

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

Documents:

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

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

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



Note: Times are approximate and subject to change.

PUBLIC NOTICE

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

- In-person at the City Council Chambers at 3609 Market Place West, Third Floor;
- Watch live broadcast on University Place Television, Lightcurve (formerly Rainier Connect) Channel 12 or Comcast Channel 21 (SD) or 321 (HD);
- Watch live broadcast on the City's YouTube channel www.YouTube.com/UniversityPlaceTV;
- Watch live broadcast on the City's website www.cityofup.com/398/City-Council-Meetings;
- Listen by telephone by dialing 1 509-342-7253 United States, Spokane (Toll), Conference ID: 440 648 535#; 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](#). 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. **PUBLIC COMMENTS**
- 6:40 pm 6A. – **CONSENT AGENDA**
- 6B. **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 16, 2025 Council meeting as submitted.

B. [Receive and File: Payroll for period ending 06/15/25; and Claims dated 06/15/25.](#)

- 6:45 pm 7. **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.)

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, June 16, 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	Excused
Councilmember McCluskey	Present
Councilmember Flemming	Present
Councilmember Grassi	Present
Mayor Pro Tem Wood	Present
Mayor Figueroa	Present

Staff Present: City Manager Sugg, City Attorney Kaser, Community and Economic Development Director Briske, Administrative Services Director Petorak (virtual), Senior Project Engineer Mauren, Public Safety Director Hales (virtual), and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Wood led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

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

The motion carried.

5. PRESENTATIONS

28th Legislative District Report/Update – Senator Nobles, Representative Dan Bronoske and Representative Mari Leavitt of the 28th District updated Council on various legislative actions and initiatives for which they advocated during the last legislative session.

Juneteenth Proclamation – Councilmember Grassi read a proclamation encouraging all citizens to observe Juneteenth as a reminder of the progress needed towards social equality.

6. PUBLIC COMMENTS – None.

7. CONSENT AGENDA

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

- A.** Approve the minutes of the 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. **(ORDINANCE NO. 789)**
- 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.

The motion carried.

8. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg announced the ribbon cutting for the ARPA funded sewer extension project. The event will take place at Paradise Pond Park on June 20 at 11:00 a.m., with Congresswoman Strickland in attendance. He also informed Council about the upcoming Music on the Square concert series starting on July 9 and running every Wednesday night from 6:00 p.m. to 8:00 p.m. until the end of August.

Councilmember Grassi thanked City staff and the community for their participation in the Duck Daze event. She shared her positive experience at the Farmers Market; noted her attendance at the annual senior barbeque hosted by Community Connection Place; and the 10th anniversary celebration of the U.S. Open at Chambers Bay. Lastly, she participated in a meeting with state legislators and National Safe Parents in Seattle.

Councilmember Flemming shared budget/funding information discussed at a recent South Sound Housing Affordability Partners meeting he attended. He commented on his visit to the Farmers Market and praised the event and expressed hope for its continuation throughout the summer. Councilmember Flemming announced his appointment to one of Washington State's medical boards by the Governor's office.

Councilmember McCluskey shared her involvement with the newly established UP for Art and disclosed her appointment as a board member. She shared information from the following meetings/events she attended: Small Cities Council, UP Historical Society Museum Tour, Zoo Trek Authority, and the Day Island sewer project public outreach.

Mayor Pro Tem Wood concurred with previous comments about the Duck Daze event highlighting the support from City staff and West Pierce Fire and Rescue. He announced the upcoming Cider Squeeze event on July 26 at the Curran Apple Orchard and encouraged people to participate or hang out to enjoy music and vendors offerings. He shared upcoming changes to the Pierce County Climate Commission which will focus on turning educational components into practical actions; he agreed to co-chair a committee for a year and evaluate progress.

Councilmember Boykin talked about the 2025 annual Home Building bus tour sponsored by the Master Builders Association. He shared his experience at the Duck Daze and emphasized the importance of community events, praising the City's efforts in organizing them. He remarked on the Small Cities Council's objectives; mentioned attending the 10th anniversary celebration of the U.S. Open at Chambers Bay; and shared his thoughts about the Juneteenth proclamation and the City's efforts to promote inclusivity and encouragement.

Mayor Figueroa shared positive feedback from the community about the Duck Daze event, including the use of golf carts, West Pierce Fire and Rescue's participation and its overall organization. He discussed the Rainier Communications Commission's report, highlighting the need for a new model to address reductions in revenue, staff, and services.

At 8:14 p.m. and 8:29 p.m., motions were made and were carried to extend the meeting to 8:30 p.m. and 8:40 p.m. respectively.

9. ADJOURNMENT - The meeting adjourned at 8:39 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 06-15-2025

Date		Name	Amount
06/20/2025	319114	EMPLOYMENT SEC DEP LONGTERMCARE	6,921.65
06/20/2025	ACH	DIRECT DEPOSIT	305,906.54
06/20/2025	ACH	EMPLOYMENT SECURITY DEP PDFMLA	19,286.57
06/20/2025	WIRE	DEPARTMENT OF LABOR AND INDUSTRIES	29,284.25
06/20/2025	ACH	BANK OF AMERICA	44,957.59
06/20/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	53,902.62
06/20/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
06/20/2025	ACH	AFLAC INSURANCE	142.51
			<u>464,737.31</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: 06-15-2025

Check Range: 51991771 – 51991863, Wires #6202025 and #47169268

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	
6202025	6/20/2025	002333	BANK OF AMERICA	JUN25	6/2/2025	VISA/JUN25	14,197.48	14,197.48
	Voucher:	54441						
47169268	6/13/2025	002072	WA STATE DEPT OF REVENUE	MAY25	6/3/2025	MAY25/SALES & USE TAX	29,749.59	29,749.59
	Voucher:	54524						
51991771	6/4/2025	026889	MOCKOS, GREG	REIMB	6/4/2025	REIMB/INSURANCE REIMBURSE	100.00	100.00
	Voucher:	54487						
51991772	6/5/2025	001153	VERIZON WIRELESS,LLC.	6112465229	5/1/2025	CELL PHONE/CITY WIDE/PW & P.	12,083.20	12,083.20
	Voucher:	54521						
51991773	6/13/2025	001606	AABERG'S INC	188455	5/14/2025	RENTAL/CEMENT GRINDER/HEP	696.77	696.77
	Voucher:	54434						
51991774	6/13/2025	025179	ACCESS INFORMATION MANAGEMENT	11617971	5/31/2025	MAY25/OFFSITE RECORDS STORAGE	337.20	337.20
	Voucher:	54435						
51991775	6/13/2025	002661	AIR SYSTEMS ENGINEERING INC	10006592	3/26/2025	QUARTERLY MAINTENANCE/HVAC	311.58	
	Voucher:	54436		10007508	5/30/2025	INVESTIGATE/REPAIR/SUITE 201	785.01	1,096.59
51991776	6/13/2025	026886	ALEXANDER'S GOLF CARTS	3914	6/7/2025	GOLF CART RENTAL/DUCK PARKING	831.26	831.26
	Voucher:	54437						
51991777	6/13/2025	026144	AMAZON	1T74-NHC9-3M3N	5/26/2025	40 WATT POWER SUPPLY FOR S	222.35	
	Voucher:	54438		1WKT-1C47-3WD	5/26/2025	DESK/FLAGS/CABINET LOCKS	2,910.53	
				1WKT-1C47-3J7V	5/26/2025	BINDER DIVIDERS	21.62	
				1RPD-G1V4-XV64	5/12/2025	CREDIT/INV #1MXL-KY4D-3C6Y/F	-130.86	3,023.64
51991778	6/13/2025	001818	APEX ENGINEERING PLLC	202500543	5/16/2025	APR01-APR30/UP PUBLIC WORK	4,462.50	4,462.50
	Voucher:	54439						
51991779	6/13/2025	026214	ARC DOCUMENT SOLUTION	12825024	5/30/2025	36TH & GRANDVIEW ROUNDABOUT	843.45	843.45
	Voucher:	54440						
51991780	6/13/2025	026749	BOYKIN, FRANK	AWC25	3/10/2025	AWC25/PER DIEM/F.B.OYKIN	174.50	174.50
	Voucher:	54442						
51991781	6/13/2025	001187	BUNCE RENTAL, INC.	431270-1	4/17/2025	RENTAL/STUMP GRINDER	382.52	382.52
	Voucher:	54443						
51991782	6/13/2025	025573	CANON FINANCIAL SERVICE	40511356	5/12/2025	MAY25/PRINTER LEASE/BAKS04	102.50	
	Voucher:	54444		40511358	5/12/2025	MAY25/COPIER LEASE/SN: 2YJ11	188.33	
				40511753	5/12/2025	MAY25/COPIER LEASE/SN: 2KK0	196.81	
				40511360	5/12/2025	MAY25/IMAGEPRESS/SN: 35Q43	619.36	
				40511070	5/12/2025	MAY25/COPIER LEASE/SN: 35N	220.66	
				40511755	5/12/2025	MAY25/COPIER LEASE/SN: BASY	231.61	1,559.27

Bank : bofa BANK OF AMERICA		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991783	6/13/2025	003155	CDW.GOVERNMENT, INC.	AE2644Y	5/21/2025	SAMSUNG 43" MONITOR/PLANNI	585.69	
	Voucher:	54445	AE2JJ8R	5/16/2025	VIEWSONIC MONITOR/PLANNIN	624.59		
			AE3T49S	5/28/2025	VEEAM DATA PLARFORM/SUBSC	5,516.67	6,726.95	
51991784	6/13/2025	001152	CENTURYLINK	333714624	5/15/2025	PW PUMP CALLOUT LINE	73.63	
	Voucher:	54446	334046271	5/21/2025	PHONES/CITY WIDE	573.77	647.40	
51991785	6/13/2025	001152	CENTURYLINK	736842585	5/24/2025	LONG DISTANCE	9.06	9.06
	Voucher:	54447						
51991786	6/13/2025	026543	CINTAS FIRST AID AND SAFE	9323461988	5/31/2025	AED SERVICE AGREEMENT/CITY	386.45	
	Voucher:	54448	9323458413	5/31/2025	AED SERVICE AGREEMENT/PW	128.82	515.27	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991788	6/13/2025	001024 CITY OF TACOMA	100533758	6/2/2025	LIGHTS/5418 CIRQUE DR W	47.34	
	Voucher:	54449	100892483	6/1/2025	LIGHTS/5400 BP WAY W	86.47	
			100892486	6/2/2025	LIGHTS/6400 BP WAY W	133.38	
			100737837	6/2/2025	LIGHTS/5702 BP WAY W	17.86	
			101134786	6/2/2025	WATER/6200 BP WAY W	409.37	
			100138171	6/3/2025	SIGNAL/3998 BP WAY W	36.75	
			100156353	6/3/2025	SIGNAL/4720 BP WAY W	39.56	
			100495884	6/4/2025	LIGHTS/3625 DREXLER DR W	26.29	
			100131881	5/19/2025	LIGHTS/4523 97TH AVE W	27.11	
			101032430	5/19/2025	WATER/7935 54TH ST W	190.78	
			100798512	5/19/2025	LIGHTS/4402 97TH AVE W H1	64.66	
			101389710	5/15/2025	LIGHTS/7310 42ND ST W	23.17	
			100156306	5/15/2025	LIGHTS/5400 ALAMEDA AVE W	63.72	
			101088118	5/15/2025	LIGHTS/6100 CIRQUE DR W	91.81	
			100165190	5/23/2025	POWER/3761 BP WAY W	57.66	
			100565439	5/23/2025	WATER/3761 BRIDGEPORT WAY	1,775.47	
			100385145	5/23/2025	WATER/3800 74TH AVE W	1,875.35	
			100864411	5/23/2025	LIGHTS/6730 40TH ST CT W	37.61	
			100083115	5/23/2025	SIGNAL/4000 67TH AVE W	36.52	
			100386367	5/23/2025	LIGHTS/7223 40TH ST W	87.54	
			101088119	5/15/2025	LIGHTS/5800 CIRQUE DR W	47.23	
			100668517	5/16/2025	WATER/4300 BRIDGEPORT WAY	799.46	
			100094683	5/19/2025	LIGHTS/4758 BRISTONWOOD DF	80.36	
			100895151	5/15/2025	LIGHTS/7901 CIRQUE DR W	46.12	
			101407535	5/14/2025	IRRIGATION/6700 57TH ST W	835.36	
			101115836	5/19/2025	LIGHTS/2702 ELWOOD DR W	17.62	
			100668519	5/16/2025	WATER/5600 ALAMEDA AVE W	316.93	
			100172057	5/19/2025	POWER & WATER/3920 GRANDV	144.62	
			100737063	5/18/2025	LIGHTS/2715 ELWOOD DR W	55.74	
			101065354	5/19/2025	LIGHTS/8001 54TH ST W	45.70	
			100615001	5/22/2025	SIGNAL/2247 E DAY ISLAND BLV	3.43	
			100137272	6/3/2025	POWER & WATER/1901 SEAVIEW	100.40	
			100080586	5/19/2025	POWER/4951 GRANDVIEW DR W	110.26	
			100185134	5/21/2025	LIGHTS/4401 67TH AVE W	31.66	
			100083325	5/19/2025	POWER/4910 BRISTONWOOD DF	322.06	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100933758	5/20/2025	LIGHTS/7203 44TH ST W	36.64	
			100333844	5/19/2025	WATER/4951 GRANDVIEW DR W	365.22	
			100125070	6/1/2025	LIGHTS/5370 BP WAY W	35.41	
			101153457	5/28/2025	LIGHTS/6813 35TH ST W	49.81	
			100068203	5/30/2025	LIGHTS/3715 BP WAY W	2,039.17	
			100093125	5/26/2025	POWER/8513 33RD ST W, #A	46.35	
			101378490	5/28/2025	LIGHTS/7225 35TH ST W	55.20	
			101372462	5/28/2025	WATER/7133 35TH ST W	16.01	
			100104132	5/27/2025	SIGNAL/3503 67TH AVE W	25.00	
			100980359	6/2/2025	WATER/6799 CHAMBERS CK RD	385.72	
			100751205	6/4/2025	WATER/3555 MARKET PL W, HSE	238.86	
			100890034	6/2/2025	WATER/7299 57TH T CT W	923.20	
			101414148	6/4/2025	WATER/3554 BRIDGEPORT WAY	3.82	
			100060658	5/27/2025	POWER/3510 67TH AVE W	39.51	
			100086165	6/4/2025	SIGNAL/7813 44TH ST W	9.06	
			100086155	6/4/2025	SIGNAL/7801 40TH ST W	9.06	
			100612293	6/1/2025	LIGHTS/5103 BP WAY W	120.29	
			100456986	6/2/2025	LIGHTS/5918 HANNAH PIERCE R	43.66	
			100617905	6/3/2025	LIGHTS/3525 BRIDGEPORT WAY	70.92	
			100851341	6/2/2025	POWER/6420 CHAMBERS CK RD	60.76	
			100087691	6/3/2025	LIGHTS/3697 BRIDGEPORT WAY	84.49	
			101098584	6/4/2025	LIGHTS/7450 MARKET SQ	90.58	
			100105615	6/3/2025	LIGHTS/3503 BP WAY W	58.99	
			100122800	6/3/2025	SIGNAL/4398 BP WAY W	139.18	
			100802489	6/3/2025	LIGHTS/3904 BP WAY W	20.97	
			100439837	6/3/2025	LIGHTS/3501 72ND AVE CT W	13.71	
			100573267	5/26/2025	LIGHTS/4727 ALAMEDA AVE W	34.47	
			100696565	5/26/2025	LIGHTS/4609 ALAMEDA AVE W	41.28	
			101184889	6/3/2025	LIGHTS/3610 BP WAY W	42.25	13,184.96
51991789	6/13/2025	002171 CITY OF TACOMA	91253236	5/30/2025	FLEET MAINTENANCE/F150/DUM	3,410.83	3,410.83
	Voucher:	54450					
51991790	6/13/2025	026788 CODE PUBLISHING	GC00130484	5/20/2025	ANNUAL FEES/WEB UPDATE	746.17	746.17
	Voucher:	54451					
51991791	6/13/2025	024565 COMCAST	849835010113564	5/7/2025	MAY12-JUN11/INTERNET/CIVIC E	267.18	267.18
	Voucher:	54452					

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Check #	Date	Ven	ch	Invoice	In v Date	Descri ti on	Amount Paid	Check Total
51991792	6/13/2025	026782	CONTOUR ENGINEERING, L	25-0426	4/15/2025	PROVIDE AS-BUILT DRAWINGS F	1,798.75	1,798.75
	Voucher:	54453						
51991793	6/13/2025	024347	COPIERS NORTHWEST, INC	INV3013855	5/31/2025	MAY01-MAY31/OVERAGE CHARC	34.54	
	Voucher:	54454		INV3013853	5/31/2025	MAY01-MAY31/OVERAGE CHARC	304.66	
				INV3013852	5/31/2025	MAY01-MAY31/OVERAGE CHARC	168.75	
				INV3013854	5/31/2025	MAY01-MAY31/OVERAGE CHARC	19.12	527.07
51991794	6/13/2025	026301	COPPERHEAD ELECTRIC LL	669	5/15/2025	OFFICE LIGHTING REPAIR/MATE	576.37	576.37
	Voucher:	54455						
51991795	6/13/2025	026831	CRYSTAL SPRINGS	24710748 052125	5/21/2025	WATER SERVICE/CREDIT/PWAC	-27.19	
	Voucher:	54456		24729431 052125	5/21/2025	WATER SERVICE/CITY HALL	49.34	
				24729431 042325	4/23/2025	WATER SERVICE/CITY HALL	56.78	78.93
51991796	6/13/2025	002878	DELL MARKETING L.P.	10784845112M	11/27/2024	RESTOCKING FEE/DELL OPTIPLI	1,896.69	1,896.69
	Voucher:	54457						
51991797	6/13/2025	001287	DICKE SAFETY PRODUCTS	747263	6/2/2025	TRIPOD/DUCK DAZE SUPPLIES	505.09	505.09
	Voucher:	54458						
51991798	6/13/2025	001737	DON SMALL & SONS OIL DIS	S278768	5/19/2025	BULK FUEL/DIESEL/UNLEADED/I	5,805.28	5,805.28
	Voucher:	54459						
51991799	6/13/2025	001817	EMPLOYMENT SECURITY DI	1STQTR25	5/21/2025	1STQTR25/UNEMPLOYMENT BEI	480.51	480.51
	Voucher:	54460						
51991800	6/13/2025	026499	EPIC LAND SOLUTIONS INC	0525-1197	5/30/2025	ROW ACQUISITION SERVICES/6	4,210.23	4,210.23
	Voucher:	54461						
51991801	6/13/2025	026729	FENAGH, INC.	8411-5	3/31/2025	MATERIALS TESTING SERVICES	1,765.00	
	Voucher:	54462		8411-6	4/30/2025	MATERIALS TESTING SERVICES	874.00	2,639.00
51991802	6/13/2025	025660	FERGUSON WATERWORKS	0080215	5/14/2025	BASIN	178.23	178.23
	Voucher:	54463						
51991803	6/13/2025	024894	FIGUEROA, JAVIER	AWC25	6/24/2025	AWC25/PER DIEM/J.FIGUEROA	240.50	240.50
	Voucher:	54464						
51991804	6/13/2025	001890	FIRCREST GOLF CLUB, INC.	EASEMENT	5/23/2025	EASEMENT/67TH PHASE 1/PARC	68,800.00	68,800.00
	Voucher:	54465						
51991805	6/13/2025	021740	FLEMMING, STAN	AWC25	5/5/2025	AWC25/PER DIEM/S.FLEMMING	174.50	174.50
	Voucher:	54466						
51991806	6/13/2025	022739	GRAINGER	9521486796	5/28/2025	HANDLE REPAIR KIT	64.24	
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				9521433566	5/28/2025	EXIT BUTTON	206.38	
				9521433558	5/28/2025	MARKING PAINT	305.20	867.35

Bank : bofa BANK OF AMERICA				(Continued)				
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		Voucher: 54468						
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		Voucher: 54469						
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		Voucher: 54470						
51991810	6/13/2025	001222 HOME DEPOT U.S.A., INC.	MAY25	5/28/2025	MAY25/MISC REPAIR & MAINT SL	1,239.05	1,239.05	
		Voucher: 54471						
51991811	6/13/2025	001096 HONEY BUCKET	0554899447	6/2/2025	PORTA POTTY RENTAL/CIRQUE	121.00		
		Voucher: 54472	0554869830	5/16/2025	PORTA POTTY RENTAL/CURRAN	72.00	193.00	
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		Voucher: 54473						
51991813	6/13/2025	001224 IIMC - MUNICIPAL CLERKS	2025 DUES	5/29/2025	2025 DUES/C.HIGHLAN	135.00	135.00	
		Voucher: 54474						
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		Voucher: 54475						
51991815	6/13/2025	025597 J&I POWER EQUIPMENT INC	821015	6/4/2025	KUBOTA LAWN MOWER REPAIR	561.45		
		Voucher: 54476	819268	5/27/2025	NARROW BELT	345.98	907.43	
51991816	6/13/2025	026714 JAMES GUERRERO ARCHITI	6045	5/16/2025	PUBLIC WORKS/RESTROOM REI	5,325.00	5,325.00	
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		Voucher: 54478						
51991818	6/13/2025	026556 KRISTA WHITE SWAIN	MAY25	5/30/2025	MAY25/PROSECUTORIAL SERVIC	9,000.00	9,000.00	
		Voucher: 54479						
51991819	6/13/2025	021981 KUKER-RANKEN INC.	INV-9992	6/6/2025	NAILS	36.51	36.51	
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51991820	6/13/2025	002873 LAKEWOOD HARDWARE & F	774727	5/20/2025	BELT/CHOPSAW	156.32	156.32	
		Voucher: 54481						
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		Voucher: 54482						
51991822	6/13/2025	002091 LEXISNEXIS	3095794420	5/31/2025	MAY25/ONLINE LEGAL SERVICEI	149.74	149.74	
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51991823	6/13/2025	001243 LLOYD ENTERPRISES INC	21764	5/30/2025	TRUCK RENTAL/WASTE HAULING	1,742.50	1,742.50	
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Bank : bofa BANK OF AMERICA		(Continued)					
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	Voucher:	54486					
51991826	6/13/2025	026124	MRI SOFTWARE LLC	MRIUS2395545	5/20/2025	REAL ASSET MANAGEMENT/202	4,717.58
	Voucher:	54488					
51991827	6/13/2025	025001	NATIONAL CONSTRUCTION	7823197	5/8/2025	TEMPORARY CONSTRUCTION/R	338.89
	Voucher:	54489					
51991828	6/13/2025	001095	NEWS TRIBUNE	303173	5/31/2025	MAY25//LEGAL & PUBLIC NOTICE	1,046.93
	Voucher:	54490					
51991829	6/13/2025	026698	OH, GRACE	GFOA25	2/3/2025	GFOA25/LUGGAGE/MILEAGE/PE	492.66
	Voucher:	54491					
51991830	6/13/2025	026671	PAYBYPHONE US INC	INVPBP-US2044	5/31/2025	MAY25/PAYBYPHONE TRANSAC	707.05
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51991831	6/13/2025	026127	PCRCO / DBA LRI	12001B190	5/31/2025	DISPOSAL/SPECIAL WASTE	10,647.38
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51991832	6/13/2025	023078	PIERCE CO. POLICE CHIEFS	2025DUES	5/23/2025	PC POLICE CHIEFS ASSN/N2025	150.00
	Voucher:	54494					
51991833	6/13/2025	002108	PIERCE COUNTY AUDITOR'S	CI-370333	6/5/2025	PIERCE COUNTY AUDITOR/MAY	615.00
	Voucher:	54495		CI-368940	5/5/2025	RECORDING FEES/67TH PHASE	1,259.00
51991834	6/13/2025	001109	PIERCE COUNTY BUDGET &	CI-370257	6/3/2025	APR25/ANIMAL CONTROL & SHE	13,915.22
	Voucher:	54496		CI-369257	5/19/2025	APR25/TRAFFIC OPERATIONS M	8,668.50
				CI-369605	5/30/2025	CITY WIDE TRAINING/UP TEAM I	200.00
51991835	6/13/2025	001588	PIERCE COUNTY SEWER	1633279	6/1/2025	ACCT #1633279/SEWER/1902 SE	691.40
	Voucher:	54497		604682	6/1/2025	ACCT# 604682/SEWER/2917 MOI	27.95
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				664685	6/1/2025	ACCT #664685/SEWER/4951 GR	581.84
				1571443	6/1/2025	ACCT #1571443/SEWER/7520 CI	58.38
				1512692	6/1/2025	ACCT #1512692/SEWER/3555 MA	27.95
51991836	6/13/2025	021727	PRINT NW LLC	D43480901	5/16/2025	DUCK DAZE POST CARDS	2,681.96
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51991837	6/13/2025	026579	PROGRESSIVE SOLUTIONS	4110	4/10/2025	1STQTR25/PET/TRACK/ALARM T	489.50
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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
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	Voucher:	54501	200000971479	5/27/2025	GAS/4910 BRISTONWOOD DR W	156.47	215.36
51991840	6/13/2025	026515	QUADIENT FINANCE USA IN Q1855985	5/12/2025	CUSTOMER #01405754/POSTAGI	1,286.34	1,286.34
	Voucher:	54502					
51991841	6/13/2025	026515	QUADIENT FINANCE USA IN 7900 0440 8098 01	5/11/2025	#7900 0440 8098 0869/POSTAGE	1,000.00	1,000.00
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	Voucher:	54504					
51991843	6/13/2025	025844	RICHARD MERCIER 180	5/30/2025	POLLINATING SERVICE/CURRAN	450.00	450.00
	Voucher:	54505					
51991844	6/13/2025	002206	S & S TIRE, INC. 1-165450	5/9/2025	REPLACEMENT TIRES	690.48	
	Voucher:	54506	1-165779	5/19/2025	REPLACEMENT TIRES	825.43	1,515.91
51991845	6/13/2025	026807	SCHEER.LAW PLLC 11078	3/3/2025	JAN25-FEB25/LEGAL SERVICES	5,947.75	5,947.75
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51991846	6/13/2025	026807	SCHEER.LAW PLLC 11443	5/1/2025	FEB01-APR30/LEGAL SERVICES	2,344.00	2,344.00
	Voucher:	54508					
51991847	6/13/2025	002121	SENSKE LAWN & TREE CAR 16229938	6/4/2025	EARLY SUMMER PLANT CARE/AI	1,653.70	1,653.70
	Voucher:	54509					
51991848	6/13/2025	026311	SOBIE SOUNDS NORTHWEST 0000032	6/6/2025	SOUND PRODUCTION/DUCK DA'	1,000.00	1,000.00
	Voucher:	54510					
51991849	6/13/2025	026662	SOFTRESOURCES LLC 5415	6/3/2025	MAY25/ERP PROJECT MANAGEN	11,362.50	11,362.50
	Voucher:	54511					
51991850	6/13/2025	026812	STREAMLINE IMAGING LLC 42320	6/3/2025	MAY25/DATA STORAGE/PROJEC	1,744.00	1,744.00
	Voucher:	54512					
51991851	6/13/2025	026577	SUNSHOWERS DESIGN LLC 1156	5/2/2025	BUSINESS CARDS	502.06	502.06
	Voucher:	54513					
51991852	6/13/2025	002097	TACOMA SCREW PRODUCT: 100360249-00	2/12/2025	ORANGE MARKING PAINT/NUTS,	629.10	
	Voucher:	54514	100384858-00	5/19/2025	WASHER HEAD/SHOCKWAVE IM	201.62	830.72
51991853	6/13/2025	025311	TACOMA WINSUPPLY, INC. 117247 01	5/13/2025	PVC/SUPPLIES	67.94	
	Voucher:	54515	117682 01	5/23/2025	IRRIGATION REPAIR PARTS	1,565.49	
			117350 01	5/15/2025	SUPPLIES	299.93	
			116923 01	5/5/2025	REPAIR/REPLACEMENT PARTS/(	639.01	
			117847 01	5/29/2025	IRRIGATION REPAIR PARTS	1,452.33	4,024.70

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51991856	6/13/2025	001148	UNITED STATES POSTAL SE	BULK MAIL	6/4/2025	PERMIT #235 BULK MAILING SE	4,100.00	4,100.00
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	Voucher:	54519		1423763	5/21/2025	JUN25/BILLING PERIOD/REFUSE	4,850.48	6,204.61
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	Voucher:	54520						
51991859	6/13/2025	026212	VESTIS UNIFORM & WORKP	5120688634	5/20/2025	MAT RENTAL/PW SHOP	35.01	
	Voucher:	54522		5120680883	5/6/2025	MAT RENTAL/PW SHOP	35.01	70.02
51991860	6/13/2025	001809	WA STATE DEPT OF ECOLO	25-RS-WARO4502	5/15/2025	STORMWATER ACTION MONITO	21,960.00	21,960.00
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51991861	6/13/2025	021826	WHISTLE WORKWEAR	INV2070009088	5/16/2025	PERSONAL PROTECTIVE CLOTH	585.59	585.59
	Voucher:	54525						
51991862	6/13/2025	026262	WOLFE EVENTS NW LLC	1766	6/5/2025	EVENT PRODUCTION 2025/DUCI	7,655.00	7,655.00
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	Voucher:	54527						
Sub total for BANK OF AMERICA:							1,070,090.93	

94 checks in this report.

Grand Total All Checks: 1,070,090.93

STUDY SESSION

Memo

DATE: July 7, 2025

TO: Mayor Javier Figueroa, Mayor Pro-Tem. Edward Wood & Council Members

FROM: Mandi Roberts, AICP, PLA, Otak

SUBJECT: 27th Street Business District Plan

Attachments: Presentation of Recommended Actions and Traffic Data

Introduction

The July 7 presentation will focus on the Recommended Actions from the full draft of the 27th Street Business District Plan. City staff also will address previously raised questions related to utilities and traffic capacity.

Background

City staff has been working with Otak, Inc. and a community advisory committee on the development of the City staff worked with Otak, Inc. and a community advisory committee on the development of the 27th Street Business District Plan, intended to guide future redevelopment by establishing provisions that align with both the City's adopted code and ongoing redevelopment activity in the area. Serving as a strategic framework, the plan ensures that future growth supports the community's vision and guiding principles for the District.

A full draft of the plan was previously presented to City Council and discussed in the Council's May 5th meeting, where, the consultant and City staff provided a walk-through of the planning process, draft plan, and plan recommendations.

The 27th Street Business District lies within the City of University Place's Regional Growth Center, together with the Northeast Business District, and Town Center. The Regional Growth Center is the central area of the city where growth and redevelopment will be concentrated in the future. Centers are the hallmark of PSRC's VISION 2050 and the Regional Growth Strategy.

University Place's Planning Commission met for two study sessions of the District Plan on January 15, 2025 and March 5, 2025. At the March 19, 2025 meeting, the Planning Commission held a public hearing and voted to recommend the draft plan to City Council for consideration.

Memo

July 7th Presentation

The July 7, 2025 presentation will cover:

- Recommended Actions of the 27th Street Business District Plan
 - Regional Collaboration
 - Environment and Climate Change
 - Land Use and Development Patterns
 - Housing
 - Transportation
 - Placemaking
 - Economic Development and Vitality
- Update from City staff on utilities and traffic capacity considerations
- Discussion/questions and answers

Plan Guiding Principles

To provide a clear sense of purpose, the District Vision Statement and Goals are outlined below. This Plan serves as a visionary framework designed to guide growth within the 27th Street Business District in alignment with PSRC Regional Growth Center (RGC) standards. Rather than introducing new regulations or mandates, the Plan functions as a strategic guide to help shape future development while preserving and enhancing the District's character. It ensures that change occurs in a thoughtful and consistent manner, reflecting the District's long-term goals.

27th Street Business District Vision Statement

"Over time, the 27th Street Business District will become a community destination, with a cohesive identity and quality design. Pedestrian friendly redevelopment and civic improvements will provide opportunities for: new gathering spaces; neighborhood-serving local businesses; dining and retail opportunities; and housing."

Guiding Goals

1. Enhance the sense of community by establishing a place for gathering and events while supporting community involvement.
2. Support and encourage small businesses opportunities such as neighborhood services, dining, and retail.

Memo

3. Align with the city adopted form-based code provisions to support quality design and redevelopment.
4. Improve facilities and connections for people walking, biking, and rolling to and through the district.
5. Enhance and maintain greenspace within the public and private realm.
6. Provide diverse housing choices to meet the demand for a variety of household sizes and incomes.

Recommended Actions

The plan includes a list of recommended actions, and these are in the attached presentation.

Next Steps

A SEPA determination was issued on May 2, 2025. Staff submitted the recommended draft plan to the Washinton State Department of Commerce for the 60-day state agency review. The 60-day state agency review ended on May 20, 2025.

At the July 7, 2025 meeting, City Council will hold its second study session on the 27th Street Business District. After Council studies the plan, Staff will bring a resolution for Council consideration for adoption of the 27th Street Business District Plan at a later date.

27th Street Business District Plan

City Council Presentation—July 7, 2025



TOPICS: Continued Presentation of Full Draft Plan for the 27th Street Business District

- » Recommended Actions
- » Utilities and Traffic Analysis Considerations
- » Discussion/Questions and Answers



Recommended Actions



Recommended Actions

- » The recommended actions are new steps identified during the planning process that will aid to advance the 27th Business District's vision.
- » The actions support the vision of the district through focused target areas of:
 - Regional Collaboration
 - Environment and Climate Change
 - Land Use and Development Patterns
 - Housing
 - Placemaking
 - Economic Development and Vitality
 - Transportation and Connectivity



Regional Collaboration

The 27th Street Business District is a Regional Growth Center, serving as a central hub for University Place with mixed-use activity and accessible transit. The City should continue collaborating with neighboring jurisdictions, Pierce County, and PSRC for planning.

Recommended Actions:

- » Identify strategies for phasing of redevelopment and supporting redevelopment with publicly funded infrastructure and park improvements.
- » Identify priority areas: Target initial phases in locations with strong potential for impact or need.
- » Stagger investments: Begin with infrastructure that will attract initial private development. Gradually expand improvements as projects progress.
- » Economic incentives: Use tax increment financing (TIF), tax abatements, or grants for projects that advance community goals, such as affordable housing or mixed-use spaces.

Environment and Climate Change

The 27th St Business District prioritizes environmentally conscious development, focusing on enhancing greenspace, stormwater management, and reducing climate impact. The district should incorporate sustainable practices, like retrofitting buildings and promoting walkability, while preserving valuable areas like Ariana Hess Wetlands Park and reducing impervious surfaces.

Recommended Actions:

- » Implement measures to conserve and improve the health of critical and environmentally sensitive areas. This includes prioritizing the conservation and enhancement of parks and open spaces, with a special focus on the wetland systems at Adriana Hess Park, due to the geographic proximity of the wetlands to the District.
- » Develop and expand pathways, trails, and other connections to improve public access to existing parks and open spaces, ensuring they are reachable and enjoyable for all community members.
- » Look for opportunities within new development projects to form new open spaces, contributing towards creating valuable living spaces by supporting ecology within the urban fabric.
- » Promote and implement innovative stormwater management practices through low impact development (LID) techniques, to support water infiltration and biodiversity.

Environment and Climate Change

Recommended Actions continued:

- » Ensure that environmental policies and actions consider and address the needs of vulnerable populations, aiming to avoid or migrate any adverse environmental impacts on these groups.
- » Align local policies and actions with state and regional goals for reducing greenhouse gas emissions, contributing to broader efforts to mitigate climate change impacts.
- » Encourage the use of alternative transportation options, such as public transit, biking, and walking, to reduce reliance on single occupancy vehicles, as these efforts collectively help lower local greenhouse gas emissions.
- » Consider the feasibility of establishing a green-building program, including incentives, to encourage sustainable development practices within the 27th Street Business District.
- » Encourage more efficient parking by reducing the amount of on-site parking each development is required to provide, helping new development projects be more sustainable.
- » Consider strategic locations for electric vehicle charging stations to make EV charging accessible to the public and collaborate with service providers to install these stations.
- » Advise new development projects to include adequate bike parking facilities to support and encourage cycling as an accessible and enjoyable mode of transportation.

Land Use and Development Patterns

27th Street's Land Use strategy aims to create a highly livable district by curating the public realm and promoting human-centric design through the form-based code. The strategy focuses on higher-density, mixed-use development near major intersections to foster economic activity, introduce diverse housing options, and enhance the corridor experience by exploring opportunities for middle housing in surrounding residential neighborhoods.

Recommended Actions:

- » Continue to guide the aesthetic standards of development through University Place's growth center-specific form-based code to enhance the public realm and ensure new projects align with humanistic urban design standards. This strategy will foster cohesion in architecture and landscape design, so new development projects will complement the District's existing fabric by enhancing its mid-century character.
- » Promote the development of smaller blocks and mid-block connections as outlined in the connectivity map. This approach aims to improve walkability and accessibility within new developments, making the District more pedestrian-friendly as density increases.

Land Use and Development Patterns

Recommended Actions continued:

- » Support the strategic development of infill projects, especially on underutilized parcels. This aids the ability to maximize land use and contributes to the overall growth and vitality of the District.
- » Enhance overall quality of life in the District by providing access to live, work, and play by offering employment and educational opportunities within the District. This mix of activity creates vibrancy within the community.
- » Consider improving the pedestrian experience of the street and reinforcing the history of the corridor by integrating commercial elements to align with the vision for a mixed-use Regional Growth Center and District. Small-scale commercial ventures, like coffee shops and mom-and-pop shops draw interest and slow the speed of the street. The City can promote ground-floor commercial uses by collaborating with property owners, incorporating incentives into the zoning code, and offering additional incentives, such as the storefront improvement program.
- » Assess small, underdeveloped properties to identify potential zoning changes or other measures that could promote development in line with the character of the 27th Street and the greater City.

Housing

The 27th Street Business District offers a key opportunity to expand housing options through middle housing typologies like condos, duplexes, and townhomes, providing more affordable homeownership while supporting the district's densification. This approach will help create a vibrant, mixed-use community and enhance the overall livability of the area.

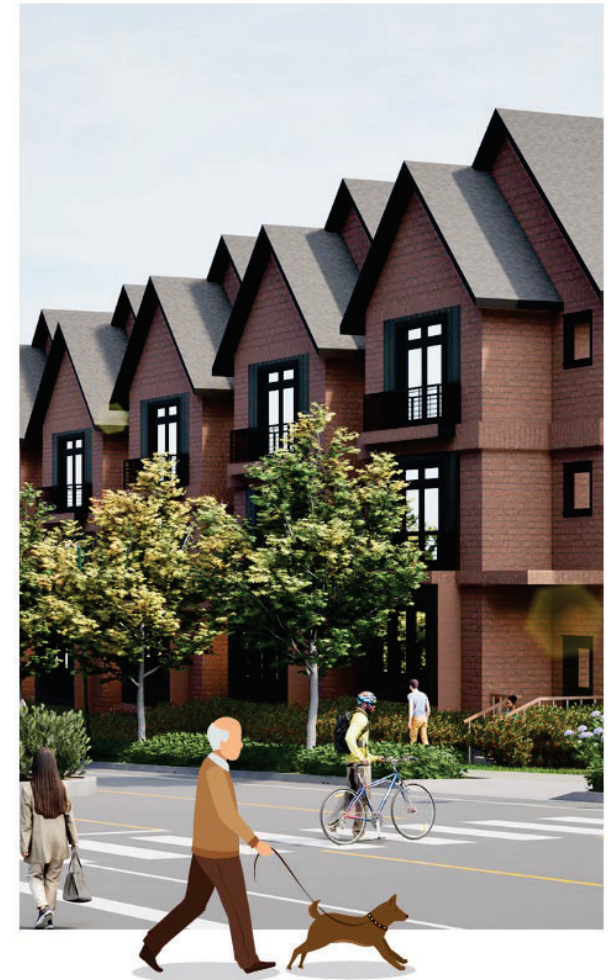
Recommended Actions:

- » Enhance density standards and development regulations to accommodate diverse housing options for all significant income groups. Planning for a variety of housing gives options that are accessible and varied, allowing greater opportunity for different income groups within the community.
- » Explore expanding housing typologies in the neighborhoods surrounding the district, especially assessing opportunity for missing middle and townhome typologies north and south of the district.
- » Evaluate broadening the City's existing MFTE program to leverage market-rate multifamily development. These developments can offer increased density paired with quality design features that enhance ground floor design to enhance the 27th Street Business District experience.

Housing

Recommended Actions continued:

- » Support the completion of the Grandview Senior Living projects proposed for the western edge of the district. This type of development supports the vision for the area including new multi-family residential and acts as an anti-displacement measure for elders living in the region.



Placemaking

Placemaking efforts aim to create vibrant public spaces along the 27th Street Business District, offering gathering places that reflect the community. By supporting public art, festival streets, streetscape enhancements, and outdoor dining, these initiatives will foster third places where people can connect and engage with their community.

Recommended Actions:

- » To enhance the District's character, promote public art installations in new developments to achieve a District experience that is enriched by public art. Public art aids the identity of the business District, creates added touristic destination, and acts as a traffic calming measure.
- » Encouraging businesses and public partners to create murals is a momentum building strategy towards achieving an arts filled District.
- » Encourage public art installations in new developments to enrich the District's character and cultural appeal.
- » Ensure new and improved pathways to parks and open spaces, providing ease of access to these amenities, thereby promoting a healthier and more enjoyable environment.
- » Enhance trees and landscaping to increase greenspace within the District, finding opportunities to utilize planters and planting medians.

Placemaking

Recommended Actions continued:

- » Encourage new developments to contribute towards enhancing the public realm by creating and activating open spaces with amenities to enhance opportunities for rest and play within the District.
- » Explore developing a unique brand and identity for the 27th Street Business District to foster a sense of community and attract more visitors and businesses. Brand identity for the District can relate to the midcentury history and future of the District.
- » Create gateways that relate to the identity of the District and integrate wayfinding systems such as signage and public art at existing and new connection entrances to the District to increase ease of navigation and enjoyment of experience.
- » Review and potentially enhance existing lighting, safety, and security measures to support future redevelopment and ensure a safe and welcoming environment for all.

PLACEMAKING FOCUS AREAS

GATHERING SPACES



PUBLIC ART



STREET DINING



PLACEMAKING FOCUS AREAS

FESTIVAL STREET



**STREETSCAPE
IMPROVEMENTS**



PLANTED MEDIAN



Economic Development and Vitality

27th Street Business District plays a vital role in sustaining local economic activity by providing employers with storefront opportunities. The presence of brick and mortar small businesses is vital towards retaining the character of the district. There is a large demand for businesses that serve the community as third-spaces bringing services and gathering places to the district. Uses such as healthcare, co-working spaces, small professional service businesses, and satellite offices are viable.

Recommended Actions:

- » Consider leveraging economic development tools to support the retention, expansion, and growth of employment opportunities within the center. By supporting the business environment of the District, we can help existing businesses flourish and attract new ones, enhancing job creation and economic vitality in the area, and ultimately the identity of the District as a commercial location.
- » Invest in a healthy environment with ample green spaces to protect residents, reduce the risk of detrimental health impacts, and minimize the threat of climate-induced displacement.

Economic Development and Vitality

Recommended Actions continued:

- » Engage property owners and developers to advance redevelopment projects that align with the vision for the District. Strategies could involve:
 - » The creation of a community business association to support the development of existing and current businesses.
 - » Implementation of a façade or storefront improvement program to motivate property owners to invest in their buildings to help revitalize and enhance the unique businesses in the area. The implementation of storefront improvement programs through a community business association helps to build a more cohesive pedestrian experience throughout the District.
 - » Working with religious institutions within the District that are seeking opportunities to site “mission-driven” housing for certain disadvantaged populations on or near their properties.
 - » Consideration of expanding the storefront overlay requirement in the form-based code.

Transportation

To support commercial activity and housing within a Regional Growth Center, a well-connected, holistic transportation system is needed. The district supports multimodal transportation options to travel to and within the district through network improvements. The envisioned walkable development pattern calls for a new street grid to aid the ease of movement throughout the district while maintaining vehicular needs.

Recommended Actions:

- » Promote an integrated multimodal transportation network that includes pedestrian and bicycle facilities, ensuring seamless connections to adjacent neighborhoods and Districts. This will enhance accessibility to the District and encourage more sustainable modes of travel.
- » Encourage environmentally friendly street treatments, such as green streets, which incorporate sustainable practices like permeable pavements, increased greenery on sidewalks, and medians to manage stormwater and reduce urban heat islands.
- » Adopt level-of-service standards and concurrency provisions that are specifically tailored for the center to encourage the use of transit. This can help manage traffic flow and improve the efficiency of public transportation.

Transportation

Recommended Actions continued:

- » Establish a comprehensive parking management strategy that addresses the supply of parking, on-street parking, and the mitigation of parking impacts. This strategy should balance the needs of drivers with the goal of creating a dense and pedestrian forward District.
- » Develop strategies to achieve a balanced mode-split that promotes a sustainable mix of car, transit, and non-motorized travel. This could involve offering incentives for public transportation use and enhancing infrastructure for cyclists and pedestrians.
- » Development along 27th Street should advance the safety and aesthetic quality of pedestrian crossings. Improvements can be achieved by including curb extensions, median refuge islands, and raised crossings. These can be achieved by adding projects to the City's transportation/capital improvement plans and by incentivizing developers to include these improvements.
- » Support events where 27th Street and other major designated streets in the RGC are temporarily open to pedestrian and bicycle movement only.

Utilities/Traffic



27th Street West Annual Average Daily Traffic (AADT)

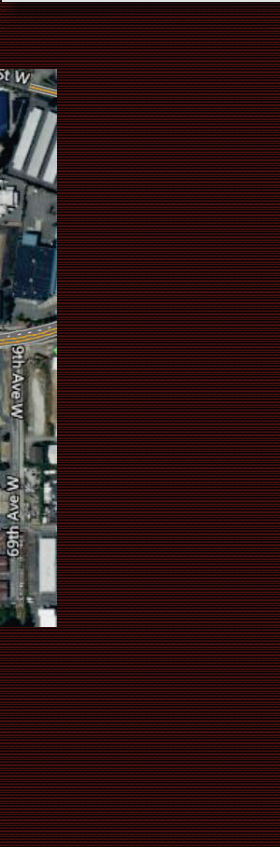
	2015	2025	2035	2045
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Projection:

• Bridgeport to 67th:	• 19,399	• 13,498	• 15,665	• 18,257
• Bridgeport to Sunset:	• 13,555	• 13,303	• 15,439	• 18,062

- Projection: Population of 3,388 estimated for year 2045. ITE (Institute of Transportation Engineers) Manual: 2.28 trips/Resident.
- Current population of corridor: 1,301

The first two steps are relatively straightforward. The third step involves identifying the specific components of the system that are most likely to cause problems. This can be done by reviewing the system's design documentation, conducting interviews with users, or performing a detailed analysis of the system's behavior.



Thank You



Memo

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

Following the City Council's June 2, 2025 study session, Council sought to further refine two portions of the proposed Council Rules. Those two portions related to Council Meeting ending protocols and proclamation/recognition protocols. It also sought revisions to the (currently-titled) Legislative Proposal form.

To briefly recap matters, following its January 2025 retreat, Council identified four areas warranting changes to its rules: (1) Council Agendas; (2) Council Meeting Start/End times; (3) Proclamations/Recognitions; and (4) Finance Committee. And, of these four items, Council identified consensus on proposed amendments as follows:

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

Follow-up on each of the items discussed at the June 2, 2025 meeting are recapped below.

DISCUSSION

A. Change to Meeting Extensions

As previously noted, under a literal reading of the current rule, so-called "motions to extend" must be made by 8:30 p.m. Failing that, the meeting should technically adjourn at 9:00 p.m. Thus, amendment is necessary to conform with current practice.

To that end, Section 6(D) is proposed to read as follows:

Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m. or at such other time as set forth upon approval of the agenda. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During Regular and Special Meetings, any Councilmember may call for a "Point of Order" at 8:30 p.m. within thirty (30) minutes of the scheduled end of the meeting to review agenda priorities and extend the meeting adjournment time. After adjournment of Council meetings, City Hall will remain open for 15 minutes to allow for closing procedures. In the event that Council adjourns to Executive Session, staff will secure the equipment and leave City Hall open until the final adjournment.

B. Proclamation & Recognition.

Based on Council discussion that there should be some annual discussion and acknowledgment of events and other activities that warrant recognition, a proposed rule is enclosed which allows (but does not mandate) that Council identify such events or causes warranting recognition via proclamation, while maintaining flexibility to include latter-requested proclamations. The proposed rule also recognizes the ability of outside groups to request proclamations. In such case, the Mayor, Manager and City Clerk will make an initial determination, and if there is uncertainty whether the request is suitable, the Mayor is to consult with Council. The rule includes a partial rewrite to default to a public reading at a City Council meeting with a presentation to a representative of a suitable organization, while retaining flexibility for specific instances where other venues or situations may be more appropriate for presentation. Finally, the proposed rule also recognizes a "Mayoral Proclamation," for those events or causes which might not rise to the level of full City Council proclamation; specific examples are called out within the rule involving youth excellence or a business meeting a longevity milestone or where exigencies may not warrant full council consultation. In such instance, the Mayor is to promptly report to Council any such recognition.

C. Amendment of the Legislative Proposal Form.

Council feedback has been incorporated into a revised form for getting matters onto upcoming agendas. The most significant changes are that the form is retitled, "Request for Action," and councilmembers are relieved of completing the financial and resource-based information, which has been moved to a section for City Staff to complete.

AGENDA

SECTION 1. GENERAL

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

SECTION 2. ORGANIZATION

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

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

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

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

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

Council Rules of Procedure

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

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

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

F. Attendance, Excused Absences.

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

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

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

Council Rules of Procedure

G. General Decorum.

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

H. Confidentiality.

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

SECTION 3. OFFICERS

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

Council Rules of Procedure

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

SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

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

SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

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

Council Rules of Procedure

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

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

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

SECTION 6. MEETINGS

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

SECTION 7. COUNCIL ORDER OF BUSINESS

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

7.1 Call to Order

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

7.2 Roll Call

The City Clerk will call the roll.

7.3 Pledge of Allegiance

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

7.4 Approval of the Agenda

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

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

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

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

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

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

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

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

7.5 Proclamations and Presentations

Proclamations are made for the purpose of recognition of an individual, group or event by either the City Council or the Mayor.

The Council will consider requests to proclaim certain events or causes which pertain to University Place events, persons, organizations, or causes with local implications. The following guidelines and considerations apply to requests for proclamations:

1. Annually, the City Council may identify in advance suitable events or causes which warrant recognition via proclamation. Notwithstanding the foregoing, latter-identified requests should be made at least four (4) weeks in advance of the requested Council meeting.
2. If the proclamation is requested by an entity other than the City, the requester must submit a copy of the proposed proclamation, together with such additional information which may be necessary to aid the Council in determining whether to issue the proclamation. The City retains the right to modify, edit or otherwise amend the proposed proclamation to meet its requirements, needs or policy determinations. Upon receipt, the Mayor, City Manager and City Clerk will make an initial determination whether the proposed proclamation meets the intent of this rule. When there is uncertainty, the Mayor will consult with the City Council for guidance.
3. If approved, unless the presentation is appropriate for another venue or circumstances warrant otherwise, the proclamation will be publicly read during a City Council meeting and presented to a representative(s) of an appropriate organization.
4. Mayoral Proclamations. For events or causes which do not warrant a City Council proclamation or for which the notice under the above provisions is impractical, but which nonetheless warrant recognition, the Mayor may recognize such event or cause. Examples which warrant recognition under this subsection may include excellence in youth activities (i.e., Eagle Scout/Gold Award recipients), or local businesses achieving significant anniversaries. The Mayor shall promptly report to the Council any proclamations issued under this subsection.
A proclamation is defined as an official announcement made by the Mayor or the City Council.

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

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

7.6 Public Comments

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

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

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

Council Rules of Procedure

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

7.7 Consent Agenda

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

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

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

7.8 Public Hearings and Appeals

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

7.9 Council Consideration

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

7.10 Reports by the City Manager

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

7.11 City Council Comments

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

7.12 Study Sessions

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

7.13 Adjournment

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

SECTION 8. EFFECT/WAIVER OF RULES

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

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

Request for Council Action

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

Submitted by:

(Signature)

(Date)

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

(Signature)

(Date)

Date Submitted: _____	Date Reviewed: _____	Agenda Date: _____
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For Staff Use:
Staff Analysis Required: ☐ Finance ☐ Legal ☐ Other: _____
Financial Impact / Additional Concerns: ☐ Attached separately.

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



Note: Times are approximate and subject to change.

PUBLIC NOTICE

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

- In-person at the City Council Chambers at 3609 Market Place West, Third Floor;
- Watch live broadcast on University Place Television, Lightcurve (formerly Rainier Connect) Channel 12 or Comcast Channel 21 (SD) or 321 (HD);
- Watch live broadcast on the City's YouTube channel www.YouTube.com/UniversityPlaceTV;
- Watch live broadcast on the City's website www.cityofup.com/398/City-Council-Meetings;
- Listen by telephone by dialing 1 509-342-7253 United States, Spokane (Toll), Conference ID: 440 648 535#; 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](#). 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. **PUBLIC COMMENTS**
- 6:40 pm 6A. – **CONSENT AGENDA**
- 6B. **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 16, 2025 Council meeting as submitted.

B. Receive and File: Payroll for period ending 06/15/25; and Claims dated 06/15/25.

- 6:45 pm 7. **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.)

