel at your location (or any other location designated by you where services are to be provided) to support your existing equipment.
5. Provide other full-time, qualified, knowledgeable personnel who will perform your obligations under this SOW; make timely decisions necessary to move performance of the services forward; participate in this project to the extent reasonably requested by Seller; and reasonably assist Seller with its performance of the services.
6. Provide Seller's personnel with appropriate levels of access and privilege to systems and information necessary for Seller's performance of the services.

Azure Active Directory Connect with password synchronization will be installed and configured. This may require:

- A single server running the 64-bit version of Windows Server 2012 or later version

Seller will lead a discussion regarding the benefit of an on-prem exchange server and should additional servers be required a change order would be needed.

Cloud based migration tools may be leveraged to migrate data and directory objects from the legacy mail system.

Exchange Unified Messaging (voicemail feature of Exchange) will not be configured as part of this project.

There are a multitude of factors which can impact the total number of servers that must be deployed. These factors will be discussed in detail during the Planning and Design sessions. If the outcome of the design stipulates a different number of servers than specified above will be required, then the hours associated with this component will need to be updated via a project change request.

Seller will implement the Exchange configurations based on the previously established Design. Seller will provide guidance and recommendations for configuration changes to the existing environment, but the implementation of these configuration changes will be the responsibility of Customer.

Due to the changes in how public folders are stored, legacy Exchange mailboxes are unable to access the public folder hierarchy on Exchange Online. However, user mailboxes on Exchange Online can connect to legacy on-premises public folders provided that there are no public folder databases on Exchange 2003 servers. Due to these constraints, as part of the pilot from Exchange 2003, all public folders will be replicated to Exchange 2007 or later servers and removed from the Exchange 2003 servers, if present. Public folders will not be moved to Exchange Online as part of the pilot. Validation that Mailboxes on Exchange Online can access legacy on-premises public folders will be included within this pilot.

A pilot group of 25 users will be migrated to the new environment. This pilot period will be used to refine and validate the transition process and gather feedback on the impact to end users.

Applications which depend on the legacy systems will not be migrated.

CLOSURE

A closure meeting will be held with Seller at the conclusion of the project to verify that all of your business and technical requirements have been satisfied. Formal transfer of documentation items to be provided will also occur at this meeting.

PROJECT MANAGEMENT

Seller will assign a project management resource to perform the following activities during the project:

- **Kickoff Meeting.** Review SOW including project objectives and schedule, logistics, identify and confirm project participants and discuss project prerequisites.
- **Project Schedule or Plan.** A project schedule that details the schedule and resources assigned to the project.
- **Weekly Status Meetings and Reports.** Status meetings will be conducted on a weekly basis. During these meetings, Seller and you will discuss action items, tasks completed, tasks outstanding, issues and conduct a budget review.
- **Change Management.** When a change to a project occurs, Seller's project change control process will be utilized.

- Name Space design
- Routing
- Address Policies
- TLS Encryption with external domains
- Encryption
- Server Requirements
- Role colocation
- Virtualization
- Network, Ports, Addresses & Bandwidth

DEPLOYMENT PLANNING

During the Design sessions, the hardware, software and services required to implement the solution will have been identified. During this phase, cost will be assigned to these resources. Hardware and software quotes will be compiled. Tasks will be defined, resources will be assigned and timelines will be created for the deployment of the solution.

It will be the responsibility of Customer to provide quotes or pricing for any of the identified resources if those resources are to be provided by a party other than Seller.

At the conclusion of this phase Customer will have a clear understanding of the costs that will be incurred to implement the solution as well as a timeline for the complete deployment.

- Project Plan
- Work Items
- Milestones & timeline
- Resource Allocation Effort and Duration Estimates
- Dependencies

Seller has the right to amend the Pilot and Deployment estimates based on the results of the Design session and Deployment Planning.

BUILD & PILOT

Seller will assist with the implementation and configuration of the Exchange Online transition infrastructure as specified in the sessions. Any testing requirements identified during the design or planning phases will be conducted at this time, prior to the production implementation.

Seller will provide step-by-step guidance to Customer to add Seller as their Digital Partner of Record (DPOR). DPOR enables Seller to help Customer optimize the use of Microsoft services for desired business outcomes by providing Seller with access to usage and consumption data.

Various tools will be used to gather validate and remediate the environment prior to deployment. These tools include, but are not limited to

- Office 365 Health, Readiness and Connectivity Checks
- Remote Connectivity Analyzer
- IDFix DirSync Remediation tool

A new Office 365 tenant subscription will be established during the course of this project.

- Exchange Online Archiving Service Description
- Exchange Online Protection Service Description
- Identify requirements not met by Exchange Online and recommend potential alternatives

DESIGN SESSION

Based on the requirements identified in the Planning session, Seller will work with the project team to determine the end-state Exchange design. During the design sessions, priority will be placed on quickly identifying the resources and system changes necessary for the production implementation. In some circumstances the items listed below may have been identified prior to the design session. Potential resources include:

- Server (physical or virtual) acquisition, installation and configuration
- Data storage
- Network devices such as session border controllers, load balancers or reverse proxies
- Additional required licenses
- Certificates

Potential changes include:

- Storage configuration
- Active Directory remediation
- Active Directory schema changes
- Implementation of firewall and web proxy rules
- Software updates to current environment to support compatibility with the new version

Seller will make every effort to identify these resources and changes as early in the design process as feasible. In some cases Customer may need several days or weeks to meet with responsible stakeholders, acquire the identified resources, or implement the necessary changes. This may affect the timeline for the production implementation.

- Core System Design
- Directory Integration and Authentication
- Active Directory and Namespace Integration
- Supported authentication methods
- Active Directory Federation Services
- External client support
- Public Key Infrastructure
- Directory Synchronization
- Load Balancing
- Firewall requirements
- Server Requirements
- Client Access Design
- Name Space Design
- Service Discovery
- Mobile Devices Support
- Legacy client protocols
- Mobile Device Management
- Server Requirements
- Transport Design

Page 3

Proprietary and Confidential

Version: 2

Contract Number: 53173

Drafted by: Alex Goes

CDW, LLC.

- Network topology
- Overview of current environment
- User population and distribution
- Administrative practices and procedures (including change control)

If this documentation currently exists and Customer is willing to provide it to Seller, this can be submitted instead of the questionnaire.

Seller will begin with a project kick-off meeting with your core project team. The kick-off meeting will last approximately one hour and will include:

- Introductions of Customer and Seller team members
- Establishment of roles and the project schedule
- Knowledge transfer and review of your company and vision
- Review of this SOW
- Review of the pre-engagement questionnaire or equivalent and clarification of questions
- Review of design session goals
- Requirements definition
- Digital Partner of Record (DPOR) process review

PLANNING AND DESIGN SESSIONS

Seller will work with the appropriate project team members and stakeholders from your company in a series of discussions regarding the current and end-state design of your infrastructure. Active participation and presence from key members of your staff is imperative during this time to ensure requirements are clearly defined and validated, and that the design is based upon those requirements.

PLANNING SESSION

The Planning Sessions are interactive meetings with key members of your organization including business and technical stakeholders as well as the project team. These discussions will focus on identification of business and technical requirements and assumptions. Seller will also provide a mapping of how those requirements can be met with Exchange Online. Any requirements which cannot be met will also be called out. Knowledge transfer during planning is a valuable Customer benefit and provides a foundation for successful operation of the solution after the project is closed. At the conclusion of this session the project team will have a clear understanding of how Exchange Online will be able to assist in meeting your business objectives.

- Current Environment review
- Active Directory
- Messaging Environment
- Network
- Requirements Gathering and validation
- Business requirements
- Technical requirements
- Map requirements to Office 365 Service Descriptions
- Office 365 Platform Service Description
- Exchange Online Service Description



STATEMENT OF WORK

Project Name:	Exchange Online Deployment	Seller Representative: Sean McLellan 206-218-3956 seanmcl@cdw.com
Customer Name:	CITY OF EDGEWOOD	
CDW Affiliate:	CDW Government, LLC.	
Date Requested:	September 6, 2019	Solution Architect: Chuck Christensen
Seller Services Manager:	Mike Mooney	
Version:	2	

This statement of work ("Statement of Work" or "SOW") is made and entered into on the date this SOW is signed by both parties (the "SOW Effective Date") by and between the undersigned, CDW Government, LLC. ("Provider", "Seller" and "we") and CITY OF EDGEWOOD ("Customer" and "you").

PROJECT DESCRIPTION

PROJECT SCOPE

During the engagement, Seller will utilize our experience with Microsoft Exchange Online to make recommendations on how to best utilize the technology to meet your objectives. In addition, Seller will leverage the knowledge gained through previous deployments to avoid potential issues.

This engagement will:

- Develop a clear vision of the high-level solution goals and constraints.
- Unify the project team behind a common vision.
- Identify business and technical requirements for the Exchange Online implementation.
- Determine the appropriate end-state Exchange Online implementation.
- Define sequence of tasks required for successful implementation.
- Implement the solution in the production environment.
- Provide one or more detailed documents created specifically for Customer.

APPROACH

Seller will utilize a phased approach to achieving the goals outlined above.

PROJECT KICK-OFF MEETING

Prior to the kick-off, Seller will provide Customer with a pre-engagement questionnaire. This document will be used to establish a working understanding of your current environment. Areas of focus include:

- Directory services infrastructure

The rates presented in Table 2 apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

Any non-Hourly Units will be measured in one (1) unit increments when Services are performed remotely or at any Customer-Designated Location(s) (as defined below).

EXPENSES

When Seller's personnel are located more than 60 miles from the Customer-Designated location, travel charges will apply. Seller will invoice Customer for the time Seller's personnel spend traveling to and/or from the Customer-Designated Location(s) (or otherwise, as necessary) at a rate of \$85/hour. Seller will make efforts to schedule appropriate personnel from Seller's offices located nearest to the Customer-Designated Location(s) in order to minimize such expenses. Seller's ability to do so may depend on various factors (e.g., specialized project skills needed, personnel availability, and changes to, or challenges inherent in, the Anticipated Schedule).

Seller will invoice Customer for Seller's reasonable, direct costs incurred in performance of the Services. Direct expenses include, but may not be limited to: airfare, lodging, mileage, meals, shipping, lift rentals, photo copies, tolls and parking. Seller will charge actual costs for these expenses. Any projected expenses set forth in this SOW are estimates only.

Two (2) weeks' advance notice from Customer is required for any necessary travel by Seller personnel.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the locations specified on the attached Exhibit ("**Customer-Designated Locations**").

PROJECT-SPECIFIC TERMS

1. Customer is responsible for providing all physical and communications access, privileges, environmental conditions, properly functioning hardware and software, qualified personnel, project details, material information, decisions/directions, and personnel and stakeholder interviews that are reasonably necessary to assist and accommodate Seller's performance of the Services ("**Customer Components**").
2. Seller is not responsible for delays in performance directly caused by the unavailability of the Customer Components and will have the right, with prior written notice and after a reasonable opportunity for Customer to correct the failure, to reassign Seller personnel to work unrelated to this SOW and the services hereunder or to invoice Customer for time Seller personnel are thereby idled if reassignment is not feasible.
3. Both parties will treat all employee personally identifiable information as confidential per the Agreement.
4. Customer will provide in advance and in writing, and Seller will follow, all applicable Customer safety and security rules and procedures.
5. Customer is responsible for security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment.
6. This SOW can be terminated by either party without cause upon at least fourteen (14) days' advance written notice.

SOW TERMS AND CONDITIONS

CONTACT PERSON(S)

Each Party will appoint a person to act as that Party's point of contact ("**Contact Person**") as the time for performance nears and will communicate that person's name and information to the other Party's Contact Person.

The Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties' Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

PAYMENT TERMS

Customer will pay invoices containing amounts authorized by this SOW within thirty (30) days of Customer's receipt of the invoice. Any objections to an invoice must be communicated to the Seller Contact Person within fifteen (15) days after receipt of the invoice.

EXPIRATION AND TERMINATION

This SOW expires and will be of no force or effect unless it is signed by Customer and Seller within thirty (30) days from the SOW Created Date, except as otherwise agreed by Seller.

CHANGE ORDERS

This SOW may be modified or amended only in a writing signed by both Customer and Seller, generally in the form provided by Seller ("**Change Order**").

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

MISCELLANEOUS

This SOW shall be governed by Seller's "Terms and Conditions of Sales and Service Projects", accessed via the "Terms & Conditions" link at www.cdwg.com (the "**Agreement**"). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement. References in the Agreement to a SOW or a Work Order apply to this SOW. This SOW and any Change Order may be signed in separate counterparts, each of which shall be deemed an original and all of which together will be deemed to be one original. Electronic signatures on this SOW or on any Change Order (or copies of signatures sent via electronic means) are the equivalent of handwritten signatures. This SOW is the proprietary and confidential information of Seller.

SIGNATURES

In acknowledgement that the parties below have read and understood this Statement of Work and agree to be bound by it, each party has caused this Statement of Work to be signed and transferred by its respective authorized representative.

CDW Government, LLC.

By: _____
Signature

Name: _____

Date: _____

Mailing Address:

230 N. Milwaukee Avenue, Vernon Hills, IL. 60061

☐ The following PSM has given approval:
Mike Mooney

CITY OF EDGEWOOD

By: _____
Signature

Name: _____

Date: _____

Mailing Address:

Street: _____

City/ST/ZIP: _____

Billing Contact:

Street: _____

City/ST/ZIP: _____

- ☐ A purchase order for payment hereunder is attached.
☐ A purchase order is not required for payment hereunder.

EXHIBIT A.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations (“**Customer-Designated Locations**”).

Table 3 – Customer-Designated Locations

Location(s)	Service(s)		
City of Edgewood 2224 104 th Ave East Edgewood, WA 98372	☐ Assessment ☒ Configuration ☒ Design	☐ Implementation ☒ Project Management ☐ Staff Augmentation	☐ Support ☐ Training ☐ Custom Work

W's	Company Name	DBA	Agreement #	Max Hourly Rate
W9	CASE Associates Inc.		08215	\$225.00
W39634	Caughlin Group, The		08215	\$180.00
W4701	Cayzen Corporation	Cayzen Technologies	08215	\$200.00
W5847	CDW Government LLC		08215	\$225.00
W71918	Cebe IT & Knowledge Management LLC		08215	\$250.00
W22415	Celer Systems, Inc.		08215	\$160.00
W51156	CenturyLink Communications, LLC		08215	\$190.00
W58652	CEPOCH LLC		08215	\$200.00
W22780	CG Technology Management, LLC		08215	\$150.00
W6634	CGI Technologies and Solutions Inc.		08215	\$250.00
W22825	Chakoian McClure Group	MC2 Consulting	08215	\$200.00
W12125	Chameleon Technologies, Inc		08215	\$275.00

1. IT Funding	2. IT Business	3. Continuity	4. IT Project M	5. Project Qui	6. Software T	7. Client/Serv	8. Database S	9. GIS Servic	10. Infrastruc	11. Mainfram	12. Mobile Se	Address	City	Sta	Zip	Contact	Tit
X	X	X										2050 Beaver Creek Road, Suite 101-225	Oregon Cit	OR	97045	David Sharon	Cl
X	X	X	X	X	X							2912 Country Club Rd NW	Olympia	WA	98502	William C. Caughlin	Cl
X	X		X	X	X	X	X	X	X	X	X	4317 6th Avenue SE, Suite 203	Lacey	WA	98503	Sariney Mourng	Hi
	X	X			X	X		X	X			230 N. Milwaukee Avenue	Vernon Hill	IL	60061	Dan Ferner	Ar
X	X				X							1100 Idylberry Rd	San Rafael	CA	94903	Claude R. Baudoin	Pr
X		X		X	X	X			X			13405 Folsom Blvd., Suite 300	Folsom	CA	95630	Chi Fukui	S:
X	X	X		X	X	X		X		X		2404 Heritage Court SW	Olympia	WA	98502	Cody Arp	S:
X	X	X	X	X	X	X	X	X	X	X	X	24 RAINIER CIR	South Barr	IL	60010	Seshu Duwapu	Pr
X	X	X	X		X	X	X		X	X		3730 71st Ct. SW	Tumwater	WA	98512	Tim Graden	Pr
X	X	X	X	X	X	X	X	X	X	X	X	621 Capitol Mall, Suite 1525	Sacrament	CA	95814	Samuel Park	Di
X	X		X									3109 S Lane St	Seattle	WA	98144	Judy Wells	Pr
X	X	X	X	X	X	X	X	X	X	X	X	520 Kirkland Way, Suite 101	Kirkland	WA	98033	Melissa Acton	O:

te
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resident
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rector
resident
wner/CEO



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: 2020 Surface Water Rates		Agenda Item #:		AB19-0561	
		For Agenda of:		October 22, 2019	
		Prepared by:		Jeremy Metzler	
ATTACHMENTS (list): ☒ Ordinance No. 19-0561					
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/HR Director, Rachel Pitzel	☒	Timeline: Public Hearing – Oct. 8, 2019 Study Session – Oct. 15, 2019 Regular Council Meeting Action – Oct. 22, 2019			
Community & Economic Development Director, Darren Groth	☒				
Public Works, Jeremy Metzler	☒				
Police Chief, Micah Lundborg	☒				
Fiscal Note/Consideration: An analysis performed in 2017 found that the surface water utility was experiencing a fee-to-expense deficit of nearly \$40,000 annually. The 2018 rate increase of 20% corrected this operating budget deficit, but a gap remains in capital improvement funding. Increasing rates as recommended in the 2018 Surface Water Management Plan update will help to fund critical capital improvements.					
SUMMARY STATEMENT: The Edgewood City Council establishes storm water rates charged for various land use classifications according to factors set forth in RCW 35.67.020(2) and (3), which are then adopted in the Edgewood Municipal Code. The City is required to impose uniform charges for the same class of customers or service and facilities furnished [RCW 35.67.020(2)]. In classifying customers served or service and facilities furnished by the storm water utility, the City may consider <i>“the difference in cost of maintenance, operation, repair and replacement of various parts of the system,”</i> and <i>“any other matters which present a reasonable difference as a ground for distinction.”</i> <i>Id.</i> As discussed in previous years, our Municipal Stormwater Permit requires annual inspection and maintenance work which we satisfy through our Interlocal Agreement with Pierce County Public Works. The costs for this service have increased from \$25,000 in 2013 to over \$400,000 in 2015, and totaled more than \$630,000 in 2017. This increase is due to additional permit requirements enacted in 2014 coupled with recent infrastructure improvements along the Meridian Avenue corridor. Here is a table comparing operating expenditures to revenues in recent years (<i>excluding capital expenditures</i>):					
	2015	2016	2017*	2018*	2019 (est)
Operating Expenditures	\$834,626	\$570,852	\$1,091,513	\$931,566	\$1,083,953
Revenues	\$708,068	\$659,084	\$723,836	\$937,735	\$1,225,000
Net Revenue / (Deficit)	(\$126,558)	\$88,232	(\$367,677)	\$6,169	\$141,047
<i>*Note: 2017 & 2018 Operating Expenditures also exclude consultant fees for the Comprehensive SWMP Update</i>					
Revenues had been relatively steady from 2009 to 2017 due to limited growth and development, generally coming in between \$650,000 and \$720,000, annually. Action was taken by Council each of the last two years to close the operating budget gap, increasing revenues to \$937,735 in 2018 and an estimated \$1.225M this year.					

Upon review of existing rates, anticipated operating budget, and proposed capital projects identified as “critical” during preparation of the 2018 SWMP Update, the City’s consultant recommended a 40% rate increase for FY 2019 and 15% rate increase for FY 2020. Council passed Ordinance 18-0528 last year, increasing rates by 20% in FY 2019. To make up the difference, staff recommends a 35% increase for FY 2020, and this rate is reflected in the attached ordinance. In prior discussions, Council has expressed concern regarding the impact this significant of a rate increase may have on the rate payers. In light of this concern, staff offers the following table demonstrating alternative rate increases and the associated impacts on the residential rate:

Proposed Rate Increase	10%	20%	30%	35%
Projected Revenue Increase	\$120,000	\$240,000	\$360,000	\$420,000
Proposed Annual Residential Rate	\$209.88	\$228.96	\$248.04	\$257.58
<i>Increase from Current Rate</i>	<i>\$19.08/yr</i>	<i>\$38.16/yr</i>	<i>\$57.24/yr</i>	<i>\$66.78/yr</i>

To further assist Council in evaluating a proposed rate increase, below are the surface water capital projects currently identified for funding in the updated working draft of the 2020 – 2025 Capital Improvement Plan:

Project \ Year	2020	2021	2022	2023	2024	2025
Spot Improvement Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Mortenson Farm Regional Stormwater Improvements	\$50,000	\$700,000	\$500,000	-	-	-
Jovita Creek Regional Improvement Feasibility	-	-	-	\$200,000	\$200,000	\$180,000
Edgewood Pothole Feasibility Assessment	-	-	\$300,000	\$100,000	-	-
108 th Ave E / 36 th St E Flooding	-	\$50,000	\$900,000 <i>(\$450,000 from General Fund)</i>	\$175,000	-	-
SWMP Updates	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
25 th St E Drainage Improvements	-	-	-	\$235,000	-	-
Lake Chalet Flood Reduction (Pump Station)	\$50,000 <i>(\$30,000 from General Fund)</i>	\$480,000	-	-	-	-
24 th St E / 112 th Ave E Seasonal Ponding	\$170,000	-	-	-	-	-
108 th Ave E Neighborhood (8 th to 16 th)	-	-	-	\$40,000	\$270,000	\$65,000
Jovita Blvd Rehabilitation	-	-	-	\$55,000	\$345,000	\$180,000
Edgewood Pothole Flood Reduction Plan / Analysis	-	-	-	\$170,000	-	-
56 th St E / Edgewood Drive Drainage Improvements	\$300,000	\$200,000	-	-	-	-
Monta Vista Drive Drainage	-	\$200,000	-	-	-	-
Annual Totals	\$695,000	\$1,755,000	\$1,825,000	\$1,100,000	\$940,000	\$550,000

Taking into consideration these capital projects--assuming surface water utility rates are needed to fund a significant portion of them--and a 35% rate increase for FY 2020, and 2.5% each year thereafter, the following table extrapolates the anticipated Surface Water Fund balance through the program horizon:

	2019	2020	2021	2022	2023	2024	2025
Revenues	\$1,225,000	\$1,645,000	\$1,727,250	\$1,770,431	\$1,814,692	\$1,860,059	\$1,906,560
Expenditures	\$1,148,953	\$2,043,133	\$2,223,777	\$1,790,490	\$1,848,305	\$1,437,254	\$1,477,372
Ending Balance	\$113,233	(\$284,899)	(\$781,426)	(\$801,484)	(\$835,097)	(\$412,292)	\$16,897

As demonstrated above, we anticipate debt funding through 2025, even with the recommended rate increases. This debt could also be addressed through councilmanic bonding or inter-fund loans.

For the purposes of rate determination and transparent discussion, it should be noted the figures presented above do not include the following list of projects identified during the 2018 Surface Water Management Plan Update:

- Pinedale Pond (114th Ave E) Pothole Flood Reduction Plan / Analysis
- 122nd Ave E Pothole Flood Reduction Plan / Analysis
- 108th Ave E Pothole Flood Reduction Plan / Analysis
- Surprise Lake Pothole Flood Reduction Plan / Analysis
- Upper Edgewood Drive Drainage Improvements (4800-5300 block)
- Meridian Ave E Drainage Improvements (1000-1600, 2700-2900, and 3200-4800 blocks)
- Surface Water Utility Maintenance & Storage Yard Development
- Wapato / Simon's Creek Ravine Drainage / Stabilization (multiple sites)
- City-wide FEMA Flood Study

Also for comparison, here is a list of current monthly residential surface water utility rates in nearby cities:

- Lakewood: \$9.68
- Unincorporated Pierce County: \$10.61
- Puyallup: \$12.75
- Algonia: \$13.50
- Bonney Lake: \$14.00
- DuPont: \$15.61
- **Edgewood (Existing): \$15.90**
- University Place: \$15.93
- Sumner: \$16.33
- Fircrest: \$17.25
- Auburn: \$19.51
- Covington: \$20.13
- **Edgewood (Proposed): \$21.47**
- Buckley: \$23.77
- Pacific: \$23.82

Council held a Public Hearing for the proposed rate increase at the Regular Council Meeting last week, at which no public comment was provided. Finally, any storm water rate increase will be in effect starting January 1, 2020. If no action is taken to increase rates by today, it is unlikely that Pierce County will be able to implement a rate increase until FY 2021.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A

RECOMMENDED ACTION: **MOTION** to adopt Ordinance 19-0561, adjusting the Surface Water Utility annual service charge for all classifications of service consistent with the Surface Water Management Plan.

ALTERNATIVES TO RECOMMENDED ACTION:

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

ORDINANCE NO. 19-0561

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, ADJUSTING THE STORM DRAINAGE AND SURFACE WATER UTILITY ANNUAL SERVICE CHARGE FOR ALL CLASSIFICATIONS OF SERVICE CONSISTENT WITH THE SURFACE WATER MANAGEMENT PLAN, IN ORDER TO IMPLEMENT THE CAPITAL IMPROVEMENT PLAN BUDGET FOR THE UTILITY, TO BE EFFECTIVE AS OF JANUARY 1, 2020, AMENDING SECTION 13.10.070 OF THE EDGEWOOD MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Edgewood has “full jurisdiction and authority to manage, regulate and control” its storm water utility (RCW 35.67.020(1)); and

WHEREAS, the City has the authority to fix, alter, regulate and control the rates and charges associated with the storm water utility, which charges must be uniform for the same class of customers of service and facilities furnished, taking into account the factors identified in state law (RCW 35.67.020(2)); and

WHEREAS, the City has established a storm drainage and surface water management utility and has codified regulations pertaining thereto at Chapter 13.10 of the Edgewood Municipal Code (EMC); and

WHEREAS, Pierce County collects storm water charges for the City, as directed and authorized by the Mayor through an established interlocal agreement, and designates each property by one of the eight (8) categories defined in EMC 13.10.070; and

WHEREAS, the City is updating its capital improvement and comprehensive plans for the maintenance, repair, replacement, and new construction of storm water projects which are paid for by the revenue from storm water charges; and

WHEREAS, in review of said plan updates, the City has determined additional funding is necessary to support the proposed capital improvement budget for its surface water management utility; and

WHEREAS, the City desires to adjust the annual storm drainage and surface water service charge to fund said capital improvement budget; and

WHEREAS, the City’s SEPA Responsible Official has determined that this procedural action is categorically exempt from SEPA threshold determination and EIS requirements pursuant to WAC 197-11-800(19); and

WHEREAS, on October 1 and October 15, 2019, the City Council considered this ordinance during study sessions; and

WHEREAS, on October 8, 2019, the City Council held a first reading of this ordinance during its regular City Council meeting; and

WHEREAS, on October 8, 2019, the City Council held a public hearing on this ordinance, after proper notice was sent out to the public; and

WHEREAS, on October 22, 2018, the City Council considered the adoption of this ordinance during a second reading, which was held during a regular City Council meeting;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. The recitals above are hereby adopted as legislative findings in support of this ordinance. The City Council further adopts by reference the agenda bill dated October 22, 2019 as additional findings.

Section 2. EMC Subsection 13.10.070(A), amended. Subsection 13.10.070(A) of the Edgewood Municipal Code is hereby amended to read as follows:

An annual service charge schedule is hereby established for all areas of the city.

A. Annual service charges for all parcels within the city are as follows:

Classification	Rate
Residential	\$190.80 <u>\$257.58</u>
Duplex	\$246.12 <u>\$332.26</u>
Multifamily (per sq. ft. impervious area)	\$0.072227 <u>\$0.097565</u>
Mobile Home Site	\$104.94 <u>\$141.67</u>
Vacant / Undeveloped	\$48.00 <u>\$64.80</u>
State, County & Federal Public Highways (per sq. ft. impervious area)	\$0.02168 <u>\$0.029268</u>
All Others (per sq. ft. impervious area)	\$0.072227 <u>\$0.097565</u>

Section 3. EMC Subsection 13.10.070(D), amended. Subsection 13.10.070(D) of the Edgewood Municipal Code is hereby amended to read as follows:

D. The annual service charge, in addition to any applicable Utility Tax pursuant to EMC 5.08.030 E, shall be calculated and collected as described in PCC 11.02.050(E), as adopted by Pierce County Ordinance 2016-72s.

Section 4. Rates Effective. The rates described herein shall take effect and be in full force for fees collected beginning January 1, 2020.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Code, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason or should any portion of this Code be pre-empted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Code or its application to other persons or circumstances.

Section 6. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL ON THE 22ND DAY OF OCTOBER, 2019.

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie J. Soto, Interim City Attorney

Date Published: October 24, 2019

Ordinance Effective Date: October 29, 2019 (Rate effective date: 01/01/2020)