

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

Documents:

[06-16-25 RM.PDF](#)

[AGENDA 06-16-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, June 16, 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: 311 214 678#; 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 – Councilmember Worthington |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• 28th Legislative District Report/Update<ul style="list-style-type: none">- Senator T'wina Noble- Representative Mari Leavitt- Representative Dan Bronoske• Juneteenth Proclamation |
| 7:40 pm | 6. PUBLIC COMMENTS |

7:45 pm

7A. –
7G. CONSENT AGENDA
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 June 2, 2025 Council meeting as submitted.
- B. Receive and File: Payroll for period ending 05/31/25; and Claims dated 05/30/25.
- C. Receive and File: 2025 First Quarter Financial Report.
- D. Pass an Ordinance amending Chapter 10.50 of the University Place Municipal Code; relating to Commute Trip Reduction Plan.
- E. Authorize the City Manager to execute a Memorandum of Agreement with Pierce County Sheriff's Office relating to Law Enforcement Services.
- F. Authorize the City Manager to execute an amendment to the Professional Services Agreement with MAKERS Architecture and Urban Design to provide additional support with the implementation of the Middle Housing Ordinance and related Design Standards that align with the requirements of HB 1110.
- G. Approve the cancellation of the August 18, 2025 Regular Council meeting.

7:50 pm

8. 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.)

8:15 pm

9. ADJOURNMENT

***PRELIMINARY CITY COUNCIL AGENDA**

July 7, 2025
Regular Council Meeting

July 12, 2025
Special Council Meeting

July 21, 2025
Special Council Meeting

August 4, 2025
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
To obtain Council Agendas, please visit www.cityofup.com.

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

CITY OF UNIVERSITY PLACE PROCLAMATION

WHEREAS, on June 19, 1865, General Gordon Granger announced that slaves in Texas were free by order of the President of the United States. The announcement came two and a half years after President Lincoln's Emancipation Proclamation which had become official January 1, 1863; and

WHEREAS, celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

WHEREAS, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

WHEREAS, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality and opportunity, which are at the core of the American Dream; and it serves as a reminder of the further progress we must make towards social equality.

NOW, THEREFORE, the City Council of the City of University Place encourages all citizens to join us in observance of Juneteenth as an opportunity to reflect on and plan for a brighter future as we continue to address racial injustice in our society today.

PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ON JUNE 16, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

AGENDA

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, June 2, 2025**

1. CALL REGULAR MEETING TO ORDER

Mayor Figueroa called the Regular Meeting to order at 6:30 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

Councilmember Boykin	Present
Councilmember Worthington	Present
Councilmember McCluskey	Present
Councilmember Flemming	Excused
Councilmember Grassi	Present
Mayor Pro Tem Wood	Present
Mayor Figueroa	Present

Staff Present: City Manager Sugg, City Attorney Kaser, Police Chief Burke, Finance Director Blaisdell, Community and Economic Development Director Briske, Administrative Services Director Petorak, Planning Manager George, and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember Boykin 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 Worthington, to approve the Consent Agenda as follows:

- A.** Approve the minutes of the 05/19/25 Council meeting as submitted.
- B.** Receive and File: Payroll for period ending 05/15/25; and Claims dated 05/15/25.
- C.** Adopt a Resolution appointing voting delegates to the 2025 Association of Washington Cities' Annual Business Meeting. **(RESOLUTION NO. 1067)**

The motion carried.

PUBLIC HEARING AND COUNCIL CONSIDERATION

7. CARRYFORWARD BUDGET ADJUSTMENT

Staff Report – Finance Director Blaisdell presented an Ordinance amending the 2025-2026 Biennial Budget to reflect carryforward funding adjustments from the 2024 budget for re-appropriation in 2025. The re-appropriations are comprised of beginning fund balance adjustments, capital improvement projects, internal service fund carryforwards, and continuing grant funding. Also included are other requested expenditure adjustments and new item requests. Expenditure adjustments include cost increases to existing

services and new item requests, including temporary help for records; additional funding for professional services for the City Attorney department; a .8 FTE communication specialist; and a request for an additional \$150,000 to be used for cybersecurity-related services. She indicated that information regarding the .8 FTE Council had requested is included in the packet.

Director Blaisdell reported that the one-time monies available after the carryforward and expenditure adjustments amounted to \$1.5M and that the Financial Forecast was updated to include all adjustments. Existing services and legal and contractual obligations can be met with existing revenues through the biennium.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Wood, seconded by Councilmember Worthington, to Pass an Ordinance amending the 2025-2026 Biennial Budget for the 2024 Carryforward appropriations and other adjustments.

The motion carried. (ORDINANCE NO. 787)

8. MIDDLE HOUSING (HB-1110) LEGISLATIVE COMPLIANCE

Staff Report – Community and Economic Development Director Briske, along with Planning Manager George, presented an Ordinance amending portions of UPMC Title 13 Transportation, 19 Zoning, and 21 Subdivision Regulations relating to creating more housing options in conformity with recent state legislation. The City is required to pass an Ordinance to allow up to two units on every lot, and up to four if one is designated affordable housing. He clarified the affordability requirements, stating that for a for-sale product, a household making 80% of the area median income would lead to a sale price of approximately \$355,000, while for rent product, the rent is based on a household making 60% of the area median income. Director Briske discussed the unit lot subdivision process which allows for subdividing the property and selling off middle housing units in a way that is generally easier for financial transactions. He also addressed questions about the conformity of unit lots.

The Planning Commission voted unanimously to recommend the proposed amendments and adopted findings to support their recommendation.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Wood, seconded by Councilmember Worthington, to Pass an Ordinance amending portions of Titles 13, 19, and 21 of the University Place Municipal Code; relating to creating more housing options in conformity with recent state legislation.

The motion carried. (ORDINANCE NO. 788)

9. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg reported that the Inclusive Playground has been a tremendous success since it opened a month ago, with many people using and enjoying the facility. He indicated that some work remains, specifically on sidewalks, and that staff are planning a ribbon-cutting ceremony for the playground in mid-July.

Councilmember Boykin reported that he had the honor and privilege of participating in the JBLM Memorial Day ceremony and shared his appreciation for the upcoming Duck Daze and the 10th Anniversary of the Chambers Bay U.S. Open.

Councilmember McCluskey reported that she attended a refresher course on land use planning, finding the presentation informative. She attended Pierce County's urban trees presentation discussing the benefits, issues, and resolutions for creating an urban forest within an urban environment. In addition, she attended

an UP for Art meeting where the board expressed enthusiasm for planning additional concerts in the atrium. She looks forward to participating in the Duck Daze parade.

Mayor Pro Tem Wood represented the City at the South Sound Military Community Partnership's breakfast, where General McFarland discussed Army transformation initiatives, affordable housing for service members, child care issues and funding challenges. He also mentioned the retirement of Lakewood City Manager John Caulfield and shared a personal connection with him through military service. He shared his excitement on the community's use of the Inclusive Playground and looks forward to the Duck Daze event.

Councilmember Worthington expressed his apologies for not being able to attend the Duck Daze celebration but wished his fellow council members and the community a great time. He shared that he will be attending the Association of Washinton Cities Conference for the last time as his career as an elected official is ending. He noted his participation in a 2-person panel discussing the differences in perspectives in local government from staff to manager to elected official.

Councilmember Grassi welcomed Armed Forces family Christian and Sophia, new residents of University Place. She thanked University Place residents for their patience and understanding with ongoing construction activities. Councilmember Grassi attended the City Commissions' Appreciation luncheon and expressed her gratitude to City staff, Mayor Figueroa for leading the luncheon, and the City commissioners for their hard work. Lastly, she announced her participation in Duck Daze and thanked small businesses and community groups for their participation in the event and encouraged all neighbors to attend.

Mayor Figueroa shared his conversation with Tony from Trader Joe's and their participation at Duck Daze by passing out 4,000 lollipops at last year's event.

STUDY SESSION

10. COUNCIL RULES OF PROCEDURE AMENDMENTS

City Attorney Kaser indicated that at its January 2025 retreat, the City Council discussed seven (7) potential amendments to the City Council Rules and a potential amendment to the municipal code, focusing on improving efficiency and streamlining processes. Council identified four key areas for further action including Council agendas, proclamations and recognitions, advisory commissions appointments; and elimination of the Finance Committee.

Council reviewed the legislative proposal form and discussed the need to streamline the process and ensure clarity. They considered consolidating the form and including options for different types of requests, such as legislative proposals, study sessions, and proclamations. Comments were provided with regards to the inclusion of background information, the nature of the request, and the desired outcome, and to ensure that the form captured all necessary information while remaining user-friendly. Council also considered the role of staff in the legislative proposal process; discussed the importance of staff input in providing estimates and analysis; the inclusion of fiscal impact and resources required on the legislative proposal form; and how understanding the financial implications of a proposal is crucial for making informed decisions and ensuring fiscal responsibility. They proposed that staff should review proposals and provide input on the potential costs and resource needed before the Council makes a decision.

Council debated the process for handling proclamations, including who makes the initial decision and the criteria for proclamation-worthy events. They considered various approaches, including involving the full council in the decision-making process and establishing clear standards and ensuring that proclamations align with the City's values and goals. They discussed the importance of making the process more inclusive and ensuring that proclamations are meaningful and relevant. Council suggested creating an annual list of standard proclamations that the City would issue each year and proposed reviewing and updating this list annually to ensure it remains relevant and aligned with the City's values.

Meeting extension procedure was discussed and agreed to change the rule to allow for meeting extensions after 8:30 p.m., aligning with their historical practice and noting that this change would provide flexibility and ensure meetings could be extended when necessary.

Advisory Commission appointment process was discussed with regards to candidate interviews and how to make the process more efficient. They concluded that no code changes were needed but emphasized the importance of having a thorough discussion.

Council discussed the elimination of the Finance Committee, deciding that financial reports could be handled during Council regular meetings, or special meetings if necessary.

Discussion will continue at a future study session after additional information is provided by the City Attorney.

11. ADJOURNMENT - The meeting adjourned at 9:19 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 05-31-25

Date		Name	Amount
06/05/2025	319112	CRYSTAL L HIGHLAN	2,547.32
06/05/2025	319113	AWC EMPLOYEE BENEFIT TRUST	121,784.80
06/05/2025	ACH	DIRECT DEPOSIT	299,535.82
06/05/2025	WIRE	IUOE LOCALS 302/612 TRUST FUND	11,177.97
06/05/2025	ACH	BANK OF AMERICA	43,398.59
06/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	52,505.63
06/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
06/05/2025	ACH	AFLAC INSURANCE	142.51
			<u>535,428.22</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: 05-30-2025

Check Range: 51991713 – 51991770, Wire #5212025

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	
5212025	5/21/2025	002333	BANK OF AMERICA	MAY25	5/1/2025	VISA/MAY25	38,909.27	38,909.27
	Voucher:	54382						
51991713	5/30/2025	025179	ACCESS INFORMATION MAN	11550758	4/30/2025	APR25/OFFSITE RECORDS STO	337.21	337.21
	Voucher:	54376						
51991714	5/30/2025	026328	ACTIVE CONSTRUCTION, IN	9	4/21/2025	MAR25/CONSTRUCTION/67TH PI	150,685.23	150,685.23
	Voucher:	54377						
51991715	5/30/2025	002661	AIR SYSTEMS ENGINEERIN	X13387-1	5/15/2025	INSTALLATION OF EXHAUST FAN	27,766.12	27,766.12
	Voucher:	54378						
51991716	5/30/2025	026144	AMAZON	1W6J-7D9X-3HJ3	5/12/2025	CABLES/MOUSE PAD	81.31	
	Voucher:	54379		19F1-9X3T-1T7T	5/12/2025	MISC OFFICE SUPPLIES	42.67	
				1MXL-KY4D-3C6Y	5/12/2025	OFFICE FURNISHINGS	2,045.83	
				13JV-HMJC-1NJ4	5/12/2025	ACOUSTIC WOOD WALL PANELS	715.60	
				1W6J-7D9X-1R6J	5/12/2025	GIVEAWAYS/DUCK PARADE	482.16	
				1M1H-CNRX-WHF	4/28/2025	TONER/WIRELESS MOUSE	231.20	3,598.77
51991717	5/30/2025	023411	AUTOZONE, INC.	01164846445	4/10/2025	SILVERSTAR ULTRA BULBS/RAV	68.66	
	Voucher:	54380		01164846462	4/10/2025	SILVERSTAR ULTRA BULBS/RAV	60.65	129.31
51991718	5/30/2025	002286	AVCULAR, NURI	CNU25	3/7/2025	CNU ANNUAL CONF/PER DIEM/N	320.00	320.00
	Voucher:	54381						
51991719	5/30/2025	026726	BUENAVISTA SERVICES INC	12608	5/1/2025	APR25/JANITORIAL SERVICES/C	3,830.00	3,830.00
	Voucher:	54383						
51991720	5/30/2025	023941	C.C.'S CLASSY CHASSIS INC	W-2342	4/30/2025	APR25/SELF SERVE WASH/EXTE	131.00	
	Voucher:	54384		W-2341	4/30/2025	APR25/EXTERIOR WASH	26.01	
				W-2362	4/30/2025	APR25/ULTIMATE WASH	21.00	178.01
51991721	5/30/2025	003155	CDW.GOVERNMENT, INC.	AE1R75L	5/12/2025	LG MONITOR 38 INCH/DNICHOL	1,311.42	
	Voucher:	54385		AE2NJ5T	5/18/2025	EPSON TM-S9000II CASHIERING	1,303.11	2,614.53
51991722	5/30/2025	001152	CENTURYLINK	334046271	4/21/2025	PHONES/CITY WIDE	573.77	573.77
	Voucher:	54386						
51991723	5/30/2025	001152	CENTURYLINK	732849174	4/24/2025	LONG DISTANCE	9.06	9.06
	Voucher:	54387						
51991724	5/30/2025	026543	CINTAS FIRST AID AND SAFE	5270691701	5/16/2025	FIRST AID/AED SUPPLIES/PW SH	128.22	
	Voucher:	54388		5270691707	5/16/2025	FIRST AID/AED SUPPLIES/CITY H	105.00	233.22

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991726	5/30/2025	001024 CITY OF TACOMA	100668537	5/13/2025	WATER/7150 CIRQUE DR W	5,981.28	
	Voucher:	54389	101060038	5/13/2025	WATER/5640 CIRQUE DR W	18.01	
			100358203	5/12/2025	POWER/7150 CIRQUE DR W	1,953.12	
			100263915	5/13/2025	WATER & POWER/7250 CIRQUE	1,397.89	
			100664578	5/9/2025	WATER/5300 GRANDVIEW DR W	1,064.69	
			100669141	5/12/2025	WATER/3500 GRANDVIEW DR W	932.89	
			101060039	5/13/2025	WATER/6312 CIRQUE DR W	561.15	
			100668521	5/8/2025	WATER/3000 BP WAY W	511.30	
			100611293	5/13/2025	WATER/5200 BRIDGEPORT WAY	297.02	
			100808956	5/14/2025	WATER/8005 27TH ST W	290.45	
			100077160	5/14/2025	LIGHTS & SIGNALS/5202 67TH A	278.78	
			100664580	5/9/2025	WATER/6000 GRANDVIEW DR W	271.06	
			101264820	5/13/2025	WATER/6200 ALAMEDA AVE W	261.08	
			100057089	5/9/2025	LIGHTS & SIGNAL/2700 BP WAY I	175.84	
			100597956	5/12/2025	LIGHTS/8715 40TH ST W	166.88	
			101212757	5/15/2025	WATER/8400 CIRQUE DR W	132.40	
			100775637	5/12/2025	LIGHTS/7001 CIRQUE DR W	116.74	
			100092335	5/7/2025	LIGHTS/3050 BP WAY W	103.32	
			100820972	5/7/2025	LIGHTS/2700 SUNSET DR W	96.61	
			101006142	5/12/2025	LIGHTS/2299 BP WAY W	95.89	
			100895144	5/14/2025	SIGNAL/8300 CIRQUE DR W	93.73	
			101121519	5/11/2025	LIGHTS/6602 BP WAY W	86.30	
			100890035	5/14/2025	WATER/8399 CIRQUE DRIVE W	75.26	
			101010515	5/8/2025	LIGHTS/7106 27TH ST W	72.73	
			101096891	5/12/2025	WATER/2140 BP WAY W	66.69	
			101006141	5/12/2025	LIGHTS/2698 BP WAY WEST	61.79	
			100081728	5/11/2025	LIGHTS/6701 BP WAY W	60.86	
			100176036	5/8/2025	LIGHTS/2695 GRANDVIEW DR W	16.70	
			101003692	5/12/2025	LIGHTS/5417 64TH ST W	16.34	
			100401273	5/7/2025	LIGHTS/8420 20TH ST W	15.88	
			100109710	5/12/2025	LIGHTS/8902 40TH ST W	15.07	
			100089550	5/13/2025	LIGHTS/4704 GRANDVIEW DR W	15.07	
			100089583	5/13/2025	LIGHTS/4016 GRANDVIEW DR W	15.07	
			100077151	5/13/2025	SIGNAL/4000 OLYMPIC BLVD W	12.61	
			100360059	5/12/2025	SIGNAL/3800 GRANDVIEW DR W	10.57	

Bank : bofa BANK OF AMERICA			(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100360066	5/12/2025	SIGNAL/3850 GRANDVIEW DR W	10.57	
			100360178	5/12/2025	SIGNAL/3900 GRANDVIEW DR W	10.57	
			100077140	5/13/2025	SIGNAL/2900 GRANDVIEW DR W	10.57	
			100072286	5/13/2025	SIGNAL/8501 40TH ST W	10.57	
			100072268	5/13/2025	SIGNAL/8901 40TH ST W	10.57	
			100072254	5/13/2025	SIGNAL/8417 40TH ST W	10.57	
			100808955	5/8/2025	WATER/8235 27TH ST W	0.94	
			100488528	5/9/2025	LIGHTS & SIGNAL/6701 REGENT	60.77	
			100679491	5/11/2025	LIGHTS/8002 40TH ST W	58.05	
			101200948	5/12/2025	LIGHTS/4802 92ND AVE W	57.99	
			100672520	5/8/2025	LIGHTS/2208 GRANDVIEW DR W	57.41	
			100963867	5/14/2025	LIGHTS/4411 ELWOOD DR W	55.94	
			101031174	5/7/2025	LIGHTS/6706 24TH ST W	55.12	
			100569668	5/13/2025	LIGHTS/2610 SUNSET DR W	53.78	
			100984717	5/9/2025	LIGHTS/2210 MILDRED ST W	51.14	
			100324281	5/12/2025	LIGHTS/7820 CIRQUE DR W	43.95	
			100089560	5/13/2025	LIGHTS/4317 GRANDVIEW DR W	40.18	
			100905391	5/8/2025	LIGHTS/9313 56TH ST W	38.16	
			100306924	5/6/2025	POWER/8900 CHAMBERS CK RD	38.06	
			100306925	5/6/2025	POWER/8020 CHAMBERS CK RD	38.06	
			100256491	5/12/2025	POWER/7250 CIRQUE DR W	37.60	
			100344745	5/13/2025	POWER/6810 CIRQUE DR W	36.03	
			100101783	5/7/2025	LIGHTS/5520 GRANDVIEW DR W	35.47	
			100089578	5/13/2025	LIGHTS/4116 GRANDVIEW DR W	30.14	
			100077129	5/7/2025	SIGNAL/2701 GRANDVIEW DR W	26.52	
			100089528	5/13/2025	LIGHTS/3912 GRANDVIEW DR W	25.11	
			101040440	5/12/2025	LIGHTS/7699 54TH ST W	25.00	
			100961315	5/14/2025	WATER/4399 ELWOOD DR W	24.02	
			100057075	5/13/2025	SIGNAL & LIGHTS/4100 GRANDV	22.48	
			100125363	5/9/2025	LIGHTS/6817 27TH ST W	20.09	
			100089555	5/13/2025	LIGHTS/4526 GRANDVIEW DR W	20.09	
			101074049	5/13/2025	LIGHTS/6710 58TH ST CT W, #A	18.63	16,375.22
51991727	5/30/2025	001140 CITY OF TACOMA	91250655	5/7/2025	HYDRANT USE PERMIT/APR25	357.05	357.05
	Voucher:	54390					

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991728	5/30/2025	026305	CIVICPLUS, LLC	333202	4/28/2025	CIVICPLUS AUDIOEYE MANAGEI	4,956.83	4,956.83
	Voucher:	54391						
51991729	5/30/2025	026679	CLAN GORDON PIPE BAND	040225	6/7/2025	CLAN GORDON PIPE BAND/DUC	1,200.00	1,200.00
	Voucher:	54392						
51991730	5/30/2025	024565	COMCAST	240415505	5/1/2025	MAY25/ACCT 939731393/INTERN	3,426.41	3,426.41
	Voucher:	54393						
51991731	5/30/2025	024565	COMCAST	849835010142541	5/1/2025	MAY04-JUN03/INTERNET/LOBBY	141.37	141.37
	Voucher:	54394						
51991732	5/30/2025	026511	CONCENTRA MEDICAL CEN	86303021	4/29/2025	PHYSICAL EXAMS	473.00	473.00
	Voucher:	54395						
51991733	5/30/2025	026786	CONNORS, KATHERINE	CNU25	5/8/2025	CNU25/PER DIEM/K.CONNORS	320.00	320.00
	Voucher:	54396						
51991734	5/30/2025	024347	COPIERS NORTHWEST, INC	INV2998877	4/30/2025	APR01-APR30/OVERAGE CHARG	216.12	
	Voucher:	54397		INV3000943	5/2/2025	PW SHOP/COPIER SERVICE	203.63	
				INV2998876	4/30/2025	APR01-APR30/OVERAGE CHARG	101.58	
				INV2998879	4/30/2025	APR01-APR30/OVERAGE CHARG	33.25	
				INV2998878	4/30/2025	APR01-APR30/OVERAGE CHARG	19.99	574.57
51991735	5/30/2025	026852	DELANEY SAUL ILLUSTR & I	01082025-002F	5/15/2025	GRAPHIC DESIGN/30TH BIRTHD,	9,983.00	9,983.00
	Voucher:	54398						
51991736	5/30/2025	023991	DESIGN'S BY MICHELLE SH/	31315	5/1/2025	STAFF JACKETS	372.69	372.69
	Voucher:	54399						
51991737	5/30/2025	026660	DHAMI, MANIKA	RECONCILIATION	5/20/2025	RECONCILIATION/TYLER CONNE	1,115.74	1,115.74
	Voucher:	54400						
51991738	5/30/2025	026118	DREISBACH, KARI	CNU25	5/12/2025	CNU25/PER DIEM/DREISBACH	320.00	320.00
	Voucher:	54401						
51991739	5/30/2025	026873	ECONORTHWEST	31303	4/30/2025	APR01-APR30/PROJ #26265.00/T	26,874.44	26,874.44
	Voucher:	54402						
51991740	5/30/2025	026290	EFAX CORPORATE	5430535	4/30/2025	MAY25/LOCAL NUMBERS/SECUF	120.05	120.05
	Voucher:	54403						
51991741	5/30/2025	026499	EPIC LAND SOLUTIONS INC	0425-1197	5/2/2025	ROW ACQUISITION SERVICES/6	9,686.88	9,686.88
	Voucher:	54404						
51991742	5/30/2025	024894	FIGUEROA, JAVIER	RECONCILIATION	5/19/2025	RECONCILIATION/NLC25/DINNEF	1,567.42	1,567.42
	Voucher:	54405						
51991743	5/30/2025	026249	GEMPLER'S INC	INV0004611274	5/8/2025	LANDSCAPE/SMALL TOOLS	701.76	701.76
	Voucher:	54406						

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991744	5/30/2025	022739 GRAINGER	9504212847	5/12/2025	RESTROOM REPAIR/PARTS	905.78	905.78
	Voucher:	54407					
51991745	5/30/2025	026860 GRAY, GAIL	1102	5/15/2025	2024 ACFR PREP	19,500.00	19,500.00
	Voucher:	54408					
51991746	5/30/2025	026583 GREAT PROMOTIONS	8442	5/5/2025	DUCK VISORS/DUCK DAZE	3,421.69	3,421.69
	Voucher:	54409					
51991747	5/30/2025	001096 HONEY BUCKET	0554845902	5/5/2025	PORTA POTTY RENTAL/CIRQUE	121.00	121.00
	Voucher:	54410					
51991748	5/30/2025	026663 JOEL GIBSON JR MUSIC LLC	03312025	3/31/2025	MUSICAL PERFORMANCE/DUCK	1,000.00	1,000.00
	Voucher:	54411					
51991749	5/30/2025	002091 LEXISNEXIS	3095748900	4/30/2025	APR25/ONLINE LEGAL SERVICE	149.74	149.74
	Voucher:	54412					
51991750	5/30/2025	026405 MAKERS ARCHITECT. & URE	2410-12	5/14/2025	APR25/MIDDLE HOUSING CONSI	2,523.29	2,523.29
	Voucher:	54413					
51991751	5/30/2025	026532 MORELAND, BERNADETTE	REIMB	5/15/2025	REIMB/WELLNESS EVENT/FLOW	65.10	65.10
	Voucher:	54414					
51991752	5/30/2025	001095 NEWS TRIBUNE	290693	2/28/2025	FEB25/PUBLIC NOTICES	156.49	156.49
	Voucher:	54415					
51991753	5/30/2025	026698 OH, GRACE	RECONCILIATION	5/20/2025	RECONCILIATION/MILEAGE/TYLI	37.17	37.17
	Voucher:	54416					
51991754	5/30/2025	001109 PIERCE COUNTY BUDGET &	CI-369030	5/9/2025	APR25/UP CONTRACT/ POLICE S	554,810.97	571,754.71
	Voucher:	54417	CI-369085	5/12/2025	APR25/JAIL SERVICES	13,882.65	
			CI-369101	5/13/2025	1STQTR25/LIQUOR EXCISE TAX	2,566.09	
			CI-367622	3/31/2025	1STQTR25/IT-WIDE AREA NETW	495.00	
51991755	5/30/2025	024698 PIERCE COUNTY SECURITY	448095	5/6/2025	#009205/APR25/CIRQUE PARK	235.00	905.00
	Voucher:	54418	448128	5/6/2025	#009206/APR25/KOBAYASHI PAR	235.00	
			447928	5/6/2025	#010740/APR25/PARADISE PONC	235.00	
			447967	5/6/2025	#012655/APR25/SEAVIEW ST	200.00	
51991756	5/30/2025	023647 RIGGS, DONALD LANE	11827	3/14/2025	KIDS ENTERTAINMENT/DUCK D	1,300.00	1,300.00
	Voucher:	54419					
51991757	5/30/2025	023883 RODARTE CONSTRUCTION	4	5/12/2025	APR25/67TH AVE SEWER EXTEN	425,524.35	425,524.35
	Voucher:	54420					
51991758	5/30/2025	002206 S & S TIRE, INC.	1-162029	1/7/2025	TIRE/DISPOSAL CHARGE	187.25	187.25
	Voucher:	54421					

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991759	5/30/2025	026539	SOUND SCREENING SERVIC 1039437	4/24/2025	EMPLOYEE SCREENING	213.59	213.59
	Voucher:	54422					
51991760	5/30/2025	025454	STAR LAKE GREENHOUSE 15935	5/12/2025	SUMMER ANNUAL FLOWERS	5,072.59	5,072.59
	Voucher:	54423					
51991761	5/30/2025	025311	TACOMA WINSUPPLY, INC. 117029 01	5/7/2025	SUPPLIES	320.81	
	Voucher:	54424	116710 02	5/5/2025	CREDIT/REFUND/POTTED LATCI	-188.73	132.08
51991762	5/30/2025	026767	TUDOR, ROBERT LEE 252067	4/13/2025	MUSICAL PERFORMANCE/DUCK	300.00	300.00
	Voucher:	54425					
51991763	5/30/2025	001035	TYLER TECHNOLOGIES, INC 045-518560	5/7/2025	EERP IMPLEMENTATION/FIN/HRI	12,915.00	12,915.00
	Voucher:	54426					
51991764	5/30/2025	001148	UNITED STATES POSTAL SE BULK MAIL	5/20/2025	PERMIT #235 BULK MAILING SE	4,100.00	4,100.00
	Voucher:	54427					
51991765	5/30/2025	025376	UNIVERSAL FIELD SERVICE: 408183	4/30/2025	APR25/67TH AVE W/PH 2	601.49	601.49
	Voucher:	54428					
51991766	5/30/2025	025336	US BANK 745000006	4/30/2025	CUSTOMER #745000006/APR25/I	38.00	38.00
	Voucher:	54429					
51991767	5/30/2025	001512	WA STATE AUDITORS OFFIC L168248	5/9/2025	AUDIT #56160/AUDIT PERIOD 24-	1,947.40	1,947.40
	Voucher:	54430					
51991768	5/30/2025	022590	WA STATE DEPT OF TRANSF RE-313-ATB50513	5/13/2025	APR25/35TH ST/PH 1	32.50	32.50
	Voucher:	54431					
51991769	5/30/2025	001149	WEST PIERCE FIRE & RESC INV25-032	5/8/2025	LIFESCAN	720.00	720.00
	Voucher:	54432					
51991770	5/30/2025	021826	WHISTLE WORKWEAR INV2070009024	5/9/2025	PERSONAL PROTECTIVE CLOTH-	322.61	322.61
	Voucher:	54433					
Sub total for BANK OF AMERICA:							1,361,697.76

58 checks in this report.

Grand Total All Checks: 1,361,697.76



FINANCIAL REPORT

MARCH 31, 2025

INTRODUCTION

The First Quarter 2025 Financial Report is presented here for review. As in prior years, the report has been prepared on an accrual basis, ensuring that revenues are recorded in the period they are earned, regardless of when they are received.

Due to a standard lag in the receipt of revenues collected by external entities—such as the State of Washington (2-month lag) and Pierce County (1-month lag) - the City accrues these revenues back to the period in which they were deemed receivable. These accruals primarily include taxes and other state-shared revenues, ensuring a more accurate reflection of the City's financial position for the reporting period.

This report has been prepared in alignment with the City Council's request for detailed information on individual revenue sources and expenditures. It is intended to provide transparency and insight into the City's financial performance.

Overall, the City's first quarter general government revenues came in 1.36% above budget estimates. On the expenditure side, first quarter spending (excluding reserves and transfers) is 21.37% below budget, reflecting conservative spending patterns and timing differences in planned expenditures.

The City's current financial forecast indicates that existing revenues are sufficient to support ongoing services as well as legal and contractual obligations through the remainder of the current biennium. This reflects a stable fiscal position and effective budget management.

Please note that this report is a continuing work in progress. If there is any additional analysis, trend data, or specific information you would like to see included in future reports, we welcome your feedback and will make every effort to incorporate your requests.

If you have any questions regarding the information presented in this report, please do not hesitate to contact Leslie Blaisdell, Finance Director. We welcome your feedback and are happy to provide any additional details or clarification as needed.

ON-GOING OPERATING REVENUES

Overall, the City's on-going operating revenues are 1.36% above 2025 budget estimates. The table below lists all on-going revenues with a 2025 Budget to Actual Variance. Details of major variances are discussed following the table.

	2022	2023	2024	2025			1st Qtr Budget to Actual	
	Actual	Actual	Actual	Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
Property Tax	280,847	264,963	429,089	7,087,517	425,251	436,659	11,408	2.68%
Sales Tax - General	937,282	1,040,399	1,019,604	4,242,000	1,060,500	1,025,257	(35,243)	-3.32%
Sales Tax - 1% for Parks	110,531	112,107	113,406	464,600	116,150	116,997	847	0.73%
Sales Tax - Affordable & Supportive Housing	5,308	3,184	2,636	25,413	3,184	2,980	(204)	-6.41%
Utility Tax	900,133	1,263,083	1,349,587	4,731,065	1,139,094	1,349,642	210,548	18.48%
Leasehold Excise Tax - State Shared	1,142	3,085	1,734	5,200	1,300	1,747	447	34.40%
Admission Tax	27,600	29,645	34,454	241,894	60,474	33,324	(27,150)	-44.90%
Solicitor Permit Fees	75	-	100	125	31	100	69	220.00%
Business License Fees	23,815	24,960	23,705	95,950	23,988	19,774	(4,214)	-17.57%
Franchise Fees	889,979	910,859	662,740	3,925,754	981,439	991,289	9,850	1.00%
City Assistance - State Shared	48,268	22,606	32,557	87,156	21,789	32,557	10,768	49.42%
Liquor Excise Tax - State Shared	65,721	65,448	61,263	235,963	58,991	61,263	2,272	3.85%
Liquor Profits - State Shared	68,065	67,699	67,042	265,099	66,275	67,042	767	1.16%
Investment Interest	13,227	506,503	650,234	1,952,850	488,213	569,640	81,427	16.68%
Field Rentals	3,145	5,035	5,770	9,000	2,250	18,843	16,593	737.44%
Development Services - Fees	488,684	127,540	268,888	829,626	207,407	258,888	51,481	24.82%
Fuel Taxes - State Shared	163,320	164,641	71,982	699,617	174,904	100,882	(74,022)	-42.32%
ROW Vacation	-	-	13,000	-	-	-	-	n/a
Transportation Benefit District Fees	59,162	58,209	57,583	402,917	100,729	58,893	(41,836)	-41.53%
Real Estate Excise Tax	384,057	234,704	552,955	1,250,000	312,500	283,423	(29,077)	-9.30%
Criminal Justice Sales Tax - State Shared	196,243	193,598	126,777	838,300	209,575	202,043	(7,532)	-3.59%
Criminal Justice Funding - State Shared	32,264	32,384	37,195	146,431	36,608	37,195	587	1.60%
Gambling Tax	27,416	26,646	-	92,000	23,000	19,858	(3,142)	-13.66%
Law Enforcement Services/DUI Restitution	-	-	-	-	-	250	250	n/a
SLO/UPSD	-	-	-	117,340	29,335	21,180	(8,155)	-27.80%
Alarm Permit Fees	19,323	19,556	-	78,780	19,695	27,960	8,265	41.96%
False Alarm Fees	3,100	1,950	-	12,120	3,030	400	(2,630)	-86.80%
Court Fees	21,217	15,948	-	34,416	8,604	9,080	476	5.54%
Animal Control - Pet Licenses	10,729	10,382	-	33,330	8,333	9,966	1,634	19.60%
Parking Fees	-	-	-	60,000	15,000	7,768	(7,232)	-48.21%
Impact Fees - Parks	744,108	7,288	54,184	398,064	99,516	6,304	(93,212)	-93.67%
Impact Fees - Traffic	8,189	6,334	35,474	132,352	33,088	5,013	(28,075)	-84.85%
SWM - Surface Water Management Fees	158,247	187,794	200,620	3,964,955	198,248	240,620	42,372	21.37%
SWM - Drainage Inventory Fees	5,150	200	150	355	18	-	(18)	-100.00%
SWM - System Development Charges	-	-	-	126,483	6,324	1,987	(4,337)	-68.58%
Fines/Forfeitures	55	874	41	-	-	72	72	n/a
Insurance Recoveries	-	-	-	20,000	5,000	22,378	17,378	347.56%
Penalty & Interest	937	429	1,823	16,600	4,150	4,078	(72)	-1.73%
Judgements & Settlements	-	8,222	-	-	-	-	-	n/a
Miscellaneous	1,730	539	4,766	87,400	21,850	1,786	(20,064)	-91.82%
Total	5,699,069	5,416,815	5,879,356	32,710,672	5,965,839	6,047,136	81,297	1.36%

General Sales Tax revenues for the first quarter of 2025 are 3.32% below budget estimates, representing a shortfall of \$35,243. In contrast, the 1% Sales Tax for Parks slightly outperformed expectations, coming in 0.73% above budget, or \$847 over projections. Because sales tax revenues fluctuate month to month, a simple quarterly comparison may not fully reflect underlying trends. To provide a clearer picture of how 2025 revenues compare to typical monthly patterns, detailed monthly data and analysis are provided on page 7.

Utility Tax revenues for the first quarter of 2025 exceeded budget estimates by 18.48%, resulting in a positive variance of \$210,548. This strong performance reflects higher-than-anticipated collections across several utility categories. For a detailed breakdown of utility tax revenues by category, please refer to page 10 of this report.

Admission Tax revenues for the first quarter of 2025 are 44.90% below budget estimates, reflecting a shortfall of \$27,150. However, this variance is not unexpected, as a significant portion of admission tax revenue is typically generated during the summer months.

Real Estate Excise Tax (REET) collections for the first quarter of 2025 totaled \$283,423, falling 9.30% below budget estimates. All sales of real estate are taxed at 1.78%, of which 1.28% goes towards state funding of K-12 education and public works assistance and the city receives 0.5% for capital purposes.

Investment Interest revenues continue to perform strongly, totaling \$569,640 for the first quarter—exceeding budget estimates of \$488,213 by a notable margin. This performance reflects the continued benefit of higher interest rates, although rates have begun to decline. The Local Government Investment Pool (LGIP) interest rate, which remained above 5% from May through October 2023, has been steadily decreasing, ending the first quarter of 2025 at 4.39%.

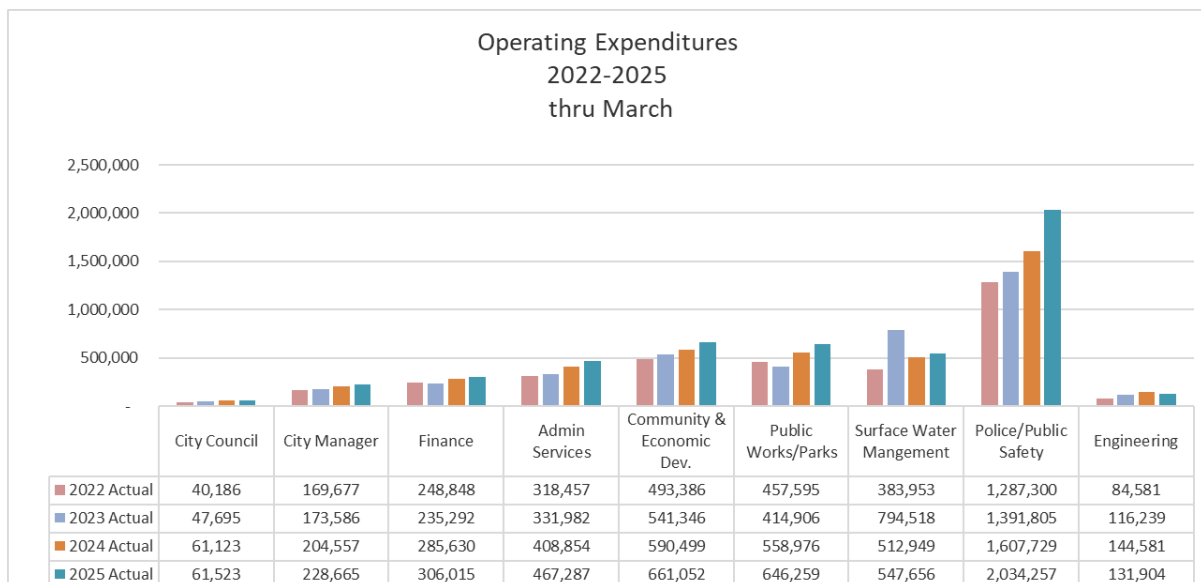
OPERATING EXPENDITURES

Overall, 2025 First Quarter operating expenditures are 21.37% below budget (excluding Reserves and contingency). Expenditures are presented by department.

- City Manager's Office: City Manager, Assistant City Manager, Community Events and Beautification
- Finance
- Administrative Services: Human Resources, Reception, City Clerk and Communications
- Community and Economic Development: Economic Development, Development Services and Fire Code Official
- Public Works and Parks Maintenance: Public Works – Streets and Parks Maintenance
- Surface Water Management: Public Works – SWM and Engineering – SWM
- Police and Public Safety: Court, City Attorney, EOC, Police, Public Safety, Animal Control, Code Enforcement and Jail
- Engineering – General Fund

OPERATING EXPENDITURES 1st Quarter Comparison 2022-2025

	2022	2023	2024	2025			Budget to Actual Variance	
	Actual	Actual	Actual	Total Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
<i>City Council</i>	40,186	47,695	61,123	\$ 333,616	\$ 83,404	\$ 61,523	\$ (21,881)	-26.24%
<i>City Manager's Office</i>	169,677	173,586	204,557	1,408,717	\$ 352,179	228,665	(123,514)	-35.07%
<i>Finance</i>	248,848	235,292	285,630	1,192,042	\$ 298,011	306,015	8,004	-40.19%
<i>Administrative Svcs</i>	318,457	331,982	408,854	2,451,919	\$ 612,980	467,287	(145,693)	-23.77%
<i>Community & Economic Development</i>	493,386	541,346	590,499	3,043,580	\$ 760,895	661,052	(99,843)	-13.12%
<i>Public Works & Parks</i>	457,595	414,906	558,976	4,525,494	\$ 1,131,374	646,259	(485,115)	-42.88%
<i>SWM</i>	383,953	794,518	512,949	2,311,786	\$ 577,947	547,656	(30,291)	-5.24%
<i>Police/Public Safety</i>	1,287,300	1,391,805	1,607,729	9,921,782	\$ 2,480,446	2,034,257	(446,189)	-17.99%
<i>Engineering</i>	84,581	116,239	144,581	676,731	\$ 169,183	131,904	(37,279)	-22.03%
	3,483,983	4,047,369	4,374,898	25,865,667	6,466,417	5,084,616	\$ (1,381,801)	-21.37%



POLICE/PUBLIC SAFETY FUND REVENUES AND EXPENSES

Public Safety revenues for the first quarter of 2025 are 2.68% below budget estimates, with mixed performance across individual revenue sources:

- Local Criminal Justice Sales Tax is 3.59% below budget.
- Court Fee revenues are 5.54% above budget, reflecting stronger-than-expected collections.
- Alarm Permit revenues significantly exceeded expectations, coming in 41.96% above the adopted budget.
- False Alarm Fees are 86.80% below estimates, continuing a trend of reduced false alarm incidents as permit holders take steps to avoid penalties.
- Animal Control revenues are 19.60% above budget, indicating increased compliance or service demand.

Total Public Safety expenditures for the first quarter of 2025 are 17.99% below budget estimates. A significant portion of this savings is attributed to Special Overtime, which is typically incurred during the second and third quarters to support community events and special emphasis patrols. As these activities ramp up later in the year, expenditures are expected to align more closely with budget projections.

1st Quarter Comparison

	2022	2023	2024	2025			Budget to Actual	
	Actual	Actual	Actual	Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
REVENUES								
Property Tax	280,847	264,963	429,089	7,087,517	425,251	436,659	11,408	2.68%
Local Criminal Justice Sales Tax	196,243	193,598	126,777	838,300	209,575	202,043	(7,532)	-3.59%
Utility Tax - Water	52,010	116,909	136,301	631,666	157,917	136,301	(21,615)	-13.69%
Gambling Tax	27,416	26,646	18,980	92,000	23,000	19,858	(3,142)	-13.66%
Alarm Permit Fees	19,323	19,556	21,000	78,780	19,695	27,960	8,265	41.96%
Criminal Justice Funding - State Shared	32,264	32,384	37,195	146,431	36,608	37,195	587	1.60%
Liquor Profits Tax - Public Safety	15,131	15,050	14,928	58,932	14,733	14,903	170	1.16%
Law Enforcement Svces/DUI Response	-	-	-	-	-	250	250	n/a
UPSD/SRO Reimbursement	-	-	-	117,340	29,335	21,180	(8,155)	-27.80%
Personnel Services	-	-	-	-	-	10,840	10,840	n/a
SWM Administrative Fee - City Attorney	15,808	18,859	20,204	171,362	42,841	25,783	(17,058)	-39.82%
Drug Investigation Fund	14	-	-	-	-	204	204	n/a
False Alarms	3,100	1,950	1,650	12,120	3,030	400	(2,630)	-86.80%
Penalty/Interest	28	22	-	-	-	57	57	n/a
Court Fees	21,217	15,948	6,063	34,416	8,604	9,080	476	5.54%
Animal Control - Licenses	10,729	10,382	7,866	33,330	8,333	9,966	1,634	19.60%
Animal Control - Penalty/Int	27	-	-	-	-	15	15	n/a
ARPA	-	1,027,901	-	-	-	-	-	n/a
Grant - CJTC Wellness	-	-	-	840	-	-	-	n/a
Miscellaneous	-	300	1,756	-	-	-	-	n/a
Total Revenues	674,157	1,744,469	821,808	9,303,034	978,920	952,695	(26,225)	-2.68%
Expenditures								
Municipal Court	78,955	73,500	84,737	376,720	94,180	86,520	(7,660)	-8.13%
Legal Services	95,809	87,109	122,451	678,780	169,695	156,261	(13,434)	-7.92%
Emergency Preparedness	253	13,949	56,488	85,250	21,313	-	(21,313)	-100.00%
Police	1,000,203	981,404	1,201,432	7,733,787	1,933,447	1,552,932	(380,515)	-19.68%
Public Safety	27,020	31,948	52,088	424,327	106,082	103,568	(2,514)	-2.37%
Animal Control	39,928	9,362	34,595	219,920	54,980	41,371	(13,609)	-24.75%
Code Enforcement	36,488	37,554	43,069	241,373	60,343	44,606	(15,737)	-26.08%
Jail	8,644	30,063	12,869	161,625	40,406	48,999	8,593	21.27%
Total Expenditures	1,287,299	1,264,889	1,607,729	9,921,782	2,480,446	2,034,257	(446,189)	-17.99%

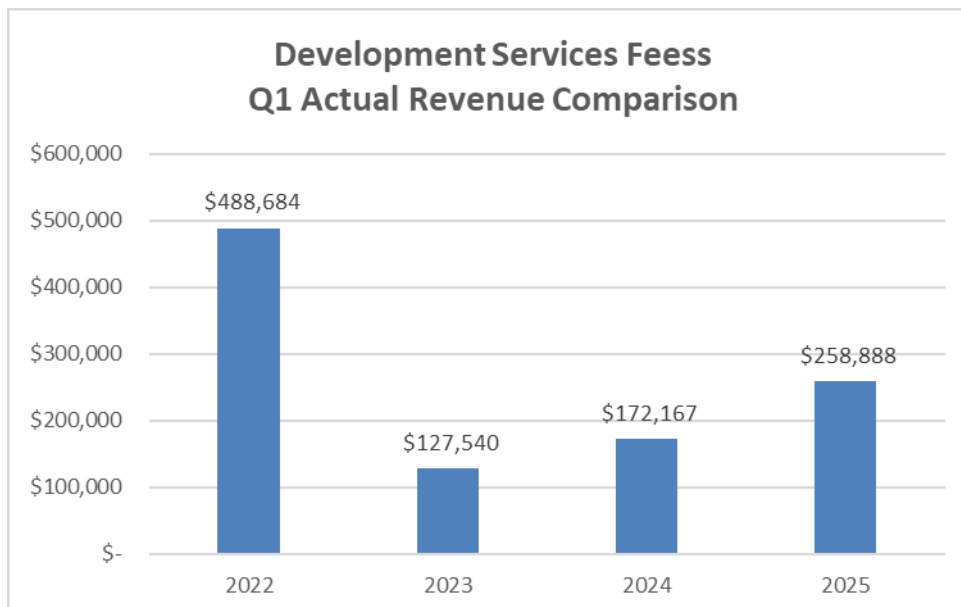
DEVELOPMENT SERVICES FUND REVENUES AND EXPENSES

Development Services fee revenues for the first quarter of 2025 exceeded budget estimates by 24.82%. These fees are collected for permits, planning, engineering, and fire code official reviews.

At the same time, expenditures are 13.12% below budget, reflecting cost savings or delays in planned spending.

Development Services Fees

	2022	2023	2024	2025			Budget to Actual	
	Actual	Actual	Actual	Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
REVENUES								
Building Fees	\$ 336,756	\$ 78,762	\$ 149,182	\$ 538,341	\$ 134,585	\$ 199,671	\$ 65,086	48.36%
Planning Fees	11,320	14,888	3,817	61,577	15,394	18,673	3,279	21.30%
Fire Fees	33,066	4,416	7,568	67,689	16,922	25,654	8,732	51.60%
Engineering	107,542	29,473	11,600	162,019	40,505	14,889	(25,616)	-63.24%
	<u>\$ 488,684</u>	<u>\$ 127,540</u>	<u>\$ 172,167</u>	<u>\$ 829,626</u>	<u>\$ 207,407</u>	<u>\$ 258,888</u>	<u>\$ 51,481</u>	<u>24.82%</u>
<u>Other Sources</u>								
Transfer in: General Fund	-	-	-	-	-	-		
Transfer In: SWM Fund	-	-	-	-	-	-		
Fines & Forfeitures	-	-	-	-	-	-		
Grants	-	-	-	29,000	7,250	10,000		
Personnel Services	-	-	-	10,000	2,500	-		
Miscellaneous Revenue	-	72	144	-	-	-		
Total Revenues	488,684	127,612	172,311	868,626	217,157	268,888		
EXPENDITURES								
Development Services	\$ 382,669	\$ 455,013	\$ 485,188	\$ 2,917,341	\$ 729,335	\$ 629,148	\$ (100,188)	-13.74%
Fire Control	19,057	27,966	30,130	126,239	31,560	31,905	345	1.09%
Total Expenditures	\$ 401,726	\$ 482,979	\$ 515,318	\$ 3,043,580	\$ 760,895	\$ 661,052	\$ (99,843)	-13.12%



INDIVIDUAL REVENUES

The information presented below provides a detailed look at the major revenues for the city.

Sales Tax

Sales tax is a cyclical revenue source, and as such, the City takes a conservative approach to budgeting in this area. Revenue collections tend to fluctuate throughout the year, with certain months generating significantly higher returns. Therefore, a simple budget-to-actual comparison for a single quarter may not provide a complete picture of overall performance.

As illustrated in the chart on page 2, first-quarter sales tax revenues are down 3.32%, or \$35,243, compared to budget estimates. This variance is not unusual given the seasonal nature of sales tax collections and will continue to be monitored closely in the coming months.

Below are more detailed breakdowns by month of the figures shown on page 2.

Local Sales Tax Revenue Monthly Comparison

MONTH	2022 Actual	2023 Actual	2024 Actual	2025 Actual
January	\$ 296,637	\$ 328,091	\$ 338,991	\$ 324,652
February	286,402	345,634	325,862	314,703
March	354,243	366,674	354,752	385,902
Total	\$ 937,282	\$ 1,040,399	\$ 1,019,605	\$ 1,025,257
 Taxable Sales	 \$ 111,581,190	 \$ 123,857,017	 \$ 121,381,548	 \$ 122,054,405

Local Sales Tax Revenue 1st Quarter By Category

Category	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2025 vs 2024 1st Qtr Actual	
					Variance	% Variance
Retail Trade	\$ 393,525	\$ 401,057	\$ 420,660	\$ 432,547	11,887	2.8%
Services	20,209	19,662	22,953	31,891	8,938	38.9%
Construction	184,220	250,717	186,747	180,028	(6,719)	-3.6%
Accommodation and Food Svce	77,283	93,777	97,069	95,318	(1,751)	-1.8%
Information	41,411	45,764	48,501	48,454	(47)	-0.1%
Arts, Entertain, Recreation	22,460	21,733	26,877	27,371	494	1.8%
Admin, Supp, Med Svces	65,597	67,807	70,478	74,682	4,204	6.0%
Transp/Warehousing/Utilities	7,010	8,988	8,928	11,325	2,397	26.8%
Wholesaling	36,061	39,292	42,175	40,096	(2,079)	-4.9%
Manufacturing	11,813	12,452	13,361	13,538	177	1.3%
Other	51,784	60,423	54,767	44,292	(10,475)	-19.1%
Finance/Insur/Real Estate	25,430	18,415	24,289	22,997	(1,292)	-5.3%
Government	479	312	2,800	2,718	(82)	-2.9%
Total	\$ 937,282	\$ 1,040,399	\$ 1,019,605	\$ 1,025,257	\$ 5,652	0.6%

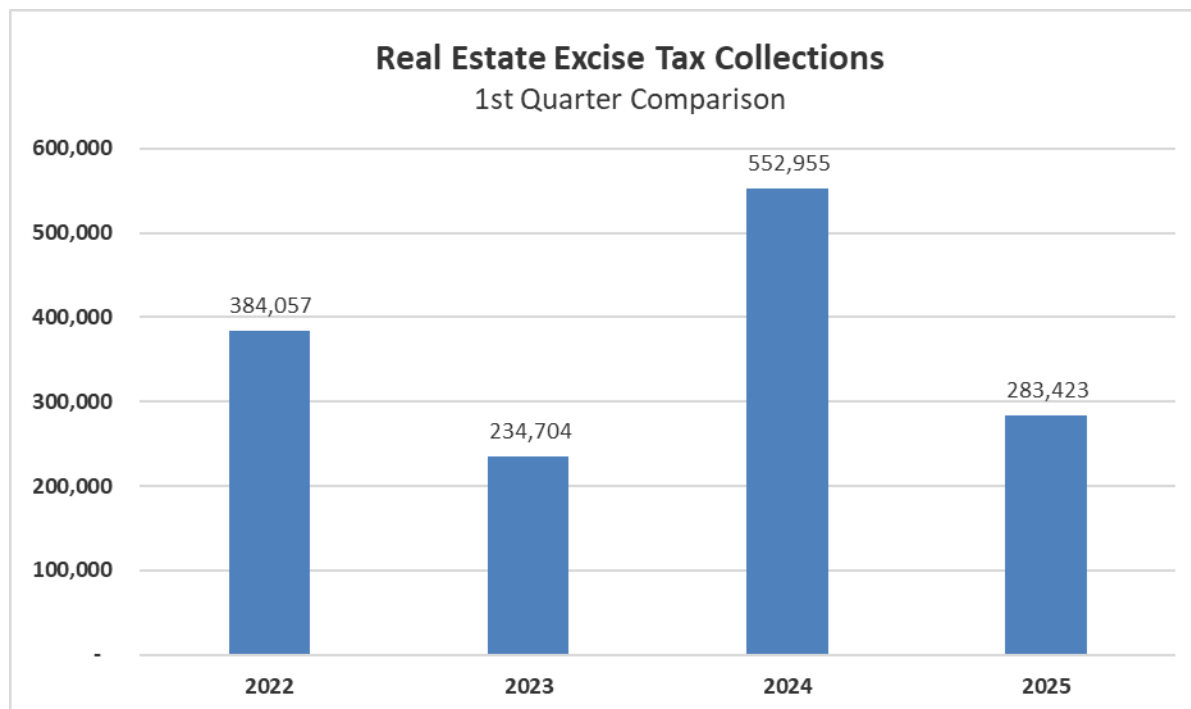
Sales tax by category is provided by TaxTools

Real Estate Excise Tax

Real Estate Excise Tax (REET) collections for the first quarter of 2025 totaled \$283,423, falling 9.30% below budget projections and marking a 48.74% decrease compared to the \$552,955 collected in Q1 of 2024. A large portion of last year's revenue was driven by a one-time, high-value transaction—the sale of a large multi-family and mixed-use retail property in 1st Quarter 2024.

REET First Quarter Monthly Comparison

MONTH	2022 <i>Actual</i>	2023 <i>Actual</i>	2024 <i>Actual</i>	2025 <i>Actual</i>
January	\$ 87,847	\$ 60,789	\$ 333,046	\$ 65,656
February	127,700	70,351	83,902	105,256
March	168,510	103,564	136,006	112,511
Total	\$ 384,057	\$ 234,704	\$ 552,955	\$ 283,423
Taxable Sales	\$ 45,721,124	\$ 27,940,904	\$ 65,827,938	\$ 33,740,794



State-Shared Revenues

Total state-shared revenues are below 2025 budget estimates by 11.72%.

First Quarter Fuel Tax is 42.32% lower than projected. This shortfall is attributed to a system upgrade that temporarily disrupted the regular reporting and processing of fuel tax data. The Department of Licensing (DOL) has identified the issue and is actively implementing a fix. Once the system is stabilized, DOL will begin reconciling the affected data. We anticipate that the reconciliation and remittance process will restore accuracy to the revenue figures in the upcoming reporting period. Fuel Tax is collected at the state level and is distributed to cities based on percent of population as compared with the State.

Liquor-related revenues outperformed budget expectations in the first quarter of 2025. Liquor Profits exceeded projections by 1.16%, while Liquor Excise Tax collections came in 3.85% above budget estimates.

Leasehold Excise Tax collections exceeded first-quarter budget estimates by 34.40%, reflecting stronger-than-anticipated revenue from taxable lease agreements. Leasehold Excise Tax applies to properties owned by state or local governments that are leased to private entities. Currently, the City has three tenants subject to this tax. Of these, two tenants have received a non-profit exemption, reducing their tax liability. Additionally, the City holds two cell tower leases, one of which qualifies for a tax exemption under RCW 82.29A as it is operated by an entity taxed as a public utility.

Criminal Justice Sales Tax collections came in 3.59% below budget estimates, while other Criminal Justice funding sources exceeded projections by 1.60%.

STATE SHARED REVENUES

CATEGORY	2022	2023	2024	2025			Budget to Actual	
	Actual	Actual	Actual	Total Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
Liquor Profits Tax	\$ 68,065	\$ 67,699	\$ 67,150	\$ 265,099	\$ 66,275	\$ 67,042	\$ 767	1.16%
Liquor Excise Tax	65,721	65,448	64,160	235,963	58,991	61,263	2,272	3.85%
Leasehold Excise Tax	1,142	3,081	1,734	5,200	1,300	1,747	447	34.40%
Fuel Tax	163,320	164,641	157,076	699,617	174,904	100,882	(74,022)	-42.32%
City Assistance	48,268	22,606	20,170	87,156	21,789	32,557	10,768	49.42%
Local Crim Justice Sales Tax	196,243	193,598	196,359	838,300	209,575	202,043	(7,532)	-3.59%
Criminal Justice Funding	32,264	32,384	36,283	146,431	36,608	37,195	587	1.60%
Total	\$ 575,023	\$ 549,458	\$ 542,931	\$ 2,277,766	\$ 569,442	\$ 502,729	\$ (66,712)	-11.72%
% Change from prior year	9.4%	4.5%	-5.6%			-4.4%		

Utility Tax

Overall, utility tax revenue is 18.48% above first quarter budget estimates. Natural gas taxes are 91.61% above First quarter budget estimates. This will level out as gas use is impacted by the weather and there is higher use in the 1st quarter in the winter months. Garbage is up 0.33%. Cable television taxes are 2.03% below estimates.

Cell phone tax revenues exceed budget estimates by 6.44%. Telephone tax is 2.40% above 2025 budget estimates.

Utility Tax Revenues 1st Quarter Collections

	2022	2023	2024	2025			Budget to Actual	
	Actual	Actual	Actual	Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
Electric	203,759	452,986	461,044	1,557,768	389,442	483,638	94,196	24.19%
Gas	179,695	215,881	176,601	474,700	118,675	227,390	108,715	91.61%
Garbage	123,020	129,318	137,799	564,590	141,148	141,616	469	0.33%
Cable	165,980	164,130	148,188	568,205	142,051	139,166	(2,885)	-2.03%
Phone	28,221	28,430	24,801	96,053	24,013	24,331	317	1.32%
Cellular	35,744	36,980	36,807	144,681	36,170	38,499	2,329	6.44%
Sewer	109,015	115,606	142,991	533,020	133,255	154,556	21,301	15.98%
Water	52,010	116,909	128,662	606,208	151,552	136,301	(15,251)	-10.06%
SWM	2,690	2,844	3,553	185,840	2,788	4,145	1,357	48.69%
Total Revenue	900,133	1,263,083	1,260,446	4,731,065	1,139,094	1,349,642	210,548	18.48%

Franchise Fees

Overall, Franchise Fee revenue exceeds budget estimates by 1.00%.

Franchise Fees 1st Quarter Collections

	2022	2023	2024	2025			Budget to Actual	
	Actual	Actual	Actual	Budget	1st Qtr Budget	Actual	\$ Variance	% Variance
Cable	137,399	135,718	122,452	460,110	115,028	114,650	(378)	-0.33%
Refuse	101,957	107,190	114,211	468,000	117,000	117,672	672	0.57%
Water	186,945	193,415	207,495	890,187	222,547	222,547	(0)	0.00%
Electric	332,007	358,930	370,756	1,527,457	381,864	381,864	0	0.00%
Sewer	131,671	115,606	142,991	580,000	145,000	154,556	9,556	6.59%
Total Revenue	889,979	910,859	957,905	3,925,754	981,439	991,289	9,850	1.00%

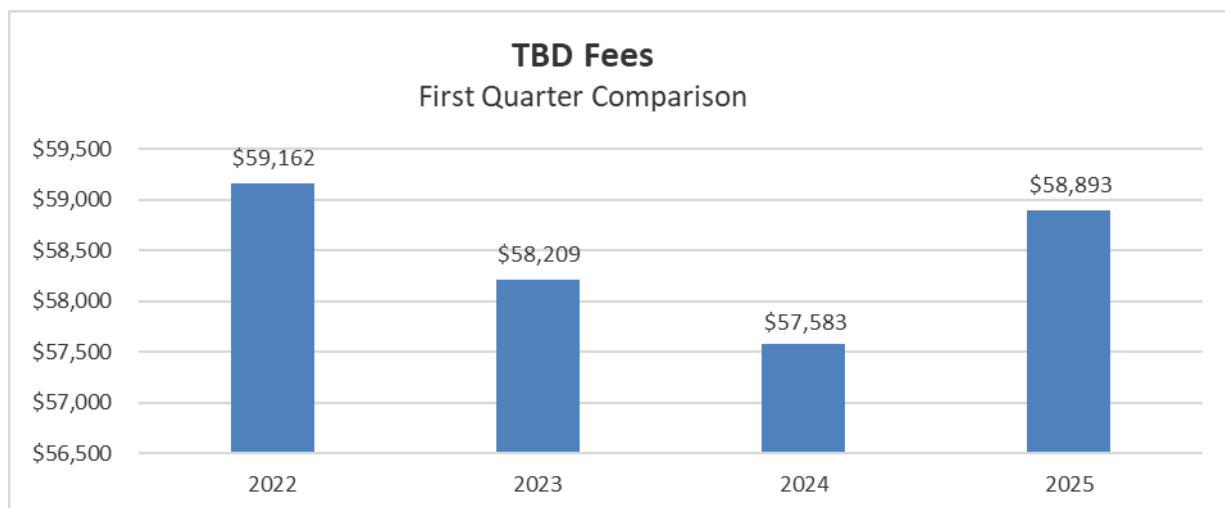
Transportation Benefit District (TBD) Fees

First Quarter 2025 revenues of 58,893 are 2.28% above 1st Quarter 2024. The amount received in 2021 is much higher because the TBD rate decreased from \$35 to \$10 in mid-2021.

Resolution 1054 was adopted by the City of University Place Council on Monday, October 7, 2024. The resolution increases our TBD fee incrementally in \$10 in 2025, \$10 in 2027, and \$10 in 2029. The first increase is effective May 1, 2025.

Transportation Benefit District fees are collected to fund maintenance, preservation, and safety enhancements to University Place's existing transportation network.

MONTH	2021 <i>Actual</i>	2022 <i>Actual</i>	2023 <i>Actual</i>	2024 <i>Actual</i>	2025 <i>Actual</i>
January	\$ 75,468	\$ 19,310	\$ 20,427	\$ 19,369	21,184
February	63,721	16,682	17,365	18,206	16,697
March	78,644	23,171	20,418	20,007	21,012
Total	\$ 217,833	\$ 59,162	\$ 58,209	\$ 57,583	\$ 58,893



CAPITAL IMPROVEMENT FUNDS - YTD EXPENSES AND STATUS

The table below reflects the active projects for 2025. The Parks CIP Fund is funded in large part by Parks Impact Fees and will not see any significant increase in monies over the next several years without additional funding sources. Public Works CIP is largely funded by Grants and restricted funds: Arterial Street Fund, REET Fund, SWM Fund and Traffic Impact Fees. Muni CIP was funded with transfers from the General Fund for the design and construction of the City Hall tenant improvements at the Civic Building. CIP projects are multi-year, but costs are budgeted in one year with the remaining budget being carried forward to the next year.

PROJECT	Status	2025 Adopted	2025 YTD
Parks Capital Improvement			
Adriana Hess - Boardwalk over pond	Reapplying for grant funding	80,529	-
Cirque Park Improvements - Grant	Completed	43,636	46,216
Creeside Park - Master Plan	Design	242,803	-
Chambers/Leach Creek Trail	Ongoing	99,560	-
Cirque Park - Master Plan, Space Plan, Splash Pad Design	Completed	-	820
Paradise Pond Park - Master Plan	Not yet started	65,000	-
Sunset Terrace Parking lot pave/expansion (ARPA)	Constuction	117,530	64,189
Paradise Pond - Easement	Not yet started	50,000	-
Inclusive Playground	Plaground Complete, Restroom on order	499,424	63,929
Market Square Resurfacing	Not yet started	70,000	-
Contingency		1,111,205	-
		\$ 2,379,687	\$ 175,153
Public Works Capital Improvement			
CIP Personnel	On-going	\$ 150,000	\$ 30,367
Neighborhood CIP	On-going/As needed	126,419	-
Wayfinding	Design	236,542	-
LRF - Market Place Phase 5	Ongoing	10,840	-
67th Avenue Phase 1	Construction	3,917,692	76,216
67th Avenue Phase 2	Construction	1,547,004	1,080,513
UP Main Street Redevelopment	Construction	3,510,717	-
Cultural Shift to Active Transportations	Awaiting Tacoma	100,000	-
PW Shop Equipment Shed	Planning	225,000	-
Leach Creek Sewer	Construction	2,096,461	614,146
ARPA Sewer Extension	Construction	5,535,071	3,508
Orchard Street Design	Planning	5,052	-
57th Ave Sewer	Construction	1,540,726	6,640
Chambers Creek Road RAB	Design/Engineering	479,992	-
Drexler Faux Rock Wall Painting	Late 2024 project	32,000	-
40th Street Phase 3	Design	200,000	-
35th Street Phase 2 (GV To BP)	Construction	3,346,007	530,140
Saferoutes/UP School Crosswalk Safety Improvements	Design	1,242,426	17,193
70th Street Phase 2	Design	200,000	-
Day Island Bridge Design	Not yet started	1,000,000	-
Grandview Avenue RAB - 36th St	Not yet started	1,267,173	29,236
67th Avenue Phase 3	Design	350,000	-
44th Street Sidewalk Extension	Design	200,000	-
Contingency		547,994	-
SWM Capital Improvement Projects Directly Charged to SWM			
Stormwater NCIP	Ongoing/As Needed	103,000	-
SWM - Storm Drainage for CIP	Ongoing/As Needed	141,883	-
SWM - Brookside	Design	461,664	254,904
SWM - Vactor Bay Replacement	Design	394,033	3,938
SMAP - Stormwater Pond Capacity Project	Ongoing	173,116	-
SWM - PW Shop - Salt Storage	Design	175,000	-
SWM - PW Shop Brine Storage	Design	150,000	-
		\$ 29,465,812	\$ 2,646,801
Municipal Facilities CIP			
PW Shop - Sewer Rebuild Phase 2	Design	245,310	430
PW Shop - Parking Lot Entry	Construction	60,713	-
Suite 102 - Grease Interceptor	Construction	119,543	2,348
Suite 102 - Outdoor Rail/Seating	Design	25,000	-
Suite 102 - Roll-Up Door	Design	28,622	-
PW Shop Expansion	Construction	254,839	32,756
		\$ 734,027	\$ 35,533

MISCELLANEOUS DATA

POPULATION

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
	(census)				
City of University Place	34,866	35,100	35,420	35,580	35,970

Source: State of Washington Office of Financial Management

TOTAL PROPERTY TAX LEVY PER \$1,000 AV

		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
City of University Place	Regular Levy Rate	0.88	0.78	0.66	1.01	0.98
County	Regular Levy Rate	0.95	0.85	0.73	0.74	0.72
State	Regular Levy Rate	1.91	1.73	1.51	1.51	1.55
State School Levy 2	Regular Levy Rate	1.03	0.93	0.81	0.81	0.84
Conservation Futures	Regular Levy Rate	0.04	0.03	0.03	0.03	0.03
Flood Control Zone	Regular Levy Rate	0.10	0.10	0.10	0.10	0.09
Port of Tacoma	Regular Levy Rate	0.17	0.15	0.13	0.14	0.13
Central PS Regional Transit	Regular Levy Rate	0.20	0.18	0.16	0.16	0.16
Pierce County Rural Library	Regular Levy Rate	0.44	0.39	0.33	0.34	0.33
Fire District #3 EMS	Regular Levy Rate	0.49	0.45	0.41	0.44	0.44
Fire District #3 M&O *	Excess (voted) Levy Rate	1.04	0.90	1.23	0.92	-
Fire District #3 Expense	Regular Levy Rate	1.46	1.36	0.76	1.32	1.00
UP School District - Bond	Excess (voted) Levy Rate	1.69	1.46	1.22	0.97	0.73
UP School District - Capital Projects	Excess (voted) Levy Rate	0.47	0.43	0.42	0.46	0.47
UP School District Enrichment - M&O	Excess (voted) Levy Rate	2.50	2.45	2.38	2.50	2.50
		13.36	12.19	10.88	11.45	9.98

Total University Place Assessment	\$ 4,544,980	\$ 4,609,967	\$ 4,678,340	\$ 6,947,095	\$ 7,047,517
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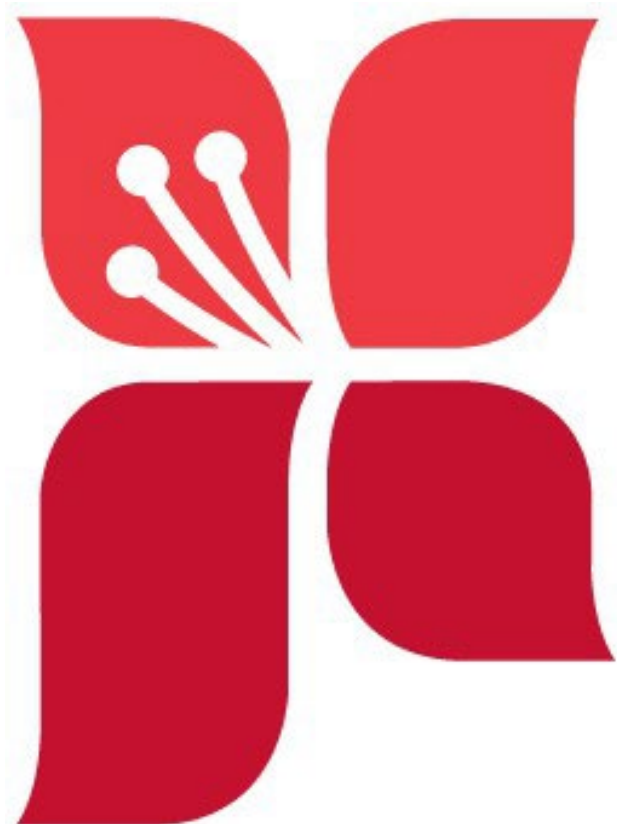
* On November 5, 2024, voters approved Proposition 1 authorizing the imposition of benefit charges each year for six years, not to exceed an amount equal to 60% of its operating budget and be prohibited from imposing an additional property tax under RCW 52.16.160.

OPERATING INDICATORS

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
General Government				
Building Permits Issued	1,101	1,126	941	840
Police				
Calls for Service	10,056	10,038	10,833	11,248
Part 1 Crimes*	895	1,129	1,026	739
DUI Arrests	6	10	27	16
Other Traffic Arrests	23	34	61	14
	10,980	11,211	11,947	12,017
Fire**				
Emergency Medical Responses	14,187	14,151	14,096	14,545
Fire Responses	2,065	2,007	2,161	2,261
Other	1,520	1,563	1,552	1,455
	17,772	17,721	17,809	18,261

* Part 1 Crimes includes Violent Crime (Aggravated Assault, Murder, Rape, Robbery) and Property Crime (Arson, Motor Vehicle Theft, Burglary and Theft)

** Reflects the total for all of West Pierce Fire.



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

Proposed Council Action:

Pass an Ordinance amending Chapter 10.50 of the University Place Municipal Code; relating to Commute Trip Reduction Plan.

Agenda No: 7D

Dept. Origin: Engineering

For Agenda of: June 16, 2025

Exhibits: Proposed Ordinance
Exhibit A

Concurred by Mayor: _____

Approved by City Manager: _____

Approved as to form by City Atty.: _____

Approved by Finance Director: _____

Approved by Department Head: _____

Expenditure
Required: \$0.00

Amount
Budgeted: \$0.00

Appropriation
Required: \$0.00

SUMMARY/POLICY ISSUES

The City has implemented a Commute Trip Reduction (CTR) program since 2002 as mandated by state law. The purpose of Washington's CTR law is to improve air quality, reduce traffic congestion, and minimize energy consumption. The primary changes to the City's CTR Plan and Code are as follows:

- The City's CTR Code has been revised to reflect the updated RCW references, direction on telework/telecommute employees and other clarifying language.
- The City's CTR plan has been updated to a new performance goal to be consistent with the statewide target, updated to include relevant information from the current comprehensive plan policies and updated to include feedback from public engagement performed during the development of the current plan.

The CTR plan and code applies to employers of 100 or more employees who arrive between 6 and 9 a.m. and requires them to develop and implement a program to encourage their employees to reduce vehicle miles traveled and drive-alone trips. University Place currently has only two affected employers, the City itself and Pierce County Public Works and Utilities at the Environmental Services Building and Wastewater Treatment Plant.

The new performance target for these employers is to achieve a weighted average drive-alone rate of 60 percent or less for CTR-affected worksites.

City Council adoption of the updated CTR Plan and code is required by June 30, 2025.

ALTERNATIVES CONSIDERED

None. The City is required to Update its CTR Plan every four years.

BOARD OR COMMITTEE RECOMMENDATION

The City Council studied the draft Commute Trip Reduction Plan 2025-2029 Update On May 5, 2025.

RECOMMENDATION/MOTION

MOVE TO: Pass an Ordinance amending Chapter 10.50 of the University Place Municipal Code; relating to Commute Trip Reduction Plan.

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON AMENDING
CHAPTER 10.50 OF THE UNIVERSITY PLACE MUNICIPAL CODE; RELATING TO
COMMUTE TRIP REDUCTION PLAN**

WHEREAS, the City of University Place recognizes the importance of increasing citizens' awareness of air quality, energy and fuel consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues; and

WHEREAS, under State law set forth in Chapter 70A.15.4000-4110 RCW, the City of University Place is required to develop and implement a commute trip reduction plan and program to reduce single occupant vehicle commute trips and reduce vehicle miles traveled; and

WHEREAS, this Ordinance is consistent with the goals and policies set forth in the City's Comprehensive Plan to increase the use of public transit; and

WHEREAS, this Ordinance is consistent with CTR Task Force guidelines, the ordinances of other jurisdictions within Pierce County, and the requirements of the City's Code; and

WHEREAS, RCW 70.94 was amended by the Legislature in 2006; and

WHEREAS, the State has amended the model commute trip reduction ordinance; and

WHEREAS, cities are required to comply with State requirements,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. Amendment of Chapter 10.50 UPMC. Chapter 10.50 UPMC is amended as set forth in Exhibit A attached hereto.

Section 2. Continuance of Existing Plans. All commute trip reduction plans developed under Chapter 10.50 UPMC are unaffected by this Ordinance.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON JUNE 16, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

Publication Date: xx/xx/xx

Effective Date: xx/xx/xx

Exhibit A
Chapter 10.50

CITY OF UNIVERSITY PLACE COMMUTE TRIP REDUCTION PLAN

Sections:

- 10.50.010 Purpose and intent.
- 10.50.020 Definitions.
- 10.50.030 City commute trip reduction plan.
- 10.50.040 Responsible City agency.
- 10.50.050 Applicability.
- 10.50.060 Notification of applicability.
- 10.50.070 Employer program requirements.
- 10.50.080 Program modifications and exemptions.
- 10.50.090 Review of commute trip reduction programs.
- 10.50.100 Enforcement and penalties.
- 10.50.110 Appeals of administrative decisions.
- 10.50.120 Commute trip reduction program for employees of City government.

10.50.010 Purpose and intent.

The purpose of this chapter is to promote the public health, safety, and general welfare by establishing goals and requirements for employers to implement commute trip reduction programs in accordance with RCW ~~70.94.521 through 70.94.555~~ 70A.15.4000-4080. The City recognizes the importance of increasing citizens' awareness of climate changes, air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues. The intent of this chapter is to achieve the following objectives:

- A. To improve air quality, reduce traffic congestion, and reduce the consumption of petroleum fuels through employer-based programs that encourage the use of alternatives to the single-occupant vehicle for the commute trip.
- B. To make optimal use of existing and planned transportation facilities to minimize development costs and preserve business opportunities in the City of University Place and the State of Washington.
- C. To adopt a cooperative and coordinated approach to reducing the number of drive-alone trips and average vehicle miles traveled (VMT) to ensure consistency regarding CTR policies and implementation.
- D. To treat affected employers in a fair and reasonable manner.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.020 Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

A. "Affected employee" means a full-time employee, including telework/telecommute employee, who reports or begins their ~~who begins his or her~~ regular workday at a single worksite ~~covered by the commute trip reduction plan~~ between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 52 continuous weeks. Independent contract employees are excluded. Seasonal employees and independent-contract employees are excluded. ~~agriculture employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees. Construction workers who work at a construction site with an expected duration of less than two years are excluded from this definition.~~

B. "Affected employer" means an employer who employs 100 or more affected employees.

C. "Affected employer worksite" means a building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way, and at which there are 100 or more affected employees.

D. "Alternative commute mode" refers to any means of commuting other than that in which the single-occupant motor vehicle is the dominant mode. Teleworking/telecommuting and compressed work week schedules that result in the reduction of a commute trips are also considered an alternative commute mode.

E. "Carpool" means a motor vehicle occupied by at least two ~~to four~~ people of at least 16 years of age traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.

F. "Commute trip" means a trip that is made from a worker's home to a worksite.

G. "CTR" is the abbreviation of commute trip reduction.

H. "Commute trip reduction (CTR) plan" means the adopted City of University Place plan to regulate and administer the CTR programs of affected employers.

I. "Commute trip reduction (CTR) program" means an employer's strategies to reduce employees' drive-alone trips and average VMT per employee.

J. "Compressed work week" means a full-time employee work schedule that allows an employee to eliminate at least one workday every two weeks by working more hours the remaining days, resulting in fewer commute trips by the employee. Examples would include working four workdays per week or nine workdays in two weeks. Compressed work weeks are understood to be an ongoing arrangement.

K. "Day" means calendar day.

L. "Department" means the City of University Place Engineering Department.

M. "Dominant mode" means the mode of travel used for the greatest distance of a commute trip.

N. "Drive alone" means a motor vehicle occupied by one person for commute purposes, including a motorcycle.

O. "Employee transportation coordinator" means a designated person(s) who is responsible for the development, implementation and monitoring of an employer's commute trip reduction program.

P. "Employer" means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, nonprofit, military installation or private, that employs workers. Excludes tribal reservations. ~~or private, that employs workers.~~

Q. "Flex-time" is a flexible work schedule which is a mutual agreement between the employee and the employer to choose the work time, but not the number of working hours. Flex-time is understood to be an ongoing arrangement.

R. "Full-time employee" means a person, other than an independent contractor or seasonal employee, scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week.

S. "Good faith effort" means that an employer has met the minimum requirements identified in RCW 70.94.534(2)70A.15.4050 and this chapter and is working collaboratively with the City to continue its existing CTR program or is developing and implementing program modifications likely to result in performance improvements to its CTR program over an agreed-upon length of time.

T. "Implementation" or "implement" means active pursuit by an employer to achieve the CTR goals of RCW ~~70.94.521 through 70.94.554~~ 70A.15.4000-4110 and this chapter.

U. "Mode" means the type of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, light rail, train, ~~ferry~~, bicycle, compressed work week schedules, teleworking/telecommuting, and walking.

V. "Newly affected employer" refers to an employer that is not an affected employer upon the effective date of this chapter but who becomes an affected employer subsequent to the effective date of this chapter.

W. "Proportion of drive alone trips" means the number of commute trips over a set period made by employees in single-occupancy vehicles divided by the number of potential trips taken by employees working during that period.

X. "Single worksite" means a building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way.

Y. "Teleworking/telecommuting" means the authorization of an employee to work from home, satellite office, alternative worksite or from a teleworking center, thus eliminating a commute trip or reducing the distance traveled in a commute trip by at least half of the employee's regular commute distance.

Z. "Transit" means a multiple-occupant vehicle operated on a shared-ride basis. This definition includes bus, ferry, or rail.

AA. "Transportation management organization (TMO)" or "transportation management association (TMA)" means a group of employers or an association representing a group of employers in a defined geographic area. A TMO/TMA may represent employers within specific City limits, or may have a sphere of influence that extends beyond City limits.

BB. "Vanpool" means a vehicle occupied by ~~five~~ 3 to 15 people of 16 or more years of age traveling together for their commute trip that results in the reduction of motor vehicle trips.

CC. "Vehicle miles traveled (VMT) per employee" means the sum of the individual vehicle commute trip lengths in miles made by employees over a set period divided by the number of employees during that period.

DD. "Week" means a seven-day calendar period, starting on Sunday and continuing through Saturday.

EE. "Weekday" means Monday, Tuesday, Wednesday, Thursday, or Friday.

FF. "Writing," "written," or "in writing" means original signed, including e-signatures, and dated documents that are mailed, email or City approved document upload or sharing platform, and dated documents. ~~Facsimile (fax) transmissions and electronic transmissions are a temporary notice of action that must be followed by the original, signed and dated, via mail or delivery.~~

(Ord. 528 § 2 (Exh. A), 2008).

10.50.030 City ~~e~~commute trip reduction plan.

The City has a variety of responsibilities pursuant to the requirements of RCW ~~70.94.521 through 70.94.554~~ 70A.15.4000-4110. The City commute trip reduction plan addresses these responsibilities and establishes the goals for the City and the CTR-affected employers as set forth in Attachment A adopted hereby and on file with the city clerk.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.040 Responsible City agency.

The City of University Place Engineering Department is responsible for implementing this chapter.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.050 Applicability.

A. Affected Employer. The provisions of this chapter shall apply to any affected employer at any single worksite ~~as defined by RCW 70A.15 within the limits set forth in the City commute trip reduction plan.~~

B. Change in Status as an Affected Employer. Any of the following changes in an employer's status may change the employer's CTR program requirements:

1. Change from Affected to a Nonaffected Status. If an employer initially designated as an affected employer no longer employs 100 or more affected employees and expects not to employ 100 or more affected employees for the next 12 months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the City in writing that it is no longer an affected employer and provide supporting evidence.
2. Change in Status within a 12-Month Period. If an employer drops below the threshold and then returns to the threshold level of 100 or more affected employees within the same 12 months, that employer will be considered an affected employer for the entire 12 months, and will be subject to the program requirements as other affected employers.
3. Change in Status After a 12-Month Period. If an employer drops below the threshold and then returns to the threshold level of 100 or more affected employees 12 or more months after its change in status to an unaffected employer, that employer shall be treated as a newly affected employer.

C. Newly Affected Employers.

1. Identification. Newly affected employers must identify themselves to the City within 90 days of either moving into the boundaries as set forth in ~~RCW 70A.15.4020 the City CTR plan~~ or growing in employment at a worksite to 100 or more affected employees. It is the responsibility of the employer to notify the City of its affected employer status. Newly affected employers who do not identify themselves within 90 days will be considered to be in violation of this chapter.
2. Survey. Newly affected employers identified as such shall be given 90 days to perform a baseline measurement. The employer shall utilize the State-provided survey measurement tool or State-approved equivalent format and strive to achieve at least a 70 percent response rate from employees ~~who report to at~~ the worksite. Employers who do not perform a baseline measurement within 90 days of receiving written notification that they are subject to this chapter are in violation of this chapter.
3. Program Development. Not more than 90 days after receiving notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR program to the City. The employer shall submit their CTR program utilizing the format provided by the City. The program will be developed in consultation with the City of University Place to be consistent with the goals of the CTR plan. Employers who do not submit their CTR program within 90 days are in violation of this chapter.
4. Implementation. The program shall be implemented not more than 90 days after approval by the City of University Place. Employers who do not implement an approved CTR program within 90 days are in violation of this chapter.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.060 Notification of applicability.

A. Notice to Known Affected Employers. Known affected employers located in the City will receive written notification that they are subject to this chapter and any revisions to this chapter. Such notice shall be by ~~certified mail, or delivery~~ or email, ~~return receipt~~, addressed to the company's chief executive officer,

senior official, or ~~CTR manager~~highest-ranking official at the work site. Such notification shall be delivered 90 days after the adoption of the ordinance codified in this chapter or any revisions to this chapter.

B. Self-Identification of Affected Employers. Employers who, for whatever reasons, do not receive notice within 90 days of adoption or amendment of this chapter shall identify themselves to the Department within 180 days of the adoption of the ordinance codified in this chapter.

C. Notification of Nonapplicability. It is the responsibility of the employer to provide the Department, in writing, notification of the nonapplicability of this chapter to their worksite.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.070 Employer program requirements.

An affected employer is required to make a good faith effort as defined in RCW ~~70.94.534(2)~~70A.15.4050 and this chapter to develop and implement a CTR program for their employees that will encourage their employees to reduce VMT per employee and drive-alone commute trips. The employer shall provide effective staffing levels and financial resources to support the following employer requirements:

A. Employee Transportation Coordinator.

1. The employer shall designate an employee transportation coordinator(s) to administer the CTR program. The coordinator(s) or designee's name and telephone number must be displayed prominently at each affected worksite. The coordinator(s) shall oversee all elements of the employer's CTR program and act as liaison between the employer and the City.
2. Employers with multiple affected worksites located in the City shall have ~~effective~~onsite program administration at each affected worksite.
3. An employer may utilize the employee transportation coordinator services of a consultant or transportation management organization/association. If a consultant or transportation management organization/association is utilized, the employer will still be held responsible for meeting all the requirements of RCW ~~70.94.521 through 70.94.551~~70A.15.4000-4110 and this chapter.

B. Information Distribution.

1. Information about alternatives to drive alone commuting as well as a summary of the employer's CTR program shall be provided to employees at least once a year.
2. All new employees at the time of hire or during the employer's new hire orientation shall receive information about alternatives to drive alone commuting, a summary of the employer's CTR program and information to access a ride-matching ~~databases~~service.
3. At least once a month, ~~employer shall~~ provide information to employees about commute options, employer program elements, or countywide/statewide commuter services, promotions, campaigns, programs and events.
4. Conduct a transportation event or promotional campaign at least once a year.

C. Emergency Ride Home. The employer shall offer to its employees an emergency ride home program that guarantees employees a ~~free~~ ride home in emergency situations on the day when they use alternative commute modes. The ride shall cover up to the first one hundred dollars (\$100) of the ride cost.

D. Additional Program Elements Designed to Achieve the Goals. In addition to the specific program elements described above, employer CTR programs shall include, but are not limited to, one or more of the following measures:

1. Provide preferential parking for high-occupancy vehicles;

2. Reduce parking charges for high-occupancy vehicles;
3. Institute or increase parking charges for drive alone commuters;
4. Eliminate free parking;
5. Decrease the number of parking stalls within the constraints of the parking code regulations;
6. Provide a parking incentives program such as a rebate for employees who do not use the parking facilities;
7. Provide commuter ride-matching services to facilitate employee ride-sharing for commute trips;
8. Provide subsidies for transit, rail, or vanpool fares and/or passes;
9. Provide subsidies for carpools, walking, bicycling, telework/telecommuting or compressed work week schedules;
10. Provide incentives, such as a monthly prize drawing, for employees who do not drive alone to work;
11. Provide vans for vanpools;
12. Provide fleet vehicles or bicycles for work trips during the workday.
132. Permit the use of the employer's vehicles for carpooling or vanpooling;
143. Permit the use of the employer's vehicles for emergency rides home or personal errands;
154. Establish a flex-time policy;
165. Establish a compressed work week schedules policy;
176. Establish a telework/telecommute policy;
187. Cooperate with transit providers to provide additional regular or express service to the worksite;
198. Construct a special loading and unloading facility for transit, carpool, and vanpool users;
2049. Provide secure and covered bicycle parking facilities, bicycle maintenance tools, changing areas, showers and clothes lockers for employees who bicycle or walk to work;
219. Implement other measures designed to facilitate the use of high-occupancy vehicles, such as on-site services like a cafeteria or day care facility;
22. Offer employees use of a bicycle fleet for work or personal trips during the workday.
234. Other ideas that facilitate the reduction of drive alone trips.

E. CTR Program Reporting.

1. Quarterly Reporting. Affected employers shall submit to the City a quarterly progress report in accordance with the format provided by the City.
2. Due Dates for Quarterly Reporting. First quarter (January, February and March), second quarter (April, May and June) and third quarter (July, August and September) shall be due 10 calendar days past the end of the quarter. Fourth quarter (October, November, and December) shall be due the second Wednesday in December.

3. Annual Reporting. Affected employers shall review their program and implementation progress by submitting an annual report to the City in accordance with the format provided by the City. The annual report outlines the strategies that were undertaken by an employer to achieve the commute trip reduction goals for the reporting period. It also outlines the strategies to be undertaken for the next reporting year. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with ~~each~~-other employers to implement program elements.

4. Due Date for Annual Reporting. All annual reports shall be due by the second Wednesday of December.

5. Annual Reporting Extension. An employer may request an extension of up to 30 days for submitting the annual report. The request shall be made in writing to the Department no less than 15 days prior to the due date.

F. Biennial Survey Measure of Employee Commute Behavior. In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall utilize the State-provided survey measurement tool or State-approved equivalent format and strive to achieve at least a 70 percent response rate from employees who report to~~at~~ the worksite. The City will establish a Citywide measurement schedule that will require employers to conduct the measurement survey on a two-year cycle. Depending on when a newly affected employer is identified, a baseline survey and measurement survey may be required during the established measurement schedule. For the purposes of this chapter, an employer shall not be required to survey more than once in a 12-month period.

G. Record Keeping. Affected employers shall maintain a copy of official correspondences between the employer and the City, their measurement results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City for a minimum of 24 months. The City and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.080 Program modifications and exemptions.

A. At any time, any affected employer may request that the City grant a modification from a CTR program requirement other than designation of the employee transportation coordinator, information distribution, surveying, quarterly and annual reports.

B. Modification of individual program measures shall not exempt an affected employer from complying with other required program measures.

1. Employee Adjustment. Groups of employees (a) who are required to drive alone to work as a condition of employment, or (b) who work variable shifts throughout the year and who do not rotate as a group to identical shifts may be exempted from a worksite's survey measurement. Affected employees who are exempted from a worksite's CTR program shall be counted when determining the total number of affected employees at the worksite. Employees who telework/telecommute are not exempt from the program and shall be counted when determining the total number of affected employees.

2. Hardship. A one-year program waiver may be granted if and only if an affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that would reduce the proportion of drive alone trips or average VMT per employee.

C. Affected Employer May Request a CTR Program Modification or Waiver at Any Time. The Department shall review such requests and notify the employer of its decision in writing within 30 days of the date the

Department receives the written request. The Department shall review annually all modifications and exemptions and shall determine whether they will remain in effect during the following program year.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.090 Review of commute trip reduction programs.

A. Newly Affected Employer. The first annual report submitted by a newly affected employer shall be accepted by the Department as long as it addresses necessary baseline information and all required elements including elements likely to result in reductions in drive alone trips or reduction in average VMT.

B. Review and Evaluation. The Department's review and evaluation will address the employer's good faith efforts toward meeting the CTR goals. Consequently, programs may be deemed acceptable or unacceptable based on the employer's progress in reducing commute trips, as measured by reduction in drive alone trips or reduction in average VMT. The employer shall provide adequate information and documentation of program implementation when requested by the City.

C. Document Review. Within 90 days of the date the Department receives an employer's CTR program annual report, the Department shall provide the employer with written notification of whether a CTR program is deemed acceptable or unacceptable. If the CTR program is deemed unacceptable, the notification must give cause for the rejection. The Department may extend the review period up to 90 days. If the review period is extended, the implementation date for the employer's CTR program will be extended an equivalent number of days.

D. Review Criteria. The City shall use the following criteria to determine whether an affected employer shall be required to make modifications to its CTR program:

1. If an employer makes a good faith effort, as defined in RCW ~~70.94.534(2)~~ 70A.15.4050 and this chapter, and meets or exceeds either the applicable drive alone or VMT reduction goal, the employer has satisfied the objectives of this chapter and will not be required to modify its CTR program.
2. If an employer makes a good faith effort, as defined in RCW 70A.15.4050 ~~70.94.534(2)~~ and this chapter, but fails to meet ~~both-either~~ the applicable drive alone and VMT reduction goals, the City shall work collaboratively with the employer to implement program modifications likely to result in improvements to the program over an agreed-upon length of time.
3. If an employer fails to make a good faith effort, as defined in RCW 70A.15.4050 ~~70.94.534(2)~~ and this chapter, and fails to meet ~~both-either~~ the applicable drive alone and VMT reduction goals, the City shall work collaboratively with the employer to identify modifications to the CTR program and shall direct the employer to revise its program accordingly and submit the revised program to the City within 30 days.

E. Request for Conference. Within 10 days of receipt of written notice for an unacceptable CTR program, the City or employer may request a conference to discuss the Department's decision. This conference shall be scheduled during ~~the Department's standard business~~ official City hours.

F. Implementation of CTR Program Modifications. If the City proposes modifications to an affected employer's CTR program due to the CTR program's unacceptability, the affected employer shall have 30 days to submit a revised CTR program that includes the proposed or other mutually agreed modifications.

G. Employer Intent to Modify. The employer shall notify the City in writing of its intent to substantially change or modify its approved program. Within 30 days, the City will review the request. If found unacceptable, the City shall work collaboratively with the employer to design program modifications likely to result in improvements to the program over an agreed-upon length of time.

H. Leadership ~~Certificate Program~~. Employers will be provided the opportunity to who meet at least one goal will receive a commute trip reduction certificate of leadership recognition from the City for outstanding performance.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.100 Enforcement and penalties.

A. Compliance. For purposes of this chapter, "compliance" shall mean fully implementing all provisions in an approved CTR program or being determined to have made a good faith effort as defined in RCW ~~70.94.534(2)~~70A.15.4050 and this chapter.

B. Violations. The following constitute violations of this chapter:

1. Failure to develop and/or submit a complete program by the applicable deadlines as stated in this chapter.
2. Failure to implement an approved CTR program by the applicable deadlines as stated in this chapter.
3. Failure to modify an unacceptable CTR program by the applicable deadlines as stated in this chapter.
4. Failure of an affected employer to identify itself to the Department within 90 days of the effective date of this chapter.
5. Failure of a newly affected employer to identify itself to the Department within 90 days of becoming an affected employer.
6. Failure to submit quarterly and annual reports by the applicable deadlines as stated in this chapter.
7. Failure to complete the survey measurement by the applicable deadlines as stated in this chapter.
8. Failure to maintain CTR program records.
9. Intentionally submitting fraudulent or false information, data and/or survey results.

C. Penalties.

1. Civil Infraction. Any affected employer who violates any provision of this chapter shall be subject to a notice of civil violation pursuant to the provisions of this code.
2. Penalty Amount. The penalty for a notice of civil violation is up to \$500.00 per day, pursuant to this code.
3. Penalty Accrual. Penalties will begin to accrue following the issuance of City's notice of civil violation. In the event that an affected employer appeals the imposition of penalties, the penalties will not accrue during the appeal process. Should the Hearings Examiner decide in favor of the appellant, all or a portion of the monetary penalties may be dismissed.
4. Union Negotiations. An employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employers shall be presumed to act in good faith compliance if they:
 - a. Propose to a recognized union any provisions of the employer's CTR program that are subject to bargaining as defined by the National Labor Relations Act; and
 - b. Advise the union of the existence of the statute and the mandates of the CTR program approved by the City and advise the union that the proposal being made is necessary for compliance with ~~this chapter and State law (RCW 70.94.521 through 70.94.554)~~70A.15.4000-4110 and this Chapter.

5. Violation Notification. Whenever the Department makes a determination that an affected employer is in violation of this chapter, the City shall notify the employer in writing.

(Ord. 528 § 2 (Exh. A), 2008).

10.50.110 Appeals of administrative decisions.

A. Appeals. Any affected employer may appeal administrative decisions of the Public Works Director or designee regarding modification of goals, modification of CTR program elements, and penalties to the City's Hearings Examiner pursuant to Chapter 2.20 UPMC. Appeals shall be filed within 20 days of the administrative decision.

B. Criteria. The Hearings Examiner will evaluate employers' appeals of administrative decisions by determining whether the Department's decisions were consistent with CTR law, Chapter 468-639 WAC and this chapter. An appeal may be granted if the employer can show:

1. That the violation for which the penalty was imposed occurred for reasons beyond the control of the employer.

2. That the measures that the Department directed the employer to incorporate into its CTR program are unlikely to reduce ~~drive-alone~~the proportion of drive-alone trips or VMT per employee.

~~C. Judicial Appeal. An affected employer may appeal any decision of the Hearings Examiner to the Pierce County District Court and any such appeal shall be limited to the record made before the Hearings Examiner. Finality of Hearing Examiner Decision. The decision of the Hearing Examiner shall be final and conclusive unless, within 21 days from the date of the final decision, an applicant or an aggrieved party makes an application to court of competent jurisdiction or competent administrative agency for review.~~

(Ord. 528 § 2 (Exh. A), 2008).

10.50.120 Commute trip reduction program for employees of City government.

In accordance with the CTR Efficiency Act, RCW ~~70.94.521 through 70.94.551~~70A.15.4000-4110, the City of University Place will implement a commute trip reduction program for employees of the City. A copy of the City's CTR program can be obtained from the City Clerk.

(Ord. 528 § 2 (Exh. A), 2008).

Memo

DATE: May 1, 2025

TO: Steve Sugg, P.E., City Manager

FROM: Kyle Mauren P.E., Senior Project Engineer

SUBJECT: Commute Trip Reduction Code Update

SUMMARY

The City has implemented a Commute Trip Reduction (CTR) program since 2002 as mandated by state law. The purpose of Washington's CTR law is to improve air quality, reduce traffic congestion, and minimize energy consumption. The primary changes to the City's CTR Plan and Code are as follows:

- The City's CTR Code has been revised to reflect the updated RCW references, direction on telework/telecommute employees and other clarifying language.
- The City's CTR plan has been updated to a new performance goal to be consistent with the statewide target, updated to include relevant information from the current comprehensive plan policies and updated to include feedback from public engagement performed during the development of the current plan.

The CTR plan and code applies to employers of 100 or more employees who arrive between 6 and 9 a.m. and requires them to develop and implement a program to encourage their employees to reduce vehicle miles traveled and drive-alone trips. University Place currently has only two affected employers, the City itself and Pierce County Public Works and Utilities at the Environmental Services Building and Wastewater Treatment Plant.

The new performance target for these employers is to achieve a weighted average drive-alone rate of 60 percent or less for CTR-affected worksites.

City Council adoption of the updated CTR Plan and code is required by June 30, 2025.

BACKGROUND

In 2002, the City of University Place adopted the Commute Trip Reduction Ordinance (UPMC 17.45). The purpose of this Ordinance was to comply with the Commute Trip Reduction Act RCW 70.94.521 adopted by the Washington State Legislature in 1991.

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which amended the requirements for local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce drive-alone trips..

In 2008, the City updated the Commute Trip Reduction (CTR) Plan and adopted Ordinance 582 to administer it. The updated Plan set new goals and targets, updated to include

Memo

supporting Comprehensive Plan policies, strategies for achieving goals and targets, and public outreach and coordination.

In 2015, the City updated the CTR Plan to comply with WAC 468-63-040(1)(e) and set new goals and targets consistent with State goals and targets for 2015-2019.

The current iteration of the plan and code has been developed through a consultant hired by Pierce County, who has acted as the lead agency through this process. The City of University Place has historically contracted with Pierce County to plan and administer the program on its behalf which was memorialized through Interlocal Agreement brought to Council in June 2024. The stated purpose of the interlocal agreement was to continue a cooperative approach among the parties and other jurisdictions in Pierce County that are required to plan and administer a CTR program, as well as to authorize Pierce County to act on the City's behalf, including allocating to Pierce County the City's proportionate share of State funds for these purposes.

City staff have worked with Pierce County and its consultant on the development of the plan, performance target and incorporated relevant information from our own comprehensive plan.

The City's CTR plan has been reviewed by the State of Washington CTR Board and the Puget Sound Regional Council and deemed appropriate for local adoption.

City of University Place Commute Trip Reduction Plan

Four-Year Plan: 2025-2029



Contents

Table of Contents	2
Abbreviations	4
Introduction	5
Commute Trip Reduction Plan Overview	5
Benefits of Commute Trip Reduction	6
1. Local Land Use and Transportation Context and Objectives	7
2. How the CTR Program Will Help Achieve University Place’s Land Use and Transportation Objectives	11
3. How the CTR Program Will Help Achieve University Place’s Environmental Objectives	11
4. How the CTR Program Will Help Achieve Regional and State Objectives	12
Performance Targets	16
5. CTR Performance Targets	16
6. Base Values for Each Performance Target	16
7. Method Used to Determine the Base Value for Each Target	16
8. How University Place Will Measure Progress Toward Each Target	16
9. CTR-Affected Worksites in University Place	16
10. Performance Targets for Each CTR-Affected Worksite	17
11. List the Base Value for Each Site	17
Services and Strategies	18
12. Services and Strategies University Place Will Use to Achieve CTR Targets	18
13. How University Place’s Services and Strategies Will Support CTR-Affected Employers	19
14. Barriers University Place Must Address to Achieve CTR Targets	20
15. The Transportation Demand Management Technologies University Place Plans to Use to Deliver CTR Services and Strategies	21
16. University Place’s Local CTR Ordinance	22
17. Pierce County’s and University Place’s Financial Plan	22
18. University Place’s Implementation Structure	23
19. University Place’s Implementation Schedule	24
20. The CTR Plan for University Place Employees	24

21. How the CTR Plan for University Place Employees Contributes to the Success of the Overall Plan	25
Alignment with Plans	26
22. Transit Agencies That Provide Service in University Place.....	26
23. Transit Plans Reviewed While Developing this Plan	26
24. How This CTR Plan Supports the Transit Plans	26
25. Comprehensive Plan Updates Needed and When They Will Be Made	27
Engagement.....	28
26. Stakeholder Engagement.....	28
27. Vulnerable Populations Considered.....	37
28. Engagement Focused on Vulnerable Populations	37
29. List Employers’ Suggestions to Make CTR More Effective	39
30. The Results of Engagement Focused on Vulnerable Populations that Will be Provided for Use in the Comprehensive Plan and Transit Plan Updates.....	39
Regional Transportation Planning Organization CTR Plan Review	41

Tables

Table 1—2025–2029 CTR Financial Plan for Pierce County and the Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place	21
Table 2—Likely Revenue Sources for Funding CTR Plan	23
Table 3—Anticipated CTR Projects and Actions	23

Appendices

Appendix A

City of University Place Vicinity CTR Worksite Map

Appendix B

City of University Place Comprehensive Plan Map

Appendix C

City of University Place Zoning Map

Appendix D

City of University Place Transit Services and Facilities Map

Appendix E

City of University Place Non-Motorized Facilities Map

Appendix F

Engagement Questions

Abbreviations

ACS	American Community Survey
Census	U.S. Census Bureau
City	City of University Place
Comprehensive Plan	City of University Place Comprehensive Plan
County	Pierce County
CTR	Commute Trip Reduction
DSHS	Washington State Department of Social and Health Services
ETC	Employee Transportation Coordinator
JBLM	Joint Base Lewis-McChord
MIC	Frederickson Regional Manufacturing/Industrial Center
ORCA	One Regional Card for All
PSRC	Puget Sound Regional Council
RTPO	regional transportation planning organizations
SOV	single-occupancy vehicle
SR	State Route
State	State of Washington
WTP	Washington State Transportation

Introduction

Commute Trip Reduction Plan Overview

In 2002, the City of University Place adopted the Commute Trip Reduction Ordinance (UPMC 17.45). The purpose of this Ordinance was to comply with the Commute Trip Reduction Act RCW 70.94.521 adopted by the Washington State Legislature in 1991. This law requires employers of 100 or more employees who arrive between 6 and 9 a.m. to develop and implement a program to encourage their employees to reduce vehicle miles traveled and drive-alone trips.

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which amended the requirements for local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce drive-alone trips. This Plan has been prepared in accordance with these revisions to RCW 70.94.521.

In 2008, the City updated the updated the Commute Trip Reduction (CTR) Plan and adopted Ordinance 582 to administer it. The updated Plan set new goals and targets, and updated supporting Comprehensive Plan policies, supporting transit plans, planning coordination, strategies for achieving goals and targets, the financing plan, implementation structure, and public outreach and coordination. In 2015, the City updated the CTR Plan to comply with WAC 468-63-040(1)(e) and set new goals and targets consistent with State goals and targets for 2015-2019.

The Commute Trip Reduction Plan is a collection of City-adopted goals and policies, facility and service improvements, and marketing strategies about how the jurisdiction will help make progress for reducing drive-alone trips and vehicle miles traveled over the next four years. The goal of the CTR Plan is to increase non-drive-alone trips by 6% above the 2007/2008 baseline rate of 13.9% and reduce vehicle miles traveled by 18% below the 2007/2008 baseline of 12.9 to 10.6. Building upon the success of the existing Commute Trip Reduction Program, the City strives to meet the goals of the Plan for the future by working in partnership and coordination with other agencies and employers.

The Plan was developed through extensive involvement by employers, transit agencies, organizations, and individuals from throughout the City who helped identify strategies and ways for successful achievement of the goals. This Plan helps to support the achievement of the City's vision and the goals of its Comprehensive Plan.

Benefits of Commute Trip Reduction

The Commute Trip Reduction (CTR) legislation was developed with the purpose of improving air quality, traffic congestion, and expanding access to options for alternative transportation. These core tenets of the program identify global benefits that work to benefit all residents of University Place, as well as those in adjacent jurisdictions. The program can also be used to address a variety of transportation and environmental issues that are specific to University Place, the region, and the State as a whole. The core tenets are summarized as follows:

- **Reducing Transportation and Fuel Costs**
 - Washington citizens currently spend approximately \$2 billion on vehicle fueling and transportation. This contributes to high costs per household, as well as traffic congestion and greenhouse gas emissions for the region.¹ The CTR Program will ideally help the C meet the goal of reducing the costs associated with motor vehicle fuel and emissions.
- **Promote Partnerships**
 - The CTR Program encourages partnerships between businesses, individuals, and government as they work together to solve transportation challenges.
- **Reduce Greenhouse Gas Emissions**
 - In 2020, the Washington Legislature established new targets for greenhouse gas emissions to address climate change. According to the law, the state must achieve the following reductions:
 - By 2020, emissions should be reduced to levels equivalent to those in 1990.
 - By 2030, emissions should be 45% lower than 1990 levels.
 - By 2040, emissions should be 70% lower than 1990 levels.
 - By 2050, emissions should be 95% lower than 1990 levels, aiming for net zero emissions.
- **Public Health and Environmental Goals**
 - The CTR Program helps to address environmental and public health concerns such as air pollution, natural area depletion, and various environmental impacts caused by traffic congestion, expanding and building new roadways, and additional vehicle parking.

¹ Commute Trip Reduction explained. Commute Trip Reduction Explained | Pierce County, WA - Official Website. (n.d.). <https://www.piercecountywa.gov/2215/Commute-Trip-Reduction-Explained>

1. Local Land Use and Transportation Context and Objectives

a. Setting in University Place as it is Today or Will Be in the Near Future

University Place, Washington, ironically, hosts no university within its borders. The City obtains its name from 19th century Methodists who hoped to locate the University of Puget Sound here. However, their dream of a university on the hillside overlooking the bay eventually became the University of Puget Sound located in neighboring Tacoma. The community retains some of the curving drives and odd intersections that reflect the original architectural plans for a university community. Fittingly, University Place Primary School occupies the original campus site.

As a city, University Place is young. The City of University Place was incorporated in August 1995. The community, however, is long-standing. Ezra Meeker first surveyed University Place as a town site in 1870. University Place's reputation as a close-knit community with good schools and neighborhoods attracts residents. It is a livable city with strong community bonds and a mix of affordable to expensive housing.

Geographically, University Place is located directly on Puget Sound just south of the two spans of the Tacoma Narrows Bridge. The City benefits from its location in the bustling Puget Sound region. Downtown Tacoma is less than ten minutes away, and Seattle is less than one hour away. The City's proximity to the Narrows Bridge also facilitates access to the Kitsap and Olympic Peninsulas. Freeway access to University Place is by way of the Jackson Avenue exit on Washington State Highway 16 in Tacoma. A few blocks south of the interchange, Jackson Avenue becomes Bridgeport Way, the primary arterial route and commercial business corridor in University Place.

University Place operates under the Council-Manager form of government. The City Council is the policy-making body and consists of seven members elected at large. The Mayor is elected from within the Council. The City Manager, appointed by the Council, serves as the professional administrator.

The basic form of the City, including its arterial streets and predominant land uses, was established prior to incorporation. The community is now focused on transforming these arterials into complete streets and developing a vibrant mixed use town center centered on Bridgeport Way. The City is continuing to improve its local parks and open space areas to further enhance the quality of life. University Place's stunning setting on the bluffs overlooking Puget Sound provides spectacular views of the Puget Sound and the Olympic Mountains beyond and opportunities for the development of paths and walkways. Scenic territorial views of Mt. Rainier and the Cascade Range are visible from numerous locations within the community. The City is supportive of Pierce County's ongoing efforts to redevelop large portions of the former 900-acre Chambers Creek/Lone Star Northwest Gravel Mine site into a regional park with a wide variety of improvements including trails, shoreline access, playground and the Chambers Bay Golf Course – the site of the 2010 U.S. Amateur Championship and 2015 U.S. Open.

b. Features of Land Use and Transportation Facilities and Services that Affect Commuters

Land Use Features that Affect Commuters

The basic form of the City, including its arterial streets and predominant land uses, was established prior to incorporation. The community is now focused on transforming these arterials into complete streets and developing a vibrant mixed use town center centered on Bridgeport Way. Residential areas and commercial corridors retain a green, partially wooded or landscaped character, although the City is almost fully developed.

In 2015, the City updated its land use inventory to identify uses of each parcel. According to the inventory, approximately 43% of the City's land area is in low density residential use, 5% is in multifamily, 11% is in commercial and industrial uses, 11% is in parks and open space, 6% is in schools and religious assemblies, and 5% is in public facilities and utilities. Eleven percent of land area is devoted to streets and railroad rights-of-way, and 9% of the land area is vacant.

Most residents currently live in low density residential zones with an increasing number of residents living in mixed use zoning. Residents that commute from low density residential zones typically navigate through local streets, collectors, and then arterial streets. Most arterials are or are planned to be complete streets, however, many collector and local streets are not currently complete streets which can limit transportation options.

Employment centers in the City are primarily located along major arterials such as Bridgeport Way and 27th St. While many people who live in University Place also work in University Place, many other residents commute to employment centers outside of the City. Overall, the City has an increasing number of multimodal commuting options throughout the City.

Transportation Facilities and Services that Affect Commuters

The City's transportation system includes 208 lane miles of roadway, over 23 miles of sidewalk, and approximately 3,400 street and traffic control signs. Most arterials have street lighting, sidewalks, curbs/gutters, and bicycle lanes. The City aims to improve the remaining arterials when possible.

Transit is a key element of University Place's multimodal infrastructure and plays a critical role in providing connections, mobility, and access both locally and regionally. Pierce Transit offers bus routes along Bridgeport Way, 40th St W, and parts of 27th St W, Grandview Dr W, S Orchard St, 70th Ave W, Mildred St W, and Olympic Blvd W. Many bus stops in the City have shelters and lighting which helps encourage more people to commute via public transit.

Sound Transit also offers a bus route that extends to Tacoma Community College, off of S 19th St and Mildred St W, which is kitty-corner to the northeast corner of University Place. Additionally, Sound Transit plans to extend light rail to Tacoma Community College in the future. Overall, the City currently has many multimodal transportation opportunities and aims to have more in the future.

c. Whether and How Commuting Patterns Have Changed in the Past Few Years

From 2010 to 2018, the entire Puget Sound region saw a dramatic increase in ridership and light rail boardings due to system expansions and station openings. This increase was so significant that the region saw regular transit ridership rate increase faster than the population. However, in 2020, the COVID-19 pandemic drastically disrupted this growth and slashed transit boardings across almost all communities. In Pierce County, transit agencies such as Pierce Transit, Sound Transit, and Intercity Transit saw historic lows in ridership both during and after the pandemic. Since the pandemic, ridership for essential workers and students has started to increase, though it remains at 40 to 65 percent below pre-2020 levels according to interviews with transit agencies. However, while Pierce County certainly experienced declines, areas and stations surrounding major worksites for essential workers tended not to decline as much and have rebounded more quickly than areas in east/north King County and Snohomish County. There is clearly still a demand for transit, especially for areas near Lakewood, Tacoma, and Seattle-Tacoma International Airport. While the rise of remote work has decreased the need for transit for some workers, other workers have expressed an interest in returning to in-person work. Transit agencies are now seeing ridership spread throughout more of the workday and on weekends, rather than being concentrated in traditional commuting hours and peaks.

Implications for CTR

There are a number of implications for CTR from these changes, specifically:

- The increase in availability and practicality of remote work indicates a long-term reduction in commute trips to worksites, which meets a critical goal of CTR.
- The increasing demand for public transit, especially near key work sites, provides an opportunity for CTR incentives to meet a community need.
- The shift in peak commute times suggests a decrease in congestion and traffic volume between 6:00 a.m. and 9:00 a.m.; however, it also means that congestion is more widespread throughout the day.

d. The Most Important Land Use and Transportation Objectives from the Comprehensive Plan that Commute Trip Reduction Most Directly Affects

CTR directly affects land use and transportation objectives adopted by the Comprehensive Plan. Strategies and policies implemented as part of this CTR Plan help support land use and transportation objectives by encouraging residents and workers to use the alternative transportation modes that new development is designed to incorporate. The most prominent examples include the following:

- **Community Character Element, Community Building**
 - **CC2A:** Provide links to public places to encourage their use through such means as: Redeveloping arterials into complete streets, providing safe and convenient pedestrian walkways, providing bikeways, developing nearby transit stops and other transit supportive facilities, and designing for visual access to and from the site.

- **Land Use Element, Growth Management**

- **LU1G:** Design developments to encourage access by modes of travel other than driving alone, such as walking, bicycling and transit, and to provide connections to the nonmotorized system.

- **Transportation Element, Sidewalks and Bicycle Facilities**

- **TR6A:** Require sidewalk facilities on all new and substantially redeveloped public streets to enhance public safety. Ensure the provision of sidewalks in close proximity to schools to offer protection for children who walk to and from school. Assign high priority to projects that provide access to the City's Regional Growth Center, provide linkages to transit, and complete planned pedestrian facilities or trails. Provide pedestrian facilities on non-arterial streets to supplement principal pedestrian facilities located on arterials. Ensure that crosswalks, signing, and pedestrian-activated signals conform to the Manual on Uniform Traffic Control Devices (MUTCD).

- **Transportation Element, Public Transportation**

- **TR10A:** Utilize Transportation Demand Management strategies to achieve the City's multimodal split targets to reduce congestion, emissions, fuel consumption and the need for new transportation facilities – especially new roads and capacity improvements. Continue coordinating with Pierce Transit on service levels, frequency and route location, and actively pursuing street improvements that include bike lanes, sidewalks and pedestrian crossings that provide a safe, convenient alternative to the use of the automobile. Consider developing vanpool and ride match programs in conjunction with Pierce Transit, advancing other private and public rideshare programs and systems, and actively promoting commute trip reduction practices, including complying with the requirements of the State Commute Trip Reduction.

e. Critical Aspects of Land Use and Transportation that Should Be Sustained and Key Changes that Should Be Considered to Improve Commute Trip Reduction's Contribution to the Land Use and Transportation Objectives Referenced

Critical Aspects of Land Use and Transportation that Should Be Sustained

Pierce Transit currently operates a variety of public transit options for commuters; maintaining these systems is crucial for the success of any CTR program.

Regional Growth Centers are especially critical in supporting CTR. These centers will see increased housing and prioritized infrastructure development and will correlate with areas of planned transit investment. Focusing on housing growth near areas of planned transit investment should be sustained to support CTR.

Key Changes that Should Be Considered

Continuing to make investments into infrastructure for active transportation and additional public transit will help to increase livability, maintain sustainability, and support transportation goals. The City should also continue efforts towards high-occupancy vehicle programs, as they can help to build higher-occupancy vehicle trips.

2. How the CTR Program Will Help Achieve University Place's Land Use and Transportation Objectives

a. How and to What Extent the CTR Program Will Help University Place Achieve the Land Use and Transportation Objectives Referenced in Question 1: Local Land Use and Transportation Context and Objectives

The relevant goals listed from the 2024 Comprehensive Plan are aligned with the goals and programmatic elements of CTR. The City's focus on encouraging and increasing access to alternative modes of transit and establishing employment center-specific targets are in some cases directly met through the CTR program. In turn, emphasizing transportation investments to decrease drive-alone rates will offer more opportunities for employees to take advantage of the CTR program benefits and incentives that their employers provide. CTR incentives and benefits include bicycle infrastructure such as showers and parking, carpool parking, rideshare systems, and teleworking policies.

3. How the CTR Program Will Help Achieve University Place's Environmental Objectives

The CTR Program is a critical element in University Place's Greenhouse Gas emission reduction efforts. Decreasing the number of Single Occupancy Vehicles on the road while simultaneously increasing the number of people traveling via active transportation, ridesharing, and public transit will significantly help reduce greenhouse gas emissions. The Comprehensive Plan Transportation Element includes the following relevant policies:

TR2B: Design and build Complete Streets with facilities for all modes of transportation. Connect residential neighborhoods to commercial mixed-use centers and public transit with sidewalks, paths, and bike lanes to provide greater access to transportation choices for those who do not drive and those who have limited mobility resources.

TR10A: Utilize Transportation Demand Management strategies to achieve the City's multimodal split targets to reduce congestion, emissions, fuel consumption and the need for new transportation facilities – especially new roads and capacity improvements. Continue coordinating with Pierce Transit on service levels, frequency and route location, and actively pursuing street improvements that include bike lanes, sidewalks and pedestrian crossings that provide a safe, convenient alternative to the use of the automobile. Consider developing vanpool and ride match programs in conjunction with Pierce Transit, advancing other private and public rideshare programs and systems, and actively promoting commute trip reduction practices, including complying with the requirements of the State Commute Trip Reduction.

a. How the CTR Program Will Support University Place’s Environmental Objectives in addition to Greenhouse Gas Emission Reductions

The CTR program supports both the environmental objectives and greenhouse gas emissions reduction goal by prioritizing alternative modes of transportation, coordinating between agencies and employers, and recognizing the impact that drive-alone rates have on air quality and water quality.

b. How the CTR Program Will Support Pierce County’s Environmental Objectives in Addition to Greenhouse Gas Emission Reductions

The CTR program supports both the environmental objectives and greenhouse gas emissions reduction goal by prioritizing alternative modes of transportation, coordinating between agencies and employers, and recognizing the impact that drive-alone rates have on air quality.

4. How the CTR Program Will Help Achieve Regional and State Objectives

State and regional objectives are clearly laid out in the 2022 Regional Transportation Plan and the 2018 Washington State Transportation Plan (WTP).

The 2022 Regional Transportation Plan, prepared by the Puget Sound Regional Council (PSRC), emphasizes climate, equity, access to transit, safety, and mobility. Direct objectives include the following:

- Increased transit-oriented development
- Increased nonmotorized transportation
- Decreased travel times when taking transit
- Increased service times and services
- Access to health and wellness destinations
- Affordable transportation options
- Microtransit/micromobility
- Increased connectivity for pedestrians

The 2018 WTP similarly emphasizes economic vitality, preservation, safety, mobility, environment and health, and stewardship. Direct objectives include:

- Continue the ongoing practice of integrating safety into infrastructure design and system operations for all modes of travel and work to ensure the safety of those who operate and maintain the transportation system
- Support efforts to increase reliable multimodal travel for people and goods in communities across the state, recognizing that the diverse nature of places, needs, and opportunities statewide require equally diverse strategies applicable to those communities
- Encourage the design and development of communities that make walking and biking more viable for more people and increase opportunities for active travel for all ages

- Align investments with desired performance outcomes to get the greatest mobility and safety benefit from existing infrastructure and services at the least cost to the traveling public, which may require revisiting existing funding programs to better align with the kinds of projects that offer cost-effective solutions

By promoting alternatives to SOV trips, the CTR program directly addresses goals such as increased transit-oriented development, enhanced access to health and wellness destinations, and decreased travel times when taking transit. Moreover, initiatives within the CTR framework, such as incentivizing microtransit/micromobility and improving pedestrian connectivity, align with objectives related to affordable transportation options and increased connectivity for pedestrians.

a. The Local, Regional, and State Benefits that Would Be Gained If University Place Achieves the CTR Targets

By addressing key objectives outlined in regional and state transportation plans, the potential advantages of successful CTR implementation are significant. From reducing greenhouse gas emissions in highway-adjacent communities to promoting nonmotorized transportation and improving transit service quality, CTR induced benefits contribute to broader goals of sustainability, accessibility, and mobility. Furthermore, aligning with the overarching aim of increasing multimodal travel across communities, the CTR program can be a strategic tool to meet diverse transportation needs while fostering a more resilient and connected transportation network.

Local, Regional, and State Benefits

- Decrease in greenhouse gas emissions, especially for highway-adjacent communities: the County, region, and State have goals to decrease greenhouse gas emissions. Every reduction in SOV trips contributes to a decrease in emissions.
- Increase in nonmotorized transportation: the Regional Transportation Plan and 2024 Comprehensive Plan both emphasize increases in nonmotorized transportation via walking, biking, or rolling. CTR incentives and infrastructure can help to improve this.
- Increased service: both the County and region have objectives that are centered around increasing service. Implementation of the CTR Plan can help to further this goal by providing additional demand for transit services, increasing coordination between employers and transit agencies, and adding outreach and education.
- The WTP emphasizes efforts to increase multimodal travel; implementing CTR is an inherent effort to increase multimodal travel across communities. The implementation of the program would provide a benefit in meeting this objective.

b. Adjacent CTR-Affected Cities and Counties.

Adjacent CTR-affected cities include the following:

- Lakewood
- Tacoma

Adjacent CTR-affected counties include King, Kitsap, and Thurston.

c. The Top Few Cross-Border and Regional Transportation Issues that Affect University Place

Congestion

Congestion poses a significant challenge across the region, with University Place bearing a heavy burden. The extensive daily influx of trips to and from JBLM, on top of the increase of trips generated from population growth, commute trips from Thurston County into University Place, and from University Place into King County, significantly exacerbates traffic congestion, resulting in widespread delays on the state highway system and interstate system. This congestion not only disrupts the daily lives of residents and workers but also adversely affects air quality both locally and across the broader region. Moreover, escalating congestion levels carry the risk of overflowing onto local roads, compounding the challenges faced by residents and exacerbating traffic-related issues.

Transit Connectivity and Access

Public transit accessibility remains a challenge across various areas within University Place and the wider region. Despite ongoing initiatives to enhance funding, improve access, and expand route networks, certain parts of University Place continue to face connectivity issues, both internally and externally. During outreach efforts, participants identified multiple barriers to taking transit, including a lack of reliability and safety as well as the limited reach of transit routes.

Bicycling Infrastructure

A strong theme heard by staff at CTR-related outreach events is a desire for more and safer bicycling infrastructure like designated bike lanes and bike paths separated from the street.

d. The Strategies University Place, Adjacent Cities and Counties, and the Region Have Agreed to Use to Address the Top Issues Described in Section 4c

Congestion

Pierce County has secured grant funding to implement neighborhood and corridor CTR projects. These projects will provide the residents, commuters, schools, and employers in the targeted area with tailored CTR programs. These tailored programs will be aimed at meeting the concerns identified by the community in the targeted area. Pierce County will continue applying for grants to support CTR neighborhood and corridor projects.

Transit Connectivity and Access

Even though the County is not a transit service provider, the County looks for opportunities to support the growth of transit options. The County helps residents and commuters access transit by providing information on transit route planning, supporting a ride buddy program and ride classes, making available free ORCA cards loaded with transit fares, providing safety gear, educating on ways to combine bicycling and transit, asking employers to provide their employees with transit subsidy programs,

promoting a rideshare month campaign with prizes, and coordinating with transit agencies to promote their services and products.

The County plans to develop a multi-family housing sustainable transportation toolkit. This toolkit will show developers and property managers of multi-family developments how to incorporate transit fare programs into their resident package along with providing bike racks and spaces for teleworkers.

Through this CTR Plan, Comprehensive Plan, and other planning efforts with the departments of Parks and Recreation and Human Services, the County will coordinate with the transit agencies on land use development, community needs and transit service.

Active Transportation Infrastructure

To support bicycling in Pierce County, we will look for opportunities where we can support the growth of bicycling in Pierce County. Pierce County will assist residents and commuters to try or increase their bicycle trips by lending organizations with a skills course kit to teach confident riding, promoting bicycle courses and rides, providing free safety gear, educating on ways to combine bicycling and transit, asking employers to provide their employees with bicycle parking, bicycle fix-it stations with tools, showers and clothes lockers and incentives, support a retail discount program for bicyclist, and promoting a bike month campaign with prizes.

Annually, Pierce County will offer a community bicycle fair where people can purchase used or new bicycles and gear, ask about routes, ride a skills course, practice placing their bicycle on the bus bicycle rack, and interact with others from the bicycling community.

Pierce County will develop a multi-family housing sustainable transportation toolkit. This toolkit will show multi-family developments how to incorporate bicycle programs into their resident package such as bike racks, fix-it stations with tools and a bike wash area.

Performance Targets

5. CTR Performance Targets

a. Performance Targets That Reflect Only CTR-Affected Worksites

Weighted average drive-alone rate of 60 percent or less for CTR-affected worksites at the jurisdictional level.

b. Additional Performance Targets

No additional performance targets are designated for this CTR Plan.

6. Base Values for Each Performance Target

a. The Baseline Number

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028, and 2030 survey results.

7. Method Used to Determine the Base Value for Each Target

a. The Source for Each Base Value Listed

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028 and 2030 survey results.

8. How University Place Will Measure Progress Toward Each Target

a. The Method Used to Measure Progress for Each Target

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2026, 2028, and 2030 survey results.

9. CTR-Affected Worksites in University Place

a. List of CTR-Affected Worksites

The CTR Plan focuses on reducing drive-alone trips and vehicle miles traveled among major work sites. A CTR-affected work site is a site that contains 100 or more employees that arrive between 6 and 9 a.m. As part of the CTR Plan requirements, an assessment of the land use and transportation conditions was performed for each CTR-affected work

site. Under the CTR Ordinance, there are two affected work sites in the City of University Place. Those work sites include the following:

Name	Address
City of University Place City Hall	3609 Market Pl W, Ste 200
Pierce County, Wastewater Treatment Plant and Pierce County Environmental Services	10311 Chambers Creek Road and 9850 64th Street West.

Pierce County Wastewater Treatment Plant and Pierce County Environmental Services are considered to be one work site because they occupy the same parcel. The attached map of the City shows the locations of the CTR work sites (see Appendix A).

10. Performance Targets for Each CTR-Affected Worksite

a. Performance Targets Established during the 2023–2025 Survey Cycle

Base year performance targets will be established during the 2023–2025 CTR-affected employer survey cycle.

11. List the Base Value for Each Site

a. Base Values Established during the 2023–2025 Survey Cycle

University Place will establish a base value during the 2023–2025 CTR-affected employer survey cycle.

Services and Strategies

12. Services and Strategies University Place Will Use to Achieve CTR Targets

University Place will offer employer and commuter services via Pierce Transit through the Ride Together Pierce program, a one-stop-shop for sustainable transportation information and services.² Ride Together Pierce provides services that help businesses in Pierce County implement commute options programs and make sustainable transportation options easy for riders to access.

Free Services for Employers:

- Employee commute options program development and analysis assistance.
- Employee Transportation Coordinator (ETC) training.
- Employer network and learning opportunities.
- Survey tools, marketing materials, and assistance with the state-required biennial survey of employee commuting habits.
- Marketing materials such as posters, brochures, and sample email messages.
- As needed, transcribed or trans-created materials in languages other than English.
- Campaign toolkit with directions, promotion tips, marketing materials, and sample emails. The campaigns will promote the use of sustainable modes such as Bike Month in May.
- Access to employee trip-tracking data to monitor program efforts and issue program benefits such as subsidies.
- Online library of employer support services such as best-practice tip sheets.
- Online telework toolkit for businesses and managers.
- Co-host worksite transportation fairs with ETCs.
- Carpool and vanpool ride-share matching and formation assistance.
- Carpool and vanpool parking signs and vehicle rearview mirror hang tags.
- ORCA (One Regional Card for All) cards loaded with transit fare to provide to employees to try transit.
- Emergency Ride Home program that will provide sustainable transportation commuters a ride home by taxi, Lyft, or Uber. Commuters can request a prepaid e-code or be reimbursed for their trip, up to \$100 per trip and up to three trips per year.

² <https://www.ridetoggetherpierce.com/>

- Quarterly ETC recognition on the Ride Together Pierce website.
- Best Commuter Business leadership program to honor top-performing employer commute options programs.

Free Services for Residents:

- Carpool and vanpool ride-share matching and formation assistance.
- Bicycle Buddy matching assistance.
- Mode-based campaigns with incentives to encourage the use of sustainable modes. Participants will receive first-time user tips for getting started, motivational communication, and notices of opportunities to connect with other sustainable commuters through Ride Together Pierce social media channel.
- Resources to help plan sustainable commute trips to save on personal commuting costs and reduce climate footprint.
- Travel mode information that explains each mode and first-time user guides.
- Online telework toolkit for teleworkers.
- Trip-tracking calendar that will allow users to log their trips to earn participation badges, view pollution and personal cost savings, join team challenges, enter campaign prize drawings, and earn employer program benefits.
- Emergency Ride Home program that will provide sustainable transportation commuters a ride home by taxi, Lyft, or Uber. Commuters can request a prepaid e-code or be reimbursed for their trip, up to \$100 per trip and three trips per year.
- Opportunities to receive commuter assistance or safety items such as helmets, gear with reflective material, and umbrellas.
- Opportunities to participate in transit and bicycle riding classes, bicycle rides, or transit field trips.
- ORCA cards loaded with transit fare to provide to employees to try transit.

13. How University Place's Services and Strategies Will Support CTR-Affected Employers

The County assists employers with developing effective strategies and programs that support CTR and help their employees choose sustainable transportation practices. The County's CTR services and strategies are provided free of cost to the employer, not requiring them to budget for these services. These services support CTR-affected employers in the following ways:

- CTR programs help businesses meet their sustainability goals and climate action visions and missions.
- CTR survey results can be used to identify the commute plans that best suit employees' needs and to help employers develop their own CTR plans.

- Funding rideshare events and campaigns will provide a community of awareness that will support the CTR actions of individual employers.
- Customized support and tools can be piloted by the employer, allowing for program modifications and final implementation of successful programs with no financial risk to the employer.
- The County fulfills requests for free translated materials to help employers provide information to non-English or limited English speakers at no additional cost to the employer.
- Employers can take advantage of other employee events such as a benefit fair to share commute options and information. The County supports ETCs with ongoing training and seeks feedback from ETCs for improving transportation plans and CTR strategies and services.
- Providing employees with commute option benefits such as transit subsidies and HOV parking, may reduce the costs associated with providing parking spaces or increase client parking.
- Employer commute options programs, which help to reduce the rate of solo driving, benefit the economy, environment, and businesses by reducing traffic congestion, air pollution, and fuel consumption.

14. Barriers University Place Must Address to Achieve CTR Targets

a. How University Place Will Address the Barriers

Transit Safety Concerns

Public comments received during public engagement regarding the CTR Plan identified concern regarding the safety of riding public transit and fear that crime and drug use may occur aboard public transit.

How the Barrier is being Addressed: The County offers tips for riding safely, statistics on the relative safety of taking public transit compared to driving, and protocol for reporting unsafe drivers or misconduct of passengers on their website, RideTogetherPierce.com. Additionally, goal T-16.9 of the 2024 Comprehensive Plan encourages the placement of transit shelters that are well lit and clearly visible³. City policies TR1B, TR3H, TR4B, and TR9A of the 2024 Comprehensive Plan encourages the placement of transit shelters that are well lit and clearly visible³.

Bicycling Infrastructure Safety Concerns

Several community-based organizations and attendees at CTR Plan tabling events commented that they would prefer to bike in designated bike lanes and multi-use paths that are separated from the roadway. Without safety-focused bike infrastructure, many are deterred from selecting bike trips as a commute alternative.

How the Barrier is being Addressed: Pierce County offers its *First Time Riders Guide* to help new bike commuters plan their bike route and safely and confidently navigate their commute. Pierce County also

³ <https://www.cityofup.com/DocumentCenter/View/3093/Chapter-06-Transportation-Element-PDF?bidId=>

offers a bike buddy program that allows new riders to assess their route with an experienced companion. These guides and program can be found on their website, RideTogetherPierce.com.

Transit Service Area

Chambers Bay, the City of University Place Public Works facility, and the Pierce County Wastewater Treatment Plant and Environmental Services are not currently served by public transit.

How the Barrier is being Addressed: City Policy CC2A of the 2024 Comprehensive Plan encourages providing links to public places to encourage their use through such means as: Redeveloping arterials into complete streets, providing safe and convenient pedestrian walkways, providing bikeways, developing nearby transit stops and other supportive transit supportive facilities, and designing for visual access to and from the site⁴.

15. The Transportation Demand Management Technologies University Place Plans to Use to Deliver CTR Services and Strategies

Through Ride Together Pierce, University Place will offer the following transportation demand management technologies to deliver CTR services and strategies:

- A website that offers CTR information for residents, commuters, and employers. There will be first-time guides for sustainable transportation modes, and links to services such as ride-share matching and transit route planning.
 - The website will host an employer portal for turnkey materials to promote commute options services to their employees, campaign mode materials, and training videos for ETCs.
 - The website will house a comprehensive Telework Tool for businesses, managers, and teleworkers. The toolkit will provide the resources needed to establish a policy, training for how to manage in a telework setting, and answer frequently asked questions about teleworking.
 - The website will have a Contact Us form that will be monitored by the Ride Together Pierce team.
- Host a trip-tracking calendar that will allow people to record their trips, watch their environmental and cost savings, earn achievement badges, join team challenges, and view team results live as trips are logged.
 - The trip calendar will track campaign statistics and will include a prize entry form.
- Management of the Emergency Ride Home program to allow sustainable commute users to request an e-voucher for a Lyft or Uber ride home from their worksite. Users who pay the taxi, Lyft, or Uber provider directly, can submit a reimbursement claim for the trip expense.

⁴ <https://www.cityofup.com/DocumentCenter/View/3089/Chapter-02-Community-Character-Element-PDF?bidId=>

- Provide trip planning through the Ride Together Pierce ride management tool. The user can input their origin and destination and the tool will provide trip suggestions for carpooling, vanpooling, transit, bicycling and walking.
 - Promote transit trip planning tools that will suggest routes, times, and fares for the Pierce, King, Kitsap, and Snohomish regions.
- Provide matching services for ridesharing through the Ride Together Pierce ride management tool for joining or forming carpools and vanpools. Users can enter their home origin and work destination, hours, and days worked to request potential matches.
- Communicate programs and services through the Ride Together Pierce community newsletter email distribution list.
- Promote programs and services by posting on Ride Together Pierce social media accounts.

16. University Place's Local CTR Ordinance

University Place's Commute Trip Reduction Code can be found here:

<https://www.codepublishing.com/WA/UniversityPlace/#!/html/UniversityPlace10/UniversityPlace1050.html>

17. Pierce County's and University Place's Financial Plan

a. The Estimated Average Annual Costs

The 2025-2029 CTR Financial Plan for the region is provided as Table 1. Explanatory notes for each activity follow.

Table 1: 2025–2029 CTR Financial Plan for Pierce County and the Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place

Activity	Estimated Average Annual Cost
Employer Engagement	\$410,000
Performance Reporting	\$12,000
Administration and Agency Coordination	\$26,000
Commute Trip Reduction Plan Development	\$21,000
Pierce County Employee Commute Options Program*	\$92,000
University Place Employee Commute Options Program*	\$10,000
Estimated Annual Total	\$571,000

Note: Estimated average annual cost is based on 2024 grant funding levels.

*Indicates a jurisdiction-specific cost. All others are collective under Ride Together Pierce.

- **Employer Engagement** includes training ETCs, conducting networks, providing technical assistance, and reviewing employer CTR plans.
- **Performance Reporting** includes worksite surveys and program reports.
- **Administration** includes identifying worksites, financial and program management, involvement in comprehensive regional transportation and transit planning, transportation demand management technical assistance to capital projects, and collaboration with community-based organizations.
- **Commute Trip Reduction Plan Development** includes consultant fees and staff charges.
- **University Place Employee Commute Options Program** includes transit and vanpool subsidies and staff charges.

b. The Likely Funding Sources, Public and Private, to Implement the Plan

Table 2—Likely Revenue Sources for Funding CTR Plan

Source of Revenue	Estimated Average Annual Revenue
Pierce County	\$149,000
University Place*	\$10,000
Washington State Department of Transportation CTR Formula Funds	\$75,000
Congestion Mitigation and Air Quality Federal Competitive Grant Funds	\$337,000
Total	\$571,000

*Indicates a jurisdiction-specific funding source. All others are collective under Ride Together Pierce.

18. University Place’s Implementation Structure

a. Who Will Conduct the Activities Listed in the Plan

The CTR-affected Cities of DuPont, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, and University Place contract with Pierce County for CTR program administration. It is expected that the cities will continue contracting during the 2025–2029 plan years. Within the County, the Planning and Public Works department will be responsible for plan implementation.

b. Who Will Monitor Progress on the Plan

The Pierce County Planning and Public Works department, with staff from the CTR-affected cities, will monitor the progress of the CTR Plan.

19. University Place’s Implementation Schedule

a. Timeline for Anticipated Projects and Actions

Table 3—Anticipated CTR Projects and Actions

1st Biennium July 2025–June 2027	2nd Biennium July 2027–June 2029
• Provide commute and other employee transportation services to Pierce County employees. • Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, ride-share matching assistance, transportation fair and event support, transit trip planning, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program. • Identify CTR-affected and voluntary worksites. • Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices. • Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process. • Review employer quarterly and annual CTR program reports. • Provide access to the survey tool and training on how to complete the survey process. Review survey results. • Conduct financial and administrative program management of the CTR Plan. • Engage in local, regional and state CTR planning and collaborate CTR efforts with local agencies.	• Provide commute and other employee transportation services to Pierce County employees. • Provide employer support services such as networking opportunities, mode campaigns with incentives, marketing materials, Emergency Ride Home program, quarterly recognition, and Best Commuter Business leadership program. • Identify CTR-affected and voluntary worksites. • Train and provide technical assistance to ETCs. Provide opportunities for their continued learning of best practices. • Provide access to quarterly and annual CTR program reporting tools and training on how to complete the reporting process. • Review employer quarterly and annual CTR program reports. • Provide access to the survey tool and training on how to complete the survey process. Review survey results. • Conduct financial and administrative program management of the CTR Plan. • Engage in local, regional, and state CTR planning and collaborate CTR efforts with local agencies. • Undertake development activities for 2029–2033 four-year CTR plan.

20. The CTR Plan for University Place Employees

a. Services, Programs, Information, and Other Actions University Place Put in Place to Help Employees Reduce Their Drive-Alone Commute Trips

- University Place will offer its employees a comprehensive commute options program. The program elements are meant to help employees find ways other than driving alone to commute to their worksite and to address barriers to using non-drive-alone modes.
- University Place employee commute options program elements offered:
 - An ETC to assist employees with their sustainable commute options questions, direct employees to services, support program implementation, and complete required reporting and surveying.

- University Place employees have access to the following services:
 - Access to Emergency Ride Home program that provides the non-drive-alone commuter a ride home on the day they experience an emergency.

University Place will inform and educate employees in the following ways:

- Participation in commute mode campaigns such as Bike Month or Rideshare Month.
 - Offer prize drawings when funding is available.
 - Position campaign posters at worksite locations.
- Promotion of Ride Together Pierce information, website, and social media.

21. How the CTR Plan for University Place Employees Contributes to the Success of the Overall Plan

a. How the Plan for University Place Employees Reinforces the Success of the Jurisdiction Plan

The actions included in the University Place's commute options employee program indicate the city's commitment to the goals of the CTR Plan. The University Place's employee program is similar to the worksite programs of other CTR-affected employers. Thus, they create a mutually reinforcing community focused on CTR efforts. Employers know that the city is involved and committed to CTR along with them. The regular forums for ETCs foster relationships through sharing experiences and best practices and provide a place for mutual problem-solving and support. This strengthens the program at all affected sites in Pierce County.

Alignment with Plans

22. Transit Agencies That Provide Service in University Place

Transit Agencies:

Public transit in University Place is provided by Pierce Transit. While Sound Transit does not currently offer service in University Place city limits, they do currently operate bus route 595 which stops at Tacoma Community College, which is kitty-corner from the northeast corner of University Place.

23. Transit Plans Reviewed While Developing this Plan

- Pierce Transit
 - 2023-2028 Transit Development Plan
 - 2023 Bus System Recovery Plan
 - Destination 2040 Long Range Plan Update
 - BRT Expansion Study
- Sound Transit
 - Transit Development Plan 2023-2028 and 2022 Annual Report
 - 2025 Service Plan
 - Regional Transit Long-Range Plan (2014)
 - System Expansion Implementation Plan (2018)

24. How This CTR Plan Supports the Transit Plans

CTR plans play a crucial role in supporting transit initiatives by encouraging employees to choose public transit options for their daily commutes. By providing incentives, subsidies, and informational campaigns, CTR programs promote transit usage among commuters. Specifically:

- **Engagement in the Planning Process:** Efforts to gather public feedback through an online open house and engaging stakeholders in interviews regarding the CTR plan increases stakeholder awareness of and support for transit and other travel modes. Facilitating workshops on developing CTR plans for jurisdictions helps staff learn how others are promoting and supporting transit use.
- **Instituting Parking Maximums:** Reducing the supply of parking by instituting parking maximums for new development will help encourage people in those developments to look to non-drive-alone modes of travel, foremost transit.

25. Comprehensive Plan Updates Needed and When They Will Be Made

University Place

Identifying and prioritizing the most needed multimodal infrastructure improvements is an ongoing challenge. The City will adopt a new policy in the 2024 Comprehensive Plan that will help better address this challenge. The new Policy TR4B states: “Work with local community-based organizations to design and plan new trail connections, accessible pedestrian pathways, and transportation facilities where they are needed most.”

Pierce County

Several representatives of community-based organizations (see the interview list in #26a below) interviewed during the CTR planning process highlighted safety as a primary concern for riding the bus, commuter train, and light rail. Interviewees revealed that fear of criminal activity, coupled with inadequate infrastructure such as inaccessible sidewalks and poorly lit, unsheltered bus stops, significantly discourages transit ridership. Safety apprehensions extended beyond transit to active mobility methods such as walking, biking, and rolling. Many organizations emphasized the urgent need for protective measures such as designated bike lanes, interconnected trail systems, roadway designs conducive to reduced speeds, and enhanced sidewalk infrastructure to address these safety challenges.

The 2024 Comprehensive Plan update includes new goals, Goals T4A-T4A.3, which recognize the importance of safety improvements needed to construct a successful multimodal transportation network. These new goals aim to use Vision Zero plans and strategies to incorporate safety into decision making, prioritize safety projects, monitor the effect of transportation projects on safety, and reduce traffic stress at intersections and in neighborhoods.⁵

Community-based organizations emphasized that workers are forced to travel long distances because it is too expensive to live near their workplaces. Organizations interviewed stressed the importance of providing affordable housing near employment centers and along transit corridors.

As part of the 2024 Comprehensive Plan update, the County’s designated centers of local importance are identified as priority areas for focusing growth.⁶ These centers will see increased housing and prioritized infrastructure development and their locations will correlate with areas of planned transit investment. These updates support and encourage transit-oriented development.

⁵ Transportation Draft Element, 2024 Comprehensive Plan p. 5.

<https://www.piercecountywa.gov/DocumentCenter/View/133292/Transportation-Draft-Element-and-Technical-Appendix>

⁶ *Ibid* p.4

Engagement

26. Stakeholder Engagement

Pierce County offered a series of engagement activities featuring CTR topics leading up to and continuing throughout development of this CTR Plan. Broadly, CTR engagement activities included:

- Tabling at community events, 2022–2023
- Meetings with employers, city staff, transit agencies, and the Pierce County Senior Counsel for Tribal Relations, 2023–2024
- Online open house and surveys, spring 2024
- Community-based organization interviews, spring 2024
- Public comments on the draft CTR Plan, summer 2024

a. Who did we talk to?

Community Members/Pierce County Residents

- Tabling Events
 - Communities in Bethel/Spanaway, Fife, Key Peninsula, Lakewood, Orting, Parkland, Prairie Ridge, Puyallup, South Hill, Sumner, Tacoma, University Place, and unincorporated Pierce County
- Online Community Member Survey
 - Pierce County residents and workers
- Commute Trip Reduction Online Open House, Phases 1 and 2
 - Respondents living and working in Auburn, Bonney Lake, Buckley, Carbonado, DuPont, Eatonville, Edgewood, Lakewood, Puyallup, Tacoma, University Place, unincorporated Pierce County, Fife, Fircrest, Gig Harbor, Milton, Orting, Roy, Ruston, South Prairie, Steilacoom, Sumner, and Wilkeson
- Commute Trip Reduction Plan Public Comment Period and Questionnaire
 - Respondents living and working in Auburn, Bonney Lake, DuPont, Eatonville, Lakewood, Puyallup, Tacoma, University Place, unincorporated Pierce County, Fife, Fircrest, Gig Harbor, Orting, Steilacoom, and Sumner (179 responses)

Employers, City Staff, Tribal Relations, and Transit Agencies

- **Employee Transportation Coordinator Network Event**
 - Cities of DuPont, Fife, Gig Harbor, and Tacoma; AGEISS; Apex Companies; Clover Park Technical College; Washington State Department of Social and Health Services (DSHS) Child Study and Treatment Center; Greater Lakes Mental Healthcare; InfoBlox; Kaiser Permanente Washington; Pacific Lutheran University; Pierce County; Pierce Transit; Sekisui Aerospace; Sound Transit; Tacoma-Pierce Health Department; University of Washington Tacoma; and Virginia Mason Franciscan Hospital
- **Partner Visioning Meeting**

- Cities of DuPont, Fife, Gig Harbor, and Tacoma; Climate Pierce County; Clover Park Technical College; DSHS Child Study and Treatment Center; Downtown On the Go; ForeverGreen Trails; JBLM Madigan Army Medical Center; Kaiser Permanente Washington; Pierce County; Pierce Transit; Second Cycle; Toray Composite Materials America; and University of Washington Tacoma
- **Pierce County Senior Counsel for Tribal Relations Interview**
 - Informational emails with requests to meet were sent to Puyallup, Muckleshoot, Nisqually, and Squaxin Tribes
- **Employer Interviews**
 - DSHS Child Study and Treatment Center, Toray Composite Materials America, MultiCare Health System, and Virginia Mason Franciscan Hospital
- **Transit Agency Outreach/Interviews**
 - Pierce Transit, Intercity Transit, and Sound Transit
- **Employer Workshop**
 - The Boeing Company, City of DuPont, City of Fife, City of Gig Harbor, City of Lakewood, City of Sumner, City of Tacoma, City of University Place, Clover Park Technical College, Department of Social and Health Services, Kaiser Permanente, MultiCare Health System, Pacific Lutheran University, Pierce County, Pierce Transit, Red Dot Corp. Tacoma-Pierce County Health Department, Umpqua Bank, Washington Military Department

Community-Based Organizations

- Interviews with ForeverGreen Trails, YMCA of Pierce and Kitsap Counties, and Tacoma-Pierce Health Department

Pierce County Transportation Advisory Commission

- CTR Plan presentation and comment collection

b. When did we talk to them?

Community Members/Pierce County Residents

- **Tabling Events:** Tree Giveaway 3/21/2022 and 3/25/2023; South Sound Sustainability Expo 4/16/2022; Spring Garden Fest 5/21/2022; Parkland National Night Out 8/2/2022; Trails Conference 9/29/2022; Summer Brain Health Event 10/8/2022; Thriftapalooza 11/5/2022 and 3/25/2023; South Hill Library 12/12/2022; Safe Streets 4/25/2023, 5/1/2023, 5/17/2023, 6/9/2023, 6/17/2023, 7/25/2023, and 7/28/2023; Orting Library Climate Change Display 5/2/2023; Pipeline Trail Party 5/20/2023; Kids Kraze 6/10/2023; Lakewood Summer Fest 7/15/2023.
- **Online Community Member Survey:** February–April 2024.
- **Commute Trip Reduction Online Open House:** April–May 2024.
- **Employer Workshop:** July 18, 2024.
- **Draft CTR Plan Public Comment Period and Questionnaire:** August 5-25, 2024.

Employers, City Staff, Transit Agencies

- **ETC Network Event:** 10/17/2023.

- **Partner Visioning Meeting:** 1/19/2024.
- **Pierce County Senior Counsel for Tribal Relations Interview:** 3/8/2024.
 - Information emails sent to Puyallup, Muckleshoot, Nisqually, and Squaxin Island tribes, 3/15/24 and 5/3/24
- **Employer Interviews:** MultiCare Health System and Virginia Mason Franciscan Hospital 5/6/2024; DSHS Child Study and Treatment Center 5/7/2024; Toray Composite Materials America 5/15/2024.
- **Transit Agency Outreach and Interviews:** April 2024.

Community-Based Organizations

- **Interviews:** ForeverGreen Trails 3/19/2024; Tacoma-Pierce Health Department 4/1/2024; YMCA of Pierce and Kitsap Counties 4/18/2024.

Pierce County Transportation Advisory Commission

- **CTR Plan Presentation:** 5/23/2024.

Pierce County Residents and Workers (Online Open House and Surveys)

- **Online Open House and Survey:** Spring 2024.

c. What did they have to say?

Tabling Events

Pierce County-area residents and workers provided feedback on the county transportation system and CTR at outreach tables hosted by Pierce County staff. The following is a summary of comments received at tabling events grouped by the event location.

- **Bethel/Spanaway**
 - Provide electric buses and dedicated bus lanes.
 - Provide a more walkable environment.
 - Encourage carpooling.
- **Fife**
 - Create public transportation routes that serve working-class and poor communities.
 - Improve safety on transit systems.
 - Offer vouchers for low-income, disabled, homeless, vulnerable community members.
 - Provide carpooling incentives.
- **Key Peninsula**
 - Add more transit routes and make them more accessible to communities.
 - Bring electric buses to Key Peninsula.
 - Improve walking conditions in Key Peninsula.
- **Lakewood**
 - Provide shuttles to Clover Park Technical College.
 - Improve ADA transit options for Clover Park Technical College and throughout Pierce County.
 - Improve transit service to outlying areas of Pierce County.
 - Separate sidewalks from the road for walking and biking in Ruston.
 - Install moving sidewalks.
- **Orting**

- Install more streetlights.
- Add more bike lanes and sidewalks.
- **Parkland**
 - Improve accessibility for riders with disabilities.
 - Make neighborhoods more walkable.
 - Provide low-cost transit passes for low-income residents.
- **Bonney Lake**
 - Bring public transportation to Bonney Lake.
 - Encourage residents to walk and bike to destinations in Bonney Lake and improve walking and biking infrastructure.
 - Encourage carpooling to work from Bonney Lake.
 - Encourage residents to run multiple errands in one trip to reduce overall trips.
- **Puyallup**
 - Provide new transportation modes such as high-speed rail and water taxis.
 - Extend light rail and Sounder service.
- **South Hill**
 - Provide a public transportation system that is easy to use and accessible to all by 2030.
 - Provide more infrastructure and community green space to support walking.
- **Sumner**
 - Provide more outreach classes and information in Spanish.
- **Tacoma and Unincorporated Pierce County**
 - Add bike lanes to Pearl Street.
 - Provide high-speed rail.
 - Improve accessibility for ADA transit riders.
 - Add more transit stops and increase the transit service area.
 - Provide electric bikes for low-income residents.
 - Provide more sidewalks and bike lanes.
 - Provide more transportation options for elderly residents.
- **University Place**
 - Improve biking and walking conditions in rural areas.
 - Add more bike paths and space for biking.

Community Member Survey

Pierce County, in collaboration with the Ride Together Pierce program, conducted an online survey to collect information about commuter habits and gather feedback on potential sustainable and affordable commuting options. This survey was distributed to Ride Together Pierce newsletter subscribers, promoted on Ride Together Pierce's social media sites, and available on the Ride Together Pierce website. The survey received 74 responses from residents across Pierce County. Key themes include the following:

Public Transportation: Many respondents indicated that more direct and frequent transit service, transit stops located closer to home, and amenities such as bus shelters would encourage them to ride transit.

Bicycle Infrastructure and Education: Respondents indicated that providing improved bike infrastructure, such as dedicated bike lanes, and improving roadway safety would encourage

commuting by bike. A few respondents expressed interest in programs focused on bike safety education and safe route planning.

Incentives: Several respondents identified financial incentives such as cash, gifts, or point-based reward programs as a motivation to try alternatives to drive-alone trips.

Vanpools/Carpools: Although respondents expressed a willingness to try carpooling and vanpooling, they identified difficulty forming vanpool/carpool groups and a need for flexible vanpool/carpool timing as deterrents.

Telecommuting: Several respondents noted they would choose to work from home if their office policy allowed.

Land Use: Some respondents noted a desire to live closer to their workplace if there were affordable housing available and that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips.

Safety: Safety was identified as a major deterrent for choosing sustainable commute options. In addition to feeling unsafe while biking, some respondents mentioned concerns about the safety of public transportation. Additionally, one respondent noted that they avoid carpooling due to their distrust of the driving abilities of other people.

Commute Trip Reduction Online Open House

Following the online community member survey, Pierce County hosted an online open house that described what could be included in each section of the 2025–2029 CTR Plan and asked respondents to provide comments and additional input on commuting preferences and barriers. There were 238 respondents to the survey embedded in the online open house. Key themes of the feedback provided are summarized below:

Changes in Commuting Patterns: Most respondents shared that, despite an increase in working from home, they have observed significant increases in congestion and travel time during their commutes, and several shared that there are more cars driving on side streets and through neighborhoods. Multiple respondents shared that they have observed that driving behavior has become more dangerous and they do not feel safe on the road when driving, biking, or walking. Many respondents noted that several bus routes have been eliminated or reduced and remaining routes are more challenging to access.

Public Transportation: Several respondents expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple respondents emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel. Additionally, respondents appreciated on-demand runner systems, transit cars that can be hailed by a smart phone app in areas where bus service is not available, and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops.

Active Mobility: Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes, noting they would like to see dedicated, protected bicycle lanes and more sidewalks.

Safety: In addition to safety improvements for pedestrians and bicyclists, respondents expressed safety concerns for transit riders, noting the presence of crime and drug use on buses. Others emphasized the need for an overall shift toward prioritizing people over cars, advocating for policies and infrastructure to support pedestrians, cyclists, and public transportation riders.

Performance Metrics: Asked to share their thoughts on selecting CTR performance metrics, respondents expressed a preference for jurisdictions to consider their local transportation needs and set realistic, impactful goals. This could include considering environmental factors and integrating low-carbon targets.

Draft CTR Plan Public Comment Period and Questionnaire

The County made the draft *Pierce County Commute Trip Reduction Plan, Four-Year Plan: 2025–2029* available for public comment between August 5-25, 2024. At the same time, the County released a questionnaire on its Ride Together Pierce website to help gather comments on the draft plan. The questionnaire asked respondents to provide their place of residency and where they work as well as feedback on the four plan sections: Benefits of CTR, Performance Targets, Services and Strategies, Alignment with Plans, and Engagement. A final question asked for any additional comments the respondent might want to provide.

Benefits of CTR: The most common suggestions related to requests for additional services, infrastructure, and practices, followed by comments expressing approval of or support for the section or plan. In this section, commenters also suggested cooperative regional land use and transportation planning, requiring traffic impact statements for developers, and facilitating rideshare and cycling adoption with in-person events.

Performance Targets: Many comments expressed approval of or support for the section or plan. Some commenters provided suggestions, such as adding performance targets that focus on peak commute hours, and some shared criticisms, with some saying that the targets are unrealistic for residents who have multiple reasons to drive for their commute, and others that the plan itself was too long and confusing..

Services and Strategies: The most common comment themes include concerns about and suggestions for improving safety (especially cycling safety in Tacoma) followed by comments expressing approval and understanding of the section. Suggestions on perceived gaps and suggested additions to service covered a large cross-section of topics, including encouraging more flexible systems such as work and daycare hours for workers and fostering more interagency coordination for commuters who cross county lines.

Alignment with Plans: Many of the comments expressed approval of and support for the section. Suggestions for additions included requests to add more transit service and accelerate the schedule for providing Sounder service, and not only providing incentives but making the incentives more accessible to commuters.

Engagement: While many of the comments expressed approval for this section, perceived gaps included communities that respondents felt had not experienced enough outreach or the feeling that the plan summary did not reflect certain comments or topics.

General Comments: For most sections of the CTR plan, an average of more than 10 percent of respondents provided positive comments or expressed approval of the section or plan. The comments about plan contents may point to the need to adopt more plain-language standards for all

transportation planning materials. The most frequently expressed needs were for more incentives, more accessible benefits, more transit routes (particularly in DuPont) and greater frequency, more coordination among agencies, improved safety, particularly for cyclists.

ETC Network Event

Keep doing:

- Providing promotional materials, templates, and campaigns.
- Training and ongoing coordination and support for ETCs.

Start doing:

- Employer and employee spotlight.
- Providing vanpool vans and assisting with ride-share matching and formation.
- Adding earlier or later transit routes and improving Emergency Ride Home⁷ for those working early or late shifts.
- Subsidies for items such as bike racks, helmets, walking shoes, and ORCA cards.

Stop doing:

- Opt-in option for receiving printed posters.

Partner Visioning Meeting

What should the CTR program keep doing?

- Provide ETCs with toolkits, materials, and training to promote CTR programs.
- Support CTR survey planning and recognize ETCs for their efforts.
- Maintain the Ride Together Pierce webpage and resources, as well as programs and campaigns such as Bike Swap, Emergency Ride Home, handing out ORCA cards, and other incentives.

What is one bold new idea the CTR program should consider doing?

- Promote a free transit month for all commuters and analyze ridership data.
- Provide grants for high-quality, secure bike parking.
- Promote safety, particularly with regard to public transportation (i.e., accessible, well-lit bus stops).

ETC Interviews

MultiCare Health System

- Subsidized ORCA cards are a popular benefit.
- Spanish is the most common language spoken other than English, followed by Tagalog.
- Employees want easier transit and ride-sharing options.
- Information about the environmental benefits of CTR would encourage more people to participate.
- On-site promotions would reach more employees than email.

Virginia Mason Franciscan Hospital

⁷ Ride Together Pierce. <https://www.ridetogetherpierce.com/ERH>

- Carpooling and teleworking are the most popular non-drive-alone modes.
- Spanish is the most common language spoken other than English, followed by Vietnamese and Russian.
- Employees want easier transit and ride-sharing options.
- Safety tips for riding transit, carpooling, or riding bicycles would encourage people to participate.
- Parking is always limited; often employees have to park in the patient lot and end up running late.

DSHS Child Study and Treatment Center

- The bicycle map is the most popular pamphlet. Adding secure on-site bike parking would make this mode more accessible.
- Working early or late shifts can be a barrier to participating in ride-sharing or taking the bus.
- Employees commute from all over, so finding ride-sharing partners can be challenging.

Toray Composite Materials America

- Getting information out to employees can be challenging. Not all have access to a computer, so using QR codes in printed materials (such as posters and break room signs) could better help reach people.
- Emphasizing sustainability could be a good way to garner additional leadership support.

Pierce County Senior Counsel for Tribal Relations

- Transportation issues around elder and veteran needs.
- Would like transit agencies to do a better job reaching out to tribes. Does not support rail going through tribal land.
- Support for opening relationships to have conversations around transportation needs.
- Would like agencies and government to support tribe treaty rights.

Employer Workshop

The Employer Workshop brought together major employers to discuss and enhance the development of Pierce County's CTR plan and the CTR plans of CTR-affected cities in Pierce County. This engagement centered around understanding current challenges, sharing best practices, and identifying strategies to encourage sustainable commuting methods among employees. Key themes of the feedback collected during this workshop are captured below.

Infrastructure and Accessibility

- **Time and Convenience Issues:** Public transit is perceived as taking significantly longer than driving. This perception, combined with the availability of free parking, makes transit use less attractive.
- **Non-traditional start times and safety concerns:** Employees who start their shifts very early in the morning or end late at night face more barriers to using transit, rideshare, or active transportation modes.
- **Lack of Active Transportation Infrastructure:** Current infrastructure inadequately supports bicycling and walking, with safety concerns being a major barrier.

Remote Work Impact

- **Reduced Need for Commuting:** The rise in remote work has decreased the number of employees commuting regularly, affecting traditional CTR efforts.

Incentives and Employee Engagement

- **Low Incentives for Transit Use:** The availability of free parking diminishes motivation for employees to choose alternative commuting methods.
- **Challenges with Employee Buy-In:** Engaging employees and shifting their commuting habits remains a challenge, with employers seeking better incentives to increase participation.
- **Awareness of Incentives:** There is a lack of employee knowledge about available programs such as Emergency Ride Home and other CTR benefits.

Cultural and Organizational Shifts

- **Need for Internal Support:** Effective CTR plans require strong internal support and policies that encourage sustainable commuting methods, highlighting the importance of organizational commitment to these initiatives.

Transit Agency Outreach/Interviews

Pierce Transit shared that its next upcoming System Restoration goal is to restore 15-minute frequencies on Routes 2 and 3. The agency noted that peaks in ridership have expanded throughout the day and on weekends, and that more students are riding transit with the Youth Ride Free program.

Intercity Transit shared that the agency primarily serves riders commuting between counties, as well as the large military population commuting to JBLM. Upcoming changes may include more effectively connecting military residents with the base, as well as increasing the span and frequency of existing express routes to provide better connections with Pierce Transit and Sound Transit routes. Staff noted that the rise of remote work, particularly among government workers based in Olympia, has drastically impacted ridership.

Sound Transit shared that working with employers is a key strategy to develop successful CTR strategies. For instance, negotiating reasonable transit pricing with the ORCA Passport Program can be very impactful, as it can incentivize people to shift to transit without a massive added cost. Building these connections relies on enhanced marketing and partnering with jurisdictions and organizations, such as Downtown On the Go, to better reach employers. Staff also provided the following details on ridership:

- With the rise in remote work, commuting peaks are lower on Monday and Friday and higher Tuesday through Thursday. Peaks overall are broader throughout the day and on the weekend, particularly for large events.
- Ridership was least impacted during the pandemic on the 574 (Lakewood, Tacoma, Airport) route, indicating a high proportion of essential workers along that route.

Community-Based Organization Interviews

ForeverGreen Trails

- Remote work is a key CTR strategy that increased significantly during the COVID-19 pandemic. It preserves transportation capacity for those who need to commute while eliminating environmental impacts from trips not taken.

- Densification reduces transportation barriers and impacts. Managing land use to avoid low-density, single-use development is necessary for people to be able to get around without a car.
- Improving transit corridors requires collaboration between local and state jurisdictions and transit authorities—infrastructure and service improvements rely on multiple agencies working together.
- It's important to reduce collision risk and make sustainable modes safer. Making them enjoyable is also key.

Tacoma-Pierce Health Department

- Exposure to low air quality is higher in communities divided by highways and other heavily traveled roads.
- Speeding on multilane roadways is a major safety issue and can be difficult to manage on a local level.
- Pierce County is under-resourced for public transit. Expanding service, investing in more complete streets and first/last mile programs, and constructing and improving sidewalks—particularly near libraries, schools, and other similar facilities—is important to make transit a more accessible choice.
 - This is especially important for people using mobility devices who may rely on public transit. Most municipalities have a budget for sidewalk improvement requests from people using mobility devices, but often the budgets aren't fully used.
- Weather, distance, and geographic features such as hills can be barriers to choosing active mobility options.
- There are not enough protected or connected bicycle lanes. Glass and debris on major roadways can further deter people from choosing to ride their bicycles.
- Accessing childcare is a widespread barrier to choosing non-drive-alone modes.
- There is a lot of free parking in Pierce County.

YMCA of Pierce and Kitsap Counties

- Accessing childcare is a big issue, particularly in unincorporated Pierce County. Transportation can be a barrier to access to basic services for families.
- Families who need to make multiple stops during their commute are less likely to choose non-drive-alone options.
- Areas on the Kitsap Peninsula and in Bethel and unincorporated Pierce County are not served by transit.
- Ride Together Pierce's programming and incentives can help communities to embrace healthier practices such as active mobility and reducing emissions from driving alone. This can help with developing blue zones.

Pierce County Transportation Advisory Commission CTR Plan Presentation

What would make commuting easier? What should the CTR program consider doing?

- Create transportation hubs in low-income or historically disadvantaged communities with free options such as bike-sharing and scooters, and focus on connecting people to public transportation.
- Work to connect nearby (CTR-affected and non-CTR-affected) employers using carpool/vanpool.
- Improve bike infrastructure; focus on routes with lower traffic speeds.
- Increase public transit, provide more direct routes, and offer door-to-door van service to bridge gaps.
- Pay for vanpool and provide vehicles for employee use in case of emergency.
- Improve minimum requirements for CTR-affected employers (e.g., subsidized ORCA cards, staggered work schedules, and telework).
- Analyze traffic data near major employers and synchronize intersections to reduce congestion.
- Add schools to the CTR program.

d. How did what they said influence the plan?

- Pierce County collected comments at several community events during 2022 and 2023. At these events, people said that Pierce County should offer [transit] vouchers for low-income, disabled, homeless, and vulnerable community members; provide carpooling incentives; encourage residents to walk, bike and carpool to destinations; and provide outreach classes and information in Spanish. To help support these interests, Ride Together Pierce will:
 - Make ORCA cards loaded with transit fares available at community events and for CTR-affected employers to hand out to employees.
 - Encourage the use of sustainable modes of transportation by providing information on their website including first-time rider guides; marketing sustainable alternative transportation campaigns with incentives; offering training opportunities such as bicycle classes, bicycle skills courses, and transit field trips; promoting a bicycle buddy matching program; and work with employers to provide translated materials.
- Respondents to the Spring 2024 Community Survey shared interest in programs focused on bike safety education and safe route planning, financial incentives, gifts or reward programs, help forming carpool groups, options to work from home. To help support these interests:
 - Pierce County will look for funding opportunities for additional incentives to those offered with mode campaigns and providing free ORCA cards loaded with transit fare.
 - Pierce County will promote partner incentive programs such as occasional vanpool formation incentives offered by transit agencies.
 - Pierce County will promote its online telework toolkit to businesses and school career centers.
- The preferred sustainable transportation modes as reported in the Spring 2024 Open House Survey were to ride the city or regional bus, ride a bicycle, walk or use a mobility device that rolls or a

scooter or skateboard, and work from home. To help support these modes Pierce County will provide:

- Transit ridership: transit fare and ORCA cards, transit training, classes, or field trips.
- Bicycling: bicycle classes, skills course training, bike rides, bicycle buddy ride-share matching, support or safety gear such as reflective gear or tire repair kits, transit fare to combine bicycling and transit for longer trips.
- Walk or use a mobility device that rolls or a scooter or skateboard: provide opportunities to receive support or safety gear such as reflective gear and umbrellas or transit fare to combine walking and transit for longer trips.
- Work from home: online telework toolkit for businesses, managers, and teleworkers.
- The top barriers to sustainable transportation modes as reported in the Spring 2024 Open House Survey were the lack of transit availability, that transit takes too long, and concerns about safety while riding transit. The secondary barriers reported included that riding a bicycle feels unsafe and that people feel their commute is too long for riding a bicycle. To help address these barriers, Pierce County will:
 - Share with transit agencies the valuable comments received from the CTR Plan outreach and engagement process and collaborate with transit agencies
 - Provide transit riding classes and field trips to help grow rider confidence.
 - Address rider safety concerns by providing transit agency safety information to commuters.
 - Goal T-12.2 of the 2024 Comprehensive Plan endorses the concept of complete streets, which promotes roadways that are safe and convenient for all users and new Goal T-12.7 prioritizes developing a safe, connected network of active transportation facilities that allows for access to centers and community destinations.⁸
 - Goal T-16.8 of the 2024 Comprehensive Plan encourages placement of transit shelters that are well lit and clearly visible.⁹

26. Vulnerable Populations Considered

Pierce County staff collaborated with community-based organizations that serve vulnerable populations to host several safe streets tabling events throughout Pierce County. Staff identified vulnerable populations by using the Washington Environmental Health Disparities map and Pierce County's Equity Index and through interviews with community-based organizations. The highest environmental health disparity¹⁰ scores and lowest equity index scores¹¹ are most prevalent along the I-5 corridor.

¹⁰ Washington Environmental Health Disparities Map. <https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/washington-environmental-health-disparities-map>

¹¹ Pierce County Equity Index. <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

The feedback provided by community-based organizations that serve vulnerable populations was considered in development of this CTR Plan. The demographics of some area populations served by community-based organizations are as follows:

Native Hawaiian and other Pacific Islander residents make up two percent of Pierce County's population.¹²

Hispanic and Latino ethnicities represent twelve percent of Pierce County's population.¹³

Cost-burdened households spend more than 30 percent of their income on rent and utilities. In Pierce County, 22 percent of property owners are cost-burdened, and 49 percent of renters are cost-burdened.¹⁴

28. Engagement Focused on Vulnerable Populations

a. Who did Pierce County talk to?

- Pacific Islander Health Board of Washington.
- Puget Sound Educational School District Latinx Family Advocacy Group.
- DeMark Apartments and the Pierce County Housing Authority.
- Bethel Community Services.

b. When did we talk to them?

- Pacific Islander Health Board of WA (Safe Streets tabling event in Fife on 5/17/23).
- Puget Sound Educational School District Latinx Family Advocacy Group (Safe Streets tabling event in Prairie Ridge on 7/25/23).
- DeMark Apartments and the Pierce County Housing Authority (Safe Streets tabling event in unincorporated Pierce County on 7/25/23).

c. What did they have to say?

- **Pacific Islander Health Board of WA**
 - Create public transportation routes that focus on working-class and poor communities.
 - Improve safety on transit systems.
 - More bus routes and trains in low-income areas are needed, as well as higher wages for drivers.
 - For poor ones/disabled ones, provide cheap prices, a voucher for gas, etc., as well as for disabled, vulnerable/homeless, etc.
 - Carpooling incentives such as free gas or reduced taxes for those in a given area riding together.
 - Provide better carpooling and public transportation to meet the needs of low-income communities.
- **Puget Sound Educational School District Latinx Family Advocacy Group**
 - Create a public transportation route for the city of Bonney Lake so then we can reduce our car use.

¹² Pierce County Equity Index. <https://www.piercecountywa.gov/7938/Equity-In-Decision-Making#equityindex>

¹³ *Ibid*

¹⁴ *Ibid*

- We need public transportation in the Bonney Lake community.
- We need more bikes or to walk to places that are nearby.
- **DeMark Apartments w/Pierce County Housing Authority**
 - Climate change is going to change no matter what. Where it would make a difference is in construction. Transporting workers and waste from construction.
 - Create an electric bike program for low-income riders.
 - Redesign main streets with more bike lanes and sidewalks.
 - Reconfigure community streets with more roundabouts to slow traffic and keep kids safer.
 - We need more public transportation for older people.

d. How did what they said influence the plan?

Several employers and attendees at tabling events suggested providing outreach classes and information in Spanish. Ride Together Pierce provides a downloadable First Time Rider Guide in Spanish, Russian, Vietnamese, Tagalog, Korean, Chinese, and Khmer.

Event attendees suggested vouchers for low-income, disabled, homeless, and vulnerable community members. Ride Together Pierce will make ORCA cards loaded with transit fares available at community events and cards will be available for CTR-affected employers to hand out to employees.

29. List Employers' Suggestions to Make CTR More Effective

The employees that participated in the Employee Transportation Coordinator Network Event and employer interviews made the following suggestions:

- Keep providing promotional materials, templates, and campaigns.
- Continue offering training opportunities for ETCs.
- Share information on how other employers are supporting CTR.
- Increase the vanpool fleet and provide more assistance for rideshare matching and vanpool formation.
- Add earlier and later transit services.
- Expand the Emergency Ride Home service to better help those working early or late shifts.
- Provide more subsidies for bike racks, helmets, walking shoes, and ORCA cards.
- Provide more information about the environmental benefits of CTR to encourage more people to participate.
- Provide more safety tips for riding transit, carpooling, and riding bicycles.
- Add secure on-site bike parking to the bicycle map.
- Include QR codes on printed materials, especially posters for employee break rooms.
- Reach out to tribes to learn elder and veteran transportation needs and to collaborate on siting new transit and rail routes.

30. The Results of Engagement Focused on Vulnerable Populations that will be Provided for use in Comprehensive Plan and Transit Plan updates.

Land Use: A common theme heard during public engagement is that many workers have a desire to live closer to their workplace and would do so if there were affordable housing available. Many indicated that living closer to work would improve the likelihood that they would try alternatives to drive-alone trips. This identified need can be addressed as part of the 2024 Comprehensive Plan update by prioritizing and focusing housing growth, infrastructure development, and transit investment on the County's designated centers of local importance as well as any other areas with CTR-affected employers.

Safety: Safety was identified as a major deterrent by several public engagement participants for riding bikes and walking to work. Multiple respondents cited the lack of safe bicycle and pedestrian infrastructure as a deterrent to choosing these modes and suggested dedicated, protected bicycle lanes and more sidewalks. The 2024 Comprehensive Plan update should recognize these concerns and prioritize safety improvement projects. The 2024 Comprehensive Plan update includes new goals, Goals T4A-T4A.3, which recognize the importance of safety improvements needed to construct a successful multimodal transportation network. These new goals aim to use Vision Zero plans and strategies to prioritize safety projects.

Public Transit: Several public engagement participants expressed interest in expanded public transportation options, such as more frequent Sounder trains or access to light rail. Multiple participants emphasized the importance of expanded service locations, routes, and times, as well as faster and more reliable service. They also noted a desire for more local service rather than a focus on regional travel. Additionally, participants appreciated transit cars that can be hailed by a smart phone app in areas where bus service is not available, and would like to see these services improved and expanded. Respondents also expressed a desire for infrastructure, such as benches or shelters, at bus stops and expressed that they feel unsafe on transit because of the conduct of other riders. Several community-based organizations suggested providing free or low-cost ORCA cards for vulnerable populations. Plans to expand transit service, offer free or low-cost ORCA cards, and invest in transit amenities and rider safety should be prioritized in the comprehensive plan update.

These results of public engagement with vulnerable populations and this CTR Plan have been shared with the transit agencies listed in this plan and with the Comprehensive Plan update team.

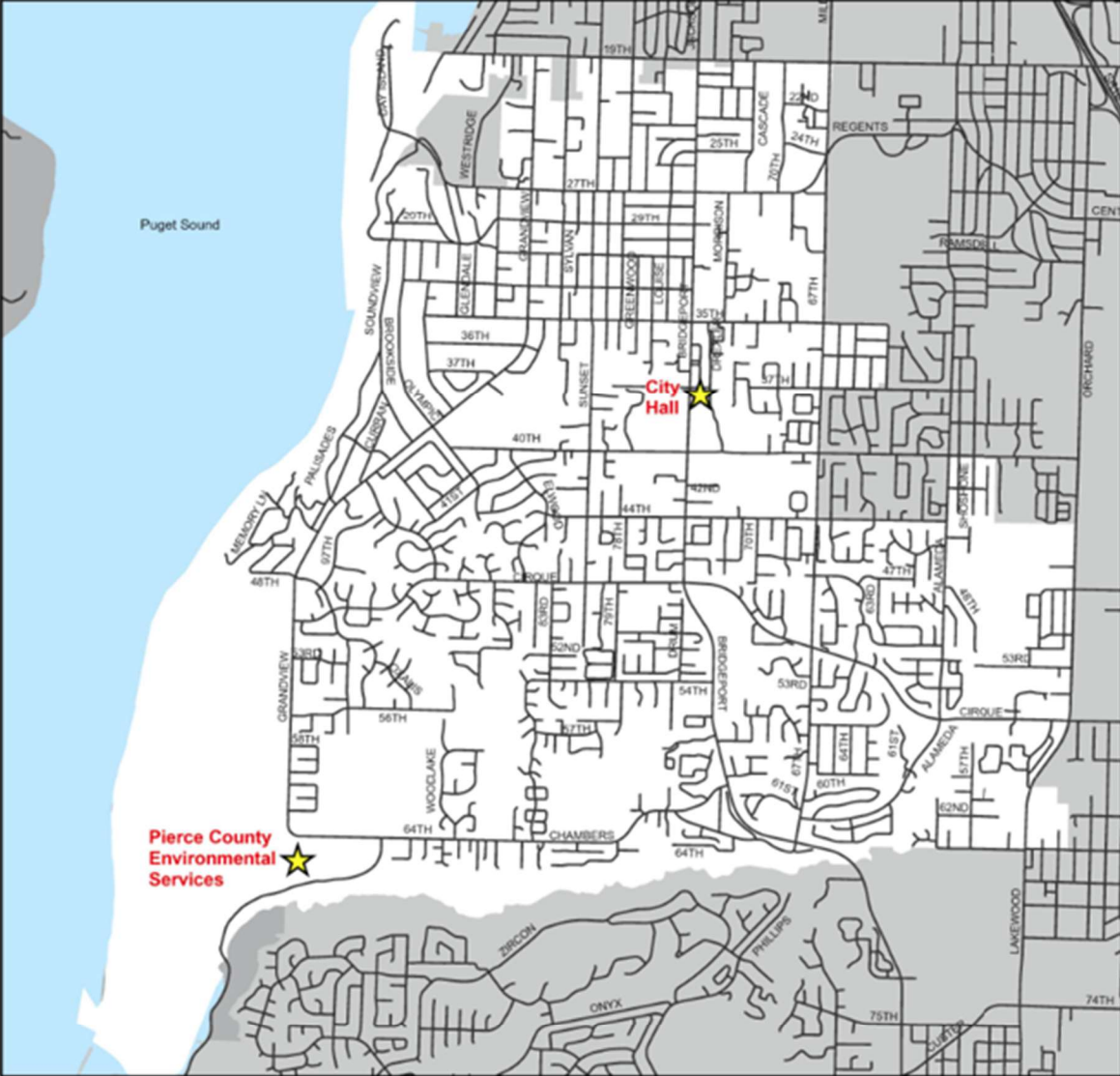
Regional Transportation Planning Organization CTR Plan Review

Appendices

Appendix A

City of University Place Vicinity CTR Worksite Map

**City of University Place
CTR Worksites**



 CTR Worksite



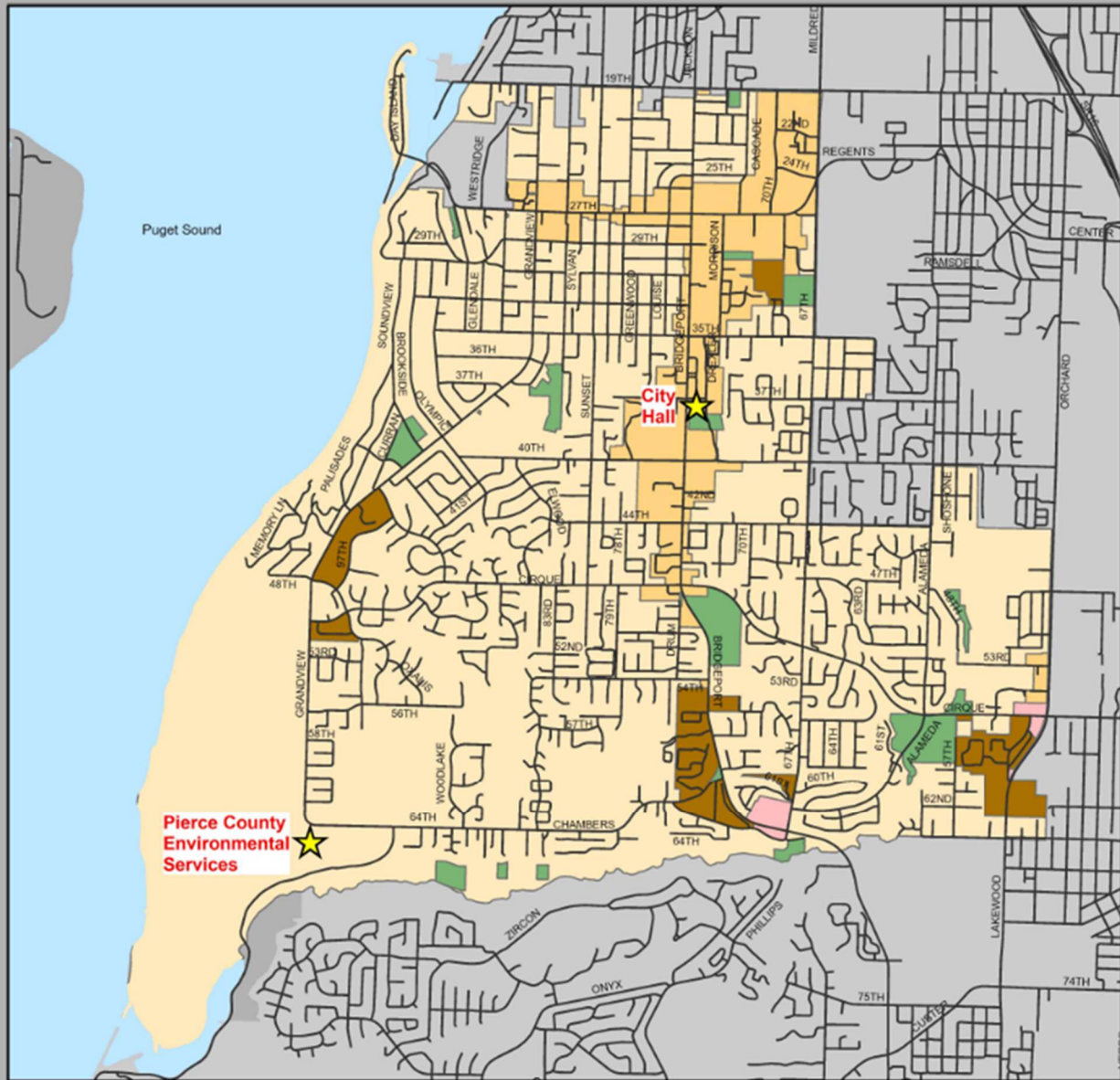
University Place
Engineering Department
July 3, 2024

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Appendix B

City of University Place Comprehensive Plan Map

City of University Place Comprehensive Plan Map



- ★ CTR Worksites
- Low Density Residential
- Mixed Use
- Mixed Use - Maritime
- Moderate Density Residential
- Neighborhood Commercial
- Parks & Open Space

University Place
Engineering Department
July 3, 2024

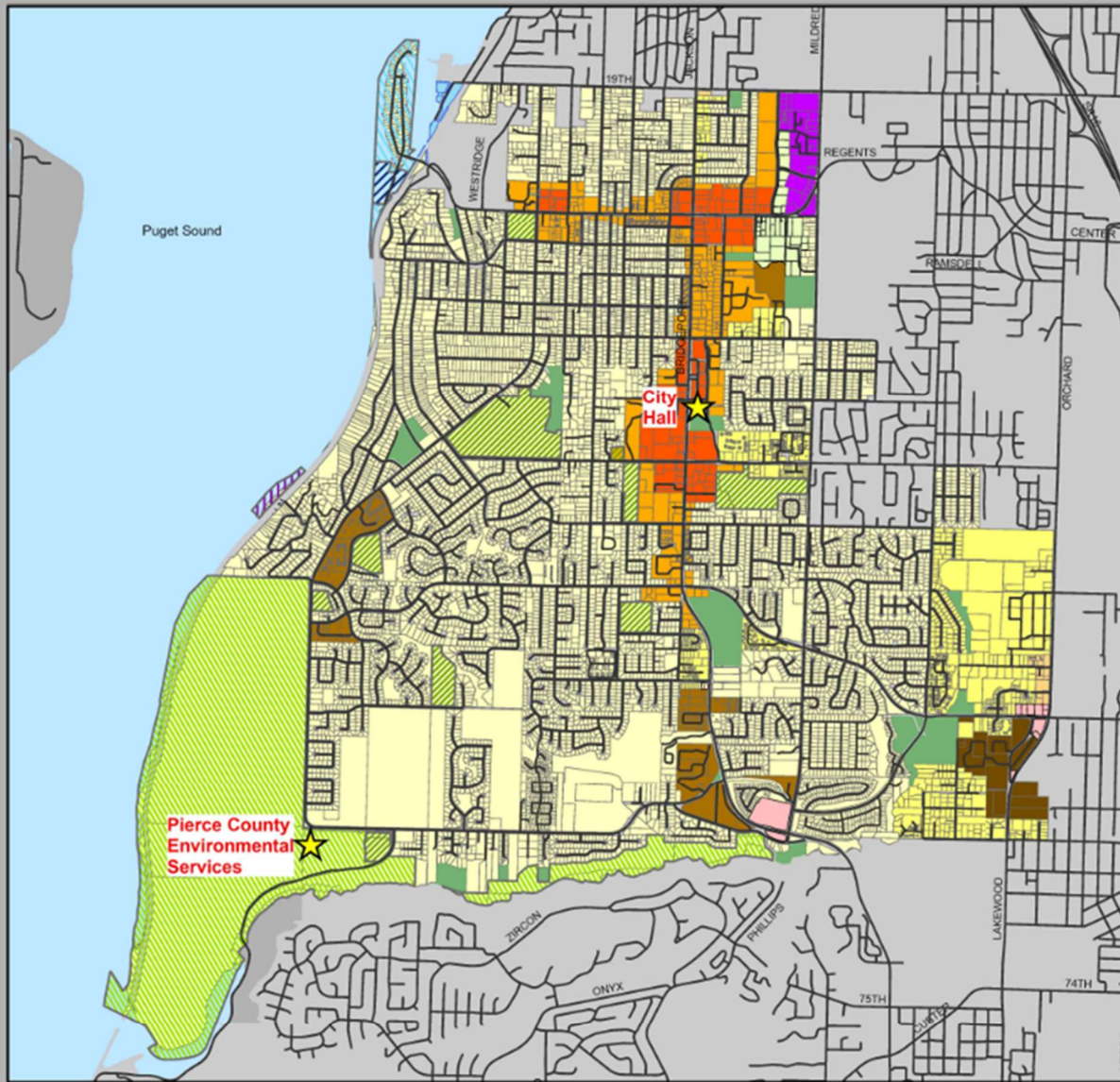


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Appendix C

City of University Place Zoning Map

City of University Place Zoning Map



- | | | |
|---------------------------|--------------------|----------------------------|
| ★ CTR Worksites | Sunset Beach | Mixed Use Office |
| Transition | Residential 1 | Mixed Use Neighborhood |
| Public Facility | Residential 2 | Mixed Use Urban |
| Chambers Creek Properties | Multifamily Low | Mixed Use Urban/Industrial |
| Day Island | Multifamily High | Mixed Use Center |
| Day Island South Spit | Mixed Use | Neighborhood Commercial |
| | Mixed Use Maritime | Parks and Open Space |

University Place
Engineering Department
July 3, 2024

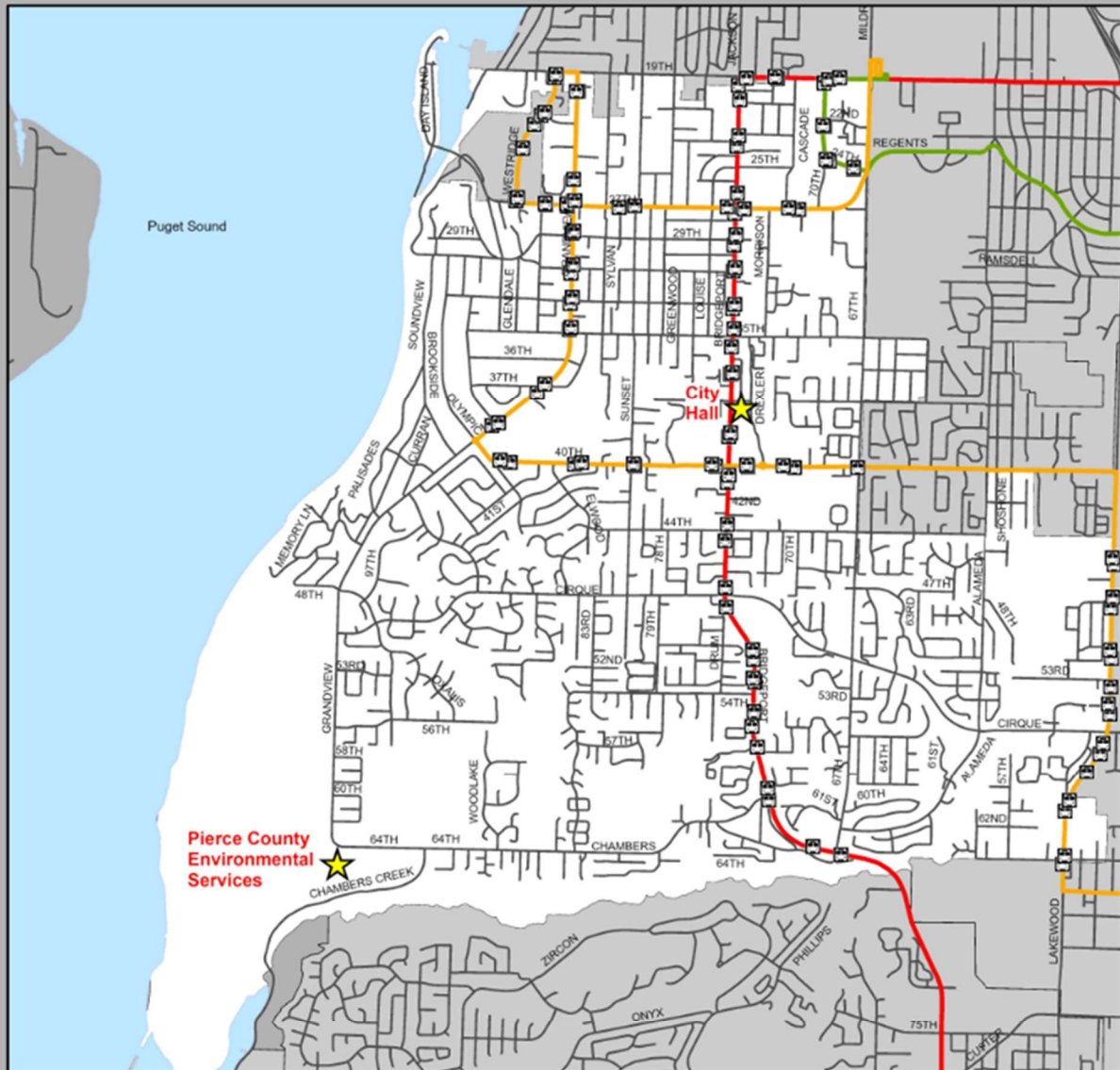


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Appendix D

City of University Place Transit Services and Facilities Map

Pierce Transit Routes and Stops



★ CTR Worksites
 □ Bus Stops

— Route 2
 — Route 52
 — Route 53



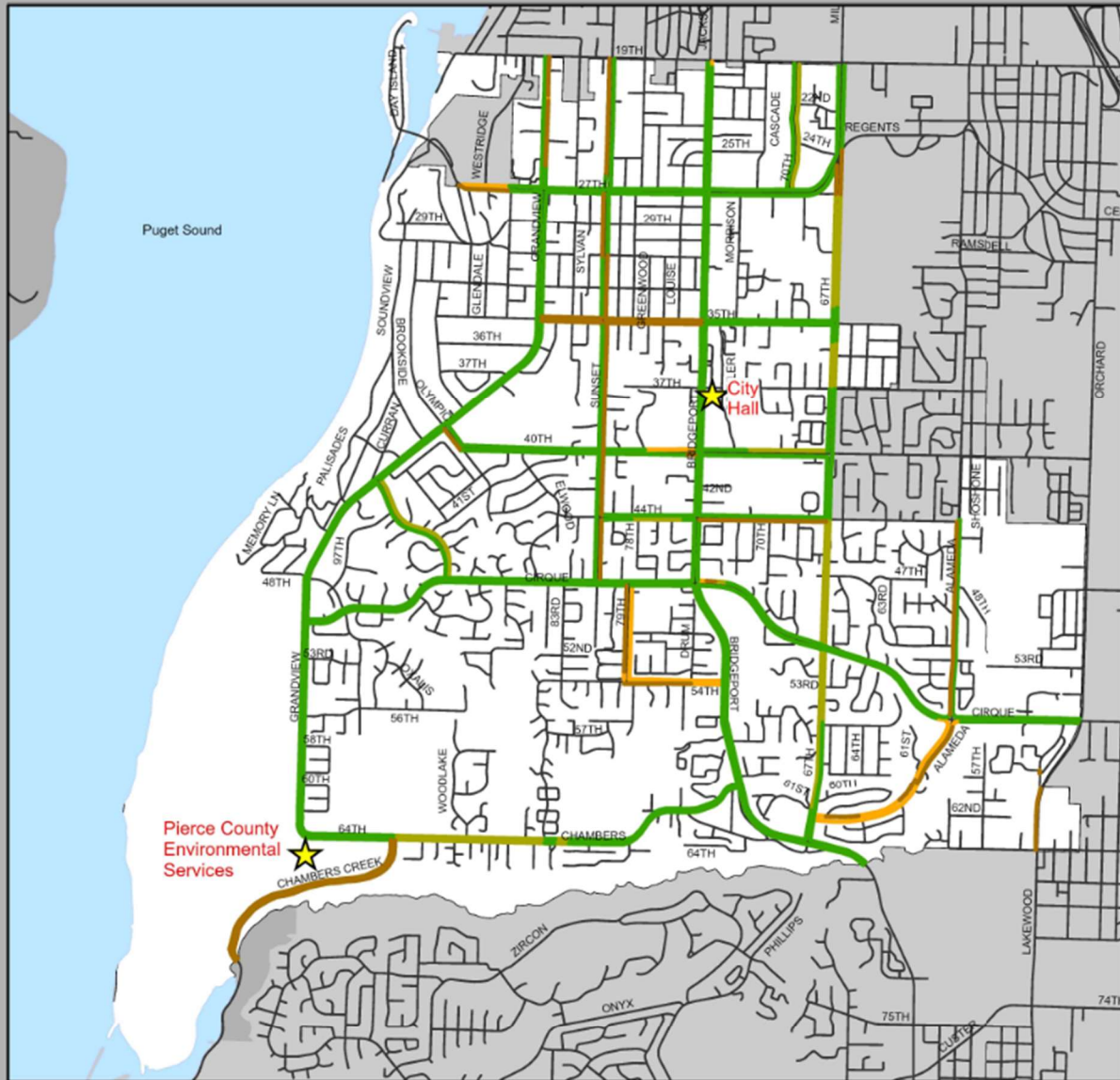
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University Place
 Engineering Department
 July 5, 2024

Appendix E

City of University Place Non-Motorized Facilities Map

Non-Motorized Improvements



- ★ CTR Worksites
- Sidewalk
- Sidewalk and Bike Lane
- Bike Lane
- No Improvement



University Place
Engineering Department
July 8, 2025

1:40,000

Appendix F: Engagement Questions

Contents

<u>Questions for Interviews with Organizations that Work with Communities</u>	54
<u>Questions for Employer Interviews</u>	55
<u>Online Community Scoping Survey Questions (March 2024)</u>	56
<u>Online Open House Text and Questions (April 2024)</u>	57
<u>Overview of Commute Trip Reduction</u>	57
<u>Benefits of Commute Trip Reduction</u>	57
<u>Services and Strategies</u>	58
<u>Performance Targets</u>	58
<u>Engagement</u>	59
<u>Demographic Questions</u>	60

Questions for Interviews with Organizations that Work with Communities

- 1) Could you tell me about the communities you serve and how you support them?
 - a. What are their demographics and preferred languages?
 - b. What frontline communities engage with your organization? Examples:
 - i. Black, Indigenous, and people of color (BIPOC)
 - ii. English as a second language
 - iii. Living with a low or fixed income
 - iv. Ages 16-26
 - v. Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual, including those questioning their gender identity or sexual orientation (LGBTQIA+)
 - vi. Living with three or more generations in one home
 - vii. Living with more than one family in one home
 - viii. Living with a disability
 - ix. Immigrant or refugee
 - x. Experiencing homelessness
 - xi. Completed formal education less than or up to a high school/GED level
 - xii. Experiencing pregnancy
 - c. Where do they live and work?
 - d. What are the services you provide, and what barriers do you help mitigate?
- 2) Is there any insight you would like to give on how commuting impacts your community?
 - a. For instance, negative impacts such as traffic congestion and air quality.
 - b. Are there any positive impacts, such as economic impacts to local business?
- 3) What kinds of transportation modes would your community be most interested in? Do you know how they get around now?
- 4) What barriers do you think would keep members of your community from choosing sustainable transportation options?
- 5) While other organizations and departments are responsible for transit service and infrastructure improvements such as bike lanes and sidewalks, the Ride Together Pierce team is responsible for creating and managing transportation programs and sharing resources. Of the current Ride Together Pierce transportation programs below, what strategies might help mitigate barriers in your community?
 - a. Community-wide campaigns (i.e., Walk Everywhere Challenge, Bike Month, Bike Swap, etc.)
 - b. Carpool and vanpool matching tool
 - c. Transit and bike trip planning tools
 - d. Resources and support for employer transportation programs (such as [Emergency Ride Home](#))
- 6) Are there other strategies you would suggest for us to remove barriers and mitigate impacts from commuting?

- 7) Will you share our [survey](#)? We're also going to host an online open house starting in mid-April and would love for you to share the link as well as provide input on our draft outline!

Questions for Employer Interviews

- 1) What Commute Trip Reduction (CTR) resources do you currently provide employees?
 - a. Which are most used? Which are not getting used as much?
- 2) What proportion of your employees prefer to communicate in a language other than English?
 - a. Do you feel that CTR resources are reaching these employees? How would you suggest reaching them more effectively?
 - b. We are currently running an [online open house](#) to gather feedback from people who live and work in Pierce County. How would you recommend we try to reach employees who prefer to communicate in another language?
- 3) What barriers does your staff experience to choosing sustainable transportation options?
- 4) What support would you like to see from us that would help your staff more easily choose sustainable transportation options?
 - a. Are there other strategies you would suggest for us to remove barriers and mitigate impacts from commuting?
- 5) What other concerns do you have regarding commuting? Examples:
 - b. Lack of parking, tardiness/absenteeism, retention or attracting new employees
- 6) Do you feel that leadership supports the CTR program or is it more of a requirement? What can we do to gain more leadership support?

Online Community Scoping Survey Questions (March 2024)

- 1) Including yourself, how many people are in your household?
- 2) What is your race/ethnicity? We ask this question to ensure we are reaching all Pierce County residents.
- 3) Which age group do you belong to?
- 4) Do you identify as a frontline community member?
 - a. Frontline communities are those who are or will be unfairly burdened by climate change, often experiencing the first and worst impacts. Frontline community members may be individuals from one or more of the following backgrounds:
 - i. Black, Indigenous, and People of Color (BIPOC)
 - ii. Speak English as a second language
 - iii. Living with a low or fixed income
 - iv. Ages 16-26
 - v. Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual, including those questioning their gender identity or sexual orientation (LGBTQIA+)
 - vi. Living with three or more generations in one home
 - vii. Living with more than one family in one home
 - viii. Living with a disability
 - ix. Immigrant or refugee
 - x. Experiencing homelessness
 - xi. Completed formal education less than or up to a high school/GED level
 - xii. Experiencing pregnancy
- 5) What is your annual household income before taxes?
- 6) Home Zip Code
- 7) Work Building or School Zip Code
- 8) What transportation mode do you usually use to get to work or school? Select the transportation mode that you use the most.
- 9) What transportation mode would you like to use to get to work or school? Select your top three choices.

While other organizations and departments are responsible for transit service and infrastructure improvements such as bike lanes and sidewalks, the Ride Together Pierce team is responsible for creating and managing transportation programs and sharing resources.

Current Ride Together Pierce transportation programs include community-wide campaigns, a carpool and vanpool matching tool, transit and bike trip planning tools, and resources and support for employer transportation programs.

We are interested in learning about what programs or information you may need to consider a sustainable commute to work or school.

Examples of programs could be: help finding someone to share the ride with, field trips learning how to ride buses or bikes, access to a free or low-cost bicycle or bike safety gear, providing free rides from work

to home in case of an emergency, financial incentives to try a sustainable trip, help planning bike trips, etc.

10) Would any of these programs help you consider a sustainable commute to work or school?

What other programs or information would help you try a sustainable commute?

11) Anything else that you would like to share about how you get to work or school?

12) Please provide your email to receive notice of the Commute Trip Reduction plan online Open House.

Online Open House Text and Questions (April 2024)

Overview of Commute Trip Reduction

Commute Trip Reduction (CTR) works to reduce air pollution, traffic congestion and fuel consumption by encouraging alternative transportation options throughout Washington State. Requirements are focused on employer-based programs that support employees in choosing alternatives to driving alone.

Why CTR Matters for Everyone: Congestion and traffic affect more than just vehicles on the road; they impact our entire community. Increased traffic leads to higher pollution and carbon emissions, posing risks to both people and environment. That is why we are seeking input from the community along with employers in Pierce County to develop comprehensive CTR plans for the largest jurisdictions in Pierce County. Our goal is to develop strategies that address community needs and challenges and enhance mobility and quality of life for everyone.

How We'll Use Your Feedback: Your responses will be used in drafting a plan for unincorporated Pierce County, as well as a template that jurisdictions across Pierce County will use to create their own 2025-2029 CTR plans. A draft CTR plan will be posted for public comment in Summer 2024 on our 2025-2029 Commute Trip Reduction Plan webpage. As part of the work to draft the CTR plans, jurisdictions will review local Transit Plans and describe how their CTR plan will support those plans. The transit agencies consulted may include Pierce Transit, Sound Transit, and Intercity Transit, depending on the jurisdiction. Jurisdictions will also describe any required updates to their Comprehensive Plan and provide a timeline for making those changes.

Benefits of Commute Trip Reduction

This section of the plan describes features of land use and transportation facilities in your jurisdiction. Examples of land use could include where important resources are located and how they can be accessed, and transportation facilities could include roadways, sidewalks, transit routes, and bike lanes.

Information will be gathered from your jurisdiction's comprehensive plan, regional and local transportation plans, and transit agency plans. This section will also describe how commuting patterns have changed in recent years, as well as how the CTR plan will help support environmental goals such as reducing greenhouse gas emissions.

Why is this important to you? We want to know whether the transportation facilities in your area provide adequate support to minimize your drive-alone trips, whether you are commuting to work or school, running errands, or visiting a friend. Alternatives to drive-alone trips include walking, biking, or

rolling (such as on a scooter or mobility device), riding the bus, sharing a carpool or vanpool, working from home, or working a compressed work week to avoid peak commuting times. We also want to understand what benefits of commute trip reduction are most important to you.

- 1) What jurisdiction do you live in?
- 2) What jurisdiction do you work in?
- 3) How easily do you feel you can get around without driving alone?
- 4) What changes in commuting patterns and/or traffic have you observed in the past few years? How has it impacted your life?
- 5) If more people reduce their drive-alone trips, we could experience benefits such as reduced traffic congestion and better air quality. What potential benefits are most important to you?

Services and Strategies

In this section, jurisdictions will describe the tools they will use to support effective CTR delivery, such as providing free bus passes to students or workers, charging for parking, changing zoning to support transit development, or conducting outreach to employers to increase the use of telework and compressed work weeks.

Transportation infrastructure support services such as public bicycle racks and lockers, bicycle fix-it stations with tools, wi-fi hotspots to access transportation information (like bus schedules), and online ride matching tools to join carpools and vanpools may also be described in this section.

This section will also describe how each jurisdiction will provide financial and logistical plans for implementing any services or strategies described, and address known barriers and how to mitigate them. Why is this important to you? We want to know what barriers you currently face when trying to use transportation alternatives to driving alone and what potential solutions you would like your jurisdiction to consider in drafting their 4-year CTR plan.

- 6) What transportation mode do you usually use to get around?
- 7) What alternative transportation mode would you prefer to use?
- 8) What is stopping you from using your preferred alternative transportation mode?
- 9) What are some programs, support services, resources, or changes that would help you choose not to drive alone?
- 10) Please provide the description for your response to the last question.
- 11) Is there anything else you would like us to consider in drafting this section?

Performance Targets

In order to measure progress, jurisdictions will be selecting performance targets. Only the jurisdictions listed below are required to set Performance Targets. To measure progress, state law requires major employers located in these jurisdictions to survey their employees on their commute habits.

Jurisdictions may select one of the following:

Performance Target options:

Option 1: Set the target using a weighted average drive-alone rate (DAR) of 60% or less for major employer worksites at the jurisdictional level. This goal is the statewide target, which is 15.5% lower than the 2019 census data for DAR.

Option 2: Set the target using a weighted average DAR of 15.5 % below, or less, of the jurisdiction's census performance in 2019 for major employer worksites at the jurisdictional level. These targets, if Option 2 is selected, are listed below.

- City of DuPont: 71%
- City of Fife: 73%
- City of Gig Harbor: 73%
- City of Lakewood: 71%
- City of Puyallup: 73%
- City of Sumner: 73%
- City of Tacoma: 68%
- City of University Place: 65%
- Unincorporated Pierce County: 71%

Both option 1 & 2 set targets that are 15.5% below DAR as measured in the 2019 census. Option 1 applies the same statewide target across jurisdictions, and Option 2 calculates each target individually for jurisdictions.

Option 3: Pierce County is considering a custom target DAR below the employee survey data collected by major employers in 2024. Jurisdictions will set the target using a weighted average DAR of 10-15% below the employee survey data collected by major employers in 2024. The expected level of achievement still needs to be determined. The final goal will consider land use and the availability of transportation infrastructure in the jurisdiction.

12) Do you have a preferred Performance Target option? Why do you prefer this option? Is there anything you would like us to consider in drafting this section?

Engagement

In addition to this online open house, Pierce County also solicited public feedback using a community survey earlier this spring and at large, in-person community events throughout Pierce County in 2023/2024. Pierce County is engaging employers and community-based organizations through interviews and virtual workshops to gather their input and feedback. Pierce County is also soliciting feedback from local Tribal Nations.

Each plan will include details on who was engaged, when and where they provided feedback, high-level summaries of what was shared, and an explanation of how their feedback was incorporated into the

plan. Engagement results will also be flagged to help inform future updates to jurisdiction Comprehensive Plans and transit agency long-range plan updates.

Engaging underserved community members is a priority. This will be achieved by providing a variety of options for engaging with the CTR planning process (such as attending in-person community events or the online open house, which can be translated using Google Translate or providing interpretation services) and working with community-based organizations to reach priority populations more effectively.

13) Is there anything additional you'd like us to consider when conducting engagement?

Demographic Questions

14) What is your race/ethnicity? We ask this question to ensure we are reaching all Pierce County residents.

15) Which age group do you belong to?

16) Including yourself, how many people are in your household?

17) Do you identify as a frontline community member?

a. Frontline communities are those who are or will be, unfairly burdened by climate change, often experiencing the first and worst impacts. Frontline community members may be individuals from one or more of the following backgrounds:

- i. Black, Indigenous, and People of Color (BIPOC)
- ii. Speak English as a second language
- iii. Living with a low or fixed income
- iv. Ages 16-26
- v. Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual, including those questioning their gender identity or sexual orientation (LGBTQIA+)
- vi. Living with three or more generations in one home
- vii. Living with more than one family in one home
- viii. Living with a disability
- ix. Immigrant or refugee
- x. Experiencing homelessness
- xi. Completed formal education less than or up to a high school/GED level
- xii. Experiencing pregnancy

18) What is your annual household income before taxes?

Thank you for taking time to learn about Commute Trip Reduction. Click [HERE](#) to enter into a prize drawing for one of our four \$25 gift codes for an online gift card mall. Check out RideTogetherPierce.com for further opportunities to engage in Commute Trip Reduction.

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

Proposed Council Action:

Authorize the City Manager to execute a Memorandum of Agreement between the City of University Place and the Pierce County Sheriff's office relating to Law Enforcement Services.

Agenda No:	7E
Dept. Origin:	Public Safety
For Agenda of:	June 16, 2025
Exhibits:	Memo, MOA
Concurred by Mayor:	_____
Approved by City Manager:	_____
Approved as to Form by City Atty.:	_____
Approved by Finance Director:	_____
Approved by Dept. Head:	_____

Expenditure Required: \$100,000	Amount Budgeted: \$100,000	Appropriation Required: \$0.00
------------------------------------	-------------------------------	-----------------------------------

SUMMARY/POLICY ISSUES

The proposed Memorandum of Agreement is the second investment in the Sheriff's Department's hiring and recruiting efforts in support of onboarding the remaining four additional commissioned officers, following voter approval of the law enforcement levy in 2023.

On July 15, 2024, the City Council approved Resolution 1049, authorizing an Interlocal Agreement and Memorandum of Understanding (MOU) with Pierce County for Law Enforcement Services. As part of the agreement, the city committed to providing a total of \$200,000 to support Pierce County's hiring and recruitment efforts—allocated as two equal payments of \$100,000 in 2024 and 2025. The initial \$100,000 payment was addressed in the 2024 MOU. This request pertains to the second and final \$100,000 payment due in 2025. These funds, intended to support activities such as recruiting event overtime, background investigation overtime, and other procedural hiring expenses, have been included in the 2025–2026 Adopted Biennial Budget.

MOTION

MOVE TO: Authorize the City Manager to execute a Memorandum of Agreement between the City of University Place and the Pierce County Sheriff's office relating to Law Enforcement Services.

Memo

DATE: June 16, 2025
TO: City Council
FROM: Jennifer Hales, Public Safety Director
SUBJECT: Remaining Investment in PCSO

The proposed Memorandum of Agreement is the second installment of the City's investment in the Sheriff's Department's hiring and recruiting efforts in support of onboarding the four additional commissioned officers approved by voters.

On July 15, 2024, the City Council approved Resolution 1049, authorizing an Interlocal Agreement and Memorandum of Understanding (MOU) with Pierce County for Law Enforcement Services. As part of the agreement, the city committed to providing a total of \$200,000 to support Pierce County's hiring and recruitment efforts—allocated as two equal payments of \$100,000 in 2024 and 2025. The initial \$100,000 payment was addressed in the 2024 MOU. This request pertains to the second and final \$100,000 payment due in 2025. These funds, intended to support activities such as recruiting event overtime, background investigation overtime, and other procedural hiring expenses, have been included in the 2025–2026 Adopted Biennial Budget.

MEMORANDUM OF AGREEMENT
BETWEEN PIERCE COUNTY AND THE CITY OF UNIVERSITY PLACE RELATING TO
THE PROVISION OF ENHANCED LAW ENFORCEMENT SERVICES

THIS AGREEMENT ("Agreement") is entered into by and between **PIERCE COUNTY**, a political subdivision of the State of Washington ("County") and **THE CITY OF UNIVERSITY PLACE**, a municipal corporation of the State of Washington (herein referred to as "City").

WHEREAS, the County and City have entered into an Interlocal Agreement for the County to provide law enforcement services for the City.

WHEREAS, the voters of the City have approved an initiative increasing property taxes for public safety purposes, and the City has requested that the County enhance the level of law enforcement services provided by the County to the City, to include the hiring of additional officers for the purpose of increasing the size of the city's police department; and

WHEREAS, the County has resources through the Pierce County Sheriff's Department to provide law enforcement services to the community; and

NOW, THEREFORE, in consideration of the terms and conditions contained herein, it is mutually agreed by and between the County and the City (together as "Parties") as follows:

SECTION 1. PURPOSE:

The City of University desires to assist the County in recruiting and hiring efforts, in order to increase the size of their police department and enhance public safety services within the City by the end of 2025.

SECTION 2. THE CITY AGREES TO:

Provide Pierce County with an amount of \$100,000 by July 1, 2025, for the purpose of enhancing public safety in the City of University Place.

SECTION 3. THE COUNTY AGREES TO:

Utilize funds to bolster hiring and recruiting efforts for law enforcement officers. This may include overtime for background investigations, testing fees, recruiting workshops, job fairs, or advertising.

SECTION 4. THE PARTIES MUTUALLY AGREE TO:

Confer by December 31, 2025 on how the remaining funds will be spent by the County to provide the City with enhanced law enforcement services.

SECTION 5. ENTIRE AGREEMENT

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements shall be effective for any purpose.

END OF AGREEMENT; SIGNATURE PAGE IMMEDIATELY FOLLOWING.

**PIERCE COUNTY
CONTRACT SIGNATURE PAGE**

Contract # _____

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of _____, 2025.

CITY OF UNIVERSITY PLACE:

City Signature Date

Title of Signatory Authorized by Firm Bylaws

Name: _____

Address: _____

Mailing _____

Address: _____

Contact Name: _____

Phone: _____

Fax: _____

PIERCE COUNTY:

Approved As to Legal Form Only:

Prosecuting Attorney Date

Recommended:

Finance Date

Approved:

Department Director Date
(less than \$250,000)

County Executive (over \$250,000) Da

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

Proposed Council Action:

Authorize the City Manager to execute an amendment to the Professional Services Agreement with MAKERS Architecture and Urban Design to provide additional support with the implementation of the Middle Housing Ordinance and related Design Standards that align with the requirements of HB 1110.

Agenda No: 7F
Dept. Origin: Community & Economic Dev.
For Agenda of: June 16, 2025
Exhibits: Amendment to Professional Service Agreement

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

Expenditure Required: \$71,986.00	Amount Budgeted: \$75,000	Appropriation Required: \$0.00
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SUMMARY/POLICY ISSUES

The City of University Place is required by RCW 36.70A to allow middle housing building types (two dwelling units per lot) by June 30, 2025. The City required assistance from a consultant in the development of a Middle Housing Ordinance and related Design Standards that align with the requirements of the 2023 Engrossed Second Substitute House Bill 1110 ("HB 1110").

The City previously approved a budget of \$50,000 to complete the Middle Housing Ordinance. This included basic public outreach, appropriate amendments to the Title 19 Zoning that aligns with the requirement of HB 1110, and development of middle housing design standards. This budget is reimbursed by the Middle Housing Grant, awarded by the Washington State Department of Commerce in the amount of \$50,000.

The City Council passes Ordinance No. 788 on June 2, 2025, adopting the middle housing zoning amendments and related design standards. The City also previously approved an additional \$25,000 for implementation of the Middle Housing Ordinance and related Design Standards that align with the requirements of HB1110.

The Amendment results in an increase in the amount of \$22,000 to the Agreement and includes additional consultant support to create a middle housing development and design guidebook, as well as an accessory dwelling unit (ADU) guidebook.

ALTERNATIVES CONSIDERED

The City published a Request for Proposals (RFP) on December 13, 2023 and enter into a Professional Service Agreement with MAKERS architecture and urban design on May 6, 2024.

BOARD OR COMMITTEE RECOMMENDATION

A consultant selection committee was formed with representatives of Community and Economic Development. The consultant committee narrowed down the selection based on the proposals and interviewed three of the teams. Each team was made up of members from more than one firm with an understanding of HB 1110, expertise in planning and experience with developing housing related design standards. Following the interviews, Staff recommended the City enter into a Professional Service Agreement with MAKERS architecture and urban design to assist the City with the development of a Middle Housing Ordinance and related Design Standards that comply with the recent State law requirements.

RECOMMENDATION / MOTION

MOVE TO: Authorize the City manager to execute an Amendment to the Professional Services Agreement with MAKERS Architecture and Urban Design for additional support with the implementation of the Middle Housing Ordinance and related Design Standards that align with the requirements of HB1110.

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Amendment to Professional Services Agreement amends the Agreement that was effective the 6th day of May, 2024, between the City of University Place, a Washington municipal corporation ("City"), and MAKERS architecture and urban design ("Contractor").

The parties wish to amend the Professional Services Agreement as follows:

- 1. Amend the scope of service.** The amended scope of service is set forth in Attachment A to this amendment. All references in the Agreement to Attachment A shall refer to the attached Attachment A.
- 2. Amend the term.** Paragraph 2 is amended to read as follows:

The Term of this Agreement shall commence upon the effective date of this Agreement and shall continue until the completion of the Services, but in any event no later than December 31, 2025. This Agreement may be extended for additional periods of time upon mutual written agreement of the City and the Contractor.

- 3. Amend compensation.** Paragraph 4.1 is amended to read as follows:

4.1 Total Compensation. In consideration of the Contractor performing the Services, the City agrees to pay an amount not to exceed seventy-one thousand, nine hundred eighty-six dollars (\$71,986.00).

The rest of this page is intentionally blank.

All other provisions of the Professional Services Agreement of May 6, 2024 shall remain the same.

Executed on the dates written below.

CONTRACTOR

CITY OF UNIVERSITY PLACE

By: _____

Printed Name: _____

Title: _____

Address: _____

Date: _____

Printed Name: _____

Title: _____

Address: 3609 Market Place W., Ste. 200

University Place, WA 98466-4456

Date: _____

Approved as to form:

Matthew S. Kaser, City Attorney

Draft Scope of Work (Amendment)

PROJECT GOAL

This project aims to assist the City of University Place (City) in updating development and design regulations that allow and encourage more middle housing options within the City. To align with requirements of the Middle Housing Grant the City received from the Washington Department of Commerce (Commerce), this effort will support the following goals:

1. Review existing development standards and identify code amendments to comply with HB 1110 (Middle Housing).
2. Review existing middle housing design standards and amend regulations to provide for clear and objective design review standards that are compliant with ESBH 1293 (Design Review) requirements.

This scope assumes completion of Tasks 1 through 4 by June 2025 for compliance with HB1110.

1. KICK-OFF AND PROJECT MANAGEMENT

1.1 PROJECT INITIATION

The team will coordinate with City staff to host a project kick-off meeting between the team and key staff involved in the project. Meeting will review scope, schedule, key deliverables, alignment with the Comprehensive Plan process, grant requirements, coordination needs for Planning Commission and City Council involvement, data requests, team communication protocols, and other items as identified by staff and the team. The initial meeting will also include a staff led tour of key residential areas of the city to help review and point out notable middle housing code issues, opportunities, and challenges. This includes a virtual GIS overview tour of the City on a large screen in illustrating how the various neighborhoods that have developed over the decades, and then visit a few in a car or van.

1.2 MANAGEMENT AND COORDINATION

Prepare up to 15 monthly invoices and progress reports; prepare for, conduct, and summarize up to 15 monthly team virtual meetings; and track scope, budget, and schedule. Ongoing coordination with team, including information requests and team progress calls and emails.

DELIVERABLES

- Task 1 kick-off materials
- Task 1 data request
- Task 1 meeting summary (simple bullet list)
- Task 1 tour photos
- Task 1.2 monthly invoices and progress reports

MEETINGS

- Project kick-off (in-person)
- Driving/walking tour of development in the City following kickoff meeting
- Up to 15 monthly progress virtual meetings

SCHEDULE

Task 1.1 in April 2024, Task 1.2 through June 2025

2. DRAFT MIDDLE HOUSING ORDINANCE

2.1 REVIEW LEGISLATIVE BILLS

MAKERS will review legislative text for HB 1110, HB 1337, and ESHB 1293 to identify requirements that need to be compliant and areas where updates to City regulations may be needed.

2.2 REVIEW COMMERCE MIDDLE HOUSING ORDINANCE

MAKERS will review Commerce Middle Housing Model Ordinance and supporting resources, and advise staff during project coordination meeting on how the City can incorporate elements into their code updates. City staff will share any research and work they have done previously on middle housing.

2.3 REVIEW EXISTING REGULATIONS AND DESIGN STANDARDS

MAKERS will review and evaluate existing development regulations for needed middle housing and ADU related amendments, specifically existing development regulations and design standards. City staff to provide the standards to MAKERS for review and provide any development standard updates already in progress. MAKERS will coordinate with City staff and identify updates needed and ask questions about the current codes and other middle housing issues.

2.4 DEVELOP SUMMARY UPDATES MEMO

Based on the analysis in Task 2.3 and HB 1110 provisions, MAKERS will develop an initial summary of the changes needed to implement HB 1110. The summary will also identify preliminary considerations and options for the middle housing code based on University Place' current code and development context, per findings in Commerce' Middle Housing User Guide, and based on experience working on middle housing codes in other similar communities. The product will be a simple memo that will go through one phase of review by City staff. MAKERS will discuss these findings with City staff at one or more recurring progress meetings.

MAKERS will attend a special meeting with applicable City department heads during this task (or earlier, during Task 2.3) to discuss unique middle housing development issues.

2.5 DRAFT DEVELOPMENT REGULATIONS

MAKERS will develop a working draft of the Middle Housing, ADU, and design review development regulation amendments and present to staff during project coordination meetings. The draft will include graphics to support the text in communicating key features of the code. MAKERS will provide a summary or table of why the change is proposed, the range of options considered, and when feasible, examples from other cities. City staff will provide written comments on the draft, and MAKERS will provide one update to the draft Middle Housing and ADU development and design regulations. City staff will develop the draft ordinance based on the updated draft that MAKERS provides. Components of the anticipated regulations include:

- New definitions for middle housing types
- Updated use provisions
- Updated density and dimensional provisions

- Amended parking provisions
- Middle housing design standards (including possible provisions for flexibility)

DELIVERABLES

- Task 2.4 memo of proposed changes, considerations, and options (due June 15th)
- Task 2.5 Draft Middle Housing and ADU Development and Design Regulations (including illustrations)

MEETINGS

- Project coordination meetings with City staff (1-2 remote meetings/month)
- Special meeting with department heads on middle housing issues (one remote meeting)

SCHEDULE

May 2024 – January 2025

3. PUBLIC ENGAGEMENT SUPPORT

3.1 REVIEW PREVIOUS CITY ENGAGEMENT

City staff will send existing public engagement results on previous middle housing related engagement to MAKERS to review.

3.2 REVIEW PROJECT ENGAGEMENT PLAN

MAKERS will review a draft engagement plan memo developed by City staff, discuss with staff during a project coordination meeting, and provide comments to guide final updates. Draft engagement plan memo should identify key audiences for engagement and the types of materials needed. Staff will make updates to finalize the engagement plan memo.

3.3 PREPARE ENGAGEMENT MATERIALS (INCLUDING ILLUSTRATIONS)

MAKERS will lead development of engagement materials to help illustrate University Place' middle housing context, challenges, opportunities, and code recommendations and options. These materials (graphics and text) can be used to help illustrate proposed changes and communicate the benefits and drawback of any code options to developers, staff, and community members. Materials may be a combination of graphics and text, and should be formatted to be published on the City's website as well as developed as print materials (info sheets, etc.).

The hours may include assisting City staff in preparing a community survey related to middle housing, which could include time gathering graphics and images for survey, plus crafting survey questions, and associated collaboration time.

3.4 PLANNING COMMISSION AND CITY COUNCIL BRIEFINGS

MAKERS is available to attend remote study session meetings with the Planning Commission and City Council (up to four total meetings) during Tasks 2.4 and 2.5 to communicate preliminary concepts, proposals, and options and obtain feedback.

DELIVERABLES

- Comments on Project Engagement Plan Memo (i.e., MAKERS' review of City's draft)
- Project engagement materials (i.e., info sheets and conceptual design visuals)

- PC briefing presentations
- CC presentations

MEETINGS

- Planning Commission and/or City Council briefings (up to 4 remote study sessions)

SCHEDULE

September 2024 – April 2025

4. REFINEMENTS AND ADOPTION

4.1 PLANNING COMMISSION RECOMMENDATION

MAKERS will support staff in preparing for the public hearing for the middle housing development and design standard updates (may include some updated ADU design standards). City staff will attend/facilitate the public hearing (MAKERS will not need to attend the meeting). City staff will identify changes needed following the PC meeting and provide written comments to MAKERS. MAKERS will do one round of refinement to the draft.

4.2 TRANSMIT DRAFT HOUSING ORDINANCE FOR STATE AGENCY REVIEW

City staff will lead this task. This includes a 60-day review period for Commerce.

4.3 CITY COUNCIL CONSIDERATION

MAKERS will attend one City Council meeting (in person or remote) to assist in the adoption process. This could include either a leading or supporting role in the presentation (as desired by City staff). Following the meeting City staff will take the lead on any necessary changes to the ordinance per City Council direction. MAKERS is available for technical support during this process.

4.4 CITY COUNCIL ADOPTION

City staff leads the adoption process.

DELIVERABLES

- Final Middle Housing Development Regulations and Design Standards (may include some updated ADU design standards)

MEETINGS

- Project coordination meetings with City staff (1-2 remote meetings/month)
- City Council adoption meeting (1 remote or in-person meeting)

SCHEDULE

February 2025 – June 2025

5. ADDITIONAL MIDDLE HOUSING SUPPORT

5.1 MIDDLE HOUSING DEVELOPMENT & DESIGN GUIDEBOOK

One document (potentially 12 to 20 pages total) that summarizes key middle housing development regulations, design standard details, affordability requirements, descriptions of middle housing types and where they are allowed in University Place, and potentially to include a frequently asked questions section. This guidebook can be handed out or viewed online for people or entities interested in developing middle housing in University Place, and useful for supporting city staff. The guidebook will also include a section that uses photo examples to illustrate example developments that the city desires, versus example developments that don't meet the design standards.

5.2 ADU GUIDEBOOK

One document (potentially 6 to 10 pages total) that summarizes key accessory dwelling unit (ADU) development regulations, like the number of ADUs allowed, size limitations, parking requirements, height limits, reduced setbacks options, ADUs above garages, and more. The guidebook will include site plan graphics and/or 3D perspectives showing a variety of ADU scenarios allowed in University Place.

DELIVERABLES

- Final Middle Housing Development Regulations and Design Standards guidebook
- Final ADU guidebook

MEETINGS

- Project coordination meetings with City staff (1 remote meetings/month)

SCHEDULE

June 2025 – December 2025

GENERAL ASSUMPTIONS

- This SOW assumes a 20-month project schedule, from May 2024 through December 2025.
- Resources not fully used for one task or expense may be reallocated to other tasks. Overall contract amount will not be exceeded with written agreement with the City based on scope amendment.
- The City will provide necessary background information, including existing policies, regulations, codes, and planning documents. To keep the project on schedule, the City will provide information requested within one week from the date of request.
- The extent and level of detail of code and engagement illustrations will be commensurate with resources available for the project. This includes MAKERS' budgeted hours for engagement support activities (notably Task 3.3) and for the draft development regulations (Task 2.5).
- The City shall keep the consultants apprised of parallel City planning efforts and/or communication with the Department of Commerce that might impact the project schedule or scope of work. Any new information arising over the course of the project shall be provided to the team as soon as feasible. If this new information impacts the content of a substantially developed work product, the team will endeavor to incorporate such new information into the final work product, if possible, given available time and budget.
- MAKERS will provide draft copies of presentation materials for advance review by City staff and revise materials based on consolidated staff comments. No more than two versions (draft and final) of any deliverable will be provided, unless agreed upon by both parties.

- City reviews of minor deliverables (presentations and memos) are assumed to occur within one week, with an additional week allocated for team revisions in response to City comments. City review of the draft report is assumed to occur within two weeks, with two weeks allocated for consultant revisions.
- In-person versus remote meeting participation is addressed in individual tasks above.

BUDGET

Task:	Budget
Task 1. Kick-off and Project Management	\$15,420
Task 2. Draft Middle Housing Ordinance	\$12,440
Task 3. Public Engagement Support	\$18,560
Task 4. Refinements and Adoption	\$3,360
Task 5. Additional Middle Housing Support	\$22,000
Expenses	\$206
TOTAL	\$71,986

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

Proposed Council Action:

Approve the cancellation of the August 18, 2025
Regular Council meeting.

Agenda No:

7G

Dept. Origin:

City Clerk's Office

For Agenda of:

June 16, 2025

Exhibits:

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure

Amount

Appropriation

Required: \$0.00

Budgeted: \$0.00

Required: \$0.00

SUMMARY/POLICY ISSUES

The City Council holds its regular meetings on the first and third Monday of each month. In the past, the second meeting of August has been cancelled at the Council's discretion. This year, it is being proposed that the August 18, 2025 regular meeting be cancelled subject to the City Council's concurrence/approval.

RECOMMENDATION/MOTION

MOVE TO: Approve the cancellation of the August 18, 2025 Regular Council meeting.

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, June 16, 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: 311 214 678#; 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 – Councilmember Worthington |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• 28th Legislative District Report/Update<ul style="list-style-type: none">- Senator T'wina Noble- Representative Mari Leavitt- Representative Dan Bronoske• Juneteenth Proclamation |
| 7:40 pm | 6. PUBLIC COMMENTS |

7:45 pm

7A. –
7G. CONSENT AGENDA
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 June 2, 2025 Council meeting as submitted.**
- B. Receive and File: Payroll for period ending 05/31/25; and Claims dated 05/30/25.**
- C. Receive and File: 2025 First Quarter Financial Report.**
- D. Pass an Ordinance amending Chapter 10.50 of the University Place Municipal Code; relating to Commute Trip Reduction Plan.**
- E. Authorize the City Manager to execute a Memorandum of Agreement with Pierce County Sheriff's Office relating to Law Enforcement Services.**
- F. Authorize the City Manager to execute an amendment to the Professional Services Agreement with MAKERS Architecture and Urban Design to provide additional support with the implementation of the Middle Housing Ordinance and related Design Standards that align with the requirements of HB 1110.**
- G. Approve the cancellation of the August 18, 2025 Regular Council meeting.**

7:50 pm

8. 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.)

8:15 pm

9. ADJOURNMENT

***PRELIMINARY CITY COUNCIL AGENDA**

July 7, 2025
Regular Council Meeting

July 12, 2025
Special Council Meeting

July 21, 2025
Special Council Meeting

August 4, 2025
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
To obtain Council Agendas, please visit www.cityofup.com.

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