



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, June 15, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

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

B. Discussion – Development Review

C. Discussion – Reappointment for Planning Commission and Reappointment and Interview for Economic Development Advisory Board

D. Discussion – Resolution – Chrisella Rd. Alternative Analysis

E. Discussion – Resolution – Council Rules of Procedures Update (OPMA)

3. OTHER COUNCIL ITEMS

4. ADJOURN

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



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.A
	For Agenda of: 6/15/2021
	Prepared by: Daryl Eiding
Attachments (list):	
Approval of Materials: Daryl Eiding Rachel Pitzel 6/11/2021 Dave Gray 6/11/2021 Daryl Eiding 6/11/2021	Expenditure Required: Amount Budgeted: Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

City Council is committed to creating a stronger and more inclusive community and believe that equity, diversity and inclusion is essential for our present and our future.

Item History:

The Subcommittee requested bringing forward items from the 21 Day Racial Equity Habit Building Challenge. This is a comprehensive list of resources, and it is their hope that sharing an item from each discussion will help Council continue to have important conversations as they work to build a framework for the city. The committee would like Council to watch the 9 minute video titled "Intergroup Anxiety: Can You Try Too Hard to Be Fair?" produced by the Christian Science Monitor

<https://www.youtube.com/watch?v=UsBpGmUeAsI>

Council has asked that this topic be a discussion item at all future study sessions for the foreseeable future. Council has discussed Equity, Diversity and Inclusion trainings and planning at the following meetings:

09/01/2020 Study Session
 09/15/2020 Study Session
 09/29/2020 Study Session
 10/06/2020 Study Session
 10/20/2020 Study Session
 11/03/2020 Study Session
 11/24/2020 Study Session
 12/05/2020 Part I - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
 12/12/2020 Part II - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
 01/05/2021 Study Session
 01/19/2021 Study Session
 02/08/2021 Council Subcommittee Meeting
 02/16/2021 Study Session
 03/08/2021 Council Subcommittee Meeting

03/16/2021 Study Session
03/30/2021 Study Session
04/06/2021 Study Session
04/12/2021 Council Subcommittee Meeting
04/20/2021 Study Session
05/04/2021 Study Session
05/10/2021 Council Subcommittee Meeting
05/11/2021 Regular Council Meeting to discuss alternates to Subcommittee
05/18/2021 Study Session
6/01/2021 Study Session

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Development Review	Agenda Item #: 2.B
	For Agenda of: 6/15/2021
	Prepared by: John Fairbanks
Attachments (list): 1. May 2021 Permit Inspection Tally 2. Monthly Projects - Council Summary 3. Plat Construction Report- June	
Approval of Materials: John Fairbanks Rachel Pitzel 6/11/2021 Dave Gray 6/11/2021 Daryl Eidinger 6/11/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: RECURRING

Summary Statement:

The City's Community & Economic Development (CED) Department is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, CED staff members perform numerous customer interactions, code interpretations, permitting functions, project permit reviews, on-site inspections, code enforcement, and multiple other functions.

To summarize the departmental functions, staff created several reports to provide monthly status updates regarding the flow of project permits and inspections. These reports are attached to this agenda bill each month. In addition, the CED Dashboard is available for viewing online at any time (<https://edgewood-wa.maps.arcgis.com/apps/opsdashboard/index.html#/6bbcef192696453796fd56c7cc928217>). On a rotating basis, one of the three division managers from the CED Department will present a quarterly update regarding their specific work group--in addition to the monthly reports. John Fairbanks, Code Compliance Manager will be presenting the Development Review this month.

Item History:

Development Review occurs on the 2nd Study Session of each month

Recommended Action:

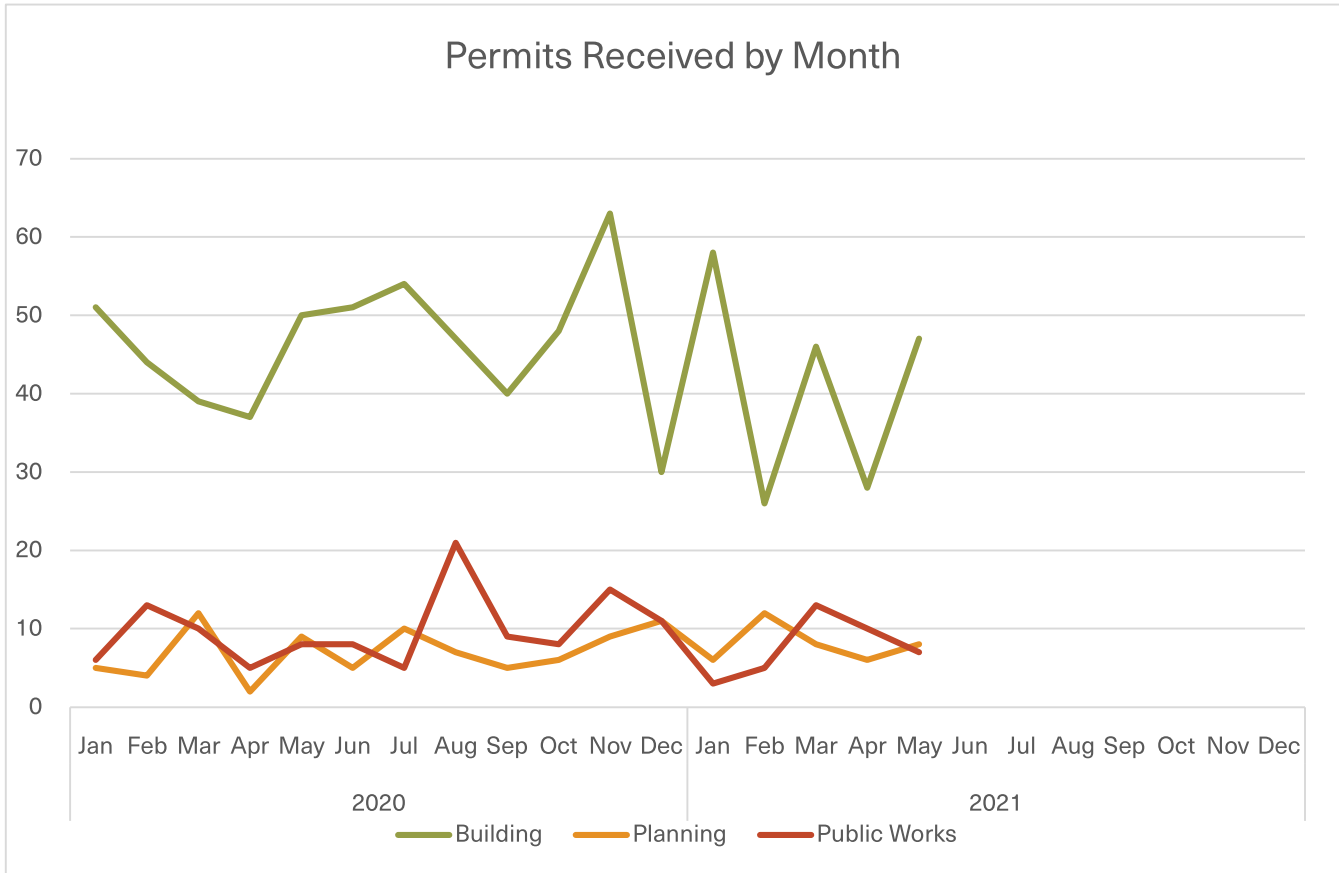
Hold a discussion and provide staff direction to Discussion – Development Review

Fiscal Note/Consideration:

N/A

May 2021

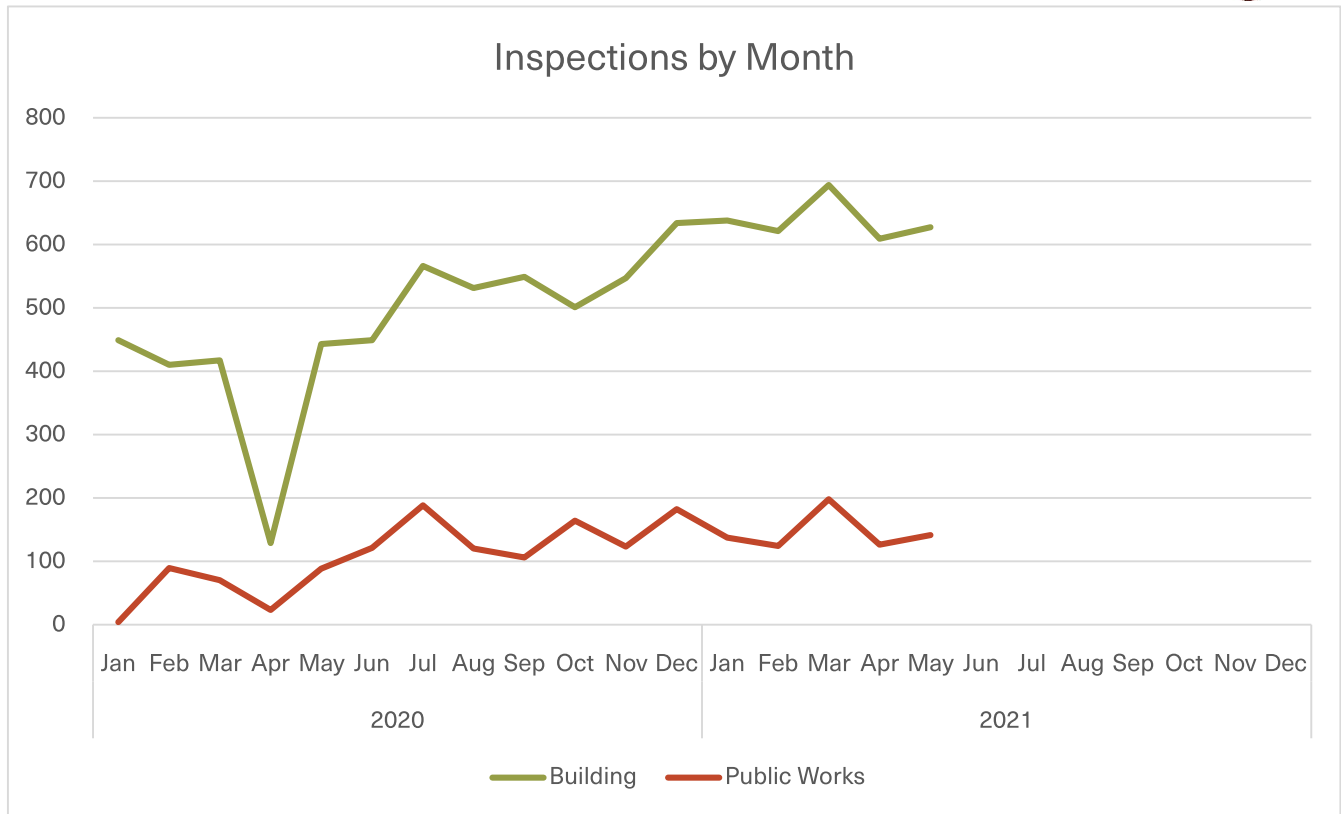
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
May 2021	47	32	8	1	7	7
May 2020	37	19	2	4	5	3
Average 2021	41	43	8	3	8	7
Average 2020	43	28	6	2	9	7
YTD 2021	205	214	40	15	38	35
YTD 2020	221	139	32	12	42	32
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2021	Jan	58	Feb	12	Mar	13
Highest Month 2020	Nov	63	Mar	12	Aug	21

May 2021

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
May 2021	627		141	
May 2020	443		88	
Average 2021	638		145	
Average 2020	469		107	
YTD 2021	3189		726	
YTD 2020	1848		274	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2021	Mar	694	Mar	198
Highest Month 2020	Dec	634	Jul	188

Pending Projects - Planning and Engineering Permits

36 Permits

Exported: 06/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
BLA								
21-1144	PROLOGIS PARK BLA	4120 90TH AVE	420163702	PLANNING	BLA	UNDER REVIEW	03/24/2021	05/26/2021
CLEAR AND GRADE								
21-1111	K.M.S DRIVEWAY	8217 34TH ST E	420175007	ENGINEERING	CLEAR AND GRADE	INCOMPLETE	03/04/2021	04/01/2021
CODE UPDATES AND CHANGES								
20-1663	RECONCILE COMPREHENSIVE PLAN AMENDMENT UPDATES			PLANNING	CODE UPDATES AND CHANGES	APPLICATION	12/28/2020	04/13/2021
20-1667	NATURAL ENVIRONMENT CHAPTER UPDATE	2224 104TH AVE	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	12/30/2020	04/13/2021
20-1668	LAND USE GROWTH TARGETS UPDATE	2224 104TH AVE	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	12/30/2020	04/13/2021
21-1125	830 WEST VALLEY HIGHWAY QUAZI-JUDICIAL REZONE	830 West Valley Highway		PLANNING	CODE UPDATES AND CHANGES	INCOMPLETE	03/16/2021	04/20/2021
21-1188	TRAFFIC CONCURRENCY THRESHOLD CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	APPLICATION	04/28/2021	05/04/2021
21-1237	TRAFFIC IMPACT FEES CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	APPLICATION	05/24/2021	05/25/2021
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AVE	420091134	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	07/13/2020	03/30/2021
NEIGHBORHOOD MEETING								
21-1195	NWP TOWNHOMES NEIGHBORHOOD MEETING	3117 MERIDIAN AVE	420103072	PLANNING	NEIGHBORHOOD MEETING	APPLICATION	04/30/2021	05/27/2021
PRE APP								
21-1169	OL YMPIC ROCKERIES PRE-APPLICATION	12620 JOVITA BLVD E	420021022	PLANNING	PRE APP	INCOMPLETE	04/09/2021	05/05/2021
21-1248	WOOD SHORT PLAT PRE-APP	2504 TO 2508 112TH AVE E	420104043	PLANNING	PRE APP	APPLICATION	05/27/2021	05/27/2021
SHORT PLAT - FINAL								
20-1615	DODDS SHORT PLAT FINAL SHORT PLAT	4902 EDGEWOOD DR E	420235048	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	11/24/2020	05/28/2021
21-1213	ABEL SHORT PLAT FINAL PLAT	12321 16TH ST E	420027027	PLANNING	SHORT PLAT - FINAL	INCOMPLETE	05/11/2021	05/28/2021
SHORT PLAT - PRELIMINARY								
20-1034	SMITH SHORT PLAT PRELIMINARY PLAT	2506 117TH AVE	420108013	PLANNING	SHORT PLAT - PRELIMINARY	UNDER REVIEW	01/23/2020	05/25/2021
20-1533	CONNOLLY SHORT PLAT PRELIMINARY SHORT PLAT	1711 122ND AVE	420112155	PLANNING	SHORT PLAT - PRELIMINARY	UNDER REVIEW	10/26/2020	05/31/2021
20-1566	RUSEV SHORT PLAT PRELIMINARY PLAT	11516 8TH ST E	420038004	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	11/06/2020	04/06/2021
21-1170	BREYER SHORT PLAT PRELIMINARY PLAT	2110 TO 2114 95TH AVE CT E	420095023	PLANNING	SHORT PLAT - PRELIMINARY	UNDER REVIEW	04/09/2021	05/25/2021
SITE DEVELOPMENT								
17-1527	NORTHWOOD ESTATES WEST PHASE II SITE DEVELOPMENT	9609 24TH ST E	420091136	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	12/05/2017	04/23/2021
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	08/16/2019	04/20/2021
20-1131	WAGNER SHORT PLAT SITE DEVELOPMENT	11226 18TH ST E	9770000069	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	03/18/2020	08/14/2020

Pending Projects - Planning and Engineering Permits

36 Permits

Exported: 06/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
20-1236	JENNA ACRES SHORT PLAT SITE DEVELOPMENT	1419 114TH AV E	420034061	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	05/20/2020	03/04/2021
20-1568	EAST PIERCE FIRE STATION 118 SITE DEVELOPMENT	10105 24TH ST E	420091025	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/06/2020	05/05/2021
20-1624	DHALIWAAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091134	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	11/30/2020	04/12/2021
20-1667	MICKELSON SUBDIVISION SITE DEVELOPMENT	2804 90TH AV E	420093089	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	12/22/2020	03/12/2021
21-1017	THE LEARNING EXPERIENCE SITE DEVELOPMENT	527 MERIDIAN AV E	420036070	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	01/15/2021	04/21/2021
SITE PLAN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	4120 90TH AV E	420163702	PLANNING	SITE PLAN REVIEW	WAITING ON REVISIONS	01/22/2021	05/26/2021
21-1090	1315 MERIDIAN SITE PLAN REVIEW	1315 TO 1327 MERIDIAN AV E	7420000013	PLANNING	SITE PLAN REVIEW	WAITING ON REVISIONS	02/11/2021	05/04/2021
21-1129	NIGHTSIDE DISTILLERY SITE PLAN REVIEW	2908 MERIDIAN AV E	420094151	PLANNING	SITE PLAN REVIEW	UNDER REVIEW	03/17/2021	05/18/2021
SUBDIVISION - FINAL								
21-1051	ESTATES ON CALDWELL SUBDIVISION FINAL PLAT	4423 127TH AV E	6755000020	PLANNING	SUBDIVISION - FINAL	UNDER REVIEW	01/28/2021	05/27/2021
21-1159	EDGEWOOD ESTATES SUBDIVISION FINAL PLAT	12220 12TH ST E	420023062	PLANNING	SUBDIVISION - FINAL	UNDER REVIEW	03/31/2021	05/27/2021
SURFACE WATER								
19-1423	EDGEWOOD DR / SUMNER HEIGHTS DR INTERSECTION REPAIR & IMPROVEMENTS	5629 SUMNER HEIGHTS DR E	420234033	ENGINEERING	SURFACE WATER	UNDER REVIEW	09/09/2019	05/26/2021
TRAFFIC CONCURRENCY								
21-1167	29TH ST APARTMENTS TRAFFIC CONCURRENCY	XXX 29TH ST E	3625000372	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	04/07/2021	05/21/2021
21-1192	BRIDGE POINT TRAFFIC CONCURRENCY	XXX 98TH AV E	420164096	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	04/29/2021	05/03/2021
21-1214	NWP MERIDIAN TRAFFIC CONCURRENCY	3117 MERIDIAN AV E	420103072	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	05/11/2021	05/21/2021
TUP								
21-1220	FIREFLY FIREWORKS TUP	909 MERIDIAN AV E	420033077	PLANNING	TUP	APPLICATION	05/14/2021	05/24/2021

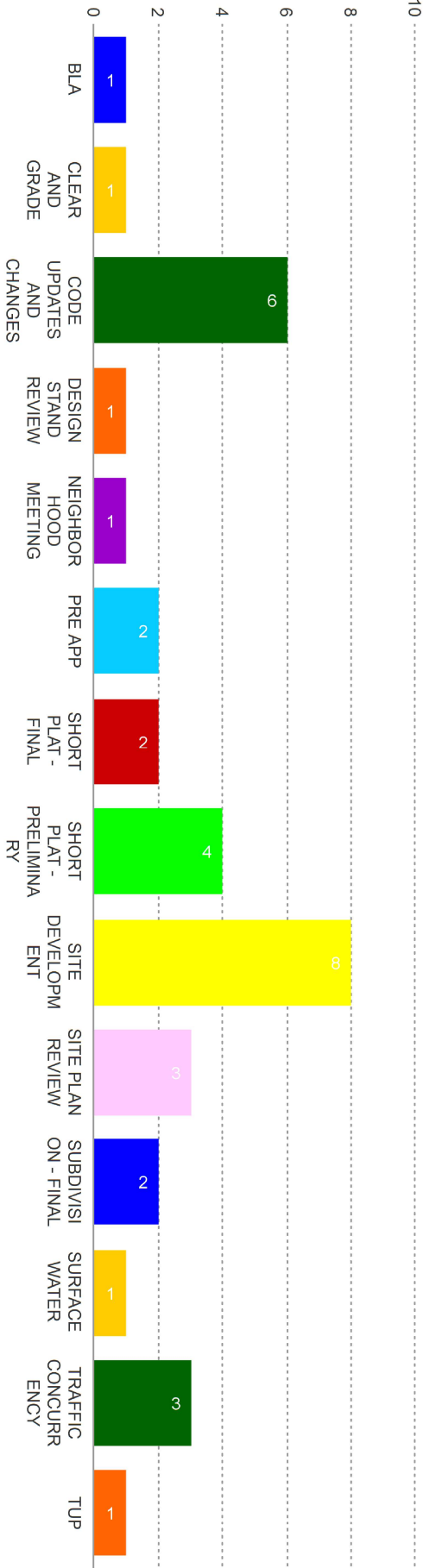
Pending Projects - Planning and Engineering Permits

36 Permits

Exported: 06/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Plat Construction Tracking Report- June 2021

Preliminary Plat					Site Development	Final Plat		Buildout		
Submitted	Project	Address	Total Lots	Status	Status	Status	Lots Recorded	Completed Homes #	Completed Homes %	Completion Date
2021	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPLICATION						
2020	HUNTINGTON SHORT PLAT	9605 18TH STCT E	3	APPROVED	APPLICATION					
	RUSEV SHORT PLAT	11516 8TH ST E	2	APPLICATION						
	CONNOLY SHORT PLAT	1711 122ND AV E	3	APPLICATION						
	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	N/A					
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED						
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED						
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	ISSUED					
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	N/A	APPLICATION				
	SMITH SHORT PLAT	2506 117TH AV E	2	APPLICATION						
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	N/A	APPROVED	2	1	50%	
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	FINALED	APPLICATION				
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	APPLICATION					
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED						
	WAGNER SHORT PLAT	11226 18TH ST E	3	APPROVED	APPLICATION					
	RAMSAUR SHORT PLAT	9505 24TH ST E	4	APPROVED	N/A	APPROVED	4	1	25%	
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	APPLICATION	APPROVED	2	1	50%	
2018	BARTH SUBDIVISION	XXX 96TH AV E	37	APPROVED	ISSUED					
	T GARRETT SHORT PLAT	10412 36TH ST E	2	APPROVED	FINALED	APPROVED	2	1	50%	
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED						
	HEART & SOUL SHORT PLAT	9725 18TH STCT E	4	APPROVED	FINALED	APPROVED	4	1	25%	
	MICKELSON SUBDIVISION	2804 90TH AV E	10	APPROVED	APPLICATION					
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	FINALED	APPROVED	4	1	25%	
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	APPLICATION					
	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	ISSUED	APPLICATION				
2017	CIRILIUM (RESERVE AT HILLCREST) SUBDIVISION	12311 31ST ST E	18	APPROVED	FINALED	APPROVED	18	0		
	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	ISSUED					
	GAGNON SHORT PLAT	2620 110TH AV E	2	APPROVED	FINALED	APPROVED	2	1	50%	
2016	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	ISSUED	APPROVED	15	0		
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	FINALED	APPROVED	55	17	31%	
	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	8224 20TH ST E	67	APPROVED	FINALED	APPROVED	67	34	51%	
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	APPROVED					
	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	9623 24TH ST E	41	APPROVED	APPLICATION					
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	FINALED	APPROVED	19	1	5%	
	EDGEWOOD TERRACE SUBDIVISION	2907 122ND AVE E	28	APPROVED						
2015	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	FINALED	APPROVED	38	13	34%	
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	FINALED	APPROVED	6	2	33%	
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	ISSUED	APPLICATION				
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	FINALED	APPROVED	44	43	98%	
	MAPLE GROVE SUBDIVISION	2613 87TH AVE CT E	8	APPROVED	FINALED	APPROVED	8	6	75%	
	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	FINALED	APPROVED	9	2	22%	
2014	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	FINALED	APPROVED	6	3	50%	
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	360	APPROVED	FINALED	APPROVED	284	250	88%	



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Reappointment for Planning Commission and Reappointment and Interview for Economic Development Advisory Board	Agenda Item #: 2.C
	For Agenda of: 6/15/2021
	Prepared by: Emily Arteche
Attachments (list): 1. PC_ Public Roster - Current as of 02-09-21 2. EDAB_ Public Roster - Current as of 03-01-21	
Approval of Materials: Emily Arteche Rachel Pitzel 6/11/2021 Dave Gray 6/11/2021 Daryl Eidinger 6/11/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: N/A

Summary Statement:

Edgewood Municipal Code (EMC) 2.30 establishes the general rules and procedures for the City's Planning Commission. The code states that Planning Commissioners shall serve two-year terms, in accordance the City's Council Rules of Procedure.

The following four Planning Commission positions are set to expire on June 30, 2021:

- Position 4 - Sarah Wagner
- Position 5 - Jason Ramirez
- Position 6 – Allison Pincas (Vice Chair)
- Position 7- Karla Slate

Edgewood Municipal Code (EMC) 2.32 establishes the general rules and procedures for the City's Economic Development Advisory Board (EDAB). The code states that board shall serve two-year terms, in accordance the City's Council Rules of Procedure.

The following four EDAB positions are set to expire on June 30, 2021:

- Position 1 - Scott Kilmer
- Position 2 - Andrew Wiesenfeld - Vice Chair
- Position 3 - Lora Butterfield - Chair
- Position 4 - Deanna Clark

Item History:

The four Planning Commissioners and four EDAB members would like serve another two-year term. These four Commissioners and four Board Members have had consistent attendance and contributions to important Planning Commission and Economic Development discussions and actions.

Recommended Action:

No action at this time. City staff recommends at the next regular council meeting that the four Planning Commissioners and the four EDAB Members listed above be re-appointed to serve another two-year term as well as one new two year appointment for the EDAB vacant position 5 lasting until June 30, 2023.

Fiscal Note/Consideration:

N/A



CITY OF EDGEWOOD

Planning Commission Membership Roster

Planning Commission Membership Roster			
Position	Member	City Email	Term Ending
1	Carly Guillory	cguillory@cityofedgewood.org	2022
2	JoAnn Overfield**	joverfield@cityofedgewood.org	2022
3	Tom Greene	tgreene@cityofedgewood.org	2022
4	Sarah Wagner	swagner@cityofedgewood.org	2021
5	Jason Ramirez	jramirez@cityofedgewood.org	2021
6	Allison Pincas*	apincas@cityofedgewood.org	2021
7	Karla Slate	kslate@cityofedgewood.org	2021

***Vice-Chair**

****Chair**

Effective: 02/09/2021

EDAB Membership Roster			
Position	Member	City Email	Term Ending
1	Scott Kilmer	skilmer@cityofedgewood.org	2021
2	Andrew Wiesenfeld*	awiesenfeld@cityofedgewood.org	2021
3	Lora Butterfield**	lbutterfield@cityofedgewood.org	2021
4	Deanna Clark	dclark@cityofedgewood.org	2022
5	VACANT		2022
6	Dawne Swanson	dswanson@cityofedgewood.org	2022
7	Jason Neil	jneil@cityofedgewood.org	2022

***Vice-Chair**

****Chair**



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Resolution – Chrisella Rd. Alternative Analysis	Agenda Item #: 2.D
	For Agenda of: 6/15/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. Chrisella Road Alternatives Assessment Memo - Final	
Approval of Materials: Jeremy Metzler Rachel Pitzel 6/11/2021 Dave Gray 6/11/2021 Daryl Eiding 6/11/2021	Expenditure Required: TBD Amount Budgeted: N/A Timeline: 06/15/2021 SS 06/22/2021 RCM PH 06/29/2021 SS 07/13/2021 RCM

Summary Statement:

The City's on-call traffic engineering consultant, Transpo Group, recently completed the attached study of design alternatives to alleviate concerns related to pedestrian and driver safety, multimodal connectivity and traffic operations at the existing intersection of Meridian Ave E (SR-161), 36th St E and Chrisella Rd E. The four alternatives evaluated are:

- 1) No-Build - keep existing conditions with no changes;
- 2) Realignment of Chrisella Rd E - relocate the north end of Chrisella to the east, making 36th & Meridian a four-leg intersection;
- 3) 5-leg Roundabout - keep five-leg intersection, but replace the signal with a roundabout to eliminate left-turn conflicts; and
- 4) Traffic Signal Modification with Minor Realignment - include Chrisella as a separate phase in the signal timing at the existing intersection

Based on the attached analysis, Alternative 2 (Realignment) scored highest, but all the alternatives scored very closely. Staff is seeking Council direction on their preferred alternative, upon which to develop a future capital project. A public hearing is scheduled for next week's Regular Council Meeting to receive public comment for Council's further consideration. A draft resolution will be prepared for potential Council action as soon as the July 13, 2021 Regular Council Meeting.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Discussion – Resolution – Chrisella Rd. Alternative

Analysis

Fiscal Note/Consideration:

Alternative 2 (Realignment of Chrisella Rd E) is one of the alternatives described in recent updates to the City's Comprehensive Plan, including the Functional Classification System and Meridian Corridor Collector Street Classifications maps, as well as the Transportation Projects and Programs list. Therefore, said work is considered in the current Capital Improvement Plan (CIP) under Project T-10 - Meridian Parallel Road Network Construction (TIP No. 11), which could be funded in part by Traffic Impact Fees.

MEMORANDUM

Date:	April 28, 2021	TG:	18149.00
To:	Jeremy Metzler, Public Works Director, City of Edgewood		
From:	Brett Schock, PE, AICP, RSP2i, Transpo Group		
Subject:	36th Street E/Chrisella Road E/SR 161 (Meridian Ave E) Alternatives Evaluation		

The City of Edgewood is seeking to alleviate concerns related to pedestrian and driver safety, multimodal connectivity and traffic operations at the existing intersection of 36th Street E, Chrisella Road E, and SR 161 (Meridian Ave E). Several alternatives are being evaluated and the following memorandum documents an alternatives assessment at the intersection.

Evaluation Summary

The purpose of the alternatives evaluation is to further assist the City in evaluating the preferred approach to addressing safety, connectivity, and traffic operations at the existing intersection. The four alternatives that were evaluated are:

- **Alternative 1: No-Build**
Alternative 1 makes no changes and maintains the existing configuration at the intersection.
- **Alternative 2: Realignment of Chrisella Road E**
Alternative 2 relocates the roadway alignment of Chrisella Road E to a new stop-controlled tee intersection with 36th Street E approximately 400 feet east of the existing intersection. Chrisella Road E would deviate from the current alignment approximately 600 feet south of 36th Street E.
- **Alternative 3: 5-leg Roundabout**
Alternative 3 replaces the existing signalized intersection with a 5-leg roundabout. The roundabout would be a two-lane approach in the north/south direction. The east-west approaches and Chrisella Road E would remain single-lane approaches to the roundabout. Chrisella Road E would stay in the existing alignment, except for required deviations at the immediate approach to the roundabout.
- **Alternative 4: Traffic Signal Modification with Minor Realignment**
Alternative 4 realigns the northern 100 feet of Chrisella Road E, relocating the northwestbound approach, the southbound entry and northbound right turns from Meridian Avenue E. Chrisella Road E is provided with a dedicated traffic signal phase and added signal heads. The east-west phases for 36th Street E would also be split to accommodate the realigned approach of Chrisella Road E.

Each of the four alternatives were compared on the basis of criteria that align with the City's goals for the study of a realignment of Chrisella Road E. The criteria were discussed with City Staff for input and equally weighted. Criteria include:

- Traffic Operations
- Traffic Safety
- Pedestrian Connectivity and Safety
- Property Impacts
- Coordination with the City's Parallel Roads Ordinance

- Project Costs

The assessment of alternatives against the criteria identified Alternative 2, the realignment of Chrisella Road E, as the preferred alternative to address the City's goals of addressing safety, connectivity and operations.

Existing Conditions

The existing 36th Street E, Chrisella Road E, and SR 161 (Meridian Ave E) intersection is signalized with approaches from the north and south (Meridian Ave E), east and west (36th Street E) and a fifth northwesterly approach (Chrisella Road E) in the southeast corner of the intersection. The southeastern movement to Chrisella Road E, perpendicular to 36th Street E, is stop controlled. Meridian Ave E has two lanes in the northbound direction and one lane in the southbound direction, with dedicated left turn lanes at the intersection. 36th Street E is a single lane in each direction. 36th Street E does not outlet west of Meridian Ave E.

The parcels south of 36th Street E on both sides of Meridian Ave E near the intersection are developed, with existing buildings and parking lots. 36th Street E east of Meridian Ave E is developed on the south side with a mix of residential and commercial properties, and currently undeveloped on the north. 36th Street E has large lot single family residential development on both sides west of Meridian Ave E. The parcels north of 36th Street E are generally undeveloped, but the northeast corner is being developed by the City into a new park as of the writing of this memo. Meridian Ave E is undeveloped south of 36th Street E, with steep topography and a winding horizontal alignment. Chrisella Road E is only developed on the east side with single family residential, and also has steep topography and a winding horizontal alignment.

The signal currently operates with protected lefts for the north/south approach and permissive lefts for the east/west approach. The existing signal system consists of single mast arms poles serving the southbound and westbound direction while the northbound and eastbound directions are served by a single double mast arm pole. Existing overhead utilities cross the intersection in the east/west direction and the north/south direction, with two poles near the intersection. The signal has pedestrian signal heads, but the pushbuttons are not fully APS.

Sidewalks are present at the southwest corner of the intersection and along the south side of 36th Street, with separated pathways to be constructed at the northeast corner in conjunction with the proposed park. There are marked crosswalks on the western, northern, and eastern legs of the intersection. The eastern crosswalk is 90 feet in length and crosses both the eastern leg of the intersection and the northwestern approach of Chrisella Road E, without provision of a pedestrian refuge area or physical barrier to Meridian Ave E. The existing design of the crosswalk leads to longer crossing times for pedestrians, and potential conflicts with vehicles turning left and right onto two different roadways. In particular, the left turn onto Chrisella Road E is very shallow, which could lead to higher turning speeds through the crosswalk.

Based on 2021 traffic volumes, the intersection operates at LOS C – meeting the City of Edgewood's LOS E or better standard for intersections along Meridian Avenue E. However, the stop-controlled approach of Chrisella Road E, directly east of the intersection may be impacted by westbound queues, which extend approximately 80 feet (three to four car lengths) from the intersection. This may result in difficulty turning left from Chrisella Road E to 36th Street E, which is the predominant move at this approach.

While there were no recorded collisions directly at the intersection between 2014 and 2018, there were several collisions along Chrisella Road E, directly south of the intersection along the

roadways horizontal curve. Two crashes involved drivers who were impaired, and two crashes involved drivers who were exceeding a reasonably safe speed.

Evaluation of Alternatives

To understand the high-level impacts, improvements, and areas of concern related to the intersection alternatives, several criteria were defined for evaluation. These criteria best capture the goals of the project in relation to existing concerns at the intersection as well as the desired future development of the surrounding area. The following section defines the evaluation criteria and summarizes the evaluation of each intersection alternative.

Evaluation Criteria

The evaluation methods for each criterion are described below.

Traffic Operations

PM peak hour levels of service (LOS), delays, queues and as applicable, volume-to-capacity (v/c) ratios were calculated for each intersection alternative, to determine each alternative's compliance with the City of Edgewood's LOS E or better standard for intersections along Meridian Avenue E and LOS D or better standard for all other intersections. As a basis for this analysis, 2021 existing volumes were grown by 1 percent annually to develop 2023 traffic volumes – the assumed project completion date.

For alternatives including signals and stop-controlled intersections, operations were evaluated using *Synchro 10* software and for alternatives including a roundabout, operations were evaluated using *Sidra 8*. Sidra model settings used for roundabout analyses were based on the guidelines in the *WSDOT Sidra Policy Settings*, October 2019.

In addition to LOS results, the potential for future traffic growth and the ability to address existing traffic operations concerns were considered in the evaluation.

Traffic Safety

Evaluation of traffic safety used crash data from the City's Local Road Safety Plan (LRSP) as a baseline and assessed each alternative based on Crash Modification Factors, priority risk factors from the LRSP and a qualitative assessment of safety impacts for each alternative.

Pedestrian Connectivity and Safety

Each alternative was evaluated based on its qualitative impact on pedestrian connectivity and safety, including improvements from existing conditions, connections to the existing and future roadway network and planned park, and proven safety countermeasures.

Property Impacts

Each alternative was evaluated based on the potential impacts to surrounding properties and associated right-of-way needs.

Coordination with the City's Parallel Roads Ordinance

The alternatives were evaluated based on their adherence with the City of Edgewood's Parallel Roads Ordinance, as updated in 2019, which was developed to address a vision for alternative access to parcels that would develop in the future, with frontage on Meridian Avenue. The primary goals of the ordinance are as follows:

1. Encouragement of efficient multimodal transportation systems
2. Balance the transportation needs of community and the region and maintain LOS
3. Limit access points to Meridian Avenue for safety and efficiency

Project Cost

The planning-level estimated cost, which is based on known project elements, and recent bid results, with lump sum estimates used to address elements that are not designed at the 10% level used for the concepts in the study, was used to compare each alternative. Costs were escalated to represent likely costs in 2023.

Alternatives Evaluation

Based on the above criteria, the four intersection alternatives were evaluated:

Alternative 1: No Build

Traffic operations would generally remain consistent with existing conditions. As such, Alternative 1 meets the City's LOS standards, but does not address westbound queues and the impacts to vehicles turning left onto 36th Street E from Chrisella Road E. Under this alternative there would be no implementation of traffic safety improvements, pedestrian connectivity and safety improvements, or measures to address the City's Parallel Road Ordinance. This alternative does not result in any impacts to adjacent properties and there are no associated project costs.

Alternative 2: Realignment of Chrisella Road E

This alternative involves relocating the roadway alignment of Chrisella Road E, through three parcels not currently designated as right of way, to a new tee intersection at 36th Street E approximately 400 feet east of the existing intersection. The proposed roadway cross section includes a single 12-foot lane in each direction with a 6-foot sidewalk behind the curb. The existing Chrisella Road E approach at the 36th Street E and Meridian Ave E intersection would be redesigned to remove the Chrisella Road E approach. The north end of the existing Chrisella Road E would be terminated in a cul-de-sac, hammerhead or other turnaround, north of the deviation point from the existing alignment, to serve the residents and emergency access along Chrisella Road E. The existing signalized intersection would be configured to a traditional four-legged intersection. A preliminary concept is provided in Attachment A.

Traffic Operations

Under Alternative 2, the intersection of Meridian Avenue and 36th Street E operates at LOS C, consistent with existing conditions. The realignment of Chrisella Road E results in a new stop-controlled intersection with 36th Street E approximately 400 feet east of the existing intersection. The new intersection would be side-street stop-controlled with the Chrisella Road approach operating at LOS B and free-flowing traffic along 36th Street E. The intersection would likely not meet warrants for an all-way stop. Both intersections meet the City's LOS standards, while also addressing westbound queues at the signal and the impacts to vehicles turning left onto 36th Street E from Chrisella Road E.

Traffic Safety

One of the high priority risk factors identified in the City's LRSP is the existing presence of sharp horizontal and vertical curves, such as those that exist along Chrisella Road E approaching 36th Street E/Meridian Avenue. The City has plans to implement hardscape improvements along Chrisella Road E south of the 36th Street to address existing issues, and the realignment of Chrisella Road E would further advance the effectiveness of these improvements by softening an existing sharp horizontal curve that has observed multiple crashes over the last several years.

Pedestrian Connectivity and Safety

The realigned segment of Chrisella Road E would include a 6-foot sidewalk, providing a dedicated pedestrian walkway where one does not currently exist. Additionally, a north-south crosswalk along 36th Street E would be installed to provide access to the planned park at the northeast corner of Meridian Avenue E and 36th Street E. The crosswalk would be recommended for enhancement with a Rectangular Rapid Flashing Beacon (RRFB) to increase safety, comfort and visibility for crossing pedestrians.

The existing intersection of Meridian Avenue/36th Street E would be redesigned such that the crosswalk along the eastern leg of the intersection is shortened and pedestrian connectivity at the intersection is improved. Additionally, APS pushbuttons would be installed at each corner.

Property Impacts

To construct Alternative 2, three properties (3621 Chrisella Road E, 3703 Chrisella Road E, and 10218 36th Street E) would be affected and approximately 42,000 square feet of right-of-way would need to be acquired. Relocations would be required as part of the right of way acquisition.

Coordination with City's Parallel Road Ordinance

While the realignment of Chrisella Road E is not directly defined in the recommended Parallel Road network, Alternative 2 effectively meets the goals of the ordinance by reducing direct access from Meridian Avenue.

Project Cost

The planning-level cost estimate for Alternative 2, escalated to 2023 costs is \$4,100,000.

Alternative 3: 5-leg roundabout

Alternative 3 removes the existing signalized intersection and replaces it with a 5-leg roundabout. The roundabout would consist of two-lane approaches in the north and south directions, and single lane approaches on other legs. Chrisella Road E would not be realigned with Alternative 3, except for the required changes to meet the roundabout entry point and deflection angles. A preliminary concept for Alternative 3 is included in Attachment A. As a 5-leg roundabout, access to Chrisella Road E is still restricted from some approaches, due to the circulation paths as shown in Attachment A. Removing the access to Chrisella Road entirely, and creating a 4-leg roundabout intersection could reduce property impacts and cost. A reduced size, 4-leg roundabout was not designed for this analysis.

Traffic Operations

The 5-leg roundabout is projected to operate at LOS A with a maximum v/c of 0.61 in the southbound direction. The design would adequately accommodate all 95th percentile vehicular queues. Overall, the intersection would experience improved vehicular operations over existing conditions.

Traffic Safety

Roundabouts are considered safer than traffic signals as they have fewer conflict points, lower speeds, and only require crossing one direction of traffic at a time. However, some of the safety benefits are diluted as additional legs are added to the roundabout; particularly if optimal entry angles aren't achievable, which is the case for the 5-leg roundabout alternative. A roundabout at the intersection would result in traffic safety improvements over existing conditions, but safety could be improved by considering other alternatives such as a 4-leg roundabout.

Pedestrian Connectivity and Safety

The roundabout alternative would provide significant safety improvements for pedestrians. Sidewalks, crosswalks and ADA-compliant curb ramps would be provided at the splitter islands

along all approaches, resulting in a pedestrian crossing along the southern leg where one does not currently exist and improved pedestrian connectivity.

Property Impacts

To construct Alternative 3, right-of-way would need to be acquired at all corners of the intersection, totaling approximately 29,000 square feet. Relocations may be avoidable, depending on the final layout of the Alternative 3 roundabout. In order to minimize impact to the existing properties on the southwest and southeast corners, the overall roundabout footprint would be shifted north. Notably, this would result in design impacts to the planned park at the northeast corner of the intersection. Addressing restricted access to some legs of a 5-leg roundabout would increase the size of the roundabout and property impacts. A 4-leg roundabout could reduce the impact.

Coordination with City's Parallel Road Ordinance

This alternative does not preclude the development of recommended parallel roadways; however, it does not further the goals of the ordinance.

Project Cost

The planning-level cost estimate for Alternative 3, as shown in Attachment A, escalated to 2023 costs is more than \$7,000,000. Eliminating the 5th leg of the intersection could reduce the size and cost of the roundabout by as much as 20%.

Alternative 4: Chrisella Road Traffic Signal Modification

Alternative 4 realigns approximately 100 feet of Chrisella Road E northbound approach such that the approach is brought into the signal at Meridian and 36th as a standalone roadway with a new, separate phase. For vehicles turning right onto 36th Street E from Chrisella Road E, a channelized, stop-controlled turn lane would be constructed on Chrisella Road E such that vehicles do not enter the signalized intersection. The pedestrian crossing along the eastern leg would be divided into two shorter crossings with improved delineation and northbound right turns onto Chrisella Road E would be restricted by physical channelization devices. A preliminary concept is included in Attachment A.

Traffic Operations

The 5-leg signalized intersection is projected to operate at LOS C. The intersection would meet the City's LOS standards, while also addressing impacts to vehicles turning left onto 36th Street E from Chrisella Road E by bringing the approach into the intersection; however, the addition of a standalone phase results in increased overall delay compared to existing conditions and increased delay for vehicles along SR 161. Additionally, a standalone phase for Chrisella Road E limits flexibility in signal timing adjustments to accommodate future growth.

Traffic Safety

While the alternative more actively controls vehicular traffic traveling to and from Chrisella Road E, a 5-legged signalized intersection has its own traffic safety considerations. It results in less efficient operations and creates additional conflict points within the intersection. Additionally, this alternative does not adequately address existing vertical sight distance challenges or the long distance between signal heads and the stop bars for vehicles traveling northbound. The northbound right-turn restriction, while addressing these conditions to an extent, also leads to the potential for violation by drivers used to make the turn, which could be a safety concern.

Pedestrian Connectivity and Safety

Alternative 4 addresses the existing crosswalk issue along the eastern leg of the intersection by bisecting the crosswalk and adding a pedestrian refuge space in the middle. This design also improves predictability at the intersection as it relates to vehicle-pedestrian conflict points. APS pushbuttons would be installed at each corner.

Property Impacts

Alternative 4 could be constructed within the existing right-of-way and would not result in impacts to adjacent properties. However, the design includes the restriction of northbound right turns onto Chrisella Road E which may impact access to small number of homes and businesses.

Coordination with City's Parallel Road Ordinance

Alternative 4 does not preclude the development of recommended parallel roadways; however, it does not further the goals of the ordinance.

Project Cost

The planning-level cost estimate for Alternative 4, escalated to 2023 costs is \$470,000.

Evaluation Matrix

To help select the most desirable alternative, a three-point scale was developed based on the information provided above for each alternative and the evaluation methodology for each criteria, as follows:

- Traffic Operations
 - Degradation from existing conditions – 1 point
 - Limited or no change from existing conditions – 2 points
 - Improvement from existing conditions – 3 points
- Traffic Safety + Pedestrian Connectivity and Safety
 - Limited or no change from existing conditions – 1 point
 - Minor improvement from existing conditions – 2 points
 - Significant improvement from existing conditions – 3 points
- Property Impacts
 - Significant ROW acquirement necessary – 1 point
 - Minor access impacts – 2 points
 - No access impacts or ROW needed – 3 points
- Parallel Road Ordinance
 - In opposition to ordinance – 1 point
 - Does not preclude, but does not support ordinance – 2 points
 - Meets at least one ordinance goal – 3 points
- Project Cost
 - Cost above \$1 million – 1 point
 - Cost below \$1 million – 2 points
 - No cost – 3 points

. A summary of the ranking for each alternative is shown in Table 1.

Table 1. High Level Evaluation of Alternatives

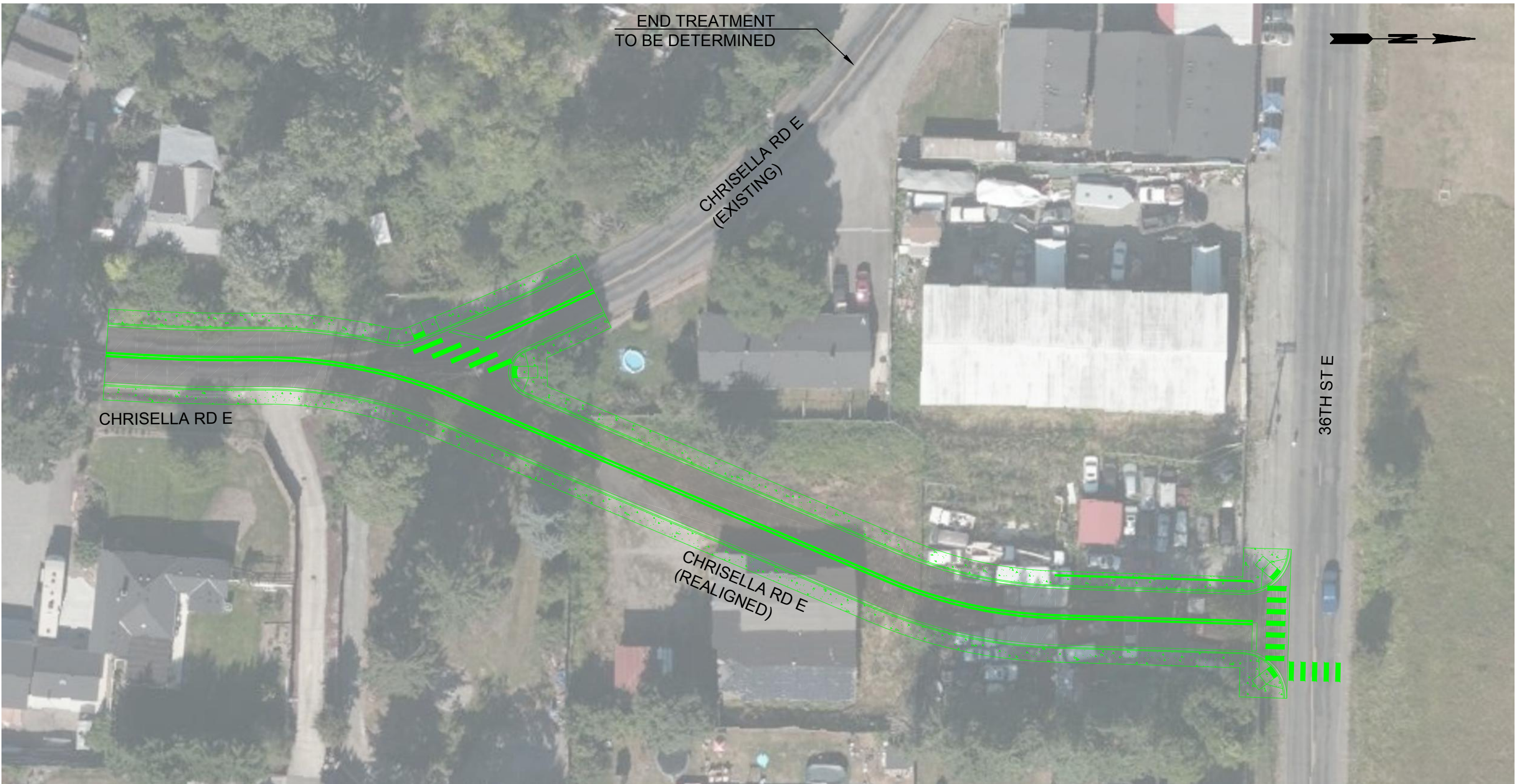
Alternative	Traffic Operations	Traffic Safety	Pedestrian Connectivity and Safety	Property Impacts	Parallel Roads Ordinance	Project Cost	Total
Alternative 1 <i>No Build</i>	2	1	1	3	2	3	12
Alternative 2 <i>Chrisella Realignment</i>	3	3	3	1	3	1	14
Alternative 3 <i>5-Leg Roundabout</i>	3	2	3	1	2	1	12
Alternative 4 <i>Traffic Signal Mod</i>	2	2	2	2	2	2	12

Selection of a Preferred Alternative

Based on the above analysis, the preferred alternative is Alternative 2, the realignment of Chrisella Road E in a new right of way. The preferred alternative meets the City's goals, and most satisfies the evaluation criteria. Most notably, the alternative addresses key vehicular and pedestrian safety concerns, while improving overall traffic operations. By realigning Chrisella Road E to the east of its existing location, left turns from Chrisella Road E to 36th Street E will no longer be impacted by vehicle queues leading up to the traffic signal, the existing horizontal curve along Chrisella Road E is significantly lessened, pedestrian safety and connectivity is improved at the intersection of Meridian Ave and 36th Street E by removing the Chrisella Road E approach, and additional pedestrian connectivity to the planned park is achieved,

Attachment A

Chrisella Road E Realignment Concepts



Alternative 2 - Chrisella Rd E / 36th St E / SR 161 (Meridian Ave E) Traffic Signal Modification Concept

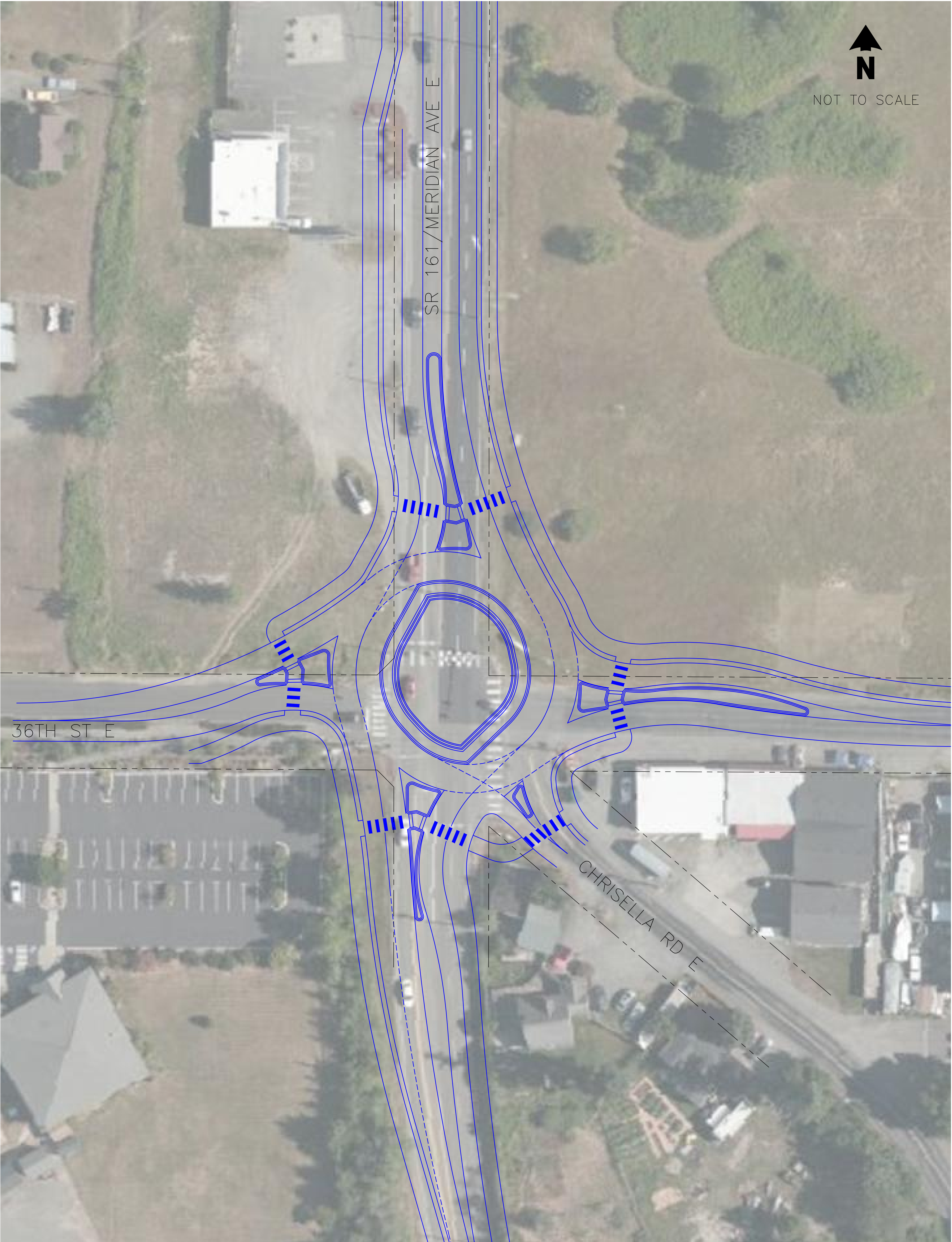
1.18149.00 - 2018 City of Edgewood On-Call

May 04, 2021 - 1:34pm tuann M:\181\1.18149.00 - 2018 City of Edgewood On-Call\Task 23 - Chrisella Road Realignment\Engineering\CAD\Conceptual\Chrisella Road Realigned Roadway.dwg Layout: Alternative C

May 4, 2021



FIGURE
1

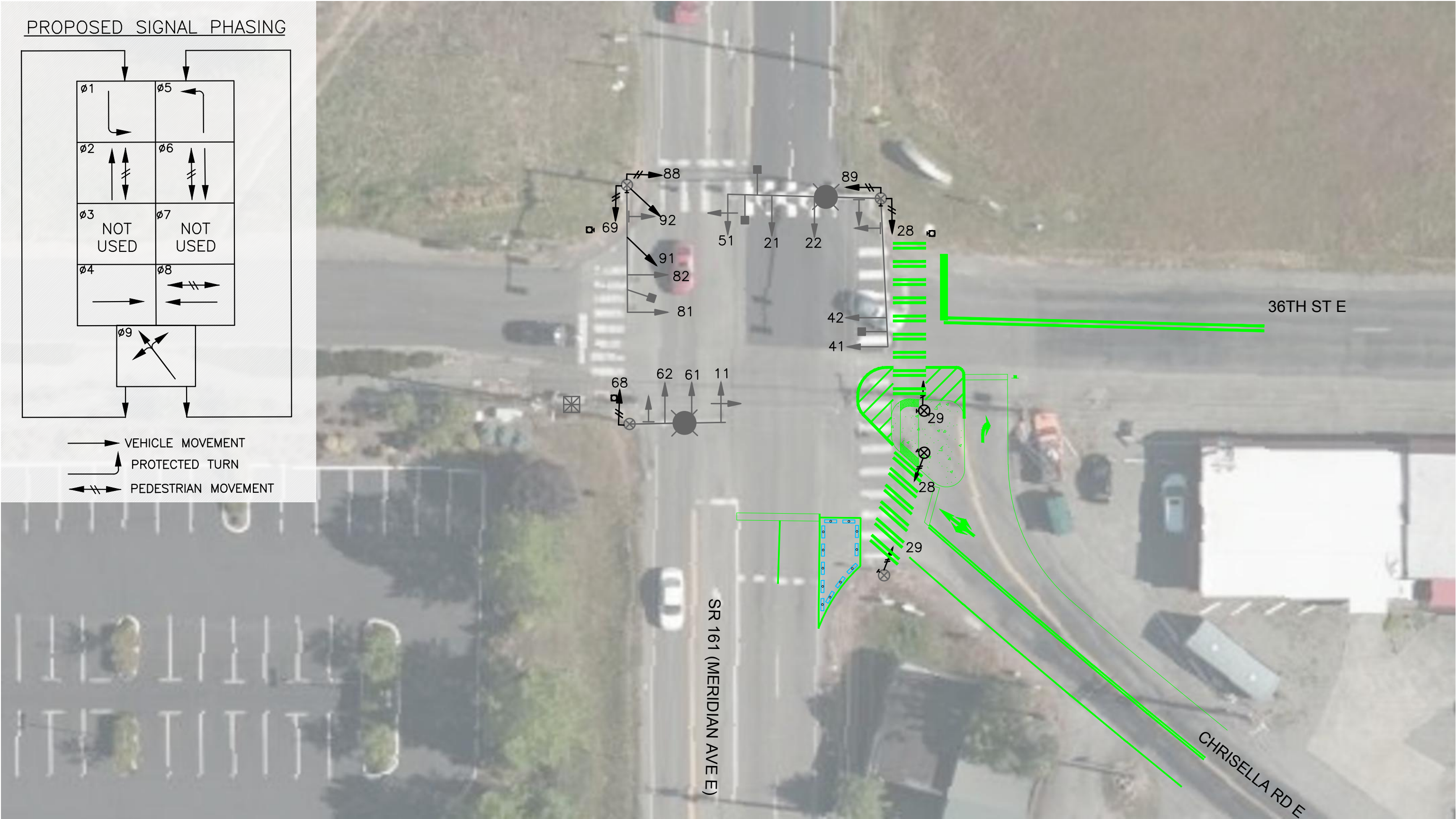


LEGEND	
DESCRIPTION	SYMBOL
RIGHT-OF-WAY	-----
PROPOSED FEATURE	_____

Alternative 3
SR 161/Meridian Ave E & 36th St E - Roundabout Concept - 5-Leg Option
City of Edgewood On-Call

April 23, 2021

FIGURE
2



Alternative 4 - Chrisella Rd E / 36th St E / SR 161 (Meridian Ave E) Traffic Signal Modification Concept

1.18149.00 - 2018 City of Edgewood On-Call

Mar 30, 2021 - 1:39pm tuann M:\18\1.18149.00 - 2018 City of Edgewood On-Call\Task 23 - Chrisella Road Realignment\Engineering\CAD\Conceptual\Chrisella Road Signal Concept.dwg Layout: Alternative B

March 12, 2021



FIGURE

3



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Resolution – Council Rules of Procedures Update (OPMA)	Agenda Item #: 2.E
	For Agenda of: 6/15/2021
	Prepared by: Rachel Pitzel, Ann Marie Soto
Attachments (list): 1. Resolution - Council Rules of Procedure Remote Meetings_rp and ams edits 2. FINAL_CC Rules of Procedure Amendments_Amended 06082021	
Approval of Materials: Rachel Pitzel, Ann Marie Soto Rachel Pitzel 6/9/2021 Dave Gray 6/10/2021 Daryl Eidinger 6/10/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 06/15/2021 SS Discussion 06/22/2021 RCM (Consent Agenda)

Summary Statement:

With the anticipation of Governor Inslee's Proclamation 20-28, issued in early 2020 being lifted, Council has decided to review its procedures and adopt amendments in order to be prepared for meetings in the future.

Section 10.3 regarding virtual and telephonic participation, attendance and procedures has been removed and the new version is reflected in the new section (Section 8.10 - Virtual and/or Telephonic Meetings). This new section addresses attendance of meetings virtually or by telephonic means during non-emergency situations.

Item History:

Recommended Action:

Discussion only. Staff recommends this resolution and update to the Council Rules of Procedure be brought forward for consideration under the Consent Agenda at the next regular council meeting of June 22, 2021.

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 21-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING THE COUNCIL RULES OF PROCEDURE TO PROVIDE FOR REMOTE AND HYBRID COUNCIL MEETINGS DURING NON-EMERGENCIES

WHEREAS, Governor Inslee’s Proclamation 20-28, et seq., issued in early 2020 in response to the COVID-19 pandemic, prohibits in-person meetings under the Open Public Meetings Act, Ch. 42.30 RCW and resulted in the City of Edgewood shifting its City Council meetings to virtual meetings only; and

WHEREAS, in February 2021, the City Council updated its Council Rules of Procedures, in part, to allow for virtual attendance at Council meetings necessitated by the COVID-19 pandemic; and

WHEREAS, following an increase in vaccinations, in May 2021, the Center for Disease Control (“CDC”) issued new guidance for fully vaccinated persons, which has been adopted by the State of Washington; and

WHEREAS, it is anticipated that Proclamation 20-28, et seq., may soon be lifted, and, thus, the City Council has decided to review its procedures and adopt any amendments in order to be prepared for meetings in the future; and

WHEREAS, while the City recognizes many benefits as a result of conducting meetings virtually as opposed to in-person, such as increased public attendance, cost and time-savings, and increased access opportunities, hybrid or in-person meetings are nevertheless encouraged when practicable as they enable more personal interaction between the City Council and members of the public; and

WHEREAS, the Council desires to amend its Council Rules of Procedures to provide for optional remote meeting components even when not otherwise required by an emergency; and

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

Section 1. Council Rules of Procedure Amended. The Council Rules of Procedure are hereby amended as shown in Exhibit A, attached hereto and incorporated herein by this reference.

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

ADOPTED THIS 22ND DAY OF JUNE, 2021

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk



CITY OF EDGEWOOD
COUNCIL RULES OF PROCEDURE
 Amended ~~February 23, 2021~~ June 22, 2021

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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 Except as otherwise provided in these rules, City 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 Except as otherwise provided in these rules, City 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.

8.10 VIRTUAL AND/OR TELEPHONIC MEETINGS

- (1) In the case of emergencies where in-person attendance at meetings is prohibited or restricted, the City Council may convene its meetings remotely using virtual and/or telephonic means. In such circumstances, the City will adhere to any applicable federal, state, or county requirements and guidelines

concerning meetings. The City may also adopt local rules or regulations, so long as they do not conflict with said federal, state, or county requirements and guidelines.

(2) During non-emergency situations, the City may include a remote meeting component in addition to an in-person component at meetings, sometimes referred to as a “hybrid-meeting.” Hybrid-meetings shall comply with all requirements of the OPMA.

(3) Councilmembers are encouraged to attend meetings in person when practicable and able. However, when conducting in-person or hybrid meetings, there may be times a Councilmember may not be able to be physically present at a Council meeting, or will want to attend remotely. In such circumstances, Councilmembers may attend by telephone or other virtual means, such as through web conferencing. Adequate notice must be given if special access considerations are needed. The procedure and guidelines for permitting a Councilmember to attend a Council meeting via telephone or other virtual means are as follows:

A. The Councilmember(s) attending virtually or telephonically:

1. must be able to hear the discussion on the agenda items taking place; and

2. must be able to be heard by all attendees.

B. The meeting minutes should reflect whether a councilmember(s) is appearing by telephone or virtually, unless the minutes reflect that the entire meeting was held virtually.

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. In such circumstances, Councilmembers may attend by telephone or other virtual means, such as through web conferencing. Adequate notice must be given if special access considerations~~

~~are needed. The procedure and guidelines for permitting a Councilmember to attend a Council meeting via telephone or other virtual means are as follows:~~

~~A. VIRTUAL AND TELEPHONIC PARTICIPATION~~

~~Attendance via speakerphone/teleconferencing is allowed whenever physical attendance is restricted or impossible. Under other circumstances, virtual or telephonic attendance should be the rare exception, not the rule, and should be limited to four times per year per Councilmember.~~

~~B. ATTENDANCE; PROCEDURE~~

~~1. The Councilmember attending virtually or telephonically:~~

~~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. The meeting minutes should reflect whether a councilmember(s) is appearing by telephone or virtually, unless the minutes reflect that the entire meeting was held virtually.~~

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 COMMITTEE LIAISONS, SERVICE ON REGIONAL BOARDS, AND REPRESENTATION ON BEHALF OF THE CITY

- 17.1 Council Committee Liaisons. The Council may designate, by motion, councilmembers to serve as liaisons to each of the City advisory bodies, boards, and commissions ("Council Committee Liaisons"). Council Committee Liaisons shall be advisory, generally participating in such committees or boards through observation, unless requested by the committee or board, and do not receive a "vote". Council Committee Liaisons should provide updates to the entire Council, generally at the next regular meeting after the committee or board meeting.
- 17.2 Service on Regional Bodies. The Council may designate, by motion, individual(s) to serve in liaison roles for regional bodies based on the desire, qualifications, and skills of those interested. Councilmembers and the Mayor should indicate their interest in being a representative prior to the time the representative is considered for eligibility. Any "votes" attributed to the City must be based on Council consensus and not the individual position of the representative serving in that role. Regional Body Liaisons should provide updates to the entire Council, generally at the next regular meeting after the regional body's meeting.

- 17.3 For the purpose of commenting on an issue, Council Committee Liaisons and Councilmembers appearing on behalf of the City before another governmental agency, a community organization, through the media, or in their capacity as a regional body representative 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, regional body, another governmental agency, or community organization.

SECTION 18. CONFIDENTIALITY

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

SECTION 19. ADMINISTRATION AND HOUSEKEEPING

- 19.1 When Councilmembers register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- 19.2 Open Government Trainings Act. Effective July 1, 2014 the Open Government Trainings Act was enacted requiring all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.
- (a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.
 - (b) Officials required to complete training under this section may complete their training before assuming office but must:
 - Complete training no later than ninety (90) calendar days after the date the official:

- Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
- Otherwise assumes his or her duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as he or she holds office.
- (c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
- (d) Training may be completed remotely with technology including but not limited to internet-based training.
- (e) Additional information and online courses are available on the Washington State Attorney General's website at <http://www.atg.wa.gov/open-government-training>.

19.3 Social Media Usage. As an elected official or employee of the City of Edgewood, your social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City's rules and policies. This is true even for your personal social media accounts if you discuss City business. Inappropriate use of social media can expose you and the City to allegations of criminal and ethical wrongdoing. Please refer to our policies and procedures regarding the Public Records Act, the Open Public Meetings Act, and other policies related to the conduct and responsibilities of City of Edgewood employees and officials.

SECTION 20. SUSPENSION AND AMENDMENT OF RULES; IMPLIED WAIVER

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

SECTION 21. MINUTES

- 21.1 Minutes Generally. Pursuant to RCW 42.32.030 and RCW 35A.12.110, the City Clerk shall keep minutes of all regular and special meetings of the City Council, which shall constitute the City's record of proceedings. Working copies or file copies of all minutes shall be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained and stored in a fire-proof vault. The minutes will be archived in accordance with applicable records retention requirements.
- 21.2 Content of Minutes. Minutes shall document the actions taken at Council meetings, and shall at a minimum include the following:
1. Date of meeting
 2. Location of meeting

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

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

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

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

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

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

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