

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

Documents:

[07-21-25 RM.PDF](#)

[AGENDA 07-21-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, July 21, 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: 944 913 272#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

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

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

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

AGENDA

- 6:30 pm 1. **CALL REGULAR MEETING TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE – Councilmember McCluskey**
4. **APPROVAL OF AGENDA**
- 6:35 pm 5. **PUBLIC COMMENTS**
- 6:40 pm 6A. – **CONSENT AGENDA**
- 6F. **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 July 7, 2025 Council meeting as submitted.
- B. Receive and File: Payroll for period ending 06/30/25 and 07/15/25; and Claims dated 06/30/25 and 07/15/25.
- C. Authorize the City Manager to execute an amendment to the Professional Services Agreement with SoftResources for consulting services for the implementation of the new ERP system.
- D. Authorize the City Manager to execute an amendment to the Lease Agreement between the City of University Place and SH&H Valuation, LLC.
- E. Authorize the City Manager to purchase two (2) HDPE salt brine storage tanks in the amount of \$59,150.12, including tax, and execute all the necessary contract documents.

F. Adopt a Resolution amending the City Council Rules of Procedure.

- 6:45 pm **7. CITY MANAGER & COUNCIL COMMENTS/REPORTS** - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.)
- STUDY SESSION** – (At this time, the Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)
- 7:05 pm **8. UNIVERSITY PLACE SCHOOL DISTRICT INTERLOCAL AGREEMENT**
- 7:25 pm **9. YMCA YOUTH RECREATION PROGRAM**
- 8:15 pm **10. LEGISLATIVE PROPOSAL: RENAMING HOMESTEAD PARK**
- 9:00 pm **11. ADJOURNMENT**

***PRELIMINARY CITY COUNCIL AGENDA**

August 4, 2025
Regular Council Meeting

August 18, 2025 - CANCELLED
Regular Council Meeting

September 2, 2025
Regular Council Meeting

September 15, 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

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, July 7, 2025**

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

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

Staff Present: City Manager Sugg, City Attorney Kaser, Community and Economic Development Director Briske, Public Works Director Ecklund, Senior Project Engineer Martin, and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember Worthington led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

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

The motion carried.

5. PUBLIC COMMENTS – None.

6. CONSENT AGENDA

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

A. Approve the minutes of the June 16, 2025 Council meeting as submitted.

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

The motion carried.

7. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg reported that the 36th Street and Grandview Drive Roundabout project construction is underway. He also announced that the Music on the Square series will commence this Wednesday and every Wednesday thereafter until August 27.

Councilmember McCluskey reported that the Pierce County Regional Council did not meet in June, but a meeting is scheduled for next week. She addressed initial concerns regarding a contractor for the Unified Growth Agency, which were resolved following a call with Mary Connolly. She attended the Association of Washington Cities (AWC) Conference, where she engaged in various sessions and seminars. Additionally, she shared insights from her recent family trip to Coeur d'Alene, highlighting notable redevelopment projects in the area.

Mayor Pro Tem Wood compared University Place favorably to other cities he visited during his vacation, appreciating the trails, parks, and bike lanes in University Place.

Councilmember Worthington attended the AWC Conference, where he shared insights from a tour highlighting economic development initiatives in Kennewick, supported by the legislature's LIFT designation, and drew comparison to similar opportunities in University Place. He contributed to the conference as a presenter, sharing his experience on planning efforts, land use and Growth Management Act at the conference.

Councilmember Boykin expressed appreciation for the insights shared by Councilmember Worthington during the AWC Conference and offered his own perspective on the value and benefits of attending the conference. He also reflected on his role as the City's voting delegate. Additionally, he emphasized the significance of Juneteenth and highlighted his participation in the Juneteenth breakfast held at the Eastside Community Center.

Councilmember Grassi shared that she visited the Farmers Market over the Fourth of July weekend and mentioned the availability of EBT and SNAP benefits. She encouraged families to take advantage of these programs to access fresh, local produce. She also attended the AWC Conference, stressing the value of the seminars and sessions in supporting her work on the Council. Additionally, Councilmember Grassi represented the City at the Juneteenth breakfast held at the Eastside Community Center and announced several upcoming community events.

Councilmember Fleming discussed the transformation of the AWC Conference from a party environment to a learning environment which made the conference more valuable for city leaders. He talked about the importance of fiscal accountability and collaboration with other cities, sharing insights and strategies to address common challenges and improve governance. Lastly, Councilmember Flemming shared his experience visiting a regional park funded by grants and other opportunities, which included a Community Center and a carousel.

Mayor Figueroa also attended the AWC Conference and stressed the importance of fiscal accountability and highlighted the financial challenges many cities face, particularly those operating at a deficit. He cited the City of Cle Elum's recent bankruptcy filing stemming from a legal dispute with a developer as a cautionary example. Mayor Figueroa also expressed heartfelt condolences to the people of Kerr County, Texas, following the devastating flood and tragic loss of life. He called for a moment of silence in their honor and proposed that the University Place City Council, along with its residents, send a formal letter of support to the affected community.

8. 27TH STREET BUSINESS DISTRICT PLAN

Planning and Economic Development Director Briske, alongside Public Works Director Ecklund, and Senior Project Engineer Martin, presented an overview of the 27th Street Business District Plan. The presentation covered the Plan's historical context, current status, and the active involvement of local business and property owners. Director Briske outlined the Plan's review process, public engagement efforts, and policy recommendations aligned with the City's Comprehensive Plan. The recommended actions represent new strategies identified during the planning process to advance the district's vision through targeted focus areas.

- **Regional Collaboration:** Director Briske discussed the importance of regional collaboration strategies to prioritize areas for potential impact and state investments. He highlighted the need for infrastructure improvements to attract private investment and enhance pedestrian safety. Strategies include pursuing economic incentives to support improvements along 27th Street.
- **Environmental and Climate Change:** Recommendations include improving pedestrian access to parks, expanding pathways and trails, enhancing public open spaces, and promoting sustainable building design through a green building program and incentives. This includes encouraging biking, walking, and reducing reliance on single-occupancy vehicles to lower greenhouse gas emissions. Director Briske also addressed the importance of stormwater management and proposed the development of an electric vehicle (EV) charging strategy to support the transition to cleaner transportation.

- Councilmember Fleming raised concerns about the safety of 27th Street, particularly regarding misaligned streets and pedestrian safety. Public Works Director Ecklund acknowledged the challenges and discussed potential solutions, including signalization and realignment of intersections.
- Land Use and Development Patterns: Director Briske discussed the importance of land use and development patterns, emphasizing the importance of cohesive architecture and landscape design. He highlighted the need for smaller blocks, improved vehicular connections, and promoting infill projects on underutilized parcels.
- Housing: The plan supports housing options for various income levels and different housing types, including missing middle housing; a potential multifamily tax exemption (MFTE) program to encourage market-rate multifamily development; expansion of housing typologies in neighborhoods surrounding the district, particularly for middle housing and townhomes; and gentle density increases near mixed-use zone to create a more cohesive transition between different zoning areas.
- Placemaking: Initiatives include enhancing landscaping and tree coverage, installing public art, and developing gateways and wayfinding signage. Director Briske emphasized the importance of creating unique identity for the district and fostering public gathering spaces.
- Economic Development and Vitality: Economic Development strategies focus on creation of a community Business Association, launching a façade improvement program, and collaborating with large organizations, such as UP Presbyterian Church, to support mission-driven housing and services disadvantaged populations.
- Transportation and Connectivity: The plan promotes a multimodal transportation network that integrates pedestrian and bicycle infrastructure, ensuring seamless connections to surrounding neighborhoods and districts. Key strategies include environmentally friendly street treatments (e.g., permeable pavements, greet streets), tailored level-of-service standards to encourage transit use, comprehensive parking management strategy, balanced mode-split goals to support sustainable travel, enhanced pedestrian crossing for safety and aesthetics, and support for temporary street closures for pedestrian and bicycle only events.

Public Works Director Ecklund and Senior Project Engineer Martin presented transportation and traffic analysis for the 27th Street corridor, discussing current traffic volumes, projected growth rates, and the impact on intersection levels of service. They emphasized the need for multimodal transportation improvements and environmentally friendly streetscapes.

Director Briske also addressed questions regarding utility capacity. He confirmed that water, sewer, power, and gas infrastructure can support projected growth and noted ongoing coordination with utility providers to ensure long-term service reliability.

The presentation concluded with an outline of the next steps, including returning the 27th Street Business District Plan to the Council for consideration.

9. COUNCIL RULES OF PROCEDURE AMENDMENTS

City Attorney Matt Kaser presented an overview of proposed revisions to the Council Rules. These included changes to how items are added to the agenda, the elimination of the Finance Committee, meeting adjournment procedures, and the process for issuing proclamations.

Regarding agenda items, Attorney Kaser explained updates to the legislative proposal form. He emphasized that Council members should not be responsible for identifying financial impacts or resource needs—this remains a staff responsibility.

On meeting adjournment, he clarified that under current rules, if no point of order is raised by 8:30 p.m., the meeting does not automatically extend. He proposed minor amendments to better reflect the Council's intent around extending meetings.

For proclamations, Attorney Kaser highlighted the need for flexibility and timely recognition of events. He outlined a revised process: proclamation requests would be initially reviewed by the Mayor, Mayor Pro Tem, City Manager, and City Clerk. If there is uncertainty, the request may be brought to the full Council for discussion. Once vetted, proclamations would be presented during Council comments for final approval, ensuring all members have input.

Council expressed support for a clear and inclusive process for proclamations. They agreed on the importance of flexibility and ongoing evaluation to ensure the rules remain effective. Minor adjustments to the proposed process were accepted, and the Council agreed to move forward with the changes.

At 8:59 p.m., a motion was made and was carried, to extend the study session by five minutes.

10. EXECUTIVE SESSION – At 9:05 p.m., the City Council recessed to Executive Session for approximately thirty minutes to discuss with legal counsel matters relating to litigation to which the agency is a party, as allowed by RCW 42.30.110(1)(i). The Council is not expected to take further action following the Executive Session.

At 9:25 p.m., 9:56 p.m., and 10:28 p.m., motions were made and were carried to extend the Executive Session to 10:00 p.m., 10:30 p.m., and 11:00 p.m. respectively.

11. ADJOURNMENT - The meeting adjourned at 10:49 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

AGENDA

VOUCHER APPROVAL DOCUMENT



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

Voucher for pay period ending 06-30-2025

Date		Name	Amount
07/03/2025	319115	AWC EMPLOYEE BENEFIT TRUST	121,794.94
07/03/2025	ACH	DIRECT DEPOSIT	298,552.34
07/03/2025	WIRE	IUOE LOCALS 302/612 TRUST FUND	11,358.84
07/03/2025	ACH	BANK OF AMERICA	43,072.99
07/03/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	52,611.58
07/03/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
07/03/2025	ACH	AFLAC INSURANCE	142.51
			<u>531,868.78</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 07-15-2025

Date		Name	Amount
07/18/2025	3191165	IRVING, SIMON E	1,036.98
07/18/2025	ACH	DIRECT DEPOSIT	305,133.75
07/18/2025	ACH	BANK OF AMERICA	44,432.18
07/18/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	37,901.44
07/18/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
07/18/2025	ACH	AFLAC INSURANCE	142.51
			<u>392,982.44</u>

Preparer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Signed: (Signature on file.)

Steve Sugg, City Manager

Date:

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 06-30-2025

Check Range: 51991864 – 51991943

Claims Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of University Place, and that I am authorized to authenticate and certify to said claim.

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

<u>Vendor Name</u>	<u>Replacement Check #</u>	<u>Original Check #</u>
Rogue Fitness	51991864	51991693

Auditing Officer: (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991865	6/16/2025	022202	WA STATE DEPT. OF AGRICL	MAY25	5/2/2025	MAY25/PESITCIDE LICENSE TES	150.00	150.00
	Voucher:	54602						
51991866	6/17/2025	026822	STAFFORD EXCAVATING	7	5/28/2025	MAY25/BROOKSIDE STORMWAT	83,014.88	83,014.88
	Voucher:	54588						
51991867	6/26/2025	026645	GALLUCCIS CATERING	11779	6/26/2025	RETAINER/CATERING SERVICE/	1,092.01	1,092.01
	Voucher:	54555						
51991868	6/30/2025	002661	AIR SYSTEMS ENGINEERING	10007526	6/4/2025	REPLACED LINEAR EXPANSION	3,008.43	
	Voucher:	54528		X13387-2	6/13/2025	INSTALLATION /EXHAUST FAN AI	13,883.06	16,891.49
51991869	6/30/2025	026784	ALISHIO PRODUCTIONS	027	6/16/2025	JUN03-JUN16/PLANNING/PRE-PF	1,170.00	1,170.00
	Voucher:	54529						
51991870	6/30/2025	026144	AMAZON	1WRN-LDMY-1W4	5/26/2025	UTILITY HOOKS	10.43	
	Voucher:	54530		1G94-3KKV-3XJR	6/23/2025	POWER STRIP/MONITOR ARM/TI	206.14	
				1FL7-NK64-3DYX	6/23/2025	OFFICE SUPPLIES	111.07	
				19TQ-9NYR-F73T	6/9/2025	BLUETOOTH HEADSET	119.77	
				1L61-VWHN-34H7	6/23/2025	BLUETOOTH KEYBOARD/TONER	206.94	
				1XT3-L16T-F6VR	6/9/2025	RACK SCREWS/VENTED RACK T	84.39	
				1YW9-J693-1PDD	6/23/2025	CARD READER	126.02	
				14TV-HQGC-G39C	6/9/2025	BLACKOUT WINDOW COVER/SO	95.03	
				19MN-4X16-FYMX	6/9/2025	SUPPLIES/COMPRESSION TUBE	85.12	
				116M-DW1T-G1CF	6/9/2025	STANDING DESK/DRAWER	1,033.19	
				1MYX-L1GW-3YR	6/23/2025	LEGOS	21.96	
				17FV-KQX3-GRTL	6/9/2025	TINTING TOOLS/HEAT REJECTIC	123.65	
				11H1-GJ6P-G3NY	6/9/2025	AIR FRESHENER/WEIGHT SET &	259.64	
				11H1-GJ6P-FJLT	6/9/2025	INDEX CARDSTOCK	71.43	
				1NPW-R1V1-DWF	6/9/2025	PENS/JACKET SLEEVES	92.90	
				1V6Q-MYX3-31GL	6/23/2025	FIRST AID KIT/RIBBON	170.52	2,818.20
51991871	6/30/2025	002718	AMERICAN PUBLIC WORKS	000887962	9/1/2025	2025/MEMBERSHIP/RENEWAL	270.00	270.00
	Voucher:	54531						
51991872	6/30/2025	001818	APEX ENGINEERING PLLC	202500632	6/16/2025	MAY01-MAY31/SALT & RIM/GREA	420.00	
	Voucher:	54532		202500631	6/16/2025	MAY01-MAY31/PW FACILITY SEW	1,232.50	1,652.50
51991873	6/30/2025	023411	AUTOZONE, INC.	01164898111	6/23/2025	MOTOR OIL	385.74	385.74
	Voucher:	54533						
51991874	6/30/2025	026510	AVIDEX INDUSTRIES LLC	146397	4/25/2025	COUNCIL CHAMBERS AV SYSTE	6,156.79	6,156.79
	Voucher:	54534						

Bank : bofa BANK OF AMERICA		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991875	6/30/2025	026437	BALLOON MASTERS	2025-1-WE	3/20/2025	BALLOONS/DUCK DAZE	910.53	910.53
		Voucher: 54535						
51991876	6/30/2025	026897	BRANK'S BBQ AND CATERIN MEALREIMB		6/7/2025	MEAL REIMB/DUCK DAZE/EMPLC	114.50	114.50
		Voucher: 54536						
51991877	6/30/2025	024357	BUD CLARY FORD/HYUNDAI 3SA052X		6/20/2025	2025 FORD ESCAPE PHEV/TRUC	43,763.25	
		Voucher: 54537	3SA053X		6/20/2025	2025 FORD ESCAPE PHEV/TRUC	43,763.25	87,526.50
51991878	6/30/2025	026726	BUENAVISTA SERVICES INC 12690		6/1/2025	MAY25/JANITORIAL SERVICES/C	3,830.00	3,830.00
		Voucher: 54538						
51991879	6/30/2025	002275	BUNCE DBA AMERICAN PAR 431427-5		6/9/2025	FACILITY RENTALS EVENTS/DUC	6,014.76	
		Voucher: 54539	436688-5		6/20/2025	FOLDING CHAIRS	48.26	
			437684-5		6/20/2025	SOUND SYSTEM RENTAL	343.03	
			431456-5		6/9/2025	EVENT RENTAL/DUCK DAZE	2,122.73	8,528.78
51991880	6/30/2025	023941	C.C.'S CLASSY CHASSIS INC W-2378		5/31/2025	MAY25/ULTIMATE WASH	32.00	
		Voucher: 54540	W-2377		5/31/2025	MAY25/EXTERIOR WASH	39.00	
			6355		5/31/2025	MAR25/CAR WASH/SUPREME N	134.32	
			W-2379		5/31/2025	MAY25/SELF SERVE WASH	51.50	256.82
51991881	6/30/2025	025573	CANON FINANCIAL SERVICE 41205575		6/11/2025	JUN25/IMAGEPRESS/SN: 35Q43C	619.36	
		Voucher: 54541	41205573		6/11/2025	JUN25/COPIER LEASE/SN: 2YJ1E	188.33	
			41205576		6/11/2025	JUN25/COPIER LEASE/SN: 35V07	220.66	
			41205574		6/11/2025	JUN25/COPIER LEASE/SN: BASY	231.61	
			41205571		6/11/2025	JUN25/COPIER LEASE/SN: 2KK0:	196.81	
			41205572		6/11/2025	JUN25/PRINTER LEASE/BAKS04:	102.50	1,559.27
51991882	6/30/2025	001288	CENTRAL WELDING SUPPLY 0002402280		6/4/2025	STEEL WIRE	221.61	221.61
		Voucher: 54542						
51991883	6/30/2025	001466	CHICAGO TITLE INSURANCE 251792-TC-1		5/22/2025	LITIGATION GUARANTEE	1,373.86	1,373.86
		Voucher: 54543						
51991884	6/30/2025	026543	CINTAS FIRST AID AND SAFE 5276207202		6/17/2025	AED SERVICE AGREEMENT/PW	153.20	
		Voucher: 54544	5275409811		6/12/2025	FIRST AID/AED SUPPLIES/CITY I-	64.89	218.09

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991888	6/30/2025	001024 CITY OF TACOMA	100089583	6/12/2025	LIGHTS/4016 GRANDVIEW DR W	15.07	
	Voucher:	54545	100089578	6/12/2025	LIGHTS/4116 GRANDVIEW DR W	30.14	
			100089560	6/12/2025	LIGHTS/4317 GRANDVIEW DR W	40.18	
			100089555	6/12/2025	LIGHTS/4526 GRANDVIEW DR W	20.09	
			100072254	6/12/2025	SIGNAL/8417 40TH ST W	10.57	
			100072268	6/12/2025	SIGNAL/8901 40TH ST W	10.57	
			100072286	6/12/2025	SIGNAL/8501 40TH ST W	10.57	
			100077140	6/12/2025	SIGNAL/2900 GRANDVIEW DR W	10.57	
			100961315	6/13/2025	WATER/4399 ELWOOD DR W	91.80	
			100963867	6/13/2025	LIGHTS/4411 ELWOOD DR W	51.21	
			100569668	6/12/2025	LIGHTS/2610 SUNSET DR W	57.76	
			101407535	6/13/2025	WATER/6700 57TH ST W	1,219.29	
			100808956	6/13/2025	WATER/8005 27TH ST W	705.11	
			101264820	6/12/2025	WATER/6200 ALAMEDA AVE W	1,553.17	
			100775637	6/12/2025	LIGHTS/7001 CIRQUE DR W	118.57	
			101074049	6/12/2025	LIGHTS/6710 58TH ST CT W, #A	18.63	
			100895151	6/16/2025	LIGHTS/7901 CIRQUE DR W	49.03	
			100668517	6/17/2025	WATER/4300 BRIDGEPORT WAY	1,220.90	
			101121519	6/10/2025	LIGHTS/6602 BP WAY W	79.05	
			100089550	6/12/2025	LIGHTS/4704 GRANDVIEW DR W	15.07	
			100089528	6/12/2025	LIGHTS/3912 GRANDVIEW DR W	25.11	
			100156306	6/17/2025	LIGHTS/5400 ALAMEDA AVE W	65.83	
			101129840	6/4/2025	POWER/3609 MARKET PL W, #10	57.38	
			100101800	6/4/2025	LIGHTS/6318 GRANDVIEW DR W	63.90	
			100737857	6/4/2025	LIGHTS/2101 MILDRED ST W	17.25	
			101117614	6/3/2025	POWER/3612 DREXLER DR W	565.86	
			101215023	6/4/2025	LIGHTS/9020 CHAMBERS CK RD	19.38	
			101325438	6/4/2025	LIGHTS/8021 CHAMBERS CK RD	31.73	
			101325439	6/4/2025	LIGHTS/7313 CHAMBERS CK RD	60.33	
			101200947	6/5/2025	LIGHTS/4910 BRISTONWOOD DR	38.98	
			101259117	6/4/2025	LIGHTS/8720 CHAMBERS CK RD	44.31	
			100306924	6/5/2025	POWER/8900 CHAMBERS CK RD	38.15	
			100578632	6/4/2025	WATER/7450 MARKET PL W	1,042.12	
			100986098	6/4/2025	LIGHTS/7613 CHAMBERS CK RD	11.31	
			100101775	6/5/2025	LIGHTS/5250 GRANDVIEW DR W	57.46	

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			101040440	6/12/2025	LIGHTS/7699 54TH ST W	26.11	
			101003692	6/12/2025	LIGHTS/5417 64TH ST W	16.23	
			100263915	6/12/2025	WATER & POWER/7250 CIRQUE	1,212.23	
			101200948	6/12/2025	LIGHTS/4802 92ND AVE W	60.04	
			101060038	6/12/2025	WATER/5640 CIRQUE DR W	0.65	
			100668519	6/17/2025	WATER/5600 ALAMEDA AVE W	497.66	
			101032430	6/18/2025	WATER/7935 54TH ST W	200.18	
			101060039	6/12/2025	WATER/6312 CIRQUE DR W	820.21	
			101096891	6/11/2025	WATER/2140 BP WAY W	707.66	
			100324281	6/12/2025	LIGHTS/7820 CIRQUE DR W	46.41	
			100077160	6/13/2025	LIGHTS & SIGNALS/5202 67TH A	278.78	
			100668537	6/12/2025	WATER/7150 CIRQUE DR W	7,438.70	
			101088119	6/17/2025	LIGHTS/5800 CIRQUE DR W	48.52	
			101129840	5/5/2025	POWER/3609 MARKET PL W, #10	57.84	
			101129840	4/4/2025	POWER/3609 MARKET PL W, #10	51.09	
			101129840	3/6/2025	POWER/3609 MARKET PL W, #10	51.17	
			101129840	2/4/2025	POWER/3609 MARKET PL W, #10	50.11	
			101129840	1/6/2025	POWER/3609 MARKET PL W, #10	53.57	
			101129840	12/4/2024	POWER/3609 MARKET PL W, #10	52.94	
			100668505	6/5/2025	WATER/8102 CHAMBERS CK RD	527.61	
			100668518	6/5/2025	WATER/9600 64TH ST W	950.12	
			101122277	6/4/2025	LIGHTS/8308 CHAMBERS CK RD	19.12	
			100668522	6/5/2025	WATER/8902 CHAMBERS CK RD	205.83	
			100306925	6/4/2025	POWER/8020 CHAMBERS CK RD	38.06	
			100080586	6/17/2025	POWER/4951 GRANDVIEW DR W	74.25	
			100131881	6/19/2025	LIGHTS/4523 97TH AVE W	28.75	
			100083325	6/18/2025	POWER/4910 BRISTONWOOD DR	351.23	
			100333844	6/18/2025	WATER/4951 GRANDVIEW DR W	789.62	
			100172057	6/18/2025	POWER & WATER/3920 GRANDV	157.83	
			100798512	6/19/2025	LIGHTS/4402 97TH AVE W H1	58.87	
			100664578	6/10/2025	WATER/5300 GRANDVIEW DR W	2,366.83	
			100679491	6/10/2025	LIGHTS/8002 40TH ST W	51.09	
			100669141	6/11/2025	WATER/3500 GRANDVIEW DR W	887.91	
			101006142	6/11/2025	LIGHTS/2299 BP WAY W	83.49	
			100344745	6/12/2025	POWER/6810 CIRQUE DR W	36.03	

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100057089	6/10/2025	LIGHTS & SIGNAL/2700 BP WAY W	175.84	
			100664580	6/10/2025	WATER/6000 GRANDVIEW DR W	1,519.20	
			100597956	6/11/2025	LIGHTS/8715 40TH ST W	148.74	
			100890035	6/13/2025	WATER/8399 CIRQUE DRIVE W	319.09	
			100895144	6/15/2025	SIGNAL/8300 CIRQUE DR W	93.61	
			101212757	6/16/2025	WATER/8400 CIRQUE DR W	577.39	
			100256491	6/12/2025	POWER/7250 CIRQUE DR W	37.60	
			100358203	6/12/2025	POWER/7150 CIRQUE DR W	1,630.32	
			101115836	6/18/2025	LIGHTS/2702 ELWOOD DR W	20.57	
			100488528	6/10/2025	LIGHTS & SIGNAL/6701 REGENT	60.77	
			100092335	6/9/2025	LIGHTS/3050 BP WAY W	101.74	
			100672520	6/9/2025	LIGHTS/2208 GRANDVIEW DR W	57.92	
			100401273	6/9/2025	LIGHTS/8420 20TH ST W	16.23	
			100176036	6/9/2025	LIGHTS/2695 GRANDVIEW DR W	16.46	
			100820972	6/9/2025	LIGHTS/2700 SUNSET DR W	97.95	
			100125363	6/10/2025	LIGHTS/6817 27TH ST W	20.09	
			100668504	6/5/2025	WATER/7401 CHAMBERS LN W	593.70	
			100077129	6/8/2025	SIGNAL/2701 GRANDVIEW DR W	27.16	
			100611293	6/12/2025	WATER/5200 BRIDGEPORT WAY	1,006.66	
			101389710	6/17/2025	LIGHTS/7310 42ND ST W	26.86	
			101088118	6/17/2025	LIGHTS/6100 CIRQUE DR W	94.95	
			100077151	6/12/2025	SIGNAL/4000 OLYMPIC BLVD W	12.61	
			101065354	6/18/2025	LIGHTS/8001 54TH ST W	41.90	
			101031174	6/10/2025	LIGHTS/6706 24TH ST W	61.10	
			101206301	6/6/2025	WATER/9300 CIRQUE DR W	448.44	
			100984717	6/10/2025	LIGHTS/2210 MILDRED ST W	51.09	
			100808955	6/9/2025	WATER/8235 27TH ST W	190.95	
			100109710	6/11/2025	LIGHTS/8902 40TH ST W	15.07	
			100360059	6/11/2025	SIGNAL/3800 GRANDVIEW DR W	10.57	
			100360066	6/11/2025	SIGNAL/3850 GRANDVIEW DR W	10.57	
			100360178	6/11/2025	SIGNAL/3900 GRANDVIEW DR W	10.57	
			101010515	6/10/2025	LIGHTS/7106 27TH ST W	77.35	
			100101783	6/9/2025	LIGHTS/5520 GRANDVIEW DR W	36.58	
			100905391	6/9/2025	LIGHTS/9313 56TH ST W	39.98	
			100668521	6/9/2025	WATER/3000 BP WAY W	433.25	

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
			100951901	6/5/2025	LIGHTS/7723 CHAMBERS CK RD	71.70		
			100081728	6/10/2025	LIGHTS/6701 BP WAY W	54.77		
			100057075	6/12/2025	SIGNAL & LIGHTS/4100 GRANDV	22.48		
			101006141	6/11/2025	LIGHTS/2698 BP WAY WEST	56.35		
			100635715	6/4/2025	POWER/3609 MARKET PL W, #H5	843.57		
			101102107	6/3/2025	POWER/3555 MARKET PL W	1,245.29		
			100094683	6/18/2025	LIGHTS/4758 BRISTONWOOD DF	80.36		
			100737063	6/17/2025	LIGHTS/2715 ELWOOD DR W	49.66	36,270.25	
51991889	6/30/2025	001140 CITY OF TACOMA	91255272	6/13/2025	HYDRANT USE PERMIT/MAY25	329.19	329.19	
		Voucher: 54546						
51991890	6/30/2025	026683 COLOMBINI, GRANT	0001	6/23/2025	PHOTOGRAPHY/DUCK DAZE	600.00	600.00	
		Voucher: 54547						
51991891	6/30/2025	024565 COMCAST	242918634	6/1/2025	JUN25/ACCT 939731393/INTERNI	3,371.57	3,371.57	
		Voucher: 54548						
51991892	6/30/2025	024565 COMCAST	849835010113564	6/7/2025	JUN12-JUL11/INTERNET/CIVIC BI	282.21		
		Voucher: 54549	849835010142541	6/1/2025	JUN04-JUL03/INTERNET/LOBBY	146.37	428.58	
51991893	6/30/2025	002488 CWA CONSULTANTS, P.S.	25-059	6/11/2025	2025 STRUCTURAL PLAN REVIE	16,674.58	16,674.58	
		Voucher: 54550						
51991894	6/30/2025	001737 DON SMALL & SONS OIL DIS	S279934	6/9/2025	BULK FUEL/DIESEL/UNLEADED/I	4,120.95	4,120.95	
		Voucher: 54551						
51991895	6/30/2025	026873 ECONORTHWEST	31505	5/31/2025	MAY01-MAY31/PROJ#26265.00/KI	3,711.25	3,711.25	
		Voucher: 54552						
51991896	6/30/2025	026290 EFAX CORPORATE	5501056	5/31/2025	JUN25/LOCAL NUMBERS/SECUR	120.05	120.05	
		Voucher: 54553						
51991897	6/30/2025	026729 FENAGH, INC.	8411-7	5/31/2025	MATERIALS TESTING SERVICES	460.00	460.00	
		Voucher: 54554						
51991898	6/30/2025	026249 GEMPLER'S INC	INV0004611170	5/7/2025	LANDSCAPE SMALL TOOLS	430.70	430.70	
		Voucher: 54556						
51991899	6/30/2025	025797 GEORESOURCES, LLC	30488	3/31/2025	WALL DESIGN/57TH AVENUE SE	1,350.00	1,350.00	
		Voucher: 54557						
51991900	6/30/2025	022739 GRAINGER	9537151624	6/11/2025	BABY CHANGING STATION	326.85		
		Voucher: 54558	9543601901	6/17/2025	HOOK RACK	113.12	439.97	
51991901	6/30/2025	025851 GURLEY, SUE	REIMB	6/23/2025	UPDATE BANNERS/CORE	425.30	425.30	
		Voucher: 54559						

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Inv dce	Inv Date	Description	Amount Paid	Check Total	
51991902	6/30/2025	026891	HALMOT, SARAH	053056	6/4/2025	CHALK ART/DUCK DAZE	100.00	100.00
	Voucher:	54560						
51991903	6/30/2025	001096	HONEY BUCKET	0554912298	6/7/2025	PORTA POTTY RENTAL/DUCK D/	1,481.00	
	Voucher:	54561		0554923648	6/13/2025	PORTA POTTY RENTAL/CURRAN	72.00	
				0554910510	6/6/2025	PORTA POTTY RENTAL/DUCK D/	1,415.00	2,968.00
51991904	6/30/2025	002421	IAPMO	2699	12/2/2025	2025 MEMBERSHIP DUES/MEMB	300.00	300.00
	Voucher:	54562						
51991905	6/30/2025	025597	J&I POWER EQUIPMENT INC	823037	6/16/2025	PARKS MOWER/REPAIR PART	45.98	45.98
	Voucher:	54563						
51991906	6/30/2025	026714	JAMES GUERRERO ARCHITI	6078	6/20/2025	PUBLIC WORKS/RESTROOM REI	5,351.25	5,351.25
	Voucher:	54564						
51991907	6/30/2025	026859	JOE BLACK	22	8/23/2025	30TH BDB - MAGICIAN PERFORM	525.00	525.00
	Voucher:	54565						
51991908	6/30/2025	023454	KELLMAN, DAVID	0060	6/20/2025	2025 DUCK DAZE REEL	1,980.00	1,980.00
	Voucher:	54566						
51991909	6/30/2025	025841	KLEBER, AMANDA	RECONCILIATION	6/12/2025	RECONCILIATION/GOV SOCIAL M	30.84	30.84
	Voucher:	54567						
51991910	6/30/2025	025142	KPG PSOMAS INC	222297	6/9/2025	APR25-MAY29/TOPOGRAPHIC M	561.00	561.00
	Voucher:	54568						
51991911	6/30/2025	001797	LOWE'S BUSINESS ACCOUN	JUN25	6/17/2025	JUN25/MISC REPAIR & MAINTEN	765.65	765.65
	Voucher:	54569						
51991912	6/30/2025	026405	MAKERS ARCHITECT. & URE	2410-14	6/13/2025	JUN25/MIDDLE HOUSING CONSI	620.00	
	Voucher:	54570		2410-13	6/4/2025	MAY25/MIDDLE HOUSING CONSI	945.00	1,565.00
51991913	6/30/2025	026858	MAYE, MAURA	REIMB	6/25/2025	REIMB/WELLNESS RETREAT/RE	68.52	68.52
	Voucher:	54571						
51991914	6/30/2025	001352	MILES RESOURCES, LLC	370266	6/16/2025	HOT MIXED ASPHALT/CHIP SEAL	780.34	
	Voucher:	54572		370207	6/16/2025	HOT MIXED ASPHALT/67TH ST	807.09	
				369020	5/12/2025	STREET/SWM ASPHALT REPAIR:	668.86	
				369304	5/12/2025	STREET/SWM ASPHALT REPAIR:	950.15	
				369262	5/12/2025	STREET/SWM ASPHALT REPAIR:	1,114.76	
				370463	6/23/2025	HOT MIXED ASPHALT/STREET/S'	486.04	
				369202	5/12/2025	STREET/SWM ASPHALT REPAIR:	2,146.25	
				370494	6/23/2025	HOT MIXED ASPHALT/STREET/S'	489.71	
				370404	6/23/2025	HOT MIXED ASPHALT/STREET/S'	999.94	
				369023	5/12/2025	STREET/SWM ASPHALT REPAIR:	693.39	9,136.53

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991915	6/30/2025	026103	MINUTEMAN PRESS/DOWN	116690	6/17/2025	DOOR HANGERS/CHIPSEAL PRC	602.40
	Voucher:	54573					602.40
51991916	6/30/2025	003145	NATIONAL BARRICADE CO,L	318326	6/22/2025	42" DELINEATORS	2,253.20
	Voucher:	54574					2,253.20
51991917	6/30/2025	025001	NATIONAL CONSTRUCTION	7853282	6/5/2025	TEMPORARY CONSTRUCTION/R	338.89
	Voucher:	54575					338.89
51991918	6/30/2025	001095	NEWS TRIBUNE	298945	4/30/2025	APR25//LEGAL & PUBLIC NOTICE	566.99
	Voucher:	54576					566.99
51991919	6/30/2025	002150	OFFICE DEPOT,INC.	427318828001	6/9/2025	FOLDERS	33.54
	Voucher:	54577		422975523001	5/19/2025	OFFICE SUPPLIES	72.75
				422975518001	5/17/2025	MISC SUPPLIES	85.56
				422975524001	5/16/2025	FOOTREST	31.48
51991920	6/30/2025	001109	PIERCE COUNTY BUDGET &	CI-370604	6/17/2025	2NDQTR25/MEMBERSHIP DUES/	11,792.21
	Voucher:	54578		CI-370689	6/20/2025	MAY25/TRAFFIC OPERATIONS	686.17
				CI-370724	6/24/2025	MAY25/SPECIAL OT	24,280.73
				CI-370490	6/13/2025	MAY25/JAIL SERVICES	8,257.38
				CI-370606	6/17/2025	2NDQTR25/I-NET CHARGES/SER	759.00
				CI-370510	6/13/2025	APR25/SPECIAL OVERTIME	30,715.41
				CI-370363	6/6/2025	MAY25/UP CONTRACT/ POLICE	561,518.97
				CI-367781	3/31/2025	2025 COUNTYVIEW/ORTHO SUB	43,218.00
51991921	6/30/2025	026701	PIERCE COUNTY PLUMBING	11897	6/11/2025	REPAIR/REPLACE WATER HEATI	1,871.69
	Voucher:	54579					1,871.69
51991922	6/30/2025	024698	PIERCE COUNTY SECURITY	449217	6/5/2025	#009206/MAY25/KOBAYASHI PAR	235.00
	Voucher:	54580		449023	6/5/2025	#010740/MAY25/PARADISE PONC	235.00
				449184	6/5/2025	#009205/MAY25/CIRQUE PARK	235.00
				449062	6/5/2025	#012655/MAY25/SEAVIEW ST	200.00
51991923	6/30/2025	026157	POLLARD, ANDREA F	557	6/5/2025	FLAGGER TRAINING/8 PW CREV	640.00
	Voucher:	54581					640.00
51991924	6/30/2025	026515	QUADIENT FINANCE USA INC	7900 0440 8098 00	6/9/2025	#7900 0440 8098 0869/POSTAGE	555.27
	Voucher:	54582					555.27
51991925	6/30/2025	026038	RAYOR, JANET L	202534	6/7/2025	ENTERTAINMENT/DUCK DAZE	500.00
	Voucher:	54583					500.00
51991926	6/30/2025	022546	ROBINSON, JENNIFER	REIMB	6/17/2025	REIMB/WFOA CONF. REGISTRAT	515.00
	Voucher:	54584					515.00

Bank : bofa BANK OF AMERICA		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991927	6/30/2025	021951	SIRENNET.COM	0283812	6/20/2025	LAPTOP MOUNT PACKAGE FOR	1,667.36	1,667.36
		Voucher: 54585						
51991928	6/30/2025	026539	SOUND SCREENING SERVIC	1039570	6/30/2025	EMPLOYEE SCREENING	138.73	138.73
		Voucher: 54586						
51991929	6/30/2025	026781	SOUNDVIEW CONSULTANTS	27710001009	5/29/2025	APR30-MAY29/CREEKSIDE PARK	887.75	887.75
		Voucher: 54587						
51991930	6/30/2025	026577	SUNSHOWERS DESIGN LLC	1158	6/11/2025	BUSINESS CARDS	75.97	75.97
		Voucher: 54589						
51991931	6/30/2025	002097	TACOMA SCREW PRODUCT:	10039058-00	6/11/2025	THREADED ROD/HEX NUT/FLAT	93.89	93.89
		Voucher: 54590						
51991932	6/30/2025	025311	TACOMA WINSUPPLY, INC.	118409 01	6/12/2025	RAIN BIRD	469.16	
		Voucher: 54591		118065 01	6/4/2025	SUPPLIES	18.13	
				118222 01	6/9/2025	MISC SUPPLIES	413.01	
				118024 01	6/3/2025	SUPPLIES	19.05	
				117990 01	6/3/2025	SUPPLIES	18.25	
				330711 01	6/2/2025	STRUT CLAMP	6.72	
				117952 01	6/2/2025	SUPPLIES	210.29	
				118073 01	6/4/2025	SUPPLIES	148.42	1,303.03
51991933	6/30/2025	026300	THE PIN CENTER	0625021	6/5/2025	YOS PINS/SILK SCREENING	904.50	904.50
		Voucher: 54592						
51991934	6/30/2025	002823	THOMPSON ELECTRICAL CO	325-20792C	3/14/2025	TROUBLESHOOT CROSSWALK	588.26	588.26
		Voucher: 54593						
51991935	6/30/2025	002985	TITUS-WILL FORD SALES, IN	92134	6/10/2025	DRIVER DOOR/COLLISION/DAM	3,716.92	3,716.92
		Voucher: 54594						
51991936	6/30/2025	001035	TYLER TECHNOLOGIES, INC	045-523441	6/5/2025	ERP WORKFORCE MOBILE/ENEI	6,204.06	
		Voucher: 54595		045-526458	6/25/2025	TYLER EPL MOBILE IG INSPECT	1,849.68	
				045-521743	5/21/2025	PROJECT MGMT/TYLER EPL MO	700.00	
				045-522407	6/1/2025	TYLER ENERGGOV ANNUAL MAIN	26,639.43	
				045-523560	6/4/2025	EERP IMPLEMENTATION	13,712.00	49,105.17
51991937	6/30/2025	025376	UNIVERSAL FIELD SERVICE:	408230	5/31/2025	MAY25/67THAVE W/PH2	902.24	902.24
		Voucher: 54596						
51991938	6/30/2025	001331	UNIVERSITY PLACE REFUSE	1428706	6/18/2025	JUL25/BILLING PERIOD/REFUSE	3,569.25	3,569.25
		Voucher: 54597						
51991939	6/30/2025	001331	UNIVERSITY PLACE REFUSE	1432711	6/18/2025	JUL25/BILLING PERIOD/COMPAC	181.06	181.06
		Voucher: 54598						

Bank : bofa BANK OF AMERICA		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991940	6/30/2025	025399	VASSEY NURSERY, LLC	06022025	6/2/2025	SUN & SHADE BASKETS	12,455.86	12,455.86
	Voucher:	54599						
51991941	6/30/2025	026212	VESTIS UNIFORM & WORKP	5120696599	6/3/2025	MAT RENTAL/PW SHOP	35.01	35.01
	Voucher:	54600						
51991942	6/30/2025	022590	WA STATE DEPT OF TRANSF	RE-313-ATB5061E	6/16/2025	MAY25/35TH ST PH 2 CONS	61.84	
	Voucher:	54601		RE-313-ATB5061E	6/16/2025	MAY25/35TH ST PH1 CONS	69.66	131.50
51991943	6/30/2025	001357	ZUMAR INDUSTRIES INC	51750	3/31/2025	SODA SIGNS	587.78	587.78
	Voucher:	54603						
Sub total for BANK OF AMERICA:							1,076,815.65	

76 checks in this report.

Grand Total All Checks: 1,076,815.65

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 07/15/2025

Check Range: 51991944 – 51992013, Wire #7212025 and 47528962

Claims Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of University Place, and that I am authorized to authenticate and certify to said claim.

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

Vendor Name

Replacement Check #

Original Check #

Auditing Officer: (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
7212025	7/21/2025	002333	BANK OF AMERICA	JUL25	7/1/2025	VISA/JUL25	12,209.12	12,209.12
	Voucher:	54682						
47528962	7/8/2025	002072	WA STATE DEPT OF REVENUE	JUN25	7/1/2025	JUN25/SALES & USE TAX	5,390.10	5,390.10
	Voucher:	54741						
51991944	7/2/2025	026677	KING KOM BEAUX	14860	6/9/2025	MOTS BAND/JUL09 PERFORMANCES	800.00	800.00
	Voucher:	54707						
51991945	7/2/2025	026321	MAGIC IN THE PNW	06072025	6/7/2025	PERFORMERS/DUCK DAZE	250.00	250.00
	Voucher:	54710						
51991946	7/15/2025	025179	ACCESS INFORMATION MANAGEMENT	11670684	6/30/2025	JUN25/OFFSITE RECORDS STOP	458.05	458.05
	Voucher:	54676						
51991947	7/15/2025	026083	AG ENTERPRISE SUPPLY, INC	INV061369	6/24/2025	ELIP SKID/HOSE REEL	15,327.11	
	Voucher:	54677		INV061368	6/24/2025	ELIP DE-ICE	14,490.01	29,817.12
51991948	7/15/2025	026784	ALISHIO PRODUCTIONS	028	7/2/2025	JUN20-JUL01/VIDEO/EDITING/PL	1,105.00	1,105.00
	Voucher:	54678						
51991949	7/15/2025	026144	AMAZON	17M4-DVNQ-94FY	7/7/2025	POLICE DEPT/STICKERS/GIVEAWAYS	230.45	
	Voucher:	54679		1H4H-K3KF-FMVM	6/9/2025	MISC SUPPLIES/RECEPTION/FIRE	156.98	
				1J13-7N6R-9HYR	7/7/2025	MISC SUPPLIES/FIRE/DEV SRVC	66.71	454.14
51991950	7/15/2025	026510	AVIDEX INDUSTRIES LLC	147984	5/27/2025	COUNCIL CHAMBERS AV SYSTEMS	3,297.62	
	Voucher:	54680		149272	6/25/2025	COUNCIL CHAMBERS AV/SYSTEMS	2,491.44	5,789.06
51991951	7/15/2025	026840	AZAVAR AUDIT SOLUTIONS, INC	158819	7/1/2025	2025/LOCALGOV/AX & FEE ADMIN	2,157.60	2,157.60
	Voucher:	54681						
51991952	7/15/2025	001182	BIG JOHN'S TROPHIES	155490	7/14/2025	PLAQUE/D.BENTLEY	172.07	172.07
	Voucher:	54683						
51991953	7/15/2025	026749	BOYKIN, FRANK	RECONCILIATION	7/5/2025	RECONCILIATION/MILEAGE/LOD	789.01	
	Voucher:	54684		REIMB	7/8/2025	REIMB/MILEAGE/NLC CONF/F.BC	43.40	832.41
51991954	7/15/2025	021926	BRUNK, ROB	REIMB	7/7/2025	REIMB/ICC CERT RENEWAL	110.00	110.00
	Voucher:	54685						
51991955	7/15/2025	001152	CENTURYLINK	334046271	6/21/2025	PHONES/CITY WIDE	573.77	
	Voucher:	54686		333714624	6/15/2025	PW PUMP CALLOUT LINE	73.63	647.40
51991956	7/15/2025	001152	CENTURYLINK	740815752	6/24/2025	LONG DISTANCE	9.06	9.06
	Voucher:	54687						
51991957	7/15/2025	026543	CINTAS FIRST AID AND SAFETY	9327400530	6/30/2025	FIRST AID/AED SUPPLIES/CITY H	386.45	
	Voucher:	54688		9327404695	6/30/2025	AED SERVICE AGREEMENT/PW	128.82	515.27

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991958	7/15/2025	001024 CITY OF TACOMA	100385145	6/25/2025	WATER/3800 74TH AVE W	2,357.40	
	Voucher:	54689	100565439	6/25/2025	WATER/3761 BRIDGEPORT WAY	2,344.17	
			100068203	7/1/2025	LIGHTS/3715 BP WAY W	2,039.17	
			101372462	6/27/2025	WATER/7133 35TH ST W	1,356.54	
			100386367	6/25/2025	LIGHTS/7223 40TH ST W	86.71	
			100165190	6/25/2025	POWER/3761 BP WAY W	55.93	
			101378490	6/27/2025	LIGHTS/7225 35TH ST W	45.98	
			100093125	6/25/2025	POWER/8513 33RD ST W, #A	45.17	
			101153457	6/27/2025	LIGHTS/6813 35TH ST W	42.99	
			100933758	6/22/2025	LIGHTS/7203 44TH ST W	40.75	
			100060658	6/26/2025	POWER/3510 67TH AVE W	39.60	
			100083115	6/25/2025	SIGNAL/4000 67TH AVE W	38.39	
			100864411	6/25/2025	LIGHTS/6730 40TH ST CT W	35.86	
			100185134	6/23/2025	LIGHTS/4401 67TH AVE W	33.25	
			100696565	6/25/2025	LIGHTS/4609 ALAMEDA AVE W	30.92	
			100573267	6/25/2025	LIGHTS/4727 ALAMEDA AVE W	30.61	
			100104132	6/26/2025	SIGNAL/3503 67TH AVE W	25.23	
			100615001	6/24/2025	SIGNAL/2247 E DAY ISLAND BLVD	3.43	8,652.10
51991959	7/15/2025	001140 CITY OF TACOMA	91255412	6/16/2025	WATER SERVICE COSTS/EXCEE	1,121.83	1,121.83
	Voucher:	54690					
51991960	7/15/2025	002171 CITY OF TACOMA	91255938	6/25/2025	FLEET MAINTANCE/CHEV COLO	7,629.99	7,629.99
	Voucher:	54691					
51991961	7/15/2025	001108 CITY OF UNIVERSITY PLACE 2NDQTR25		6/30/2025	PETTY CASH FUND/REIMBURSE	89.57	89.57
	Voucher:	54692					
51991962	7/15/2025	024347 COPIERS NORTHWEST, INC.	INV3028185	6/30/2025	JUN01-JUN30/OVERAGE CHARG	17.76	
	Voucher:	54693	INV3028186	6/30/2025	JUN01-JUN30/OVERAGE CHARG	33.28	
			INV3028184	6/30/2025	JUN01-JUN30/OVERAGE CHARG	299.13	
			INV3028183	6/30/2025	JUN01-JUN30/OVERAGE CHARG	170.73	520.90
51991963	7/15/2025	026831 CRYSTAL SPRINGS	24729431 061825	6/18/2025	WATER SERVICE/CITY HALL	18.82	18.82
	Voucher:	54694					
51991964	7/15/2025	001287 DICKE SAFETY PRODUCTS	747567	6/30/2025	SAFETY VESTS WITH CITY LOGO	1,123.68	1,123.68
	Voucher:	54695					
51991965	7/15/2025	021938 DLT SOLUTIONS	S1701343	6/30/2025	AUTOCAD AE&C GOVERNMENT	7,630.07	7,630.07
	Voucher:	54696					

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991966	7/15/2025	026499	EPIC LAND SOLUTIONS INC 0625-1197	6/30/2025	ROW ACQUISITION SERVICES/6	3,644.99	3,644.99
	Voucher:	54697					
51991967	7/15/2025	026729	FENAGH, INC. 8411-8	6/30/2025	MATERIALS TESTING SERVICES	360.00	360.00
	Voucher:	54698					
51991968	7/15/2025	024894	FIGUEROA, JAVIER RECONCILIATION	7/2/2025	RECONCILIATION/J.FIGUEROA/A	940.48	940.48
	Voucher:	54699					
51991969	7/15/2025	021740	FLEMMING, STAN RECONCILIATION	7/4/2025	RECONCILIATION/MILEAGE/AWC	334.60	334.60
	Voucher:	54700					
51991970	7/15/2025	026645	GALLUCCIS CATERING 11779	7/12/2025	FINAL PAYMENT/JUL12 EVENT/C	1,092.67	1,092.67
	Voucher:	54701					
51991971	7/15/2025	022739	GRAINGER 9553173387	6/25/2025	DISPOSABLE GLOVES	357.25	357.25
	Voucher:	54702					
51991972	7/15/2025	026770	GRASSI, MELANIE RECONCILIATION	7/8/2025	RECONCILIATION/MILEAGE/LOD	789.01	789.01
	Voucher:	54703					
51991973	7/15/2025	001212	GRAY & OSBORNE INC 12/24495.00	6/19/2025	MAY18-JUN14/SEWER IMPROVM	565.48	565.48
	Voucher:	54704					
51991974	7/15/2025	026872	HOLADAY-PARKS FABRICATI 49 838	3/31/2025	BOTTLE FILLER REPAIR	506.46	506.46
	Voucher:	54705					
51991975	7/15/2025	001222	HOME DEPOT U.S.A., INC. JUN25	6/27/2025	JUN25/MISC REPAIR & MAINT SL	3,703.45	3,703.45
	Voucher:	54706					
51991976	7/15/2025	026556	KRISTA WHITE SWAIN JUN25	6/30/2025	JUN25/PROSECUTORIAL SERVIC	9,000.00	9,000.00
	Voucher:	54708					
51991977	7/15/2025	002091	LEXISNEXIS 3095884915	6/30/2025	JUN25/ONLINE LEGAL SERVICE\$	149.74	149.74
	Voucher:	54709					
51991978	7/15/2025	026605	MANIC MEATBALLS LLC 147	5/29/2025	FOOD TRUCK DEPOSIT/TWISTEI	2,477.25	2,477.25
	Voucher:	54711					
51991979	7/15/2025	002311	MCCLAINS SOIL SUPPLY 5157	7/2/2025	TOP SOIL	476.50	476.50
	Voucher:	54712					
51991980	7/15/2025	026711	MCMASTER-CARR SUPPLY (48227429	7/3/2025	ADA COMPLIANT WARNING TILE	571.43	571.43
	Voucher:	54713					
51991981	7/15/2025	025106	MERRY MAKERS, INC. 38445693	3/3/2025	EVENT ATTRACTION RENTALS/C	3,959.73	3,959.73
	Voucher:	54714					
51991982	7/15/2025	026832	MIDWAY UNDERGROUND LL 3	7/2/2025	JUN25/57TH AVE SEWER	317,962.32	317,962.32
	Voucher:	54715					

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991983	7/15/2025	001352	MILES RESOURCES, LLC	370871	7/7/2025	HOT MIXED ASPHALT/CHIP SEAL	1,449.20	1,449.20
	Voucher:	54716						
51991984	7/15/2025	002150	OFFICE DEPOT, INC.	428896787001	6/26/2025	PAPER	365.28	
	Voucher:	54717		427436670001	6/26/2025	LABELS	26.93	
				422974480001	6/25/2025	LED LIGHTING	18.71	410.92
51991985	7/15/2025	026671	PAYBYPHONE US INC	INVPBP-US2148	6/30/2025	JUN25/PAYBYPHONE TRANSACT	635.45	635.45
	Voucher:	54718						
51991986	7/15/2025	026904	PHILLIP, SHEILA	REFUND	7/1/2025	REFUND/BUSINESS LICENSE NC	50.00	50.00
	Voucher:	54719						
51991987	7/15/2025	001109	PIERCE COUNTY BUDGET &	CI-370879	6/27/2025	JUN25/UP CONTRACT/ POLICE S	562,657.56	
	Voucher:	54720		CI-370706	6/23/2025	2025 RECRUITING/HIRING SUPP	100,000.00	
				CI-371743	7/1/2025	3RDQTR25/COURT SERVICES	59,180.00	
				CI-365991	7/7/2025	SOUTH SOUND HOUSING AFFOR	13,444.65	735,282.21
51991988	7/15/2025	001588	PIERCE COUNTY SEWER	1633279	7/1/2025	ACCT #1633279/SEWER/1902 SE	691.40	
	Voucher:	54721		664685	7/1/2025	ACCT #664685/SEWER/4951 GR	581.84	
				1576712	7/1/2025	ACCT #1576712/SEWER/3609 MA	108.04	
				1576739	7/1/2025	ACCT #1576739/SEWER/3609 MA	64.46	
				1576721	7/1/2025	ACCT #1576721/SEWER/3609 MA	64.46	
				1571443	7/1/2025	ACCT #1571443/SEWER/7520 CIF	58.38	
				1512692	7/1/2025	ACCT #1512692/SEWER/3555 MA	27.95	
				604682	7/1/2025	ACCT# 604682/SEWER/2917 MO	27.95	1,624.48
51991989	7/15/2025	022955	PLUMB SIGNS, INC.	SIN011895	6/6/2025	2025 WAYFINDING SIGNAGE	67,208.10	
	Voucher:	54722		SIN011956	6/26/2025	2025 WAYFINDING SIGNAGE	26,334.16	
				SIN011924	6/17/2025	2025 WAYFINDING SIGNAGE	26,209.52	119,751.78
51991990	7/15/2025	001161	PUGET SOUND ENERGY CO	200000971479	6/25/2025	GAS/4910 BRISTONWOOD DR W	86.97	
	Voucher:	54723		200014542258	6/27/2025	GAS/7450 MARKET SQ W	58.86	145.83
51991991	7/15/2025	026878	RADICLE NUTRITION	07032025	7/3/2025	NUTRITION CLASSES/FIRST RES	840.00	840.00
	Voucher:	54724						
51991992	7/15/2025	025843	REED TRUCKING & EXCAVAT	8	7/3/2025	JUN25/35TH ST W/PH2	324,621.03	324,621.03
	Voucher:	54725						
51991993	7/15/2025	002206	S & S TIRE, INC.	1-167219	7/2/2025	HERC STRNG GRD ST	196.04	196.04
	Voucher:	54726						
51991994	7/15/2025	021712	SARCO SUPPLY	1163133	6/27/2025	BATH TISSUE	442.54	442.54
	Voucher:	54727						

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991995	7/15/2025	002121	SENSKE LAWN & TREE CAR 16304591	6/30/2025	SUMMER PLANT HEALTH CARE	1,653.70	1,653.70	
	Voucher:	54728						
51991996	7/15/2025	025431	SIMPLOT TURF & HORTICUL 212138845	6/20/2025	AGRICULTURAL SUPPLIES	3,490.17	3,490.17	
	Voucher:	54729						
51991997	7/15/2025	001426	SPECTRUM SIGN COMPANY 30272	6/26/2025	EVENT SIGNAGE	5,447.64	5,447.64	
	Voucher:	54730						
51991998	7/15/2025	025311	TACOMA WINSUPPLY, INC. 118409 01	6/12/2025	RAIN BIRD	469.16		
	Voucher:	54731	118222 01	6/9/2025	MISC SUPPLIES	413.01		
			117952 01	6/2/2025	SUPPLIES	210.29		
			118073 01	6/4/2025	SUPPLIES	148.42		
			118024 01	6/3/2025	SUPPLIES	19.05		
			117990 01	6/3/2025	SUPPLIES	18.25		
			118065 01	6/4/2025	SUPPLIES	18.13	1,296.31	
51991999	7/15/2025	026870	THAI'M TO ROLL 500	6/7/2025	BAND MEALS/DUCK DAZE	59.45	59.45	
	Voucher:	54732						
51992000	7/15/2025	001326	TUCCI & SONS INC 3	6/27/2025	MAY25/SEWER IMPROVEMENTS	921,342.26	921,342.26	
	Voucher:	54733						
51992001	7/15/2025	026893	UNITED BY MUSIC NORTH A 05192025	5/19/2025	MOTS BAND/JUL16 PERFORMAN	1,000.00	1,000.00	
	Voucher:	54734						
51992002	7/15/2025	025376	UNIVERSAL FIELD SERVICE: 408322	6/30/2025	JUN25/67TH AVE W/PH 2	1,229.02	1,229.02	
	Voucher:	54735						
51992003	7/15/2025	025560	UNIVERSITY PLACE CIVIC B 123143	7/7/2025	2025 OPERATING ACCOUNT FUN	152,718.00	152,718.00	
	Voucher:	54736						
51992004	7/15/2025	026212	VESTIS UNIFORM & WORKP 6221614	6/17/2025	MAT RENTAL/PW SHOP	35.01		
	Voucher:	54737	5120712785	7/1/2025	MAT RENTAL/PW SHOP	35.01	70.02	
51992005	7/15/2025	001157	WA ASSN OF BUILDING OFF 22470	6/18/2025	WASAFE BSE TRNING/C.SPEIGH	405.00	405.00	
	Voucher:	54738						
51992006	7/15/2025	001545	WA STATE ASSN OF MUNICII E1387	2/26/2025	WSAMA SPR CONF/BOOTCAMP	52.00	52.00	
	Voucher:	54739						
51992007	7/15/2025	001512	WA STATE AUDITORS OFFIC L168872	6/10/2025	AUDIT #56160/AUDIT PERIOD 24	29,670.03	29,670.03	
	Voucher:	54740						
51992008	7/15/2025	022590	WA STATE DEPT OF TRANSF RE-313-ATB50616	6/16/2025	MAY25/67TH AVE IMPROV/PH 2	10.38	10.38	
	Voucher:	54742						
51992009	7/15/2025	001389	WA STATE PATROL 12507335	7/1/2025	JUN25/BACKGROUND CHECKS	22.00	22.00	
	Voucher:	54743						

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	In voice	Inv Date	Description	Amount Paid	Check Total	
51992010	7/15/2025	001149	WEST PIERCE FIRE & RESC	INV25-060	7/10/2025	JAN25-JUN25/EOC SERVICES	22,187.69	22,187.69
	Voucher:	54744						
51992011	7/15/2025	021826	WHISTLE WORKWEAR	INV2070009476	6/27/2025	PERSONAL PROTECTIVE CLOTH	134.48	134.48
	Voucher:	54745						
51992012	7/15/2025	026837	WINSUPPLY OF PUGET SOUND	330711 01	6/2/2025	STRUT CLAMP	6.72	6.72
	Voucher:	54746						
51992013	7/15/2025	026262	WOLFE EVENTS NW LLC	1769	6/19/2025	EVENT PRODUCTION/30TH BDA	5,500.00	5,500.00
	Voucher:	54747						
Sub total for BANK OF AMERICA:							2,766,139.07	

72 checks in this report.

Grand Total All Checks: 2,766,139.07

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

Proposed Council Action:

Authorize the City Manager to execute an amendment to the Professional Services Agreement with SoftResources for consulting services for the implementation of the new ERP system.

Agenda No: 6C
Dept. Origin: Information Technology
For Agenda of: July 21, 2025
Exhibits: Proposed Amendment

Concurred by Mayor: _____

Approved by City Manager: _____

Approved as to form by City Atty.: _____

Approved by Finance Director: _____

Approved by Department Head: _____

Expenditure Required: \$99,700.00	Amount Budgeted: \$291,500.00	Appropriation Required: \$0.00
--------------------------------------	----------------------------------	-----------------------------------

SUMMARY/POLICY ISSUES

The City contracts with SoftResources for consulting services in the area of project management for the implementation of the new ERP system. The Agreement must be amended to allow an extension of time and an increase in the necessary budget.

SoftResources advises that the current phase should be completed by December 31, 2026, with an increase to the contract amount of \$99,700 – for a total contract amount not to exceed \$291,500.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to execute an amendment to the Professional Services Agreement with SoftResources for consulting services for the implementation of the new ERP system.

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This First Amendment to Professional Services Agreement amends the Agreement that was effective the 29th day of March, 2023, between the City of University Place, a Washington municipal corporation ("City"), and **SoftResources** ("Contractor").

The City wishes to increase the contract amount by seventy-six thousand eight hundred dollars (\$76,800) for a total contract amount not to exceed \$191,800.

The City wishes to extend the duration of the contract to December 31, 2025.

The City has completed the work set forth in the Statement of Work attached as Exhibit A, and has paid for said work per the terms set forth in Exhibit B. Therefore, because the City and the Contractor are beginning a new phase of the project, Exhibits A and B are replaced by a new Exhibit C entitled "Engagement Proposal," which includes both the scope of the work and a new method of billing (reflecting a "time and materials" method instead of a fixed fee basis by phase).

The City and the Contractor agree that Section 4. Compensation of the Professional Services Agreement shall be amended to read:

4. COMPENSATION.

4.1 Total Compensation. In consideration of the Contractor performing the Services, the City agrees to pay an amount not to exceed \$191,800 which includes taxes, fees, and reimbursable expenses. This project will be billed on a Time and Materials basis at the hourly rate set forth in the new Exhibit C.

The City and the Contractor agree that Section 2. Term of the Professional Services Agreement shall be amended to read:

2. TERM.

The term of this Agreement shall commence on the effective date of this Agreement and shall continue until no later than December 31, 2025. This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

All other provisions of the Professional Services Agreement of the 29th day of March, 2023 and as amended shall remain the same.

Executed on the dates written below.

CONTRACTOR:
SOFTRESOURCES

CITY:
CITY OF UNIVERSITY PLACE

By: _____

Printed Name:

Title:

Address: 11411 NE 124th Street

Suite 270

Bellevue, WA 98005

By: _____

Printed Name:

Title:

Address: 3609 Market Place W.

Suite 200

University Place, WA 98466-4456

Date: _____

Date: _____

Approved as to form:

Matthew S. Kaser, City Attorney

Exhibit C – Engagement Proposal

Implementation Project Management Consulting Services for ERP Software Implementation

Work Plan

SoftResources' Project Management Services are focused on acting as a highly experienced extension to our client's internal resources and project team. We offer a variety of services for the standard phases of software implementation including implementation planning, implementation execution, post implementation activities, and project close out. Our goal is to facilitate a project that is on time, on budget, and within scope. We will work in collaboration with the City and the final awarded Vendor to augment project success.

The following table details the types of implementation project management services SoftResources can provide including:

 Implementation Project Management Services	
Objective	SoftResources will support the City with the implementation of new ERP software. Based on our experience the services we provide will differ throughout the various phases of implementation and we are prepared to support the City's project in this manner. The ERP implementation services should support the following basic pillars: • Plan and monitor project progress. • Vendor management and liaison. • Manage project time, scope, quality, and budget. • Extension and augmentation to the City Implementation Team.
Tasks	Description
a. Project Plan and Timeline	• Review the vendor's implementation project plan that defines tasks, assigns responsibilities, dates, milestones, and deliverables. • Ensure all tasks required for the project for all parties are included in this Plan with start and end dates and resource assignments. • Monitor the documents as the project progresses with a vision towards completed, current as well as upcoming or future tasks.
b. Task Management	• Participate in the coordination and oversight of task management ensuring adherence to the project plan and timeline. • Ensure staff are updated to current and upcoming tasks and understand the tasks as outlined in the project plan.
c. Change Orders	• Review project change orders initiated by the vendor to ensure they are in line with expectations. • Ensure the change orders include the proper documentation and justification for any additional services or software required beyond the original contract.



Implementation Project Management Services

d. Project Team Status Meetings	• Coordinate, schedule and participate in implementation planning meetings with client project team and vendor implementation team. • The meetings are used to review the status of the project as well as upcoming tasks and deliverables.
e. Vendor Status Meeting	• Participate in regular status meetings with client and the selected vendor. Status meetings should discuss the current state of the project and include a review of completed tasks, current tasks, future tasks, issues, risks, client and vendor resources and other planning activities based on the current stage of the implementation. • These meetings are typically held weekly although ad hoc meetings may also be scheduled.
f. Executive Sponsor Liaison	• Participate in the required communication to keep client executive sponsor apprised of project status. This typically is in conjunction with the client's internal project manager or project team.
g. Communications Plan	• Communication is a critical requirement for a successful implementation project. During implementation planning the vendor should develop a Communication Plan that defines the elements of communication for the project. This Plan outlines the who, what, where, when, and how of communication across the organization. • SoftResources will review the vendor's Communication Plan to ensure it meets the needs of the City.
h. Organizational Change Management	• Identify the possible change management issues the project may face and develop a change management plan to address them. • SoftResources follows the Prosci's ADKAR methodology accompanied by our client's philosophies and strategies for change management.
i. Risk Management Plan	• A Risk Management Plan defines the potential risks for the project, assigns a risk owner, outlines the Plan to address the risk should it arise. The vendor typically creates this Plan as part of project initiation. • Optionally SoftResources can create a Risk Management Plan according to client preferences and direction.
j. Discovery	• This is normally the first phase of a software implementation. During the discovery process, the selected vendor will provide training on the software and review of the best practices and functionality it can provide. The sessions will be used to review the current environment for financial accounting across the organization. • SoftResources can participate in these sessions and act as an objective guide to the information provided and the decisions made.
k. Design and Configuration	• When Discovery Sessions are complete the vendor will provide a recommendation for the design of the system, augmented with The Book, that will be created as part of the pre-discovery process with the City.



Implementation Project Management Services

	• The Design phase also includes the plan for interfaces or integration, data conversion, cutover plan, forms development, report development, testing plan test scripts, roles definitions, user administration. • SoftResources can support through the review of the design document and review of the configuration completed to provide an objective view.
l. Business Process Improvements	• Implementing a new ERP solution offers unique opportunities for business process improvements. The new system likely offers enhanced functionality compared to the legacy system. SoftResources will work with your team and the vendor to optimize business processes and leverage the new solutions' capabilities.
m. Data Conversion	• We can assist with the review or development of a high-level Data Conversion Plan. The Plan will include identification of data to be converted, an approach to extraction of data from legacy systems, how data will be imported to the new software, how to test the converted data and overall timing for the process. • SoftResources can help with monitoring the data conversion to ensure tasks are completed as defined, data is validated, and signoff is achieved.
n. Integration Plan	• An Integration Plan that defines the required integrations to remaining business solutions is a critical part of the implementation. The Plan defines the who, what, when, where, and how of data integration. SoftResources has extensive experience working with integrations, including helping to decide when to build (or not build) them.
o. Training Plan	• SoftResources can assist with the development of a high-level Training Plan that defines the who, what, when, where, and how of training. That is who needs to be trained, what do they need to be trained on, what materials are required for training, when do they need to be trained, where will they be trained, and how will they be trained.
p. Testing	• Assist with the development of a high-level Testing Plan for all stages of the implementation including unit, integration, conversion, interfaces, forms and reports, workflow, and roles. • The Plan will include tasks such as development of test scripts, assistance with documentation of testing results, and identification of configuration adjustments required.
q. Post-Go-Live Planning	• Participate in the review of tasks or activities that need to be completed after go-live or the move to production status. • Create a post-go-live document that defines the tasks, assigns responsibilities, and establishes a timeline for completion.
r. Go-Live and Cutover Plan	• Services can include development of a cutover strategy, go-live checklist, readiness assessment, quality review, definition of critical-success-factors, final data conversion, system cutover and future phase planning.



Implementation Project Management Services

s. Closeout

- Administer project closeout including review of the project plan to ensure all tasks are complete
- Review the cutover strategy to be used by client to ensure all steps have been properly executed
- Participate in the vendor's transition to support process for staff.

Scope Control

If there are services performed at the City's request, which are outside of those listed in the Work Plan section of this proposal, an amendment to this proposal or a new letter of understanding will be drafted for the City's approval before the services are performed.

Fees and Billing

Fees. This will be a time and materials basis project billed at the rate of \$225 per hour. SoftResources will provide Implementation Project Management services remotely and onsite for the duration of the Tyler Software implementation. Services will be provided as requested by the City in order to allow the City flexibility in determining their needs. Travel expenses will be charged as incurred and will include mileage and per diem (GSA rates).

Billing. Fees will be billed monthly for hours expended plus any travel expenses incurred within the month with terms of Net 30.

**Travel: SoftResources consultants are local to the City so travel expenses should be minimal. We will work with the City to determine the right balance of remote versus onsite services.*

Staffing

SoftResources will assign Cherish Cruz, Director, as the Project Manager for the City's project. Other SoftResources' consultants may serve as an additional resource as determined by Cherish.

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Second Amendment to Professional Services Agreement amends the Agreement that was effective the 29th day of March, 2023, between the City of University Place, a Washington municipal corporation ("City"), and **SoftResources** ("Contractor").

The City wishes to increase the contract amount by ninety-nine thousand seven hundred dollars (\$99,700.00) for a total contract amount not to exceed \$291,500.

The City wishes to extend the duration of the contract to December 31, 2026.

The City has completed the work set forth in the Statement of Work attached as Exhibit A, and has paid for said work per the terms set forth in Exhibit B. The City and the Contractor are continuing the phase of the project as outlined in Exhibit C entitled "Engagement Proposal," which includes both the scope of the work and a new method of billing (reflecting a "time and materials" method instead of a fixed fee basis by phase).

The City and the Contractor agree that Section 4. Compensation of the Professional Services Agreement shall be amended to read:

4. COMPENSATION.

4.1 Total Compensation. In consideration of the Contractor performing the Services, the City agrees to pay an amount not to exceed \$291,500 which includes taxes, fees, and reimbursable expenses. This project will be billed on a Time and Materials basis at the hourly rate set forth in the new Exhibit C.

The City and the Contractor agree that Section 2. Term of the Professional Services Agreement shall be amended to read:

2. TERM.

The term of this Agreement shall commence on the effective date of this Agreement and shall continue until no later than December 31, 2026. This Agreement may be extended for additional periods of time upon the mutual written agreement of the City and the Contractor.

All other provisions of the Professional Services Agreement of the 29th day of March, 2023 and as amended shall remain the same.

Executed on the dates written below.

CONTRACTOR:
SOFTRESOURCES

CITY:
CITY OF UNIVERSITY PLACE

By: _____

Printed Name:

Title:

Address: 11411 NE 124th Street
Suite 270
Bellevue, WA 98005

By: _____

Printed Name:

Title:

Address: 3609 Market Place W.
Suite 200
University Place, WA 98466-4456

Date: _____

Date: _____

Approved as to form:

Matthew S. Kaser, City Attorney

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

Proposed Council Action:

Authorize the City Manager to execute an amendment to the Lease Agreement between the City of University Place and SH&H Valuation, LLC.

Agenda No:

6D

Dept. Origin:

Public Works Operations

For Agenda of:

July 21, 2025

Exhibits:

Lease Extension

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

On September 1, 2020, the parties entered into a Lease for City-owned property commonly known as Suite 201, located at 3609 Market Place W. The lease agreement was for a period of sixty-three (63) months.

The Lease Agreement between the City of University Place and SH&H Valuation, LLC expires on November 30, 2025. City Staff have met with SH&H Valuation, LLC. As a result, an Amendment to the Lease Agreement has been negotiated.

The lease extension is for an additional term of 36 months, commencing on December 1, 2025, and ending on November 30, 2028, unless sooner terminated pursuant to the terms of the Lease.

Tenant shall pay landlord gross monthly rent during the extended lease term according to the following schedule:

Lease Year (Stated in Months)	Gross Monthly Rent Amount
63-74	6,785.12
75-86	6,988.67
87-99	7,198.28

All other terms and conditions of the Lease Agreement shall remain the same.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to execute an amendment to the Lease Agreement between the City of University Place and SH&H Valuation, LLC.

**AMENDMENT TO LEASE AGREEMENT
BETWEEN
THE CITY OF UNIVERSITY PLACE AND
SH&H VALUATION, LLC**

WHEREAS, this Amendment to the Lease Agreement is entered into by and between the City of University Place, a Washington municipal corporation (City) and SH&H Valuation, LLC (SH&H); and

WHEREAS, on September 1, 2020, the parties entered into a Lease for City-owned property commonly known as Suite 201 located at 3609 Market Place W. in University Place; and

WHEREAS, the Lease Agreement expires on November 30, 2025; and

WHEREAS, the parties desire to mutually exercise the option contained therein and extend this Lease for three (3) years, through November 30, 2028; and

WHEREAS, the Rent Rider set forth the monthly rent payments through the original term of the Lease and the CITY and SH&H have agreed on the fair market value of rent for the Premises for the next term of the Lease;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, it is mutually agreed between the City and SH&H as follows:

1. Extension of Lease Term

The Lease is hereby extended for an additional term of 36 months, commencing on December 1, 2025, and ending on November 30, 2028, unless sooner terminated pursuant to the terms of the Lease.

2. Rent

Tenant shall pay Landlord Gross monthly rent during the extended Lease Term according to the following schedule:

Lease Year (Stated in Months)	Gross Monthly Rent Amount
63-74	6,785.12
75-86	6,988.67
87-99	7,198.28

All other terms and conditions of the Lease Agreement shall remain the same.

IN WITNESS WHEREOF, the parties have executed this Lease Extension Rent Rider as of the date first written above.

LANDLORD:

Dated: _____

CITY OF UNIVERSITY PLACE

By: _____
Stephen P. Sugg, City Manager

TENANT:

Dated: _____

SH&H VALUATION, LLC

By: _____
Chad Johnson, Partner

Approved as to form:

Matthew S. Kaser, City Attorney

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

Proposed Council Action:

Authorize the City Manager to purchase two (2) HDPE salt brine storage tanks from Protank in the amount of \$59,150.12, including tax, and execute all the necessary contract documents.

Agenda No:

6E

Dept. Origin:

Public Works Operations

For Agenda of:

July 21, 2025

Exhibits:

Quotes

Concurred by Mayor:

Approved by City Manager:

Approved as to form by City Atty.:

Approved by Finance Director:

Approved by Department Head:

Expenditure

Required: \$59,150.12

Amount

Budgeted: \$150,000

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The 2025 Adopted Budget includes the funding for the purchase of replacement salt brine storage tanks as part of the public works facility secondary containment project.

The following quotes were received:

Protank	\$59,150.12
Acuantia	\$59,839.35
National Tank Outlet	\$64,959.00
Tank Depot	\$67,600.00

ALTERNATIVES CONSIDERED

None.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to purchase two (2) HDPE salt brine storage tanks From Protank in the amount of \$59,150.12, including tax, and execute all the necessary contract documents.

PROTANK

8971 Yahweh Road
Olive Branch, MS 38654
Phone: 662-895-4337
Fax: 662-895-4338

QUOTATION

Date	QUOTATION #
6/13/2025	348811

Bill To
City of University Place 4951 Grandview Dr W University Place, Washington, 98467

Ship To
City of University Place Tony West 253-606-9457 4951 Grandview Dr W University Place, WA 98467

Chemical Application		Lead Time	Rep	Terms	FOB
		4 weeks	BSS		CA
Qty	Item	Description		Price Each	Total
2	D43944	15,000 Gallon Heavy Duty HDPE Vertical Tank w/ 22" Manway S.G. - 1.9 141" dia x 244" ht		24,207.00	48,414.00T
1	Freight	Freight Charges for Delivery		5,310.00	5,310.00T
		AvaTax Sales Tax Only Adjustment		10.1%	\$5,426.12
Valid for 30 days. Thank-you for the opportunity to submit this quotation.- Brett				Total	\$59,150.12

www.protank.com

*ITEMS NOT INCLUDED IN QUOTE WILL BE EXTRA CHARGE
*EXCESSIVE WEIGHT OF HEAVY SHUT-OFF VALVES, PIPING OR HEAVY HOSES MUST NOT BE CARRIED BY THE FITTINGS
*RIGID PIPING MUST NOT BE CONNECTED DIRECTLY TO THE TANK. FLEXIBLE CONNECTIONS AND/OR EXPANSION JOINTS ARE REQUIRED BETWEEN TANK AND PIPING/PUMP
*FILL TANK WITH WATER PRIOR TO USE TO CHECK FOR LEAKS

Signature



Acuantia, Inc

Tank Depot - Plastic-Mart

1611 Edgewood Ct

76031 Cleburne

(866) 926-5603

jwilliams@tank-depot.com

FORMAL QUOTE Tank Depot

Quote # 813653

Sales Rep: Jack Williams

Last updated on: Jun 13th, 2025 10:29:03am CDT

BILLING INFO

Tony West
University Place, WA
4951 Grandview Drive West
Tacoma, Washington, 98467-1254
United States
T: [2536069457](tel:2536069457)

SHIPPING INFO

Tony West
University Place, WA
4951 Grandview Drive West
Tacoma, Washington, 98467-1254
United States
T: [2536069457](tel:2536069457)

Shipping Method: Standard Shipping

REMIT TO

For delivery via regular US postal service:

Lockbox Name: ACUANTIA INC
Lockbox Address: P.O BOX 737687
Dallas, TX 75373-7687

For delivery via overnight courier service:

Lockbox Name: ACUANTIA INC
Lockbox Address: JPMorgan Chase (TX1-0029)
Attn: ACUANTIA INC & 737687
14800 ,Frye Road, 2nd Floor Ft Worth, TX 76155

QTY	SKU	DESCRIPTION	UNIT PRICE	ROW TOTAL
2	N-43943	15500 Gallon Vertical Liquid Storage Tank in Blue NORWESCO HANFORD.	\$24,625.00 \$31,857.00	\$49,250.00

Subtotal	\$49,250.00
Shipping & Handling	\$5,100.00
Tax	\$5,489.35
Grand Total	\$59,839.35



NATIONALTANK
OUTLET

4728 Spottswood Ave, Ste 328
Memphis, TN 38117
Phone: 888-686-8265

QUOTATION

Date	Quote #
6/13/2025	68564

Bill To
Ciyt of University Place Tony West 253-606-9457 University Place WA 98467

Ship To
Ciyt of University Place Tony West 253-606-9457 University Place, WA 98467

Chemical Application	Lead Time	Rep	Terms	FOB
	3-4 weeks	AM	Prepaid	CA

Qty	Item	Description	Price Each	Total
2	D43943	15,000 Gallon LHDPE Light Blue Translucent Heavy Duty Vertical Storage Tank w/16" Manway 3" SS Bolted Fitting w/EPDM Gasket & Siphon Tube SG-1.9 141"dia x 244"ht	25,000.00	50,000.00T
2	FREIGHT	Freight Charges for Delivery (CUSTOMER IS RESPONSIBLE FOR UNLOADING)	4,500.00	9,000.00T
		Total sales tax calculated by AvaTax	5,959.00	5,959.00
		Select this as a transaction's tax to use AvaTax	0.00%	0.00

Thank you for the opportunity to submit this quotation	Total \$64,959.00
--	--------------------------

Email
sales@ntotank.com

Website
www.ntotank.com

The Nation's Largest Plastic Tank Supplier



Thank you for your business!

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

Proposed Council Action:

Adopt a resolution amending the City Council Rules of Procedure.

Agenda No:

6F

Dept. Origin:

City Attorney

For Agenda of:

July 21, 2025

Exhibits:

Resolution
Exhibit A

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

As part of the Council's periodic Council Rules update, starting with the January 2025 retreat, Council identified four (4) areas which warranted changes to its rules. Those changes include the following:

1. Removal of the Finance Committee
2. Addressing meeting end timing protocols.
3. Reconciling potentially conflicting language as to how councilmembers may add matters to Council agendas; and
4. Setting forth a process for proclamations and other recognition.

RECOMMENDATION/MOTION

MOVE TO: Adopt a resolution amending the City Council Rules of Procedure.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING
ITS COUNCIL RULES**

WHEREAS, for the past year, City Council has studied, discussed, and finalized revisions to the Council Rules which will align the Rules with the current practice and better meet the needs of the Council;

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

Section 1. Approval of Form of Documents. The City Council approves the amended Council Rules in substantially the form attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall be effective immediately upon adoption by the City Council and shall apply to all subsequent Council meetings.

ADOPTED BY THE CITY COUNCIL ON JULY 21, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

SECTION 1. GENERAL

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

SECTION 2. ORGANIZATION

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

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

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

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

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

Council Rules of Procedure

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

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

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

F. Attendance, Excused Absences.

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

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

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

Council Rules of Procedure

G. General Decorum.

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

H. Confidentiality.

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

SECTION 3. OFFICERS

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

Council Rules of Procedure

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

SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

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

SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

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

Council Rules of Procedure

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

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

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

SECTION 6. MEETINGS

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

SECTION 7. COUNCIL ORDER OF BUSINESS

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

7.1 Call to Order

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

7.2 Roll Call

The City Clerk will call the roll.

7.3 Pledge of Allegiance

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

7.4 Approval of the Agenda

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

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

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

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

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

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

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

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

7.5 Proclamations and Presentations

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

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

1. Annually, the City Council may identify in advance suitable events or causes which warrant recognition via proclamation. Notwithstanding the foregoing, latter-identified requests should be made at least four (4) weeks in advance of the requested Council meeting.

2. If the proclamation is requested by an entity other than the City, the requester must submit a copy of the proposed proclamation, together with such additional information which may be necessary to aid the Council in determining whether to issue the proclamation. The City retains the right to modify, edit or otherwise amend the proposed proclamation to meet its requirements, needs or policy determinations. Upon receipt, the Mayor, City Manager and City Clerk will make an initial determination whether the proposed proclamation meets the intent of this rule, and report to the full Council that a request has been received and the results of this initial determination.

3. If approved, unless the presentation is appropriate for another venue or circumstances warrant otherwise, the proclamation will be publicly read during a City Council meeting and presented to a representative(s) of an appropriate organization.

4. Mayoral Proclamations. For events or causes which do not warrant a City Council proclamation or for which the notice under the above provisions is impractical, but which nonetheless warrant recognition, the Mayor may recognize such event or cause. Examples which warrant recognition under this subsection may include excellence in youth activities (i.e., Eagle Scout/Gold Award recipients), or local businesses achieving significant anniversaries. The Mayor shall promptly report to the Council any proclamations issued under this subsection.

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

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

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

7.6 Public Comments

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

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

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

Council Rules of Procedure

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

7.7 Consent Agenda

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

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

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

7.8 Public Hearings and Appeals

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

7.9 Council Consideration

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

7.10 Reports by the City Manager

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

7.11 City Council Comments

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

7.12 Study Sessions

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

7.13 Adjournment

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

SECTION 8. EFFECT/WAIVER OF RULES

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

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

STUDY SESSION

Memo

DATE: July 21, 2025
TO: City Council
FROM: Matt Kaser, City Attorney
SUBJECT: UPSD – City of Univ. Place Interlocal Agreement

As part of the implementation of Council's top-identified goal of establishing recreation initiatives to enhance the quality of life for all residents, with a focus on youth and seniors, City staff, together with their UPSD counterparts have drafted a proposed interlocal agreement relating to the use of UPSD facilities.

By way of background, UPSD and the City had a previous interlocal agreement, dating back to October 2001. In the course of updating this interlocal, it was identified that the better course was to terminate the 2001 interlocal and start anew.

This proposed interlocal, contains the following "deal points," of note:

- UPSD allows the City to use designated facilities for the purpose of youth programs, with a waiver of facility fees.
- The City is responsible for all costs associated with staffing, security, promotion and other costs associated with these youth programs.
- The City is responsible for any costs associated with the repair, damage or cleanup of UPSD facilities occasioned by its use;
- UPSD may (but is not required to) include promotional materials in its communication channels.
- Facility scheduling shall comply with UPSD's rules and procedures and coordinated through UPSD.
- The agreement shall run through August 31, 2029 unless terminated earlier by either party.
- The City may assign, with UPSD's written assent, its rights for the purposes of youth recreation to a third party.

This matter was approved by UPSD's Board of Directors at its July 9, 2025 meeting.

**CITY OF UNIVERSITY PLACE
AND
UNIVERSITY PLACE SCHOOL DISTRICT
YOUTH SPORTS FACILITY USE AGREEMENT**

THIS AGREEMENT is made by and between the City of University Place ("City") and the University Place School District ("School District").

RECITALS:

- The City and School District value collaboration that promotes youth development, health, and recreation.
- The City, in conjunction with neighboring agencies, operates youth sports programs that benefit children residing in University Place and desires to utilize School District facilities for these programs.
- The School District supports the use of its facilities for activities that serve the broader community and align with its educational mission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. This Agreement shall be effective from time of signing to August 31, 2029, unless sooner terminated under the provisions herein. The Agreement may be renewed by mutual written agreement.
2. The School District agrees to allow the City to use designated District facilities for the sole purpose of operating youth sports programs. This includes, but is not limited to, gymnasiums, fields, and other recreational spaces as mutually agreed upon in advance. Use of facilities for any purpose outside youth sports is not permitted under this agreement.
3. The School District agrees to waive all facility rental fees for the City's use as outlined in this Agreement.
4. The School District agrees to include promotional materials, at its discretion, in District communication channels. The District retains the right to alter, modify, or summarize promotional material that is distributed through District channels.
5. The City shall be responsible for all costs associated with staffing, security, promotion, and other costs associated with operating or promoting the youth sports program.
6. The City shall be responsible for any costs associated with repair, damage, or cleanup if such needs arise.

7. The City shall comply with all School District facility rental rules and procedures, including scheduling protocols, supervision requirements, insurance provisions, and facility care standards. The School District will provide the City with the current version of these procedures.
8. Facility scheduling will be coordinated in advance through the District's designated facility use coordinator. Priority will be given to school-related activities. The City will submit seasonal schedules with reasonable lead time and will collaborate in good faith to avoid conflicts.
9. Each party agrees to be responsible for its own acts and omissions and the acts and omissions of its employees, officers, agents, or contractors. The City will maintain general liability insurance and provide a certificate of insurance naming the School District as an additional insured.
10. Either party may terminate this Agreement with or without cause by providing ninety (90) days' written notice to the other party.
11. This Agreement constitutes the entire understanding between the parties. Any modifications must be in writing and signed by both parties.
12. The City may assign its rights under this agreement for the purposes of serving youth recreation to a third party with written assent by the School District.
13. This Agreement shall be governed by the laws of the State of Washington. Venue for any dispute shall be Pierce County.

AGREED and SIGNED by:

City of University Place

Stephen P. Sugg
City Manager

University Place School District

Jeff Chamberlin
Superintendent



University Place Sports

The intent of this document is to provide an overview of the YMCA's program proposal prior to submitting an official agreement. We look forward to hearing your thoughts.

The Pearl Street YMCA would propose that revenue will be allotted to the YMCA and staff and supply expense would be the YMCA responsibility. City of University Place would be responsible for access to the University Place School District through the Interlocal and be responsible for field maintenance on city property. Coordinated marketing will be need to be defined for development and distribution of program information.

Timeline

- Marketing and Community outreach September 2025
- Registration for Winter league November and December 2025
- 1st league launch January 2026

League Structure and Schedule

- 7 Game season
- 10 Weeks Practice (3 Prior to 1st game)
- Ages 5 – 12
- Boys/Girls Leagues
- Volunteer Coaches
 - ✓ National level screening
 - ✓ Child Abuse Prevention Training Required
 - ✓ Sports training available
- Gym/Field Supervisor present for practice and games

Registration and Pricing/Priority Access Model

- University Place Residents (UP Residents):
 - ✓ Register two weeks early
 - ✓ \$95/season (YMCA Member Rate)
- YMCA Members (non-UP Residents):
 - ✓ Register after UP priority window
 - ✓ \$95/season
- Community Members:
 - ✓ Register after priority window
 - ✓ \$190/season

Registration Platform and Process

- TBD/Working with the IT department to identify platform

League Schedule

- Winter League
 - ✓ Basketball
 - ✓ Nov/Dec Registration
 - ✓ Jan-Mar Game Season
- Spring League
 - ✓ Tball Ages 5/6 Coed
 - ✓ Coach Pitch 7/8 Coed
 - ✓ Soccer 5 – 12 Boys/Girls Leagues
- Fall League
 - ✓ Volleyball 5 – 12 Girls League
 - ✓ Cross Country 5 – 12 Coed Practice/Boys/Girls Races
 - ✓ Soccer 5 – 12 Boys/Girls Leagues

Skills and Drills Schedule and Program

- Sport Instruction camps and clinics.
- Summer 4 Day Camps (Mon-Thurs)/9am-12pm. 4 sessions
- Basketball/Soccer/Volleyball
- University Place Residents (UP Residents):
 - ✓ \$65 Register 2 weeks early (equivalent to YMCA Member Rate)
- YMCA Members (non-UP Residents):
 - ✓ \$65
- Community Members:
 - ✓ Register after priority window
 - ✓ \$130

Long Term Possibilities

- Expand Skills and Drills to school year. Two day a week classes.
- Summer Outdoor Youth Pickleball lessons.

LEGISLATIVE PROPOSAL

PROPOSAL: The renaming of Homestead Park to Brobeck Homestead Park. to honor the Brobeck pioneer family in University Place – not renaming for an individual

REASON FOR THE PROPOSAL: *(Why is this request necessary?)*

A nod of thanks and acknowledgement of a historic 20-acre Brobeck family farm (Brobeck Field) This is to historically connect and honor the homestead of the family. The remanent of the farm is now the current site of Homestead Park. The park is set for redevelopment. Therefore, it would be a optimal time to rename the park with the grand re-opening ceremony a cornerstone park which enhances the Town Center's amenities

BACKGROUND INFORMATION: *(Provide background information to assist in understanding the legislative history or rationale for the legislation, including information on existing Code/Policy.)*

In 1931 the Brobacks (Anna Refvik and John) bought 20 acres of homestead turned the land into a farm. The farm was known as Brobeck's Field.

The youngest Brobeck son was Arthur John Brobeck. He attended University Place Elementary for a short time. After his Naval service and college, the veteran became President of UP School Board, President of UP Rotary, Chamber of Commerce Board Director and was elected for two terms as the 28th District State House of Representatives.

If Mr. Brobeck did not influence his Cousin Barry Brobeck to allow the City of University Place to purchase the property, the city would not have a central park for citizens to enjoy and recreate. Additionally, the city now has a place for events that bonds our residents with a sense of community pride and a healthy living incentive.

This proposal has been vetted by the Parks Commission. The commission forwarded it to the City Council for further discussion. It needs to be placed the agenda to bring closure to the UP Historical Society's request for renaming the park.

FISCAL IMPACT: New signs for the park

DESIRED OUTCOME: Name change to Brobeck Homestead Park

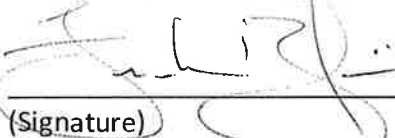
RESOURCES REQUIRED: Minimal staff time and funding for the signs.

Submitted by:


(Signature)

5/5/2025
(Date)

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


(Signature)

5/5/2025
(Date)

Date Submitted: 5/5/25

Date Reviewed: _____

Agenda Date: 7/21/25

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, July 21, 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: 944 913 272#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

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

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

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

AGENDA

- 6:30 pm **1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE – Councilmember McCluskey**
- 4. APPROVAL OF AGENDA**
- 6:35 pm **5. PUBLIC COMMENTS**
- 6:40 pm **6A. – CONSENT AGENDA**
- 6F. 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 July 7, 2025 Council meeting as submitted.**
- B. Receive and File: Payroll for period ending 06/30/25 and 07/15/25; and Claims dated 06/30/25 and 07/15/25.**
- C. Authorize the City Manager to execute an amendment to the Professional Services Agreement with SoftResources for consulting services for the implementation of the new ERP system.**
- D. Authorize the City Manager to execute an amendment to the Lease Agreement between the City of University Place and SH&H Valuation, LLC.**
- E. Authorize the City Manager to purchase two (2) HDPE salt brine storage tanks in the amount of \$59,150.12, including tax, and execute all the necessary contract documents.**

F. Adopt a Resolution amending the City Council Rules of Procedure.

- 6:45 pm **7. CITY MANAGER & COUNCIL COMMENTS/REPORTS** - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.)
- STUDY SESSION** – (At this time, the Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)
- 7:05 pm **8. UNIVERSITY PLACE SCHOOL DISTRICT INTERLOCAL AGREEMENT**
- 7:25 pm **9. YMCA YOUTH RECREATION PROGRAM**
- 8:15 pm **10. LEGISLATIVE PROPOSAL: RENAMING HOMESTEAD PARK**
- 9:00 pm **11. ADJOURNMENT**

***PRELIMINARY CITY COUNCIL AGENDA**

August 4, 2025
Regular Council Meeting

August 18, 2025 - CANCELLED
Regular Council Meeting

September 2, 2025
Regular Council Meeting

September 15, 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