

1. 6:30 P.M. City Council Regular Meeting Materials

Documents:

[04-07-25 RM.PDF](#)

[AGENDA 04-07-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, April 7, 2025, 6:30 p.m.**



Note: Times are approximate and subject to change.

PUBLIC NOTICE

The University Place City Council will hold its scheduled meetings to ensure essential city functions continue. Members of the public can attend and participate in a Council meeting in the following manners:

- In-person at the City Council Chambers at 3609 Market Place West, Third Floor;
- Watch live broadcast on University Place Television, Lightcurve (formerly Rainier Connect) Channel 12 or Comcast Channel 21 (SD) or 321 (HD);
- Watch live broadcast on the City's YouTube channel www.YouTube.com/UniversityPlaceTV;
- Watch live broadcast on the City's website www.cityofup.com/398/City-Council-Meetings;
- Listen by telephone by dialing 1 509-342-7253 United States, Spokane (Toll), Conference ID: 754 481 895#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

How to participate in Public Comment and public testimony on Public Hearings:

- In-person at the City Council Chambers.
- Written comments are accepted via email. Comments should be sent to the City Clerk at Egenetia@cityofup.com. Comments received up to one hour (i.e., 5:30 p.m.) before the meeting will be provided to the City Council electronically.
- Participation by telephone. Call the telephone number listed above and enter the Conference ID number. Once the Mayor calls for public comment, use the "Raise Hand" feature by pressing *5 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Press *6 to un-mute yourself to speak.
- Participation by computer. Join the meeting virtually by clicking on the hyper-link above. Turn off your camera and microphone before you press "Join Now." Once the Mayor calls for public comment, use the "Raise Hand" icon on the Microsoft Teams toolbar located at the top of your screen. Your screen name will be called out when it is your turn to speak. Turn on your camera and microphone (icon located at the top of your screen) to unmute yourself. Once you are done, turn off your camera and microphone.

In the event of technical difficulties, remote public participation may be limited.

AGENDA

- | | |
|---------|--|
| 6:30 pm | 1. CALL REGULAR MEETING TO ORDER |
| | 2. ROLL CALL |
| | 3. PLEDGE OF ALLEGIANCE – Mayor Pro Tem Wood |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• <u>Arbor Day Proclamation</u>• <u>Parks Appreciation Day Proclamation</u> |
| 6:45 pm | 6. PUBLIC COMMENTS |
| 6:50 pm | 7A. – CONSENT AGENDA
7D. Motion: Approve or Amend the Consent Agenda as Proposed |

The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

- A. Approve the minutes of the March 17, 2025 Council meeting as submitted.**
- B. Receive and File: Payroll for period ending 03/15/25; and Claims dated 03/14/25 and 03/31/25.**
- C. Authorize the City Manager to execute the consultant agreement and all the necessary contract documents for the Creekside Park Master Plan with SCJ Alliance in the amount of \$193,590.00.**

6:55 pm 8. **36TH STREET AND GRANDVIEW DRIVE ROUNDABOUT BID AWARD**
 • Staff Report • Public Comment • Council Consideration

7:15 pm 9. **CITY MANAGER & COUNCIL COMMENTS/REPORTS** - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.)

STUDY SESSION – (At this time, the 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.)

7:25 pm 10. **30TH BIRTHDAY BASH PRESENTATION**

8:25 pm 11. **COUNCIL RULES OF PROCEDURE AMENDMENTS**
 (*For adoption of a Resolution to amend the Council Rules of Procedure.*)

9:30 pm 12. **ADJOURNMENT**

American Disability Act (ADA) Accommodations Provided Upon Advance Request
Call the City Clerk at 253-566-5656

PRESENTATIONS

CITY OF UNIVERSITY PLACE PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday called *Arbor Day* is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, provide oxygen and provide habitat for wildlife; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, all citizens are encouraged to support efforts to protect our trees and to support our City's urban forestry program, and to plant trees to gladden the hearts and promote the well-being of present and future generations.

NOW, THEREFORE, the City Council of the City of University Place does hereby recognize and support Saturday, April 19, 2025 to be

ARBOR DAY IN THE CITY OF UNIVERSITY PLACE

PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ON APRIL 7, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

AGENDA

CITY OF UNIVERSITY PLACE PROCLAMATION

WHEREAS, parks, playgrounds, nature trails, and open spaces make communities attractive and desirable places to live, work, play and visit; and

WHEREAS, parks are a place where people can reflect, re-energize or socialize; a place where everyone is welcome and a place that builds community; and

WHEREAS, parks, greenways, and open spaces provide a welcome respite from our fast paced, high-tech lifestyle while protecting and preserving our natural environment; and

WHEREAS, numerous jurisdictions, cities and organizations have joined together to create an event that encourages citizens to celebrate the value and enhanced quality of life that parks bring to our communities; and

WHEREAS, citizens of all ages have pledged to volunteer their time to clean up and beautify parks and open space throughout Pierce County.

NOW, THEREFORE, the City Council of the City of University Place does hereby recognize and support Saturday, April 19, 2025, to be **PARKS APPRECIATION DAY** in University Place.

PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ON APRIL 7, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, March 17, 2025**

1. CALL REGULAR MEETING TO ORDER

Mayor Figueroa called the Regular Meeting to order at 6:53 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

Councilmember Boykin	Present (virtual)
Councilmember Worthington	Present
Councilmember McCluskey	Present
Councilmember Flemming	Present
Councilmember Grassi	Present
Mayor Pro Tem Wood	Present
Mayor Figueroa	Present

Staff Present: City Manager Sugg (virtual), City Attorney Kaser, Administrative Services Director Petorak, Community and Economic Development Director Briske, Public Works Director Ecklund, Police Chief Burke, Finance Director Blaisdell, NPDES Coordinator Smith, Community Events & Contracts Manager Holloway (virtual), and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember Worthington led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

MOTION: By Mayor Pro Tem Wood, seconded by Councilmember Worthington, to approve the agenda.

The motion carried.

5. PUBLIC COMMENTS – None.

6. CONSENT AGENDA

MOTION: By Mayor Pro Tem Wood, seconded by Councilmember McCluskey, to approve the Consent Agenda as follows:

- A.** Approve the minutes of the 03/03/25 Council meeting as submitted.
- B.** Receive and File: Payroll for period ending 02/28/25; and Claims dated 02/14/25 and 02/28/25.
- C.** Receive and File: 2024 Fourth Quarter Financial Report.
- D.** Adopt a Resolution declaring certain vehicles and equipment surplus and authorizing its disposal. **(RESOLUTION NO. 1066)**
- E.** Authorize the City Manager to lease essential event equipment from American Party Place for the City's 2025 events in the amount of \$71,200.00.

The motion carried.

PUBLIC HEARING AND COUNCIL CONSIDERATION

7. STORMWATER MANAGEMENT PROGRAM UPDATE

Staff Report - Public Works Director Ecklund, along with NPDES Coordinator Smith, presented the 2025 updates to the City's Stormwater Management Program (SWMP). As a condition of the City's NPDES

Municipal Stormwater Permit, the City is required to develop, implement, and annually update its Stormwater Management Program. The program lists the components that are required to be addressed and identifies the stormwater-related actions and activities that need to be conducted by the City to meet its requirements under the NPDES Municipal Stormwater permit. Director Ecklund outlined the key elements of the program and highlighted the changes for 2025 such as updated public comment dates, removal of non-required dependencies, and the addition of a new section on compliance with the underground injection control wells. These changes aim to streamline the program and ensure compliance with state requirements.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Wood, seconded by Councilmember Worthington, to adopt the 2025 updates to the City of University Place Phase II NPDES Stormwater Management Program (SWMP).

The motion carried.

8. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg reported that the Government Finance Officers Association awarded the City the Certificate of Achievement for Financial Reporting Excellence. He congratulated Finance Director Blaisdell and her team for their work. This is the 27th year the finance team has received this recognition, marking a long-standing tradition of excellence in financial reporting for the City of University Place.

Councilmember Grassi congratulated Finance Director Blaisdell and the Finance department for their excellent work. She invited the community to a ribbon-cutting event at the Seoul Kitchen scheduled for Thursday. Councilmember Grassi shared her appointment with the elected leadership team for the Unified Regional Approach to end homelessness, representing University Place.

Councilmember Flemming echoed the recognition of Director Blaisdell and her team's work in financial reporting, emphasizing the importance of accountability in government.

Councilmember Worthington announced that he will not be running for a fourth term. He expressed his gratitude for the support he received from Council and the community during his 12 years of service and shared his intention to stay until his registered address changes.

Mayor Figueroa acknowledged Councilmember Worthington's significant contributions to the City. He shared his experience attending the National League of Cities (NLC) conference in Washington, D.C. where he engaged with Congresswoman Strickland and other representatives about the importance of funding for metropolitan planning organizations and the significance of these funds in the development of the City. Mayor Figueroa proposed a parliamentary workshop for Council's June retreat and asked his colleagues to inform City Manager Sugg of their decision. Lastly, he welcomed Tiffany, a new resident and military member to the University Place community.

Mayor Pro Tem Wood congratulated the Finance team on their outstanding accounting and reporting, which has resulted in a stable and conservative budget over the years. He met with the contractor for the Unified Regional Approach to end homelessness and discussed their survey, expressing appreciation for Councilmember Grassi's representation on the committee. Mayor Pro Tem Wood thanked Councilmember Worthington for his 12 years of leadership and mentorship, acknowledging his significant contributions to Council.

Councilmember McCluskey attended the UP for Art meeting discussing potential music events and collaboration with the Friends of the Library and local artists. She, along with Councilmember Boykin and Mayor Figueroa, attended the NLC Conference and participated in the Small Cities Council breakout sessions. Lastly, she attended the Zoo Trek Authority meeting where various zoo topics were discussed.

Councilmember Boykin expressed appreciation for the Finance team's excellent work, congratulated Councilmember Grassi on her new role, and acknowledged Councilmember Worthington's contributions during his 12 years of service. He also shared his insights from the NLC conference he attended.

STUDY SESSION

9. CITY EVENTS

Administrative Director Petorak, along with key staff members and representatives from the Washington Cities Insurance Authority (WCIA), led a discussion on City events. She reviewed the total number of events the City manages, providing the budget amount allocated for the 2025 events, and a cost breakdown of each event. Police Chief Burke explained the importance of the event action plan, which includes critical information such as event schedules, objectives, site assessments, medical plans, assignment lists, and contact information. City Attorney Kaser discussed the City sponsorship of third-party events and its evaluation criteria. Representatives from WCIA discussed best practices for risk management at city events, including transferring risk through contracts, ensuring vendors have appropriate insurance, and being selective about activities allowed at events. They also emphasized the importance of managing safety risks to prevent accidents, minimize liability, and protect the City's reputation.

Council discussed various aspects of event planning and risk mitigation, including the need for clear communication, volunteer involvement, and balancing safety with community engagement. Council also discussed the Duck Daze parade, focusing on issues such as parade candy distribution and the need to determine the final policy on whether candy can be thrown from vehicles or must be handed out by walkers; the need to develop and implement a communication plan to ensure all parade participants are informed of the rules and procedures well in advance of the event; parade pacing and the need to create a strategy to ensure consistent pacing of vehicles and walkers to avoid gaps and maintain safety; using/recruiting volunteers to assist with maintaining safety and order along the parade route; implementation of additional safety measures, such as using ropes or barriers to keep spectators at a safe distance; and establishing a clear risk policy on the level of risk the City is willing to accept for events like the parade, including specific guidelines for candy distribution. Council requested that a special meeting be scheduled to discuss and finalize decisions on parade procedures and risk management policies.

10. COUNCIL RULES OF PROCEDURE AMENDMENTS – Tabled to a future meeting.

11. ADJOURNMENT - The meeting adjourned at 9:27 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

VOUCHER APPROVAL DOCUMENT



3609 Market Place W, Ste 200
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Voucher for pay period ending 03-15-2025

Date		Name	Amount
03/20/2025	319102	EMPLOYMENT SEC DEPT LONGTERMCARE	6,345.33
03/20/2025	ACH	DIRECT DEPOSIT	280,533.53
03/20/2025	ACH	EMPLOYMENT SECURITY DEPT PDFMLA	18,223.27
03/20/2025	ACH	DEPT OF LABOR AND INDUSTRIES	24,786.72
03/20/2025	ACH	BANK OF AMERICA	40,590.42
03/20/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	49,476.69
03/20/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
03/20/2025	ACH	AFLAC INSURANCE	142.51
			<u>424,434.05</u>

Preparer Certification:

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 and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Signed: (Signature on file.)

Steve Sugg, City Manager

Date:

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 03-14-2025

Check Range: 51991365 – 51991444, Wire #3212025

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 was 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 was 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	
3212025	3/21/2025	002333	BANK OF AMERICA	MAR25	3/3/2025	VISA/MAR25	13,317.62	13,317.62
	Voucher:	54035						
51991365	2/24/2025	026599	TEDDER, EMILY	AWC25	3/13/2025	AWC25/HEALTHY WORKSITE SU	87.00	87.00
	Voucher:	54094						
51991366	2/27/2025	001913	NATOA	10-4094	1/1/2025	2025 AGENCY MEMBERSHIP/AS	1,585.00	1,585.00
	Voucher:	54075						
51991367	2/28/2025	024565	COMCAST	230214651	1/1/2025	ACCT 939731393/INTERNET/CIT	3,286.02	3,286.02
	Voucher:	54049						
51991368	3/3/2025	026858	MAYE, MAURA	AWC25	2/27/2025	AWC HEALTHY WORKSITE SUM	163.30	163.30
	Voucher:	54071						
51991369	3/7/2025	026749	BOYKIN, FRANK	NLC25	2/6/2025	NLC25/LODGING/PER DIEM/F.BO	2,277.40	2,277.40
	Voucher:	54036						
51991370	3/10/2025	001148	UNITED STATES POSTAL SE	BULK MAIL	3/4/2025	PERMIT #235 BULK MAILING SE	4,000.00	4,000.00
	Voucher:	54098						
51991371	3/14/2025	025179	ACCESS INFORMATION MAN	11449932	2/28/2025	FEB25/OFFSITE RECORDS STOF	337.21	337.21
	Voucher:	54030						
51991372	3/14/2025	026784	ALISHIO PRODUCTIONS	024	3/3/2025	FEB21-FEB28/PLANNING/PRE-PF	1,280.00	1,280.00
	Voucher:	54031						
51991373	3/14/2025	026144	AMAZON	131N-K4MC-316H	3/3/2025	WATER BOTTLE FILLING STATIO	3,477.40	
	Voucher:	54032		1TCC-PCDX-3KR	3/3/2025	MASTERWELD	352.32	
				13JX-JLCX-3K6H	3/3/2025	WALL CALENDAR	28.36	3,858.08
51991374	3/14/2025	002718	AMERICAN PUBLIC WORKS	000868584	3/1/2025	2025 MEMBERSHIP/J.ECKLUND	270.00	
	Voucher:	54033		000868581	3/1/2025	2025 MEMBERSHIP/N. AVCULAR	270.00	540.00
51991375	3/14/2025	026214	ARC DOCUMENT SOLUTION	12737834	2/27/2025	PRINT SET UP/2025 SEWER IMPI	1,387.49	1,387.49
	Voucher:	54034						
51991376	3/14/2025	021926	BRUNK, ROB	WABO25	2/25/2025	WABO25/MILEAGE/R.BRUNK	76.16	76.16
	Voucher:	54037						
51991377	3/14/2025	026726	BUENAVISTA SERVICES INC	12447	3/1/2025	FEB25/JANITORIAL SERVICES/CI	3,830.00	3,830.00
	Voucher:	54038						
51991378	3/14/2025	023941	C.C.'S CLASSY CHASSIS INC	W-2281	2/28/2025	FEB25/SELF SERVE WASH/EXTE	77.25	
	Voucher:	54039		W-2280	2/28/2025	FEB25/EXTERIOR WASH	26.01	103.26
51991379	3/14/2025	025573	CANON FINANCIAL SERVICE	38380317	2/9/2025	FEB25/IMAGEPRESS/SN: 35Q43C	619.36	
	Voucher:	54040		38381451	2/9/2025	FEB25/COPIER LEASE/SN: 2KK0	196.81	
				38379900	2/9/2025	FEB25/COPIER LEASE/SN: 2YJ1	188.33	1,004.50

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991380	3/14/2025	003199	CATALYST WORKPLACE AC1	327764	2/24/2025	OFFICE CHAIR	1,176.27	1,176.27
	Voucher:	54041						
51991381	3/14/2025	003155	CDW.GOVERNMENT, INC.	AC89A3S	2/24/2025	MS SURFACE PRO	233.85	233.85
	Voucher:	54042						
51991382	3/14/2025	001152	CENTURYLINK	333714624	2/15/2025	PW PUMP CALLOUT LINE	73.59	73.59
	Voucher:	54043						
51991383	3/14/2025	025873	CERIUM NETWORKS, INC.	I108013	1/25/2025	NETWORK ENGINEERING SERVI	4,624.20	4,624.20
	Voucher:	54044						
51991384	3/14/2025	001466	CHICAGO TITLE INSURANCE	0286837-16-2	2/28/2025	COMMITMENT PREP FEE/2814 6	386.23	386.23
	Voucher:	54045						
51991385	3/14/2025	026543	CINTAS FIRST AID AND SAFE	9310879050	2/28/2025	AED SERVICE AGREEMENT/CITY	386.45	
	Voucher:	54046		9310876690	2/28/2025	AED SERVICE AGREEMENT/PW	128.82	515.27

Bank : bofa BANK OF AMERICA				(Continued)			
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991387	3/14/2025 Voucher:	001024 CITY OF TACOMA 54047	100068203	3/3/2025	LIGHTS/3715 BP WAY W	1,907.66	
			100083325	2/18/2025	POWER/4910 BRISTONWOOD DF	711.72	
			100080586	2/18/2025	POWER/4951 GRANDVIEW DR W	341.08	
			100333844	2/19/2025	WATER/4951 GRANDVIEW DR W	241.88	
			100892486	3/4/2025	LIGHTS/6400 BP WAY W	154.58	
			100060658	2/26/2025	POWER/3510 67TH AVE W	153.80	
			100612293	3/3/2025	LIGHTS/5103 BP WAY W	148.07	
			100165190	2/25/2025	POWER/3761 BP WAY W	125.47	
			101088118	2/17/2025	LIGHTS/6100 CIRQUE DR W	123.22	
			100172057	2/19/2025	POWER & WATER/3920 GRANDV	120.08	
			100386367	2/25/2025	LIGHTS/7223 40TH ST W	105.16	
			100892483	3/3/2025	LIGHTS/5400 BP WAY W	100.49	
			100137272	3/5/2025	POWER & WATER/1901 SEAVIEW	92.14	
			100156306	2/17/2025	LIGHTS/5400 ALAMEDA AVE W	87.96	
			100094683	2/19/2025	LIGHTS/4758 BRISTONWOOD DF	75.18	
			100798512	2/19/2025	LIGHTS/4402 97TH AVE W H1	71.17	
			100737063	2/18/2025	LIGHTS/2715 ELWOOD DR W	67.04	
			100851341	3/3/2025	POWER/6420 CHAMBERS CK RD	65.00	
			101088119	2/17/2025	LIGHTS/5800 CIRQUE DR W	61.52	
			101378490	2/27/2025	LIGHTS/7225 35TH ST W	61.33	
			100895151	2/17/2025	LIGHTS/7901 CIRQUE DR W	55.66	
			100093125	2/25/2025	POWER/8513 33RD ST W, #A	53.74	
			100456986	3/3/2025	LIGHTS/5918 HANNAH PIERCE R	49.29	
			100864411	2/25/2025	LIGHTS/6730 40TH ST CT W	47.64	
			101065354	2/19/2025	LIGHTS/8001 54TH ST W	46.56	
			101153457	2/27/2025	LIGHTS/6813 35TH ST W	44.52	
			100533758	3/3/2025	LIGHTS/5418 CIRQUE DR W	43.77	
			100696565	2/25/2025	LIGHTS/4609 ALAMEDA AVE W	41.62	
			100093125	1/27/2025	POWER/8513 33RD ST W, #A	41.33	
			100125070	3/3/2025	LIGHTS/5370 BP WAY W	40.64	
			100573267	2/25/2025	LIGHTS/4727 ALAMEDA AVE W	40.00	
			100083115	2/25/2025	SIGNAL/4000 67TH AVE W	37.95	
			100185134	2/20/2025	LIGHTS/4401 67TH AVE W	30.95	
			101389710	2/17/2025	LIGHTS/7310 42ND ST W	26.47	
			100104132	2/26/2025	SIGNAL/3503 67TH AVE W	25.98	

Bank : bofa BANK OF AMERICA				(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
			100131881	2/19/2025	LIGHTS/4523 97TH AVE W	24.73		
			100385145	2/25/2025	WATER/3800 74TH AVE W	20.19		
			100737837	3/3/2025	LIGHTS/5702 BP WAY W	17.66		
			100176036	2/6/2025	LIGHTS/2695 GRANDVIEW DR W	16.98		
			101115836	2/19/2025	LIGHTS/2702 ELWOOD DR W	15.73		
			100086155	3/6/2025	SIGNAL/7801 40TH ST W	8.62		
			100086165	3/6/2025	SIGNAL/7813 44TH ST W	8.62		
			100615001	2/24/2025	SIGNAL/2247 E DAY ISLAND BLVD	3.26	5,556.46	
51991388	3/14/2025	026788	CODE PUBLISHING	GCI0016753	2/25/2025	MUNICIPAL CODE/CUMULATIVE	188.83	188.83
	Voucher:	54048						
51991389	3/14/2025	026511	CONCENTRA MEDICAL CENTER	85165839	11/22/2024	PHYSICAL EXAMS	440.00	440.00
	Voucher:	54050						
51991390	3/14/2025	026836	CONSTRUCTION PARTS PNL	42638	2/28/2025	4 SEGMENT/HOLE GUTTER BRO	4,223.00	4,223.00
	Voucher:	54051						
51991391	3/14/2025	024347	COPIERS NORTHWEST, INC.	INV2954162	1/31/2025	JAN01-JAN31/OVERAGE CHARGE	212.26	
	Voucher:	54052		INV2954164	1/31/2025	JAN01-JAN31/OVERAGE CHARGE	156.30	
				INV2954161	1/31/2025	JAN01-JAN31/OVERAGE CHARGE	136.49	
				INV2954163	1/31/2025	JAN01-JAN31/OVERAGE CHARGE	23.51	528.56
51991392	3/14/2025	021784	DEPT. OF LABOR & INDUSTRY	385336	2/19/2025	BOILER/PRESSURE VESSEL INS	95.40	
	Voucher:	54053		384813	2/12/2025	BOILER/PRESSURE VESSEL INS	31.80	127.20
51991393	3/14/2025	026660	DHAMI, MANIKA	WABO25	2/25/2025	WABO25/PER DIEM/MILEAGE/M.I	163.16	163.16
	Voucher:	54054						
51991394	3/14/2025	001737	DON SMALL & SONS OIL DIS	S272468	2/4/2025	BULK FUEL/DIESEL/UNLEADED/IN	3,401.34	
	Voucher:	54055		S274043	2/27/2025	BULK FUEL/DIESEL/UNLEADED/IN	3,356.39	
				S270114	12/20/2024	BULK FUEL/DIESEL/UNLEADED/IN	1,443.11	8,200.84
51991395	3/14/2025	026499	EPIC LAND SOLUTIONS INC	0225-1197	3/3/2025	ROW ACQUISITION SERVICES/6	4,398.99	4,398.99
	Voucher:	54056						
51991396	3/14/2025	026821	ESTATE DESIGN AND CONSTRUCTION	3	2/28/2025	FEB25/SUNSET TERRACE PARK	64,189.13	64,189.13
	Voucher:	54057						
51991397	3/14/2025	026729	FENAGH ENGINEERING AND ARCHITECT	8411-3	1/31/2025	MATERIALS TESTING SERVICES	2,731.00	2,731.00
	Voucher:	54058						
51991398	3/14/2025	024637	GAMETIME	PJI-0262818	2/27/2025	INTERLOCKING PLAYGROUND F	19,607.71	19,607.71
	Voucher:	54059						

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991399	3/14/2025	022739	GRAINGER	9418236759	2/24/2025	BATHROOM SUPPLIES	417.96
	Voucher:	54060		9425581627	3/3/2025	THERMOSTATIC MIXING VALVE	341.88
				9421473969	2/26/2025	MAINTENANCE SUPPLIES	304.94
51991400	3/14/2025	001212	GRAY & OSBORNE INC	31/22460.00	3/3/2025	JAN26-FEB22/STORMWATER MA	1,941.54
	Voucher:	54061		9/24495.00	3/3/2025	JAN26-FEB22/SEWER IMPROVM	268.14
51991401	3/14/2025	001858	GRAY LUMBER COMPANY	710650	2/21/2025	SQUARE EDGE PLYWOOD	532.27
	Voucher:	54062					532.27
51991402	3/14/2025	001221	HOLROYD COMPANY, INC.	439013	2/21/2025	BLDG SAND	176.71
	Voucher:	54063					176.71
51991403	3/14/2025	001222	HOME DEPOT U.S.A., INC.	FEB25	2/28/2025	FEB25/MISC REPAIR & MAINT SL	828.27
	Voucher:	54064					828.27
51991404	3/14/2025	025841	KLEBER, AMANDA	REIMB	3/11/2025	REIMB/AIRFARE/TRAVEL PROTE	705.83
	Voucher:	54065					705.83
51991405	3/14/2025	026556	KRISTA WHITE SWAIN	FEB25	3/3/2025	FEB25/PROSECUTORIAL SERVIC	9,000.00
	Voucher:	54066					9,000.00
51991406	3/14/2025	021981	KUKER-RANKEN INC.	INV-7331	1/29/2025	ROTATING LEVEL - STD MAINTEN	392.51
	Voucher:	54067					392.51
51991407	3/14/2025	002873	LAKEWOOD HARDWARE & F	765555	2/7/2025	PULL CORD	9.84
	Voucher:	54068					9.84
51991408	3/14/2025	001243	LLOYD ENTERPRISES INC	21316	1/23/2025	HAUL CONTAMINATED VACTOR/	1,742.50
	Voucher:	54069		21342	1/29/2025	HAUL CONTAMINATED VACTOR/	1,383.75
51991409	3/14/2025	001797	LOWE'S BUSINESS ACCOUN	FEB25	2/17/2025	FEB25/MISC REPAIR & MAINTEN	2,138.69
	Voucher:	54070					2,138.69
51991410	3/14/2025	026785	MINUTEMAN PRESS	55659	2/19/2025	SIGN CODE VIOLATION NOTICE	82.28
	Voucher:	54072					82.28
51991411	3/14/2025	026669	MONSON, CHANTEL	WABO25	2/25/2025	WABO25/MILEAGE/PER DIEM/C.I	163.16
	Voucher:	54073					163.16
51991412	3/14/2025	025001	NATIONAL CONSTRUCTION	7733901	2/13/2025	TEMPORARY CONSTRUCTION/R	338.89
	Voucher:	54074					338.89
51991413	3/14/2025	026825	OLYMPIC MEADOWS PROPE	121	2/24/2025	HOLIDAY DECOR REMOVAL SER	7,927.20
	Voucher:	54076		122	2/24/2025	HOLIDAY DECOR SERVICES/TRE	2,924.49
51991414	3/14/2025	025989	OTAK INCORPORATED	000022500342	2/28/2025	FEB07/PROJECT 021595.000/27T	6,092.25
	Voucher:	54077					6,092.25
51991415	3/14/2025	026671	PAYBYPHONE US INC	INVPBP-US1677	2/28/2025	FEB25/PAYBYPHONE TRANSACT	674.65
	Voucher:	54078					674.65

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991416	3/14/2025	026127	PCRCO / DBA LRI	11771	1/31/2025	DISPOSAL/SPECIAL WASTE	6,356.38	6,356.38
	Voucher:	54079						
51991417	3/14/2025	001109	PIERCE COUNTY BUDGET & CI-366043	3/11/2025	JAN25/ANIMAL CONTROL & SHEI	12,647.54		
	Voucher:	54080	CI-364963	2/24/2025	JAN25/TRAFFIC OPERATIONS M	1,293.35		
			CI-364663	2/25/2025	JAN25-MAR25/I-NET CHARGES	759.00		14,699.89
51991418	3/13/2025	001588	PIERCE COUNTY SEWER	1633279	2/1/2025	ACCT #1633279/SEWER/1902 SE	691.40	
	Voucher:	54081	1633279	3/1/2025	ACCT #1633279/SEWER/1902 SE	691.40		
			664685	2/1/2025	ACCT #664685/SEWER/4951 GR	581.84		
			664685	3/1/2025	ACCT #664685/SEWER/4951 GR	581.84		
			1576712	2/1/2025	ACCT #1576712/SEWER/3609 MA	108.04		
			1576712	3/1/2025	ACCT #1576712/SEWER/3609 MA	108.04		
			1576721	2/1/2025	ACCT #1576721/SEWER/3609 MA	64.46		
			1576739	2/1/2025	ACCT #1576739/SEWER/3609 MA	64.46		
			1576721	3/1/2025	ACCT #1576721/SEWER/3609 MA	64.46		
			1576739	3/1/2025	ACCT #1576739/SEWER/3609 MA	64.46		
			1571443	2/1/2025	ACCT #1571443/SEWER/7520 CIF	58.43		
			1571443	3/1/2025	ACCT #1571443/SEWER/7520 CIF	58.38		
			1512692	2/1/2025	ACCT #1512692/SEWER/3555 MA	27.95		
			604682	2/1/2025	ACCT# 604682/SEWER/2917 MOF	27.95		
			1512692	3/1/2025	ACCT #1512692/SEWER/3555 MA	27.95		
			604682	3/1/2025	ACCT# 604682/SEWER/2917 MOF	27.95		3,249.01
51991419	3/14/2025	001161	PUGET SOUND ENERGY CO	200000971479	2/25/2025	GAS/4910 BRISTONWOOD DR W	537.87	
	Voucher:	54082	200014542258	2/27/2025	GAS/7450 MARKET SQ W	126.19		664.06
51991420	3/14/2025	025843	REED TRUCKING & EXCAV	4	3/4/2025	FEB25/35TH ST W/PH2	238,205.85	238,205.85
	Voucher:	54083						
51991421	3/14/2025	025844	RICHARD MERCIER	REIMB	2/26/2025	REIMB/WELDWIRE/CORE	151.65	151.65
	Voucher:	54084						
51991422	3/14/2025	023883	RODARTE CONSTRUCTION	2	3/6/2025	FEB25/67TH AVE SEWER EXTEN	304,725.01	304,725.01
	Voucher:	54085						
51991423	3/14/2025	026807	SCHEER.LAW PLLC	10839	2/1/2025	JAN01-JAN31/LEGAL SERVICES	5,217.00	5,217.00
	Voucher:	54086						
51991424	3/14/2025	026798	SCHEIBMEIR, KELLY & NELS	02815	1/31/2025	2025 HEARING EXAMINER/PC P	3,725.00	3,725.00
	Voucher:	54087						
51991425	3/14/2025	026662	SOFTRESOURCES LLC	5342	1/31/2025	ERP SOFTWARE/JAN25/ERP PR	6,131.25	6,131.25
	Voucher:	54088						

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991426	3/14/2025	026670	SPEIGHTS, CALVIN	WABO25	2/25/2025	WABO25/MILEAGE/PER DIEM/C.	163.16	163.16
	Voucher:	54089						
51991427	3/14/2025	026822	STAFFORD EXCAVATING	4	3/3/2025	FEB25/BROOKSIDE STORMWATI	122,311.54	122,311.54
	Voucher:	54090						
51991428	3/14/2025	026582	STERICYCLE INC	8009895576	2/18/2025	JAN25/DOCUMENT SHREDDING	213.15	213.15
	Voucher:	54091						
51991429	3/14/2025	026812	STREAMLINE IMAGING LLC	41758	2/24/2025	DATA PROCESSING/SCANNING	852.66	852.66
	Voucher:	54092						
51991430	3/14/2025	025311	TACOMA WINSUPPLY, INC.	114538 01	2/24/2025	REPLACEMENT CONTOLLER CA	3,465.00	3,530.19
	Voucher:	54093		114477 01	2/10/2025	PIPE	65.19	
51991431	3/14/2025	002823	THOMPSON ELECTRICAL CO	225-20722C	2/28/2025	POLE REPLACEMENT/7400 BLOC	979.61	1,737.65
	Voucher:	54095		225-20727W	2/28/2025	REMOVE/REPLACE/RELOCATE F	758.04	
51991432	3/14/2025	026549	TOPCON SOLUTIONS INC	90313435	1/17/2025	BLUEBEAM REVU COMPLETE RI	5,767.04	5,767.04
	Voucher:	54096						
51991433	3/14/2025	001394	UNITED RENTALS NW INC	243946585-001	2/18/2025	YEARLY OSHA CERTIFICATION/M	2,182.97	2,837.24
	Voucher:	54097		244623277-001	2/28/2025	REPAIR/THROTTLE SOLENOID	654.27	
51991434	3/14/2025	025560	UNIVERSITY PLACE CIVIC B	123140	3/6/2025	2025 OPERATING ACCOUNT FUN	152,718.00	152,718.00
	Voucher:	54099						
51991435	3/14/2025	001331	UNIVERSITY PLACE REFUSE	1409800	2/19/2025	MAR25/BILLING PERIOD/REFUSE	3,045.68	4,153.75
	Voucher:	54100		1409799	2/19/2025	MAR25/BILLING PERIOD/COMPA	1,108.07	
51991436	3/14/2025	025336	US BANK	745000006	2/28/2025	CUSTOMER #745000006/FEB25/M	38.00	38.00
	Voucher:	54101						
51991437	3/14/2025	026212	VESTIS UNIFORM & WORKP	5120628073	2/11/2025	MAT RENTAL/PW SHOP	35.01	70.02
	Voucher:	54102		5120637763	2/25/2025	MAT RENTAL/PW SHOP	35.01	
51991438	3/14/2025	001809	WA STATE DEPT OF ECOLO	25-WAR045021B-	2/20/2025	JUL24-DEC24/25 WATER QUALIT	15,111.50	30,223.00
	Voucher:	54103		25-WAR045021-1	7/23/2024	JAN25-JUN25/WATER QUALITY F	15,111.50	
51991439	3/14/2025	022590	WA STATE DEPT OF TRANSF	RE-313-ATB5021E	2/18/2025	JAN25/35TH ST/PH 2	36.69	36.69
	Voucher:	54104						
51991440	3/14/2025	022590	WA STATE DEPT OF TRANSF	RE-313-ATB5021E	2/18/2025	JAN25/67TH AVE IMPROV/PH 2	32.31	32.31
	Voucher:	54105						
51991441	3/14/2025	026194	WALLACE'S STOVE & FIREP	SAL 13243	2/26/2025	CONTROL MODULE/IGNITER	1,274.53	1,274.53
	Voucher:	54106						
51991442	3/14/2025	021826	WHISTLE WORKWEAR	INV2070008374	3/2/2025	PERSONAL PROTECTIVE CLOTH-	20.30	20.30
	Voucher:	54107						

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Final Check List
City of University Place

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991443	3/14/2025	001781	WILLIAMS OIL FILTER SERVI 693318	2/27/2025	TYMCO AIR MACHINE/PARTS	298.25	298.25	
	Voucher:	54108						
51991444	3/14/2025	026837	WINSUPPLY OF PUGET SOU 324075 01	2/24/2025	SINK FAUCETS/CITY HALL REST	4,258.08	4,258.08	
	Voucher:	54109						
Sub total for BANK OF AMERICA:							1,106,545.74	

80 checks in this report.

Grand Total All Checks: 1,106,545.74

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 03-31-2025

Check Range: 51991445 – 51991508

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 was 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 was issued.

Vendor Name

Replacement Check #

Original Check #

Auditing Officer: (Signature on file.)

Date: _____

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03/31/2025 9:17:47AM

Final Check List
City of University Place

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991445	3/17/2025	026328	ACTIVE CONSTRUCTION, IN 7	2/5/2025	JAN25/CONSTRUCTION/67TH PL	910,076.82	910,076.82
	Voucher:	54110					
51991446	3/17/2025	026328	ACTIVE CONSTRUCTION, IN 8	3/4/2025	FEB25/CONSTRUCTION/67TH PL	138,189.61	138,189.61
	Voucher:	54111					
51991447	3/31/2025	002661	AIR SYSTEMS ENGINEERING 10006401	3/7/2025	REPAIR OF HVAC UNIT/CIVIC BLI	3,587.88	3,587.88
	Voucher:	54112					
51991448	3/31/2025	026784	ALISHIO PRODUCTIONS 025	3/17/2025	MAR03-MAR17/PLANNING/PRE-F	2,025.00	2,025.00
	Voucher:	54113					
51991449	3/31/2025	026144	AMAZON	1DXX-DF6P-34H4 3/17/2025	CABLE CLIPS/PLASTIC RAZOR B	30.65	
	Voucher:	54114		1RNW-N14C-3FK 3/17/2025	CASTERS/OFFICE CHAIR	262.02	
				1K4Q-4MKL-1NT3 3/17/2025	AMERICAN FLAG/WA ST FLAG	309.33	
				1NWL-YH3V-1WH 3/17/2025	METAL CUTTING CHOP SAW	549.40	
				1943-YPY1-NFTR 1/6/2025	OFFICE SUPPLIES	96.48	
				14VR-WDTR-MPK 1/6/2025	OFFICE SUPPLIES	70.14	
				1MRC-3WH4-6JD. 1/20/2025	BINDER DIVIDES/3-RING BINDEF	63.67	
				1RVX-3JQV-1QCA 3/3/2025	MEMORY/HP LASER JET	27.49	
				1R69-FWFR-319F 3/3/2025	MOUSE/KEYBOARD/INK CARTRI	347.63	1,756.81
51991450	3/31/2025	026854	AMERICAN WEST CONSTRU 234	3/18/2025	WATER BOTTLE FILER/INSTALLA	10,656.14	10,656.14
	Voucher:	54115					
51991451	3/31/2025	001818	APEX ENGINEERING PLLC 202500250	3/13/2025	FEB01-FEB28/PW FACILITY SEW	4,602.50	
	Voucher:	54116	202500251	3/13/2025	FEB01-FEB28/SALT & RIM GREAS	2,347.50	6,950.00
51991452	3/31/2025	026214	ARC DOCUMENT SOLUTION 12755968	3/18/2025	BOUND NOTEBOOKS/INSPECTIC	533.60	533.60
	Voucher:	54117					
51991453	3/31/2025	002132	B&A LITIGATION SERVICES 27591	2/6/2025	DAY ISLAND/DEPOSITION TRAN:	426.10	
	Voucher:	54118	27192	1/15/2025	DAY ISLAND/DEPOSITION TRAN:	1,214.30	
			27235	1/21/2025	DAY ISLAND/DEPOSITION TRAN:	1,260.60	2,901.00
51991454	3/31/2025	024437	BUILDERS EXCHANGE OF V 1079311	3/6/2025	PUBLISH PROJECTS ONLINE/GR	70.85	70.85
	Voucher:	54119					
51991455	3/31/2025	001187	BUNCE RENTAL, INC. 428673-1	3/20/2025	RENTAL/STUMP GRINDER	707.66	707.66
	Voucher:	54120					
51991456	3/31/2025	025573	CANON FINANCIAL SERVICE 39077632	3/12/2025	MAR25/PRINTER LEASE/BAKS04	102.50	
	Voucher:	54121	39078514	3/12/2025	MAR25/COPIER LEASE/SN: BAS\	231.61	
			39077799	3/12/2025	MAR25/COPIER LEASE/SN: 35V0	220.66	554.77

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991457	3/31/2025	025438	CASEWARE INTERNATIONAL	INV835115	3/17/2025	CASEWARE/GASB FINANCIALS \$	7,654.13
	Voucher:	54122					7,654.13
51991458	3/31/2025	001152	CENTURYLINK	334046271	2/21/2025	PHONES/CITY WIDE	568.25
	Voucher:	54123					568.25
51991459	3/31/2025	001152	CENTURYLINK	724834102	2/24/2025	LONG DISTANCE	9.06
	Voucher:	54124					9.06
51991460	3/31/2025	026543	CINTAS FIRST AID AND SAFE	5230210409	3/20/2025	FIRST AID/AED SUPPLIES/PW ST	84.64
	Voucher:	54125		5260210411	3/20/2025	FIRST AID/AED SUPPLIES/CITY F	64.93
51991461	3/31/2025	003056	CITY OF LAKEWOOD	CD-01682	3/10/2025	2025 DUES/SOUTH SOUND MILI	8,500.00
	Voucher:	54126					8,500.00

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991464	3/31/2025	001024 CITY OF TACOMA	100439837	3/5/2025	LIGHTS/3501 72ND AVE CT W	13.85	
	Voucher:	54127	101200947	3/10/2025	LIGHTS/4910 BRISTONWOOD DR	48.75	
			100101775	3/9/2025	LIGHTS/5250 GRANDVIEW DR W	79.01	
			100986098	3/6/2025	LIGHTS/7613 CHAMBERS CK RD	10.32	
			101122277	3/7/2025	LIGHTS/8308 CHAMBERS CK RD	20.18	
			101102107	3/6/2025	POWER/3555 MARKET PL W	2,490.95	
			100087691	3/5/2025	LIGHTS/3697 BRIDGEPORT WAY	101.54	
			101117614	3/6/2025	POWER/3612 DREXLER DR W	993.84	
			100617905	3/6/2025	LIGHTS/3525 BRIDGEPORT WAY	89.21	
			100138171	3/5/2025	SIGNAL/3998 BP WAY W	39.30	
			100156353	3/5/2025	SIGNAL/4720 BP WAY W	41.38	
			101098584	3/6/2025	LIGHTS/7450 MARKET SQ	102.30	
			100105615	3/5/2025	LIGHTS/3503 BP WAY W	62.01	
			100495884	3/6/2025	LIGHTS/3625 DREXLER DR W	58.89	
			100751205	3/6/2025	WATER/3555 MARKET PL W, HSE	238.86	
			100122800	3/5/2025	SIGNAL/4398 BP WAY W	172.93	
			101184889	3/5/2025	LIGHTS/3610 BP WAY W	48.30	
			100802489	3/5/2025	LIGHTS/3904 BP WAY W	18.77	
			100172057	3/20/2025	POWER & WATER/3920 GRANDV	118.85	
			101115836	3/20/2025	LIGHTS/2702 ELWOOD DR W	15.48	
			100358203	3/14/2025	POWER/7150 CIRQUE DR W	1,552.39	
			101065354	3/20/2025	LIGHTS/8001 54TH ST W	43.77	
			100360059	3/13/2025	SIGNAL/3800 GRANDVIEW DR W	10.05	
			100072254	3/14/2025	SIGNAL/8417 40TH ST W	10.05	
			100089550	3/14/2025	LIGHTS/4704 GRANDVIEW DR W	14.10	
			100077140	3/14/2025	SIGNAL/2900 GRANDVIEW DR W	10.05	
			100089555	3/14/2025	LIGHTS/4526 GRANDVIEW DR W	18.80	
			101200948	3/14/2025	LIGHTS/4802 92ND AVE W	70.52	
			101040440	3/14/2025	LIGHTS/7699 54TH ST W	23.99	
			101003692	3/14/2025	LIGHTS/5417 64TH ST W	16.83	
			100094683	3/20/2025	LIGHTS/4758 BRISTONWOOD DF	75.18	
			101088118	3/18/2025	LIGHTS/6100 CIRQUE DR W	99.84	
			100156306	3/18/2025	LIGHTS/5400 ALAMEDA AVE W	74.55	
			100668519	3/19/2025	WATER/5600 ALAMEDA AVE W	1.32	
			100798512	3/20/2025	LIGHTS/4402 97TH AVE W H1	65.80	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100131881	3/20/2025	LIGHTS/4523 97TH AVE W	24.38	
			100256491	3/13/2025	POWER/7250 CIRQUE DR W	31.05	
			100080586	3/19/2025	POWER/4951 GRANDVIEW DR W	219.83	
			100083325	3/20/2025	POWER/4910 BRISTONWOOD DR	516.74	
			100737063	3/19/2025	LIGHTS/2715 ELWOOD DR W	60.43	
			100072286	3/14/2025	SIGNAL/8501 40TH ST W	10.05	
			100081728	3/12/2025	LIGHTS/6701 BP WAY W	67.28	
			100089578	3/14/2025	LIGHTS/4116 GRANDVIEW DR W	28.19	
			100089528	3/14/2025	LIGHTS/3912 GRANDVIEW DR W	23.49	
			100775637	3/14/2025	LIGHTS/7001 CIRQUE DR W	146.18	
			100324281	3/14/2025	LIGHTS/7820 CIRQUE DR W	55.70	
			100668537	3/14/2025	WATER/7150 CIRQUE DR W	17.79	
			100176036	3/11/2025	LIGHTS/2695 GRANDVIEW DR W	17.47	
			100569668	3/16/2025	LIGHTS/2610 SUNSET DR W	60.18	
			100890035	3/17/2025	WATER/8399 CIRQUE DRIVE W	0.04	
			100963867	3/17/2025	LIGHTS/4411 ELWOOD DR W	64.75	
			101074049	3/16/2025	LIGHTS/6710 58TH ST CT W, #A	18.67	
			101259117	1/7/2025	LIGHTS/8720 CHAMBERS CK RD	46.38	
			100984717	3/12/2025	LIGHTS/2210 MILDRED ST W	60.03	
			101010515	3/12/2025	LIGHTS/7106 27TH ST W	85.67	
			100109710	3/13/2025	LIGHTS/8902 40TH ST W	14.10	
			100635715	3/6/2025	POWER/3609 MARKET PL W, #H5	810.99	
			100101783	3/11/2025	LIGHTS/5520 GRANDVIEW DR W	39.60	
			100072268	3/14/2025	SIGNAL/8901 40TH ST W	10.05	
			100077151	3/14/2025	SIGNAL/4000 OLYMPIC BLVD W	11.97	
			101006142	3/13/2025	LIGHTS/2299 BP WAY W	103.29	
			101006141	3/13/2025	LIGHTS/2698 BP WAY WEST	64.75	
			100360066	3/13/2025	SIGNAL/3850 GRANDVIEW DR W	10.05	
			100057075	3/14/2025	SIGNAL & LIGHTS/4100 GRANDV	21.16	
			100089560	3/14/2025	LIGHTS/4317 GRANDVIEW DR W	37.59	
			101259117	3/6/2025	LIGHTS/8720 CHAMBERS CK RD	42.67	
			100263915	3/14/2025	WATER & POWER/7250 CIRQUE	28.46	
			100597956	3/13/2025	LIGHTS/8715 40TH ST W	197.23	
			100360178	3/13/2025	SIGNAL/3900 GRANDVIEW DR W	10.05	
			100344745	3/14/2025	POWER/6810 CIRQUE DR W	30.75	

Bank : bofa BANK OF AMERICA			(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100089583	3/14/2025	LIGHTS/4016 GRANDVIEW DR W	14.10	
			101259117	2/4/2025	LIGHTS/8720 CHAMBERS CK RD	43.08	
			100092335	3/10/2025	LIGHTS/3050 BP WAY W	130.12	
			100488528	3/12/2025	LIGHTS & SIGNAL/6701 REGENT	57.17	
			100077129	3/10/2025	SIGNAL/2701 GRANDVIEW DR W	25.93	
			100401273	3/11/2025	LIGHTS/8420 20TH ST W	16.13	
			100125363	3/12/2025	LIGHTS/6817 27TH ST W	18.80	
			100057089	3/12/2025	LIGHTS & SIGNAL/2700 BP WAY W	166.47	
			100672520	3/11/2025	LIGHTS/2208 GRANDVIEW DR W	69.18	
			100820972	3/11/2025	LIGHTS/2700 SUNSET DR W	118.09	
			101031174	3/12/2025	LIGHTS/6706 24TH ST W	65.95	
			100905391	3/11/2025	LIGHTS/9313 56TH ST W	42.87	
			101121519	3/12/2025	LIGHTS/6602 BP WAY W	90.59	
			100679491	3/12/2025	LIGHTS/8002 40TH ST W	61.91	
			100895144	3/17/2025	SIGNAL/8300 CIRQUE DR W	111.88	
			101088119	3/18/2025	LIGHTS/5800 CIRQUE DR W	52.77	
			101389710	3/19/2025	LIGHTS/7310 42ND ST W	27.54	
			100895151	3/19/2025	LIGHTS/7901 CIRQUE DR W	49.04	
			100077160	3/17/2025	LIGHTS & SIGNALS/5202 67TH A	263.82	
			101215023	3/6/2025	LIGHTS/9020 CHAMBERS CK RD	20.29	
			101325439	3/6/2025	LIGHTS/7313 CHAMBERS CK RD	70.97	
			101325438	3/6/2025	LIGHTS/8021 CHAMBERS CK RD	34.09	
			100101800	3/6/2025	LIGHTS/6318 GRANDVIEW DR W	77.08	
			100306924	3/7/2025	POWER/8900 CHAMBERS CK RD	31.49	
			100306925	3/6/2025	POWER/8020 CHAMBERS CK RD	31.49	
			100737857	3/6/2025	LIGHTS/2101 MILDRED ST W	18.66	
			100951901	3/7/2025	LIGHTS/7723 CHAMBERS CK RD	80.50	11,628.98
51991465	3/31/2025	001140 CITY OF TACOMA	91241786	3/6/2025	HYDRANT USE PERMIT/FEB25	295.80	295.80
	Voucher:	54128					
51991466	3/31/2025	026305 CIVICPLUS, LLC	326426	2/28/2025	CIVICPLUS WEBSITE HOSTING &	8,038.59	8,038.59
	Voucher:	54129					
51991467	3/31/2025	024565 COMCAST	849835010142541	3/1/2025	MAR04-APR03/INTERNET/LOBBY	141.37	141.37
	Voucher:	54130					
51991468	3/31/2025	024374 CONTINENTAL BATTERY SY: 6364454		3/19/2025	BATTERY/AUTOMOTIVE CHARGEI	65.98	65.98
	Voucher:	54131					

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991469	3/31/2025	024347	COPIERS NORTHWEST, INC.	INV2968315	2/28/2025	FEB01-FEB28/OVERAGE CHARG	223.90
	Voucher:	54132		INV2968317	2/28/2025	FEB01-FEB28/OVERAGE CHARG	52.47
				INV2968316	2/28/2025	FEB01-FEB28/OVERAGE CHARG	18.88
				INV2968314	2/28/2025	FEB01-FEB28/OVERAGE CHARG	103.57
							398.82
51991470	3/31/2025	001307	DAILY JOURNAL OF COMME	3407637	3/6/2025	BID AD/36TH ST & GRANDVIEW	779.10
	Voucher:	54133		3407856	3/13/2025	BID AD/SECONDARY CONTAINMI	816.20
							1,595.30
51991471	3/31/2025	022457	DEERE & COMPANY	117726146	3/3/2025	BUNKER RAKE/BALLFIELD GRO	23,040.58
	Voucher:	54134					23,040.58
51991472	3/31/2025	023991	DESIGN'S BY MICHELLE SH/	29288	8/2/2024	CAPS/PW SHOP	495.45
	Voucher:	54135					495.45
51991473	3/31/2025	026290	EFAX CORPORATE	5322093	2/28/2025	MAR25/LOCAL NUMBERS/SECUF	120.05
	Voucher:	54136					120.05
51991474	3/31/2025	026821	ESTATE DESIGN AND CONS' 3		3/25/2025	JAN25/FEB25/PW FACILITY OFFI	31,929.00
	Voucher:	54137					31,929.00
51991475	3/31/2025	023118	EVERGREEN SAFETY COUN	INV13570	3/14/2025	EVERSAFE DRIVER TRAINING	1,780.13
	Voucher:	54138					1,780.13
51991476	3/31/2025	026647	FAMILY TREE CARE PROFE	8895	3/5/2025	REDUCE TREE TOPS/DEBRIS DI	5,196.72
	Voucher:	54139					5,196.72
51991477	3/31/2025	026729	FENAGH ENGINEERING AND	8411-4	2/28/2025	MATERIALS TESTING SERVICES	1,996.00
	Voucher:	54140					1,996.00
51991478	3/31/2025	022739	GRAINGER	9434924206	3/11/2025	VERTICAL MOUNT CONE HOLDE	67.47
	Voucher:	54141		9436608955	3/13/2025	UNDERBODY	374.20
							441.67
51991479	3/31/2025	001858	GRAY LUMBER COMPANY	714028	3/18/2025	VACTOR BAY CAPACITY PROJEC	1,515.15
	Voucher:	54142					1,515.15
51991480	3/31/2025	026864	HALE, ALFREDA	REIMB	3/11/2025	REIMB/DUPLICATE PAYMENT/AL	40.00
	Voucher:	54143					40.00
51991481	3/31/2025	001221	HOLROYD COMPANY, INC.	439823	3/13/2025	CONCRETE/CURB REPAIRS	1,414.79
	Voucher:	54144					1,414.79
51991482	3/31/2025	001096	HONEY BUCKET	0554742862	3/10/2025	PORTA POTTY RENTAL/CIRQUE	121.00
	Voucher:	54145					121.00
51991483	3/31/2025	025597	J&I POWER EQUIPMENT INC	805993	3/5/2025	KUBOTA LAWN MOWER	10,490.10
	Voucher:	54146		806526	3/10/2025	STIHL POWER EQUIPMENT	4,689.91
							15,180.01
51991484	3/31/2025	025142	KPG PSOMAS INC	219226	3/14/2025	JAN31-FEB27/67TH AVE W/PH 2	1,728.00
	Voucher:	54147					1,728.00

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991485	3/31/2025	002091	LEXISNEXIS	3095640934	2/28/2025	FEB25/ONLINE LEGAL SERVICES	149.74	149.74
	Voucher:	54148						
51991486	3/31/2025	001797	LOWE'S BUSINESS ACCOUNT MAR25	3/17/2025	MAR25/MISC REPAIR & MAINTEN	796.35	796.35	
	Voucher:	54149						
51991487	3/31/2025	025001	NATIONAL CONSTRUCTION	7763228	3/13/2025	TEMPORARY 6FT FENCE PANEL	338.89	338.89
	Voucher:	54150						
51991488	3/31/2025	026171	ONSOLVE, LLC	15336589	2/26/2025	2025 CODE RED SERVICES	6,837.25	6,837.25
	Voucher:	54151						
51991489	3/31/2025	026848	OTUGI, LLC	EASEMENT	3/3/2025	EASEMENT/PARCEL #646500002	65,430.00	65,430.00
	Voucher:	54152						
51991490	3/31/2025	026507	PAPE MACHINERY INC, C&F	15944223	3/14/2025	REPAIR PARTS	636.73	636.73
	Voucher:	54153						
51991491	3/31/2025	002108	PIERCE COUNTY AUDITOR'S	CI-362506	12/31/2024	AUDITOR RECORDING FEES	746.00	746.00
	Voucher:	54154						
51991492	3/31/2025	001109	PIERCE COUNTY BUDGET &	CI-366235	3/18/2025	FEB25/TRAFFIC OPERATIONS M.	6,010.06	
	Voucher:	54155		CI-363800	1/1/2025	2025/ANNUAL SWM MAINTENAN	48,631.61	
				CI-364963/#2	2/24/2025	JAN25/TRAFFIC OPERATIONS/SI	0.02	
				CI-366477	3/26/2025	FEB25/ANIMAL CONTROL & SHE	12,695.26	
				CI-366097	3/12/2025	FEB25/JAIL SERVICES	12,806.97	80,143.92

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991494	3/31/2025	001751	PIERCE COUNTY BUDGET & 0220154110	2/14/2025	2025 PROPERTY TAX	34.58	
	Voucher:	54156	4002450380	2/14/2025	2025 PROPERTY TAX	10.57	
			4002560110	2/14/2025	2025 PROPERTY TAX	10.73	
			4002700240	2/14/2025	2025 PROPERTY TAX	10.57	
			4002700220	2/14/2025	2025 PROPERTY TAX	10.57	
			4002560150	2/14/2025	2025 PROPERTY TAX	10.90	
			4002560140	2/14/2025	2025 PROPERTY TAX	11.02	
			4002560013	2/14/2025	2025 PROPERTY TAX	11.44	
			4002560012	2/14/2025	2025 PROPERTY TAX	3,390.61	
			9009680010	2/14/2025	2025 PROPERTY TAX	11.44	
			9009660050	2/14/2025	2025 PROPERTY TAX	143.75	
			9009660040	2/14/2025	2025 PROPERTY TAX	166.18	
			9009660070	2/14/2025	2025 PROPERTY TAX	11.44	
			9009660010	2/14/2025	2025 PROPERTY TAX	2,128.42	
			9009660060	2/14/2025	2025 PROPERTY TAX	11.44	
			4002560020	2/14/2025	2025 PROPERTY TAX	2,929.40	
			0220148015	2/14/2025	2025 PROPERTY TAX	10.57	
			4002970120	2/14/2025	2025 PROPERTY TAX	10.57	
			0220233042	2/14/2025	2025 PROPERTY TAX	10.56	
			0220237020	2/14/2025	2025 PROPERTY TAX	10.56	
			4002260490	2/14/2025	2025 PROPERTY TAX	11.37	
			0220231116	2/14/2025	2025 PROPERTY TAX	11.44	
			0220224061	2/14/2025	2025 PROPERTY TAX	10.56	
			3850300260	2/14/2025	2025 PROPERTY TAX	10.57	
			3850300250	2/14/2025	2025 PROPERTY TAX	10.57	
			9180820300	2/14/2025	2025 PROPERTY TAX	10.57	
			9180830350	2/14/2025	2025 PROPERTY TAX	10.57	
			5444000250	2/14/2025	2025 PROPERTY TAX	10.57	
			4001700680	2/14/2025	2025 PROPERTY TAX	10.94	
			4001700670	2/14/2025	2025 PROPERTY TAX	10.57	
			4000331070	2/14/2025	2025 PROPERTY TAX	10.57	
			4260000164	2/14/2025	2025 PROPERTY TAX	10.57	
			7720002105	2/14/2025	2025 PROPERTY TAX	10.94	
			7720002102	2/14/2025	2025 PROPERTY TAX	10.57	
			0220162004	2/14/2025	2025 PROPERTY TAX	10.56	

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			0220163014	2/14/2025	2025 PROPERTY TAX	283.05	
			0220161017	2/14/2025	2025 PROPERTY TAX	36.00	
			0220151160	2/14/2025	2025 PROPERTY TAX	10.56	
			4001910150	2/14/2025	2025 PROPERTY TAX	10.57	
			2262000300	2/14/2025	2025 PROPERTY TAX	10.57	
			4002460130	2/14/2025	2025 PROPERTY TAX	10.57	
			4002820380	2/14/2025	2025 PROPERTY TAX	10.57	
			4002820370	2/14/2025	2025 PROPERTY TAX	10.57	
			4002360640	2/14/2025	2025 PROPERTY TAX	10.89	
			0220212070	2/14/2025	2025 PROPERTY TAX	5,560.88	
			9412030200	2/14/2025	2025 PROPERTY TAX	10.57	
			4001950230	2/14/2025	2025 PROPERTY TAX	10.57	
			4002910220	2/14/2025	2025 PROPERTY TAX	10.85	15,092.48
51991495	3/31/2025	024698	PIERCE COUNTY SECURITY 445708	3/4/2025	#012655/FEB25/SEAVIEW ST	200.00	
	Voucher:	54157	445868	3/4/2025	#009206/FEB25/KOBAYASHI PAR	235.00	
			445667	3/4/2025	#010740/FEB25/PARADISE PONC	235.00	
			445832	3/4/2025	#009205/FEB25/CIRQUE PARK	235.00	905.00
51991496	3/31/2025	026515	QUADIENT FINANCE USA IN Q1728345	2/9/2025	CUSTOMER #01405754/POSTAGI	1,286.34	1,286.34
	Voucher:	54158					
51991497	3/31/2025	026515	QUADIENT FINANCE USA IN 7900 0440 8098 01	3/10/2025	#7900 0440 8098 0869/POSTAGE	745.50	
	Voucher:	54159	7900 0440 8098 01	1/10/2025	#7900 0440 8098 0869/POSTAGE	62.01	
			7900 0440 8098 01	2/7/2025	#7900 0440 8098 0869/POSTAGE	501.84	1,309.35
51991498	3/31/2025	026515	QUADIENT FINANCE USA IN 61786498	3/2/2025	TRIFOLD	134.97	134.97
	Voucher:	54160					
51991499	3/31/2025	026662	SOFTRESOURCES LLC 5362	3/3/2025	ERP SOFTWARE/FEB25/ERP PR	6,975.00	6,975.00
	Voucher:	54161					
51991500	3/31/2025	026781	SOUNDVIEW CONSULTANTS 27710001006	2/28/2025	JAN31-FEB28/CREEKSIDE PARK	4,431.50	4,431.50
	Voucher:	54162					
51991501	3/31/2025	025311	TACOMA WINSUPPLY, INC. 114953 01	3/3/2025	SUPPLIES	130.64	
	Voucher:	54163	115135 01	3/10/2025	PVC PIPE & CATCH BASINS~	643.21	773.85
51991502	3/31/2025	002823	THOMPSON ELECTRICAL CO 325-20728C	3/14/2025	REPLACE STREET LIGHTS/TPU I	1,053.88	
	Voucher:	54164	325-20759W	3/13/2025	POLE REPLACEMENT	1,644.34	2,698.22
51991503	3/31/2025	001331	UNIVERSITY PLACE REFUSE 1418049	3/19/2025	APR25/BILLING PERIOD/COMPA	181.06	
	Voucher:	54165	1413847	3/19/2025	APR25/BILLING PERIOD/REFUSE	2,951.33	3,132.39

Bank : bofa BANK OF AMERICA				(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991504	3/31/2025	024567	VALLANTYNE, GLENN	ACCIS25	3/10/2025	ACCIS SPRING25/PER DIEM/MILI	821.30	821.30
	Voucher:	54166						
51991505	3/31/2025	001153	VERIZON WIRELESS,LLC.	6107471500	3/1/2025	CELL PHONE/CITY WIDE/PW & P.	1,832.27	1,832.27
	Voucher:	54167						
51991506	3/31/2025	026212	VESTIS UNIFORM & WORKP	5120646638	3/11/2025	MAT RENTAL/PW SHOP	35.01	35.01
	Voucher:	54168						
51991507	3/31/2025	022590	WA STATE DEPT OF TRANSF	RE-313-ATB50317	3/17/2025	FEB25/67TH AVE IMPROV/PH 2	80.84	80.84
	Voucher:	54169						
51991508	3/31/2025	021826	WHISTLE WORKWEAR	INV2070008420	3/8/2025	PERSONAL PROTECTIVE CLOTH	367.23	367.23
	Voucher:	54170						
Sub total for BANK OF AMERICA:							1,397,009.17	

61 checks in this report.

Grand Total All Checks: 1,397,009.17

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

Proposed Council Action:

Authorize the City Manager to execute the consultant agreement and all the necessary contract documents for the Creekside Park Master Plan with SCJ Alliance in the amount of \$193,590.00.

Agenda No:

7C

Dept. Origin:

Engineering

For Agenda of:

April 7, 2025

Exhibits:

Proposal

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure

Required: \$193,590.00

Amount

Budgeted: \$250,000.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The City advertised a Request for Qualifications for a Creekside Park Master Plan on 11/25/2024. Seven firms submitted qualification packages in response. The qualification packages were reviewed by City staff and members of the Park Advisory Commission. Based on this review, three firms were selected for interviews for the project. The interview panel consisted of two members of City staff and four members of the Park Advisory Commission. As a result of these interviews, SCJ Alliance was selected as the most qualified firm to perform this work. SCJ Alliance has provided a proposal in the amount of \$193,590.00. Staff have reviewed the proposal and have found it to be reasonable and responsive to the request.

The project is budgeted in the 2025 Parks budget.

ALTERNATIVES CONSIDERED

Firms Interviewed:

Bruce Dees & Associates
MxM Landscape Architecture
SCJ Alliance

Firms Not Selected for Interviews:

ESA
Exceltech
RWD Landscape Architects
Site Workshop

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to execute the consultant agreement and all the necessary contract documents for the Creekside Park Master Plan with SCJ Alliance in the amount of \$193,590.00.



Scope of Work Creekside Park Master Plan University Place, WA

Prepared For: City of University Place

Prepared By: Juliana, ASLA PLA

Date Prepared: March 4, 2025

Overview

The City of University Place will work closely with a comprehensive park planning and design team led by SCJ Alliance (SCJ) to develop the Creekside Park Master Plan. Through a guided, inclusive and creative approach our team will deliver a high performing master plan that will integrate the City's vision, stakeholder input, and community aspirations while preserving and celebrating the cultural and environmental landscape.

The organization of our project team and the depth of experience will allow the City of University Place to create a dynamic park asset, achieving community ownership, environmental stewardship, improving regional connectivity and accessibility, and developing a flexible vision. The plan will be adaptable and present a phasing and grant funding strategy.

The objective of this project is to create a community-driven process in partnership with the City of University Place and the Parks Advisory Committee that will:

- ◆ Create a master plan that will engage the community as co-designers, to ensure we capture an equitable vision and represent the needs of the community and the city.
- ◆ Prepare a plan that provides a balance between Ecology and Recreation, thoughtfully integrating exploration, play and connections to nature to bring forth an enhanced quality of life
- ◆ Evaluate the desired program elements for its capital costs, to better understand the funding opportunities, phasing strategies, and long-term maintenance needs that meet staffing availability and budgets.
- ◆ Improve site access and connectivity that provides stronger site networks
- ◆ Establish a flexible vision that results in actionable strategies to secure future funding and long-term park investment
- ◆ Identify a tailored, creative and effective public outreach plan that remains collaborative and thoughtful to ensure a diverse voice is represented in the park master plan.

Our Scope outlined below will identify the project phases and associated tasks. Please note that while these phases are arranged sequentially, many will run concurrently. The breakdown of roles & responsibilities is listed below.

- ◆ Phase 1 – Project Initiation & Site Understanding
- ◆ Phase 2 – Public Engagement & Visioning
- ◆ Phase 3 – Program Development & Concept Alternatives
- ◆ Phase 4 – Draft Master Plan
- ◆ Phase 5 – Final Master Plan
- ◆ Phase 6 – Post Adoption Support & RCO Preparation

Project Roles & Responsibilities

Phase	Description	Lead	Sub-Consultant Team	City of University Place, PAC / Stakeholders
1	Project Initiation & Site Understanding	SCJ	Apex Surveying	City of Univ. Place/ PAC Meetings & Review
2	Public Engagement & Visioning	SCJ		City of Univ. Place/ PAC/ Stakeholders Meetings & Review
3	Program Development & Concept Alternatives	SCJ	Sage Geotechnical	City of Univ. Place/ PAC Stakeholders Meetings & Review
4	Draft Master Plan	SCJ		City of Univ. Place/ PAC Meetings & Review
5	Final Master Plan	SCJ		City of Univ. Place/ PAC Meetings & Review
6	Post Adoption Support & RCO Preparation	SCJ		City of Univ. Place/ PAC Meetings & Review

Phase 1 – Project Initiation & Site Understanding

This phase includes tasks that will establish project goals, gather pertinent baseline data, identify & align stakeholders, and conduct site studies & due diligence. This phase will include an all-team kickoff meeting to review project scope, roles, responsibilities, budgets, and schedules.

1.1 Project Schedule & Planning

- ◆ Prepare project schedule and work plan
- ◆ Project Task Planning and Setup with SCJ and Consultant Team
- ◆ SCJ and Consultant Team Project Coordination Meeting to outline project schedule, roles and responsibilities, critical path, and milestones

1.2 Kick off Meeting

- ◆ Schedule a project kick-off with City Staff, Parks Advisory Committee (PAC) and Consultant Team
- ◆ Confirm and identify project scope, goals and deliverables
- ◆ Conduct a site visit to confirm existing conditions and prepare an assessment of ecological and physical conditions
- ◆ Identify project needs including site survey, geotechnical assessment and reports, arborist tree inventory, and Cultural Resources survey
- ◆ Confirm existing project documentation, record drawing documents, and pertinent planning documents that the City staff will provide to SCJ.

1.3 Site Inventory & Analysis

- ◆ Perform site reconnaissance & detailed mapping and analysis that will assess the ecological and regulatory conditions and constraints, overall site conditions, and regional context
- ◆ Prepare a site analysis report to review with the City staff and PAC
- ◆ Review and coordination of sub-consultant field surveys and reports
- ◆ Prepare preliminary GIS, and CAD base information in preparation for the Master Plan documentation.

1.4 Guiding Principles & Criteria

- ◆ Determine the project guiding principles with the City of University Place and PAC to guide future decisions during project development and to evaluate criteria for program elements.

Phase 1 Deliverables:

- ◆ Baseline Site Analysis Report
- ◆ Tree Inventory Report (SCJ Arborist)
- ◆ Site Survey (if not provided by the City of University Place)

Expected SCJ Tasks

- ◆ Schedule (1) Kick off Meeting with City of University Place, PAC and consultant team
- ◆ Develop a project schedule and project planning documents
- ◆ Coordination with SCJ and sub-consultant team on schedule, budget and project deliverables
- ◆ Provide Meeting Minutes and Action Logs to the City of University Place and PAC
- ◆ Coordination meeting (1) to review site conditions and preliminary site assessment with City of University Place and PAC
- ◆ Project Management

Expected City Staff Tasks

- ◆ Provide any past project information that will be beneficial to the master planning project process, including past surveys, and planning documents.

Phase 2 - Public Engagement & Visioning

SCJ will work closely with City staff and PAC to implement an effective public engagement strategy that captures a shared vision for the park, and identifies the public's demands, needs, and wishes for recreational facilities & programs. Engagement strategies will be designed to maximize involvement from the largest number of residents. Special care will be taken to ensure the widest distribution of opinions from all demographics and to take advantage of volunteer attendance at local events. SCJ will help provide and implement any virtual survey tools needed.

This phase of work will be integrated into other subsequent phases of work based on the project schedule.

2.1 Develop a Public Engagement Plan

- ◆ SCJ will develop an appropriate public engagement work plan. The plan may involve various public engagement techniques including basic online surveys, phone or virtual interviews, live public meetings, or on-site workshops.
- ◆ Create co-designing opportunities, charrette workshops and/or pop up events, that will facilitate conversations focused on accessibility, site access and safety, ecological preservation and recreational desires.
- ◆ Coordinate with City staff and PAC on Public Engagement framework, stakeholder interviews
- ◆ Prepare a Public Engagement Summary to share with City staff and PAC

2.2 Public Feedback Integration

- ◆ Compile public feedback into a series of graphs and figures communicating the opportunities and constraints to inform site programming
- ◆ Review public feedback with City staff and PAC

Phase 2 Deliverables

- ◆ Public Engagement Work Plan & Schedule
- ◆ Public Engagement Summary
- ◆ Opportunities and Constraints Map
- ◆ Meeting minutes and Action Logs

Expected SCJ Tasks

- ◆ SCJ will develop a community-led engagement strategy
- ◆ Coordination meeting (1) to review public engagement strategy with City staff and PAC
- ◆ SCJ will be the public engagement lead and organize the community for engagement, facilitating meetings, passing out flyers or questionnaires, or helping to advertise for public involvement.
- ◆ Coordination meeting (1) to review public engagement summary and opportunities and constraints map with City staff and PAC
- ◆ Help present findings to stakeholder groups
- ◆ Project Management

Expected City Staff Tasks

- ◆ Support with graphics needed for flyers, questionnaires, or materials to help advertise for public involvement.
- ◆ Participate in at least two coordination meetings

Phase 3 – Program Development & Concept Alternatives

SCJ will work with City staff and PAC to review the public outreach feedback, and review the project's guiding principles to develop and refine the park's programming and design options. SCJ will develop at least two concept alternatives to review with the city staff and PAC.

3.1 Program Development

Based on the City of University Place and PAC goals and guiding principles and the captured community vision, SCJ will begin to develop the site programming which will:

- ◆ Define key park uses, trail systems, safe site access and connectivity
- ◆ Incorporate green infrastructure and low impact development strategies, including stormwater and site engineering opportunities
- ◆ Evaluate preliminary cost, potential funding sources and level of maintenance needs per concept.
- ◆ CAD and GIS development in preparation for Master Plan concept alternative plans
- ◆ Preparation for any additional Public Outreach needs and coordination

3.2 Conceptual Design Alternatives

- ◆ Preparation of 2 conceptual plans that highlight different site programming strategies
- ◆ Review site engineering opportunities to establish a balance between recreational goals and the existing natural environment
- ◆ Assess potential trip generation and parking demands for specific program elements.
- ◆ CAD GIS & Graphic Design development and refinement in preparation for alternative concept options.
- ◆ Development of Conceptual Design Alternative package for review with City staff and PAC

3.3 Cost Estimation

- ◆ Develop a preliminary cost estimate for each conceptual plan alternative.
- ◆ Provide a cost summary for review with City staff and PAC

Phase 3 Deliverables

- ◆ Conceptual Plan Alternatives Package (2)
- ◆ Cost Estimates for each Conceptual Plan prepared by SCJ
- ◆ Meeting Minutes and Actions Logs
- ◆ Geotechnical Assessment & Report (Sage Geotechnical)
- ◆ Trip Generation & Parking Demand Study

Expected SCJ Tasks

- ◆ Coordination meeting (1) with City Staff and PAC to review programming recommendations and park uses
- ◆ Concept Development for Park Master Plan Site Programming Alternatives
- ◆ Internal coordination with SCJ Team to review site opportunities and constraints, including evaluating stormwater and grading strategies
- ◆ Cost Estimation and Funding Opportunity Evaluation
- ◆ Coordination meeting (1) with City Staff and PAC to review concept alternatives and gain feedback
- ◆ Concept Alternative Revisions based on City staff and PAC feedback (one round of revisions)
- ◆ Coordination meeting (1) with City Staff and PAC to review Concept Alternative revisions
- ◆ Meeting minutes & Actions Logs
- ◆ Project Management

Expected City Staff Tasks

- ◆ Participate in coordination meetings with SCJ to review Program Development and Concept Alternatives
- ◆ Provide feedback and direction for preparation of SCJ final Draft Master Plan

Phase 4 – Draft Master Plan

SCJ Alliance will take the feedback from City staff, PAC and stakeholders to develop a refined preferred conceptual alternative. This alternative will then be crafted into a draft master plan.

4.1 Preferred Alternative Selection

- ◆ Collaborate with City staff, PAC and stakeholders to identify the preferred design concept.
- ◆ Internal coordination with SCJ team to prepare a Draft Master Plan and identify any additional Public Outreach needs.

4.2 Draft Master Plan Development

- ◆ Refine and finalize the preferred concept layout that captures the vision of the community and achieves City Staff and PACs guiding principles.
- ◆ Prepare ecological restoration plans and prepare data and mapping narratives to highlight environmental habitat
- ◆ Prepare final phasing strategy and funding path for the preferred conceptual alternative
- ◆ Draft Master Plan cost estimate

4.3 Stakeholder Reviews

- ◆ Prepare Master Plan Package and present to the City Council and to the public for feedback and final guidance.

Phase 4 Deliverables

- ◆ Draft Master Plan
- ◆ Funding Strategy Plan
- ◆ Draft Master Plan Cost Estimate

Expected SCJ Tasks

- ◆ Coordinate meeting (1) with stakeholders, City staff, and PAC to determine preferred conceptual alternative.
- ◆ Refinement and development of Draft Master Plan
- ◆ Internal coordination with SCJ Team to review stakeholder, City staff and PAC feedback for development of draft master plan
- ◆ Develop phasing strategy for funding opportunities.
- ◆ Assess funding cycles in alignment with phasing plan
- ◆ Develop a Draft Master Plan Cost Estimate
- ◆ Participation in an in person meeting to present the Draft Master Plan to stakeholder, public, City Council and the PAC.
- ◆ Project Management

Expected City Staff Tasks

- ◆ Review Draft Master Plan authored by SCJ
- ◆ Participate in coordination meeting to review preferred Conceptual Selection with SCJ
- ◆ Participate in an in-person meeting to review SCJ's presentation of the Draft Master Plan.
- ◆ Review phasing strategies and funding opportunities authored by SCJ

Phase 5 – Final Master Plan

SCJ Alliance will finalize the Draft Master Plan into a Final Master Plan based on public input and City Council review and direction. In addition, SCJ will prepare for RCO Grant application per the grant funding strategy plan.

5.1 Plan Refinement

- ◆ Develop a Final Master Plan based on feedback and City staff, and PAC direction

5.2 Implementation Strategy

- ◆ Preparation of a detailed funding, phasing and cost analysis that will be tailored to RCO Grant Criteria

5.3 Presentation & Adoption

- ◆ Preparation of Final Master Plan package in preparation for a final presentation to stakeholders, City Council and PAC.
- ◆ Plan Adoption by City Council

Phase 5 Deliverables

- ◆ Final Master Plan
- ◆ Final Cost Analysis
- ◆ Final Funding Strategy Plan

Expected SCJ Tasks

- ◆ Develop Final Master Plan for City Council Adoption
- ◆ Coordination with City staff and PAC to review Final Plan development, and discuss public comment feedback
- ◆ Internal coordination to develop Final Master Plan, Cost Analysis and Funding Plan package
- ◆ Participate in (1) coordination meeting with City staff and PAC to review in progress Final Plan Development
- ◆ Present to City council and the public at an in person meeting to review of Final Master Plan in preparation for City Council adoption.
- ◆ Project Management

Expected Town Staff Tasks

- ◆ Review Final Master Plan authored by SCJ
- ◆ Participate in (1) coordination meeting to review Final Master Plan development
- ◆ Participate in an in-person meeting to review SCJ's presentation of the Final Master Plan.
- ◆ Review phasing strategies and funding opportunities authored by SCJ

Phase 6 – Post Adoption Support & RCO Preparation

SCJ Alliance will provide support to City staff in preparation for their RCO Grant Funding Application.

6.1 Grant Application Preparation

- ◆ Prepare a competitive application for RCO Grant Funding
- ◆ Supply technical data, visuals and compelling narratives to support the application process
- ◆ Provide design documents for Phase 01 Implementation for RCO Grant Application

Phase 6 Deliverables

- ◆ Grant Application
- ◆ Prepared materials to supplement the application

Expected SCJ Tasks

- ◆ Develop Final Application for RCO Funding
- ◆ Coordination with City staff and PAC to review the application

Expected Town Staff Tasks

- ◆ Review Final Grant application authored by SCJ
- ◆ Approve Final Grant application for RCO Review.

Expenses

Expenses will be charged on a time and material basis and include items such as mileage, plan reproduction, copies, and public outreach supplies. For purposes of budgeting, \$4,200.00 has been included in this phase for T&M expenses.

Project Fees & Schedule

Estimated Project Fees

Our estimated fees to develop the parks plan and the separate trail design is summarized below:

PHASE	SCJ	Apex Surveying	Sage Geotechnical	TOTAL FEES
PHASE 1	\$24,300.00	\$23,400.00		
PHASE 2	\$22,760.00			
PHASE 3	\$33,200.00		\$9,500.00	
PHASE 4	\$29,330.00			
PHASE 5	\$35,600.00			
PHASE 6	\$3,800.00			
Management Reserve	\$7,500.00			
EXPENSES	\$4200.00			
FEES	\$160,690.00	\$23,400.00	\$9,500.00	TOTAL FEES: \$193, 590.00

Estimated Project Schedule

SCJ Alliance plans for a twelve-month project schedule with final approvals and submission to RCO by May of 2026.

Overall Project Understanding & Assumptions:

1. SCJ's scope includes services for Landscape Architecture. This proposal also includes services for Civil Engineering, Surveying and Geotechnical Engineering. SCJ and City staff will engage additional design consultants as needed to provide the required scope of services.
2. Project meetings will be conducted virtually via teleconference and in-person when presenting to the City Council, stakeholders and PAC or as requested by the City staff.
3. Deliverables will be sent to client via electronic file exchange.
4. Additional items not identified in the Scope of Services herein, including but not limited to additional submittals, deliverables, or meetings are considered additional services. Written notice will be given to the Client and approval obtained prior to work being done.
5. The following are not anticipated or included:
 - a. State and federal level permitting services beyond those described herein.
 - b. LEED or Sustainable Sites Initiative documentation or a design to meet specific requirements outside of local municipal code.
6. Time is not included for modifications, beyond minor adjustments, to drawings that have been previously approved or are substantially finished. This includes, but is not limited to changes to the plans, elevations, sections, or details, as well as the selection of materials specifications or substitution for any material previously approved.
7. Additional work beyond the noted scope will be defined as additional services.
8. PDF drawings will be provided at the completion of each task noted in the scope of services for the owner's use.
9. Public Outreach event locations and rental facilities shall be coordinated by City staff.

END OF PROPOSAL



Attachment B

SCJ Alliance Billing Rate Schedule – 2025

Classification	Hourly Billing Rate
Principal	\$220 - \$430
Senior Consultant	\$200 - \$425
Senior Project Manager	\$190 - \$325
PM3 Project Manager	\$170 - \$285
PM2 Project Manager	\$160 - \$275
PM1 Project Manager	\$135 - \$240
Senior Engineer	\$155 - \$240
E4 Engineer	\$150 - \$220
E3 Engineer	\$130 - \$185
E2 Engineer	\$120 - \$160
E1 Engineer	\$110 - \$155
Senior Landscape Architect	\$135 - \$200
L4 Landscape	\$130 - \$180
L3 Landscape	\$115 - \$165
L2 Landscape	\$105 - \$140
L1 Landscape	\$100 - \$130
Senior Planner	\$180 - \$265
P4 Planner	\$135 - \$190
P3 Planner	\$120 - \$175
P2 Planner	\$105 - \$160
P1 Planner	\$100 - \$145
Senior Technician	\$135 - \$215
T4 Technician	\$115 - \$165
T3 Technician	\$100 - \$150
T2 Technician	\$95 - \$145
T1 Technician	\$80 - \$125
Construction Inspector	\$145 - \$230
Graphic Designer	\$100 - \$180
PC 2 Project Coordinator	\$115 - \$155
PC 1 Project Coordinator	\$100 - \$140
Project Accountant	\$100 - \$200

Direct project expenses are billed at cost plus 10%



March 25, 2025

Juliana Loli
SCJ Alliance

Reference: Proposal for Professional Services
Boundary & Topographic Survey of Creekside Park, University Place, WA
(Pierce County Parcel Nos. 0220234202 & 4203, 0220233012, 4001460480)
File #38082

Dear Juliana:

Thank you for discussing the project with me earlier this week. We are excited about the opportunity to provide our scope of services and cost estimate to perform professional services to survey the referenced property. We feel that our successful, long-term land development history throughout the Puget Sound allows us to provide you exceptional guidance and expertise, while remaining competitive and efficient. We have recently performed survey services on the Creekside Park property and have some survey control and creek locates completed as part of other projects.

Our enclosed proposed scope and fee documents identify the tasks to be completed by Apex Engineering in working with you to achieve your project goals. As discussed, we will perform a boundary and topographic survey of the Creekside Park property with particular attention to the areas within the survey limits attached to the scope of services. To begin your project, provide a notice to proceed and we can begin topo work within a week of authorization.

If you have any questions regarding this proposal or our Contract Documents, please call me at (253) 473 - 4494, Ext. 1198.

Thank you for selecting Apex for this project. Our team looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Timothy J. McDaniel".

Timothy J. McDaniel, PLS, CFedS
Principal – Director of Surveying

Enclosures: *Scope of Services*



SCOPE OF SERVICES

PROJECT INFORMATION

Date: March 25, 2025

Project Name: Creekside Park Topo Survey

File/Task Number: 38082

Location: Alameda Ave & Cirque Drive W, University Place, WA

PROJECT DESCRIPTION / ASSUMPTIONS

Our understanding of pertinent facts and actions to date on the project include:

- Apex will locate any monuments necessary to accurately tie the survey into the appropriate Horizontal and Vertical Datum.
- The intent and focus of the survey is a topographic survey of the Creekside Park property east of Alameda Ave. for potential future development.
- The parcel will be open and free of debris for access.

PROJECT TASKS

Task 1 – Boundary & Topographic Survey for Engineering Design

1. Perform random field traverse survey locating existing monumentation, cadastral survey corners, property corners, or survey monumentation as recoverable through a diligent search to tie topographic survey to the property boundary and City of University Place/Pierce County records.
2. The field control portion of this budget will also be used to tie in the boundary control to the NAD 83/11 Horizontal Datum and NAVD 88 Vertical Datum (City of UP Datums). Locating necessary monuments and benchmarks to be utilized for the topographic survey. Apex will set at least 2 control points/benchmarks for future contractor referencing.
3. Perform a 1' contour topographic survey of a portion of the above listed site. The survey limits are attached (approx. 22 acres). Perform a full Topographic Survey and Utility Locate survey of all visible surface features and utilities within the survey limits. The Utility Location survey within the survey limits shall be in accordance with a Subsurface Utility Engineering Survey to meet the American Society of Civil Engineers standards Quality Level B.
4. Perform a field survey of existing conditions within the survey limits as noted above related to the potential future development.
 - a. At a minimum, the topographic survey will identify the following:
Locations of observable surface features within the survey limits, (i.e., utilities, retaining walls, rockeries, access areas, curbing, sidewalks, parking areas, paved drives, pedestrian paths, fences, striping, buildings, edge of water/creek, etc.) at the time of the survey.
Locations of the exterior lines of natural vegetation and trees 12" DBH or larger.
5. Coordinate and analyze record locations of utilities as available and necessary for design which may not be accessible at the time of the field survey.
6. Set 2 temporary benchmarks on site.



7. Reduce field notes, plot elevation data obtained from said field survey and prepare drawings for design use at a convenient scale showing all data obtained, along with 1-foot contours in areas of development. Spot elevations will be shown where deemed necessary. All storm as-built information to be incorporated on drawings as well.
8. Provide information and data to Engineering staff for analysis and comment. Note: Once the information has been analyzed by the engineering staff, additional work and costs may be necessary for supplemental topography areas.
9. Drawings will be supplied in AutoCAD C3D 2022.

The fee for Task 1 – Topographic Survey for Engineering Design is \$22,800.

Task 2 – Title Report Coordination

1. Sub-contract with Stewart Title Company to provide a Title report for the property with emphasis on easements. Plot property boundary and easement information on the topographic survey map noted in Task 1 above.

The fee for Task 2 – Title Report Coordination is \$600.

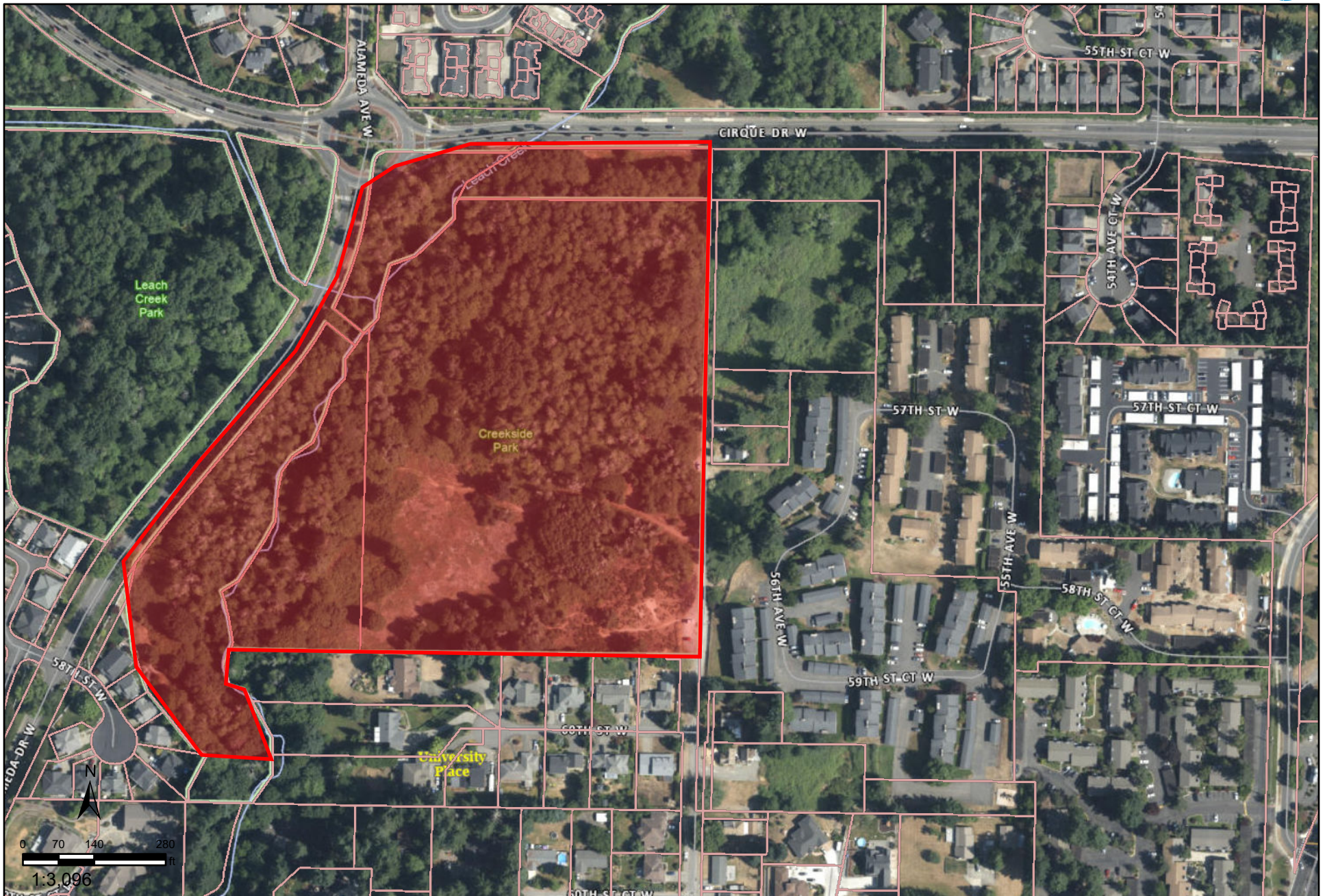
The Total fee for this project is \$23,400.

Sincerely,



Timothy J. McDaniel, PLS, CFedS
Principal – Director of Surveying

Creekside Park Survey Limits



*Disclaimer: The map features are approximate and have not been surveyed. Additional features not yet mapped may be present.
Pierce County assumes no liability for variations ascertained by formal survey.*

Date: 3/25/2025 03:08 PM



March 27, 2025

Transmitted via email to: Juliana.Loli@scjalliance.com

SCJ Studio Landscape Architecture
3625 Woodland Park Ave N, Ste 100
Seattle, WA 98107

Attn: Juliana Loli, PLA, ASLA, Project Manager

**Re: Proposal for Geotechnical Engineering Services
Creekside Park Master Plan
University Place, Washington**

Dear Ms. Juliana:

Sage Geotechnical, LLC (Sage) is pleased to submit this proposal for geotechnical engineering services in support of the Creekside Park Master Plan project in University Place, Washington (site).

PROJECT UNDERSTANDING

SCJ Studio Landscape Architecture/SCJ Alliance (SCJ, project landscape architect) is assisting the City of University Place (City, project owner) with master planning for Creekside Park located on Pierce County tax parcel no. 0220234203.

The master planning will be completed to determine feasibility and conceptual layout/programming of park features. Anticipated features include a synthetic turf field, parking, bathroom and picnic shelters, trails, and possibly a pedestrian bridge overcrossing Alameda Drive West.

SCJ has requested that Sage provide geotechnical engineering to support master planning.

PROPOSED SCOPE OF SERVICES

Sage's proposed scope of services includes the following tasks:

1. Perform a geologic review, City geologic hazard critical area ordinance review, and visit the site to observe existing surface conditions.
2. Coordinate the clearance of underground utilities at the proposed exploration locations. During its initial site visit, Sage will mark the locations in the field and contact the Washington Utilities Coordinating Council's "One Call" locating service.
3. Advance three to six test pits and collect representative soil samples from the explorations. Test pits will be backfilled and tamped with the excavator bucket. Sage will subcontract the excavator and operator.

4. Complete grain size analyses on select soil samples. Sage estimates that up to 8 grain size analyses will be required.
5. Prepare a technical memorandum that includes:
 - a. A description of site surface and subsurface soil and groundwater conditions.
 - b. Preliminary soil infiltration rates based on soil grain size analyses.
 - c. Anticipated foundation type for the proposed structure.
 - d. Seismic design considerations (preliminary site classification, potential for seismic slope instability and liquefaction).
 - e. Conclusions regarding slope stability, geologic hazard critical areas, and recommended restrictions on park use, if any, to protect slope stability and comply with geologic hazard critical areas ordinances.
 - f. Recommendations for future geotechnical investigations to support final design, if needed.

Sage will submit a draft technical memorandum for the design team's review and comment. Upon receipt, comments will be addressed, and Sage will issue a final memorandum, signed and sealed by the project engineer.

ASSUMPTIONS

Sage made the following assumptions when preparing this scope of services and cost estimate:

1. Fieldwork can be completed during standard business hours (i.e., no nighttime or weekend fieldwork will be required). Site access will be arranged by others.
2. Fieldwork explorations will be based on a site plan provided by SCJ. Some locations may be inaccessible due to tree cover. Sage will not remove trees larger than 4 inches in diameter.
3. Traffic control will not be required.
4. The site is free of hazardous materials.
5. The exploration locations will be restored to the extent practicable.
6. Onsite infiltration testing, groundwater monitoring, and groundwater mounding analyses are excluded from this scope of services.
7. Critical areas reporting is excluded from this scope of services.
8. Geotechnical recommendations will be preliminary/conceptual with the intent of supporting master planning. Final engineering will be provided under separate scope.
9. Draft and final technical memoranda will be submitted electronically in Adobe® PDF format.

COST ESTIMATE, TERMS, AND AUTHORIZATION

Sage proposes to provide its services for a lump sum fee of \$9,500. To authorize Sage's services, please prepare a subconsulting agreement, consistent with previous projects between SCJ and Sage.

CLOSING

We appreciate the opportunity to submit this proposal and anticipate its favorable review. If you have questions, please contact the undersigned at daniels@sagegeotechnical.com.

SAGE GEOTECHNICAL, LLC



Daniel Simpson, PE
Principal Engineer

DCS/LGL

[[https://sagegeotechnical.sharepoint.com/sites/sagegeotechnical/Shared Documents/Proposals/City of University Place/2024-12_Creekside Park Master Plan/Creekside Park Master Plan Proposal for Geotechnical Engineering Services 03.27.2025.docx](https://sagegeotechnical.sharepoint.com/sites/sagegeotechnical/Shared%20Documents/Proposals/City%20of%20University%20Place/2024-12_Creekside%20Park%20Master%20Plan/Creekside%20Park%20Master%20Plan%20Proposal%20for%20Geotechnical%20Engineering%20Services%2003.27.2025.docx)]

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

Proposed Council Action:

Authorize the City Manager to execute the contract and all the necessary documents for the Public Works Secondary Containment Structure with Puget Paving and Construction in the amount of \$71,256.72.

Agenda No:

7D

Dept. Origin:

Engineering

For Agenda of:

April 7, 2025

Exhibits:

Bid Tabs

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure
Required: \$71,256.72

Amount
Budgeted: \$220,000.00

Appropriation
Required: \$0.00

SUMMARY/POLICY ISSUES

The bid opening for the Public Works Secondary Containment Structure project was held on March 20, 2025. Twelve (12) bids were received. Puget Paving & Construction has submitted the lowest responsive, responsible bid in the amount of \$71,256.72 for the work. The project includes construction of a reinforced concrete structure, backfill, and storm install of a secondary containment structure at the Public Works Facility.

The project is budgeted in the 2025 Public Works budget.

ALTERNATIVES CONSIDERED

Company	Total Bid Amount
<i>Puget Paving and Construction</i>	<i>\$ 71,256.72</i>
Dodge Excavation	\$ 75,754.31
Iron Creek Construction	\$ 78,529.93
RW Lockwood	\$ 78,271.32
Dirtworks NW	\$ 83,053.94
C Denny Construction	\$ 89,158.98
Sascon	\$ 92,616.12
RW Scott Construction	\$124,026.55
Massana Construction	\$135,494.57
Active Construction	\$140,140.00
Realm Mining	\$144,405.51
NW Cascade	\$155,896.10
<i>Engineers Estimate</i>	<i>\$ 90,953.61</i>

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to execute the contract and all the necessary documents for the Public Works Secondary Containment Structure with Puget Paving and Construction in the amount of \$71,256.72.

City of University Place
PW Secondary Containment Unit
Bid Analysis for Thursday March 20, 2025 Bid Opening

		Plan		Engineer's Estimate		Puget Paving		Dodge Excavation		Iron Creek Construction		RW Lockwood		Dirtworks NW	
No.	Item Description Schedule A	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	1	LS	\$7,510.00	\$ 7,510.00	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 7,500.00	\$ 7,500.00
2	Removal of Obstructions and Structure	1	LS	\$1,000.00	\$ 1,000.00	\$ 6,270.00	\$ 6,270.00	\$ 5,200.00	\$ 5,200.00	\$ 5,000.00	\$ 5,000.00	\$ 2,085.75	\$ 2,085.75	\$ 12,500.00	\$ 12,500.00
3	Crushed Surfacing Top Course	160	TON	\$40.00	\$ 6,400.00	\$ 20.00	\$ 3,200.00	\$ 106.00	\$ 16,960.00	\$ 50.00	\$ 8,000.00	\$ 71.24	\$ 11,398.40	\$ 75.00	\$ 12,000.00
4	Gravel Backfill for Wall	30	TON	\$40.00	\$ 1,200.00	\$ 30.00	\$ 900.00	\$ 230.00	\$ 6,900.00	\$ 50.00	\$ 1,500.00	\$ 168.74	\$ 5,062.20	\$ 66.75	\$ 2,002.50
5	Perforated PVC Underdrain Pipe 6 In.	90	LF	\$30.00	\$ 2,700.00	\$ 35.00	\$ 3,150.00	\$ 18.00	\$ 1,620.00	\$ 15.00	\$ 1,350.00	\$ 18.51	\$ 1,665.90	\$ 22.25	\$ 2,002.50
6	Reinforced 42 In. Concrete Wall	410	SF	\$100.00	\$ 41,000.00	\$ 25.00	\$ 10,250.00	\$ 30.00	\$ 12,300.00	\$ 46.25	\$ 18,962.50	\$ 51.86	\$ 21,262.60	\$ 48.80	\$ 20,008.00
7	8" Reinforced Concrete Base	90	SY	\$100.00	\$ 9,000.00	\$ 200.00	\$ 18,000.00	\$ 140.00	\$ 12,600.00	\$ 244.65	\$ 22,018.50	\$ 236.25	\$ 21,262.50	\$ 83.40	\$ 7,506.00
8	Ecology Block Wall Reestablishment	190	SF	\$30.00	\$ 5,700.00	\$ 10.00	\$ 1,900.00	\$ 15.00	\$ 2,850.00	\$ 10.50	\$ 1,995.00	\$ 1.90	\$ 361.00	\$ 26.40	\$ 5,016.00
9	Catch Basin Type I	1	EA	\$2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,750.00	\$ 1,750.00	\$ 1,869.07	\$ 1,869.07	\$ 1,000.00	\$ 1,000.00
10	SDR 35 PVC Storm Sewer Pipe 6 In. I	30	LF	\$20.00	\$ 600.00	\$ 35.00	\$ 1,050.00	\$ 12.50	\$ 375.00	\$ 25.00	\$ 750.00	\$ 20.79	\$ 623.70	\$ 30.00	\$ 900.00
11	Minor Change	1	LS	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Subtotal				\$ 82,610.00		\$ 64,720.00		\$ 68,805.00		\$ 71,326.00		\$ 71,091.12		\$ 75,435.00
	Tax @ 10.1%				\$ 8,343.61		\$ 6,536.72		\$ 6,949.31		\$ 7,203.93		\$ 7,180.20		\$ 7,618.94
	TOTAL				\$ 90,953.61		\$ 71,256.72		\$ 75,754.31		\$ 78,529.93		\$ 78,271.32		\$ 83,053.94

C. Denney Construction		Sascon		RW Scott Construction		Massana Construction		Active Construction		Realm Mining		NW Cascade	
Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
\$ 12,000.00	\$ 12,000.00	\$ 8,500.00	\$ 8,500.00	\$ 12,405.00	\$ 12,405.00	\$ 12,000.00	\$ 12,000.00	\$ 11,814.29	\$ 11,814.29	\$ 13,000.00	\$ 13,000.00	\$ 25,300.00	\$ 25,300.00
\$ 3,500.00	\$ 3,500.00	\$ 9,500.00	\$ 9,500.00	\$ 4,800.00	\$ 4,800.00	\$ 5,365.00	\$ 5,365.00	\$ 4,000.00	\$ 4,000.00	\$ 39,200.00	\$ 39,200.00	\$ 7,600.00	\$ 7,600.00
\$ 43.00	\$ 6,880.00	\$ 55.00	\$ 8,800.00	\$ 45.00	\$ 7,200.00	\$ 70.00	\$ 11,200.00	\$ 118.00	\$ 18,880.00	\$ 40.00	\$ 6,400.00	\$ 66.00	\$ 10,560.00
\$ 70.00	\$ 2,100.00	\$ 31.00	\$ 930.00	\$ 49.00	\$ 1,470.00	\$ 51.00	\$ 1,530.00	\$ 133.00	\$ 3,990.00	\$ 40.00	\$ 1,200.00	\$ 60.00	\$ 1,800.00
\$ 38.00	\$ 3,420.00	\$ 38.00	\$ 3,420.00	\$ 90.00	\$ 8,100.00	\$ 23.00	\$ 2,070.00	\$ 59.00	\$ 5,310.00	\$ 30.00	\$ 2,700.00	\$ 46.50	\$ 4,185.00
\$ 52.00	\$ 21,320.00	\$ 65.00	\$ 26,650.00	\$ 99.00	\$ 40,590.00	\$ 120.00	\$ 49,200.00	\$ 104.00	\$ 42,640.00	\$ 89.00	\$ 36,490.00	\$ 81.50	\$ 33,415.00
\$ 160.00	\$ 14,400.00	\$ 133.00	\$ 11,970.00	\$ 250.00	\$ 22,500.00	\$ 260.00	\$ 23,400.00	\$ 285.00	\$ 25,650.00	\$ 138.00	\$ 12,420.00	\$ 472.00	\$ 42,480.00
\$ 48.00	\$ 9,120.00	\$ 32.00	\$ 6,080.00	\$ 25.00	\$ 4,750.00	\$ 40.00	\$ 7,600.00	\$ 25.00	\$ 4,750.00	\$ 58.15	\$ 11,048.50	\$ 38.00	\$ 7,220.00
\$ 2,100.00	\$ 2,100.00	\$ 1,800.00	\$ 1,800.00	\$ 3,134.00	\$ 3,134.00	\$ 4,500.00	\$ 4,500.00	\$ 1,950.00	\$ 1,950.00	\$ 2,500.00	\$ 2,500.00	\$ 1,725.00	\$ 1,725.00
\$ 38.00	\$ 1,140.00	\$ 49.00	\$ 1,470.00	\$ 90.00	\$ 2,700.00	\$ 40.00	\$ 1,200.00	\$ 110.00	\$ 3,300.00	\$ 40.00	\$ 1,200.00	\$ 77.00	\$ 2,310.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	\$ 80,980.00		\$ 84,120.00		\$ 112,649.00		\$ 123,065.00		\$ 127,284.29		\$ 131,158.50		\$ 141,595.00
	\$ 8,178.98		\$ 8,496.12		\$ 11,377.55		\$ 12,429.57		\$ 12,855.71		\$ 13,247.01		\$ 14,301.10
	\$ 89,158.98		\$ 92,616.12		\$ 124,026.55		\$ 135,494.57		\$ 140,140.00		\$ 144,405.51		\$ 155,896.10

COUNCIL CONSIDERATION

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

Proposed Council Action:

Authorize the City Manager to award the 36th Street West and Grandview Drive West Roundabout project to RW Scott Construction in the amount of \$993,932.00 for Schedule A and \$272,416.03 for Schedule B for a total of \$1,266,348.03 and execute all necessary contract documents. Award of Schedule B is subject to concurrence from Tacoma Public Utilities.

Agenda No: 8
Dept. Origin: Engineering
For Agenda of: April 7, 2025
Exhibits: Bid Tabulation Sheet

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

Expenditure Required: \$1,266,348.03	Amount Budgeted: \$1,282,688.03	Appropriation Required: \$0.00
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SUMMARY/POLICY ISSUES

The bid opening for the 36th St. W. and Grandview Dr. W. Roundabout project was held on March 13, 2025. seven bids were received. RW Scott Construction has submitted the lowest responsive, responsible bid in the amount of \$1,266,348.03 for all schedules. The project includes construction of a new roundabout at the intersection of 36th Street West and Grandview Drive and will include landscaping, streetlighting and other safety and pedestrian improvements.

Schedule A of the project is funded through a \$764,152.00 State Transportation Improvement Board grant with the remaining funded locally in the amount of \$229,780.00. Schedule B of the project is funded by Tacoma Public Utilities.

ALTERNATIVES CONSIDERED

Company	Schedule A	Schedule B	Total Bid Amount
<i>RW Scott Construction</i>	<i>\$993,932.00</i>	<i>\$272,416.03</i>	<i>\$1,266,348.03</i>
Reed Trucking and Excavating	\$1,082,769.00	\$200,098.86	\$1,282,778.86
Miles Resources	\$1,065,790.00	\$228,379.71	\$1,294,169.71
Sound Pacific Construction	\$1,100,740.00	\$207,309.49	\$1,308,049.49
Active Construction	\$1,119,775.09	\$229,573.91	\$1,349,349.00
Strickland and Sons	\$1,086,977.35	\$288,536.43	\$1,375,513.78
Ceccanti	\$1,182,184.00	\$215,118.89	\$1,397,302.89
<i>Engineers Estimate</i>	<i>\$866,045.00</i>	<i>\$208,469.95</i>	<i>\$1,074,514.95</i>

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to award the 36th Street West and Grandview Drive West Roundabout project to RW Scott Construction in the amount of \$993,932.00 for Schedule A and \$272,416.03 for Schedule B for a total of \$1,266,348.03 and execute all necessary contract documents. Award of Schedule B is subject to concurrence from Tacoma Public Utilities.

City of University Place
36th Street and Grandview Drive Roundabout
Bid Analysis for Thursday March 13, 2025 Bid Opening

Item	Item Description Schedule A	Plan	Quantity	Unit	Engineer's Estimate		RW Scott Construction		Reed Trucking and Excavating		Miles Resources		Sound Pacific Construction		Active Construction		Strickland and Sons		Cecconi	
					Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization, Cleanup and Demobiliz	1	LS		\$75,000	\$ 75,000.00	\$ 138,000.00	\$ 138,000.00	\$ 100,000.00	\$ 100,000.00	\$ 89,940.00	\$ 89,940.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00	\$ 118,000.00	\$ 118,000.00	\$ 109,560.00	\$ 109,560.00
2	Roadway Surveying	1	LS		\$12,000	\$ 12,000.00	\$ 16,802.00	\$ 16,802.00	\$ 15,000.00	\$ 15,000.00	\$ 15,720.00	\$ 15,720.00	\$ 22,000.00	\$ 22,000.00	\$ 12,750.00	\$ 12,750.00	\$ 21,000.00	\$ 21,000.00	\$ 19,000.00	\$ 19,000.00
3	SPCC Plan	1	LS		\$750	\$ 750.00	\$ 550.00	\$ 550.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 150.00	\$ 1,100.00	\$ 1,100.00	\$ 500.00	\$ 500.00
4	Project Temporary Traffic Control	1	LS		\$115,000	\$ 115,000.00	\$ 130,000.00	\$ 130,000.00	\$ 160,000.00	\$ 160,000.00	\$ 146,130.00	\$ 146,130.00	\$ 212,000.00	\$ 212,000.00	\$ 150,371.34	\$ 150,371.34	\$ 140,000.00	\$ 140,000.00	\$ 220,560.00	\$ 220,560.00
5	Clearing & Grubbing	1	LS		\$15,000	\$ 15,000.00	\$ 12,341.00	\$ 12,341.00	\$ 25,000.00	\$ 25,000.00	\$ 38,245.00	\$ 38,245.00	\$ 7,000.00	\$ 7,000.00	\$ 40,000.00	\$ 40,000.00	\$ 22,600.00	\$ 22,600.00	\$ 12,400.00	\$ 12,400.00
6	Removal of Structures and Obstructi	1	LS		\$10,000	\$ 10,000.00	\$ 11,415.00	\$ 11,415.00	\$ 15,000.00	\$ 15,000.00	\$ 42,700.00	\$ 42,700.00	\$ 6,000.00	\$ 6,000.00	\$ 37,800.00	\$ 37,800.00	\$ 22,600.00	\$ 22,600.00	\$ 24,900.00	\$ 24,900.00
7	Sawcutting	200	LF		\$5	\$ 1,000.00	\$ 7.70	\$ 1,540.00	\$ 15.00	\$ 3,000.00	\$ 5.40	\$ 1,080.00	\$ 10.00	\$ 2,000.00	\$ 3.00	\$ 600.00	\$ 3.50	\$ 700.00	\$ 4.00	\$ 800.00
8	Excavation, Backfill, Compaction and	250	CY		\$40	\$ 10,000.00	\$ 45.00	\$ 11,250.00	\$ 50.00	\$ 12,500.00	\$ 66.25	\$ 16,562.50	\$ 21.00	\$ 5,250.00	\$ 72.00	\$ 18,000.00	\$ 41.60	\$ 10,400.00	\$ 50.00	\$ 12,500.00
9	Locate Existing Utilities	1	LS		\$7,500	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 26,540.00	\$ 26,540.00	\$ 3,000.00	\$ 3,000.00	\$ 6,400.00	\$ 6,400.00	\$ 13,000.00	\$ 13,000.00	\$ 3,500.00	\$ 3,500.00
10	Crushed Surfacing Top Course	275	TN		\$45	\$ 12,375.00	\$ 39.00	\$ 10,725.00	\$ 50.00	\$ 13,750.00	\$ 90.00	\$ 24,750.00	\$ 45.00	\$ 12,375.00	\$ 58.00	\$ 15,950.00	\$ 44.80	\$ 12,320.00	\$ 39.00	\$ 10,725.00
11	Crushed Surfacing Base Course	550	TN		\$45	\$ 24,750.00	\$ 37.00	\$ 20,350.00	\$ 40.00	\$ 22,000.00	\$ 36.00	\$ 19,800.00	\$ 45.00	\$ 24,750.00	\$ 50.00	\$ 27,500.00	\$ 42.80	\$ 23,540.00	\$ 39.00	\$ 21,450.00
12	Hot Mix Asphalt PG 58H-22	300	TN		\$200	\$ 60,000.00	\$ 160.00	\$ 48,000.00	\$ 150.00	\$ 45,000.00	\$ 127.00	\$ 38,100.00	\$ 150.00	\$ 45,000.00	\$ 166.00	\$ 49,800.00	\$ 192.00	\$ 57,600.00	\$ 184.00	\$ 55,200.00
13	Temporary Commercial HMA	50	TN		\$200	\$ 10,000.00	\$ 201.00	\$ 10,050.00	\$ 250.00	\$ 12,500.00	\$ 111.50	\$ 5,575.00	\$ 300.00	\$ 15,000.00	\$ 340.00	\$ 17,000.00	\$ 210.00	\$ 10,500.00	\$ 210.00	\$ 10,500.00
14	Cold Mix Asphalt Concrete	10	TN		\$175	\$ 1,750.00	\$ 134.00	\$ 1,340.00	\$ 250.00	\$ 2,500.00	\$ 233.00	\$ 2,330.00	\$ 300.00	\$ 3,000.00	\$ 439.00	\$ 4,390.00	\$ 350.00	\$ 3,500.00	\$ 254.00	\$ 2,540.00
15	Grind Existing Pavement/Shape and	1900	SY		\$10	\$ 19,000.00	\$ 6.00	\$ 11,400.00	\$ 15.00	\$ 28,500.00	\$ 10.30	\$ 19,570.00	\$ 10.00	\$ 19,000.00	\$ 7.50	\$ 14,250.00	\$ 6.00	\$ 11,400.00	\$ 14.00	\$ 26,600.00
16	Cement Concrete Pavement with Col	365	SY		\$95	\$ 34,675.00	\$ 156.00	\$ 56,940.00	\$ 190.00	\$ 69,350.00	\$ 171.60	\$ 62,634.00	\$ 173.00	\$ 63,145.00	\$ 151.00	\$ 55,115.00	\$ 137.00	\$ 50,655.00	\$ 139.00	\$ 50,735.00
17	Under Drain Pipe 4" Diam	160	LF		\$15	\$ 2,400.00	\$ 28.00	\$ 4,480.00	\$ 50.00	\$ 8,000.00	\$ 26.90	\$ 4,304.00	\$ 22.00	\$ 3,520.00	\$ 16.00	\$ 2,560.00	\$ 29.60	\$ 4,736.00	\$ 31.00	\$ 4,960.00
18	Perforated Corrugated Polyethylene	40	LF		\$125	\$ 5,000.00	\$ 117.00	\$ 4,680.00	\$ 300.00	\$ 12,000.00	\$ 251.35	\$ 10,054.00	\$ 200.00	\$ 8,000.00	\$ 232.00	\$ 9,280.00	\$ 292.00	\$ 11,680.00	\$ 275.00	\$ 11,000.00
19	Gravel Backfill for Drains	100	TN		\$30	\$ 3,000.00	\$ 49.00	\$ 4,900.00	\$ 50.00	\$ 5,000.00	\$ 35.70	\$ 3,570.00	\$ 45.00	\$ 4,500.00	\$ 34.50	\$ 3,450.00	\$ 37.80	\$ 3,780.00	\$ 47.00	\$ 4,700.00
20	Corrugated Polyethylene Storm Sew	233	LF		\$115	\$ 26,795.00	\$ 38.00	\$ 8,854.00	\$ 130.00	\$ 30,290.00	\$ 104.50	\$ 24,348.50	\$ 65.00	\$ 15,145.00	\$ 89.00	\$ 20,737.00	\$ 92.00	\$ 21,436.00	\$ 82.00	\$ 19,106.00
21	Catch Basin Type 1	1	EA		\$1,800	\$ 1,400.00	\$ 2,000.00	\$ 16,000.00	\$ 2,200.00	\$ 17,600.00	\$ 2,305.00	\$ 18,440.00	\$ 2,700.00	\$ 21,600.00	\$ 2,300.00	\$ 18,400.00	\$ 2,650.00	\$ 21,200.00	\$ 1,610.00	\$ 12,880.00
22	Catch Basin Type 2, 60"	1	EA		\$9,000	\$ 9,000.00	\$ 75,339.00	\$ 75,339.00	\$ 7,000.00	\$ 7,000.00	\$ 7,915.00	\$ 7,915.00	\$ 10,000.00	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 13,955.00	\$ 13,955.00
23	Scatch Basin with Catchment with Control	1	EA		\$11,500	\$ 11,500.00	\$ 14,441.00	\$ 14,441.00	\$ 15,000.00	\$ 15,000.00	\$ 18,840.00	\$ 18,840.00	\$ 23,000.00	\$ 23,000.00	\$ 15,000.00	\$ 15,000.00	\$ 14,000.00	\$ 14,000.00	\$ 17,280.00	\$ 17,280.00
24	Storm Filter Catch Basin	1	EA		\$18,000	\$ 18,000.00	\$ 21,155.00	\$ 21,155.00	\$ 23,000.00	\$ 23,000.00	\$ 27,730.00	\$ 27,730.00	\$ 23,000.00	\$ 23,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 23,200.00	\$ 23,200.00
25	Adjust Catch Basin and Install New F	4	EA		\$1,500	\$ 4,000.00	\$ 13,755.00	\$ 35,000.00	\$ 750.00	\$ 3,000.00	\$ 1,145.00	\$ 4,580.00	\$ 1,300.00	\$ 5,200.00	\$ 900.00	\$ 3,600.00	\$ 814.00	\$ 3,256.00	\$ 850.00	\$ 3,400.00
26	Remove Catch Basin	2	EA		\$600	\$ 1,200.00	\$ 1,975.00	\$ 3,950.00	\$ 500.00	\$ 1,000.00	\$ 695.00	\$ 1,390.00	\$ 600.00	\$ 1,200.00	\$ 528.00	\$ 1,056.00	\$ 1,075.00	\$ 2,150.00	\$ 915.00	\$ 1,830.00
27	Connect to Existing Drainage Structu	1	EA		\$1,000	\$ 1,000.00	\$ 1,180.00	\$ 1,180.00	\$ 500.00	\$ 500.00	\$ 5,275.00	\$ 5,275.00	\$ 950.00	\$ 950.00	\$ 1,295.00	\$ 1,295.00	\$ 2,475.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00
28	Removal of Unstable Material (Tren	10	CY		\$30	\$ 300.00	\$ 135.00	\$ 1,350.00	\$ 100.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 55.00	\$ 550.00	\$ 115.00	\$ 1,150.00	\$ 75.00	\$ 750.00	\$ 35.00	\$ 350.00
29	Bank Run Gravel for Trench Backfill	125	TN		\$35	\$ 4,375.00	\$ 36.00	\$ 4,500.00	\$ 50.00	\$ 6,250.00	\$ 29.50	\$ 3,687.50	\$ 30.00	\$ 3,750.00	\$ 68.00	\$ 8,500.00	\$ 36.50	\$ 4,562.50	\$ 45.00	\$ 5,625.00
30	Trench Excavation Safety Systems	1	LS		\$2,000	\$ 2,000.00	\$ 7,150.00	\$ 7,150.00	\$ 900.00	\$ 900.00	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,400.00	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00
31	Temporary Water Pollution/Erosion C	1	LS		\$5,000	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,100.00	\$ 7,100.00	\$ 1,900.00	\$ 1,900.00	\$ 25,000.00	\$ 25,000.00	\$ 10,800.00	\$ 10,800.00	\$ 34,000.00	\$ 34,000.00
32	Top soil Type A	170	CY		\$55	\$ 9,350.00	\$ 47.30	\$ 8,041.00	\$ 56.00	\$ 9,520.00	\$ 52.50	\$ 8,925.00	\$ 43.00	\$ 9,010.00	\$ 55.00	\$ 9,350.00	\$ 65.00	\$ 11,050.00	\$ 67.00	\$ 11,390.00
33	Placement/Accent Rock	12	TN		\$150	\$ 1,800.00	\$ 93.50	\$ 1,122.00	\$ 138.00	\$ 1,656.00	\$ 128.75	\$ 1,545.00	\$ 130.00	\$ 1,560.00	\$ 134.00	\$ 1,608.00	\$ 168.00	\$ 2,016.00	\$ 458.00	\$ 5,496.00
34	Mulch	80	CY		\$65	\$ 5,200.00	\$ 57.20	\$ 4,576.00	\$ 63.00	\$ 5,040.00	\$ 58.70	\$ 4,696.00	\$ 60.00	\$ 4,800.00	\$ 61.50	\$ 4,920.00	\$ 65.00	\$ 5,200.00	\$ 76.00	\$ 6,080.00
35	Tree - Stellar Pink Dogwood, 2" Cal.	4	EA		\$450	\$ 1,800.00	\$ 165.00	\$ 660.00	\$ 575.00	\$ 2,300.00	\$ 541.50	\$ 2,166.00	\$ 535.00	\$ 2,140.00	\$ 565.00	\$ 2,260.00	\$ 540.00	\$ 2,160.00	\$ 545.00	\$ 2,180.00
36	Tree - Royal Raindrop Crabapple, 2"	6	EA		\$450	\$ 2,700.00	\$ 165.00	\$ 990.00	\$ 475.00	\$ 2,250.00	\$ 444.50	\$ 2,667.00	\$ 440.00	\$ 2,640.00	\$ 465.00	\$ 2,790.00	\$ 540.00	\$ 3,240.00	\$ 455.00	\$ 2,730.00
37	Tree - Ruby Vase Palmetto, 2" Cal.	4	EA		\$450	\$ 1,800.00	\$ 165.00	\$ 660.00	\$ 575.00	\$ 2,300.00	\$ 540.00	\$ 2,160.00	\$ 535.00	\$ 2,140.00	\$ 565.00	\$ 2,260.00	\$ 540.00	\$ 2,160.00	\$ 500.00	\$ 2,000.00
38	Tree - Hirsch Cypress, 5-6 HT	1	EA		\$3,850	\$ 3,850.00	\$ 1,485.00	\$ 594.00	\$ 2,065.00	\$ 2,065.00	\$ 2,665.00	\$ 2,665.00	\$ 2,280.00	\$ 2,280.00	\$ 1,120.00	\$ 432.00	\$ 1,120.00	\$ 432.00	\$ 315.00	\$ 1,260.00
39	Tree - Smaragd Arborvitae, 5-6 HT	24	EA		\$250	\$ 6,000.00	\$ 148.50	\$ 3,564.00	\$ 100.00	\$ 2,400.00	\$ 78.25	\$ 1,878.00	\$ 80.00	\$ 1,920.00	\$ 82.00	\$ 1,968.00	\$ 432.00	\$ 1,868.00	\$ 133.00	\$ 3,192.00
40	Groundcover - Orange Rocket Barbe	22	EA		\$25	\$ 550.00	\$ 13.50	\$ 297.00	\$ 33.00	\$ 726.00	\$ 54.50	\$ 1,199.00	\$ 55.00	\$ 1,210.00	\$ 57.00	\$ 1,254.00	\$ 32.40	\$ 712.80	\$ 36.00	\$ 792.00
41	Groundcover - White Rockrose, 5 gal	60	EA		\$35	\$ 2,100.00	\$ 16.50	\$ 990.00	\$ 35.00	\$ 2,100.00	\$ 33.00	\$ 1,980.00	\$ 34.00	\$ 2,040.00	\$ 34.50	\$ 2,070.00	\$ 32.40	\$ 1,944.00	\$ 42.00	\$ 2,520.00
42	Groundcover - Purple Orchid Rockro	7	EA		\$35	\$ 245.00	\$ 17.00	\$ 119.00	\$ 35.00	\$ 245.00	\$ 33.00	\$ 231.00	\$ 34.00	\$ 238.00	\$ 34.50	\$ 241.50	\$ 32.40	\$ 226.80	\$ 42.00	\$ 294.00
43	Groundcover - Blue Star Juniper, 1 g	90	EA		\$15	\$ 1,350.00	\$ 6.60	\$ 594.00	\$ 18.00	\$ 1,620.00	\$ 16.50	\$ 1,485.00	\$ 18.00	\$ 1,620.00	\$ 17.00	\$ 1,530.00	\$ 21.60	\$ 1,944.00	\$ 12.00	\$ 1,080.00
44	Groundcover - Box-Leaf Honeysuckle	29	EA		\$35	\$ 1,015.00	\$ 16.50	\$ 478.50	\$ 36.00	\$ 1,044.00	\$ 34.00	\$ 986.00	\$ 35.00	\$ 1,015.00	\$ 35.50	\$ 1,029.50	\$ 32.40	\$ 939.60	\$ 42.00	\$ 1,218.00
45	Groundcover - Dwarf Heavenly Nand	46	EA		\$25	\$ 1,150.00	\$ 13.50	\$ 621.00	\$ 33.00	\$ 2,430.00	\$ 49.50	\$ 2,277.00	\$ 50.00	\$ 2,300.00	\$ 52.00	\$ 2,392.00	\$ 32.40	\$ 1,490.40	\$ 36.00	\$ 1,296.00
46	Groundcover - Magic Carpet Spirea,	24	EA		\$20	\$ 480.00	\$ 10.00	\$ 240.00	\$ 29.00	\$ 696.00	\$ 26.75	\$ 642.00	\$ 28.00	\$ 784.00	\$ 28.00	\$ 672.00	\$ 32.40	\$ 777.60	\$ 24.00	\$ 576.00
47	Groundcover - Golden Japanese Fon	86	EA		\$15	\$ 1,290.00	\$ 5.50	\$ 473.00	\$ 14.00	\$ 1,204.00	\$ 12.50	\$ 1,075.00	\$ 13.00	\$ 1,118.00	\$ 13.00	\$ 1,118.00	\$ 21.60	\$ 1,857.60	\$ 12.00	\$ 1,032.00
48	Groundcover - Shasta Daisy, 1 gal	45	EA		\$15	\$ 675.00	\$ 6.00	\$ 270.00	\$ 11.00	\$ 495.00	\$ 10.30	\$ 463.50	\$ 11.00	\$ 495.00	\$ 11.00	\$ 495.00	\$ 21.60			

Bid Analysis for Thursday March 13, 2025 Bid Opening		
Item		Plan

[illegible]

STUDY SESSION



30th Birthday Bash!



Date: Saturday, August 23

Time: 11 a.m. – 9 p.m.

Where: Cirque Park

What: Activities for all ages

ATTRACTIONS

- MUSIC and ENTERTAINMENT
- BEER GARDEN
- COMMUNITY GROUPS
- OUTDOOR MARKET
- BALLOON GLOW SHOW



ATTRACTING

- PEOPLE and BUSINESS
- PLACE and MEMORY MAKING
- FUTURE GENERATIONS
- PRIDE IN COMMUNITY
- OUTSIDE INVESTMENT



KIDS AND TEENS

- KIDS STAGE
- SKATE JAM
- KIDS and TEEN ACTIVITIES
- FOOD COURTS



BACK OF HOUSE

- SHUTTLE and PARKING
- RENTALS and FACILITIES
- SECURITY and CUSTODIAL
- PROMOTION and MARKETING



ESTIMATED COSTS

- ATTRACTIONS - \$58,000
- KIDS AND TEENS - \$49,000
- BACK OF HOUSE - \$109,000
- STAFF OVERTIME - \$21,000

MORE BIRTHDAY ENHANCEMENTS

- MOVIE IN THE PARK - \$9000
- OKTOBERFEST - \$500

- ESTIMATED TOTAL - \$246,500

HOT AIR BALLOON GLOW SHOW



Memo

DATE: April 7, 2025
TO: City Council
FROM: Matt Kaser, City Attorney
SUBJECT: Council Rules and Procedures Amendments

At the City Council's January 2025 retreat, it discussed seven (7) potential amendments to the City Council Rules and a potential amendment to the municipal code. Those items for discussion, as they appeared on the agenda for the January retreat, are as follows:

- Council Agendas (Review Procedure)
- Council Meeting Start/End
- Council Comments/Reports (Time Limit?)
- Proclamations/Recognitions (Criteria and Process)
- Presentations (Criteria and Process, Study Session v. Q&A)
- Appointment of Advisory Commissions (Interviews for Incumbent)
- Finance Committee (Full Council Quarterly Update, Special Meeting).

Of these seven items, Council identified potential changes to four: (1) Council Agendas; (2) Council Meeting Start/End times; (3) Proclamations/Recognitions; and (4) Finance Committee. And, of these four items, Council identified consensus on proposed amendments as follows:

1. Modification of the Agenda Process to ensure greater clarity;
2. A change to how the Council handles the meeting end time; and
3. Elimination of the Finance Committee. Instead, on a quarterly basis, financial reports would be discussed during a regular Council meeting.

On the remaining item, proclamations and recognitions, Council requested follow-up research on the approaches taken by other jurisdictions with an aim towards a UP-specific approach.

This memorandum outlines specific recommended changes to the Council Rules (with a change to one commonly-used form) and a review of how other local governments address recognitions within their rules (if they do at all).

DISCUSSION

A. Change to Agenda Process.

Under the current rules, two rules specify how Councilmembers get items on the agenda. Those two rules are not necessarily synchronized.

Memo

The “main” rule, Section 7.4 provides (in part):

An item may be placed on a Council meeting agenda by any of the following methods:

1. Council consensus is defined to be general agreement as determined by the Mayor.
2. By the City Manager.
3. By the Mayor.
4. By any two (2) Councilmembers.

A separate rule, Section 3(E)(4) provides:

When two or more Councilmembers may desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager. Notice of the legislative proposal shall be filed with the City Clerk. A legislative proposal brought under this section shall be placed on an agenda within ninety (90) days of the City Clerk’s receipt of the proposal.

There has been confusion where members of the Council have sought to add items which may not necessarily result in legislation. To that end, two changes are recommended:

1. Deletion of Section 3(E)(4)(quoted above) and moving most of the text to the end (with some change in wording) to Section 7.4, such that it would now read (new text is underlined):

By any two (2) Councilmembers. When two or more Councilmembers may desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager. Notice of the request to place an item on the agenda shall be filed with the City Clerk. A request brought under this section shall be placed on an agenda within ninety (90) days of the City Clerk’s receipt of the proposal.

2. A corresponding change to internal process by changing the “Legislative Proposal” form. This form has historically been used to advance legislation. With the corresponding proposed rule change, the suggested amendments to this form are attached to this memorandum.

Memo

B. Change to Meeting Extensions

Under a literal reading of the current rule, so-called “motions to extend” must be made by 8:30 p.m. Failing that, the meeting should technically adjourn at 9:00 p.m. To conform with current practice, a one-word amendment to Section 6(D) is recommended as follows:

Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During Regular and Special Meetings, any Councilmember may call for a “Point of Order” **at after 8:30 p.m.** to review agenda priorities. After adjournment of Council meetings, City Hall will remain open for 15 minutes to allow for closing procedures. In the event that Council adjourns to Executive Session, staff will secure the equipment and leave City Hall open until the final adjournment.

C. Removal of the Finance Committee.

Council discussed options for receiving its financial information. Historically, the means by which it has done so is via its Finance Committee. However, given that the Finance Committee consists of all the members of the Council, the recommended approach would be to simply terminate this committee and fold the financial discussions into a regular meeting.

D. Proclamations and Recognitions.

Council expressed a desire on revisiting its current rule on proclamations. To recap, the current rule (Section 7.5) provides in relevant part:

A proclamation is defined as an official announcement made by the Mayor or the City Council.

City Council Proclamations are made for the purpose of recognition of an individual, group or event. City Council Proclamations shall be publicly read at a City Council meeting and presented to a representative(s) of the event during the Council meeting.

The current rule, however, lacks direction on a number of different levels including (1) who makes the decision to issue a proclamation; (2) standards for the issuance of a proclamation; (3) what level of Council input, if any, should there be on such a proclamation.

A review of other local governments provide no clear answers either.

Practices range from municipalities which have no formal rules (DuPont). At least one (Lakewood) has language, which (in part) tracks the above-quoted provisions of University Place’s rules. At least two jurisdictions (Tacoma, Puyallup) significantly vary from University Place’s current practice.

Memo

Decision points for Council:

1. Who makes the initial decision? Several of these rules entrust the initial threshold decision whether a request merits consideration by its council to either the Mayor, City Manager or some other staff designee. From there, the request must garner majority support of the council. Still others grant to these individuals approval of the issuance of the proclamation.
2. Form of Recognition. Not all forms of recognition result in the issuance of a proclamation. Several jurisdictions “bifurcate” their proclamations into council-issued ones and mayor-issued ones. One jurisdiction (Puyallup) provides for tiers of recognition,” in which a proclamation is the second-highest of five forms of recognition.
3. Public vs other forums. Historically, the City Council has publicly awarded such proclamations. Other jurisdictions recognize that there may be circumstances which warrant departure from these rules.
4. What standards apply? Proclamations, at least in part, contain a subjective element of what warrants recognition and what does not. Some jurisdictions have sought to impose some standards (i.e., “significant local interest” (Puyallup); “timely, have potential relevance to a majority of Tacoma’s population, and either forward positive messages or call upon the support of the community” (Tacoma)).

Samples of other local council’s rules of procedure are attached.

SECTION 1. GENERAL

These rules constitute the official rules of procedure for the University Place City Council. In all decisions arising from points of order which are not covered by these rules, the Council shall be governed by the most current published edition of Robert's Rules of Order, a copy of which is maintained in the office of the University Place City Clerk. The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at the Council meeting.

SECTION 2. ORGANIZATION

- A. Swearing in of New Councilmembers. New Councilmember(s) shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows new Councilmembers to be sworn in (a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office. Under current State law, the oath may be administered and certified by "any officer or notary public who administers oaths, without charge therefore." This includes but is not limited to, the City Clerk and any judicial officer.
- B. Vacancies of Office. A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent's conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember appointees under this section shall be sworn in prior to assuming their seat on the Council.
- C. Election of Mayor and Mayor Pro Tem. The Mayor shall serve as the Presiding Officer of the Council. In the temporary absence of the Mayor, the Mayor Pro Tem shall perform the duties and responsibilities of the Mayor with regard to conduct of meetings and emergency business.

The motion to elect the Mayor and the Mayor Pro Tem will be placed on the Agenda of the first regular City Council meeting in January following certification of the election and the Mayor and Mayor Pro Tem will serve in office for two (2) years.

In the event the Mayor is unable to serve the remainder of the term, due to his or her removal from office as provided in RCW 42.12.010, or his or her resignation as Mayor or from the City Council, or upon his or her death, the Mayor Pro Tem shall serve as Mayor for the remainder of that term and a new Mayor Pro Tem shall be elected.

In the event the Mayor Pro Tem is unable to serve the remainder of the term, a new Mayor Pro Tem shall be elected at the next Regular Meeting.

1. Nomination Procedure. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do **not** require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is **not** necessary.
2. Voting Procedure. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Councilmembers will be asked for a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare the nominee elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receive a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Mayor Pro Tem is opened for nominations.

Council Rules of Procedure

D. Quorum. At all Council meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business.

E. Voting. The votes during all Council meetings shall be conducted as follows:

1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote may be taken by the Clerk. A vote by open ballot may be taken, pursuant to a two-thirds vote, without debate, of the full Council. The City Clerk will conduct the ballot vote, providing a ballot to each Councilmember, and announcing for the record each Councilmember's vote.
2. In case of a tie on any motion, the motion shall be considered lost.
3. Each Councilmember shall vote on all questions put to the Council unless a conflict of interest or an appearance of fairness question under State law is present. Failure to vote shall be deemed to be an affirmative vote. Councilmembers may submit written comments for the record on an issue that will be voted on in their absence.

F. Attendance, Excused Absences.

1. Absences. Members of the Council may be excused from attending a City Council meeting as follows:
 - a. Contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or Clerk, who shall convey the message to the Mayor. During roll call, the Clerk shall announce that the Councilmember is excused and the minutes will show the Councilmember as having an excused absence. An excused absence under this provision is subject to reconsideration upon motion of a majority of the Councilmembers then-present.
 - b. On motion of a majority of the Councilmembers present.
2. Remote Participation. Councilmembers may participate in meetings by voice or video conferencing technology. Remote attendance is for the benefit of the City and not for the benefit of an individual Councilmember and is intended to be the exception to in-person attendance. Unless one of the following circumstances are present, participation will not constitute attendance, the absent Councilmember will be deemed to be absent, and the Councilmember will not be able to vote remotely:
 - a. If a local, state, or federal emergency has been declared and the circumstances are such that Councilmembers or the public cannot attend in-person with reasonable safety because of the emergency; or
 - b. If either (1) a quorum will not be present; or (2) there are fewer Councilmembers present than the minimum number of votes necessary for passage of a measure on the agenda, then one or more Councilmembers will be permitted to participate remotely; or
 - c. In circumstances not satisfying subparts (a) or (b), so long as there is an option for the public to listen to the meeting and the Councilmember has a circumstance (i.e., out-of-town travel, illness or other emergency) which would ordinarily justify an excused absence.

All requests for remote participation shall be directed to the Mayor, City Manager and City Clerk. Furthermore, all requests for remote participation are subject to technological limitations.

3. Unexcused Absences. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

Council Rules of Procedure

G. General Decorum.

1. While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules. Members shall refrain from restating minority opinions on issues previously acted upon solely for the purpose of continued debate. Councilmembers shall emphasize and encourage respectful behavior from everyone in attendance.
2. Any person making personal or slanderous remarks or who becomes disorderly while addressing the Council or while in the Council Chamber while the Council is in session, shall be asked to leave by the Presiding Officer. To limit distractions, the Presiding Officer shall request any person participating in side conversation to abstain from conversing or to resume the conversation outside of the Council Chamber.

H. Confidentiality.

1. Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington or under Public Disclosure Ordinance adopted by the Council.
 2. If the Council, after Executive Session, has provided direction or consensus to City staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated City staff representative handling the issue. Councilmembers should consult with the City Manager and/or City Attorney prior to discussing such information with anyone other than other Councilmembers, the City Attorney or City staff designated by the City Manager. Any Councilmember having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the City Manager and Council in a timely manner.
- I. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore for the meeting only.
- J. Attendance of Officers or Employees. Any City officer or employee shall have the duty when requested by the City Manager to attend Council meetings and shall remain for such time as the City Manager may direct.

SECTION 3. OFFICERS

- A. Presiding Officers. The Mayor, or in his or her absence, the Mayor Pro Tem, shall be the Presiding Officer of the Council. In the absence of both the Mayor and Mayor Pro Tem, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.
- B. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:
1. Call the meeting to order.
 2. Keep the meeting to its order of business.
 3. Control discussion in an orderly manner.
 - a. Every Councilmember who wishes an opportunity to speak must be recognized by the Chair.
 - b. Permit audience participation at the appropriate times.

Council Rules of Procedure

- c. Require all speakers to speak to the question and to observe the rules of order.
- 4. State each motion before it is discussed and before it is voted upon.
- 5. Put motions to a vote and announce the outcome.
- C. Presiding Officer, Question or Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. Presiding Officer, Participation. The Presiding Officer may at his or her discretion, call the Mayor Pro Tem or, in his or her absence, any member to take the Chair so the Presiding Officer may make a motion or for other good cause yield the Chair.
- E. Legislation.
 - 1. The City Council adopts laws and regulations of the City by written ordinance, which after passage shall be codified in the University Place Municipal Code.
 - 2. The City Council approves agreements and expresses its legislative policies and intent by written resolution, which after adoption, are retained in the files of the City Clerk.
 - 3. Where appropriate circumstances exist as determined by a majority vote of the City Council, the Council may approve agreements, and express its legislative policies and intent by oral or written motion, which after passage will be documented verbatim in the minutes of the Council meeting and retained in the files of the City Clerk.
 - ~~4.1. When two or more Councilmembers may desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager. Notice of the legislative proposal shall be filed with the City Clerk. A legislative proposal brought under this section shall be placed on an agenda within ninety (90) days of the City Clerk's receipt of the proposal.~~
 - ~~5.4.~~ No legislation shall be prepared for presentation to the Council, unless requested by a majority of the Council, or requested by the City Manager or City Attorney. All legislation shall be prepared or reviewed by the City Attorney.

SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

- A. Forms of Address. The Mayor shall be addressed as "Mayor (surname)," "Your Honor," or Mr./Madam Mayor. Members of the Council shall be addressed according to their preference as "Councilmember (surname)," "Councilor (surname)," or Mr./Mrs./Miss/Ms. (surname). First names shall not be used in the Council Chamber.
- B. Seating Arrangement at Regular Meetings. The Mayor shall sit at the center of the Council, and the Mayor Pro Tem shall sit at the left hand of the Mayor. The most recent former Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.
- C. Dissent and Protests. Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

Council Rules of Procedure

The City may meet for study or special project purposes as a Committee of the Whole or may establish Council subcommittees with three or fewer members.

Council Committee structure shall be as determined by the City Council in January of each year and may include:

- A. Council Committee of the Whole – (Seven Councilmembers)
- B. Council Committees – Standing Committees established for special purposes, tasks, or timeframes (four or more Councilmembers)
- C. Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Councilmembers)
- D. Councilmember Appointments – To task teams or City advisory boards, commissions, and committees (three or fewer Councilmembers)
- E. Liaison/Representative Appointments – To other advisory bodies or groups.
- ~~F. Finance Committee – The City Council shall meet as it deems necessary as a Finance Committee comprised of all City Council Members. The Finance Committee may be scheduled for any regular or special City Council meeting to review City finances. The Mayor Pro Tem shall serve as the Chair of the Finance Committee.~~

SECTION 6. MEETINGS

- A. Regular Meetings. Regular meetings will occur as provided by resolution of the City Council.
- B. Special Meetings. Special meetings may be scheduled in accordance with State law.
- C. Emergency Meetings. If at any time there is a need for expedited action by the City Council to meet on emergency situation, the Mayor, or in the absence of the Mayor, the Mayor Pro Tem or any four members of the Council, may call an emergency meeting at a place and time as necessary, and the meeting shall be noticed and conducted in accordance with State law.
- D. Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During Regular and Special Meetings, any Councilmember may call for a “Point of Order” at after 8:30 p.m. to review agenda priorities. After adjournment of Council meetings, City Hall will remain open for 15 minutes to allow for closing procedures. In the event that Council adjourns to Executive Session, staff will secure the equipment and leave City Hall open until the final adjournment.
- E. Televised Meetings. Regular meetings, including Study Sessions held during Regular meetings, will be televised, and that the televising of any study session outside of the regular meetings will be approved by a super majority vote of the Council.

SECTION 7. COUNCIL ORDER OF BUSINESS

The agenda format of the Regular City Council meeting shall be as follows except that if an agenda section contains no scheduled items, that section will be deleted from a particular agenda.

7.1 Call to Order

The Mayor shall call the meeting to order. Councilmembers may request to be excused from a meeting for bona fide reasons, by requesting the same of the Mayor and so notifying the City Clerk.

7.2 Roll Call

The City Clerk will call the roll.

7.3 Pledge of Allegiance

Councilmembers and, at times, invited guests will lead the Pledge of Allegiance to the Flag.

7.4 Approval of the Agenda

All items to be included on the Council's agenda for consideration should be submitted in full to the City Clerk by noon of the Tuesday preceding each regular Council meeting. The City Clerk and City Manager shall then prepare a proposed agenda according to the order of business, with consultation by the Mayor and Mayor Pro Tem. If either the Mayor or Mayor Pro Tem are not available during an agenda-setting meeting, an attempt should be made to have another Councilmember participate in the agenda-setting meeting as a substitute. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

An item may be placed on a Council meeting agenda by any of the following methods:

1. Council consensus is defined to be general agreement as determined by the Mayor.
2. By the City Manager.
3. By the Mayor.

4. By any two (2) Councilmembers. When two or more Councilmembers may desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager. Notice of the request to place an item on the agenda shall be filed with the City Clerk. A request brought under this section shall be placed on an agenda within ninety (90) days of the City Clerk's receipt of the proposal.

During the meeting subject to the agenda, Councilmembers may by majority vote modify the agenda, including additions and deletions, to the extent allowed by law.

Consideration and voting of any subject, legislation, or communication by the Council shall not ordinarily be placed under the Council Consideration section of the agenda, unless the subject, legislation, or communication has been reviewed by the full Council via Study Session at least one week prior to the date it is considered under the Council Consideration. The Council may, by majority vote, in approving the agenda, determine to consider a subject, legislation, or communication under Council Consideration without prior Study Session review.

Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

7.5 Proclamations and Presentations

A proclamation is defined as an official announcement made by the Mayor or the City Council.

City Council Proclamations are made for the purpose of recognition of an individual, group or event. City Council Proclamations shall be publicly read at a City Council meeting and presented to a representative(s) of the event during the Council meeting.

A presentation is defined as an official report presented by an individual(s) and/ or special interest group at a City Council meeting. This may also include specific items brought forward at the request of the City Manager in order to properly brief the City Council and public about City business and/or matters of public concern.

7.6 Public Comments

Members of the audience may comment on items relating to any matter related to City business under the "Public Comments" period. Comments are limited to three (3) minutes per person. The Mayor shall determine the overall amount of time set for "Public Comments." Public comments sign-up forms will be available at the City Clerk's desk at each meeting for use by those citizens wishing to address the Council. The City Clerk shall serve as timekeeper.

In addressing the Council, each person should stand, and after recognition, move to the podium, give his/her name and address, and unless further time is given by the presiding officer, shall limit his/her comments to three minutes. All remarks shall be made to the Council as a body and not to any individual member.

No person shall be permitted to enter into any discussion from the floor without first being recognized by the presiding officer.

The public is also invited to provide written comment on any legislative matter. Unless a different timeline applies pursuant to Code or provision of law, such written comments are encouraged to be filed with the City Clerk by the close of business of the day of a Regular Council Meeting.

7.7 Consent Agenda

Approval of the Consent Agenda is considered to be routine and noncontroversial, and it may be approved by a majority vote after a motion and a second. Items on the Consent Agenda include but are not limited to the following:

- A. Approval of minutes.
- B. Fixing dates for public hearings when such is required by law.
- C. Fixing dates for hearings on appeals.
- D. Approval of claims and vouchers bid awards and contracts.
- E. Approval of final plats.
- F. Passage of resolutions and/or ordinances which the City Council has given direction to place on the consent agenda.
- G. Items Filed in the Office of the City Clerk (minutes and/or reports of Committees, Boards, and Commissions).
- H. Appointments of individuals to committees, boards, and commissions.
- I. Other items designated by the City Council.

Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

7.8 Public Hearings and Appeals

Council Rules of Procedure

Public hearings shall be held as required by law and shall follow the legally proscribed process. Public hearings may also be held at the request of the Council even though not legally required. In such instance, the process shall be as proscribed for that hearing by Council.

7.9 Council Consideration

Motions and other business of a general nature shall be set for action during this section of the agenda. Unless a majority of the Council votes otherwise, final consideration of any legislation shall include comments from members of the public. Comments will be limited to three (3) minutes from individuals or from persons speaking as a representative of an organization, club, or group. The Presiding Officer may allow additional time for receipt of written testimony, when needed

7.10 Reports by the City Manager

The City Manager may update Councilmembers on current issues or items of Council interest.

7.11 City Council Comments

The Mayor and Councilmembers may take this opportunity to make comments, extend compliments, express concerns, report to the Council as Board, Committee and Commission liaisons, or make announcements concerning any topic they wish to share. Councilmembers are encouraged to use this time to make reports on the activities, meetings, or issues arising from their service as a designated City representative to a community or intergovernmental organizations or agencies.

7.12 Study Sessions

Study Sessions will be informal in nature and for the purpose of discussing, investigating, reviewing or studying matters of City business with City staff for informational purposes. In addition, individuals may petition to appear on the agenda of a future Study Session to address the Council on specific issues or requests. Such petitions should be directed to the City Clerk or the City Manager for scheduling on a future Study Session agenda as time allows.

7.13 Adjournment

Recess. The foregoing agenda may be interrupted for a stated time as called by the Presiding Officer to recess for any reason, including executive sessions.

SECTION 8. EFFECT/WAIVER OF RULES

In the intent of the City Council is that Council procedures be periodically reviewed as needed, but no less than every two years. Accordingly, Council procedures shall be considered in the month of January of every even-numbered year and may be considered at any other time that Council shall choose to review them.

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by two-thirds vote of those members present and voting, determine to temporarily waive any of the provisions herein. A two-thirds vote is five of seven votes, four of six votes, four of five votes, and three of four votes.

Agenda Proposal/Request

Nature of Request: ☐ Legislation ☐ Study/Discuss ☐ Proclamation/Recognition ☐ Other (Explain below).
Desired Proposal/Request: <i>(What outcome is sought?)</i>
REASON FOR THE PROPOSAL/REQUEST: <i>(Why is this request necessary?)</i>
BACKGROUND INFORMATION: <i>(Provide background information to assist in understanding the legislative history or rationale for the proposal/request, including information on existing Code/Policy.)</i>
FISCAL IMPACT:
RESOURCES REQUIRED:

Submitted by:

(Signature)

(Date)

I have read, understand and fully support the above proposal.

(Signature)

(Date)



CITY COUNCIL RULES OF PROCEDURE

Adopted December 18, 1995
Amended July 15, 1996
Amended October 4, 2004
Amended March 5, 2007
Amended February 19, 2008
Amended July 16, 2012
Amended March 2, 2015
Amended January 17, 2017
Amended November 1, 2021

3.1 Call to order

The Mayor shall call the meeting to order. Councilmembers may request to be excused from a meeting by requesting the same of the Mayor and so notifying the City Clerk.

3.2 Roll call

The City Clerk will call the roll.

3.3 Pledge of Allegiance

Councilmembers and, at times, invited guests will lead the Pledge of Allegiance to the Flag.

3.4 Proclamations and Presentations

A proclamation is defined as an official announcement made by the Mayor or the City Council.

City Council proclamations are made for the purpose of recognition of an individual, group or event. City Council Proclamations shall be publicly read at a City Council meeting and presented to a representative(s) of the event during the Council meeting.

Mayor's Proclamations are made for the purpose of recognition of an individual, group or event and which are typically requested by and for a special interest group within the City. Mayor's Proclamations are signed by the Mayor and forwarded to a representative of the event.

The Mayor and City Manager shall determine if the Proclamation request is for a City Council Proclamation or a Mayor's Proclamation.

A presentation is defined as an official report presented by an individual(s) and/ or special interest group at a City Council meeting. This may also include specific items brought forward at the request of the City Manager in order to properly brief the City Council and public about City business and/or matters of public concern.

3.5 Public Comments

Members of the audience may comment on items relating to any matter related to City business under the "Public Comments" period. Comments are limited to three (3) minutes per person, but may be shortened to accommodate a large number of speakers in the time set by the Mayor. If the amount of time per person is shortened, this will be announced at the outset of the Public Comment portion of the agenda and will apply to all members of the audience. The Mayor shall determine the overall amount of time set for "Public Comments."

Public comments sign-up forms will be available at the City Clerk's desk at each meeting for use of those who wish to address the Council in person.

**FIRCREST CITY COUNCIL RULES OF PROCEDURES
RESOLUTION NO. 1708**

SECTION I – GENERAL PROVISIONS

RULE 1. COUNCIL MEETING - LOCATION

All meetings of the City Council shall be held at the location (City Hall) specified in FMC 2.12.020 or other such location within the City as may be designated by resolution. Committee of the Whole meetings, study sessions, or retreats may be held at places that are reasonably accessible to the general public, whether within or without the corporate limits of the City.

RULE 2. COUNCIL MEETING - TIME

The regular meetings of the City Council shall be held at the times (2nd and 4th Tuesdays at 7:00 P.M.) specified in FMC 2.12.010. If a meeting falls on a holiday, it shall be held the next business day unless otherwise provided by the Council. As specified in Rule 20(O), regular meetings of the City Council are not permitted to continue beyond 10:30 P.M. without the approval of the majority of the Councilmembers who are present and eligible to vote.

RULE 3. COUNCIL MEETINGS - OPEN TO THE PUBLIC

All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140 as amended.

RULE 4. ELECTION OF OFFICERS

Procedures for election officers are as follows:

- A. Biennially, at the first meeting of the new Council, the members thereof shall choose a chair from among their number who shall have the title of Mayor. In addition to the powers conferred upon him/her as Mayor, he/she shall continue to have all the rights, privileges, and immunities of a member of the Council. If a vacancy occurs in the Office of Mayor, the members of the Council at their next regular meeting shall select a Mayor from among their number for the unexpired term. (RCW 35A.13.030)
- B. In conjunction with the above election, a Mayor Pro Tempore shall also be elected for a two-year term. An alternate Mayor Pro Tempore may also be elected periodically. (RCW 35A.13.035)
- C. The City Clerk shall call the meeting to order and shall chair the meeting until a new Mayor is elected. The above elections shall be by affirmative motion.

RULE 5. PRESIDING OFFICER

- A. The Mayor shall preside at all meetings of the Council, and be recognized as the head of the City for all ceremonial purposes. The Mayor has no regular administrative or executive purposes.
- B. Mayor Pro Tempore.
In case of the Mayor's absence or temporary disability, the Mayor Pro Tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Mayor Pro Tempore, the City Clerk shall call the meeting to order and shall chair the meeting

- F. Minutes need not be taken of committee meetings, except for the Committee of the Whole.

RULE 24. COUNCIL LIAISONS

- A. In order to build additional Council expertise in various areas of City operations, the Mayor shall designate functional areas and appoint a Councilmember, at the beginning of the fiscal year, to serve as a liaison to the City Manager. Functional areas for liaison assignments may include the following, though specific areas may be adjusted depending on the organization of the City:
- Parks and Recreation
 - Environment, Planning, Building
 - Administration
 - Finance, IT
 - Water, Sewer, Storm
 - Public Safety, Court
 - Streets, Facilities & Equipment
- B. The City Manager and respective department heads shall strive to provide liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in the various functional areas of City government.

RULE 25. ENACTED ORDINANCES, RESOLUTIONS, MOTIONS, AND PROCLAMATIONS

- A. An enacted **ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.
- B. An enacted **resolution** is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- C. An enacted **motion** is a form of action taken by Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.
- D. An enacted **proclamation** is an official announcement made by either the City Council or the Mayor on non-controversial events which have a major city-wide impact. Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

RULE 26. PROCLAMATIONS

- A. City Council Proclamations.
City Council proclamations shall be publicly read at a City Council meeting and presented to a representative of the event during the Council meeting.
- B. Mayor's Proclamations.
Are requested by a special interest group from within the City. Mayor's proclamations are signed by the Mayor and forwarded to a representative of the event.

- C. The Mayor and City Manager shall determine if the proclamation request is for a City Council proclamation or a Mayor's proclamation.

RULE 27. RESOLUTIONS

- A. Except for franchise resolutions as provided under Rule 28(B), a resolution may be put to its final passage on the same day on which it was introduced.
- B. The Presiding Officer will read a summary statement of the Resolution prior to its passage; provided, should a majority of the Councilmembers present request that the entire resolution or certain of its sections be read, such requests shall be granted.
- C. Printed copies shall be made available upon request to any person attending a Council meeting.
- D. Resolutions take effect immediately after they are approved by the vote of the Council, unless otherwise provided.

RULE 28. ORDINANCES

The procedure for ordinances is as follows:

- A. With the exception of franchise ordinances as provided below, an ordinance may be put to its final passage on the same day on which it was introduced.
 - 1. The Presiding Officer will read a summary statement of the Ordinance prior to its passage; provided, should a majority of the Councilmembers present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
 - 2. Printed copies shall be made available upon request to any person attending a Council meeting.
 - 3. No ordinance shall contain more than one subject.
 - 4. An ordinance does not take effect until five days after date of publication, except for emergency situations.
- B. Franchises.

All resolutions and ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five (5) days after the first reading.

 - 1. All franchise ordinances and resolutions may be passed only at a regular meeting of the Council; and at least four (4) Councilmembers must vote in favor of the franchise.
- C. Emergency Ordinances.

By vote of one more than the majority (5 Councilmembers), the City Council may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RCW 35.33.081.
- D. A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or the Committee of the Whole for study and consideration. The committee shall report its findings to the Council.
- E. If a motion to pass an ordinance fails, the ordinance shall be considered lost.
- F. Any ordinance amending or repealing any portion of the FMC shall also amend or repeal the respective portions of any underlying ordinance(s).



Rules of Procedure of the Council of the City of Tacoma

The rule is not intended to limit the public's right to influence the legislative process or to devalue the public's right to comment on and change pending legislation.

C. Amendments to Rules.

Amendments to these rules shall be made by resolution and shall require two readings.

D. Public Requests for Proclamations or Recognitions.

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The Council retains the right to limit the number of proclamations at a Council meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

E. Public Requests for Presentations.

It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential

PUYALLUP CITY COUNCIL

RULES OF PROCEDURE

- (4) Communication with citizens will be considered the exclusive domain of the Councilmembers. However, Councilmembers may refer questions to city staff.
- (5) Councilmembers may refer specific questions emanating from the neighborhood meetings to the City Manager for a response.
- (6) The City Manager or designee will be the point of contact for Councilmembers to coordinate neighborhood meetings.
- (7) It is the policy of the Council that neighborhood meetings be informal. While notice of such meetings may be made to assure compliance with requirements of Washington's Open Public Meetings Act, the scope of the meeting shall be limited to dialog and discussion between neighborhood citizens and their elected representatives and/or city staff.
- (8) No business or action (other than discussion) may be taken or considered by Councilmembers present at any neighborhood meeting. This prohibition on taking action includes, but is not limited to, action on any contract; a promise or the appearance of a promise to expend public funds regardless of type or source; action to recommend, pass, or adopt legislation; and action promising specific staff response, except as provided for in subsection (4) above.
- (9) The two (2) Councilmembers representing the district for which the meeting is held plus the at-large Councilmember shall determine the format for their neighborhood meeting.

11.2 COUNCIL RIGHTS AND RESPONSIBILITIES

- (1) Councilmembers have the right to express their personal opinions on a topic; provided, however, that whenever doing so outside of a Council meeting, the Councilmember must carefully distinguish between his or her opinion and the Council's policy or majority position, when such difference exists. Councilmembers, when expressing personal opinions or positions, should be careful to avoid undue influence of citizen boards and commissions.
- (2) Councilmembers must be careful not to make statements that obligate City funds without the prior approval of the City Council.

SECTION 12 RECOGNITION

12.1 The City Council, collectively, and councilmembers, individually, may issue or present various forms of recognition in accordance with this rule. The hierarchy of importance, and associated protocol for issuance of each type of recognition are as follows:

- (1) Keys to the City—issued pursuant to a super majority vote (5 or more votes in favor) of the Council. Keys are the City's highest form of recognition.

- Protocol: A councilmember may nominate a proposed recipient of a key to the city by sending the nomination to city management, who, in turn, will distribute the proposal to the Council. If a supermajority of councilmembers support issuance of a key, the proposal will be scheduled for a vote in an open public meeting. An issuance ceremony may occur in conjunction with the vote or separately.

(2) Proclamations—issued pursuant to a majority consensus of the Council.

- a. Live Presentation. If a majority of the Council supports the proclamation and determines that the subject matter is of significant local interest, or that presentation is warranted, then the proclamation will be added to the appropriate agenda for presentation.
- b. Other Presentation. If a majority of the Council supports the proclamation, but determines that the subject matter is not of significant local interest, or that another venue is appropriate, or that presentation during a live meeting is not otherwise warranted, or that issuance should occur in another manner, then the proclamation will be presented at the appropriate venue, sent by mail or issued in another appropriate manner.
 - Protocol: A councilmember may propose that a proclamation be issued by sending such proposal with draft proclamation language to the council support position in city management. In turn, the proposal will be distributed to the Council with a request for support or opposition and presentation venue feedback (significant local interest) by a stated deadline. If a majority of the Council supports issuance of the proclamation by the deadline, then the proclamation will be issued.

(3) Coins—awarded pursuant to the discretion of individual councilmembers from annual allotments. Each councilmember shall be allotted ten (10) coins per year. Notwithstanding the foregoing, the Council may authorize issuance of additional coins, or issuance of coins in mass.

(4) Certificates of Appreciation (or other)—awarded pursuant to the discretion of individual councilmembers, within reason.

(5) Memorabilia—awarded pursuant to the discretion of individual councilmembers from bulk accumulations. The amount and type of memorabilia should be determined by the Council.

Form Center

The form center is not intended for submitting a public records request.

If you wish to make a public records request click [here](#).

By [signing in or creating an account](#), some fields will auto-populate with your information.

Proclamation Request Form

[Sign in to Save Progress](#)

Requests for proclamations must be submitted at least three weeks prior to the date or council meeting date requested. Proclamations are processed as requested and must be re-requested annually. Council meetings are held Tuesday at 3 p.m. Verify the council schedule at www.piercecountywa.gov/councilmeetings

Type of proclamation*

- ☐ Executive Proclamation (signed by the Executive)
- ☒ Council Proclamation (signed by members of the County Council)

Choose the type of proclamation you are requesting.

Title of proclamation*

Purpose of proclamation *

**Individual, agency or organization
sponsoring the proclamation***

**Contact
email**

**Phone
Number**

**Please use the below template as a guide to draft text
of what you want the proclamation to communicate. All
text is subject to editing by staff.**

Proclamation Template

[Proclamation Template](#)

Please use this form to draft your template text. Once
you are complete please save and upload it below.

**Upload completed proclamation
template here***

No file chosen

Upload a draft copy of your one page
proclamation

Proclamation Examples

Proclamation

[A Proclamation
of the Pierce
County Council](#)

[Proclaiming](#)

[May 2024, as](#)

[“Asian](#)

[American,](#)

[Native](#)

[Hawai’ian, and](#)

[Pacific Islander](#)

[Heritage](#)

[Month” in](#)

[Pierce County,](#)

[Washington.](#)

Recognition

[A Recognition of the Pierce County Council](#)

[Honoring Lucas Hatton for Athletic Excellence
as America's Strongest Man 2023](#)

Comments or questions

**Requested
by:**

First Name*

Last Name*

Phone*

2535551000

Email Address*

Address*

City*

State*

Zip*

protected by reCAPTCHA

[Privacy](#) - [Terms](#)

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

* indicates a required field

HOW CAN WE HELP?

Pierce County wants to hear from you. Please select one of the following to talk to elected officials and staff, or to report problems in our community.

[Send a message](#) <

[File a Police
Report](#) <

[Report an Issue](#) <

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, April 7, 2025, 6:30 p.m.**



Note: Times are approximate and subject to change.

PUBLIC NOTICE

The University Place City Council will hold its scheduled meetings to ensure essential city functions continue. Members of the public can attend and participate in a Council meeting in the following manners:

- In-person at the City Council Chambers at 3609 Market Place West, Third Floor;
- Watch live broadcast on University Place Television, Lightcurve (formerly Rainier Connect) Channel 12 or Comcast Channel 21 (SD) or 321 (HD);
- Watch live broadcast on the City's YouTube channel www.YouTube.com/UniversityPlaceTV;
- Watch live broadcast on the City's website www.cityofup.com/398/City-Council-Meetings;
- Listen by telephone by dialing 1 509-342-7253 United States, Spokane (Toll), Conference ID: 754 481 895#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

How to participate in Public Comment and public testimony on Public Hearings:

- In-person at the City Council Chambers.
- Written comments are accepted via email. Comments should be sent to the City Clerk at Egenetia@cityofup.com. Comments received up to one hour (i.e., 5:30 p.m.) before the meeting will be provided to the City Council electronically.
- Participation by telephone. Call the telephone number listed above and enter the Conference ID number. Once the Mayor calls for public comment, use the "Raise Hand" feature by pressing *5 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Press *6 to un-mute yourself to speak.
- Participation by computer. Join the meeting virtually by clicking on the hyper-link above. Turn off your camera and microphone before you press "Join Now." Once the Mayor calls for public comment, use the "Raise Hand" icon on the Microsoft Teams toolbar located at the top of your screen. Your screen name will be called out when it is your turn to speak. Turn on your camera and microphone (icon located at the top of your screen) to unmute yourself. Once you are done, turn off your camera and microphone.

In the event of technical difficulties, remote public participation may be limited.

AGENDA

- | | |
|---------|--|
| 6:30 pm | 1. CALL REGULAR MEETING TO ORDER |
| | 2. ROLL CALL |
| | 3. PLEDGE OF ALLEGIANCE – Mayor Pro Tem Wood |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• Arbor Day Proclamation• Parks Appreciation Day Proclamation |
| 6:45 pm | 6. PUBLIC COMMENTS |
| 6:50 pm | 7A. – CONSENT AGENDA
7D. Motion: Approve or Amend the Consent Agenda as Proposed |

The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

- A. Approve the minutes of the March 17, 2025 Council meeting as submitted.**
- B. Receive and File: Payroll for period ending 03/15/25; and Claims dated 03/14/25 and 03/31/25.**
- C. Authorize the City Manager to execute the consultant agreement and all the necessary contract documents for the Creekside Park Master Plan with SCJ Alliance in the amount of \$193,590.00.**

6:55 pm	8.	36TH STREET AND GRANDVIEW DRIVE ROUNDABOUT BID AWARD • Staff Report • Public Comment • Council Consideration
7:15 pm	9.	CITY MANAGER & COUNCIL COMMENTS/REPORTS - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.)
		STUDY SESSION – (At this time, the 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.)
7:25 pm	10.	30TH BIRTHDAY BASH PRESENTATION
8:25 pm	11.	COUNCIL RULES OF PROCEDURE AMENDMENTS <i>(For adoption of a Resolution to amend the Council Rules of Procedure.)</i>
9:30 pm	12.	ADJOURNMENT

American Disability Act (ADA) Accommodations Provided Upon Advance Request
Call the City Clerk at 253-566-5656