



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tuesday, September 9, 2025 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

2. EXECUTIVE SESSION

A. Pursuant to RCW 42.30.110 (i) - Potential Litigation

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

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

The following items are presented for Council approval:

A. Regular Council Meeting Minutes of August 26, 2025

B. Study Session Meeting Minutes of September 2, 2025

C. **AB25-075-** a motion approving September 2025 Budgeted Expenditures as follows:
AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$182,119.09 and Vendor Check Numbers 26567 through 25674, with EFT and Direct Pay Payments in the amount of \$126,491.57. Total distributions submitted for review and authorization in the amount of \$308,610.66.

6. COUNCIL BUSINESS

A. **AB25-0688** - Ordinance 25-0688 amending Ch. 2.05.010 of EMC Pertaining to City Office Hours

7. COUNCIL COMMENTS

8. ADJOURN

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



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, August 26, 2025 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E, ♦ Edgewood, WA

1 CALL TO ORDER

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

Present: Deputy Mayor Tomyon, Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith (virtually via Zoom) Councilmember West (virtually via Zoom), Councilmember Buckley, Councilmember Southard **Excused:** Mayor Olson

2 AUDIENCE COMMENT

Lisa Grasdalen, and Tricia Smith spoke.

3 CONSENT AGENDA:

- A. Regular City Council Meeting Minutes of August 12, 2025
- B. Study Session Meeting Minutes of August 19, 2025
- C. **AB25-074-** a motion approving August 2025 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$136,709.79 and Vendor Check Numbers 26552 through 26566, with EFT and Direct Pay Payments in the amount of \$392,551.73. Total distributions submitted for review and authorization in the amount of \$529,261.52.
- D. **AB25-0781** - Resolution 25-0781, Establishing the Equity Diversity and Inclusion Council Sub-Committee as an Ad Hoc Council Advisory Board

Motion: As read **Action:** Approved **Moved by:** Councilmember Buckley **Seconded by:** Councilmember Pazaruski **Motion Passed 7-0**

4 COUNCIL BUSINESS

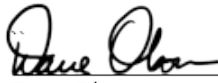
- A. **AB25-0687** - Ordinance 25-0687 relating to amendments to EMC chapter 18.98 Sign Code; updating regulations for signs within or facing public ROW
Motion: As read **Action:** Approved **Moved by:** Councilmember Ramirez **Seconded by:** Councilmember West **Motion Passed 7-0**
- B. **AB25-0780** - Resolution 25-0780 Northwood Estates West Phase 2 - Phase 1 Final Plat
Motion: As read **Action:** Approved **Moved by:** Deputy Mayor Tomyon **Seconded by:** Councilmember Keith **Motion Passed 6-0** (CM Buckley Abstained)

5 COUNCIL COMMENTS

Councilmember Ramirez

6 ADJOURN

Deputy Mayor Tomyon adjourned the meeting at 7:17pm.



Dave Olson
Mayor



Jill Schwerzler-Herrera
City Clerk/HR Director



CITY OF EDGEWOOD

STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, September 2, 2025 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

1 CALL TO ORDER

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

Present: Mayor Olson, Deputy Mayor Tomin, Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith (virtually via Zoom) Councilmember West (virtually via Zoom), Councilmember Southard (virtually via Zoom) **Excused:** Councilmember Buckley

2 COUNCIL BUSINESS

- A.** Equity, Diversity, and Inclusion Council Sub-Committee Update
The sub-committee will be reconnecting with Mountain View Community Center and local apartment complexes to schedule upcoming listening sessions.
- B.** Amending Ch. 2.05.010 of EMC Pertaining to City Office Hours
Staff proposed closing City Hall to the public on Fridays to enhance productivity and focus. The intent is to provide uninterrupted time for employees to work on projects, respond to inquiries, and complete essential tasks that may be delayed during periods of high public traffic, while remaining available to the public on other days.
- C.** Franchise Agreement EZEE Fiber Texas LLC
In accordance with EMC 12.06.020, a franchise agreement is required for utilities located within the City of Edgewood right-of-way. The proposed agreement would authorize EZEE Fiber to use the City's right-of-way to provide fiber services.
- D.** Transportation Impact Fee (TIF) Program Update
Following guidance on the EDAB recommendation and the Land Use Details handout, there was an in-depth conversation between the Council and staff.

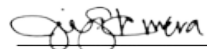
3 OTHER COUNCIL ITEMS

Mayor Olson, and Deputy Mayor Tomin spoke.

4 ADJOURN

Mayor Olson adjourned the meeting at 8:12pm.


Dave Olson
Mayor


Jill Schwerzler-Herrera
City Clerk/HR Director



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB25-075- a motion approving September 2025 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$182,119.09 and Vendor Check Numbers 26567 through 25674, with EFT and Direct Pay Payments in the amount of \$126,491.57. Total distributions submitted for review and authorization in the amount of \$308,610.66.	Agenda Item #: 5.C
	For Agenda of: 9/9/2025
	Prepared by: Stephanie Goff, Vicki Lundgren
Attachments (list): 1. 090925 Voucher Directory 2. 090925 Claims Register	
Approval of Materials: Stephanie Goff, Vicki Lundgren Rachel Pitzel, Assistant City Administrator 09/04/2025 Dave Olson, Mayor 09/04/2025	Expenditure Required: \$308,610.66
	Amount Budgeted: \$308,610.66
	Timeline:

Summary Statement:

AB24-030 approving September 2025 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$182,119.09 and Vendor Check Numbers 26567 through 25674, with EFT and Direct Pay Payments in the amount of \$126,491.57. Total distributions submitted for review and authorization in the amount of \$308,610.66.

Item History:

Recommended Action:

MOTION to adopt AB25-075- a motion approving September 2025 Budget as presented under the Consent Agenda.

Fiscal Note/Consideration:



Voucher Directory

Fiscal: : 2025 - September
Council Date: : 2025 - September - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
4LEAF, Inc.	26567			2025 - September - 1st Council Meeting	
		J0867-25A			
			May Services		
			001-058-000-558-50-41-01	Professional Service	\$2,664.00
				Building/Fire Review-10201 29th St E	
		Total J0867-25A			\$2,664.00
	Total 26567				\$2,664.00
Total 4LEAF, Inc.					\$2,664.00
AHBL					
	Direct Pay Payment 9/4/2025 8:45:36 AM - 1			2025 - September - 1st Council Meeting	
	153468				
			June Svcs-Final Document Design Comprehensive Plan		
			001-058-000-558-60-41-23	Professional Serv-GMA	\$870.00
				Final Document Design Comprehensive Plan	
		Total 153468			\$870.00
	Total Direct Pay Payment 9/4/2025 8:45:36 AM - 1				\$870.00
Total AHBL					\$870.00
Amazon Capital Services					
	Direct Pay Payment 9/4/2025 8:45:36 AM - 2			2025 - September - 1st Council Meeting	
	1LGJ-MGVD-GRCP				
			August Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$29.62
				Bungee Cords; Air Freshner	
			001-018-000-518-20-39-11	Teambuilding-Supplies	\$10.89
				Golf Bracelets-Team Building Event	
			001-018-000-518-85-35-01	IT Small Tools/Minor Equipment	\$14.30
				USB Bluetooth Adapter for PC	
			001-022-000-548-30-31-01	Operating Supplies	\$90.03
				Solder Seal Wire Connectors Kit; Trimmer Blades	
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	\$36.27
				26 Piece Socket Set	
			001-076-000-576-80-31-01	Operational Supplies	\$1,684.20

Vendor	Number	Reference	Account Number	Description	Amount
				Rubber Playground Base Repair Kit-ECP	
		Total 1LGJ-MGVD-GRCP			\$1,865.31
		Total Direct Pay Payment 9/4/2025 8:45:36 AM - 2			\$1,865.31
Total Amazon Capital Services					\$1,865.31
American Traffic Solutions					
		Direct Pay Payment 9/4/2025 8:45:36 AM - 3		2025 - September - 1st Council Meeting	
		INV0105001			
			July Traffic Camera Services		
			001-021-000-521-70-41-11	Traffic Policing-Traffic Camera Contract	\$28,500.00
				7 Traffic Cameras	
		Total INV0105001			\$28,500.00
		INV0107165			
			Aug Traffic Camera Services		
			001-021-000-521-70-41-11	Traffic Policing-Traffic Camera Contract	\$14,282.24
				7 Traffic Cameras	
		Total INV0107165			\$14,282.24
		Total Direct Pay Payment 9/4/2025 8:45:36 AM - 3			\$42,782.24
Total American Traffic Solutions					\$42,782.24
BHC Consultants					
	26568			2025 - September - 1st Council Meeting	
		0023401			
			July Services		
			001-058-000-558-50-41-01	Professional Service	\$8,060.25
				Prj 25-30215.00-25-1181 Memory Care	
		Total 0023401			\$8,060.25
	Total 26568				\$8,060.25
Total BHC Consultants					\$8,060.25
CDW Government					
		Direct Pay Payment 9/4/2025 8:45:36 AM - 4		2025 - September - 1st Council Meeting	
		AF7PN2A			
			PO 2025030		
			001-018-000-518-85-49-03	Computer Subscriptions	\$801.14
				Adobe Acrobat Pro Renewal-(Qty 7)	
		Total AF7PN2A			\$801.14
		AF7WX4H			
			PO 2025026		
			001-018-000-518-85-49-03	Computer Subscriptions	\$1,198.59

Vendor	Number	Reference	Account Number	Description	Amount
				MS SLD + Winent Sngl SA MVL (Qty 6)	
		Total AF7WX4H			\$1,198.59
		Total Direct Pay Payment 9/4/2025 8:45:36 AM - 4			\$1,999.73
Total CDW Government					\$1,999.73
Center for Internet Security, Inc.					
		Direct Pay Payment 9/4/2025 8:45:36 AM - 5	2025 - September - 1st Council Meeting		
		INV-250827-0072358			
			Order # SO-250827-0072037		
			001-018-000-518-85-49-03	Computer Subscriptions	\$995.00
				MS-ISAC Subscription-(8/27/25-2/26/27)	
		Total INV-250827-0072358			\$995.00
		Total Direct Pay Payment 9/4/2025 8:45:36 AM - 5			\$995.00
Total Center for Internet Security, Inc.					\$995.00
Cherrywood MHP LLC					
	26569		2025 - September - 1st Council Meeting		
		090925-CMHPLLC			
			Cherrywood Settlement Agreement		
			410-000-000-531-38-49-09	Misc. Fees & Charges	\$25,811.79
				Overpayment Reimbursement-Cherrywood Settlement Agreement	
		Total 090925-CMHPLLC			\$25,811.79
	Total 26569				\$25,811.79
Total Cherrywood MHP LLC					\$25,811.79
Comcast					
		EFT Payment 9/4/2025 8:43:35 AM - 1	2025 - September - 1st Council Meeting		
		8498 35 021 0602869 8/29-9/28/25			
			8/29-9/28/25 Services		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$447.37
				City Hall Public Internet	
		Total 8498 35 021 0602869 8/29-9/28/25			\$447.37
		Total EFT Payment 9/4/2025 8:43:35 AM - 1			\$447.37
Total Comcast					\$447.37

Vendor	Number	Reference	Account Number	Description	Amount
Confluence Environmental Company	26570			2025 - September - 1st Council Meeting	
		19063			
			June Services		
			001-058-000-558-60-41-01	Professional Services-Reimbursable	\$387.61
				TO#1-Peer Wetland Review-25-1101	
		Total 19063			\$387.61
	Total 26570				\$387.61
Total Confluence Environmental Company					\$387.61
Daily Journal of Commerce	26571			2025 - September - 1st Council Meeting	
		3412786			
			August Services		
			340-000-000-595-80-63-01	Transportation Cap Projects	\$572.40
				Call for Bids-48th St E Preservation	
		Total 3412786			\$572.40
	Total 26571				\$572.40
Total Daily Journal of Commerce					\$572.40
Drain-Pro	26572			2025 - September - 1st Council Meeting	
		147292			
			8/31-9/27/28 Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Edgemont Park	
		Total 147292			\$144.50
		147293			
			8/31-9/27/25 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$259.00
				Nelson Nature Park	
		Total 147293			\$259.00
		147294			
			8/31-9/27/25 Svcs Nelson Farm Park		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50
				Nelson Farm Park	
		Total 147294			\$144.50
		147295			
			8/31-9/27/25 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$224.50
				Trailhead Park	
		Total 147295			\$224.50
		147296			
			8/31-9/27/25 Svcs PW Yard		
			001-076-000-576-80-45-03	Operating Rentals	\$144.50

Vendor	Number	Reference	Account Number	Description	Amount
			PW Yard		
		Total 147296			\$144.50
	Total 26572				\$917.00
Total Drain-Pro					\$917.00
Jennings Equipment, Inc.					
	Direct Pay Payment 9/4/2025 8:45:36 AM - 6		2025 - September - 1st Council Meeting		
	083125-JEI				
		August Statement			
		001-022-000-548-30-31-01	Operating Supplies		\$511.20
			Drive Shaft-Small Hand Power Tool;Power Head-Clipper;Maintenance Supplies-Power Tools		
		001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment		\$464.47
			Parts-Kubota		
		410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment		\$154.82
			Parts-Kubota		
		Total 083125-JEI			\$1,130.49
	Total Direct Pay Payment 9/4/2025 8:45:36 AM - 6				\$1,130.49
Total Jennings Equipment, Inc.					\$1,130.49
Kings III Emergency Communications					
	EFT Payment 9/4/2025 8:43:35 AM - 2		2025 - September - 1st Council Meeting		
	3132273				
		Service Elevator Phone(s)			
		001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications		\$54.95
			Service Elevator Phone(s)-9/1-9/30/25		
		Total 3132273			\$54.95
	Total EFT Payment 9/4/2025 8:43:35 AM - 2				\$54.95
Total Kings III Emergency Communications					\$54.95
McClatchy Company LLC					
	Direct Pay Payment 9/4/2025 8:45:36 AM - 7		2025 - September - 1st Council Meeting		
	45724				
		August Statement			
		001-019-030-514-30-41-02	Legal Publications		\$147.00
		001-058-000-558-60-41-08	Legal Notices/Publications		\$4,527.72
		Total 45724			\$4,674.72
	Total Direct Pay Payment 9/4/2025 8:45:36 AM - 7				\$4,674.72
Total McClatchy Company LLC					\$4,674.72

Vendor	Number	Reference	Account Number	Description	Amount
McKinstry Co, LLC					
	Direct Pay	Payment 9/4/2025 8:45:36 AM - 8	2025 - September - 1st Council Meeting		
		10295999			
			July Svcs-WO 9979157		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$656.65
				Diagnose & Repair-HVAC	
		Total 10295999			\$656.65
		10297696			
			September Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,686.46
				September Maintenance	
		Total 10297696			\$1,686.46
	Total Direct Pay	Payment 9/4/2025 8:45:36 AM - 8			\$2,343.11
Total McKinstry Co, LLC					\$2,343.11
McLendon - Parkrose Hardware					
	EFT Payment	9/4/2025 8:43:35 AM - 3	2025 - September - 1st Council Meeting		
		083125-MH			
			August Statement		
			001-022-000-548-30-31-01	Operating Supplies	\$50.35
				Knife & Line-Small Power Equipment	
			001-076-000-576-80-31-01	Operational Supplies	\$573.44
				Turf Repair Supplies-ECP; Batteries;Smoke & CO Alarms-Park Structures; Supplies-	
				Cleaning & Pest Control	
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	\$39.41
				Garden Tools-Parks	
			410-000-000-531-38-31-01	Operational Supplies	\$32.78
				Concrete-SW Repairs	
		Total 083125-MH			\$695.98
	Total EFT Payment	9/4/2025 8:43:35 AM - 3			\$695.98
Total McLendon - Parkrose Hardware					\$695.98
Murrey's Disposal Company					
	EFT Payment	9/4/2025 8:43:35 AM - 4	2025 - September - 1st Council Meeting		
		13122618S111			
			August Services		
			001-022-000-544-20-47-03	Waste Disposal	\$424.93
				PW Yard	
		Total 13122618S111			\$424.93
	Total EFT Payment	9/4/2025 8:43:35 AM - 4			\$424.93
Total Murrey's Disposal Company					\$424.93

Vendor	Number	Reference	Account Number	Description	Amount
O'Reilly Auto Parts					
	EFT Payment 9/4/2025 8:43:35 AM - 5		2025 - September - 1st Council Meeting		
	082825-OAP				
			August Statement		
			001-022-000-548-30-31-01	Operating Supplies	\$35.21
			3V Batteries		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$81.02
			Carwash,Glass Cleaner,Wiper Fluid;Blue Def #19;Mini Bulb & Capsule #6		
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$27.00
			Carwash,Glass Cleaner,Wiper Fluid;Blue Def #19;Mini Bulb & Capsule #6		
		Total 082825-OAP			\$143.23
	Total EFT Payment 9/4/2025 8:43:35 AM - 5				\$143.23
Total O'Reilly Auto Parts					\$143.23
Pierce County Auditor's Office					
	26573		2025 - September - 1st Council Meeting		
		CI-373031			
			Auditor Recording Fees Acct #5049		
			001-058-000-558-60-41-08	Legal Notices/Publications	\$304.50
			Notice to Title-CE-20-001		
		Total CI-373031			\$304.50
	Total 26573				\$304.50
Total Pierce County Auditor's Office					\$304.50
Pierce County Budget & Finance PW					
	26574		2025 - September - 1st Council Meeting		
		CI-373620			
			July M&O Services		
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$18,135.70
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	\$468.04
		Total CI-373620			\$18,603.74
	Total 26574				\$18,603.74
Total Pierce County Budget & Finance PW					\$18,603.74
Pitney Bowes					
	EFT Payment 9/4/2025 8:43:35 AM - 6		2025 - September - 1st Council Meeting		
	1027905672				
			August Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$82.23
			E-Z Seal Pint Bottles-(Qty-1 bx of 4)		
		Total 1027905672			\$82.23
	Total EFT Payment 9/4/2025 8:43:35 AM - 6				\$82.23
Total Pitney Bowes					\$82.23

Vendor	Number	Reference	Account Number	Description	Amount
SCJ Alliance					
	Direct Pay	Payment 9/4/2025 8:45:36 AM - 9	2025 - September - 1st Council Meeting		
		82310			
			Prj 25-000102 West Valley Hwy Land Use Study		
			001-058-000-558-60-41-03	Professional Services-Non-reimbursable	\$5,289.25
			West Valley Hwy Land Use Study		
		Total 82310	\$5,289.25		
	Total Direct Pay	Payment 9/4/2025 8:45:36 AM - 9	\$5,289.25		
Total SCJ Alliance					\$5,289.25
TK Elevator					
	Direct Pay	Payment 9/4/2025 8:45:36 AM - 10	2025 - September - 1st Council Meeting		
		3008832138			
			Elevator Maintenance Contract		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,368.87
			9/1-11/30/25 Elevator Maint Contract		
		Total 3008832138	\$1,368.87		
		5002722752			
			February Services		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$848.88
			Diagnosis & Repair-Debris Removal & Reset Faults		
		Total 5002722752	\$848.88		
	Total Direct Pay	Payment 9/4/2025 8:45:36 AM - 10	\$2,217.75		
Total TK Elevator					\$2,217.75
Transpo Group					
	Direct Pay	Payment 9/4/2025 8:45:36 AM - 11	2025 - September - 1st Council Meeting		
		35717			
			Prj. 1.24363.00 TIF Program Update		
			001-058-000-558-60-41-03	Professional Services-Non-reimbursable	\$1,845.00
			TIF Program Update		
		Total 35717	\$1,845.00		
	Total Direct Pay	Payment 9/4/2025 8:45:36 AM - 11	\$1,845.00		
Total Transpo Group					\$1,845.00
Verizon Wireless					
	EFT Payment	9/4/2025 8:43:35 AM - 7	2025 - September - 1st Council Meeting		
		6121840128			
			August Statement		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$1,308.99

Vendor	Number	Reference	Account Number	Description	Amount
				August Monthly Statement	
		Total 6121840128			\$1,308.99
		Total EFT Payment 9/4/2025 8:43:35 AM - 7			\$1,308.99
Total Verizon Wireless					\$1,308.99
Grand Total		Vendor Count	26		\$126,491.57

City of Edgewood 2025

September 9th, 2025 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
<u>AWC EFT 8/29/25</u>	AWC Employee Benefit Trust	8/29/2025	\$45,594.15
<u>DCP EFT 8/29/25</u>	Deferred Compensation Program	8/29/2025	\$18,446.82
<u>Direct Deposit Run -</u>	Payroll Vendor	8/29/2025	\$88,399.27
<u>DRS EFT 8/29/25</u>	Dept of Retirement Systems	8/29/2025	\$13,129.28
<u>IRS 941 EFT 8/29/25</u>	IRS 941	8/29/2025	\$16,549.57
Total			\$182,119.09

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
26566 Last Number Issued Previous Authorization			
<u>26567</u>	4LEAF, Inc.	9/9/2025	\$2,664.00
<u>26568</u>	BHC Consultants	9/9/2025	\$8,060.25
<u>26569</u>	Cherrywood MHP LLC	9/9/2025	\$25,811.79
<u>26570</u>	Confluence Environmental Company	9/9/2025	\$387.61
<u>26571</u>	Daily Journal of Commerce	9/9/2025	\$572.40
<u>26572</u>	Drain-Pro	9/9/2025	\$917.00
<u>26573</u>	Pierce County Auditor's Office	9/9/2025	\$304.50
<u>26574</u>	Pierce County Budget & Finance PW	9/9/2025	\$18,603.74
<u>Direct Pay Payment</u>	AHBL	9/9/2025	\$870.00
<u>Direct Pay Payment</u>	TK Elevator	9/9/2025	\$2,217.75
<u>Direct Pay Payment</u>	Transpo Group	9/9/2025	\$1,845.00
<u>Direct Pay Payment</u>	Amazon Capital Services	9/9/2025	\$1,865.31
<u>Direct Pay Payment</u>	American Traffic Solutions	9/9/2025	\$42,782.24
<u>Direct Pay Payment</u>	CDW Government	9/9/2025	\$1,999.73
<u>Direct Pay Payment</u>	Center for Internet Security, Inc.	9/9/2025	\$995.00
<u>Direct Pay Payment</u>	Jennings Equipment, Inc.	9/9/2025	\$1,130.49
<u>Direct Pay Payment</u>	McClatchy Company LLC	9/9/2025	\$4,674.72
<u>Direct Pay Payment</u>	McKinstry Co, LLC	9/9/2025	\$2,343.11
<u>Direct Pay Payment</u>	SCJ Alliance	9/9/2025	\$5,289.25
<u>EFT Payment 9/4/2025</u>	Comcast	9/9/2025	\$447.37
<u>EFT Payment 9/4/2025</u>	Kings III Emergency Communications	9/9/2025	\$54.95
<u>EFT Payment 9/4/2025</u>	McLendon - Parkrose Hardware	9/9/2025	\$695.98
<u>EFT Payment 9/4/2025</u>	Murrey's Disposal Company	9/9/2025	\$424.93
<u>EFT Payment 9/4/2025</u>	O'Reilly Auto Parts	9/9/2025	\$143.23
<u>EFT Payment 9/4/2025</u>	Pitney Bowes	9/9/2025	\$82.23
<u>EFT Payment 9/4/2025</u>	Verizon Wireless	9/9/2025	\$1,308.99

Total Claims Voucher Distribution	\$126,491.57
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Total Distribution Submitted for Review & Authorization	\$ 308,610.66
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Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments	\$ 308,610.66
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Claims Voucher Approval: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

_____ Accounting Manager, Stephanie Goff

_____ Mayor, Dave Olson

_____ Council Member



City Of Edgewood Council Agenda Summary Sheet

Subject: AB25-0688 - Ordinance 25-0688 amending Ch. 2.05.010 of EMC Pertaining to City Office Hours	Agenda Item #: 6.A
	For Agenda of: 9/9/2025
	Prepared by: Rachel Pitzel
Attachments (list): 1. Ordinance No. 25-0688 Office Hours(11105480.1)Attorney Signed 2. Neighboring Cities	
Approval of Materials: Rachel Pitzel Rachel Pitzel, Assistant City Administrator 09/02/2025 Dave Olson, Mayor 09/02/2025	Expenditure Required:
	Amount Budgeted:
	Timeline: 09.02.2025 SS Discussion 09.09.2025 RCM for Action

Summary Statement:

This ordinance updates the City’s official office hours to reflect how our community is currently engaging with City Hall. Since the pandemic, we’ve seen a noticeable drop in in-person visits—especially on Friday afternoons. At the same time, our staff continues to wear many hats to keep services running smoothly, particularly while we hold off on filling some vacant positions due to budget constraints.

To help staff stay productive and focused—while still being available to the public when needed—we’re proposing to close City Hall to the public on Fridays. This gives employees uninterrupted time to catch up on projects, respond to inquiries, and complete behind-the-scenes work that often gets pushed aside during high-traffic hours.

This change adjusts City Hall’s public-facing hours but does not reduce overall staff availability. While the building will close to the public on Fridays, staff will continue working behind the scenes and remain accessible by phone and email. Community members can also use the City’s online services anytime, and we’ll continue to prioritize timely responses during normal business hours. Police Department operations are not affected.

We’ve also looked at what other nearby cities are doing, and many have made similar adjustments with good results.

This ordinance meets the state requirement to set office hours by ordinance and ensures we’re being thoughtful with our resources while maintaining quality service to the community.

Item History:

Recommended Action:

MOTION to adopt **AB25-0688** - Ordinance 25-0688 amending Ch. 2.05.010 of EMC Pertaining to City Office Hours

Fiscal Note/Consideration:

ORDINANCE NO. 25-0688

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 2.05.010 OF THE MUNICIPAL CODE PERTAINING TO CITY OFFICE HOURS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Washington State Law, as codified in RCW 35A.21.070, requires that municipalities establish office hours by ordinance; and

WHEREAS, the city has observed a consistent decrease in public foot traffic and in-person service demands on Fridays indicating that fewer community members utilize City Hall services at the end of the workweek; and

WHEREAS, to gain efficiency and focused work time for city staff, improve work life balance, and retain and recruit new employees, it would be beneficial to change the hours of public operation for city offices; and

WHEREAS, closing City Hall to the public on Fridays allows staff to either work remotely or remain onsite for uninterrupted focus time, supporting productivity and efficient use of city resources while maintaining service quality;

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

Section 1. Amendment. Section 2.05.010 of the Edgewood Municipal Code is hereby amended as follows:

2.05.010 Hours of operation.

The hours of operation of city offices will be:

- **Open to the Public:** 8:30 a.m. to 12:00 p.m. Monday through Thursday, Pacific Time
- **Closed to the Public:** 12:00 p.m. to 1:00 p.m., Monday through Thursday, Pacific Time
- **Open to the Public:** 1:00 p.m. to 5:00 p.m., Monday through Thursday, Pacific Time
- **Closed to the Public:** 8:30 a.m. to 5:00 p.m. Friday, Pacific Time

The Mayor or their designee may alter the hours of operation of city offices on a temporary basis, as they deem necessary for the efficient operation of the City.

Section 2. Public Access and Service Availability. Nothing in this ordinance shall be construed as limiting the City's commitment to public accessibility. Although public-facing hours are being adjusted, City Hall remains open five days a week. Residents are encouraged to use the City's online services, available 24/7 at Edgewoodwa.gov, or contact City Hall by phone at (253) 952-3299 to leave a message. Staff will respond to inquiries promptly during regular business hours.

This change does **not** affect the Edgewood Police Department, which continues to operate on its normal schedule. In the event of a police-related need during closed hours, an emergency phone is located on the exterior wall to the **right of the main entrance** of City Hall and is available for direct use by the public.

Section 3. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

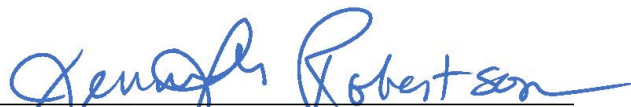
PASSED BY THE CITY COUNCIL ON THE 9TH DAY OF SEPTEMBER, 2025

Dave Olson, Mayor

ATTEST/AUTHENTICATED:

Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:



Maili C. Barber, City Attorney

Date of Publication: September 12, 2025

Effective Date: September 17, 2025

Neighboring Areas Operating Times for Public Walk-Ins:

Municipality	Open to the Public	Walk- In Hours
Milton	Mon - Thurs	7:30am - 4pm
Fife	Mon - Fri	8:30am - 5pm
Sumner	Mon - Thurs	8am – 5pm
Tacoma (Development Services Only)	Mon - Thurs	9am – 1pm
Federal Way	Mon-Tues / Thurs-Fri	9am - 4pm
Pierce County (Development Services Only)	Mon - Fri	9am - 2pm
King County (Permit Center Only)	Mon & Thurs Only	8:30am - 3:30pm