

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

Documents:

[10-06-25 RM.PDF](#)

[AGENDA 10-06-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, October 6, 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: 398 524 035#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

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

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

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

AGENDA

- | | |
|---------|--|
| 6:30 pm | 1. CALL REGULAR MEETING TO ORDER |
| | 2. ROLL CALL |
| | 3. PLEDGE OF ALLEGIANCE – Mayor Pro Tem Wood |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• <u>Indigenous Peoples' Day Proclamation</u>• <u>Bridgeport Place Assisted Living & Memory Care's 25th Anniversary</u>• <u>Deputy Sydney Davis Recognition</u>• <u>Deputy Chris Rather Retirement Recognition</u> |
| 7:00 pm | 6. PUBLIC COMMENTS |
| 7:05 pm | 7A. – CONSENT AGENDA
7F. 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 09/15/25 Council meeting as submitted.

- B. Receive and File: Payroll for periods ending 08/31/25 and 09/15/25; and Claims dated 09/15/25.
- C. Pass an Ordinance amending Section 5.05.060 of the University Place Municipal Code, relating to Business License Exemptions.
- D. Pass an Ordinance amending the Franchise Agreement with U.P. Refuse Services, Inc. to replace references for specific seasonal events with language that allows for broader option considerations as agreed to by the Company and the City.
- E. Authorize the City Manager to execute a Sponsorship Agreement with UP for Arts substantially in the form attached hereto.
- F. Authorize the City Manager to execute a Sponsorship Agreement with Dance Theatre Northwest substantially in the form attached hereto.

PUBLIC HEARING AND COUNCIL CONSIDERATION – (The following item(s) will require Council action.)

- | | |
|---------|--|
| 7:10 pm | <p>8. PARKS, RECREATION AND OPEN SPACE (PROS) PLAN AMENDMENT</p> <ul style="list-style-type: none"> • <u>Staff Report</u> • Public Comment • Council Consideration |
| 7:25 pm | <p>9. REAL PROPERTY PURCHASE – FREDERICK PROPERTY</p> <ul style="list-style-type: none"> • <u>Staff Report</u> • Public Comment • Council Consideration |
| 7:40 pm | <p>10. 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.)</p> |

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

- | | | |
|---------|------------|---------------------------------------|
| 8:00 pm | 11. | <u>2026 LEGISLATIVE AGENDA</u> |
| 9:00 pm | 12. | ADJOURNMENT |

*PRELIMINARY CITY COUNCIL AGENDA

October 20, 2025
Regular Council Meeting

November 3, 2025
Regular Council Meeting

November 17, 2025
Regular Council Meeting

December 1, 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

PRESENTATIONS

CITY OF UNIVERSITY PLACE PROCLAMATION

WHEREAS, Indigenous Peoples' Day honors the strength, courage, and resilience of Native American communities; and

WHEREAS, the observance of Indigenous Peoples' Day began in 1977 at a United Nations conference focused on addressing discrimination against Indigenous populations in the Americas, where advocates sought to challenge the traditional Columbus Day narrative; and

WHEREAS, Washington State is home to twenty-nine federally recognized tribal nations, along with many other indigenous communities who continue to advocate for their treaty rights, sovereignty, and recognition; and

WHEREAS, the City of University Place is located on the ancestral homelands of the Coast Salish peoples, specifically the Puyallup and Steilacoom Tribes, who have lived in this region since time immemorial and remain the original stewards of the land we inhabit today; and

WHEREAS, we recognize and honor the enduring presence, strength, and cultural richness of the Coast Salish peoples, whose traditions, languages, and knowledge systems continue to thrive despite centuries of violence, displacement, and forced assimilation.

NOW, THEREFORE, the City Council of the City of University Place hereby proclaims October 13, 2025, as

INDIGENOUS PEOPLES' DAY

in recognition of the history, resilience, and contributions of Native American communities. Let us honor their legacy, uphold their rights, and commit to learning from their wisdom and traditions, acknowledging the past and working toward a future rooted in respect, justice, and shared stewardship of this land.

PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ON OCTOBER 6, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

AGENDA

CERTIFICATE OF RECOGNITION

The City Council of University Place recognizes and congratulates

BRIDGEPORT PLACE ASSISTED LIVING & MEMORY CARE

on its 25th anniversary – a remarkable milestone that reflects a legacy of compassion, excellence, and unwavering commitment to the residents and mission of Bridgeport Place. You have been a cornerstone of our vibrant and nurturing community, helping residents thrive through your care, kindness, and professionalism. Through every act of care and kindness, you have embodied the values of dignity, respect, and excellence in service. Your legacy is reflected in the lives you have touched and the community you have helped shape.

Thank you for 25 incredible years of service—you are truly the spirit of University Place.

Presented on October 6, 2025.

Javier H. Figueora, Mayor



CERTIFICATE OF RECOGNITION

The City Council of University Place proudly presents this certificate to

DEPUTY SYDNEY DAVIS

In recognition of her exceptional accomplishments and unwavering resilience.

Deputy Davis recently earned three medals at the prestigious World Police & Fire Games in Birmingham, Alabama—an international event featuring over 1,600 first responder athletes competing across more than 60 events. Despite sustaining serious injuries while on patrol, including a cervical fracture and damage to her thoracic spine and shoulder, Deputy Davis demonstrated remarkable determination and strength. She secured silver medals in the 100-meter, 200-meter, and 4x100-meter relay races.

A former collegiate soccer player, Deputy Davis, credits her passion for athletics and commitment to physical fitness as key factors in her recovery. Her journey of perseverance continued with her participation in the U.S. Police & Fire Games in San Diego in 2024, and she is already preparing to compete in the next World Games in 2027 in Australia.

Congratulations, Sydney—your courage and dedication inspire us all.

Presented on October 6, 2025.

Javier H. Figueora, Mayor



CITY OF UNIVERSITY PLACE PROCLAMATION

WHEREAS, Chris Rather has served the Pierce County Sheriff's Department as a dedicated Deputy Sheriff since 1994, marking 31 years of service. Since 1999, he has devoted the majority of his career—26 years—to serving the University Place community; and

WHEREAS, while working in University Place he served as a valued member of the Sheriff's Department SWAT team. In addition to his SWAT duties, he dedicated 27 years as an instructor for the Emergency Vehicle Operations Course (EVOC). His colleagues consistently praised him as one of the best instructors on the team and recognized him as one of the most skilled drivers in the entire Sheriff's Department; and

WHEREAS, in addition to his special assignments, Deputy Rather has received numerous awards and commendations for both individual and team achievements. Through many years of dedicated service in University Place, he has consistently shown that strong communities are built on exceptional public safety partnerships. He earned a reputation as the kind of officer you would want by your side in family crisis; and

WHEREAS, Deputy Rather served as the City's dedicated bike patrol lead, taking responsibility for ensuring all police bicycles were properly maintained, safe, and ready for duty. He recognized the value of community bike patrols and worked diligently to equip officers with reliable and secure tools whenever needed; and

WHEREAS, while serving in University Place, Deputy Rather developed a reputation among his colleagues for consistently demonstrating a positive attitude, being an attentive listener, and treating all residents – whether in crisis or not – with utmost respect, compassion, and sensitivity. His peers also commend him for possessing highly refined officer safety skills and techniques, which he effectively applies to ensure the safety of both fellow officers and community members during high-stress and chaotic situations; and

WHEREAS, Deputy Rather has trained and worked with hundreds of patrol Deputies throughout Pierce County and University Place, championing the Sheriff's Office set of Core Values. His efforts have left a lasting legacy that fosters a culture of excellence in public safety service; and

WHEREAS, Deputy Rather's unwavering dedication and pursuit of excellence in community policing have left a lasting impact on University Place. He will be deeply missed by everyone who had the privilege of working alongside him.

NOW, THEREFORE, the City Council of the City of University Place proudly extends its heartfelt congratulations and sincere gratitude to Deputy Chris Rather for his unwavering dedication, exemplary service, and outstanding achievements. We wish you a joyful retirement and great success in all your future endeavors!

**PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON ON OCTOBER 6, 2025.**

Javier H. Figueroa, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, September 15, 2025**

1. CALL REGULAR MEETING TO ORDER

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

Staff Present: City Manager Sugg, City Attorney Kaser, Public Works Director Ecklund, Administrative Services Director Petorak, Community and Economic Development Director Briske, Police Chief Burke, Deputy City Clerk Highlan, and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember Boykin led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

MOTION: By Councilmember McCluskey, seconded by Councilmember Flemming, to approve the agenda.

The motion carried.

5. PUBLIC COMMENTS – The following individual provided comments: Chris Saunders, University Place Parks & Recreation Foundation.

6. CONSENT AGENDA

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

- A.** Approve the minutes of the September 2, 2025 Council meeting as submitted.
- B.** Receive and File: Claims dated 08/18/25, 08/22/25, 08/26/25, and 08/29/25.
- C.** Authorize the City Manager to execute an Interlocal Agreement, substantially in the form attached hereto, with the University of Washington pursuant to Chapter 39.34 of the Revised Code of Washington.
- D.** Authorize the City Manager to execute an agreement with Avidex Industries, LLC for the City Council Chambers audio-visual system project in the amount of Two Hundred Twenty-Four Thousand One Hundred Ninety-Two Dollars and Twenty-Four Cents (\$224,192.24).
- E.** Authorize the execution of necessary documents to effectuate a settlement in the matter of Day Island Yacht Club v. City of University Place, et al.

The motion carried.

COUNCIL CONSIDERATION

7. 27TH STREET BUSINESS DISTRICT PLAN

Staff Report – Community and Economic Development Director Briske presented a Resolution to adopt the 27th Street Business District Business Plan. He indicated that under the Growth Management Act, the City is required to review and update its Comprehensive Plan by December 2024, including components related to land use. A key objective of the Comprehensive Plan is to maintain the University Place Regional Growth Center designation, which supports the development of commercial, mixed-use, and multifamily projects. The 27th Street Business District, along with the Northeast Business District and Town Center forms the City's primary hub for future growth and redevelopment. These centers are a key component of the Puget Sound Regional Council's Vision 2050 and its regional growth center strategy.

This Plan provides a visionary framework to guide growth within the 27th Street Business District and serves as a strategic roadmap for shaping future development while preserving and enhancing the District's unique character. The Plan ensures that change unfolds thoughtfully and consistently, reflecting the District's long-term aspirations.

Director Briske outlined the Plan's review process, public engagement efforts, and policy recommendations. The Planning Commission held three meetings to go over the Plan before making their recommendation to the City Council, one of which included a public hearing on the final draft of the 27th Street Business District Plan.

Public Comment – None.

Council Consideration – **MOTION:** By Councilmember McCluskey, seconded by Councilmember Flemming, to adopt a Resolution approving the 27th Street Business District Subarea Plan to establish the specific provisions that align with redevelopment activity occurring in the district and the City's already adopted code provisions.

The motion carried. (RESOLUTION NO. 1071)

8. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg announced that the 36th Street Roundabout, developed in response to safety concerns, reopened to traffic last Friday. The City's Engineering team secured over \$700,000 in state funding from the Transportation Improvement Board and fast-tracked the design and bidding process, with the Council awarding the contract earlier this year. While final touches such as landscaping and lighting are still underway, the road will remain open throughout this phase.

Councilmember Boykin reflected on the recent 9/11 Remembrance Ceremony, expressing appreciation for the efforts of West Pierce Fire & Rescue and all who participated in honoring the lives impacted by the tragedy. He also shared that he attended a meeting where positive news was presented regarding the City's financial management and strong commitment to fiscal responsibility and sound financial practices.

Councilmember McCluskey attended the 9/11 Remembrance Ceremony and reflected on its lasting personal and national impact. She attended the Zoo Trek Authority meeting and shared information about its strong financial stewardship and animal care. At a recent community meeting, Councilmember McCluskey shared that she had expected a formal update on the Day Island sewer project but instead was met with a range resident concern. Additionally, she attended the ribbon-cutting for Beirut Bites, the UP for Art planning meeting, the soft grand opening of the University Place Historical Society's new museum, and the Moon Festival in Tacoma. Lastly, she shared details about the upcoming PBS documentary screening of "Priced Out."

Councilmember Flemming acknowledged the importance of commemorating 9/11. He shared that he attended the South Sound Housing Affordability Partners (SSH³P) meeting. He detailed the development of the 2026 legislative agenda focused on workforce housing, construction cost reduction, senior and

disabled property tax exemptions, and opposition to House Bill 1443. He emphasized the importance of aligning the City's priorities with SSHA³P's agenda to ensure cohesive regional efforts.

Councilmember Grassi thanked West Pierce Fire & Rescue for the meaningful 9/11 ceremony and Chris Saunders for her remarks and her organization's efforts with the Inclusive Playground. She met with Nantucket residents and thanked staff for their ongoing mitigation efforts in the area. She attended ribbon cuttings/openings for Beirut Bites, Shell Station, and the UP Historical Society Museum, and looks forward to the Rainier Animal Eye Clinic opening. She also joined fellow councilmembers at the Happy Duo home-based business reception. Additionally, she reported on Congresswoman Strickland's visit for a community dialogue on peace and politics, and honored the late Rob Masko, former University Place Police Chief and Pierce County Undersheriff, and proposed a special recognition to honor his legacy and service.

Mayor Pro Tem Wood expressed support for honoring the late former Police Chief Masko, recognizing his service to the City. He commended the citizen-led initiatives behind the Inclusive Playground and the Grandview Roundabout project, praising both the community's vision and the staff's quick implementation. Mayor Pro Tem Wood also attended the home-based business reception and encouraged greater participation and networking among local businesses. Lastly, he commended West Pierce Fire & Rescue for organizing the 9/11 ceremony, urged residents to visit the memorial park for personal reflection. He echoed concerns about growing political division and called for peaceful dialogue and renewed commitment to democratic engagement.

STUDY SESSION

9. UP REFUSE FRANCHISE AGREEMENT AMENDMENT

Administrative Services Director Petorak presented the proposed amendments to the University Place Refuse franchise agreement to enable a pilot program for flexible refuse and yard drop-off services. The proposed amendment broadens the language in Section 20.2 of the agreement to allow for additional collection events beyond the traditional spring and fall cleanups, enabling more flexible service options. The program would introduce a voucher system allowing residents to drop off refuse or yard waste at their convenience during regular operating hours, eliminating the need for scheduled cleanup events.

Council discussed the increased flexibility for residents, the elimination of traffic congestion during scheduled events, and the potential for improved service accessibility, especially with new apartment developments nearby. They requested updates on the pilot program's progress and outcomes, with options to revert to previous practices if the new system does not meet the community's needs. Suggestions were made to adjust Saturday drop-off hours to better accommodate working residents.

10. PARKS, RECREATION AND OPEN SPACE PLAN AMENDMENT

Public Works Director Ecklund presented the proposed amendments to the City's Parks, Recreation, and Open Space Plan (PROS) to facilitate property acquisition and improvements for Kobayashi Preserve and Adriana Hess Wetland parks. He indicated that opportunities have arisen to acquire properties adjacent to these parks that can accommodate and support these identified needs. The amendments to the PROS plan include acquiring parcels adjacent to Kobayashi Preserve and Adriana Hess to enable additional parking, trail improvements, and expanded park amenities. Funding for acquisitions will come from Park Impact Fees and surplus revenues, with no immediate impact on the general budget. Future improvements will be planned in subsequent budget cycles.

Discussion followed with regards to funding; restroom upgrades and ADA accessibility, particularly at Kobayashi Preserve; impact of future salmon habitat restoration; regulatory authority over Chambers Creek; and the need for educational signage and passive use policies to protect sensitive areas.

A public hearing is scheduled for the next Council meeting to consider the proposed amendments.

11. ARTS COMMISSION

Public Works Director Ecklund and City Attorney Kaser presented options for establishing an Arts Commission in University Place. They outlined the pros and cons of independent advisory group versus traditional commission models, referencing practices in Tacoma, Lakewood, and Puyallup, and highlighting differences in Council control, funding, and operational sustainability.

Council discussed membership structure, optimal commission size (7-11 members), the inclusion of professional artists and educators, and the potential for youth representation. Concerns were raised about sustainable funding, the need for public-private partnership, and mechanism for project-specific financing with suggestions to leverage nonprofit organizations like UP for Art for fundraising and event support. Staff will prepare a more detailed proposal addressing commission structure, funding options, and legal mechanisms for partnership, with further study sessions planned to refine the model and address Council feedback.

12. ADJOURNMENT - The meeting adjourned at 8:58 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 08-31-2025

Date		Name	Amount
09/05/2025	319122	AWC EMPLOYEE BENEFIT TRUST	123,878.32
09/05/2025	ACH	DIRECT DEPOSIT	312,424.17
09/05/2025	WIRE	IUOE LOCALS 302/612 TRUST FUND	12,034.72
09/05/2025	ACH	BANK OF AMERICA	45,383.20
09/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	39,002.30
09/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
09/05/2025	ACH	AFLAC INSURANCE	111.24
			<u>537,169.53</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:

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 09-15-2025

Date		Name	Amount
09/19/2025	319123	ALLEY, DYLAN T	785.83
09/19/2025	319124	EMPLOYMENT SEC DEPT LONGTERMCARE	7,427.91
09/19/2025	ACH	DIRECT DEPOSIT	305,762.89
09/19/2025	ACH	EMPLOYMENT SECURITY DEPT PDFMLA	19,742.71
09/19/2025	ACH	DEPT OF LABOR AND INDUSTRIES	31,157.01
09/19/2025	ACH	BANK OF AMERICA	44,584.26
09/19/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	37,886.02
09/19/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
09/19/2025	ACH	AFLAC INSURANCE	111.24
			<u>451,793.45</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.)

Date:

Steve Sugg, City Manager

ACCOUNTS PAYABLE CHECK RUN REPORT

DATE: 09/15/2025
CHECK RUN: 091525
AMOUNT: 1,284,461.15

AUDITING OFFICER'S 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 City of University Place, and that I am authorized to authenticate and certify to said claim.

(Signature on file.)

Authorized Signature

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
200017	71 PRODUCTIONS INC.	0000	20250037	INV	09/26/2025	39082573			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5453-				5453	5,744.03			
							5,744.03		
						CHECK TOTAL	5,744.03		
100252	ACCESS INFORMATION MA	0001	218128	INV	09/30/2025	11781070			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-03-034-51430 -GG-5410-				5410	344.95			
							344.95		
						CHECK TOTAL	344.95		
100698	SCOTT ALEXANDER'S GOL	0000		INV	09/27/2025	4239			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5453-				5453	467.93			
							467.93		
						CHECK TOTAL	467.93		
100606	TARA ALISHIO	0000	218154	INV	09/17/2025	030			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-03-036-55720 -NE-5410-				5410	1,060.00			
							1,060.00		
						CHECK TOTAL	1,060.00		
100079	APEX ENGINEERING PLLC	0000	218062	INV	09/17/2025	202500967			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 303-08-303-59459 -TR-5640-				5640	1,662.50			
							1,662.50		
						CHECK TOTAL	1,662.50		
200011	ATS TRANS LLC	0000	20250016	INV	09/22/2025	SE-UP-08-2025			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5453-				5453	1,080.00			
							1,080.00		
						CHECK TOTAL	1,080.00		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100201	AUTOZONE, INC.	0002		INV	09/28/2025	01164946354			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 401-08-082-53100 -UT-5340-				5340	21.29			
							21.29		
						CHECK TOTAL	21.29		
100378	NOLAND ENTERPRISES LL	0000	218484	INV	07/22/2025	2025-2-WE			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5312-				5312	2,325.32			
							2,325.32		
						CHECK TOTAL	2,325.32		
200023	DAWN BLUE	0001	20250045	INV	09/22/2025	1			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	500.00			
							500.00		
						CHECK TOTAL	500.00		
200028	BLISS HOMEMADE CREAME	0000		INV	09/27/2025	2078			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	250.00			
							250.00		
						CHECK TOTAL	250.00		
100353	JENNIFER L GUSTIN	0000	20250048	INV	09/27/2025	0000001			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	500.00			
							500.00		
						CHECK TOTAL	500.00		
100707	BRANK'S BBQ AND CATER	0000	20250044	INV	09/22/2025	82325			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	500.00			
							500.00		
						CHECK TOTAL	500.00		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-					Cash				
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
200035	BREWING HOPE COUNSEL	0000	INV	09/28/2025	REFUND				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 001-00-000-32160 -GG-3057-			3057	50.00				
						50.00			
					CHECK TOTAL	50.00			
100212	C.C.'S CLASSY CHASSIS	0000	INV	08/30/2025	W-2455				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 501-10-615-54870 -TR-5480-			5480	48.01				
						48.01			
100212	C.C.'S CLASSY CHASSIS	0000	INV	08/30/2025	W-2456				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 501-10-610-54870 -TR-5480-			5480	102.25				
						102.25			
					CHECK TOTAL	150.26			
100273	CANON FINANCIAL SERVI	0001	218190	INV	09/11/2025	41616221			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-668-59118 -GG-5740-			5740	231.61				
						231.61			
100273	CANON FINANCIAL SERVI	0001	218188	INV	09/11/2025	41616220			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-668-59118 -GG-5740-			5740	188.33				
						188.33			
100273	CANON FINANCIAL SERVI	0001	218191	INV	09/11/2025	41616222			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-668-59118 -GG-5740-			5740	619.36				
						619.36			
100273	CANON FINANCIAL SERVI	0001	218188	INV	09/11/2025	41616224			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-668-59118 -GG-5740-			5740	283.41				
						283.41			
					CHECK TOTAL	1,322.71			
100015	CENTURYLINK	0000	INV	09/14/2025	333714624-AUG25				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-663-51887 -GG-5420-			5420	78.38				
						78.38			

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	78.38			
100015	CENTURYLINK	0001	INV	09/23/2025	748846331				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-663-51887 -GG-5423-			5423		9.06			
						9.06			
100015	CENTURYLINK	0001	INV	09/20/2025	334046271-AUG25				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-663-51887 -GG-5420-			5420		607.98			
						607.98			
					CHECK TOTAL	617.04			
100057	CHICAGO TITLE COMPANY	0004	INV	08/28/2025	252391-TC-1				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 302-08-302-59520 -CE-5411-			5411		386.05			
						386.05			
					CHECK TOTAL	386.05			
100002	CITY OF TACOMA	0001	INV	08/25/2025	100083115-0825				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 101-08-073-54264 -TR-5471-			5471		38.80			
						38.80			
100002	CITY OF TACOMA	0001	INV	08/25/2025	100385145-0825				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 101-08-073-54230 -TR-5473-			5473		2,493.86			
						2,493.86			
100002	CITY OF TACOMA	0001	INV	08/25/2025	100386367-0825				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 101-08-073-54263 -TR-5471-			5471		91.45			
						91.45			
100002	CITY OF TACOMA	0001	INV	08/25/2025	100565439-0825				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 001-08-074-57680 -CR-5473-			5473		1,985.47			
						1,985.47			
100002	CITY OF TACOMA	0001	INV	08/25/2025	100864411-0825				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 101-08-073-54263 -TR-5471-			5471		39.93			
						39.93			

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	08/28/2025	100060658-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5471-				5471	39.51			
							39.51		
100002	CITY OF TACOMA	0001		INV	08/27/2025	100093125-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5471-				5471	43.07			
							43.07		
100002	CITY OF TACOMA	0001		INV	08/28/2025	100104132-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54264 -TR-5471-				5471	29.16			
							29.16		
100002	CITY OF TACOMA	0001		INV	08/25/2025	100165190-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5471-				5471	55.28			
							55.28		
100002	CITY OF TACOMA	0001		INV	07/26/2025	100573267			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	31.31			
							31.31		
100002	CITY OF TACOMA	0001		INV	08/27/2025	100573267-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	32.01			
							32.01		
100002	CITY OF TACOMA	0001		INV	08/27/2025	100696565			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	38.88			
							38.88		
100002	CITY OF TACOMA	0001		INV	08/29/2025	101372462-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	928.22			
							928.22		
100002	CITY OF TACOMA	0001		INV	08/29/2025	101378490-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	53.78			
							53.78		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	08/31/2025	100068203-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	2,039.17			
							2,039.17		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100086155-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54264 -TR-5471-				5471	9.06			
							9.06		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100086165-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54264 -TR-5471-				5471	9.06			
							9.06		
100002	CITY OF TACOMA	0001		INV	08/31/2025	100125070-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	38.69			
							38.69		
100002	CITY OF TACOMA	0001		INV	08/31/2025	100456986-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	23.60			
							23.60		
100002	CITY OF TACOMA	0001		INV	08/31/2025	100533758-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	45.02			
							45.02		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100087691-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	89.93			
							89.93		
100002	CITY OF TACOMA	0001		INV	09/04/2025	100105615-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	62.49			
							62.49		
100002	CITY OF TACOMA	0001		INV	09/04/2025	100122800-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54264 -TR-5471-				5471	151.76			
							151.76		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	09/03/2025	100137272-09254			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5471-				5471	55.20			
	2 001-08-074-57680 -CR-5473-				5473	1,685.07			
							1,740.27		
100002	CITY OF TACOMA	0001		INV	09/04/2025	100138171-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54264 -TR-5471-				5471	37.33			
							37.33		
100002	CITY OF TACOMA	0001		INV	09/04/2025	100156353-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54264 -TR-5471-				5471	39.44			
							39.44		
100002	CITY OF TACOMA	0001		INV	09/04/2025	100439837-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	13.77			
							13.77		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100495884-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	52.49			
							52.49		
100002	CITY OF TACOMA	0001		INV	08/31/2025	100612293-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	133.38			
							133.38		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100617905-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	74.48			
							74.48		
100002	CITY OF TACOMA	0001		INV	09/01/2025	100737837-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	18.18			
							18.18		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100751205-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-677-51831 -GG-5473-				5473	238.86			
							238.86		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	09/04/2025	100802489-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	20.97			
							20.97		
100002	CITY OF TACOMA	0001		INV	08/31/2025	100851341-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-686-51840 -GG-5471-				5471	55.11			
							55.11		
100002	CITY OF TACOMA	0001		INV	09/01/2025	100890034-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	1,187.56			
							1,187.56		
100002	CITY OF TACOMA	0001		INV	08/31/2025	100892483-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	95.02			
							95.02		
100002	CITY OF TACOMA	0001		INV	09/01/2025	100892486-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	144.67			
							144.67		
100002	CITY OF TACOMA	0001		INV	09/01/2025	100980359-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	540.43			
							540.43		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101098584-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	90.08			
							90.08		
100002	CITY OF TACOMA	0001		INV	09/01/2025	101134786-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	479.89			
							479.89		
100002	CITY OF TACOMA	0001		INV	08/29/2025	101153457-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	47.17			
							47.17		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-					Cash				
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	09/05/2025	101184889-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	43.60			
							43.60		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101414148-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	3.82			
							3.82		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100101800-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	67.24			
							67.24		
100002	CITY OF TACOMA	0001		INV	09/06/2025	100306924-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5471-				5471	38.06			
							38.06		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100578632-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-679-51833 -GG-5473-				5473	1,468.71			
							1,468.71		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100635715-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-678-51832 -GG-5471-				5471	785.22			
							785.22		
100002	CITY OF TACOMA	0001		INV	09/06/2025	100668504-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	726.77			
							726.77		
100002	CITY OF TACOMA	0001		INV	09/06/2025	100668505-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	549.36			
							549.36		
100002	CITY OF TACOMA	0001		INV	09/06/2025	100668518-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	488.04			
							488.04		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-					Cash				
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	09/06/2025	100668522-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5473-				5473	976.40			
							976.40		
100002	CITY OF TACOMA	0001		INV	09/05/2025	100737857-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	18.19			
							18.19		
100002	CITY OF TACOMA	0001		INV	09/06/2025	100951901-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	75.89			
							75.89		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101102107-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54230 -TR-5471-				5471	1,245.29			
							1,245.29		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101117614-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-685-51839 -GG-5471-				5471	617.64			
							617.64		
100002	CITY OF TACOMA	0001		INV	09/06/2025	101122277-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	19.31			
							19.31		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101129840			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-678-51832 -GG-5471-				5471	218.74			
							218.74		
100002	CITY OF TACOMA	0001		INV	09/06/2025	101215023-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	20.70			
							20.70		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101259117-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	45.59			
							45.59		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100002	CITY OF TACOMA	0001		INV	09/05/2025	101325438-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	34.00			
							34.00		
100002	CITY OF TACOMA	0001		INV	09/05/2025	101325439-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 101-08-073-54263 -TR-5471-				5471	68.63			
							68.63		
						CHECK TOTAL	20,889.81		
100107	CITY TREASURER	0001	218168	INV	09/19/2025	9126060			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 501-10-610-54870 -TR-5480-				5480	-1.62			
	2 501-10-630-54870 -TR-5480-				5480	414.43			
	3 501-10-640-54870 -TR-5480-				5480	0.00			
	4 501-10-618-54870 -TR-5480-				5480	0.00			
	5 501-10-650-54870 -TR-5480-				5480	0.00			
							412.81		
						CHECK TOTAL	412.81		
100393	OCCUPATIONAL HEALTH C	0001	20250079	INV	08/29/2025	87623033			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-03-031-51810 -GG-5410-				5410	502.00			
							502.00		
						CHECK TOTAL	502.00		
200029	JOHN AND JAMIE WARD	0000	20250065	INV	09/24/2025	0001			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	250.00			
							250.00		
						CHECK TOTAL	250.00		
100072	DON SMALL & SONS OIL	0001	218150	INV	09/04/2025	S283203			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 501-10-610-54870 -TR-5320-				5320	1,834.19			
	2 501-10-610-54870 -TR-5320-				5320	1,374.81			
							3,209.00		
						CHECK TOTAL	3,209.00		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100404	LIQUIED ENVIRONMENTAL	0000		INV	09/20/2025	66288838			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5480-				5480	275.25			
							275.25		
100404	LIQUIED ENVIRONMENTAL	0000		INV	10/04/2025	66291615			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5480-				5480	275.25			
							275.25		
						CHECK TOTAL	550.50		
200036	FULL BELLY LLC/THE CO	0000		INV	09/26/2025	121402			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-748-57390 -CR-5318-				5318	311.87			
							311.87		
						CHECK TOTAL	311.87		
100284	HAGERTY, PATRICK	0000	218171	INV	10/05/2025	00540			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-03-036-55720 -NE-5410-				5410	4,150.00			
							4,150.00		
						CHECK TOTAL	4,150.00		
200031	BRUCE W. HILYER	0000	20250059	INV	09/26/2025	12707			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 002-07-090-51531 -GG-5410-				5410	3,983.60			
							3,983.60		
						CHECK TOTAL	3,983.60		
100535	JACK'S SAVORY PIE CO	0000	20250053	INV	09/24/2025	1008			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	500.00			
							500.00		
						CHECK TOTAL	500.00		
200002	JUST A PIZZA MY MIND	0001	20250051	INV	09/27/2025	1823			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	500.00			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	500.00			
						500.00			
100203	DAVID KELLMAN	0000	218162	INV	09/13/2025	0061			
	ACCOUNT DETAIL					LINE AMOUNT			
	1	001-03-036-55720 -NE-5410-		5410		1,890.00			
							1,890.00		
					CHECK TOTAL		1,890.00		
100399	KIM, BYEONG C	0000		INV	08/16/2025	EASEMENT			
	ACCOUNT DETAIL					LINE AMOUNT			
	1	302-08-302-59520 -CE-5611-		5611		560.00			
							560.00		
					CHECK TOTAL		560.00		
100005	KLOSOWSKI, DEBBIE	0000		INV	09/25/2025	REIMB			
	ACCOUNT DETAIL					LINE AMOUNT			
	1	150-13-720-57690 -CR-5490-		5490		10.00			
	2	150-13-720-57690 -CR-5312-		5312		64.79			
	3	150-13-720-57690 -CR-5318-		5318		72.93			
							147.72		
					CHECK TOTAL		147.72		
100423	KRISTA WHITE SWAIN	0000	218217	INV	09/27/2025	AUG25			
	ACCOUNT DETAIL					LINE AMOUNT			
	1	002-07-095-51250 -GG-5410-		5410		9,000.00			
							9,000.00		
					CHECK TOTAL		9,000.00		
100531	LAW, LYMAN, DANIEL, K	0001	218218	INV	03/30/2025	19			
	ACCOUNT DETAIL					LINE AMOUNT			
	1	002-07-090-51531 -GG-5410-		5410		5,385.75			
							5,385.75		
100531	LAW, LYMAN, DANIEL, K	0001		CRM	03/02/2025	18/CREDIT			
	ACCOUNT DETAIL					LINE AMOUNT			
	1	002-07-090-51531 -GG-5410-		5410		-8,979.25			
							-8,979.25		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
100531 LAW, LYMAN, DANIEL, K	0001	218218	INV	05/30/2025	20				
ACCOUNT DETAIL					LINE AMOUNT				
1 002-07-090-51531 -GG-5410-				5410	1,657.50				
						1,657.50			
100531 LAW, LYMAN, DANIEL, K	0001	218218	INV	06/30/2025	21				
ACCOUNT DETAIL					LINE AMOUNT				
1 002-07-090-51531 -GG-5410-				5410	2,958.85				
						2,958.85			
100531 LAW, LYMAN, DANIEL, K	0001	218218	INV	07/30/2025	22				
ACCOUNT DETAIL					LINE AMOUNT				
1 002-07-090-51531 -GG-5410-				5410	1,560.00				
						1,560.00			
100531 LAW, LYMAN, DANIEL, K	0001	218218	INV	09/30/2025	24				
ACCOUNT DETAIL					LINE AMOUNT				
1 002-07-090-51531 -GG-5410-				5410	18,543.80				
						18,543.80			
CHECK TOTAL						21,126.65			
100583 MCCOY, THANH	0000		INV	06/19/2025	EASEMENT				
ACCOUNT DETAIL					LINE AMOUNT				
1 302-08-302-59520 -CE-5611-				5611	290.00				
						290.00			
CHECK TOTAL						290.00			
100245 NATIONAL CONSTRUCTION	0001	218246	INV	09/21/2025	7935978				
ACCOUNT DETAIL					LINE AMOUNT				
1 301-08-301-59476 -CR-5630-				5630	191.03				
2 301-08-301-59476 -CR-5630-				5630	359.47				
						550.50			
CHECK TOTAL						550.50			
100516 NORTHWEST RESPONSE, L	0000	20250066	INV	09/13/2025	1762				
ACCOUNT DETAIL					LINE AMOUNT				
1 001-03-032-51811 -GG-5410-				5410	1,105.00				
						1,105.00			
CHECK TOTAL						1,105.00			

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
100105	OFFICE DEPOT, INC.	0001	INV	09/15/2025	436536354001				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-661-51870 -GG-5316-			5316	32.24				
						32.24			
					CHECK TOTAL	32.24			
100585	OSW EQUIPMENT & REPAI	0001	20250075	INV	07/24/2025	535841			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 401-05-089-59431 -UT-5644-			5644	19,518.00				
	2 501-10-610-59418 -TR-5644-			5644	19,517.99				
						39,035.99			
					CHECK TOTAL	39,035.99			
100302	PACWEST MACHINERY LLC	0001	20250012	INV	09/19/2025	20379039			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 501-10-610-54870 -TR-5340-			5340	926.35				
						926.35			
					CHECK TOTAL	926.35			
100009	PIERCE COUNTY BUDGET	0000	20250074	INV	09/26/2025	CI-373621			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 101-08-073-54130 -TR-5480-			5480	367,586.42				
						367,586.42			
100009	PIERCE COUNTY BUDGET	0000	218376	INV	09/28/2025	CI-373685			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 502-09-662-51886 -GG-5311-			5311	0.00				
	2 502-09-662-51886 -GG-5417-			5417	1,143.00				
						1,143.00			
					CHECK TOTAL	368,729.42			
100009	PIERCE COUNTY BUDGET	0002	218097	INV	09/14/2025	CI-373331			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 101-08-073-54264 -TR-5480-			5480	3,020.95				
						3,020.95			
					CHECK TOTAL	3,020.95			

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100236	PIERCE COUNTY SECURIT	0001	218118	INV	09/06/2025	451263			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5480-				5480	235.00			
							235.00		
						CHECK TOTAL	235.00		
100064	PIERCE COUNTY SEWER	0001		INV	10/01/2025	664685-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-683-51837 -GG-5474-				5474	582.80			
							582.80		
100064	PIERCE COUNTY SEWER	0001		INV	10/01/2025	1512692-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-677-51831 -GG-5474-				5474	28.00			
							28.00		
100064	PIERCE COUNTY SEWER	0001		INV	10/01/2025	1571443-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5474-				5474	58.48			
							58.48		
100064	PIERCE COUNTY SEWER	0001		INV	10/01/2025	1576721-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-678-51832 -GG-5474-				5474	64.46			
							64.46		
100064	PIERCE COUNTY SEWER	0001		INV	10/01/2025	1576739-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-685-51839 -GG-5474-				5474	64.46			
							64.46		
100064	PIERCE COUNTY SEWER	0001		INV	10/01/2025	1633279-0925			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5474-				5474	691.40			
							691.40		
						CHECK TOTAL	1,489.60		
100159	PRINT NW LLC	0001	20250052	INV	09/27/2025	W44541501			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5492-				5492	2,697.81			
							2,697.81		
						CHECK TOTAL	2,697.81		

ACCOUNTS PAYABLE CHECK RUN REPORT**Detail Invoice List**

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100019	PUGET SOUND ENERGY CO	0000		INV	09/25/2025	200000971479-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-683-51837 -GG-5472-				5472	59.78			
							59.78		
100019	PUGET SOUND ENERGY CO	0000		INV	09/27/2025	200014542258-0825			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-679-51833 -GG-5472-				5472	57.14			
							57.14		
						CHECK TOTAL	116.92		
100395	QUADIENT LEASING USA,	0002	218249	INV	09/11/2025	Q1975923			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 502-09-668-59118 -GG-5740-				5740	1,286.34			
							1,286.34		
						CHECK TOTAL	1,286.34		
100081	R. W. SCOTT CONSTRUCT	0000	218480	INV	10/05/2025	2			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 302-08-302-59530 -CE-5630-				5630	311,611.48			
							311,611.48		
						CHECK TOTAL	311,611.48		
100221	RAILROAD MGMNT CO. II	0000		INV	09/25/2025	532033			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 401-05-081-53100 -UT-5490-				5490	417.05			
							417.05		
						CHECK TOTAL	417.05		
100307	JANET LYNN RAYOR	0000	218461	INV	09/19/2025	202549			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-743-57320 -CR-5410-				5410	800.00			
							800.00		
100307	JANET LYNN RAYOR	0000	218461	INV	09/22/2025	202550			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410	1,000.00			
							1,000.00		
						CHECK TOTAL	1,800.00		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025
DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
100557	RED HAWK FIRE PROTECT	0000	20250006	INV	09/25/2025	12470814			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-683-51837 -GG-5480-			5480		3,690.55			
									3,690.55
100557	RED HAWK FIRE PROTECT	0000	218526	INV	09/05/2025	12470571			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 505-11-683-51837 -GG-5480-			5480		810.00			
									810.00
									CHECK TOTAL
									4,500.55
100292	REED TRUCKING & EXCAV	0000	218021	INV	10/05/2025	10			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 302-08-302-59530 -CE-5630-			5630		335,677.34			
									335,677.34
									CHECK TOTAL
									335,677.34
100179	ROBINSON, JENNIFER	0000		INV	06/26/2025	WFOA25			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-04-040-51420 -GG-5432-			5432		897.17			
	2 001-04-040-51420 -GG-5439-			5439		111.00			
	3 001-04-040-51420 -GG-5437-			5437		58.66			
	4 001-04-040-51420 -GG-5431-			5431		122.00			
									1,188.83
									CHECK TOTAL
									1,188.83
100629	SCHEER.LAW PLLC	0001	218219	INV	07/01/2025	11883			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 002-07-090-51531 -GG-5410-			5410		4,774.00			
									4,774.00
100629	SCHEER.LAW PLLC	0001	218219	INV	07/31/2025	12003			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 002-07-090-51531 -GG-5410-			5410		2,756.50			
									2,756.50
									CHECK TOTAL
									7,530.50
100361	SHEA CARR & JEWELL, I	0000	218527	INV	09/18/2025	82166			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5411-			5411		5,333.00			

ACCOUNTS PAYABLE CHECK RUN REPORT**Detail Invoice List**

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
100361	SHEA CARR & JEWELL, I	0000	218527	INV	07/13/2025	81440			5,333.00
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5411-			5411		7,616.50			
									7,616.50
100361	SHEA CARR & JEWELL, I	0000	218367	INV	08/06/2025	81742			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 301-08-301-59476 -CR-5410-			5410		51,265.33			
									51,265.33
100361	SHEA CARR & JEWELL, I	0000	218367	INV	09/20/2025	82194			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 301-08-301-59476 -CR-5410-			5410		19,932.83			
									19,932.83
						CHECK TOTAL			84,147.66
100679	SEATTLE BALLOONING LL	0000	218294	INV	09/27/2025	1079			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-			5410		12,111.00			
									12,111.00
						CHECK TOTAL			12,111.00
100365	DAVID R SOBIE	0000	20250068	INV	09/22/2025	0000038			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-			5410		686.80			
									686.80
						CHECK TOTAL			686.80
100491	SOFTRESOURCES LLC	0000	218237	INV	10/02/2025	5471			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 502-09-664-51888 -GG-5411-			5411		6,018.75			
									6,018.75
						CHECK TOTAL			6,018.75
100523	STARVIN MARVIN LLC	0000	20250056	INV	09/23/2025	082325			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-			5410		500.00			
									500.00
						CHECK TOTAL			500.00

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
100633	STREAMLINE IMAGING LL	0000	218220	INV	08/06/2025	42486			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 002-07-090-51531 -GG-5410-				5410		1,744.00		
							1,744.00		
100633	STREAMLINE IMAGING LL	0000	218220	INV	10/08/2025	42806			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 002-07-090-51531 -GG-5410-				5410		1,981.54		
							1,981.54		
						CHECK TOTAL	3,725.54		
100259	TACOMA WINSUPPLY, INC	0000		INV	09/17/2025	120602 01			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5340-				5340		69.04		
							69.04		
						CHECK TOTAL	69.04		
100520	FRANCO G REYNA MENDIO	0000		INV	08/22/2025	072325			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-743-57320 -CR-5318-				5318		235.99		
							235.99		
100520	FRANCO G REYNA MENDIO	0000		INV	09/19/2025	082025			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-743-57320 -CR-5318-				5318		266.59		
							266.59		
100520	FRANCO G REYNA MENDIO	0000	20250054	INV	09/22/2025	082525			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5410-				5410		500.00		
							500.00		
						CHECK TOTAL	1,002.58		
100054	UNITED RENTALS (NORTH	0001		INV	09/26/2025	252066401-002			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5453-				5453		166.26		
							166.26		
100054	UNITED RENTALS (NORTH	0001	218356	INV	09/24/2025	252066401-001			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-02-752-57390 -CR-5453-				5453		809.25		

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	809.25			
						975.51			
100263	UNIVERSAL FIELD SERVI	0000	218377	INV	09/07/2025	408434			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 302-08-302-59520 -CE-5411-			5411		1,301.72			
							1,301.72		
100263	UNIVERSAL FIELD SERVI	0000	215942	INV	09/07/2025	408426			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 302-08-302-59520 -CE-5410-			5410		1,279.33			
							1,279.33		
					CHECK TOTAL		2,581.05		
100518	URBAN RESTORATION GRO	0000	20250019	INV	09/11/2025	00049351			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-08-074-57680 -CR-5319-			5319		1,484.00			
							1,484.00		
					CHECK TOTAL		1,484.00		
100260	US BANK N.A. - CUSTOD	0001		INV	09/30/2025	745000006/AUG25			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 001-04-040-51420 -GG-5490-			5490		36.00			
							36.00		
					CHECK TOTAL		36.00		
100234	VALLANTYNE, GLENN	0000		INV	10/02/2025	REIMB			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 502-09-664-51888 -GG-5435-			5435		2,650.00			
							2,650.00		
					CHECK TOTAL		2,650.00		
100437	VALLEY SIGN LLC	0000	218481	INV	09/14/2025	5054			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 301-08-301-59476 -CR-5630-			5630		1,116.91			
							1,116.91		
					CHECK TOTAL		1,116.91		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 091525 09/15/2025

DUE DATE: 09/15/2025

CASH ACCOUNT: 999-00-000-000000-NO-1001-						Cash			
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
100340 VESTIS UNIFORM & WORK	0001		INV	09/11/2025	5120735666				
ACCOUNT DETAIL					LINE AMOUNT				
1 505-11-683-51837 -GG-5453-				5453	35.01				
						35.01			
100340 VESTIS UNIFORM & WORK	0001		INV	09/25/2025	5120743268				
ACCOUNT DETAIL					LINE AMOUNT				
1 505-11-683-51837 -GG-5453-				5453	35.01				
						35.01			
CHECK TOTAL						70.02			
159 INVOICES	WARRANT TOTAL				1,284,461.15	1,284,461.15			
	CASH ACCOUNT BALANCE					0.00			

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

Check Run Summary

CHECK RUN: 091525 09/15/2025
DUE DATE: 09/15/2025

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	GENERAL FUND 001-00-000-32160 -GG-3057-	BUSINESS LICENSES 50.00	0.00
001	CITY MANAGER 001-02-748-57390 -CR-5318-	FOOD AND BEVERAGE 311.87	-2,562.00
001	CITY MANAGER 001-02-752-57390 -CR-5312-	OTHER OPERATING SUPPL 2,325.32	0.00
001	CITY MANAGER 001-02-752-57390 -CR-5410-	PROFESSIONAL SERVICES 17,797.80	0.00
001	CITY MANAGER 001-02-752-57390 -CR-5453-	RENT/FURNITURE & EQUI 8,267.47	0.00
001	CITY MANAGER 001-02-752-57390 -CR-5492-	PRINTING/PHOTO SERVIC 2,697.81	0.00
001	CITY MANAGER 001-02-743-57320 -CR-5318-	FOOD AND BEVERAGE 502.58	0.00
001	CITY MANAGER 001-02-743-57320 -CR-5410-	PROFESSIONAL SERVICES 800.00	3,233.56
001	GENERAL FUND 001-03-031-51810 -GG-5410-	PROFESSIONAL SERVICES 502.00	7,028.16
001	GENERAL FUND 001-03-032-51811 -GG-5410-	PROFESSIONAL SERVICES 1,105.00	13,810.00
001	GENERAL FUND 001-03-034-51430 -GG-5410-	PROFESSIONAL SERVICES 344.95	11,835.91
001	GENERAL FUND 001-03-036-55720 -NE-5410-	PROFESSIONAL SERVICES 7,100.00	144,930.00
001	GENERAL FUND 001-04-040-51420 -GG-5431-	PER DIEM MEALS 122.00	-614.67
001	GENERAL FUND 001-04-040-51420 -GG-5432-	LODGING 897.17	-546.46
001	GENERAL FUND 001-04-040-51420 -GG-5437-	MILEAGE REIMBURSEMENT 58.66	324.55
001	GENERAL FUND 001-04-040-51420 -GG-5439-	OTHER TRAVEL EXPENSE 111.00	-83.64
001	GENERAL FUND 001-04-040-51420 -GG-5490-	MISCELLANEOUS 36.00	4,617.95
001	GENERAL FUND 001-08-074-57680 -CR-5319-	REPAIR & MAINTENANCE 1,484.00	1,286.44
001	GENERAL FUND 001-08-074-57680 -CR-5340-	REPAIR PARTS 69.04	-4,843.78
001	GENERAL FUND 001-08-074-57680 -CR-5411-	CONSULTING SERVICES 12,949.50	0.00
001	GENERAL FUND 001-08-074-57680 -CR-5471-	ELECTRICITY 110.48	-1,286.54
001	GENERAL FUND 001-08-074-57680 -CR-5473-	WATER BILLINGS 3,670.54	-19,112.39
001	GENERAL FUND 001-08-074-57680 -CR-5474-	SEWER BILLINGS 749.88	-4,720.56
001	GENERAL FUND 001-08-074-57680 -CR-5480-	REPAIR & MAINTENANCE 785.50	16,561.35

CASH ACCOUNT 999-00-000-000000-NO-1001- BALANCE .00

FUND TOTAL 62,848.57

002	POLICE/PUBLIC SAFETY 002-07-090-51531 -GG-5410-	PROFESSIONAL SERVICES 36,366.29	28,846.13
002	POLICE/PUBLIC SAFETY 002-07-095-51250 -GG-5410-	PROFESSIONAL SERVICES 9,000.00	7,000.00

FUND TOTAL 45,366.29

CASH ACCOUNT 999-00-000-000000-NO-1001- BALANCE .00

101	STREET FUND 101-08-073-54230 -TR-5471-	ELECTRICITY 1,365.93	-1,657.60
101	STREET FUND 101-08-073-54230 -TR-5473-	WATER BILLINGS 8,374.35	25,207.59
101	STREET FUND 101-08-073-54263 -TR-5471-	ELECTRICITY 3,669.62	-32,326.88
101	STREET FUND 101-08-073-54264 -TR-5471-	ELECTRICITY 314.61	761.20
101	STREET FUND 101-08-073-54264 -TR-5480-	REPAIR & MAINTENANCE 3,020.95	0.00
101	STREET FUND 101-08-073-54130 -TR-5480-	REPAIR & MAINTENANCE 367,586.42	0.00

ACCOUNTS PAYABLE CHECK RUN REPORT

CASH ACCOUNT 999-00-000-000000-NO-1001-			BALANCE .00	FUND TOTAL	384,331.88	
150	DONATIONS FUND	150-13-720-57690 -CR-5312-		OTHER OPERATING SUPPL	64.79	13,935.00
150	DONATIONS FUND	150-13-720-57690 -CR-5318-		FOOD AND BEVERAGE	72.93	-7.99
150	DONATIONS FUND	150-13-720-57690 -CR-5490-		MISCELLANEOUS	10.00	-14.31
				FUND TOTAL	147.72	
CASH ACCOUNT 999-00-000-000000-NO-1001-			BALANCE .00			
301	PARKS CAPITAL IMPROVE	301-08-301-59476 -CR-5410-		PROFESSIONAL SERVICES	71,198.16	1,076,768.34
301	PARKS CAPITAL IMPROVE	301-08-301-59476 -CR-5630-		OTHER IMPROVEMENTS	1,667.41	46,193.50
				FUND TOTAL	72,865.57	
CASH ACCOUNT 999-00-000-000000-NO-1001-			BALANCE .00			
302	PUBLIC WORKS, PARKS &	302-08-302-59530 -CE-5630-		OTHER IMPROVEMENTS	647,288.82	2,860,061.19
302	PUBLIC WORKS, PARKS &	302-08-302-59520 -CE-5410-		PROFESSIONAL SERVICES	1,279.33	0.00
302	PUBLIC WORKS, PARKS &	302-08-302-59520 -CE-5411-		CONSULTING SERVICES	1,687.77	0.00
302	PUBLIC WORKS, PARKS &	302-08-302-59520 -CE-5611-		EASEMENTS	850.00	0.00
				FUND TOTAL	651,105.92	
CASH ACCOUNT 999-00-000-000000-NO-1001-			BALANCE .00			
303	MUNICIPAL FACILITIES	303-08-303-59459 -TR-5640-		MACHINERY & EQUIPMENT	1,662.50	82,749.01
				FUND TOTAL	1,662.50	
CASH ACCOUNT 999-00-000-000000-NO-1001-			BALANCE .00			
401	SURFACE WATER MANAGEM	401-05-081-53100 -UT-5490-		MISCELLANEOUS	417.05	30,935.12
401	ENGINEERING	401-05-089-59431 -UT-5644-		TRANSPORTATION EQUIPM	19,518.00	798,965.00
401	SURFACE WATER MANAGEM	401-08-082-53100 -UT-5340-		REPAIR PARTS	21.29	4,818.78
				FUND TOTAL	19,956.34	
CASH ACCOUNT 999-00-000-000000-NO-1001-			BALANCE .00			
501	FLEET & EQUIPMENT REP	501-10-610-54870 -TR-5320-		GASOLINE	3,209.00	21,265.21
501	FLEET & EQUIPMENT REP	501-10-610-54870 -TR-5340-		REPAIR PARTS	926.35	-4,455.06
501	FLEET & EQUIPMENT REP	501-10-610-54870 -TR-5480-		REPAIR & MAINTENANCE	100.63	15,545.01
501	FLEET & EQUIPMENT REP	501-10-610-59418 -TR-5644-		TRANSPORTATION EQUIPM	19,517.99	0.00
501	FLEET & EQUIPMENT REP	501-10-615-54870 -TR-5480-		REPAIR & MAINTENANCE	48.01	453.74
501	FLEET & EQUIPMENT REP	501-10-640-54870 -TR-5480-		REPAIR & MAINTENANCE	0.00	1,500.00
501	FLEET & EQUIPMENT REP	501-10-618-54870 -TR-5480-		REPAIR & MAINTENANCE	0.00	1,687.00
501	FLEET & EQUIPMENT REP	501-10-630-54870 -TR-5480-		REPAIR & MAINTENANCE	414.43	0.00

City of University Place - EERP ~WA 532



ACCOUNTS PAYABLE CHECK RUN REPORT

501	FLEET & EQUIPMENT REP	501-10-650-54870 -TR-5480-	REPAIR & MAINTENANCE	0.00	1,471.60
CASH ACCOUNT 999-00-000-000000-NO-1001-			FUND TOTAL	24,216.41	
BALANCE .00					
502	INFORMATION TECHNOLOG	502-09-661-51870 -GG-5316-	COPIER & PRINTER SUPP	32.24	3,695.74
502	INFORMATION TECHNOLOG	502-09-662-51886 -GG-5311-	BOOKS, MAPS, AND PERI	0.00	600.00
502	INFORMATION TECHNOLOG	502-09-662-51886 -GG-5417-	DATA PROCESSING SERVI	1,143.00	1,445.00
502	INFORMATION TECHNOLOG	502-09-663-51887 -GG-5420-	COMMUNICATIONS	686.36	19,290.94
502	INFORMATION TECHNOLOG	502-09-663-51887 -GG-5423-	LONG DISTANCE CHARGES	9.06	-75.07
502	INFORMATION TECHNOLOG	502-09-664-51888 -GG-5411-	CONSULTING SERVICES	6,018.75	58,705.20
502	INFORMATION TECHNOLOG	502-09-664-51888 -GG-5435-	CONFERENCE/SEMINAR RE	2,650.00	70,600.00
502	INFORMATION TECHNOLOG	502-09-668-59118 -GG-5740-	LEASE PAYMENT	2,609.05	25,599.84
CASH ACCOUNT 999-00-000-000000-NO-1001-			FUND TOTAL	13,148.46	
BALANCE .00					
505	PROPERTY MANAGEMENT F	505-11-677-51831 -GG-5473-	WATER BILLINGS	238.86	-379.00
505	PROPERTY MANAGEMENT F	505-11-677-51831 -GG-5474-	SEWER BILLINGS	28.00	677.92
505	PROPERTY MANAGEMENT F	505-11-678-51832 -GG-5471-	ELECTRICITY	1,003.96	-1,260.98
505	PROPERTY MANAGEMENT F	505-11-678-51832 -GG-5474-	SEWER BILLINGS	64.46	435.92
505	PROPERTY MANAGEMENT F	505-11-679-51833 -GG-5472-	NATURAL GAS	57.14	3,000.00
505	PROPERTY MANAGEMENT F	505-11-679-51833 -GG-5473-	WATER BILLINGS	1,468.71	-2,643.04
505	PROPERTY MANAGEMENT F	505-11-683-51837 -GG-5453-	RENT/FURNITURE & EQUI	70.02	1,408.75
505	PROPERTY MANAGEMENT F	505-11-683-51837 -GG-5472-	NATURAL GAS	59.78	997.58
505	PROPERTY MANAGEMENT F	505-11-683-51837 -GG-5474-	SEWER BILLINGS	582.80	-2,144.00
505	PROPERTY MANAGEMENT F	505-11-683-51837 -GG-5480-	REPAIR & MAINTENANCE	4,500.55	8,098.94
505	PROPERTY MANAGEMENT F	505-11-685-51839 -GG-5471-	ELECTRICITY	617.64	694.30
505	PROPERTY MANAGEMENT F	505-11-685-51839 -GG-5474-	SEWER BILLINGS	64.46	-102.76
505	PROPERTY MANAGEMENT F	505-11-686-51840 -GG-5471-	ELECTRICITY	55.11	596.23
CASH ACCOUNT 999-00-000-000000-NO-1001-			FUND TOTAL	8,811.49	
BALANCE .00					
WARRANT SUMMARY TOTAL				1,284,461.15	
GRAND TOTAL				1,284,461.15	

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

Proposed Council Action:

Pass an Ordinance amending Section 5.05.060 of the University Place Municipal Code, relating to Business License Exemptions.

Agenda No: 7C

Dept. Origin: City Attorney

For Agenda of: October 7, 2025

Exhibits: Proposed Ordinance
AWC Handout

Concurred by Mayor: _____

Approved by City Manager: _____

Approved as to Form by City Atty.: _____

Approved by Finance Director: _____

Approved by Dept. Head: _____

Expenditure
Required: \$0.00

Amount
Budgeted: \$0.00

Appropriation
Required: \$0.00

SUMMARY/POLICY ISSUES

RCW 35.90.080 and .090 have required cities, working through the Association of Washington Cities, to form a model ordinance on general business requirements. The City of University Place has adopted the model ordinance. The statute further provides that "the model ordinance may be amended at any time to comply with changes in state law or court decisions. Any amendment to a mandatory provision of the model ordinance must be adopted with the same effective date by all cities." RCW 35.90.080(1)(c).

A change to the model business ordinance has been identified which necessitates an update to the municipal code. As detailed in accompanying materials from AWC, the main change would make a one-time increase from the current \$2,000.00 threshold to a higher threshold of \$4,000.00 for out-of-city businesses, which would be effective on January 1, 2026. An additional change is included to have an automatic adjustment based on inflation.

AWC has issued conflicting information regarding the timing of this change. Under the statute, cities must provide the state with a 75-day advance notice of any changes, placing the deadline in mid-October, however, AWC has issued materials suggesting an October 1, 2025, deadline. In any event, the adoption deadline is January 1, 2026. While the underlying statute is less than a model of clarity, it suggests that the failure to adopt these requirements may preclude a city from enforcing its general business licensing requirements until the date that the mandatory provisions of the model ordinance take effect within the city.

MOTION/RECOMMENDATION

MOVE TO: Pass an Ordinance amending Section 5.05.060 of the University Place Municipal Code, relating to Business License Exemptions.

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING
SECTION 5.05.060 OF THE UNIVERSITY PLACE MUNICIPAL CODE; RELATIVE TO
BUSINESS LICENSING EXEMPTIONS**

WHEREAS, the State of Washington has adopted a one-time change to increase to a higher threshold for out-of-city businesses obtaining City of University Place business licenses from the current \$2,000 threshold to a higher threshold of \$4,000, effective January 1, 2026; and

WHEREAS, the Legislature also added that every four years this threshold will have an automatic period increase based on cumulative inflation; and

WHEREAS, cities with a business license must adopt the model by January 1, 2026; and

WHEREAS, the University Place Municipal Code Section 5.05.060 must be amended to reflect the new State requirements.

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

Section 1. Section 5.05.060 of the University Place Municipal Code entitled "Exemptions," is amended to read as follows:

5.05.060 Exemptions.

The following shall be exempt from the registration, license, and/or license fee provisions of this chapter:

A. Casual or isolated sales made by persons who are not engaged in the ongoing business of selling the type of property involved, providing that not more than four such sales events are made during any tax year.

B. All businesses with gross annual revenues of less than \$12,000.

C. All businesses which are exempt from tax registration endorsement under WAC 458-20-101(2)(a).

D. Minors engaged in babysitting, delivery of newspapers, lawn mowing, car washing, and similar activities.

E. Any instrumentality of the United States, state of Washington, or any political subdivision thereof, with respect to the exercise of governmental functions.

F. All special events sponsored by the City, but not to include participating commercial vendors.

G. Nonprofit organizations, including but not limited to religious, civic, charitable, benevolent, nonprofit, cultural or youth organizations.

H. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than ~~\$2,000~~ \$4,000 and who does not maintain a place of business within the City shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

The threshold amount in the preceding paragraph (H) will be adjusted every forty-eight months beginning on January 1, 2030 by an amount equal to the increase in the Consumer Price Index ("CPI") for "West

Urban, All Urban Consumers” (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight months) CPI increase using each 12-month period ending on June 30 of each prior year and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight month period, a zero (0) percent increase will be used in computing the annual basis.

I. Any broker, managing broker or designated broker licensed under Chapter 18.85 RCW; provided, however, that a real estate firm as defined by Chapter 18.85 RCW with gross income exceeding the amount in subsection (H) of this section from activities within the City of University Place shall be required to obtain a business license under this chapter.

Section 2. Severability. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 4. Effective Date. This Ordinance shall be in full force and effect on January 1, 2026, and after publication of the Ordinance summary.

PASSED BY THE CITY COUNCIL ON OCTOBER 6, 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



2026 City Business License Model Threshold update

Effective January 1, 2026

What are the main changes to the model threshold?

The main change in the update would make a one-time increase to a higher threshold to \$4000 for out-of-city businesses from the current \$2,000 threshold, effective January 1, 2026.

Other changes include:

- Every four years thereafter, the threshold would have an automatic periodic increase based on cumulative inflation.
- The rates of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
- To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest \$100.

Could my city still require a no fee registration for out-of-city businesses below the threshold?

Cities retain the local option of requiring a no-fee registration for out-of-city businesses below the threshold.

Was the definition of “engaging in business” changed?

No, the definition of engaging in business has not changed since the 2018 model was adopted.

What are the deadlines for all cities with business licenses to adopt the 2026 model threshold?

Cities with a business license **must** adopt the model by **January 1, 2026**.

However, cities that currently partner with the state’s Business Licensing Service (BLS) for business licensing administration must adopt it by mid-October 2025, because they must **provide BLS 75-day notice** of any changes to their business licenses, including this mandatory change.

What if my city has a higher threshold?

Cities can choose to enact a higher threshold. The \$4,000 city threshold for out-of-city businesses is the minimum level that every city must enact.

What if my city wants to have a threshold that applies to in-city businesses in addition to the out-of-city business threshold?

The \$4,000 threshold level for out-of-city businesses is a mandatory minimum threshold that every city business license city must adopt, but the law does not impact the city’s authority to have exemptions or other thresholds.

Cities can continue to require a license for businesses located in the city without regard to the threshold (unless the city chose to exempt these businesses).

Cities can also choose to enact a separate threshold exemption that applies to in-city businesses.

Who should my city notify when the model is adopted?

BLS partner cities: Send a completed Change Request Form to BLS notifying them of the update
All other cities: Email Sheila Gall, AWC (sheilag@awcnet.org) so we can track updates.

How will businesses find out about the changes?

Consider providing information on changes to your business license by adding information to your license renewal letter, sending a letter to your potentially impacted businesses, updating information on your city’s website or presenting to your local chamber.

Background on the 2018 model threshold

In the 2017 session, EHB 2005 (RCW 35.90) passed requiring three actions by cities with business licenses and local B&O taxes. The law required cities to make changes to business licensing, including requiring cities with business licenses to establish a workgroup to create a model business license threshold by July 2018 for adoption by all business license cities by January 1, 2019.

2018 model ordinance for local business licenses – minimum threshold

The 2018 model included a mandatory definition of “engaging in business” and a \$2000 minimum threshold (or occasional sale) exemption to establish when out-of-town or transient businesses are required to be licensed. All business license cities adopted the model by January 1, 2019 (RCW 35.90.080).

Contact

Sheila Gall

General Counsel

sheilag@awcnet.org

wacities.org

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

Proposed Council Action:

Pass an Ordinance amending the Franchise Agreement with U.P. Refuse Services, Inc. to replace references for specific seasonal events with language that allows for broader option considerations as agreed to by the Company and the City.

Agenda No:

7D

Dept. Origin:

Administrative Services

For Agenda of:

October 6, 2025

Exhibits:

Memo, Proposed Ordinance

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure

Required: \$0.00

Amount

Budgeted: \$0.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

University Place Refuse has a franchise agreement for refuse and recycling services with the City of University Place. Within the franchise agreement, the Company provides regular clean-up events for residential customers, referenced as Fall and Spring clean-up and yard waste pick-ups in section 20.2 of the agreement. To provide more flexible services in the future, as it relates to community clean-ups referenced in section 20.2 of the franchise agreement, more generalized language is proposed to allow for various methods used for clean-up and/or drop-off events to alleviate future required language amendments.

RECOMMENDATION/MOTION

MOVE TO: Pass an Ordinance amending the Franchise Agreement with U.P. Refuse Services, Inc. to replace references for specific seasonal events with language that allows for broader option considerations as agreed to by the Company and the City.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING THE FRANCHISE AGREEMENT WITH UNIVERSITY PLACE REFUSE SERVICES, INC., TO REPLACE REFERENCES FOR SPECIFIC SEASONAL EVENTS WITH LANGUAGE THAT ALLOWS FOR BROADER OPTION CONSIDERATIONS AS AGREED TO BY THE COMPANY AND THE CITY

WHEREAS, the City of University Place has established a solid waste utility; and

WHEREAS, the City contracts with University Place Refuse Services, Inc. to provide solid waste services within University Place under an existing Franchise Agreement which was approved on or about February 1, 2021; and

WHEREAS, the Franchise Agreement contains specific language related to Spring and Fall annual clean-up and yard waste pick-up events; and

WHEREAS, the City and University Place Refuse Services, Inc., desire to amend the Franchise Agreement to provide future flexibility in how these clean-up and pick-up events are done;

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

Section 1. Amendment of Agreements. Section 20.2 of the Franchise Agreement with University Place Refuse Services, Inc., is hereby amended as described in Exhibit A. All other provisions of the Franchise Agreement remain unaffected by this amendment.

Section 2. Severability. If any one or more sections, subsections or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 3. Effective date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON OCTOBER 6, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

Published: xx/xx/xx
Effective Date: xx/xx/xx

Exhibit A

20.2. The City and the Company shall jointly design and implement additional collection events. These may include annual pick-ups, or household drop-offs. At a minimum, such collection events shall provide the opportunity for customers, at a frequency of no less than twice per year, to dispose of refuse materials or yard waste materials at no additional charge. Should the County approach the Company to host a paper shredding event within the City at premises controlled by the Company, the Company will make a good faith effort to consider hosting the event at a location within the City. These events are for the disposal of items not included in the normal collection services provided for in this Agreement. The material types and quantities eligible for these future special collection events and other details and conditions of these events shall be jointly discussed and agreed to by the Company and the City after considering the best interests of the City and its residents and the costs to the Company and the City of the event. Public information for these events shall be a shared responsibility of the City and the Company. The City will provide reasonable access to its newsletter, and publications and other media through which it communicates to the community at no cost to assist in publicizing these events and will assist the Company in staffing appropriate sites (i.e., drop-off sites). The Company shall not seek reimbursement for any cost it incurs from the planning and implementation of these events.

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

Proposed Council Action:

Authorize the City Manager to execute a Sponsorship Agreement with UP for Arts substantially in the form attached hereto.

Agenda No:

7E

Dept. Origin:

City Manager

For Agenda of:

October 6, 2025

Exhibits:

Sponsorship & Facility
Use Agreement

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure

Required: \$0.00

Amount

Budgeted: \$0.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

Up for Arts has expressed a desire to host one or more events free to all people during the 2025/2026 Event Season in the Atrium at the Civic Building. Due to the City's agreement with the Library, only events sponsored by these two organizations may be held in the Atrium.

Up for Arts has a long and standing tradition of providing quality arts education and enrichment activities in the City of University Place. The proposed chamber music events would take place on Saturday, November 8, 2025, February 28, 2026, and April 25, 2026, from 7pm to 8pm and offer a free opportunity for the community to connect while promoting an appreciation for the arts.

An agreement containing the details of the arrangements is attached for Council's approval.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to execute a Sponsorship Agreement with UP for Arts substantially in the form attached hereto.

SPONSORSHIP & FACILITY USE AGREEMENT

*THIS SPONSORSHIP AGREEMENT (the "Agreement") is entered into this **7th day of October 2025**, by and between **UP for Arts** (hereafter "Organizer"), the organizer or producer of the **UP for Arts Education** (hereafter the "Event" or "Special Event"), and the City of University Place ("City"), a Washington municipal corporation (collectively the "Parties").*

RECITALS

This Agreement is entered into based upon the following:

A. WHEREAS, Organizer is the organizer or producer of the Special Events which will take place on **November 8, 2025, February 28, 2026, and April 25, 2026**, in University Place, Washington whose purpose is to **provide free arts education performances**.

B. WHEREAS, UP for Arts has a long and standing tradition of providing quality arts education and enrichment activities in the City of University Place.

C. WHEREAS, After a COVID pandemic hiatus, UP for Arts returns to continue this valuable community tradition.

D. WHEREAS the Organizer promotes and advertises the Special Event for, among other things, the purpose of raising funds to pay for the costs associated with the Special Event.

E. WHEREAS this event is free to all people.

F. WHEREAS the City desires to be involved with the Special Event as a sponsor and have the Organizer promote the City in connection with and during the Event.

G. WHEREAS, the Organizer and the City intend by this Agreement to fully and completely set forth their conditions, agreement and understanding regarding the City's sponsorship and involvement with the Special Event, and the respective duties, obligations and rights of the parties.

H. NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated into the Agreement by this reference, the parties mutually agree as follows:

AGREEMENT

1. Definitions.

a. *Special Event Permit, Event Permit or Permit* means the permit issued by the City giving the Organizer official permission to promote and conduct the Event within the City of University Place.

b. *City Representative* means the City Manager's Special Events designee, or such other City staff person as designated by the City Manager or the City Manager's Special Events designee.

2. Express Representations of Organizer.

Organizer has received and reviewed a copy of the University Place Civil Library Building Atrium Policies and Procedures, a copy of which is attached to this agreement, and agrees to abide by the same, and in particular those provisions applicable to "Event Organizers." In addition, the Organizer agrees to abide by the following additional conditions:

- Use of the Atrium will not be granted when the primary purpose is for private or commercial gain or for commercial advertising purposes. This provision does not restrict the rental of other City facilities to commercial businesses for meetings, lectures, conferences, banquets and other uses so long as the primary purpose is not for commercial gain.
- The use of the Atrium shall not be granted for political purposes.
- Use of the Atrium will not be granted for any Special Event at which admission is charged or a collection of money taken, unless all such funds are to be used to cover the costs of the meeting and/or for bona fide municipal purposes, in which case, the applicant shall be obligated to provide to the City adequate documentation to establish that charges will cover costs only and/or that charges will be used for bona fide municipal purposes.
- Facilities used shall be limited to those specified on the approved application.

3. Sponsorship Fees.

a. The City agrees to sponsor the Event for the Event date set forth in section 6. *Term* through the provision of in-kind City of University Place services. The in-kind services shall include the use of the Civic Building Atrium. The in-kind services shall not include permit application fees, park rental fees, business license fees, alcohol license fees, Building Department fees or Fire Department inspection/permit fees.

b. Organizer shall pay 100% of the cost of any City services required to support and/or remedy the activities conducted in violation of the permit.

4. Record Inspection and Retention.

The City or its representative shall have the right to inspect and copy the records of Event upon reasonable notice. In addition, if an audit has been performed or is commenced during the term of this Agreement which pertains to the Event, a copy of such audit shall be provided to the City Representative. Organizer is required to provide any audit conducted within two years of the Event which covers the Event. Unless the audit is a public audit, Organizer may direct that the audit contains trade secrets and shall remain confidential to the extent permitted by the law. Organizer agrees to keep its Event related books in accordance with an approved bookkeeping system, to retain its books and records, including all records relating to the Event, for a period of three (3) years following the execution of this Agreement, and to make such books and records available for inspection by City Staff, or other designated representative of the City, at any time from the effective date of this Agreement until expiration of the required retention period. Organizer understands that the Washington Public Records Request Act contained in chapter 42.56 RCW may be applicable.

5. Promotional Consideration.

Organizer shall provide to the City during and in connection with the Event and during the terms of this Agreement, the following considerations, services, and promotion. The City of University Place shall be

considered a Sponsor of the Event. Organizer shall provide to the City during and in connection with the Event during the terms of this Agreement, the following considerations, services and promotion:

- a. Limited use of the Event logo upon written and authorized permission of the Organizer.
- b. City of University Place logo included on Event materials printed and displayed after this Agreement is signed.
- c. City of University Place logo and link to www.cityofup.com on the Event website.

Additionally, the City and Organizer agree to the provisions of section 6 contained here within titled "The City's Logo".

6. Term.

This Agreement shall become effective immediately and shall remain in full force and effect for the performances of **November 8, 2025, February 28, 2026, and April 25, 2026**. Each event date will be requested using the Atrium Reservation form. Multiple events can be included on one Atrium Reservation. Approved reservations will become attachments to this agreement.

7. The City's Logo.

Within a reasonable time following the execution of this Agreement, but not later than fifteen (15) business days following the execution of this Agreement, the City will provide to Organizer the design for the City's logo to be used by Organizer in its promotional and advertising materials for and in connection with the Event. Promotional and advertising materials using the City's logo shall be subject to the City Representative's prior written approval. Approval shall be provided by the City for a maximum of forty-eight (48) business hours following receipt of drafting advertising by Organizer with a request for approval. The granting of approval to use the City's logo shall be deemed a nonexclusive privilege for license only. Organizer shall have no property interest or other rights in the City's logo and shall use such logo only in connection with advertising or promotion of the Event. Upon termination of this Agreement, Organizer shall have no further right to use the City's logo. Any use of the City's logo in a manner inconsistent with the provisions of this paragraph shall give the City the right to disallow further use of its logo and shall constitute cause for termination of this Agreement.

8. Insurance.

It shall be a condition of the issuance and continued validity of any Special Event Permit granted pursuant to this Agreement that the Organizer first obtain, pay for and maintain a policy of general liability insurance or the equivalent insurance approved as to form by the City's Representative and the City's Risk Manager, which shall insure the City, including its officers and employees, against any liability, or claims of liability, brought or made by or on behalf of any person for personal injury (including death) or property damage caused by or arising out of any negligent act or omission of either the Organizer, or its agents, employees, volunteers or Event participants occurring during the period and as a result of the activities for which such Special Event Permit was issued. The amount of coverage to be provided by such policy shall not be less than \$1,000,000.00 combined single limit. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to this Event or location. Organizer may satisfy the requirements imposed by this Section through the presentation of a certificate of insurance, of at least the required amount of coverage, which indicates that the City of University Place is an additional insured. Such certification shall additionally provide that the acquired

insurance will not be modified, changed or terminated without written notice delivered to the City Risk Manager at least 30 days in advance.

9. Indemnity by Organizer.

Subject to the limitations of applicable law, Organizer shall indemnify, protect, defend and hold harmless City and its governing boards, officers, employees, authorized agents, contractors and subcontractors, and their respective successors and assigns from and against any and all liability, costs and expenses (including defense costs, legal fees, and experts' fees), and claims, losses, liabilities, suits, or actions of any kind (collectively "Claims and Expenses") for damages for personal injury (including death) or property damage, arising out of, relating to or as a result of any negligent or intentional acts or omissions of Organizer or its officers, directors, employees, authorized agents, vendors, contractors, subcontractors, or volunteers, except to the extent such Claims and Expenses are proximately caused by the negligence or willful misconduct of the City or its officers or employees.

10. Relationship of Parties.

The Parties acknowledge and agree that this Agreement does not constitute or create a franchise, partnership, joint venture, or other business relationship between Organizer and the City. The City is independent of Organizer and the City is not, and shall not, represent itself to be an agent or representative of Organizer. Further, Organizer is not, and shall not represent itself to be an agent of the City. Neither party to this Agreement shall have any authority, express or implied, to act as an agent on behalf of the other party, or to bind the other party to any obligation. Notwithstanding anything in this Agreement to the contrary, Organizer is solely and exclusively responsible for the control, direction, production and promotion of the Event, and the manner and method thereof. This section shall not prevent the City from exercising its police and regulatory powers and other public duties. This Agreement does not relieve Organizer from the requirement to obtain and comply with a Special Event Permit and other applicable laws.

11. Termination for Cause.

This Agreement may be terminated by either party if the other party materially breaches this Agreement and fails to cure such breach within 10 days of the date of receipt of notice of the breach from the non-breaching party. Any notice of the breach must set forth the nature of the breach. If the breach is not cured within said 10-day period, then this Agreement may be terminated only upon notice of the non-breaching party to the other. Alternatively, a non-breaching party may seek enforcement of this Agreement by an action at law or any other means provided at law or in equity. Failure to maintain required insurance shall be grounds for immediate termination.

12. Effect of Termination.

Upon termination of this Agreement, neither party shall have any further right, title or interest in or under this Agreement; except that the provisions set forth above in the Sections titled "Indemnity by Organizer" shall survive the termination of this Agreement. If there is a termination of this Agreement based upon the breach of either party of a term or provision of this Agreement, the Sections titled and "Indemnity by EVENT" shall survive the termination. This section shall not be construed to relieve Organizer of the duty to pay for City Services actually provided.

13. Notices.

All notices, requests, demands and other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given by registered or certified mail, return receipt requested, postage prepaid thereon as follows:

City of University Place

Attn: Marian Holloway
3609 Market Place W., Suite 200
University Place, WA 98466
MHolloway@cityofup.com
Phone: (253) 677-0799

UP for Arts

Attn: Debbie Klosowski
Email: debbieklosowski10@gmail.com
Phone: (253) 302-6413
Attn: Derek Zhao
Email: HappyDuo@gmail.com
Phone: (206) 234-3517

14. Assignment.

Neither party shall assign or attempt to assign this Agreement or any part thereof to any third party, without prior written consent of the other party.

15. Successors.

Notwithstanding the anti-assignment provisions of this Agreement, in the event any successor, transferee, or assignee of either party should acquire any interest in this Agreement or the Special Event Permit, then, in such event, the terms and conditions of this Agreement or the Special Event Permit shall be fully binding upon such third party and inure to such third party's benefit.

16. No Conflict.

Each party represents and warrants to the other that the party has the right and authority to enter into this Agreement, and that this Agreement presents no conflict with any obligation of the party with any third party.

17. Entire Agreement.

This Agreement sets forth the entire understanding and agreement of the parties regarding and/or relating to the Event and the subjects covered by this Agreement, and the Agreement supersedes all prior representations, negotiations and agreements.

18. Compliance with Laws.

Each party agrees that it will comply with all laws, rules, permit conditions, and regulations effecting this Agreement or the performance thereof.

19. Force Majeure.

Any delay or failure of either party to perform its obligations hereunder shall be excused to the extent that such delay or failure is caused by an event or occurrence beyond its reasonable control, such as, by way of example and not by way of limitations, acts of God, fire, floods, storms, explosions, riots, natural disasters, sabotage or labor problems which may materially impact the Event or its economic viability. A party claiming a force majeure shall give the other party notice thereof as soon as practicable. Should the event of force majeure continue beyond 30 days, or such shorter time period as may be reasonable under the circumstances, either party may terminate this Agreement.

20. Amendments.

This Agreement may only be amended in writing signed by both parties.

21. Headings.

The section headings used in this Agreement are for convenience only and are not intended to broaden or limit this Agreement or the interpretation thereof.

22. Governing Laws.

This Agreement shall not be construed for or against a party by virtue of which party drafted the Agreement. The Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington. Venue for any suit relating to this Agreement shall be in a court of competent jurisdiction located in Pierce County, Washington.

23. Waiver.

The failure of either party to enforce any provision of this Agreement shall not be construed or considered a waiver or release of such provision and such provision shall remain in full force and effect.

24. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Agreement or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Agreement or any part thereof.

IN WITNESS WHEREOF, the parties hereto have duly executed this Sponsorship Agreement between the Organizer, and the City of University Place as of the date first written above.

CITY OF UNIVERSITY PLACE

UP for Arts

By: _____

Stephen P. Sugg

City Manager

By: _____

Attn: Derek Zhao

Email: HappyDuo@gmail.com

Phone: (206) 234-3517

Approved as to form:

By: _____

Matthew S. Kaser,

City Attorney

Attachment A - Insurance

Attachment B - Atrium Reservation

Attachment C - Special Event Permit Application

Attachment D - Atrium Policy and Procedures

Attachment A *Insurance*

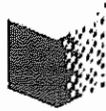
Certificate of Insurance Contractors must provide a **certificate of insurance naming the City as additionally insured** and containing the following details displayed in the *Description of Operations* section on the certificate. Use exact wording shown below. Multiple events can be noted on one certificate.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	
1. Name of Additionally Insured: <u>City of University Place, a Washington Municipal Corporation, and its officials, officers, employees, contractors, and agents.</u> 2. Event Name: (Your event name here) 3. Event Date: (Your event date here) 4. Event Location: (Your event location here)	
CERTIFICATE HOLDER City of University Place 3609 Market Place W STE 200 University Place WA 98466	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

Minimum Amounts of Insurance Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, unless larger attractions are included in the event rentals. Where bounce houses or other inflatable or large rentals are included the Commercial General Liability insurance shall be written with limits of no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and is determined on and event by event basis and at the City's discretion.

Commercial General Liability Insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity **using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.**

POLICY NUMBER:	COMMERCIAL GENERAL LIABILITY CG 20 12 05 09
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY. ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS	
This endorsement modifies insurance provided under the following: COMMERCIAL GENERAL LIABILITY COVERAGE PART SCHEDULE	
State Or Governmental Agency Or Subdivision Or Political Subdivision: 	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	
Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions: 1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.	2. This insurance does not apply to: a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



**Pierce County
Library System**

Information & Imagination

3005 112th Street East
Tacoma, WA 98446
PH: 253.536.6500 FAX: 253.537.1809

University Place Civic and Library Building Atrium Reservation Application

University Place
WASHINGTON



3609 Market Place W, Ste 200
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

RECEIVED
AUG 05 2025

DEVELOPMENT SERVICES
CITY OF UNIVERSITY PLACE

This application will only be processed and the facility will only be reserved after this form has been completed and approved by the City of University Place and Pierce County Library System representatives, when applicable, and when all required fees are paid in full.

Application Information

Name of Organization UP for Arts / City of UP sponsorship
Contact Person Derek Zhao
Title VP of UP for Arts
Mailing Address City Zip Happy Duo Cafe 3609 Market PL W #101 U.P. WA 98466
Phone Derek 206-234-3517
Home Work Fax Cell
Email happyduo@ gmail. com

Event Information

Title of event, if applicable UP for Arts Chamber Music Festival
Briefly describe proposed use Free chamber music for community in library / civic atrium after hours from 7pm-8pm
Describe proposed set-up/use of space (i.e., tables, chairs, sound system, etc.) piano in front of fireplace chairs in rows, aisles on both sides + through center library chairs being used

☒ Yes or ☐ No - Will food be served? water & snacks donated by Happy Duo Cafe

☒ Yes, I agree to use recommended floor plan. ☒ Yes, I agree to return tables and chairs to its original location (see diagram).

Date/Time of the event. Note set-up and take-down time as well.

First option Saturdays: 9/6 & 11/8 & 2/28 & 4/25, all from 7pm to 8pm

Second option set up 5pm

Third option _____

Describe attendees

Invited guests ☒ Yes ☐ No

Open to public ☒ Yes ☐ No

Charge to attendees ☐ Yes ☒ No

Other _____

Number of people expected to attend 60

Acknowledgement

I have read the University Place Civic and Library Building Atrium Use Rules and agree to comply. I understand that I am responsible for any negligence incurred while using the atrium during this assigned time period.

Signature [Signature] Date 8/4/2025

You may submit this completed application by mail to the City of University Place, 3715 Bridgeport Way West, University Place, WA 98466, by fax at 253.566.5658, or by email at City_Hall@CityofUP.com. The City of University Place and the Pierce County Library System will review your application. Upon approval, the City will notify you and confirm your reservation.

FOR OFFICIAL USE ONLY

Approved: City of U.P. _____ Date _____ Pierce County Library Steve Gurney Date 8/11/25
Checklist: ☐ Facilities ☐ Engineering ☐ Janitorial ☐ Lock-up Services
Fee: \$ _____ ☐ Cash ☐ Check # _____ Receipt # _____

RECEIVED

AUG 05 2025

Attachment C
Special Event Permit Application

DEVELOPMENT SERVICES
CITY OF UNIVERSITY PLACE

**SPECIAL EVENTS PERMIT –
MINOR Application**
(1 to 299 participants)

University Place
WASHINGTON

3509 Market Pl W, Suite 200
University Place, WA 98466
PH: (253) 566-5656

Please fill out all of the required information COMPLETELY. Attach all site plans showing locations of all signs, fire hydrants, structures, and parking areas. Attach any route maps for parades or races, including indications for all streets or portions of streets to be closed. Submit proof of liability insurance, and additional insured endorsement. The non-refundable application fee is due at the time of application. Fees for City support services (if necessary) will be paid after departmental review and determination of costs, before the permit is issued. Application is due at least 30 days prior to the event.

PLEASE PRINT OR TYPE

(Derek) HUIQIANG ZHAO

Name of Applicant

UP for Arts

Address

Phone Number

Name of Organization

Derek Zhao

Address

3609 Market PL. W #101

Phone Number

206-234-3517

Name of On-Site Contact

Address

UP, WA 98466

Phone Number

Please check the event type:

☐ Athletic Event

☐ Park Event

☐ Car Show

☐ Parade

☐ Festival

☒

Other

Atrium Chamber Music Concert

Description of Event (in detail):

UP for Arts Chamber Music Festival

free concert for community in the atrium after hours

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ☐ YES ☒ NO

Will participants pay a fee or make a donation?

☐ YES ☒ NO

If yes, Admission Tax may be due pursuant to UPMC 4.60.

EVENT LOCATION (address or cross streets):

3609 Market PL. W.

7pm ~ 8pm

Sats, 9/6 & 11/8 & 2/28 & 4/25 60

DATE(s) of EVENT (INCLUSIVE)

Number of Participants including Spectators

FOR OFFICE USE ONLY

☐ MAJOR EVENT

☒ MINOR EVENT

☐ PRE-APPLICATION MEETING REQUIRED

☒ FEE EXEMPT

APPROXIMATE TIMES (indicate AM/PM) for:

9/16 Sat 9/18 2/28 4/25 5 PM 7 PM 8 PM 8:15 PM
Day 1 Assembly Event Start Event Close Disassembly

Day 2 Assembly Event Start Event Close Disassembly

Day 3 Assembly Event Start Event Close Disassembly

*Attach description of additional days if necessary

NAME OF STREET(S) TO BE CLOSED OR ALTERED AND THE TYPE OF CLOSURE REQUESTED (e.g. half-street or full-street, temporary with flag person for 3-5 minutes or with signs and barricades)

Street N/A Type of Closure

DESCRIPTION OF MARCHING UNITS, VEHICLES, AND BANDS (include size and number and attach a diagram of any parade, race, or other travel route)

SPECIAL CONSIDERATIONS - Please check all that apply to this event (Additional permits, insurance and/or licenses may be required). WILL THERE BE:

☐ AMPLIFIED SOUND (describe)
N/A

☐ ALCOHOL (additional insurance and WSLCB permit required) (describe)
N/A

☐ ANIMALS (describe)
N/A

☐ ATHLETIC EVENT (Participant Liability Insurance required) (describe)
N/A

- ☐ DRONES (Aviation liability insurance required) (describe)

N / A

- ☐ CATERERS or ☐ FOOD TRUCKS (Food vendors required to have liability insurance , including products completed operations coverage) (describe number and diagram locations)

N / A

- ☐ COOKING FACILITIES OR OPEN FLAME (describe number and size and diagram locations)

- * Fire Code requires that open flame and grease-laden cooking be conducted at least 12' from a tent or canopy cover. Separation requirements for cooking trailers may apply.
- * Food vendors must have proof of insurance and required Health Department permits.

N / A

- ☐ TENTS, CANOPIES, AND AWNINGS (describe number and size and diagram locations)

- * Fire Permits/inspections may be required for tents > 200 sf, canopies > 400 sf, and combinations of canopies without a 12' separation.

N / A

- ☐ INFLATABLES OR AMUSEMENT RIDES (additional insurance required) (describe number and size and diagram locations)

- * Must be licensed through Labor and Industries (L&I) and marked with the appropriate L&I inspection decal.
- * Vendor supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors at [Amusement Rides Operators \(wa.gov\)](https://www.lni.wa.gov/amusement-rides)).
- * The ride operator must be an employee of the vendor supplying the ride.

N / A

- ☐ SMOKING (If smoking is allowed, noncombustible ash containers are required. Diagram locations)

N / A

- ☐ FLOATS (describe number and size. Auto liability insurance required for all vehicle entries.)

- * Floats must be constructed of flame-retardant materials.

N / A

- ☐ ELECTRICAL POWER REQUIREMENTS (describe source & voltage and diagram power cord path)

N / A

- ☐ COMPRESSED GAS CYLINDERS (describe number and size and diagram locations)

N / A

- ☐ DUMPSTERS WITH CAPACITY > 1.5 CUBIC FT. (describe number and size and diagram locations)

N / A

- ☐ PORTABLE RESTROOMS (describe number and size and diagram locations)

* Some restrooms must meet ADA requirements.

N / A

- ☐ TEMPORARY PARKING (describe capacity and diagram locations)

* Parking in the public right-of-way may require a street-closure permit.

N / A

- ☐ ENTRANCE/EXIT (diagram ingress/egress for event and parking facilities)

N / A

- ☐ STAGES, BOOTHS, TRAILERS, MOTORHOMES, OR OTHER TEMPORARY STRUCTURES (describe number and size and diagram location)

* Building permits may be required for temporary structures.

N / A

- ☐ TEMPORARY SIGNAGE (describe number and size and diagram location)

* Five event signs < 30 sf. ea. & six off-premises directional signs < 4 sf. ea. permitted. A temporary sign permit may be required.

N / A

☐ VENDOR SALES (number of vendors conducting sales)

*UPMC 15.05 – Parks Code – may require separate sales permits for sales activities in City parks.

N / A

READ CAREFULLY AND SIGN

The City of University Place does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant/Organization, its members, or those attending the event. Applicant/Organization is required to obtain occurrence-based liability insurance in accordance with City of University Place policy, name the City of University Place as an additional insured on the policy using an endorsement at least as broad as ISO additional insured endorsement form CG 20 26, and shall provide proof of such insurance two-weeks prior to the date of the event. After reviewing this application, the City of University Place will determine the types and amounts of insurance required. Certificates of insurance and amendatory endorsements shall be submitted to the City for approval 14 working days prior to the event. Acceptability of insurance is subject to approval by the City's Risk Manager.

Applicant/Organization agrees to maintain access for emergency vehicles. Applicant/Organization agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event, as specified on the special events permit. Payment for estimated charges will be made prior to issuance of the Special Event Permit. If cancellation is necessary and written notice to the City is given within 48 hours, fees for City support services will be refunded.

Applicant/Organization shall defend, indemnify and hold harmless the City of University Place, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Organization, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of University Place.

Applicant is at least 18 years old and is authorized by Organization to agree to the terms of this Special Event Permit Application on Applicant's own, and Organization's behalf.



Signature of Applicant

8/5/2025

Date

HUIQIANG ZHAO

Print Name

Special Events Permitting Indemnification/Hold Harmless Agreement

University Place
WASHINGTON

3609 Market Place W., Suite 200
University Place, WA 98466-4488
PH: (253) 566-5656 FAX: (253) 460-2541

WHEREAS, UP for Arts ("Applicant") has applied for a Special Event Permit under City Ordinance codified at UPMC Chapter 5.10; NOW, THEREFORE, Applicant shall defend, indemnify and hold harmless the City of University Place, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Dated this 5 day of August 2025

Signature: [Signature]

Print name: HUIQIANG ZHAO

STATE OF WASHINGTON)
) ss:
COUNTY OF PIERCE)

I certify that I know of have satisfactory evidence that _____ (name of signer) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____

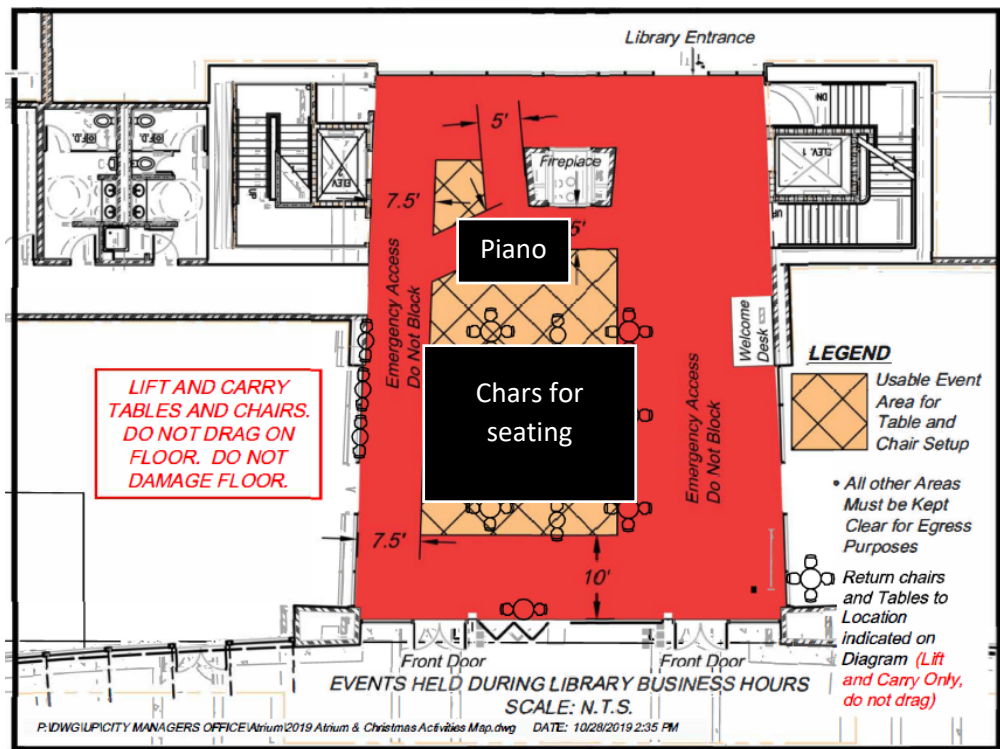
Signature: _____

Print Name: _____

NOTARY PUBLIC in and for the State of Washington,

Residing in _____

Commission expires: _____



-60 occupants with tables and chairs set-up. 120 maximum for standing room only.

Attachment D

Atrium Policies and Procedures Atrium Layout During and After Hours



3005 112th Street East
Tacoma, WA 98446
PH: 253.536.6500 FAX: 253.537.1809

University Place Civic and Library Building Atrium Policies and Procedures



3609 Market Place West, Suite 200
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

Facility Usage Policy:

The Library/Civic Building Atrium is available only for City of University Place (City) and Pierce County Rural Library District (Library) special events and for bulletin boards, information racks and information booths or kiosks that are approved by the City and the Library. "Library or City special event" shall mean any Library or City sponsored special event; currently, it does not include organizations affiliated with the City or the Library

Event Rules:

- Proposed Atrium special events will be scheduled by coordination between the City and Library representatives according to facility availability throughout the year.
- All events will be scheduled for times other than regular City and Library hours of operation, unless the City and Library representatives agree otherwise.
- Event set-up will not be permitted during City and Library regular hours of operation, unless the City and Library representatives agree otherwise.
- Event organizers must meet with the Library and City representatives to discuss the event plan including provisions for emergency exiting by attendees, layout/equipment to be brought in for the event, and the proposed activities. The Library and City representatives must approve the set-up and have the right in their sole discretion to deny events, or event plans not appropriate for the Atrium.
- Event set up rules include, but are not limited to:
 - No objects of any kind may be attached to the walls by any means.
 - No objects may obstruct exiting by attendees.
- In circumstances where an event is allowed to occur during City and Library regular hours of operation, no objects or event activities will be allowed to obstruct ingress and egress by Library or City patrons.
- Tables/chairs brought in for events must have rubber/plastic padding that prevent damage to Atrium floor. Event organizers must receive approval from the Library and City representatives for rental equipment to be brought into the Atrium.

Additional Requirements and Fees:

- A refundable damage/cleaning deposit of \$250 for use of the Atrium by City and Library partners is due one week prior to the event.
- A certificate of insurance is required and must be received by the City of University Place one week prior to the event or your reservation will be cancelled. The certificate must be in the applicant's name, provide insurance coverage of at least \$1,000,000 for bodily injury/property damage, name the City of University Place as an additional insured, include the event name, date and address. An Additional Insured Endorsement is required to accompany the certificate of insurance. A certificate of insurance can be obtained from your insurance agent or through the City's provider at <https://app.gatherguard.com/?v=0465-507>.
- The Library and City representatives have the right to impose additional requirements and levy charges as deemed appropriate within their sole discretion to particular events, including but not limited to the following:

- Security/Safety/Inspection costs: (including any required police or fire department personnel). Should an event require outside (City, County, State) safety or security approvals/inspections, the Library and City representatives may assess those charges upon the event organizer(s).
- Maintenance and set-up cost, in the event as determined within the sole discretion of the Library and City representatives that City and/or Library staff need to participate in set-up or in the event itself.

Cleaning

- Clean-up and removal of refuse from the event is the responsibility of the event organizer.
- The event organizer is required to provide trash receptacles and cleaning supplies including trash bags and paper towels for cleaning of the premises. All refuse must be removed by the event organizer from the building immediately after the event.
- If the City and Library representative determine in their sole discretion that, due to use during an event, additional cleaning and maintenance is necessary to return premises to its prior condition, special maintenance services will be arranged by the City and Library representatives and billed to the event organizer.

Equipment for Events

- Any equipment required for the event must be provided by the event organizer. Delivery and pick-up of all equipment and other rentals must be coordinated by the event organizer with the City and Library representatives.
- All event supplies, equipment, and rentals must be removed by the event organizer from the facility immediately following the event.
- The City and Library will not be responsible for any equipment, materials or property of any kind left on the premises by the event organizer or its vendors or agents, if any.
- The event organizer must provide its own personnel, dollies or carts for loading, unloading or carrying equipment to the area being used.
- All applicable building capacity requirements including fire codes and regulations regarding exits and entrances must be adhered to.

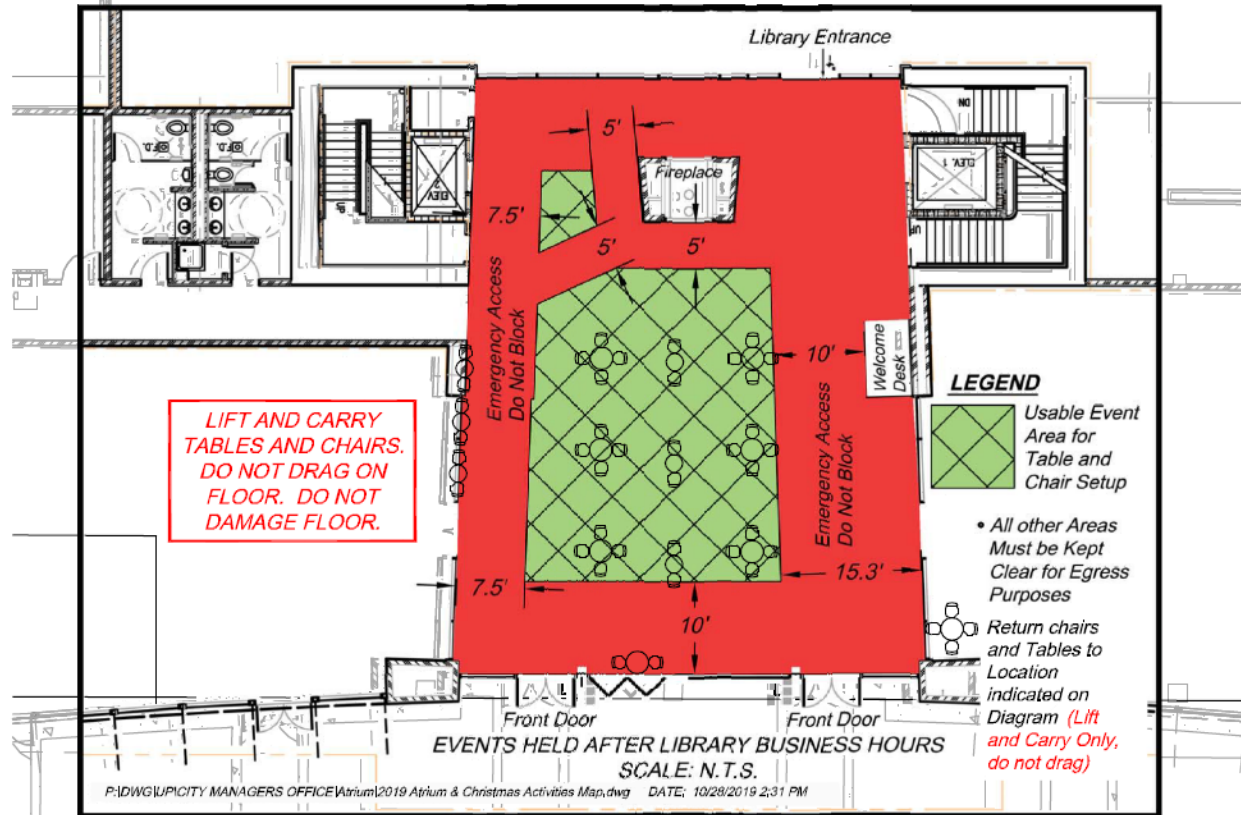
Catering

- Catering is permitted for events, but must be approved by the City and Library representatives.
- The caterer(s) or individual(s) responsible for food/beverages for the event organizer are required to meet with the City and Library representatives at least two weeks prior to the event to discuss logistics of preparation and serving of food/beverages within the facility.
- Adequate protective covering, as determined within the sole discretion of the City and Library representatives, must be provided by the event organizer for all the surfaces on which food and drink is served and consumed.
- Cooking inside the Atrium is not allowed. The building has no kitchen, cooking, or refrigeration facilities for public use. The event organizer/caterer must supply all necessary catering equipment and supplies. Candles or open flames are not permitted in the building.
- No catering equipment, supplies, or rentals may be left on the premises after the conclusion of the event. The City and Library will not be responsible for any lost or stolen catering supplies. These are the sole responsibility of the caterer or the event organizer.
- The event organizer will be fully responsible for ensuring that caterers clean up thoroughly. This includes depositing all trash in trash bags and removing them to containers outside the building and off the premises. If the City and Library representatives determine in their sole discretion the clean-up and rubbish removal of the caterer to be inadequate, the event organizer will be billed for any cleaning required.

Beverage/Alcohol Policy

- Any beverages for events, including coffee and condiments, will be provided by the event organizer. The event organizer is also responsible to provide any coffee makers, paper products, utensils, and coolers necessary for the event.

Events held after Library business hours



75 occupants with tables and chairs set-up. 150 maximum for standing room only.

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

Proposed Council Action:

Authorize the City Manager to execute a Sponsorship Agreement with Dance Theatre Northwest substantially in the form attached hereto.

Agenda No:

7F

Dept. Origin:

City Manager

For Agenda of:

October 6, 2025

Exhibits:

Sponsorship & Facility
Use Agreement

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure

Required: \$0.00

Amount

Budgeted: \$0.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

Dance Theatre NW has expressed a desire to host one or more events during the 2025 Event Season in the Atrium at the Civic Building. Due to the City's agreement with the Library, only events sponsored by these two organizations may be held in the Atrium. An agreement containing the details of the arrangements is attached for Council's approval.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to execute a Sponsorship Agreement with Dance Theatre Northwest substantially in the form attached hereto.

SPONSORSHIP & FACILITY USE AGREEMENT

*THIS SPONSORSHIP AGREEMENT (the "Agreement") is entered into this **3rd day of July, 2025**, by and between **Dance Theatre Northwest** (hereafter "Organizer"), the organizer or producer of the **DTNW Arts Are Education** (hereafter the "Event" or "Special Event"), and the City of University Place ("City"), a Washington municipal corporation (collectively the "Parties").*

RECITALS

This Agreement is entered into based upon the following:

A. WHEREAS, Organizer is the organizer or producer of the Special Event which will take place in the year 2025 in University Place, Washington, whose purpose is to **provide free arts are education performances**.

B. WHEREAS, the Organizer promotes and advertises the Special Event for, among other things, the purpose of raising funds to pay for the costs associated with the Special Event;

C. WHEREAS, the City desires to be involved with the Special Event as a sponsor, and have the Organizer promote the City in connection with and during the Event;

D. WHEREAS, the Organizer and the City intend by this Agreement to fully and completely set forth their conditions, agreement and understanding regarding the City's sponsorship and involvement with the Special Event, and the respective duties, obligations and rights of the parties.

E. NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated into the Agreement by this reference, the parties mutually agree as follows:

AGREEMENT

1. Definitions.

a. *Special Event Permit, Event Permit or Permit* means the permit issued by the City giving the Organizer official permission to promote and conduct the Event within the City of University Place.

b. *City Representative* means the City Manager's Special Events designee, or such other City staff person as designated by the City Manager or the City Manager's Special Events designee.

2. Express Representations of Organizer.

Organizer has received and reviewed a copy of the University Place Civil Library Building Atrium Policies and Procedures, a copy of which is attached to this agreement, and agrees to abide by the same, and in particular those provisions applicable to "Event Organizers." In addition, the Organizer agrees to abide by the following additional conditions:

- Use of the Atrium will not be granted when the primary purpose is for private or commercial gain or for commercial advertising purposes. This provision does not restrict the rental of other City facilities to commercial businesses for meetings, lectures, conferences, banquets and other uses so long as the primary purpose is not for commercial gain.

- The use of the Atrium shall not be granted for political purposes.
- Use of the Atrium will not be granted for any Special Event at which admission is charged or a collection of money taken, unless all such funds are to be used to cover the costs of the meeting and/or for bona fide municipal purposes, in which case, the applicant shall be obligated to provide to the City adequate documentation to establish that charges will cover costs only and/or that charges will be used for bona fide municipal purposes.
- Facilities used shall be limited to those specified on the approved application.

3. Sponsorship Fees.

a. The City agrees to sponsor the Event for the Event date set forth in section 6. *Term* through the provision of in-kind City of University Place services. The in-kind services shall include the use of the Civic Building Atrium. The in-kind services shall not include permit application fees, park rental fees, business license fees, alcohol license fees, Building Department fees or Fire Department inspection/permit fees.

b. Organizer shall pay 100% of the cost of any City services required to support and/or remedy the activities conducted in violation of the permit.

4. Record Inspection and Retention.

The City or its representative shall have the right to inspect and copy the records of Event upon reasonable notice. In addition, if an audit has been performed or is commenced during the term of this Agreement which pertains to the Event, a copy of such audit shall be provided to the City Representative. Organizer is required to provide any audit conducted within two years of the Event which covers the Event. Unless the audit is a public audit, Organizer may direct that the audit contains trade secrets and shall remain confidential to the extent permitted by the law. Organizer agrees to keep its Event related books in accordance with an approved bookkeeping system, to retain its books and records, including all records relating to the Event, for a period of three (3) years following the execution of this Agreement, and to make such books and records available for inspection by City Staff, or other designated representative of the City, at any time from the effective date of this Agreement until expiration of the required retention period. Organizer understands that the Washington Public Records Request Act contained in chapter 42.56 RCW may be applicable.

5. Promotional Consideration.

Organizer shall provide to the City during and in connection with the Event and during the terms of this Agreement, the following considerations, services, and promotion. The City of University Place shall be considered a Sponsor of the Event. Organizer shall provide to the City during and in connection with the Event during the terms of this Agreement, the following considerations, services and promotion:

- a. Limited use of the Event logo upon written and authorized permission of the Organizer.
- b. City of University Place logo included on Event materials printed and displayed after this Agreement is signed.
- c. City of University Place logo and link to www.cityofup.com on the Event website.

Additionally, the City and Organizer agree to the provisions of section 6 contained here within titled “The City’s Logo”.

6. Term.

This Agreement shall become effective immediately and shall remain in full force and effect for the performances of **October 18, 2025**. Each event date will be requested using the Atrium Reservation form. Multiple events can be included on one Atrium Reservation. Approved reservations will become attachments to this agreement.

7. The City’s Logo.

Within a reasonable time following the execution of this Agreement, but not later than fifteen (15) business days following the execution of this Agreement, the City will provide to Organizer the design for the City’s logo to be used by Organizer in its promotional and advertising materials for and in connection with the Event. Promotional and advertising materials using the City’s logo shall be subject to the City Representative’s prior written approval. Approval shall be provided by the City for a maximum of forty-eight (48) business hours following receipt of drafting advertising by Organizer with a request for approval. The granting of approval to use the City’s logo shall be deemed a nonexclusive privilege for license only. Organizer shall have no property interest or other rights in the City’s logo and shall use such logo only in connection with advertising or promotion of the Event. Upon termination of this Agreement, Organizer shall have no further right to use the City’s logo. Any use of the City’s logo in a manner inconsistent with the provisions of this paragraph shall give the City the right to disallow further use of its logo and shall constitute cause for termination of this Agreement.

8. Insurance.

It shall be a condition of the issuance and continued validity of any Special Event Permit granted pursuant to this Agreement that the Organizer first obtain, pay for and maintain a policy of general liability insurance or the equivalent insurance approved as to form by the City’s Representative and the City’s Risk Manager, which shall insure the City, including its officers and employees, against any liability, or claims of liability, brought or made by or on behalf of any person for personal injury (including death) or property damage caused by or arising out of any negligent act or omission of either the Organizer, or its agents, employees, volunteers or Event participants occurring during the period and as a result of the activities for which such Special Event Permit was issued. The amount of coverage to be provided by such policy shall not be less than \$1,000,000.00 combined single limit. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to this Event or location. Organizer may satisfy the requirements imposed by this Section through the presentation of a certificate of insurance, of at least the required amount of coverage, which indicates that the City of University Place is an additional insured. Such certification shall additionally provide that the acquired insurance will not be modified, changed or terminated without written notice delivered to the City Risk Manager at least 30 days in advance.

9. Indemnity by Organizer.

Subject to the limitations of applicable law, Organizer shall indemnify, protect, defend and hold harmless City and its governing boards, officers, employees, authorized agents, contractors and subcontractors, and their respective successors and assigns from and against any and all liability, costs and expenses (including defense costs, legal fees, and experts’ fees), and claims, losses, liabilities, suits, or actions of any kind (collectively “Claims and Expenses”) for damages for personal injury (including death) or property damage, arising out of, relating to

or as a result of any negligent or intentional acts or omissions of Organizer or its officers, directors, employees, authorized agents, vendors, contractors, subcontractors, or volunteers, except to the extent such Claims and Expenses are proximately caused by the negligence or willful misconduct of the City or its officers or employees.

10. Relationship of Parties.

The Parties acknowledge and agree that this Agreement does not constitute or create a franchise, partnership, joint venture, or other business relationship between Organizer and the City. The City is independent of Organizer and the City is not, and shall not, represent itself to be an agent or representative of Organizer. Further, Organizer is not, and shall not represent itself to be an agent of the City. Neither party to this Agreement shall have any authority, express or implied, to act as an agent on behalf of the other party, or to bind the other party to any obligation. Notwithstanding anything in this Agreement to the contrary, Organizer is solely and exclusively responsible for the control, direction, production and promotion of the Event, and the manner and method thereof. This section shall not prevent the City from exercising its police and regulatory powers and other public duties. This Agreement does not relieve Organizer from the requirement to obtain and comply with a Special Event Permit and other applicable laws.

11. Termination for Cause.

This Agreement may be terminated by either party if the other party materially breaches this Agreement and fails to cure such breach within 10 days of the date of receipt of notice of the breach from the non-breaching party. Any notice of the breach must set forth the nature of the breach. If the breach is not cured within said 10-day period, then this Agreement may be terminated only upon notice of the non-breaching party to the other. Alternatively, a non-breaching party may seek enforcement of this Agreement by an action at law or any other means provided at law or in equity. Failure to maintain required insurance shall be grounds for immediate termination.

12. Effect of Termination.

Upon termination of this Agreement, neither party shall have any further right, title or interest in or under this Agreement; except that the provisions set forth above in the Sections titled "Indemnity by Organizer" shall survive the termination of this Agreement. If there is a termination of this Agreement based upon the breach of either party of a term or provision of this Agreement, the Sections titled and "Indemnity by EVENT" shall survive the termination. This section shall not be construed to relieve Organizer of the duty to pay for City Services actually provided.

13. Notices.

All notices, requests, demands and other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given by registered or certified mail, return receipt requested, postage prepaid thereon as follows:

City of University Place

Organization: Dance Theatre Northwest

Attn: Marian Holloway
3609 Market Place W., Suite 200
University Place, WA 98466

Attn: Melanie Kirk-Stauffer
2811 Bridgeport Way #24
University Place, WA 98466

14. Assignment.

Neither party shall assign or attempt to assign this Agreement or any part thereof to any third party, without prior written consent of the other party.

15. Successors.

Notwithstanding the anti-assignment provisions of this Agreement, in the event any successor, transferee, or assignee of either party should acquire any interest in this Agreement or the Special Event Permit, then, in such event, the terms and conditions of this Agreement or the Special Event Permit shall be fully binding upon such third party and inure to such third party's benefit.

16. No Conflict.

Each party represents and warrants to the other that the party has the right and authority to enter into this Agreement, and that this Agreement presents no conflict with any obligation of the party with any third party.

17. Entire Agreement.

This Agreement sets forth the entire understanding and agreement of the parties regarding and/or relating to the Event and the subjects covered by this Agreement, and the Agreement supersedes all prior representations, negotiations and agreements.

18. Compliance with Laws.

Each party agrees that it will comply with all laws, rules, permit conditions, and regulations effecting this Agreement or the performance thereof.

19. Force Majeure.

Any delay or failure of either party to perform its obligations hereunder shall be excused to the extent that such delay or failure is caused by an event or occurrence beyond its reasonable control, such as, by way of example and not by way of limitations, acts of God, fire, floods, storms, explosions, riots, natural disasters, sabotage or labor problems which may materially impact the Event or its economic viability. A party claiming a force majeure shall give the other party notice thereof as soon as practicable. Should the event of force majeure continue beyond 30 days, or such shorter time period as may be reasonable under the circumstances, either party may terminate this Agreement.

20. Amendments.

This Agreement may only be amended in writing signed by both parties.

21. Headings.

The section headings used in this Agreement are for convenience only and are not intended to broaden or limit this Agreement or the interpretation thereof.

22. Governing Laws.

This Agreement shall not be construed for or against a party by virtue of which party drafted the Agreement. The Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington. Venue for any suit relating to this Agreement shall be in a court of competent jurisdiction located in Pierce County, Washington.

23. Waiver.

The failure of either party to enforce any provision of this Agreement shall not be construed or considered a waiver or release of such provision and such provision shall remain in full force and effect.

24. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Agreement or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Agreement or any part thereof.

IN WITNESS WHEREOF, the parties hereto have duly executed this Sponsorship Agreement between the Organizer, and the City of University Place as of the date first written above.

CITY OF UNIVERSITY PLACE

By: _____
Stephen P. Sugg
City Manager

Approved as to form:

By: _____
Matthew S. Kaser, City Attorney

DANCE THEATRE NORTHWEST

By: **Sarah Witherup**
Melanie Kirk-Stauffer
Artistic Director

Digitally signed by Sarah Witherup
DN: cn=Sarah Witherup, o=Dance Theatre Northwest,
email=sarahw@dtnw.org, c=US
Date: 2025.07.08 12:44:02 -07'00'

Attachment A - Insurance

Attachment B - Atrium Reservation

Attachment C - Special Event Permit Application

Attachment D - Atrium Policy and Procedures

Attachment A *Insurance*

Certificate of Insurance Contractors must provide a **certificate of insurance naming the City as additionally insured** and containing the following details displayed in the *Description of Operations* section on the certificate. Use exact wording shown below. Multiple events can be noted on one certificate.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	
1. Name of Additionally Insured: <u>City of University Place, a Washington Municipal Corporation, and its officials, officers, employees, contractors, and agents.</u> 2. Event Name: (Your event name here) 3. Event Date: (Your event date here) 4. Event Location: (Your event location here)	
CERTIFICATE HOLDER City of University Place 3609 Market Place W STE 200 University Place WA 98466	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

Minimum Amounts of Insurance Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, unless larger attractions are included in the event rentals. Where bounce houses or other inflatable or large rentals are included the Commercial General Liability insurance shall be written with limits of no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and is determined on and event by event basis and at the City's discretion.

Commercial General Liability Insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity **using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.**

POLICY NUMBER:	COMMERCIAL GENERAL LIABILITY CG 20 12 05 09
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY. ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS	
This endorsement modifies insurance provided under the following: COMMERCIAL GENERAL LIABILITY COVERAGE PART SCHEDULE	
State Or Governmental Agency Or Subdivision Or Political Subdivision:	
Information required to complete this Schedule, if not shown on your, will be shown in the Declarations.	
Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions: 1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.	2. This insurance does not apply to: a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



3005 112th Street East
Tacoma, WA 98446
PH: 253.536.6500 FAX: 253.537.1809

University Place Civic and Library Building Atrium Reservation Application



3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

This application will not be processed nor will the facility be reserved until this form has been completed and approved by the City of University Place and Pierce County Library System representatives, when applicable, and until all required fees are paid in full.

Application Information

Name of Organization Dance Theatre Northwest
Contact Person Melanie Kirk-Stauffer and Sarah Witherup
Title Artistic Director Assistant to the AD
Mailing Address City Zip 2811 Bridgeport WA W #24, University Place, WA
Phone Melanie - 253-208-9951 Sarah - 360-907-4733
Email info@dtnw.org Home this email goes to both of us Work Fax Cell

Event Information

Title of event, if applicable Dance Theatre Northwest Community Performance
Briefly describe proposed use Dance Theatre Northwest will provide a free dance presentation, showcasing a variety of dance styles to the community. This event aims to unite art and community through engaging and educational performances.

Describe proposed set-up/use of space, i.e. tables, chairs, sound system, etc.
Set-up needs to start at 2:30pm with a 4:00pm show. Tear down will be completed by 6:15pm. DTNW will bring lights, sound, and portable dance floor. Will need folding chairs from library.

☒ Yes, I agree to use recommended floor plan.

Date/Time of the event. Note set-up and take-down time as well.

First option **REVISED TIME:** Saturday October 18, 2025 Setup at 5:30, show at 7:00pm, done by 9:15

Second option _____

Third option _____

Describe attendees

Invited guests Yes ☒ No

Open to public Yes ☒ No

Charge to attendees Yes No ☒

Other _____

Number of people expected to attend 70

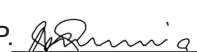
Acknowledgement

I have read the University Place Civic and Library Building Atrium Use Rules and agree to comply. I understand that I am responsible for any negligence incurred while using the atrium during this assigned time period.

Signature  Date 7/28/25

You may submit this completed application by mail to the City of University Place, 3715 Bridgeport Way W, University Place, WA 98466, by fax, 253.566.5658, or by email, City_Hall@CityofUP.com. The City of University Place and the Pierce County Library System will review your application and the City will respond to you.

FOR OFFICIAL USE ONLY

Approved: City of U.P.  Date 07/29/25 Pierce County Library Bonnie Svitavsky Date 7/29/2025

Checklist: ☐ Facilities ☐ Engineering ☐ Janitorial ☐ Lock-up Services

Date _____

Attachment C
Special Event Permit Application

SPECIAL EVENTS PERMIT – MINOR *Application* (1 to 299 participants)

University Place
WASHINGTON

3609 Market Pl W, Suite 200
University Place, WA 98466
PH: (253) 566-5656

Please fill out all of the required information **COMPLETELY**. Attach all site plans showing locations of all signs, fire hydrants, structures, and parking areas. Attach any route maps for parades or races, including indications for all streets or portions of streets to be closed. Submit proof of liability insurance, and additional insured endorsement. The non-refundable application fee is due at the time of application. Fees for City support services (if necessary) will be paid after departmental review and determination of costs, before the permit is issued. Application is due at least 30 days prior to the event.

PLEASE PRINT OR TYPE

<u>Sarah Witherup</u>	<u>2811 Bridgeport WA W #24, University Place</u>	<u>360-907-4733</u>
Name of Applicant	Address	Phone Number
<u>Dance Theatre Northwest</u>		<u>253-565-5149</u>
Name of Organization	Address	Phone Number
<u>Sarah Witherup</u>		<u>360-907-4733</u>
Name of On-Site Contact	Address	Phone Number

Please check the event type:

- | | |
|---|---|
| ☐ Athletic Event | ☐ Park Event |
| ☐ Car Show | ☐ Parade |
| ☐ Festival | ☒ Other <u>Dance Exhibition</u> |

Description of Event (in detail):

Dance Theatre Northwest will provide a free dance presentation, showcasing a variety of dance styles to the community. This event aims to unite art and community through engaging and educational performances.

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ☐ YES ☒ NO

Will participants pay a fee or make a donation? ☐ YES ☐ NO
If yes, Admission Tax may be due pursuant to UPMC 4.60.

EVENT LOCATION (address or cross streets): University Place Civic and Library Building Atrium

<u>Saturday October 18, 2025</u>	<u>70</u>
DATE(s) of EVENT (INCLUSIVE)	Number of Participants including Spectators

FOR OFFICE USE ONLY	☐ MAJOR EVENT	☐ MINOR EVENT
	☐ PRE-APPLICATION MEETING REQUIRED	☐ FEE EXEMPT

APPROXIMATE TIMES (indicate AM/PM) for:

Oct 18	2:30pm	4pm	6:15pm	
Day 1	Assembly	Event Start	Event Close	Disassembly
Day 2	Assembly	Event Start	Event Close	Disassembly
Day 3	Assembly	Event Start	Event Close	Disassembly

*Attach description of additional days if necessary

NAME OF STREET(S) TO BE CLOSED OR ALTERED AND THE TYPE OF CLOSURE REQUESTED (e.g. half-street or full-street, temporary with flag person for 3-5 minutes or with signs and barricades)

Street	Type of Closure

DESCRIPTION OF MARCHING UNITS, VEHICLES, AND BANDS (include size and number and attach a diagram of any parade, race, or other travel route)

SPECIAL CONSIDERATIONS - Please check all that apply to this event (Additional permits, insurance and/or licenses may be required). WILL THERE BE:

☒ AMPLIFIED SOUND (describe)

Will bring portable sound system to play the performancne music.

☐ ALCOHOL (additional insurance and WSLCB permit required) (describe)

☐ ANIMALS (describe)

☐ ATHLETIC EVENT (Participant Liability Insurance required) (describe)

- ☐ DRONES (Aviation liability insurance required) (describe)

- ☐ CATERERS or ☐ FOOD TRUCKS (Food vendors required to have liability insurance , including products completed operations coverage) (describe number and diagram locations)

- ☐ COOKING FACILITIES OR OPEN FLAME (describe number and size and diagram locations)
* Fire Code requires that open flame and grease-laden cooking be conducted at least 12' from a tent or canopy cover. Separation requirements for cooking trailers may apply.
* Food vendors must have proof of insurance and required Health Department permits.

- ☐ TENTS, CANOPIES, AND AWNINGS (describe number and size and diagram locations)
* Fire Permits/inspections may be required for tents > 200 sf, canopies > 400 sf, and combinations of canopies without a 12' separation.

- ☐ INFLATABLES OR AMUSEMENT RIDES (additional insurance required) (describe number and size and diagram locations)
* Must be licensed through Labor and Industries (L&I) and marked with the appropriate L&I inspection decal.
* Vendor supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors at [Amusement Rides Operators \(wa.gov\)](https://www.lni.wa.gov/amusement-rides)).
* The ride operator must be an employee of the vendor supplying the ride.

- ☐ SMOKING (If smoking is allowed, noncombustible ash containers are required. Diagram locations)

- ☐ FLOATS (describe number and size. Auto liability insurance required for all vehicle entries.)
* Floats must be constructed of flame-retardant materials.

- ☒ **ELECTRICAL POWER REQUIREMENTS** (describe source & voltage and diagram power cord path)
Will need access to power outlets for lighting and sound
-
-
- ☐ **COMPRESSED GAS CYLINDERS** (describe number and size and diagram locations)
-
-
- ☐ **DUMPSTERS WITH CAPACITY > 1.5 CUBIC FT.** (describe number and size and diagram locations)
-
-
- ☐ **PORTABLE RESTROOMS** (describe number and size and diagram locations)
* Some restrooms must meet ADA requirements.
-
-
- ☐ **TEMPORARY PARKING** (describe capacity and diagram locations)
* Parking in the public right-of-way may require a street-closure permit.
-
-
- ☐ **ENTRANCE/EXIT** (diagram ingress/egress for event and parking facilities)
-
-
- ☐ **STAGES, BOOTHS, TRAILERS, MOTORHOMES, OR OTHER TEMPORARY STRUCTURES** (describe number and size and diagram location)
* Building permits may be required for temporary structures.
-
-
- ☐ **TEMPORARY SIGNAGE** (describe number and size and diagram location)
* Five event signs < 30 sf. ea. & six off-premises directional signs < 4 sf. ea. permitted. A temporary sign permit may be required.
-
-

☐ **VENDOR SALES** (number of vendors conducting sales)

*UPMC 15.05 – Parks Code – may require separate sales permits for sales activities in City parks.

READ CAREFULLY AND SIGN

The City of University Place does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant/Organization, its members, or those attending the event. Applicant/Organization is required to obtain occurrence-based liability insurance in accordance with City of University Place policy, name the City of University Place as an additional insured on the policy using an endorsement at least as broad as ISO additional insured endorsement form CG 20 26, and shall provide proof of such insurance two-weeks prior to the date of the event. After reviewing this application, the City of University Place will determine the types and amounts of insurance required. Certificates of insurance and amendatory endorsements shall be submitted to the City for approval 14 working days prior to the event. Acceptability of insurance is subject to approval by the City's Risk Manager.

Applicant/Organization agrees to maintain access for emergency vehicles. Applicant/Organization agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event, as specified on the special events permit. Payment for estimated charges will be made prior to issuance of the Special Event Permit. If cancellation is necessary and written notice to the City is given within 48 hours, fees for City support services will be refunded.

Applicant/Organization shall defend, indemnify and hold harmless the City of University Place, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Organization, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of University Place.

Applicant is at least 18 years old and is authorized by Organization to agree to the terms of this Special Event Permit Application on Applicant's own, and Organization's behalf.

Sarah Witherup

Digitally signed by Sarah Witherup
DN: cn=Sarah Witherup, o=Dance Theatre Northwest, email=sarahw@dtnw.org, c=US
Date: 2025.07.08 12:44:33 -07'00'

Signature of Applicant

Date

Print Name

Special Events Permitting Indemnification/Hold Harmless Agreement



3609 Market Place W., Suite 200
University Place, WA 98466-4488
PH: (253) 566-5656 FAX: (253) 460-2541

WHEREAS, _____ ("Applicant") has applied for a Special Event Permit under City Ordinance codified at UPMC Chapter 5.10; NOW, THEREFORE, Applicant shall defend, indemnify and hold harmless the City of University Place, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Dated this _____ day of _____, _____.

Signature: _____

Print name: _____

STATE OF WASHINGTON)
) ss:
COUNTY OF PIERCE)

I certify that I know of have satisfactory evidence that _____ (name of signer) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____, _____.

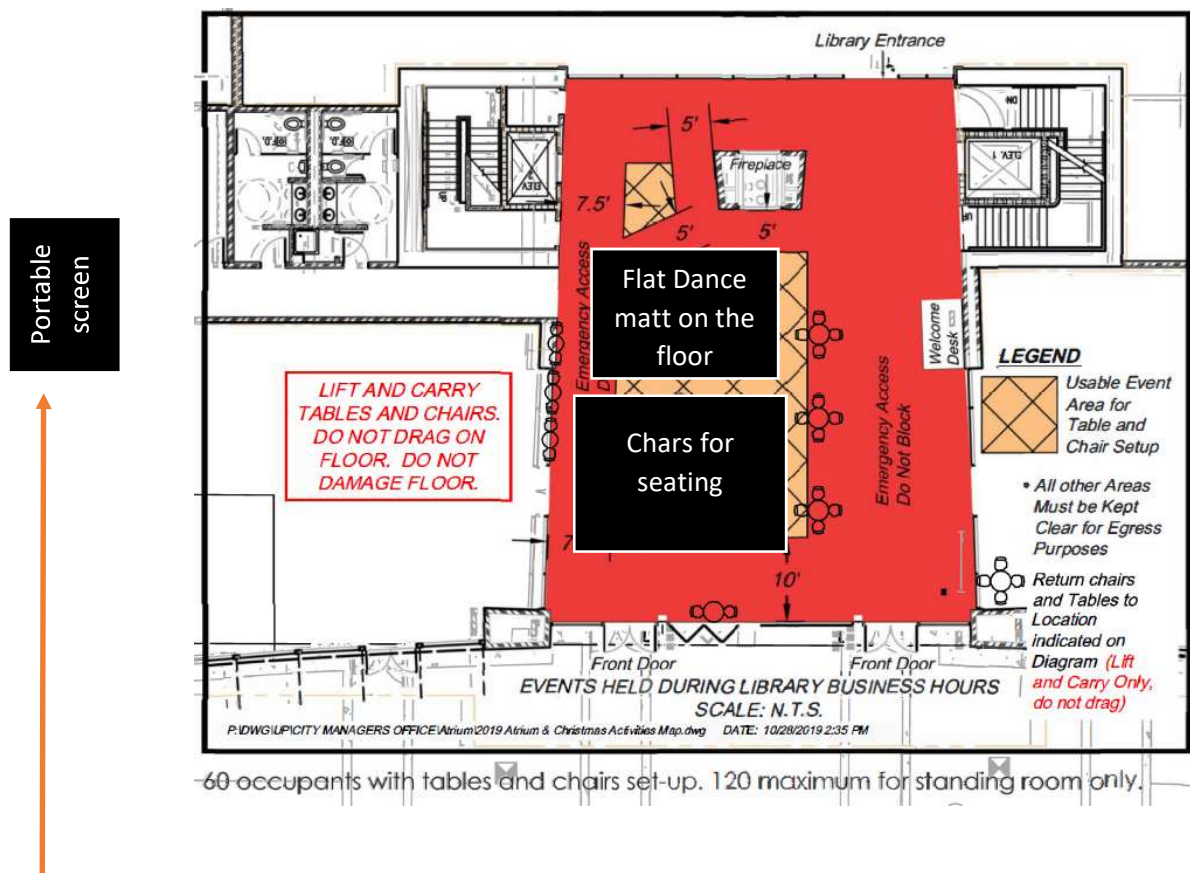
Signature: _____

Print Name: _____

NOTARY PUBLIC in and for the State of Washington,

Residing in _____

Commission expires: _____



DRESSING AREA LOCATED AT END OF HALLWAY, PAST BATHROOMS, AND SHALL NOT BLOCK EXIT DOORS. SEE SITE PLAN PAGE 2 OF 2 FOR MORE DETAILED VIEW.

Attachment D

Atrium Policies and Procedures Atrium Layout During and After Hours



3005 112th Street East
Tacoma, WA 98446
PH: 253.536.6500 FAX: 253.537.1809

University Place Civic and Library Building Atrium Policies and Procedures



3609 Market Place West, Suite 200
University Place, WA 98466
PH: 253.566.5656 FAX: 253.460.2541

Facility Usage Policy:

The Library/Civic Building Atrium is available only for City of University Place (City) and Pierce County Rural Library District (Library) special events and for bulletin boards, information racks and information booths or kiosks that are approved by the City and the Library. "Library or City special event" shall mean any Library or City sponsored special event; currently, it does not include organizations affiliated with the City or the Library

Event Rules:

- Proposed Atrium special events will be scheduled by coordination between the City and Library representatives according to facility availability throughout the year.
- All events will be scheduled for times other than regular City and Library hours of operation, unless the City and Library representatives agree otherwise.
- Event set-up will not be permitted during City and Library regular hours of operation, unless the City and Library representatives agree otherwise.
- Event organizers must meet with the Library and City representatives to discuss the event plan including provisions for emergency exiting by attendees, layout/equipment to be brought in for the event, and the proposed activities. The Library and City representatives must approve the set-up and have the right in their sole discretion to deny events, or event plans not appropriate for the Atrium.
- Event set up rules include, but are not limited to:
 - No objects of any kind may be attached to the walls by any means.
 - No objects may obstruct exiting by attendees.
- In circumstances where an event is allowed to occur during City and Library regular hours of operation, no objects or event activities will be allowed to obstruct ingress and egress by Library or City patrons.
- Tables/chairs brought in for events must have rubber/plastic padding that prevent damage to Atrium floor. Event organizers must receive approval from the Library and City representatives for rental equipment to be brought into the Atrium.

Additional Requirements and Fees:

- A refundable damage/cleaning deposit of \$250 for use of the Atrium by City and Library partners is due one week prior to the event.
- A certificate of insurance is required and must be received by the City of University Place one week prior to the event or your reservation will be cancelled. The certificate must be in the applicant's name, provide insurance coverage of at least \$1,000,000 for bodily injury/property damage, name the City of University Place as an additional insured, include the event name, date and address. An Additional Insured Endorsement is required to accompany the certificate of insurance. A certificate of insurance can be obtained from your insurance agent or through the City's provider at <https://app.gatherguard.com/?v=0465-507>.
- The Library and City representatives have the right to impose additional requirements and levy charges as deemed appropriate within their sole discretion to particular events, including but not limited to the following:

- Security/Safety/Inspection costs: (including any required police or fire department personnel). Should an event require outside (City, County, State) safety or security approvals/inspections, the Library and City representatives may assess those charges upon the event organizer(s).
- Maintenance and set-up cost, in the event as determined within the sole discretion of the Library and City representatives that City and/or Library staff need to participate in set-up or in the event itself.

Cleaning

- Clean-up and removal of refuse from the event is the responsibility of the event organizer.
- The event organizer is required to provide trash receptacles and cleaning supplies including trash bags and paper towels for cleaning of the premises. All refuse must be removed by the event organizer from the building immediately after the event.
- If the City and Library representative determine in their sole discretion that, due to use during an event, additional cleaning and maintenance is necessary to return premises to its prior condition, special maintenance services will be arranged by the City and Library representatives and billed to the event organizer.

Equipment for Events

- Any equipment required for the event must be provided by the event organizer. Delivery and pick-up of all equipment and other rentals must be coordinated by the event organizer with the City and Library representatives.
- All event supplies, equipment, and rentals must be removed by the event organizer from the facility immediately following the event.
- The City and Library will not be responsible for any equipment, materials or property of any kind left on the premises by the event organizer or its vendors or agents, if any.
- The event organizer must provide its own personnel, dollies or carts for loading, unloading or carrying equipment to the area being used.
- All applicable building capacity requirements including fire codes and regulations regarding exits and entrances must be adhered to.

Catering

- Catering is permitted for events, but must be approved by the City and Library representatives.
- The caterer(s) or individual(s) responsible for food/beverages for the event organizer are required to meet with the City and Library representatives at least two weeks prior to the event to discuss logistics of preparation and serving of food/beverages within the facility.
- Adequate protective covering, as determined within the sole discretion of the City and Library representatives, must be provided by the event organizer for all the surfaces on which food and drink is served and consumed.
- Cooking inside the Atrium is not allowed. The building has no kitchen, cooking, or refrigeration facilities for public use. The event organizer/caterer must supply all necessary catering equipment and supplies. Candles or open flames are not permitted in the building.
- No catering equipment, supplies, or rentals may be left on the premises after the conclusion of the event. The City and Library will not be responsible for any lost or stolen catering supplies. These are the sole responsibility of the caterer or the event organizer.
- The event organizer will be fully responsible for ensuring that caterers clean up thoroughly. This includes depositing all trash in trash bags and removing them to containers outside the building and off the premises. If the City and Library representatives determine in their sole discretion the clean-up and rubbish removal of the caterer to be inadequate, the event organizer will be billed for any cleaning required.

Beverage/Alcohol Policy

- Any beverages for events, including coffee and condiments, will be provided by the event organizer. The event organizer is also responsible to provide any coffee makers, paper products, utensils, and coolers necessary for the event.

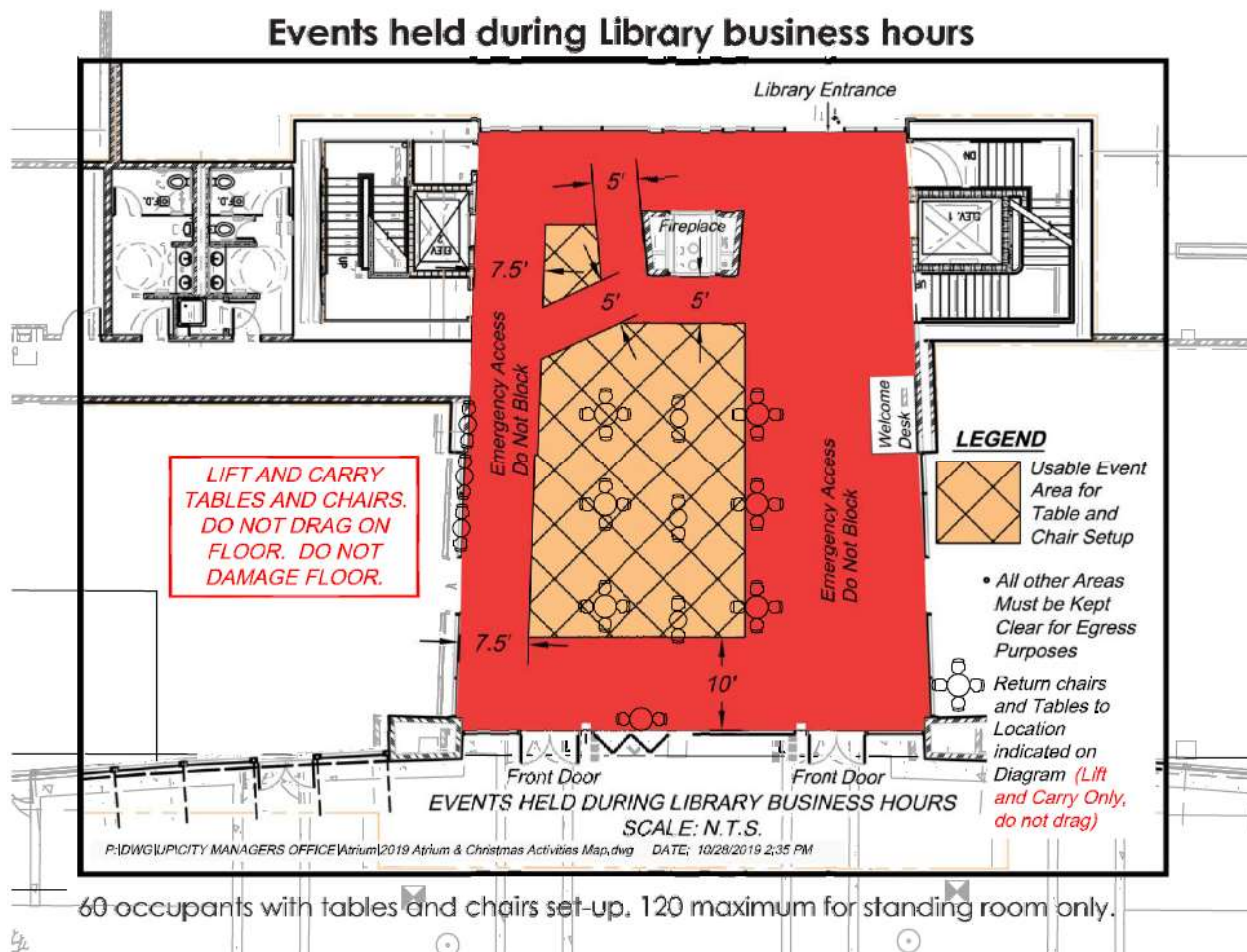
- Alcoholic beverages will be allowed only with the prior written approval of the City and Library representatives, and upon documented compliance with any other applicable laws and licensing requirements for the service of alcohol.

Utilities and Special Equipment

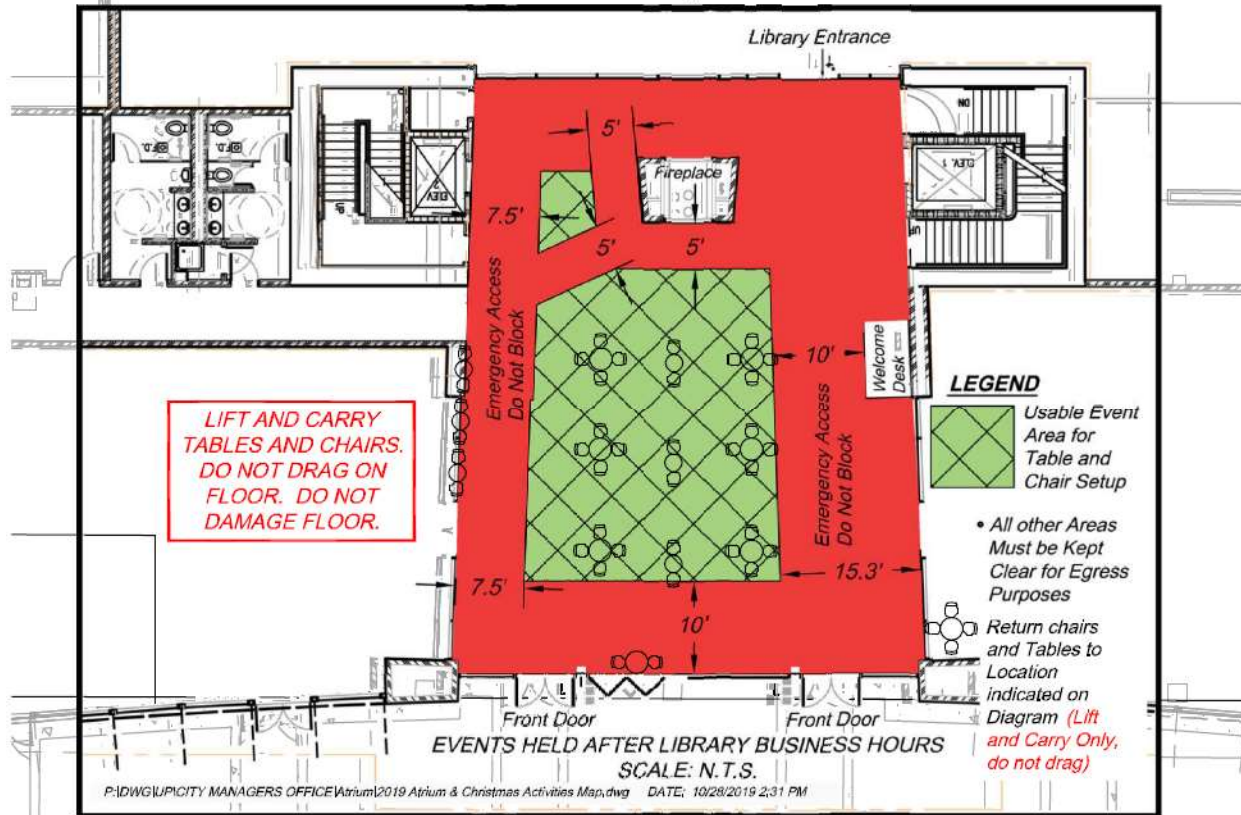
- The event organizer must accept the Atrium's existing environmental conditions for lighting, heating, cooling, and humidity ranges, all of which are determined in the City and Library's sole discretion.
- Any electrical equipment such as microphones, speakers, amplifiers, projectors, video and computer equipment, extension cords, generators, etc., must be provided by the event organizer or the organizer's vendor and must be approved by the City and Library representative.

Cancellation Policy

- The City and Library representatives have the right in their sole discretion to cancel special events due to unforeseen circumstances. Additionally, the Licensee's failure to comply with any of these rules or any other applicable laws or regulations may result in cancellation of the Licensee's event in the City and Library representative's sole discretion.



Events held after Library business hours



75 occupants with tables and chairs set-up. 150 maximum for standing room only.

PUBLIC HEARING & COUNCIL CONSIDERATION

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

Proposed Council Action:

Adopt a Resolution amending the Parks, Recreation and Open Space (PROS) Plan.

Agenda No:

8

Dept. Origin:

Public Works

For Agenda of:

October 6, 2025

Exhibits:

Resolution

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure
Required: \$0.00

Amount
Budgeted: \$0.00

Appropriation
Required: \$0.00

SUMMARY/POLICY ISSUES

The City's Parks, Recreation, and Open Space Plan (PROS) was last updated in 2020. In this update, additional parking and trail improvements were identified as needs to support both Kobayashi Preserve and Adriana Hess Wetland parks. Opportunities have arisen to acquire properties adjacent to these parks that can accommodate and support these identified needs.

In order to accommodate these opportunities, the following amendments to the PROS plan are recommended:

Section 6, Page 72 (Kobayashi Preserve): Add the following bulleted items under "Recommended Improvements":

- Acquire Parcel 0220262017
- Construct additional parking on Parcel 0220262017
- Construct additional trail improvements and amenities within and from Parcel 0220262017 to connect to existing trails and improvements.

Section 6, Page 76 (Adriana Hess Wetland Park): Add the following bulleted items under "Recommended Improvements":

- Acquire Parcel 9435000077
- Construct additional parking on Parcel 9435000077
- Construct additional trail connections and amenities within and from Parcel 9435000077 to connect to existing trails and improvements.

Section 6, Page 81 (UP PROS CIP Project Cost Opinion Summary): Add the following items under item 10 Kobayashi Preserve:

8. Acquire Parcel 0220262017 \$715,000-\$765,000 PIF/GF
9. Construct additional parking on Parcel 0220262017 \$50,000-\$75,000 PIF/GF/RCO
10. Construct additional trail improvements and amenities \$15,000-\$25,000 PIF/GF/RCO

Section 6, Page 8 (UP PROS CIP Project Cost Opinion Summary): Add the following items under item 14 Adriana Hess Wetland Park:

5. Acquire Parcel 9435000077 \$715,000-\$725,000 PIF/GF
6. Construct additional parking on Parcel 9435000077 \$50,000-\$75,000 PIF/GF/RCO
7. Construct additional trail improvements and amenities \$15,000-\$25,000 PIF/GF/RCO

ALTERNATIVES CONSIDERED

None.

RECOMMENDATION/MOTION

MOVE TO: Adopt a Resolution amending the Parks, Recreation and Open Space (PROS) Plan.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING
THE PARKS, RECREATION AND OPEN SPACE PLAN**

WHEREAS, the Parks, Recreation and Open Space Plan (PROS) is the City's master plan to provide parks, recreation and open space facilities and services to the community; and

WHEREAS, by Resolution 150 the City adopted its first PROS Plan on June 2, 1997; and

WHEREAS, because the Growth Management Act (RCW 36.70A) requires that the City plan for recreation and open space among other land uses, the City adopted the Parks, Recreation and Open Space Plan as an element of its Comprehensive Plan on July 6, 1988; and

WHEREAS, the City's most recent PROS Plan was adopted in 2020 with the passage of Resolution 914; and

WHEREAS, the University Place City Council has determined that amending the PROS Plan will provide a guide for development and management of the park system during the next planning window that will develop park site, improve quality of life for University Place residents, promote health and fitness, preserve open space, promote economic development, and protect the public health, safety and public interests;

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

Section 1. The City's Parks, Recreation & Open Space Plan is hereby amended as follows:

Section 6, Page 72 (Kobayashi Preserve): Supplement the "Recommended Improvements" with the following:

- Acquire Parcel 0220262017
- Construct additional parking on Parcel 0220262017
- Construct additional trail improvements and amenities within and from Parcel 0220262017 to connect to existing trails and improvements.

Section 6, Page 76 (Adriana Hess Wetland Park): Supplement the "Recommended Improvements" with the following:

- Acquire Parcel 9435000077
- Construct additional parking on Parcel 9435000077
- Construct additional trail connections and amenities within and from Parcel 9435000077 to connect to existing trails and improvements.

Section 6, Page 81 (UP PROS CIP Project Cost Opinion Summary): Supplement the UP PROS CIP Project Cost Opinion, Item 10 Kobayashi Preserve, with the following:

8. Acquire Parcel 0220262017 \$715,000-\$765,000 PIF/GF
9. Construct additional parking on Parcel 0220262017 \$50,000-\$75,000 PIF/GF/RCO
10. Construct additional trail improvements and amenities \$15,000-\$25,000 PIF/GF/RCO

Section 6, Page 8 (UP PROS CIP Project Cost Opinion Summary): Supplement the UP PROS CIP Project Cost Opinion, Item 14 Adriana Hess Wetland Park, with the following:

5. Acquire Parcel 9435000077 \$715,000-\$725,000 PIF/GF
6. Construct additional parking on Parcel 9435000077 \$50,000-\$75,000 PIF/GF/RCO
7. Construct additional trail improvements and amenities \$15,000-\$25,000 PIF/GF/RCO

Section 2. This Resolution shall be effective immediately on adoption

ADOPTED BY THE CITY COUNCIL ON OCTOBER 6, 2025

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

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

Proposed Council Action:

Approve the purchase of real property located at 6428 Chambers Creek Road West, University Place, WA 98467 currently owned by Joann D. Frederick, and authorize the City Manager to execute all necessary documents to complete the purchase.

Agenda No:

9

Dept. Origin:

Public Works Operations

For Agenda of:

October 6, 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

Required: \$735,000.00

Amount

Budgeted: \$735,000.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The City of University Place has identified the property located at 6428 Chambers Creek Road West, adjacent to Kobayashi Park, as a strategic acquisition for public use and future development. The purchase will be funded in part—50% through Park Impact Fees, reflecting the City's commitment to responsible fiscal planning. This acquisition supports the City's long-term goals for land use, parks, and community infrastructure, as outlined in its comprehensive planning documents. The property, currently owned by Joann D. Frederick, is available for purchase. Approval of this action authorizes the City Manager to execute all necessary documents to complete the transaction.

RECOMMENDATION/MOTION

MOVE TO: Approve the purchase of real property located at 6428 Chambers Creek Road West, University Place, WA 98467 currently owned by Joann D. Frederick, and authorize the City Manager to execute all necessary documents to complete the purchase.

STUDY SESSION

Memo

DATE: October 6, 2025
TO: City Council
FROM: Eric Faison, Assistant City Manager
SUBJECT: City of University Place 2026 Legislative Agenda Discussion

Background

The City's adopted legislative agenda has traditionally combined AWC's Legislative Priorities (to the extent the priorities are consistent with the City's goals) with specific policy and funding proposals reflective of our community's needs.

To help orient you, I have attached a copy of our 2025 legislative priorities handout and provided below a brief description of the session's outcomes. For the 2026 Legislative session, I have attached copies of AWC's adopted 2026 legislative priorities and a copy of South Sound Housing Affordability Partners' (SHA3P) 2026 legislative agenda. Lastly, you'll also find below City staff's policy and project ideas, and a few additional policy ideas raised by Council Member McCluskey.

Council's 2025 Legislative Outcomes

As you might recall, the 2025 session was less negatively impactful than feared and included some positive news for U.P. The Legislature adopted legislation in support of three of Council's priorities:

Support Local Government Fiscal Sustainability

- In HB 1791, the legislature harmonized the allowable uses of the local real estate excise taxes (REET), and extended authority to use these funds for operations and maintenance of parks and capital facilities.

Expand Programs for Youth and Seniors (removing state-imposed land use barriers that limit the development of childcare centers)

- In SB 5509, the Legislature required cities to allow childcare centers as outright permitted uses in all zones, except for industrial, light industrial, and open space zones. Cities must provide for conditional use approval of on-site childcare centers in industrial or light industrial zones, except in or around high hazard facilities. Cities may impose reasonable restrictions on the permit, including pickup and drop-off areas.
- In SB 5655, the Legislature provided additional, modest flexibility in the permitting calculations related to certificates of occupancy for childcare centers.

Enhance Public Safety

- In HB 2015, the legislature created a new state grant program and new councilmanic 0.1% local sales tax option for funding public safety programs. This was an AWC priority. However, the bill is unnecessarily complicated, requiring implementation of a long list of policy, reporting and compliance procedures to qualify for either source of funding. There also are questions about whether this funding mechanism can be used by cities that contract for police services.

2025 Session Project Grants

We did not receive funding for any of our Capital Budget and Transportation Budget projects in 2025.

Projects	Requests	Received
Day Island Bridge Design	\$800,000	-0-
Traffic Signal Upgrade Project	\$500,000	-0-
Alameda Drive Street Lighting	\$1,000,000	-0-
Alameda Drive Sidewalk Extension	\$2,000,000	-0-

Although we didn't receive grant funding directly from the State's budgets, the Legislature provided sufficient funding to the State's Recreation and Conservation Office (RCO) to ensure that our RCO grant request was funded. The RCO grant provided funding for a playground, restroom, parking enhancements, and accessibility improvements at Curran Apple Orchard.

Staff Ideas

Staff propose discussion on the following *policy issues*:

1. Request legislative clarification on the process for cities that contract for police services to qualify for funding provided in HB 2015 to hire and retain police officers, and support AWC's request for additional tools to support public safety.
2. Support AWC's request for increased funding for indigent defense to comply with State Supreme Court mandated reductions in caseloads.
3. Support AWC's request for direct and meaningful investments in local infrastructure (e.g., streets, sidewalks and utilities), including support for increased preservation, maintenance and operations cost resulting from state mandated zoning regulations that result in urban sprawl.
4. Provide local governments with tools to incentivize compliance with local design guidelines – aligning public and developer interests (which, due to recent State law changes, are heavily weighted towards developers).

5. Support South Sound Housing Affordability Partners (SSHA³P) efforts to expand housing affordability, supply and sustainability.

With regard to *state capital projects*, staff suggest discussion on the following potential requests:

- Day Island Bridge Design – \$800,000 for the design of a replacement for the Day Island Bridge.
- Traffic Signal Upgrade Project – \$750,000 to upgrade all signals with emergency battery backup, flashing left turn arrows, ADA audible pedestrian signals, and new video detection systems.
- Alameda Drive Lighting Improvements – \$1 million to install street lighting along Alameda Drive.
- Day Island Spit Road – \$1.5 million to enhance the seawall, raise the south Spit Road, and improve drainage to help address King Tide/flooding issues.
- Cirque Park Spray pad and Restroom – \$3 million to install spray pad and new restroom at Cirque Park.
- Cirque Park Sport Courts – \$2 million to install new, multi-function sport courts at Cirque Park that can accommodate up to nine pickleball courts, three basketball courts, or three tennis courts.
- City Hall battery back-up system – \$1 million to install a battery back-up system to City Hall and the Public Works shop to provide power during emergencies.

Council Member Ideas

Council Member McCluskey has suggested discussion of the following *policy issues*:

- Require collaboration between courts and behavior health and/or supportive service providers to ensure better outcomes for defendants.
- Ensure “Net Zero” (Pierce County homelessness program) and support to keep low-income residents in their homes.
- Environmental Protection:
 - Adopt regulations to protect Puget Sound water quality (from Titlow to Chambers Bay).
 - Provide state protections from federal actions that encourage tree cutting and mining in the state.
 - Provide funding and expertise for state-mandated climate action plans.
- Maintain local control over community planning. Oppose legislation that lessens the tools and flexibility that local governments have to accommodate population growth and address housing affordability.
- Provide funding for the adoption/updates to emergency management plans (given the reductions in federal support for FEMA).

UNIVERSITY PLACE 2025 LEGISLATIVE PRIORITIES

ENHANCE PUBLIC SAFETY

- Support the Association of Washington Cities ("AWC") request for legislative help to address police officer recruitment and retention, including additional funding for the municipal criminal justice assistance account and local funding.
- Support the AWC's request for programs to reduce juvenile crimes and to enhance juvenile mental health and behavioral health treatment.
- Request support and expanded access to State grant funds for local governments following emergency events, including enhanced access for residents affected by emergency events.
- Request a transparent and public process for state appropriation of opioid settlement funds.



SUPPORT LOCAL GOVERNMENT FISCAL SUSTAINABILITY

- Request legislation making permanent the financial flexibility provided in 2021 by E2SHB 1069, allowing cities to use a portion of their real estate excise tax revenue for maintenance and operations of parks and capital facilities.
- Support AWC's request for direct and meaningful investments in local infrastructure, including support for preservation, maintenance and operations, and funding for sewer extensions, bridges and stop lights.

SUPPORT SUSTAINABLE HOUSING

- Support South Sound Housing Affordability Partners (SSHA3P) efforts to expand housing affordability, supply and sustainability.



EXPAND PROGRAMS FOR YOUTH AND SENIORS

- Request expanded accessibility to childcare and after-school care options and removing state-imposed land use barriers that limit the development of childcare centers (including centers that are licensed to receive military subsidy).
- Support programs, partnerships, and funding to enhance senior transportation options.

THE CITY SEEKS FUNDING IN THE FOLLOWING AREAS:

- **Day Island Bridge** - \$800,000 for the design of a replacement for the structurally deficient and functionally obsolete Day Island Bridge.
- **Traffic Signal Upgrade Project** - \$500,000 to upgrade all signals to the emergency battery backup, flashing left turn arrows, and ADA audible pedestrian standards.
- **Alameda Drive Street Lighting Improvements** - \$1 million to install streetlighting along Alameda Drive.
- **Alameda Avenue Sidewalk Extension** - \$2 million to extend sidewalks along Alameda Drive from 40th street to Cirque Drive.

CONTACT INFORMATION

Mayor Javier Figueroa	253.682.7379
Mayor Pro Tem Edward Wood	253.677.5707
Council Member Frank Boykin	253.566.5656
Council Member Steve Worthington	253.565.4855
Council Member Denise McCluskey	253.566.5656

Council Member Stan Flemming	253.566.5656
Council Member Melanie Grassi	253.566.5656
City Manager Steve Sugg	253.460.2527
Asst. City Manager Eric Faison	253.460.5443

3609 Market Place West, Suite 200, University Place WA, 98466

Phone: 253.566.5656 Fax: 253.566.5658



2026 City Legislative Priorities

Cities and towns are home to 66% of Washington's residents, drive the state's economy, and provide the most accessible form of government. The success of our cities and towns depends on adequate resources and community-based decision-making to best meet the unique needs of our communities.

Washington's 281 cities and towns ask the Legislature to partner with us and act on the following priorities:



Indigent defense

Increase state support and funding for indigent defense services to meet existing needs as well as the new lower caseload mandates ordered by the Washington Supreme Court. Enhance state support for increasing the indigent defense workforce with incentives and programs to encourage more public defenders.



Transportation

Increase sustainable revenue that supports local transportation preservation, maintenance, and operations and includes direct distributions to cities and towns. Continue to support efforts to improve traffic safety. Explore revenue tools such as a highway usage fee, a retail delivery fee, expanded transportation benefit district (TBD) authority, or a "sidewalk utility."



Housing supply

Provide time to implement recent state housing legislation. Increase housing investments to meet needs across the housing continuum, including construction and preservation of affordable housing, home ownership, and senior housing. Support tools to better coordinate urban growth area (UGA) development and funding options such as a local option real estate excise tax, short-term rental tax, and expanded use of lodging taxes for housing.



Shared revenues

Continue the historical revenue-sharing partnership between the state and its cities and towns, which provides stability and continuity for local budgets. Preservation of these resources, such as liquor revenues and criminal justice assistance funds, are indispensable to local fiscal sustainability and predictability.



Contact: **Candice Bock**
Government Relations Director
candiceb@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org



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2026 AWC legislative agenda

The following items are the official 2026 City Legislative Priorities as adopted by the AWC Board.

2026 City Legislative Priorities

Enhance indigent defense: Increase state support and funding for indigent defense. Enhance state support for increasing indigent defense workforce.

Increase sustainability for local transportation preservation, maintenance, and operations needs:

Advocate for sustainable revenue that supports local preservation, maintenance, and operations and includes direct distributions to cities and towns. Continue to work to improve traffic safety and explore revenue tools like a highway usage fee, a retail delivery fee, and expanded Transportation Benefit District (TBD) authority, as well as other funding options such as a “sidewalk utility.”

Preserve state shared revenues: Preserve existing state shared revenues for cities and towns.

Improve housing supply: To help cities meet their goals for more housing affordability, cities need the state to provide the time to implement recent state housing legislation and, critically, provide new tools to increase housing investments. Cities need new investments and funding tools to meet the needs for affordable housing in cities large and small across the housing continuum, including construction and preservation of affordable housing, home ownership and senior housing, and support for tools such as updating UGA development, local option real estate excise tax and short-term rental taxes, and expanding use of lodging taxes for housing.

Issues that are significant to cities

- **Increase revenue flexibility:** Find opportunities to enhance existing revenue tools to make them more flexible and easier to implement including moving to more councilmanic options. Ensure a mix of local revenue options that are broad enough to meet unique community needs. Consider modifying the voter approved levy lid lift options to expand the maximum time that apply to the levy lid lifts. Continue to support revising the property tax cap.
- **Public safety funding:** Review new funding tools created in HB 2015 to ensure that they are effective and accessible for communities of all sizes. Continue to explore additional funding tools to support public safety.
- **Support programs to reduce homelessness:** Focus resources on programs that will help individuals access emergency shelter as well as permanent and supportive housing options. Focus on programs to reduce youth homelessness. Continue to support existing state funding for state right of way programs.
- **Enhanced emergency management support:** Support additional resources and technical assistance for emergency preparedness, disaster response, and long-term recovery
- **Behavioral health treatment capacity:** Support increased investments in community behavioral health treatment funding – both capital start-up and operational expenses; support expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient; support continued expansion of forensic behavioral health treatment capacity; Support substance abuse treatment and behavioral health crisis centers; provide more support for diversion programs and alternative response programs.
- **Increase technical assistance and community engagement in land use:** Focus state involvement on providing more technical assistance and preserving the importance of community engagement and

incentives. Avoid agency overreach that prioritizes state enforcement, redundancy, and substituting community engagement for bureaucratic process.

- Reduce costs and improve consistency in land use decisions: Reduce costs and improve consistency in land use by minimizing new mandates and providing more funding for implementing any state-mandated changes to land use and planning and permitting requirements. Allow for more time for implementation of recent changes.
- Updating UGA development: Ensure better coordination of development standards in unincorporated UGAs and cities to facilitate future annexations. Require county to apply city development standards in unincorporated UGA to facilitate future annexations. Explore opportunities to make it easier to make changes to UGA boundaries to support growth and housing targets.
- Nutrient General Permit for wastewater treatment: Ensure that any state efforts around developing the nutrient general permit are balanced between the benefits and the costs to local government and rate payers of wastewater systems. Update Marine Dissolved Oxygen science including update Marine DO Criteria last set in 1967.
- Infrastructure funding: Provide direct and meaningful state investment in local infrastructure for operations and maintenance of aging systems, including keeping up with state regulatory requirements. Preserve reliable revenue streams for the Public Works Assistance Account and fully fund the account.
- PFAS: Seek local liability protection for PFAS contamination and treatment. Seek additional investments and technical support for cities and towns responding to PFAS detection and contamination.
- Fish barrier removal (Culverts): Include local barrier correction in state investments and fully fund the Brian Abbott Fish Barrier Board list. Oppose diversion of existing local infrastructure funding to state culvert replacement.
- Support capital facilities planning: Provide more technical assistance and resources for capital facilities planning and assessing funding needs.
- Public records and public safety tools: Support efforts to limit release of data and images collected by automated license plate readers and other public safety camera systems to protect privacy and preserve this cost-effective public safety tool.
- Preserve public employer management rights: Protect against efforts to reduce management rights in collective bargaining, particularly efforts to impede a city's right to make decisions about expenditures, programs and new technology.
- Reduce inefficient and costly requirements: Find opportunities to reduce inefficient, costly, and outdated requirements and reports.

Issues that cities support

- Tax code structural changes: Support efforts to review and revise both state and local tax structures such that they rely less on regressive revenue options and recognize the unique aspects of different communities (i.e. border communities). Changes to the state tax structure should not negatively impact cities' revenue authority and should allow cities revenue flexibility to address their community's needs.
- Alternative Response programs: Support continued and expanded operational grant funding, as well as dedicated ongoing operational funding for co-response, municipal therapeutic courts, community courts, and diversion programs.
- Crime reduction: Support additional prosecutorial and law enforcement resources to address retail theft. Support efforts to prevent and address juvenile crime, including expansion of juvenile behavioral health treatment capacity. Support efforts to reduce gun violence.
- Support encampment mitigation: Advocate for resources similar to those used in state right of way to mitigate unsanctioned encampments located on city-owned and private properties.
- Streamlining state permitting/regulatory requirements: Explore changes to state permitting/regulatory requirements that are impacting housing development.
- Expand tax incentive for redeveloping surface parking lots: Expand existing tax incentive for redeveloping parking lots for affordable housing so that it is available to cities and towns of all sizes.

- Preserve mobile home parks: Advocate for more funding to support preservation and development of mobile home parks.
- Disincentivize investor residential purchases: Explore options to disincentivize investor purchases that result in out-of-state ownership and increased costs.
- Incentivize condominium development: Support efforts to expand development of condominiums as more affordable home-ownership options.
- Publicly owned land available for housing: Look for opportunities to reuse state owned land for housing. Explore expanding use of eminent domain for housing development.
- Alternative affordable housing options: Provide cities with more flexibility to regulate health and safety around temporary housing uses like RVs.
- SEPA and state permitting: Work on policy changes that provide clarity and certainty within SEPA, Shorelines and state permits without lessening any environmental protection measures.
- Balanced state regulatory requirements: Ensure state regulatory requirements are balanced and take into account the cost impacts on local governments and tax and ratepayers.
- State highways in cities & towns: Increase maintenance funding of state highways in cities and towns and avoid shifting these costs to local jurisdictions.
- Reduce city liability exposure: Seek opportunities to reduce liability exposure and reduce costs of litigation and insurance.
- Public Records: Continue to pursue changes to reduce the impacts of vexatious litigation.
- Public notice requirements: Provide more flexibility for public notice requirements given the cost of publication and limited reach. Allow cities to rely on more modern forms of communication.
- Update local government ethics code: Update local government ethics code to make it more consistent with state officials' ethics requirements.
- Audits and accountability: Provide more support for technical assistance and training around misuse of public funds. Explore options to reduce the costs of audits.
- Increase digital equity and accessibility statewide: Advocate for statewide funding that supports affordable connectivity and policies that increase digital literacy and adoption.
- Improving contracting and procurement: Improve efficiency and cost effectiveness in local bidding, contracting, and procurement.

Priorities (Proactive Engagement)

These are issues that SSHA³P will lead on or dedicate staff time to advance or oppose.

Workforce Housing Accelerator Program

SSHA³P supports fully funding the Workforce Housing Accelerator Program. This revolving loan program is designed to provide a new avenue to facilitate the financing of affordable housing for households earning at or below 80% of the area median income.

Fund Pierce County Affordable Housing Projects

SSHA³P seeks to ensure affordable housing projects throughout our communities are adequately funded and will actively support capital budget funding requests to further the creation and preservation of affordable housing in Pierce County.

Reduce Affordable Housing Costs

SSHA³P will advocate for policy options that seek to reduce the cost to construct and operate affordable housing. These options may include changes to the prevailing wage calculations, tax relief, and other options to make the development and preservation of affordable housing more achievable.

Support for Permanent Supportive Housing

SSHA³P supports ongoing operating and maintenance funding for permanent supportive housing (PSH) to keep these homes stable and sustainable over the long term. PSH units serve our most vulnerable and lowest income community members and advocating for reliable funding is essential to maintaining these units in the face of rising costs.

Active Engagement (Reactive or Supportive Engagement)

These items are not lead priorities but could have significant impact. SSHA³P may provide testimony, communicate with legislators, or join coalitions as needed.

Capital Budget Housing Investments

SSHA³P encourages the legislature to make significant capital budget investments in programs that fund the creation and preservation of affordable housing, including in the Housing Trust Fund, the Connecting Housing to Infrastructure Program, and SSHA³P will advocate for a funding backfill should federal HOME Investment Partnership Program funding be cut or reduced.

Local Affordable Housing Funding Options

SSHA³P supports the creation of local affordable housing funding options to give jurisdictions the tools they need to meet community housing needs. Creating and/or expanding local revenue sources ensures sustained investment in building and preserving homes affordable to low-income households.

Siting of STEP Housing

In its current form, House Bill 1195 would prohibit cities and towns from prohibiting transitional or permanent supportive housing (e.g. STEP housing) in any zone where residential units or hotels are allowed. SSHA³P opposes this approach and encourages the Legislature to – at a minimum – allow cities to require STEP housing to be sited in zones that allow at least seven multifamily residential units. This approach would be better suited to the siting these types of needed developments in areas more aligned average number of units produced by STEP housing projects.

Property Tax Exemption Program Eligibility

SSHA³P supports the expansion of eligibility criteria for homeowners to access the Senior and Disabled Household Property Tax Exemption Program.

Recreational Vehicles as Permanent Housing Units

SSHA³P opposes legislation to allow the siting of recreational vehicles as permanent housing units. Recreational vehicles (RVs) are not constructed as permanent housing units and relying on RVs for permanent housing risks creating substandard living conditions and diverts attention and resources away from developing safe, durable, and affordable homes that truly meet community needs.

Mixed-Income Housing

SSHA³P supports modifying project funding requirements and adding greater policy flexibility to encourage the development of mixed-income housing. Expanding these tools helps create more viable project proposals, access private investment, and create a diverse range of affordable and attainable housing options for households across incomes.

Source-of-Income Discrimination in Rental Housing

SSHA³P supports a Department of Commerce recommendation that the Legislature enact legislation to place source-of-income protections under Washington's Law Against Discrimination, RCW 49.60. While the Legislature did add source-of-income protections to the Residential-Landlord Tenant Act in 2018, that still requires the resident to file a lawsuit rather than putting it under RCW 49.60 which would allow it to be filed directly as a fair housing complaint.

Investments in Rental Assistance

SSHA³P supports continued investments in rental assistance to keep individual and families stably housed during times of financial hardship. These programs are critical tools for preventing avoidable evictions, reducing displacement, and protecting vulnerable households.



Monitoring/Tracking Items (Informational Only)

SSHA³P will track these bills and provide regular updates as part of weekly tracking but will not actively advocate for or against, unless they shift in scope or potential impact.

Updates to the Washington Uniform Common Interest Act

Land Banking Legislation

Dedicated Revenue to Fund Affordable Housing

Updates to the Residential Landlord-Tenant Act

Legislation to Mandate Residential Land Use and Permitting Changes

Construction Industry Workforce Development

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, October 6, 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: 398 524 035#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

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

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

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

AGENDA

- | | |
|---------|--|
| 6:30 pm | 1. CALL REGULAR MEETING TO ORDER |
| | 2. ROLL CALL |
| | 3. PLEDGE OF ALLEGIANCE – Mayor Pro Tem Wood |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• Indigenous Peoples' Day Proclamation• Bridgeport Place Assisted Living & Memory Care's 25th Anniversary• Deputy Sydney Davis Recognition• Deputy Chris Rather Retirement Recognition |
| 7:00 pm | 6. PUBLIC COMMENTS |
| 7:05 pm | 7A. – CONSENT AGENDA
7F. 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 09/15/25 Council meeting as submitted.

- | |
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| <p>B. Receive and File: Payroll for periods ending 08/31/25 and 09/15/25; and Claims dated 09/15/25.</p> <p>C. Pass an Ordinance amending Section 5.05.060 of the University Place Municipal Code, relating to Business License Exemptions.</p> <p>D. Pass an Ordinance amending the Franchise Agreement with U.P. Refuse Services, Inc. to replace references for specific seasonal events with language that allows for broader option considerations as agreed to by the Company and the City.</p> <p>E. Authorize the City Manager to execute a Sponsorship Agreement with UP for Arts substantially in the form attached hereto.</p> <p>F. Authorize the City Manager to execute a Sponsorship Agreement with Dance Theatre Northwest substantially in the form attached hereto.</p> |
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PUBLIC HEARING AND COUNCIL CONSIDERATION – (The following item(s) will require Council action.)

- | | |
|---------|---|
| 7:10 pm | 8.
PARKS, RECREATION AND OPEN SPACE (PROS) PLAN AMENDMENT
• Staff Report • Public Comment • Council Consideration |
| 7:25 pm | 9.
REAL PROPERTY PURCHASE – FREDERICK PROPERTY
• Staff Report • Public Comment • Council Consideration |
| 7:40 pm | 10.
CITY MANAGER & COUNCIL COMMENTS/REPORTS - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.) |

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

- | | | |
|---------|------------|--------------------------------|
| 8:00 pm | 11. | 2026 LEGISLATIVE AGENDA |
| 9:00 pm | 12. | ADJOURNMENT |

*PRELIMINARY CITY COUNCIL AGENDA

October 20, 2025
Regular Council Meeting

November 3, 2025
Regular Council Meeting

November 17, 2025
Regular Council Meeting

December 1, 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