

STUDY SESSION – (At this time, Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)

- 8:20 pm **11. PARKS CAPITAL IMPROVEMENT PROJECT – CURRAN RESTROOM**
- 9:00 pm **12. ADJOURNMENT**

*PRELIMINARY CITY COUNCIL AGENDA

October 7, 2019

Regular Council Meeting

October 14, 2019

Joint City Council/Advisory Commission Meeting

October 21, 2019

Regular Council Meeting

November 7, 2019

Regular Council Meeting

November 18, 2019

Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
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American Disability Act (ADA) Accommodations Provided Upon Advance Request
Call the City Clerk at 253-566-5656

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Tuesday, September 3, 2019
City Council Chambers, Market Place West**

1. CALL REGULAR MEETING TO ORDER

Mayor Pro Tem Belleci called the Regular Meeting to order at 6:30 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

Councilmember Figueroa	Present
Councilmember Grassi	Excused
Councilmember McCluskey	Present
Councilmember Nye	Present
Councilmember Worthington	Present
Mayor Pro Tem Belleci	Present
Mayor Keel	Excused

Staff Present: City Manager Sugg, City Attorney Kaser, Police Chief Premo, Public Safety Administrator Hales, Human Resources Manager Petorak, Executive Director/ACM Craig and City Clerk Genetia.

MOTION: By Councilmember Figueroa, seconded by Councilmember McCluskey, to excuse the absences of Councilmember Grassi and Mayor Keel.

The motion carried.

3. PLEDGE OF ALLEGIANCE

Councilmember McCluskey led Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

MOTION: By Councilmember Figueroa, seconded by Councilmember McCluskey, to approve the agenda as amended.

The motion carried.

5. PRESENTATIONS

Sheepdog – A painting of a sheepdog was presented to the University Place Police Department by Penny, a resident who attended one of Police Deputy Dan Hacker’s firearms program, who was inspired by the “sheepdog” principles Deputy Hacker talks about in his class. Police Chief Premo presented Penny with a University Place Police Department challenge coin.

Citizens Taking Action Against Crime Award – Police Chief Premo recognized Rachel Brandes for her effort and action in assisting the police with the apprehension and arrest of the person involved in a vehicle vandalism. A Citizens Taking Action Against Crime Award will be presented to Ms. Brandes at a later time.

UP for Arts 1st Chili Cook-off Winner – Mayor Pro Tem Belleci and Bunny Nance of UP for Arts presented the Blue-Ribbon Award to the University Place Public Safety Department for winning first place at the UP for Arts first Chili Cook-off contest in both the meat and vegetarian categories.

6. PUBLIC COMMENTS – The following individuals provided public comment: David Deskins, 7219 43rd Street West; and Bunny Nance, 5818 75th Avenue Court West.

7. CONSENT AGENDA

MOTION: By Councilmember McCluskey, seconded by Councilmember Worthington, to approve the Consent Agenda as follows:

- A. Approve the minutes of the August 19, 2019 Council meeting as submitted.
- B. Receive & File: Payroll for the period ending 08/15/19 and claims dated 08/15/19.
- C. Adopt a resolution to accompany the City's comments regarding the draft VISION 2050 Plan to the Puget Sound Regional Council. **(RESOLUTION NO. 897)**
- D. Adopt a resolution approving the 2019-2020 Agreement between the City of University Place and University Place School District for a School Resource Officer. **(RESOLUTION NO. 898)**

The motion carried.

COUNCIL CONSIDERATION

8. RESCIND/AMEND COUNCILMEMBER PRO-TEM INTERVIEW CANDIDATE LIST

Staff Report – City Attorney Kaser indicated that following the August 19, 2019 meeting, staff was informed that no fewer than two Councilmembers wished to add a sixth name on the list of candidates to be interviewed for the position of Councilmember Pro Tem. He stated that because Council has not passed legislation on this matter, the action taken at the August 19, 2019 meeting can be rescinded or amended according to Robert's Rules of Order.

Public Comment – None.

Council Consideration – **MOTION:** By Councilmember Worthington, seconded by Councilmember Figueroa, to amend the motion made at the August 19, 2019 Regular Council meeting that was adopted to interview five applicants for the position of Councilmember Pro Tem, by adding a sixth name, to wit: Howard Lee.

The motion carried.

9. CITY MANAGER & COUNCIL COMMENTS/REPORTS

City Manager Sugg informed Council that following the increase in the City bond rating, staff has been contacted by the City's bond underwriter about the potential of refinancing both the City's Local Revitalization Financing (LRF) and the 2012 General Obligation Bond. The proposed refinancing would realize an annual savings to the general fund of approximately \$115,000/year and generate approximately \$2 million in new money for additional Town Center LRF construction projects. He indicated that staff will be evaluating the proposal within the next few weeks and advise Council of its findings.

Councilmember Worthington provided an update on the FlashVote participation count, and a report on the recent FlashVote survey on University Place parks.

Councilmember Figueroa commended City Manager Sugg and staff for the well-received and successful Music in the Square event last month.

Mayor Pro Tem Belleci reported that she too enjoyed the Music in the Square event. She reported that she attended a ribbon-cutting for Trek last week and informed the public of upcoming community events happening in the City and encouraged them to attend.

STUDY SESSION

10. UNIVERSITY PLACE REFUSE RECYCLING UPDATE

Neil Holden of University Place Refuse provided Council with the recycling commodity pricing update. He indicated that although the pricing dropped by 33% from the last reported period, it is still not enough to cover University Place Refuse's operating cost without an increase adjustment in its recycling surcharge in 2020.

Discussion followed regarding the global perspective on recycling; other recycling market/resources; the long-term solution to recycling; community education; consideration of an early franchise contract renewal to include recycling surcharge as a pass-through rate increase like the CPI adjustment and LRI-related disposal tip fee. Per the current Franchise Agreement, CPI adjustment and LRI-related disposal tip fee pass-through rate increases are automatic and do not require Council approval. In addition, Mr. Holden brought up the need to correct the drop box and compactor dump fees and collect a fee for an extra recycling cart.

11. ADJOURNMENT

The meeting adjourned at 8:01 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Special Meeting of the City Council
Monday, September 9, 2019
City Council Chambers, Market Place West**

1. CALL SPECIAL MEETING TO ORDER

Mayor Keel called the Special Meeting to order at 6:30 p.m.

Attendance was noted by the City Clerk as follows:

Present: Mayor Keel, Mayor Pro Tem Belleci, Councilmember McCluskey, Councilmember Figueroa and Councilmember Nye.

Staff Present: City Manager Sugg, City Attorney Kaser, Human Resources Manager Petorak, Executive Director/ACM Craig and City Clerk Genetia.

A motion was made and was carried to excuse the absences of Councilmember Grassi and Councilmember Worthington.

Mayor Keel informed Council that Mr. Donald Gaines is not able to make it in person for the interview; however, he has requested a phone interview as an alternative. Council consented to allow it.

2. COUNCILMEMBER PRO TEMPORE POSITION - CANDIDATE INTERVIEWS

Council interviewed the top six candidates for the Councilmember Pro Tempore position – Howard Lee, Robert Masko, Donald Gaines, Kenneth George, Gerald Gehring, and Darren Zemanek.

3. COUNCIL DELIBERATION – Tabled for the September 16, 2019 meeting.

4. ADJOURNMENT

The meeting adjourned at 8:01 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 08/30/19

Check Range: 51983319 - 51983374 and Wire #333939, 8212019

Claims 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 University Place, and that I am authorized to authenticate and certify to said claim.

I also certify that the following list of checks were issued to replace previously issued checks that have not been presented to the bank for payment. The original check was voided and a replacement check issued.

Vendor Name

Replacement Check #

Original Check #

Auditing Officer: (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
333939	8/30/2019	021638	PACIFCSOURCE ADMIN, INC.	0000333939	8/16/2019	AUG19/ADMIN FEES	105.00	105.00
		Voucher: 45789						
8212019	8/30/2019	001817	EMPLOYMENT SECURITY DEPT	1STQTR19	8/21/2019	1STQTR19/FMLA/PAID FAMILY MI	4,781.69	4,781.69
		Voucher: 45773						
51983319	8/27/2019	026256	HURWITZ, MARK	08282019	8/23/2019	MUSIC ON THE SQUARE/CONCE	750.00	750.00
		Voucher: 45778						
51983320	8/30/2019	025715	ABM JANITORIAL SERVICES	14189950	8/13/2019	OLD CITY HALL/CLEANING	217.50	217.50
		Voucher: 45756						
51983321	8/30/2019	001171	AMERICAN PLANNING ASSOCIAT	090800-1977	7/17/2019	APA MEMBERSHIP/D.SWINDALE	555.00	
		Voucher: 45757		092994-1977	7/17/2019	APA MEMBERSHIP/J.BOERS	469.00	1,024.00
51983322	8/30/2019	026212	ARAMARK UNIFORM & CAREER /	1991379449	8/20/2019	MAT RENTAL SERVICE/PW SHOF	24.46	24.46
		Voucher: 45758						
51983323	8/30/2019	026264	BOSS MAMA'S KITCHEN	142	8/17/2019	FOOD TRUCK/BALANCE DUE/ML	571.48	571.48
		Voucher: 45759						
51983324	8/30/2019	002275	BUNCE DBA AMERICAN PARTY P	259997-5	8/22/2019	MUSIC ON THE SQUARE/EQUIPM	1,612.99	
		Voucher: 45760		259995-5	8/9/2019	MUSIC ON THE SQUARE/EQUIPM	1,460.13	3,073.12
51983325	8/30/2019	025573	CANON FINANCIAL SERVICES	20437725	8/13/2019	AUG19/GRAPHICS EQUIP LEASE	614.04	
		Voucher: 45761		20437724	8/13/2019	AUG19/PLOTWAVE345/PRINTER	425.72	
				20437723	8/13/2019	AUG19/COPIER LEASE/IR4551	153.44	
				20437722	8/13/2019	AUG19/COPIER LEASE/IRC55351	153.24	1,346.44
51983326	8/30/2019	003155	CDW.GOVERNMENT, INC.	TJK1209	8/5/2019	VEEAM/LICENSE	1,991.83	
		Voucher: 45762		SZS2741	7/10/2019	VEEAM/LICENSE RENEWAL	995.91	
				TQD2286	8/24/2019	CISCO/SMART CAMERA	933.49	3,921.23
51983327	8/30/2019	001152	CENTURYLINK	253-584-0775	8/1/2019	PHONE/KOBAYASHI	55.43	55.43
		Voucher: 45763						
51983328	8/30/2019	003056	CITY OF LAKEWOOD	MC-00194	8/8/2019	AUG19/COURT SERVICES	8,869.00	
		Voucher: 45764		MC-00191	7/1/2019	JUL19/COURT SERVICES	8,869.00	17,738.00

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983330	8/30/2019	001024 CITY OF TACOMA	100664580	8/8/2019	WATER/6000 GRANDVIEW DR W	2,403.13	
	Voucher:	45765	100664578	8/8/2019	WATER/5300 GRANDVIEW DR W	2,369.48	
			100668521	8/19/2019	WATER/3000 BP WAY W	1,623.33	
			100611293	8/12/2019	WATER/5200 BP WAY W	1,590.58	
			100263915	8/12/2019	POWER & WATER/7250 CIRQUE	1,256.43	
			101102107	8/2/2019	POWER/3555 MARKET PL W	954.72	
			100668517	8/15/2019	WATER/4300 BP WAY W	867.98	
			100358203	8/12/2019	POWER/7150 CIRQUE DR W	764.14	
			100668520	8/16/2019	WATER/4200 GRANDVIEW DR W	600.70	
			100077160	8/13/2019	POWER/5202 67TH AVE W	461.35	
			100668524	8/7/2019	WATER/4999 ALAMEDA AVE W	391.65	
			100333844	8/16/2019	WATER/4951 GRANDVIEW DR W	357.59	
			100668502	8/12/2019	WATER/7820 CIRQUE DR W	348.08	
			100083325	8/16/2019	POWER/4910 BRISTONWOOD DF	337.86	
			100673072	8/9/2019	WATER/8300 40TH ST W	270.01	
			100668537	8/12/2019	WATER/7150 CIRQUE DR W	246.45	
			100775637	8/12/2019	POWER/7001 CIRQUE DR W	204.31	
			100172057	8/16/2019	POWER & WATER/3920 GRANDV	197.74	
			100940204	8/15/2019	WATER/7299 44TH ST W	173.49	
			101126231	8/7/2019	WATER/7900 27TH ST W	158.31	
			100081728	8/9/2019	POWER/6701 BP WAY W	147.08	
			100890035	8/13/2019	WATER/8399 CIRQUE DR W	124.13	
			100679491	8/9/2019	POWER/8002 40TH ST W	123.87	
			100324281	8/12/2019	POWER/7820 CIRQUE DR W	117.68	
			100094683	8/16/2019	POWER/4758 BRISTONWOOD DF	114.55	
			100798512	8/19/2019	POWER/4402 97TH AVE W H1 ST	96.60	
			100975049	8/12/2019	WATER/6800 51ST STREET CT W	16.68	
			100109710	8/9/2019	POWER/8902 40TH ST W	10.74	
			100101783	8/8/2019	POWER/5520 GRANDVIEW DR W	88.61	
			100905391	8/8/2019	POWER/9313 56TH ST W	84.78	
			100963867	8/13/2019	POWER/4411 ELWOOD DR W	83.03	
			100961315	8/13/2019	WATER/4399 ELWOOD DR W	72.90	
			101065354	8/16/2019	POWER/8001 54TH ST. W	71.92	
			100080586	8/16/2019	POWER/4951 GRANDVIEW DR W	70.71	
			100895144	8/14/2019	POWER/ 8300 CIRQUE DR W	66.35	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100089560	8/12/2019	POWER/4317 GRANDVIEW DR W	57.28	
			100895151	8/15/2019	POWER/7901 CIRQUE DR W	52.77	
			101006141	8/9/2019	POWER/2698 BP WAY WEST	48.29	
			100344745	8/12/2019	POWER/6810 CIRQUE DR W	47.56	
			100714386	8/2/2019	POWER/3609 MARKET PL W #20	43.44	
			100089578	8/12/2019	POWER/4116 GRANDVIEW DR W	42.96	
			101040440	8/12/2019	POWER/7699 54TH ST W	41.14	
			100131881	8/19/2019	POWER/4523 97TH AVE W	38.45	
			100089528	8/12/2019	POWER/3912 GRANDVIEW DR W	35.80	
			101007599	8/8/2019	WATER/7104 27TH ST W	34.97	
			100057075	8/12/2019	POWER/4100 GRANDVIEW DR W	34.63	
			100089555	8/12/2019	POWER/4526 GRANDVIEW DR W	28.64	
			100312905	8/2/2019	POWER/3715 BP WAY W, #A-3A	23.00	
			100077151	8/12/2019	POWER/4000 OLYMPIC BLVD W	21.55	
			100089550	8/12/2019	POWER/4704 GRANDVIEW DR W	21.48	
			100089583	8/12/2019	POWER/4016 GRANDVIEW DR W	21.48	
			100072254	8/12/2019	POWER/8417 40TH ST W	18.11	
			100072268	8/12/2019	POWER/8901 40TH ST W	18.11	
			100072286	8/12/2019	POWER/ 8501 40TH ST W	18.11	
			100077140	8/12/2019	POWER/ 2900 GRANDVIEW DR V	18.11	17,532.84
51983331	8/30/2019	001140 CITY TREASURER	90921082	8/12/2019	JUL19/ HYDRANT USE/BRISTON	246.97	246.97
		Voucher: 45766					
51983332	8/30/2019	002171 CITY TREASURER	90918494	7/30/2019	FLEET MAINTENANCE	2,991.13	2,991.13
		Voucher: 45767					
51983333	8/30/2019	024565 COMCAST	849835010113564	8/7/2019	AUG12-SEP11/INTERNET/CIVIC E	183.31	
		Voucher: 45768	849835010117473	8/1/2019	AUG6-SEP5/INTERNET/PW SHO	141.63	324.94
51983334	8/30/2019	024076 COMMENCEMENT BAY CONST.IN2040987		8/19/2019	SAKRETE CONCRETE MIX/2 WA	249.40	249.40
		Voucher: 45769					
51983335	8/30/2019	024347 COPIERS NORTHWEST, INC.	INV2002512	8/14/2019	AUG13-SEP12/BASE RATE	131.14	
		Voucher: 45770	INV2003070	8/15/2019	JUL14-AUG13/OVERAGE CHARG	129.89	261.03
51983336	8/30/2019	021631 DANCE THEATRE NORTHWEST	REFUND	8/19/2019	REFUND/DEPOSIT/ATRIUM REN	250.00	250.00
		Voucher: 45771					
51983337	8/30/2019	001817 EMPLOYMENT SECURITY DEPT	2NDQTR19	8/22/2019	2NDQTR19/UNEMPLOYMENT BE	6,289.46	6,289.46
		Voucher: 45772					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983338	8/30/2019	022739 GRAINGER	860223437	8/13/2019	RETURN AIR GRILLE/24" X 24"/W	15.69	15.69
		Voucher: 45774					
51983339	8/30/2019	025936 GRAY CPA CONSULTING, PC	1265	5/31/2019	CAFR CONSULTING	3,373.92	
		Voucher: 45775	1318	7/31/2019	GASB ACCOUNTING SERVICES	419.40	3,793.32
51983340	8/30/2019	001406 GUARDIAN SECURITY GROUP IN	83643	8/22/2019	PARK KEYS/CIRQUE	9.53	9.53
		Voucher: 45776					
51983341	8/30/2019	001096 HONEY BUCKET	66072588	8/12/2019	TOILET SENSOR REPLACEMENT	1,292.27	1,292.27
		Voucher: 45777					
51983342	8/30/2019	021616 KELLEY IMAGING SYSTEMS	IN562540	8/13/2019	INKJET PAPER	283.40	283.40
		Voucher: 45779					
51983343	8/30/2019	023454 KELLMAN, DAVID	0034	8/9/2019	VIDEOGRAPHY/EDITING	660.00	660.00
		Voucher: 45780					
51983344	8/30/2019	001960 KROGER - FRED MEYER STORE	700070	8/20/2019	CUSTOMER # 700070/MISC PURC	19.83	19.83
		Voucher: 45781					
51983345	8/28/2019	024933 LANDSCAPE BARK	71645	7/2/2019	40 YARDS/FINE BARK/SWM PON	1,140.76	
		Voucher: 45782	71644	8/16/2019	40 YARDS/FINE BARK/SWM PON	1,140.76	
			FC 1845	7/31/2019	FINANCE CHARGES	26.64	2,308.16
51983346	8/30/2019	001797 LOWE'S BUSINESS ACCOUNT/GE	874-3507-900095-	8/17/2019	MISC REPAIR & MAINTENANCE	2,023.49	2,023.49
		Voucher: 45783					
51983347	8/30/2019	026168 LRS ARCHITECTS INC	15147	7/30/2019	JUL19/LAND USE CONSULTING/L	436.20	436.20
		Voucher: 45784					
51983348	8/30/2019	026251 M&C DRYWALL, INC.	6935	8/23/2019	FRAMING, DRYWALL & PAINTING	27,488.96	27,488.96
		Voucher: 45785					
51983349	8/30/2019	025291 MCCLUSKEY, DENISE	REIMB	8/16/2019	REIMB/HOTEL PARKING/HEALTH	135.00	135.00
		Voucher: 45786					
51983350	8/30/2019	001095 NEWS TRIBUNE	I04288811-070620	7/6/2019	REQUEST FOR QUALIFICATIONS	247.55	247.55
		Voucher: 45787					
51983351	8/30/2019	002150 OFFICE DEPOT, INC.	358601352001	8/8/2019	SUPPLIES/MOUSE/HIGHLIGHTER	166.80	
		Voucher: 45788	356976840001	8/6/2019	SUPPLIES/FOLDER/SCISSORS/T	30.04	
			358603295001	8/8/2019	MARKER HOLDER	16.97	213.81
51983352	8/30/2019	025614 PAPE RENTS	213586500	7/31/2019	EQUIPMENT RENTAL/TRACK LO	3,144.31	
		Voucher: 45790	213586501	8/7/2019	CREDIT/RENTAL EQUIPMENT	-1,116.65	2,027.66
51983353	8/30/2019	026275 PEARCE, ROD	REIMB	8/27/2019	REIMB/ONLINE TRAINING COUR	421.00	421.00
		Voucher: 45791					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983354	8/30/2019	026191	PEASE CONSTRUCTION INC 1807-10	8/23/2019	JUL19/DREXLER MEZZANINE/CC	5,613.21	
	Voucher:	45792	1806-10	8/20/2019	JUL19/CITY HALL TENANT IMPROV	3,800.52	9,413.73
51983355	8/28/2019	026267	PHILLIPS, JON 001	8/16/2019	ATRIUM PERFORMANCE/AUG28	200.00	200.00
	Voucher:	45793					
51983356	8/30/2019	001109	PIERCE COUNTY BUDGET & FIN/CI-273812	8/12/2019	AUG19/POLICE SERVICES	323,592.02	
	Voucher:	45794	CI-273753	7/31/2019	JAN-JUN19/TRAFFIC OPERATION	39,683.66	
			CI-273704	8/7/2019	JUN19 & JUL19/I-NET CHARGES	506.00	363,781.68
51983357	8/30/2019	024698	PIERCE COUNTY SECURITY, INC.365154	8/5/2019	#011231/JUL19/CITY HALL	2,518.60	
	Voucher:	45795	363727	7/2/2019	#011231/JUN19/CITY HALL	2,195.60	
			365630	8/5/2019	#009206/JUL19/KOBAYASHI	225.00	
			365417	8/5/2019	#010740/JUL19/PARADISE POND	225.00	5,164.20
51983358	8/30/2019	001282	PUGET SOUND REGIONAL COUN2020079	8/7/2019	2020 MEMBERSHIP DUES	10,310.00	10,310.00
	Voucher:	45796					
51983359	8/30/2019	001124	SAFEWAY, INC. 64682	8/10/2019	ACCT #64682/MISC PURCHASES	129.48	129.48
	Voucher:	45797					
51983360	8/30/2019	021712	SARCO SUPPLY 1123361	8/8/2019	PARK RESTROOM SUPPLIES	260.22	260.22
	Voucher:	45798					
51983361	8/30/2019	025815	SIGNATURE LANDSCAPE SERVICECD50032598	8/31/2019	AUG19/LANDSCAPE MAINT/CUS	14,497.31	14,497.31
	Voucher:	45799					
51983362	8/30/2019	002157	SPECTRA LABORATORIES 142102	8/14/2019	WATER TESTING/KOBAYASHI PA	20.00	20.00
	Voucher:	45800					
51983363	8/30/2019	001426	SPECTRUM SIGN COMPANY, INC24945	8/2/2019	DIRECTIONAL SIGNAGE TO PAR	4,915.56	4,915.56
	Voucher:	45801					
51983364	8/30/2019	026271	STONEWAY ELECTRIC SUPPLY S102803591.002	8/14/2019	LIGHTS FOR GALLERY	11,052.86	
	Voucher:	45802	S102803590.002	7/18/2019	GALLERY LIGHTS	882.07	11,934.93
51983365	8/30/2019	002097	TACOMA SCREW PRODUCTS INC30054625	8/20/2019	WIRE ROPE/ALUMINUM SLEEVE	98.13	98.13
	Voucher:	45803					
51983366	8/30/2019	025311	TACOMA WINSUPPLY, INC. 059149 01	8/7/2019	BRIDGEPORT IRRIGATION/SUPP	71.24	71.24
	Voucher:	45804					
51983367	8/30/2019	026273	TAN, HENKY REFUND	8/14/2019	REFUND/BUSINESS LICENSE	50.00	50.00
	Voucher:	45805					
51983368	8/30/2019	026272	TURNER, JERRI LYNN REFUND	8/13/2019	REFUND/BUSINESS LICENSE	50.00	50.00
	Voucher:	45806					
51983369	8/30/2019	001331	UNIVERSITY PLACE REFUSE SV,1089165	8/21/2019	SEP19/BILLING PERIOD/REFUSE	2,626.50	
	Voucher:	45807	1089597	8/21/2019	SEP19/BILLING PERIOD/COMPAC	844.59	3,471.09

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983370	8/30/2019	001153	VERIZON WIRELESS,LLC.	9835233267	8/1/2019	CELL PHONE/CITY WIDE	1,790.82
	Voucher:	45808		9836020452	8/12/2019	CELL PHONE/PW & PARK MAINT	534.10
							2,324.92
51983371	8/30/2019	001512	WA STATE AUDITORS OFFICE	L132274	8/9/2019	AUDIT PERIOD/18-18	3,424.67
	Voucher:	45809					3,424.67
51983372	8/30/2019	024850	WA STATE DSHS	201903-PRR-132	8/13/2019	COPIES & POSTAGE/PUBLIC DIS	4.03
	Voucher:	45810					4.03
51983373	8/30/2019	026262	WOLFE EVENTS NW LLC	1383	8/20/2019	MUSIC ON THE SQUARE/OCTOB	3,881.25
	Voucher:	45811					3,881.25
51983374	8/30/2019	023418	WOOD ENVIRON. & INFRASTRUCS	4414852	5/1/2019	MAR19/DAY ISLAND CONSULTIN	2,758.12
	Voucher:	45812		S4414949	6/13/2019	MAY19/DAY ISLAND CONSULTIN	2,575.57
							5,333.69
Sub total for BANK OF AMERICA:							542,466.12

57 checks in this report.

Grand Total All Checks: 542,466.12

COUNCIL CONSIDERATION

**Business of the City Council
City of University Place, WA**

Proposed Council Action:

Adopt a Resolution of the City Council of the City of University Place appointing a Councilmember Pro Tempore for City Council Position Number 4, inserting [candidate name] in the appropriate spot at section 2 of the proposed resolution.

Agenda No: 8
Dept. Origin: City Attorney
For Agenda of: September 16, 2019
Exhibits: Resolution

Concurred by Mayor: _____
Approved by City Manager: _____
Approved as to Form by City Atty.: _____
Approved by Finance Director: _____
Approved by Dept. Head: _____

Expenditure Required: \$1,738.28/month	Amount Budgeted: \$0.00	Appropriation Required: \$ 1,738.28/mo.
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SUMMARY / POLICY ISSUES

The Council is authorized to appoint a Councilmember Pro Tempore under state law. Specifically, RCW 35A.13.035 provides in relevant part, “[i]n 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.” The above-cited statute indicates: (1) Upon an extended excused absence or disability; (2) the remaining members may make an appointment; and (3) the appointment lasts during the absence or disability.

At its July 15, 2019 and August 5, 2019, City Council meetings, the City Council was briefed on its various options for addressing Councilmember Grassi’s extended absence and announced that it would begin the process of interviewing candidates for the position of Councilmember Pro Tempore. This application period ran for a total of thirteen days. During that period, the City Council received a total of thirteen applications. On September 9, 2019, the Council interviewed six of those applicants. The decision is now before the Council on the actual appointment.

City staff has, in the last week, received correspondence from Councilmember Grassi’s family. That correspondence is attached.

There is a cost associated with this appointment. Due to the provisions of Article XI, Section 8 of the Washington Constitution, a councilmember whose seat is subject to a councilmember pro tempore appointment shall still receive his/her salary. And, under the Municipal Code, “salaries for City Council members who have been elected to or appointed to office on or after November 8, 2011, shall be as set forth in a schedule.” Councilmembers receive a monthly salary of \$1,408.00. With benefits and incidentals, the total projected additional monthly cost of a councilmember pro tempore appointment is approximately \$1,738.28 (exclusive of any costs associated with a City-issued laptop).

MOTION

MOVE TO: Adopt a Resolution of the City Council of the City of University Place appointing a Councilmember Pro Tempore for City Council Position Number 4, inserting [candidate name] in the appropriate spot at section 2 of the proposed resolution.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE
APPOINTING A COUNCILMEMBER PRO TEMPORE FOR CITY COUNCIL POSITION
NUMBER 4**

WHEREAS, Councilmember Kenneth Grassi has continuously served as a member of the University Place City Council since incorporation in 1995, serving two terms as the City's Mayor and holding a number of leadership posts with the City; and

WHEREAS, state law, and more specifically RCW 35A.13.035 and RCW 35A.12.065 (and made applicable to a Council-Manager form of government under RCW 35A.13.020) allows for the appointment of a councilmember pro tempore "[i]n 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," see, RCW 35A.13.035; and

WHEREAS, Councilmember Grassi has been absent from regular meetings of the City Council, which the remaining members of the City Council have unanimously excused; and

WHEREAS, at the July 15, 2019 and August 5, 2019, City Council meetings, the City Council was briefed on its various options for addressing Councilmember Grassi's extended absence and announced that it would begin the process of interviewing candidates for the position of Councilmember Pro Tempore; and

WHEREAS, during the filing period, which ran from August 6 to August 19, 2019, the City received a total of thirteen (13) applications for this position; and

WHEREAS, at the August 19, 2019 meeting, the City Council evaluated applicant qualifications and thereafter on August 19, 2019 and September 3, 2019 invited a total of six candidates to interview for the position; and

WHEREAS, at a Special Meeting held on September 9, 2019, the City Council conducted interviews of these six candidates; and

WHEREAS, it is in the best public interest to fill, on a temporary basis, University Place City Council Position 4 with a Councilmember Pro Tempore;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Incorporation. The recitals are hereby incorporated herein as if set forth in full.

Section 2. Appointment of Councilmember Pro Tempore. In accordance with RCW 35A.13.035 and RCW 35A.12.065 (as incorporated by RCW 35A.13.020), [Candidate Name] shall be appointed as a Councilmember Pro Tempore to serve upon the University Place City Council, holding Position No. 4, until either (1) the incumbent, Councilmember Kenneth Grassi returns and resumes his duties as a Councilmember; (2) Councilmember Grassi's current tenure as a councilmember ends; or (3) December 31, 2021, whichever occurs first. During such period of office, the Councilmember Pro Tempore shall receive all rights and privileges accruing to an elected member of the City Council, including those under Section 3.20.040 of the University Place Municipal Code, except as may be otherwise limited by law.

Section 3. Continued Excused Absences. During the term of office of the Councilmember Pro Tempore, Councilmember Grassi's absences from the City Council shall be excused, under City Council Rule 2 (F)(1), without the necessity for further action of the City Council.

Section 4. Committee Appointments. Pending further action of the Council, the Councilmember Pro Tempore shall serve on all committees to which Councilmember Grassi has been appointed.

Section 5. Effective Date. This Resolution shall be effective immediately upon adoption by the City Council.

ADOPTED BY THE CITY COUNCIL ON SEPTEMBER _____, 2019.

Kent Keel, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

August 8, 2019

The Hon. Kent Keel
Mayor, City of University Place
3715 Market Place
University Place, WA 98466

Dear Mr. Keel;

I am writing you in reference to my husband, Ken Grassi who, as you know is a member of the University Place City Council. My family, first and foremost feel blessed and honored that the council has been so kind to Ken during this most difficult time of his life to grant him a leave of absence from his duties and responsibilities. You and members of the city council have requested an updated status to Ken's condition. While under the Health Information Patient Protective Act (HIPPA) I am not able to provide you details to his medical condition, I am able to provide you the latest regarding his situation.

Ken has faced some recent challenges with balance and his ability to walk which has resulted in a recent hospitalization and additional rehabilitation. He continues to make progress in his recovery. Per his oncologist, Ken is now considered stable and in no imminent danger of declining or passing. As to when he may return to council and assume his duties as an elected has not been determined by his oncologist. When that decision is made, I will be happy to pass that information on to you. I will likewise continue to provide updates to keep you informed the best I can. For now, I thank you and the council for your continued prayers and support.

Sincerely,

Kim Grassi

**Business of the City Council
City of University Place, WA**

Proposed Council Action:

Authorize the City Manager to enter into a Professional Services Agreement with SCJ Alliance to update the City's Parks, Recreation and Open Space (PROS) Plan.

Agenda No: 9
Dept. Origin: Planning & Development Services
For Agenda of: September 16, 2019
Exhibits: Request for Proposals
SCJ Alliance Proposal

Concurred by Mayor: _____
Approved by City Manager: _____
Approved as to form by City Atty.: _____
Approved by Finance Director: _____
Approved by Department Head: _____

Expenditure Required: \$75,000.00	Amount Budgeted: \$0.00	Appropriation Required: \$75,000.00
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SUMMARY / POLICY ISSUES

The City's Parks, Recreation and Open Space (PROS) Plan was previously updated and adopted on February 14, 2014. The State Recreation and Conservation Office (RCO) requires PROS Plans to be updated every 6 years to be eligible to receive State funds from a variety of recreation grant programs. In order to remain eligible for these grant funds the City's PROS Plan must be adopted by the City Council and approved by RCO no later than March 1, 2020.

To accomplish the PROS Plan update in a short time period and complete a successful community outreach campaign, the City Council directed staff to publish a request for proposals to update the City's PROS Plan.

BOARD OR COMMITTEE RECOMMENDATION

The City received five responses to its request for proposals. A consultant selection committee was formed with representatives of Planning and Development Services, Public Works and Parks and the City Manager's Office. The Parks Advisory Commission declined a request to participate in the selection of a consultant. Members of the selection committee reviewed the five proposals received and chose to interview three firms. Following interviewing the three firms, two firms were selected for further inquiry. Following a review of previous work by these firms, checking references and determining availability, staff recommends the City enter into a Professional Service Agreement with SCJ Alliance of Lacey, Washington to update the City's PROS Plan.

RECOMMENDATION / MOTION

MOVE TO: Authorize the City Manager to enter into a Professional Services Agreement with SCJ Alliance to update the City's Parks, Recreation and Open Space (PROS) Plan.

Request for Proposals For Consultants to Prepare a Parks, Recreation and Open Space Plan Update City of University Place, Washington

About the City

University Place is a community of about 33,000 people located on the eastern shoreline of the south Puget Sound just south of the two spans of the Tacoma Narrows Bridge. The City's stunning hillside setting overlooking Puget Sound provides great views of islands and other coastal shorelines, plus the Olympic Mountains beyond. Views of Mt. Rainier add greatly to the character of the community. The City benefits from its location in the bustling Puget Sound region. Downtown Tacoma is ten minutes away and driving distance to Seattle is 40 miles.

As a city, University Place is young, incorporated in August 1995. The community, however, is long-standing. University Place was first surveyed as a town site in 1870 and has developed through many eras of design over the past century. The basic form of the city, including its arterial streets and predominant land uses, was established prior to incorporation. The community is now focused on transforming these arterials into complete streets and developing a vibrant mixed-use town center (Village at Chambers Bay) located on Bridgeport Way. The City is supportive of Pierce County's ongoing efforts to redevelop large portions of a former 900-acre gravel mine site into a regional park with a wide variety of improvements including trails, shoreline access, lodging and the Chambers Bay Golf Course – the site of the 2015 U.S. Open.

Request for Proposals

The City of University Place is seeking a consultant or team of consultants to update the City's Parks, Recreation and Open Space Plan for 2020 - 2026. Firms should have collective experience that includes expertise parks, trails, open space and recreation facility and program planning, policy development, parks capital planning and community engagement.

The City is seeking a consultant or team of consultants who can:

- ✓ Create and manage a comprehensive public participation process in consultation with City staff.
- ✓ Inventory existing City owned parks, open spaces and park facilities. The inventory is also to include other regional public and private facilities that may be used meet adopted level of services.
- ✓ Complete a needs assessment of the community's parks, open spaces, and recreation system. Provide concise, realistic needs assessments with probable costs;
- ✓ Assist us in evaluating and determining LOS standards for parks and facilities;
- ✓ Develop a useful, readable planning document that will guide us in strategically managing University Place/s park system for the next several years.

Estimated Project cost - \$75,000.

Methodology

This project will be guided by a project team made up of city staff and the Park and Recreation Commission. The team will provide input to the selected consulting team throughout the planning process.

The following is a preliminary scope of work that may be modified during contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. The project will consist of the following tasks:

Needs Assessment and Public Involvement

- Review of previous planning efforts, city historical information, and recent citizen opinion surveys.
- Consider the profile of the community and demographics trends.
- Extensive community involvement effort including focus groups, meetings with key stakeholders, neighborhood and community-wide public meetings, surveys, etc.
- Assessment of alternative public and private park and recreation service providers to provide understanding of market opportunities and potential for new facilities and services provided by others per RCW 36.70A.070(8)(c).
- Research of trends and statistics related to lifestyles to help guide recreation and health/wellness programming and facility development.

Inventory

- Update inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of the facilities and surrounding areas.

Assessment and Analysis

- Review and assessment of relevant plans.
- Analysis of level of service that is both feasible and aligned with the desires of citizens as expressed through the public involvement process.
- Exploration of finance and funding mechanisms to support development and sustainability of the system.

Recommendations: Goals, Objectives, and Action Plan

- Identification and categorization of recommendations into themes with goals, objectives, and an action plan for implementation.
- Development of an action plan for capital improvements including cost, funding source potentials, and timeframe to support the implementation of the plan.
- Prepare draft and final reports, including relevant text, graphics, maps, etc., in electronic format for final adoption and distribution.

Compliance with State Guidelines

The City of University Place PROS Plan will comply with Manual 2 “Planning Policies and Guidelines” as provided by the State of Washington Recreation and Conservation Funding Board (RCO). More information at this link: [RCO Manuals](#).

Tentative Schedule

The following schedule may be modified as a result of consultant proposals and contract negotiations:

August 2, 2019	RFP Submittal Deadline (4:00 pm PST)
September 2, 2019	Project Start
February 3, 2020	Project Completion

Submission Requirements

All submittals must be in conformance with the requirements set forth in this RFP. Submittals should be 8-1/2” x 11” format and shall not exceed twenty (20) pages, including cover letter. As a minimum the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Your firm’s identification of the critical work elements and how your team would address these issues.
- A discussion of your team’s approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in enough detail to allow an assessment of the firm’s ability to provide the resources necessary to meet the schedule.
- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project.

Submittals

Preferred:

Qualifications titled “**Consulting Services for City of University Place – Parks, Recreation and Open Space Plan Update**” should be submitted as an e-mail attachment in PDF or MS Word format to: EGenetia@cityofup.com

Or:

One (1) unbound original and two (2) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

City of University Place
Attn: City Clerk
3609 Market Place Suite 301
University Place, WA 98466

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

Contact

For additional information concerning this RFP, any other aspect of the selection process or the project in general, please contact via email:

David Swindale
Director of Planning and Development Services
E-mail: DSwindale@cityofup.com

Absolutely no communication shall occur regarding this RFP, including requests for information, or speculation between Offeror’s or any of their individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Offeror’s proposal being removed from consideration. Any cost incurred by Offeror in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the Offeror.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFP shall become the property of the City upon delivery to the City and will not be returned.

Project Contract

The Offeror will be required to use the City of University Place Professional Services Agreement [Attachment A] and accept all language contained within. Any Offeror that has significant reservations concerning using this agreement should not submit on this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFP
- Understanding of project scope and project
- Ability to meet the project schedule, within budget
- Expertise of key personnel
- Response of references from past similar projects

Final Selection Procedures

After review of the submittals by the City's Selection Committee, the City may at its discretion schedule interviews with one or more firms.

Negotiation/Scope Development

The top-ranked firm will be asked to submit their prospective scope of services, schedule and a fee proposal.

If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

Final Selection

Once an agreement is reached with a preferred A/E firm, the City will provide a professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.

--END--



Consulting Services for City of University Place – Parks, Recreation and Open Space Plan Update

August 2019

August 2, 2019

City of University Place
Attn: City Clerk
3609 Market Place, Suite 301
University Place, WA 98466

Dear Members of the Selection Committee:

Thank you for the opportunity to present our team's proposal to partner with your staff and community in planning the future of the City of University Place's **Parks, Recreation and Open Space Plan Update (PROS)**.

While required to keep the City qualified for federal and state grants, PROS planning efforts are an exciting undertaking to grow your parks system strategically and sustainably and reinforce community. Especially after the failed Metropolitan Parks District vote in 2016, an investment made through this process will provide tremendous benefits for your constituents and redefine a parks system that is unique to University Place with a new-found a pride of your community. Our team has a solid understanding of the community and culture needed to develop a fiscally responsible parks plan that is grounded in sound defensible principles, outlines an aspirational future of the parks system, and provides the maximum opportunities of funding for the City.

Your past PROS plan provides a great starting point for the journey ahead with a baseline statistical analysis and goals, but we see much greater opportunities in this effort to address gaps that have evolved since the last PROS plan. We will provide the demographic and level-of-service analysis that is requisite to all PROS plans, but with a larger vision that will resonate with the Recreation and Conservation Office (RCO). Our strength and source of pride goes beyond the basics with higher attention paid to:

- » Creating a unique, inspiring, and equitable vision that captures the will of all members of the community
- » Understanding the programmatic gaps in services and clearly identifying shared amenities with other cities and regional amenities
- » Deploying a razor-sharp level-of-service methodology making it easy for the RCO and other funders to understand the importance of specific projects
- » Designing improvements targeted toward specific funding sources or other planning efforts
- » Creating a sound, step-by-step implementation strategy with a rapid response toolkit
- » Generating sustainable public and political support

SCJ Alliance (SCJ) is ideal to assist you with this project. Our team focuses on integrating planning, landscape architecture, and engineering in creative ways that serve the unique qualities of each individual Washington community we work with. We implement fun and engaging public outreach strategies, have a broad range of multi-disciplinary experience to see possibilities where others can't, have the technical skills to ensure the information we gather and derive is statistically valid, and illustrate our planning and design

ideas in ways that resonate with the RCO and other funders. Recently, we collaborated with Pierce County to create a successful parks master plan, and we recently delivered PROS plans and updates for eight other communities of all sizes across Washington state.

We are committed to providing the services outlined in the request for proposal—developing an extensive and positive working relationship cultivated through effective communication and teamwork. We look forward to discussing our qualifications and approach in more depth as you move forward in the selection process.

Respectfully,



Chris Overdorf, PLA/ASLA
Project Manager and Principal Landscape Architect
mobile: 206.650.8589 | chris.overdorf@scjalliance.com



SCJ Alliance

8730 Tallon Lane NE
 Suite 200
 Lacey, WA 98516
 Phone: 360.352.1465
 Fax: 360.352.1509
 info@scjalliance.com
 www.scjalliance.com

Year Founded: 2006

Number of Staff: 108

Federal ID: 20-4834444

DUNS: 783380368

Office Locations:

Washington (Ballard, Centralia, Lacey, Seattle, Spokane, Wenatchee) and Boulder, Colorado

Firm Overview

SCJ Alliance (SCJ) is a multi-disciplinary planning and engineering firm specializing in solving complex issues that challenge developing communities. With over 100 employees, we provide a broad range of professional services to public- and private-sector clients across Washington state including land use and environmental planning, transportation planning and design, outreach facilitation, urban design, landscape architecture, civil engineering, and construction management.

We enjoy being a part of the creative process and seeking effective and efficient solutions to project challenges. Our responsiveness and ability to communicate, work with you side by side, develop creative solutions, and pay attention to the details are attributes that set us apart in consistently delivering successful projects.

anticipate • envision • create

When approaching projects, we use a three-step strategy that we know serves our clients well: we **anticipate** emerging challenges and opportunities, work with clients to **envision** projects to enhance the livability of their community, and then **create** a plan that achieves the goals and vision identified through this process.

Areas of Expertise

- ✓ Comprehensive Planning
- ✓ Landscape Architecture
- ✓ Municipal Engineering and Planning
- ✓ Construction Management
- ✓ Public Outreach and Facilitation
- ✓ SEPA/NEPA
- ✓ Parks, Trails and Recreation
- ✓ Transportation Planning and Design
- ✓ Roundabouts
- ✓ Environmental Services
- ✓ Stormwater/Drainage/ Flood Control
- ✓ General Civil Engineering
- ✓ Utilities
- ✓ Site Design and Feasibility
- ✓ Wetland Delineation

Our Team

Below are the key personnel selected for the City of University Place's **Parks, Recreation and Open Space Plan Update**. In addition to those listed below, SCJ can draw upon the expertise of over 100 staff members specifically for project management, trails, parks and facilities, recreation, goals and policies, capital planning, graphic design, multimodal transportation planning, and public outreach.



PRINCIPAL-IN-CHARGE

Bill Grimes, AICP¹



PROJECT MANAGER

Chris Overdorf, PLA, ASLA¹



GEOSPATIAL ANALYSIS

Hans Shepherd¹



STAKEHOLDER ENGAGEMENT

Dan Ireland, PE¹



COST ESTIMATION

Trish Drew, CPE, LEED AP²

¹ – SCJ Alliance

² – DCW Cost Management



Education

MA, Urban and Regional Planning
California Polytechnic State
University-Pomona

BS, Administrative Studies
University of California-Riverside

Registration

American Institute of Certified
Planners (AICP) #8848

Areas of Expertise

- ◆ Recreational Facilities
- ◆ Stakeholder Engagement
- ◆ Master Planning
- ◆ Cost Projections

Experience

32 years

Availability

40%

PRINCIPAL-IN-CHARGE

Bill Grimes, AICP

Bill has more than 30 years of planning, design, and public engagement experience, working on comprehensive plans, transportation plans and projects, zoning, public transit master plans, critical areas ordinances, shoreline master programs, regional design frameworks, and development master plans. Some of his more notable projects related to this effort have involved neighborhood, district, and downtown master plans; comprehensive plans; parks planning; plans for private development and innovative implementation measures such as tax-increment financing; transfer of development rights programs; and public transportation benefit areas. Throughout his career, Bill has committed to transparent process, active and informed community dialogue, and application of sensible, creative, pragmatic, and effective design strategies that consider multiple perspectives and priorities.

Project Experience

- ◆ Comprehensive PROS Plan – Benton County, WA
- ◆ Comprehensive PROS Plan x2 – Chelan County, WA
- ◆ Comprehensive PROS Plan x3 – Pasco, WA
- ◆ Comprehensive PROS Plan – Kennewick, WA
- ◆ Port Angeles Waterfront Transportation Improvement Program – Port Angeles, WA
- ◆ Waterfront Park Plan – Bainbridge Island, WA
- ◆ Columbia Park Master Plan – Kennewick, WA
- ◆ Lake Tye and Cadman Park Master Plans – Monroe, WA
- ◆ Comprehensive Parks and Recreation Plan – Monroe, WA
- ◆ Comprehensive Parks and Recreation Plan – Spokane Valley, WA
- ◆ Liberty Lake Regional Park Master Plan – Spokane County, WA
- ◆ 49° North Mountain Resort Master Plan – Stevens County, WA
- ◆ University of Idaho Farm Master Plan – Sandpoint, ID



SCJ ALLIANCE
CONSULTING SERVICES



Education

BLA, Landscape Architecture
Washington State University

Registration

Landscape Architect #929

Areas of Expertise

- ◆ Master Planning
- ◆ Recreational Facilities
- ◆ Stakeholder Engagement
- ◆ Interpretation
- ◆ Critical Areas
- ◆ Circulation/Access
- ◆ Public Art
- ◆ Cost Projections
- ◆ Nature Play
- ◆ Visual Resources
- ◆ Geospatial Analysis

Experience

25 years

Availability

60%

PROJECT MANAGER

Chris Overdorf, PLA, ASLA

Chris is an award-winning and nationally certified landscape architect and planner with 25 years of experience encompassing a diverse range of project types, scales, and clients. For the past 20 years he has worked in a broad range of land use projects that have helped his clients solve complex issues with thoughtful place-based collaborative planning and design solutions. His work includes both large-scale conservation planning and integrated design interventions including zoological design, green infrastructure design, transportation planning, environmental art, park planning, recreation design, visual impact assessments, and geospatial analysis.

Chris draws inspiration from the deep history of landscapes and people's connection to their community's heritage. He was raised in a small ag-based community in northwest Washington less than 50 yards away from a large production strawberry field where he spent many summers as a kid picking berries and working the fields. Stakeholders value his honest demeanor, his energy towards fun public participation, and his enthusiasm for creating places of resiliency and value.

Project Experience

- ◆ Lake Forest Park PROS Plan x2 – Lake Forest Park, WA
- ◆ Normandy Park PROS Plan – Normandy Park, WA
- ◆ Lake Forest Park Green Infrastructure Plan – Lake Forest Park, WA
- ◆ Semiahmoo Resort Spit Trail and Open Space Plan – Blaine, WA
- ◆ Washington State Parks Sound-Friendly Vision Plan – Washington States Parks and Recreation Commission, State of Washington
- ◆ Balboa Park—Land Use, Circulation and Parking Study – Department of Parks and Recreation, San Diego, CA
- ◆ Duwamish Waterway Park – Seattle, WA
- ◆ Big Rock Park – Sammamish, WA
- ◆ Lake City Park Concept Plan – Seattle, WA
- ◆ Boise Creek Restoration Feasibility Plan, King County Department of Natural Resources – Enumclaw, WA
- ◆ Snoqualmie Point Scenic View Park, Mountain to Sound Greenway Trust and Washington State Department of Transportation – Snoqualmie, WA
- ◆ Meridian Hills – Puyallup, WA
- ◆ Fred Hockert Park – Carnation, WA
- ◆ Riverton Heights Park – SeaTac, WA
- ◆ Lake Forest Park Tree Canopy Assessment – Lake Forest Park, WA



SCJ ALLIANCE
CONSULTING SERVICES

STAKEHOLDER ENGAGEMENT

Dan Penrose, AICP



Education

MA, Urban and Regional Planning
Eastern Washington University

BA, Politics
Occidental College

Registration

American Institute of Certified
Planners (AICP) #021478

Areas of Expertise

- ◆ Master Planning
- ◆ Recreational Facilities
- ◆ Stakeholder Engagement
- ◆ Environmental
- ◆ Public Engagement
- ◆ Circulation/Access
- ◆ Multimodal Planning

Experience

25 years

Availability

60%

Dan has over 20 years of experience in state and municipal land use planning and has worked on a wide variety of projects ranging from historic preservation and economic development to wetland banking, transportation plans, and NEPA analysis. His skills include identifying priority issues associated with a project and working with multidisciplinary teams to identify community-based solutions that avoid and minimize impacts. Dan enjoys refining complex issues into practical, visually appealing, nontechnical documents that the general public can understand. His experience includes designing communications outreach campaigns, economic development and impact analyses, and managing technical studies to identify impacts and mitigation plans for critical areas.

Project Experience

- ◆ Shelton PROS Plan Update – Shelton, WA
- ◆ Chambers Creek Park Master Site Plan Update – Pierce County Parks and Recreation, WA
- ◆ Chambers Creek Park Master Site Plan SEIS – Pierce County Parks and Recreation, WA
- ◆ Parks Legacy Plan Project Team and Planning Review – Lakewood, WA
- ◆ Archie Anderson Park Master Plan – Longview, WA
- ◆ Apple Capital Loop Trail Waterfront Zoning Overlay – Douglas County, WA
- ◆ Tumwater Brewery Subarea Plan – Tumwater, WA
- ◆ Low Impact Development Case Studies – Olympia, WA
- ◆ Woodland District Form-Based Code – Lacey, WA
- ◆ Comprehensive Plan Visioning – Shelton, WA
- ◆ Growth Coordination Plan, Pierce/Thurston Counties – Lakewood, WA
- ◆ New Market Industrial Campus (NMIC) and Tumwater Town Center Real Estate – Tumwater, WA
- ◆ Port Master Plan – Port of Olympia, WA
- ◆ North Lewis County Industrial Access – Lewis County, WA
- ◆ Flett Creek Open Space Property Analysis and Acquisition Negotiation – Lakewood, WA
- ◆ Comprehensive Plan Vision Update and Land Use Analysis – Napavine, WA
- ◆ Lakewood Land Use and Zoning Code – Lakewood, WA
- ◆ Rural Town Center Planning – Wilkeson, WA



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GEOSPATIAL ANALYSIS

Hans Shepherd



Education

MS, Sustainable Transportation
University of Washington

BA, Urban and Regional Planning
University of Wisconsin

BS, Environmental Policy and
Planning
University of Wisconsin

Areas of Expertise

- ◆ Geospatial Analysis
- ◆ Graphic Renderings
- ◆ Systems Assessment
- ◆ Land Use Analysis

Experience

8 years

Availability

40%

Hans has an extensive background in both geospatial analysis and systems assessment, employing technical expertise in Geographic Information Systems (GIS) to tell data-rich stories about the opportunities and challenges faced by our communities. His work combines land use know-how with an understanding of transportation, complete streets design, economic (re)development, public policy, and natural systems—offering project alternatives rooted in long-term sustainably driven practices.

Hans believes that our clients are experts about their communities. His job is to complement that knowledge and expertise with fresh ideas, a practical approach, and the technical resources needed to bring those ideas to fruition. In every project, he creates high-quality products that our clients use to boost transparency and inform their decision-making process. Past projects have brought him into close contact and communication with a broad range of community stakeholders, local and state agencies, native tribes, non-profit organizations, and private developers, allowing him to build relationships while successfully facilitating action-oriented outcomes.

Project Experience

- ◆ Chambers Creek Regional Park Master Plan – Pierce County, WA
- ◆ Regional Transportation Plan for the Okanogan Region – Okanogan County, WA
- ◆ Packwood Streetscape Infrastructure Planning – Lewis County, WA
- ◆ Economic Revitalization Master Plan – Twisp, WA
- ◆ Economic Suitability and Business Outreach – Olympia, WA
- ◆ Building to Land Utilization Analysis – Lewis, Thurston, and Mason counties, WA
- ◆ Kittitas County Comprehensive Plan Update – Kittitas County, WA
- ◆ New Market Industrial Campus – Port of Olympia, WA
- ◆ Town Center Economic Development Plan – Mountlake Terrace, WA
- ◆ PROST Plan Update – Shelton, WA
- ◆ Safe Routes to School Plan – Puyallup, WA



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COST ESTIMATION

Trish Drew, CPE, LEED AP

Trish has 30+ years of construction industry experience, with over 20 of those in construction management. She has been an active member of her firm's design team, achieving maximum design to budget results. Beginning at the programmatic level, Trish provides "live" budgetary feedback on planning and design concepts, thus significantly reducing redesign. She has a thorough working knowledge of labor efficiencies, market fluctuations, project budgeting, competitive estimating, and contract negotiation. Trish is adept with forecasting operations and maintenance costs for parks organizations and recently helped Oregon State Parks on a material life-cycle cost study.

Project Experience

- ◆ Lake Forest Park PROS Plan – Lake Forest Park, WA
- ◆ Normandy Park PROS Plan – City of Normandy Park, WA
- ◆ Smith Cove Park – Seattle, WA
- ◆ Marine View Park – Normandy Park, WA
- ◆ Myrtle Edwards and Centennial Park – Seattle, WA
- ◆ Occidental Civic Park – Seattle, WA
- ◆ Yakima Civic Park – Yakima, WA
- ◆ Ebey Waterfront Park – Marysville, WA
- ◆ 1 and 2 Union Square – Seattle, WA
- ◆ Everett Waterfront Development – Everett, WA
- ◆ Tumwater Site Renewal and Deschutes Riverwalk – Tumwater, WA
- ◆ Peninsula Metropolitan Park District, Peninsula Gardens Redux – Gig Harbor, WA
- ◆ Montlake Triangle and Rainier Vista University of Washington – Seattle, WA
- ◆ Connecting Downtown Cleveland Civic Park and Play Fields – Cleveland, OH
- ◆ Washington Park Master Plan – Portland, OR
- ◆ Halprin Sequence, Historic Renovation of Three Portland City Parks – Portland, OR
- ◆ Oregon State Parks – Landscape Material Life-Cycle Analysis

Education

Marketing and International Business Studies, University of Washington

Certifications

Women Owned Small Business (WOSB)

Certified Professional Estimator (CPE)

Areas of Expertise

- ◆ Cost estimating
- ◆ Value analysis
- ◆ Claims resolution
- ◆ Cost control
- ◆ Budgeting
- ◆ Construction management
- ◆ Project controls

Experience

30 years

Availability

40%



COST MANAGEMENT



Project Approach and Methodology

In 2020, the City of University Place will celebrate its 25th anniversary since its official incorporation in 1995. For such a young city, growth has been fast and steady. With a population expected to be edging closer to 34,000, it is a place where people want to live and raise their families—a respite from the larger metropolitan cities in the area.

At almost 8.4 square miles in size, the City of University Place has almost 128 acres of parks, recreation, and open space amenities ranging from mini-parks to natural areas (not counting municipal facilities such as City Hall). With the current level of service below five acres per 1,000 residences, opportunities exist for expanded park facilities and additional recreational lands. With a participatory outcome-oriented approach, SCJ can develop a community-driven update that improves the City’s recreational level of service, while identifying new and innovative ways to support the growing need for an active and healthy lifestyle.

An update to the Parks, Recreation and Open Space Plan (PROS) will provide University Place with a systematic and community-rooted approach to existing and future PROS development, anticipate future park opportunities, and promote programs that help the City seek funding opportunities to meet the needs of the community. This plan will also be a wonderful tool to help inform the current Imagine 2045 process.

We have assembled a focused accomplished multi-disciplinary team for this project that will fulfill the multiple objectives of this effort by delivering realistic goals and objectives to further the parks future efforts for the City. The

following points reflect an approach overview we intend to refine and implement with University Place Staff.

Collaboratively Develop a Workplan that Works

Our team will first meet with you to discuss the expected scope of services needed to deliver the project, identify goals and objectives, and provide descriptions of each task. We will define each project deliverable and refine our approach to achieve your specific goals and expectations for the work. Given that the project schedule is aggressive with project completion by or before February 3, 2020, this will also provide an opportunity to refine the schedule needed to deliver the work on time. Typically, we will begin the discussion with a draft scope of work that follows three distinct phases of work:

- ◆ **Phase 1** – Inventory and Site Assessment
- ◆ **Phase 2** – Draft PROS Plan Development and Testing
- ◆ **Phase 3** – Final PROS Plan and Implementation Strategy

Ability to Meet Schedule

Understanding that the study is to be completed by February 3, 2020, at the latest—with all compliance, RCO reviews and City Council approvals accomplished before then—we have prepared a draft schedule for your review, outlining the key milestones and benchmarks to deliver the project in the requested timeframe. Our preference is to aim for a timeline that meets the adoption process

schedule, but we look forward to working closely with your team to further refine the project scope and schedule. We trust you recognize that many of our approaches below are designed to support a time-efficient and cost-effective process.

Build Intelligently from Past and Current Efforts

Our team's experience developing PROS plans allows us to quickly dive into and assess the existing PROS plan, City and adjacent comprehensive plans, other planning reports, and all the available geospatial data. Together we can quickly and intelligently make efficient decisions, identify gaps in the information, and determine efficient methods to address said gaps. Once under contract, we will immediately compile and carefully review all available documentation from earlier and current planning efforts including but not limited to:

- ◆ City of University Place 2014 PROS Plan
- ◆ City of University Place Comprehensive Plan
- ◆ Current and Future Residential Developments to be Constructed
- ◆ Review Existing GIS Demographic Data
- ◆ Review Existing Level of Service (LOS) Methodology and Use Metrics

SCJ will compile and carefully review the existing conditions within and adjacent to University Place to determine a baseline and identify potential needs and improvements to the parks system. Additionally, all existing linkages to neighborhoods, schools, parks, trails, and facilities within and outside of the city's boundaries will be evaluated to help create a community profile to determine future needs.

Inventory, Capacity, and Operating Analyses

Using existing documents, maps, and information collected from the City and other sources, our team will prepare a detailed inventory and condition assessment of all existing recreation programs, open space, improved parks, and special-use facilities that are open, under design, or even possibly in construction. With our engineering, critical areas specialists, and project manager who has assessed structural conditions at park facilities, we will accurately

and efficiently assess facility conditions with your staff and determine realistic carrying capacities of every asset.

We will work with staff to identify and define immediate operations and maintenance needs and desired improvements within existing developed parks, trails, and open space and determine long-range needs with particular attention to partnering opportunities with local schools or other property owners.



Our team's inventory and opportunity analyses provides a baseline for projecting future demand based on what we know about population demographics, user statistics, level-of-service standards, and proximity and ease of access to each facility. These analyses help our team as we prepare and conduct the community engagement task, to determine future parks development needs/interests, public priorities, and willingness to support different funding levels and funding options now and in the future.

Public/Stakeholder Outreach and Engagement

After reviewing the existing information, an extensive yet fun outreach effort will begin. We know that the people who show up get to make the decisions, so it is imperative that we engage as many constituents as possible. Our team's approach and ideas for public engagement is based upon SCJ's collaborative process of anticipate, envision, create and will be refined following conversations with

City staff. We have the capacity to use a wide variety of techniques to gather public input and promote a highly participatory workshop process that encourages constituents and stakeholders to play a lead role in building consensus for a unified plan.

The following combination of engagement techniques will be used:

- ◆ Public Forums/Onsite Workshops
- ◆ Informational Booths at Community Events
- ◆ Project Website (if not hosted by the City)
- ◆ Social Media
- ◆ Online and In-Person Surveys
- ◆ Focus Groups
- ◆ Parks Advisory Committee Meetings and Work Sessions
- ◆ City Council Briefings

While our goal is to provide various levels of engagement, we know we can't reach everyone through open house events who has an interest in participating. For that reason, we also employ a tool called Maptionnaire that uses Public



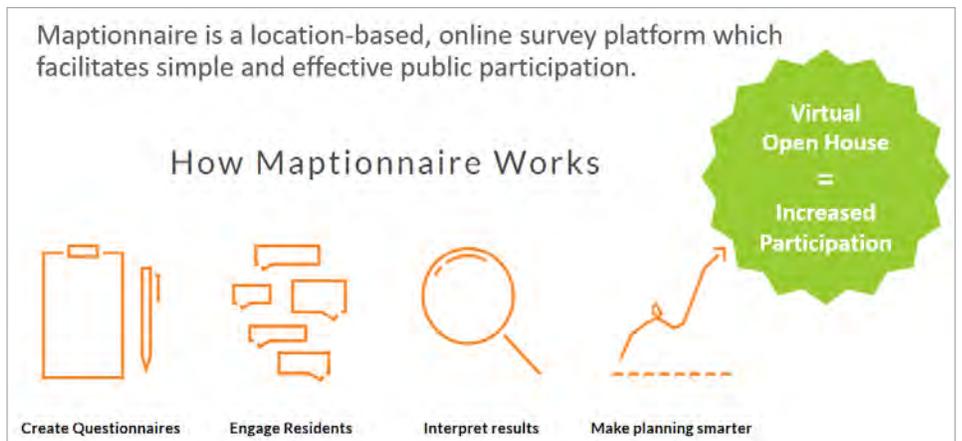
Participation GIS, which lessens these barriers by taking the project and surveys to the community at their time of choosing. Within Maptionnaire, participants can provide community insights, pinpoint concerns, share comments, upload images, and have meaningful discussions with other community members about the spaces they know and value. Comments are analyzed for similarities and new perspectives, which are integrated into a prioritized report of community-supported project objectives and outcomes.

It is our belief that this multi-pronged approach and flexible outreach strategy reduces the greatest number of participation barriers, ensuring a diverse representation of residents and park patrons. A recent effort for Pierce County Parks and Recreation led to the active participation of over 1,400 individuals.

Draft a “Living” Plan Together

After the inventory and analysis phase of work—and while public engagement and outreach continue—we will begin to develop a draft PROS plan highlighting alternatives designed to build consensus on a final plan. As a testament to our collaborative spirit, this plan document will be “live”—drafted and edited online in a protected space only

SCJ uses a variety of engagement techniques to encourage community input and participation



accessible by the City, the PROS planning team, and other critical stakeholders. Everyone will be able to add to, review, edit, and offer ideas in a format that will be immediately accessible by others. This creates a level of transparency and efficiency that will minimize, if not eliminate, unnecessary long review periods as we await approval to continue to the next phase of work.

but always grounded in reality. We begin with the vision, the inspiration that will motivate people, and share it with a sound understanding of the financial, operational, maintenance, and life-cycle needs that accompany each improvement. With you and your staff, we will develop both physical and programmatic recommendations. As a diverse team of landscape architects, planners, scientists,



Developing the PROS plan in this manner will also allow the team to invite RCO planners to review early in the process

The final PROS plan will include:

- ✓ Updated Inventory of Trails and Parks Systems
- ✓ Opportunities to Expand Trails and Parks Systems
- ✓ Updated Level of Service for Parks and Facilities
- ✓ Updated Level of Service for Recreation
- ✓ Updated Goals and Policies
- ✓ Updated Parks and Recreation Capital Improvement Plan

Ensure the Numbers Work and Projects Are Implementable

We pay particular attention to the details contained in the plan as it develops so we can fine-tune an implementation strategy, which includes identifying a diverse range of funding strategies. At the core of this is a detailed and thorough program and capital improvement cost analysis—this will be the key to accurately budgeting your future construction and maintenance projects. When developing a program of improvements, we are visionary

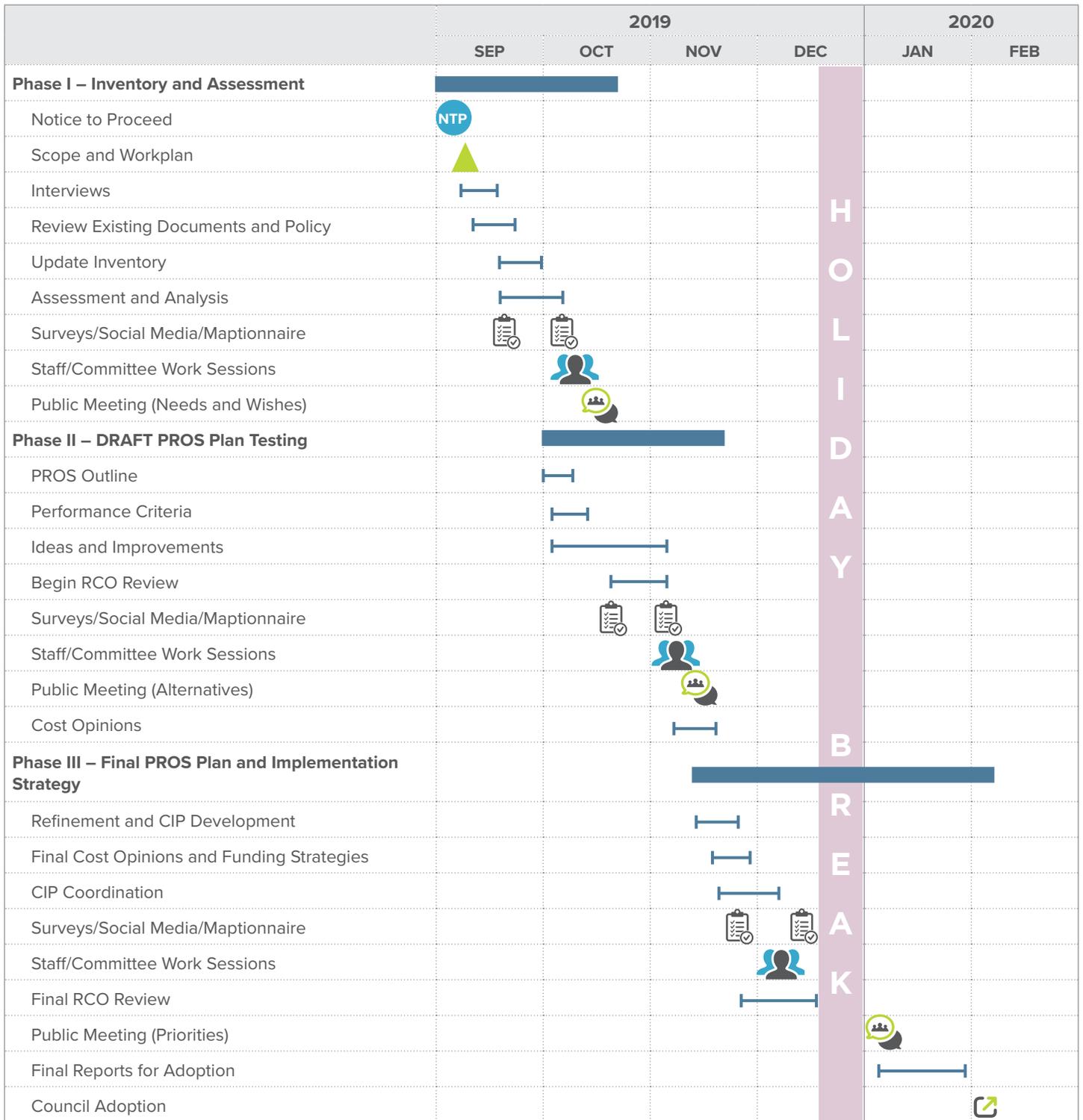
and engineers, we can advise on a wide range of projects. Together with our team member DCW Cost Consultants, we have access to current construction cost data, cost escalation forecasts, unit cost and labor volatility, and detailed parks and recreation life-cycle data to help inform realistic projections.

Expand the Funding Options

As the plan develops and ideas are tested, we will match improvements that are eligible for different funding sources. Athletic facilities may be candidates for different Youth Sports Facilities Grants, some improvements may attract arts funding, trails may hold opportunities for Safe Routes to Schools funding, and environmental and recreational program improvements may be ripe for RCO grants. Your volunteer base and allied organizations will become valuable partners in this effort lending labor, grant matching efforts, and community connections. We are continually tracking and monitoring future funding sources, watching as the Land and Water Conservation Fund is shaped in Washington D.C. and monitoring the evolution of Puget Sound Partnership programs that may become a source for shoreline, habitat, and stormwater improvements.

Schedule

We have based our proposed schedule on the pace required to complete the comprehensive plan update.



Schedule Key

- Notice to Proceed
- Surveys/Social Media
- Public Engagement
- Phase
- Scope/Workplan
- Council Meetings
- Council Adoption
- Task

Lake Forest Park, Washington

Comprehensive Parks and Open Space Plan Update

This comprehensive parks and open space plan provided multiple outcomes not realized by the city. The plan holistically considered the city's green infrastructure network, comprised of parks, trails, "complete streets," playgrounds, outdoor recreation, schools, habitat and natural drainage. It identifies opportunities for strategic and prudent investment in public parks and open space amenities as multifunctional green infrastructure. The plan helped in deploying capital improvement funding for open space as well as traditional infrastructure. The plan also entailed several public planning workshops, an online portal so citizens could follow and add to the public process on their own time, and became the foundation to their six-year Capital Improvement Plan. This plan was updated in 2017 and then approved by the City Council in 2018.

Services Provided:

- ◆ Facility and Program Assessment
- ◆ ADA Compliance
- ◆ Community Profile Development
- ◆ Mission Development and Branding
- ◆ Public Engagement and Workshops
- ◆ Social Media Strategies
- ◆ Parks Programming
- ◆ Demographic Analysis
- ◆ Level of Service Modelling
- ◆ Parks and Recreation Planning
- ◆ CIP Development
- ◆ Financing and Cost Strategies

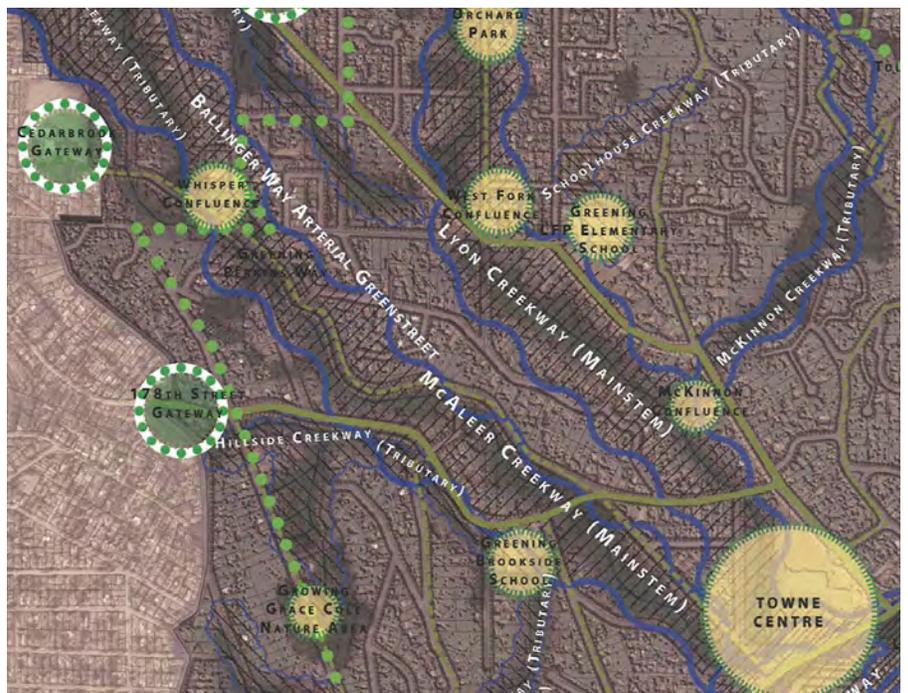
Approved unanimously as their comprehensive parks and open space plan in 2010—and then again in 2018—this community-developed plan, led by Chris Overdorf, is now considered the community's "legacy".

Project Cost

\$75,000

Client Reference

Stephen Bennett
Planning Director
206.957.2812
sbennett@ci.lake-forest-park.wa.us



Normandy Park, Washington

Parks, Recreation, Open Space, and Trails Plan

Set among rolling hills, ravines, coastal bluffs, and spectacular views, Normandy Park's recreational assets and open spaces are undergoing a re-visioning process that will adapt the city to changing recreational interests. Key to this process is lively and inclusive outreach using online surveys and open house workshops to assess current recreational uses and forecast future needs. Among the recommendations, the plan is addressing the city's aging recreation center, need for improved access to parks, and desires for increased natural habitat. The result of this effort will be a detailed short-range and long-range funding and implementation strategy

Services Provided:

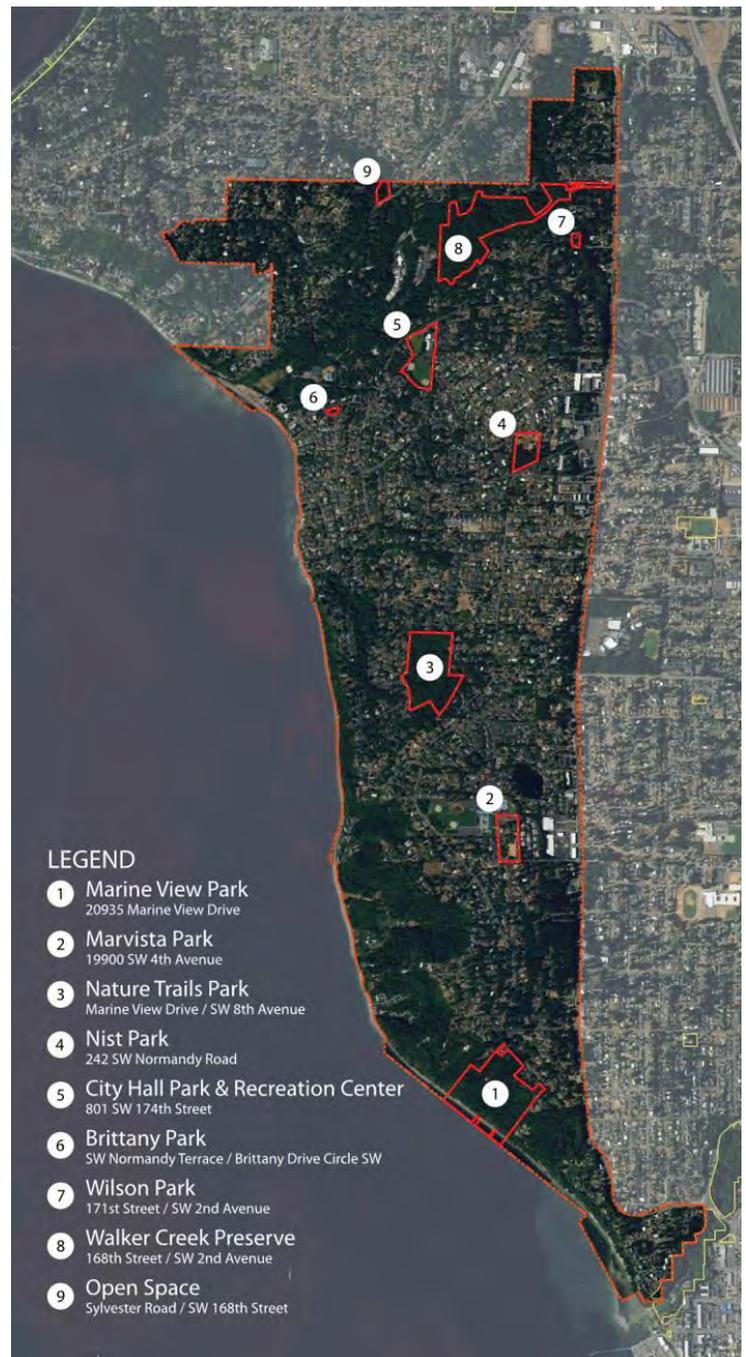
- ◆ Facility and Program Assessment
- ◆ ADA Compliance
- ◆ Community Profile Development
- ◆ Mission Development and Branding
- ◆ Public Engagement and Workshops
- ◆ Social Media Strategies
- ◆ Parks Programming
- ◆ Demographic Analysis
- ◆ Level of Service Modelling
- ◆ Parks and Recreation Planning
- ◆ CIP Development
- ◆ Financing and Cost Strategies

Project Cost

\$55,000

Client Reference

Amanda Leon
City Parks Director
206.248.8257
amandal@ci.normandy-park.wa.us



Kennewick, Washington

City Parks, Recreation, and Open Space Plan

The City of Kennewick, as with its other Tri-Cities neighbors, had been growing steadily with no signs of stopping. In response, the SCJ staff to update its parks, recreation, and open space (PROS) plan to help address existing and projected demand, and to retain eligibility for Recreation and Conservation Office (RCO) grant funding. Kennewick also needed to update its master plan for Columbia Park, one of the city's signature features along nearly three miles of Columbia River shoreline on land owned by the Army Corps of Engineers. For this, the City's needs included evaluating existing features versus community need, helping pave the way for a land transfer with the Army Corps.



Our team combined both projects into one, leading a robust community engagement. In-park planning booths were set up at two local festivals, configured in Spanish and English—helping residents and visitors explore evolving needs and suggest ways the parks system might respond. The approach enabled Columbia Park improvements to be vetted immediately and onsite, with system-wide, PROS related suggestions also incorporated. The completed plan developed an entirely new system for parks planning and funding—including a new impact fee system to ensure equitable distribution of park facilities across the entire community.

Services Provided:

- ◆ Updated PROS plan
- ◆ New parks impact fee ordinance
- ◆ Columbia Park master plan
- ◆ RCO grant compliance
- ◆ Army Corps land disposition agreement
- ◆ Bilingual pop-up studios

Project Cost

\$90,000

Client Reference

Terry Walsh
Executive Director
509.585.4242
terry.walsh@ci.kennewick.wa.us



Pierce County, Washington

Chambers Creek Regional Park Master Plan

SCJ planners and landscape architects worked with Pierce County Parks and Recreation to build upon the beauty and usability of Chambers Creek Regional Park through a 2017 master plan update. While part of the effort was an overall update of the 2007 master plan, significant attention was given to the unimproved area and waterfront south of the County's wastewater treatment plant.

Through a series of open houses, online surveys, a dedicated website and public outreach, SCJ presented two options for the south area, rendered by the landscape architecture team. The concepts highlight both active uses, like a parkour climbing area and active play courts, and more passive ones, like a 2.5-mile network of trails, an off-leash dog park and a demonstration plant garden. The planning team received and reviewed more than 1,400 responses to the online survey they created for the update, which also included ideas for a boat launch for kayaks and canoes, and an observation lookout over the Sound.



Project Cost

\$208,000

Client Reference

Joseph Coppo
Senior Parks Planner
253.798.4261
jcoppo@co.pierce.wa.us



Pasco, Washington

Parks and Recreation Plan



Pasco covers a lot of ground, and it is filling up fast. Rapid population growth marked by new subdivisions—with many more on the horizon—spurred City officials to take a hard look at their parks and recreation needs. SCJ staff began by performing a baseline inventory process including GIS mapping, a facilities and photo survey, and in-person interviews with staff and neighborhood leaders. A mail out survey was developed to reach the City's highly dispersed population regarding recreational offerings and future parks needs.

Our team's cost-effective, data-driven approach paid off in other ways, as well—all data helped inform and establish project ranking criteria set forth in the plan, which today continues to lead parks and recreation investment in Pasco, and bolsters City grant applications with the State of Washington. Pasco rehired our team in 2010 to update the plan to accommodate 20 percent growth in six years.

Our team strengths included a diverse study area, cost-effectiveness, polls and survey use, and data-driven methodology.

Services Provided:

- ◆ Parks and recreation comprehensive planning
- ◆ Urban forestry planning
- ◆ Community engagement and surveys
- ◆ Capital budgeting

Project Cost

\$110,000

Client Reference

Dan Dotta
 Facilities Manager
 509.543.5759
 dottad@pasco-wa.gov



Pasco's large study area and diverse holdings required extensive inventory work—driving a data-rich approach that proved both cost-effective and useful in developing the City's project ranking and selection process.

Blaine, Washington

Semiahmoo Spit Parks, Trails, and Open Space Plan



SCJ's Chris Overdorf worked to build consensus between the resort and development community, the City of Blaine Parks, Whatcom County Parks, and the Lummi Nation, to develop an integrated parks, trails, recreation, and open space strategy for the fragmented ownership of the Semiahmoo Spit. Visitors will enjoy a loop trail that accesses diverse marine and upland habitats while sensitively buffering shore bird refuges. Open spaces will demonstrate sustainable stormwater practices so that shellfish beds may be reopened to recreational use.

Services Provided:

- ◆ Facility Assessment
- ◆ ADA Compliance
- ◆ Cultural Resources
- ◆ Community Profile Development
- ◆ Public Engagement and Workshops
- ◆ Social Media Strategies
- ◆ Parks and Recreation Planning
- ◆ Financing and Cost Strategies

Project Cost

\$77,985

Client Reference

Pam Andrews
360.738.2910
pam.y.andrews@gmail.com





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STUDY SESSION

Recommendation for a Permanent Restroom at Curran Apple Orchard Park

- *The provision of safe and accessible public toilets is an important function of local government*
- *To participate in the life of a city, everyone needs access to public toilets they can use with ease and dignity* From the 32 page “Public Toilet Design Guidelines” report in Dec. 2013 to the Brisbane City Council.
https://www.brisbane.qld.gov.au/sites/default/files/public_toilet_design_guidelines_updated.pdf

Previous Parks & Recreation Commission (PARC) support: This restroom request was supported by this commission in 2014 on their Capital Improvement Plan list that was intended to provide projects to fund over a number of years. By 2018, this request had risen to the top of the “to be funded” list.

Current Park Advisory Commission (PAC) support: This restroom request has been reviewed and discussed by PAC at several meetings since fall of 2018. PAC also reviewed the information submitted in the one page document submitted by eight members of the Curran Apple Orchard Enthusiasts (CORE) on 11/2/18 to Mayor Keel and Council. In addition, representatives of CORE presented their request to PAC at the 4/11/19 meeting. At the 6/20/19 meeting, PAC unanimously voted in favor of presenting this resolution to the UP City Council as it is our top priority project we have discussed to date.

Reasons for supporting this resolution include:

- CORE has documented well the numbers of persons and groups who take part in activities and events each year at Curran Apple Orchard Park who would be well served by a permanent restroom.
- This restroom will increase the sanitation of users, both when using the restroom facilities as well as having the availability of running water for hand washing and should include changing platforms that will support sanitation of both the children involved as well as other park users.
- Persons using the new restroom will feel more dignified versus having to use a porta potty.
- A permanent restroom will enhance the beauty of the park as well as the beauty of the City of UP.
- There are in excess of \$1,000,000 in the Park Capital Improvement Plan funds as of the first of 2019, of which \$550,000 was approved by Council in Dec. 2019 to be held in a contingency pending Council approval.
- UP citizens deserve park funds be spent on such a well-needed project sooner rather than later.
- As there are sufficient funds in the 2019 park budget now for this project as well as other projects, PAC requests that the Council authorize funds so that this restroom project can begin as soon as possible with the goal to have the new restroom fully functional by March 2020.

Safety Concerns: User, park staff and citizen safety must always be taken into consideration. The Brisbane document referenced previously includes a significant section in their report on the design and maintenance of toilets so as to be as safe as possible. Safety concerns must be balanced with the public need for toilets that provide access, ease and dignity of use. The performance results of restrooms installed in three other UP parks – Cirque, Kobayashi and Sunset Terrace – support the concept that access, ease and dignity of use can be achieved in safe environments.

Acknowledgement that porta potties will continue to be needed for certain events: Curran Apple Orchard has multiple events each year where porta potties would need to be available in addition to this permanent restroom. Most users attending such events understand and even expect this to be the norm. Having a permanent restroom, however, would have considerable value on those days where some attendees would prefer and would be willing to wait in a longer line for the permanent restroom to increase their ease and dignity of use. This may include those needing to use a child changing station.

The UP Park Advisory Commission (PAC) unanimously recommends that the UP City Council approve that a permanent restroom building with two unisex rooms with toilets, child changing stations and sinks with hot water be built at the Curran Apple Orchard Park with the goal of having the restroom building operational by March 2020. Further, PAC advises Council to authorize UP staff to begin design work and to consult with the CORE group on the location and amenities of the restroom building in order to report back to Council a cost estimate prior to the Council's final approval.

From: Steve Thorndill <stevethorndill@gmail.com>

Sent: Monday, June 24, 2019 6:00 AM

To: Caroline Belleci; Chris Nye; Denise McCluskey; Javier Figueroa; Ken Grassi; Kent Keel; Steve Worthington

Cc: Gary Cooper; Steve Sugg; Emelita Genetia; Jack Mushallo; Julie Finnegan; Kelly Forsberg; Kimberlie Lelli; Rieko Wilford; Stacey McClain; Matt Kaser

Subject: Recommendation for a Permanent Restroom at Curran Apple Orchard Park

To: Mayor Kent Keel and UP Council Members

The Park Advisory Commission (PAC) is reporting back a specific recommendation under the charge issued to us on March 4, 2019 under Resolution 886. Our first major charge was to "Review and update the UP Park project list resulting in an updated Parks Capital Improvement (CIP) list for Council consideration." Please know that we have had several regular meeting plus a half day retreat devoted to this topic so far and have additional summer and fall meetings scheduled to complete the entire CIP list. We have concluded though that the highest priority on our revised list is the building of permanent restroom at the Curran Apple Orchard Park. As there are sufficient funds available in the 2019 budget to accomplish this request, we strongly believe that the work on this project should begin as soon as possible so as to provide the citizens of UP the use of this new facility for as much of the 2020 season as possible. The attached one page document labeled "Recommendation for a Permanent Restroom at Curran Apple Orchard Park" provides the rationale for our decision as well as the due diligence we completed before making our recommendation. On June 20, 2019 the PAC unanimously approved the recommendation that appears at the bottom of the attachment and is also highlighted here.

The UP Park Advisory Commission (PAC) unanimously recommends that the UP City Council approve that a permanent restroom building with two unisex rooms with toilets, child changing stations and sinks with hot water be built at the Curran Apple Orchard Park with the goal of having the restroom building operational by March 2020. Further, PAC advises Council to authorize UP staff to begin design work and to consult with the CORE group on the location and amenities of the restroom building in order to report back to Council a cost estimate prior to the Council's final approval.

Members of PAC are excited about the prospect of this new restroom at the Curran Apple Orchard Park and hope the Council shares our enthusiasm. Please let me know if you should you have any questions.

Our commission members look forward to receiving your response. Thank you.

Steve Thorndill
Chair, Park Advisory Commission