

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

Documents:

[03-03-25 RM.PDF](#)

[AGENDA 03-03-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, March 3, 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: 702 456 108#; 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 un-mute 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 Boykin |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• Battle of the Badges Winner• Introduction of New Public Safety Officers |
| 7:00 pm | 6. PUBLIC COMMENTS |
| 7:05 pm | 7A. – CONSENT AGENDA
7E. 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 January 25, 2025 and February 3, 2025 Council meetings as submitted.**
- B. Receive and File: Payroll for periods ending 01/31/25 and 02/15/25; Claims dated 01/22/25, 01/30/25, 01/31/25, 02/07/25 and 02/14/25.**

- C. Authorize the City Manager to purchase one (1) 2025 Ford F250 Pickup Truck in the amount of Sixty-Three Thousand Seven Hundred Ninety-Seven Dollars and Seventy-Four Cents (\$63,797.74), including tax.
- D. Authorize the City Manager to purchase one (1) steel vehicle storage building in the amount of One Hundred Seventy-One Thousand Fifty Dollars and Seventy-Eight Cents (\$171,050.78), including tax, and execute all the necessary documents.
- E. Authorize the City Manager to purchase one dry salt storage building in the amount of One Hundred Eighteen Thousand Five Hundred Forty-Three Dollars and Sixty-Nine Cents (\$118,543.69), including tax, and execute all the necessary documents.

7:10 pm

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

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.)

7:45 pm

- 9. STORMWATER MANAGEMENT PROGRAM 2025 UPDATE**

8:15 pm

- 10. PARKS RESERVATION SYSTEM REPORT**

9:00 pm

- 11. ADJOURNMENT**

***PRELIMINARY CITY COUNCIL AGENDA**

March 17, 2025
Regular Council Meeting

April 7, 2025
Regular Council Meeting

April 21, 2025
Regular Council Meeting

May 5, 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
Special Meeting of the City Council
Saturday, January 25, 2025**

CALL SPECIAL MEETING TO ORDER

Mayor Figueroa called the Special Meeting to order at 8:45 a.m.

Attendance was noted as follows: Mayor Figueroa, Mayor Pro Tem Wood, Councilmember Worthington, Councilmember McCluskey, Councilmember Flemming, Councilmember Boykin, and Councilmember Grassi(virtual).

Staff: City Manager Sugg, City Attorney Kaser, Assistant City Manager Faison, Administrative Services Director Petorak, Community and Economic Development Director Briske, Police Chief Burke, Public Works Director Ecklund, Business Outreach Liaison Metcalf, and City Clerk Genetia.

Facilitator: Michael Pendleton (Pendleton Consulting, LLC)

MAYOR'S REMARKS/FACILITATOR OPENING

Mayor Figueroa called the Special Meeting to order and welcomed the City Council and staff. He emphasized the importance of meaningful participation and communication among Council and staff to achieve the retreat's goals. Michael Pendleton, the retreat facilitator, welcomed the participants to the first retreat of 2025. He outlined the agenda and highlighted the unique aspect of the retreat, which includes a visit from County Executive Mello.

GUEST SPEAKER – Mayor Figueroa welcomed Pierce County Executive Ryan Mello and his team, thanking him for his attendance and for the opportunity to have a conversation about the importance of the City and County's partnership in delivering public service and addressing regional challenges.

Pierce County Executive discussed the importance of collaboration between the City and County in delivering public services, addressing homelessness, affordable housing, and improving public safety through initiatives like therapeutic courts and diversion programs. He announced the region's preparation for the 2026 World Cup, highlighting the economic impact and the establishment of fan zones, including one in Tacoma.

City Manager Sugg highlighted a few of the many services that the County provides for the City that are considered crucial and one that the City depends on, and that the County has reliably delivered year after year. He discussed ongoing sewer projects, including the use of ARPA funds to address areas still served by septic systems. Public Works Director Ecklund expressed his appreciation for the partnership, support and assistance the County Utility team has provided. With their assistance, the City was able to get a \$2M state grant. In addition, they were able to get the 67th sewer expansion project through the permit process quickly and in making sure that the City met the timeframe needed to get the ARPA.

City Manager Sugg touched on some of the challenges that the City needs assistance on relating to capacity restraints and interlocal agreements with the City of Tacoma. Community and Economic Development Director Briske noted that four housing projects are affected by this interlocal agreement and related that the County is trying to find work around for these, however, it leaves a level of uncertainty for the developers of these projects. The County has drafted a new ILA to resolve the paper capacity issue and is in its final stages of review before it gets sent to the City of Tacoma for review. Director Briske and Pierce County Utilities Manager Hartwig discussed the challenges and improvements needed in the commercial tenant improvement review process, including the need for faster reviews and better coordination with Pierce County Utilities. Mr. Hartwig explained the importance of grease interceptors for restaurants, addressing compliance issues and the potential for shared interceptors in certain circumstances.

Pierce County Executive Mello and Sustainable Resources Administrator Dicks discussed the future of Chambers Bay Golf Course, including potential revenue opportunities and improvements to the park and golf course.

COUNCIL ASSIGNMENTS

Mr. Pendleton led Council through a review and discussion of changes in Council assignments. The following changes were made to the assignment/representation matrix for 2025: Councilmember Worthington stepped down as representative to Rainier Communications Commission and was replaced by Mayor Figueroa, and Councilmembers McCluskey and Boykin's new appointments with National League of Cities' Small Cities Council were added. The rest of the assignments/representations remain the same.

LUNCH BREAK – Council took a 45-minute lunch break at 12:00 p.m. The meeting resumed at 12:45 p.m.

2025-2026 COUNCIL GOALS IMPLEMENTATION

Recreation: Establish a recreation initiative to enhance the quality of life for residents of all ages with a focus on youth and seniors. Partner with organizations to develop tailored recreational solutions, provide ongoing parks maintenance support and program development.

Proposed outcomes for youth, senior recreation and specialized recreation programs are as follows:

- Council approval of partner ILA with Fircrest (2025)
- Council approval of school district ILA amendment (2025)
- Youth sport trial to begin with (softball/baseball/basketball)
- Council budgeted \$25K for 10 years (\$250K)
- Study potential senior recreation services (2025)
- Identify potential partners for senior recreation services
- Develop senior recreation services webpage
- Evaluate recreation programs for residents with special needs
- Review partnering with County
 - Program offerings: arts/leisure, camps, special events, fitness and sports, etc.
 - Metro Parks Tacoma, City of Puyallup, City of Sumner, City of Lakewood, PenMet Parks
 - \$20,000 total cost, approximately for 100 users (\$191/user)

City Manager Sugg provided an overview of Council's 2025-2026 goals which were adopted last summer. He indicated that the first goal, recreation, is a carryover from 2024 and will continue into the 2025-2026 goals implementation. In addition to youth recreation focus, senior recreation and specialized recreation were included.

City Attorney Kaser and Public Works Director Ecklund provided an update on the development of interlocal agreements with the school district and the City of Fircrest for youth recreation services, including potential costs and benefits for University Place residents. Director Ecklund also outlined plans to study and develop senior recreation services, including potential partnerships and resources for senior residents, as well as discussed the potential for partnering with Pierce County on specialized recreation programs for seniors and residents with special needs.

Attorney Kaser will finalize and send the draft interlocal agreement with the City of Fircrest for review and comments. Staff will also do a cost analysis to determine the bottom-line cost for the subsidy related to the recreation services agreement with the City of Fircrest. They will explore potential partnerships for senior recreation services and help develop additional resources for senior recreation services and arrange a presentation from Community Connection Place to inform Council about their current senior services and potential for expansion.

Economic Development: Foster economic development by prioritizing the diversification of city revenue and strategic collaboration on projects that enhance the quality of life for our residents and drive sustainable growth for our business districts.

Proposed outcomes for Economic Development are as follows:

- Promote City business districts (e.g., promotional video/social media)
- Expand awareness of existing businesses (business community profile)
- Wayfinding signs – construction begins 2025 (\$210K total \$160K was ARPA)
- Completion of 27th Street and Town Center business district plans (\$95K ea. ARPA)
- Work with partners to collaborate with the County (sewer utility) to improve permitting review times
- Design and participate in placemaking with owners of significant properties – i.e., Grandview Plaza, façade/frontage improvement program (\$30K)

Business Liaison Metcalf and Director Briske discussed the proposed outcomes for the City's economic development goals, including promoting business districts and expanding awareness of existing businesses through the implementation of wayfinding signs and promotional videos for each business district; improving permitting process; and plans for placemaking initiatives, including working with property owners on design and redevelopment projects. Director Briske provided an update on the construction of wayfinding signs for the business districts, with completion date expected in 2025.

Comments were provided with regards to exploring the use of social media to promote businesses and encourage patronage; exploring the business districts in collaboration with the City's 30th birthday; implementing a notification system to inform Council members about business closures in the City; data related to license growth; promotion of the 27th business district and its safety aspect; the importance of economic development and the 30th year celebration of University Place, highlighting the value of business participation; and the impact of wayfinding signs. Staff will evaluate to see if the \$30,000 budget for placemaking is sufficient and consider increasing it if necessary.

Health in All Policies: Integrate health considerations into policymaking through a "health in all policies" approach aligned with the Growth Management Act. Establish a checklist for staff and commissions to assess and report on legislative choices, utilizing defined health considerations to ensure comprehensive decision-making with a focus on University Place.

Proposed outcomes are as follows:

- Meet with TPCHD and review their work in this area
- Define health and its scope
- Develop U.P.-centric checklist (review with commissions for feedback)
- Update council bill form to show health in all policies consideration

City Manager Sugg discussed the health and wellness policies, focusing on meeting with the health department to define health and develop a checklist, and to update the Council Bill form to include health in all policies. Feedback from the commissions and the linear sequence of the plan is also needed. City Manager Sugg talked about the health policy checklist, comparing it to the State Environmental Policy Act (SEPA) and considering health impacts in decision-making processes.

Council expressed excitement about partnering with the health department, the potential outcomes and low-hanging fruit that could be implemented and noted the importance of considering the impact on peer groups and the quality of livability. City Manager Sugg remarked on the need for timelines to accomplish the goals, highlighting the importance of having an action plan and periodic updates to ensure progress.

Climate Action Plan: Develop a climate action plan, either stand-alone or as part of the Comprehensive Plan. Look at the intersection between climate action and public safety (wildland/urban interface, coastal properties) and seek solutions. Apply for and seek grant funding to address these issues.

Proposed outcomes are as follows:

- Identify statutory requirements
- Apply for the Dept. of Commerce Grant for the new Climate Resiliency Comprehensive Plan Element
- Develop a separate climate action plan (\$75K) that considers local goals, policies and strategies including, but not limited to:
 - EV charger strategy
 - City Hall building energy/battery backup

- Data and analysis of tree canopy, emissions, heat maps, climate impacted flooding
- Emergency management interface
- Public education, new webpage for climate action

Director Briske discussed the development of a climate action plan, including the integration of a climate resiliency element into the Comprehensive Plan. He highlighted the connection between emergency management and climate action and discussed the potential impacts of climate change on the community and the need for a living document to address these issues. He remarked on the importance of public education, hazard mitigation, and the potential for grants to support the plan and to fund the climate action initiatives.

Staff will apply for the state grant in July to fund the climate resiliency element of the Comprehensive Plan, develop a standalone climate action plan that includes details on EV charger strategy, tree canopy, emissions heat maps, and climate impact studies. Staff will also set up a new webpage for climate action activities and public education; will coordinate with the commissions to provide climate action information to the community; and ensure that climate action plan interfaces with the hazard mitigation plan.

Affordable Housing: Stimulate affordable housing development in U.P. by incentivizing developers to build condos, townhomes, and other alternative middle housing ownership opportunities. Prioritize the creation of attractive and accessible affordable housing options in the community.

Proposed outcomes are as follows:

- HB1110 compliance
- Continue implementation of Housing Action Toolkit
 - Consideration of R3 zone (gentle density)
 - Create cottage housing ordinance
 - Improve small-lot development standards
 - Pre-approved accessory dwelling unit plans (\$50K budgeted)
- Host development forum, partner with Lakewood
- Continued participation in SSH³P

Director Briske discussed the City's efforts to stimulate affordable housing, including the implementation of the Housing Toolkit, the potential creation of an R3 zone, and the development of a new cottage housing ordinance. He also noted the need to address issues with small-lot development standards and the pre-approved accessory dwelling unit plans. Director Briske mentioned the idea of hosting a development forum in partnership with Lakewood to hear from developers, finance experts, and real estate agents about barriers to development and potential solutions. This forum would help the City understand the challenges and opportunities in increasing housing availability.

30TH BIRTHDAY CELEBRATION

City Manager Sugg discussed plans for the City's 30th Birthday celebration, including a two-day event (Friday, August 1, 2025 from 4:00 p.m. to 9:00 p.m. at Market Square, and Saturday, August 2, 2025 from 4:00 p.m. to 11:00 p.m. at Cirque Park) with musical entertainment, an outdoor market, and various activities. He presented different options for the number of headliner bands and the inclusion of interactive arts and a skate jam.

Council provided feedback, stressing the value of including family-friendly activities, interactive arts, and contests to engage the community during the event. They suggested incorporating elements like a City booth, food trucks, opportunities for local businesses to participate, inclusion of a time capsule, more interactive contests, and the possibility of a fireworks show. They also discussed the importance of having a strong MC to keep the event engaging and well-coordinated. Council also discussed the need for shuttle services, parking coordination, and a detailed breakdown of costs for the 30th Birthday celebration, and to consider the possibility of sponsorships to offset some of the expenses. Councilmember McCluskey relayed the interest of the U.P. Historical Society in participating in the celebration by displaying the City's history and artifacts. The group offered to maintain and repair the atrium and bring additional funding to the event.

Staff will provide a detailed breakdown of the \$28,000 costs for the movie in the park, including all the subcomponents; develop a plan for interactive community contests such as cake decorating, art, short-form video contest to generate interest in the event; identify and select a high-energy, UP-centric MC to ensure strong communications and engagement; plan and implement a shuttle service for the event to address parking issues and ensure accessibility; prepare a budget amendment for the event, considering a range of \$100,000 to \$150,000; and re-evaluate the event schedule to potentially start earlier in the day to allow more time for activities and engagement.

COUNCIL RULES

Mayor Figueroa discussed the importance of reviewing the Council Rules annually to consider feedback from staff and Councilmembers. City Attorney Kaser led the discussion on the following sections of the Council Rules for potential changes to improve efficiency:

- Council Agendas (Review Procedure) – The process was clarified on how Council members can bring topics for discussion, including the legislative proposal process. Staff will check on the agenda setting/other provisions regarding the Mayor Pro Tem's authority to put an item on the agenda in the Mayor's absence. The legislative proposal process will be reflected in the Council Rules and the form will be revised to include a checkbox to indicate whether the proposal is for a study session, legislative action, or other purposes.
- Council Meeting Start/End – It was proposed to change Council Meeting start time from 6:30 p.m. to 6:00 p.m. to allow for more discussion time and avoid late-night extension. The Council debated the pros and cons of this change. Council made no changes to the meetings' starting time and considered reviewing and possibly amending the rule regarding the point of order at 8:30 p.m. to align with the current practice.
- Council Comments/Reports (Time Limit?) – Relative to earlier comments above.
- Proclamations/Recognitions (Criteria and Process) - Concerns were raised about the current process for proclamations and recognitions, suggesting the need for a vetting process and clearer guidelines. The Council discussed the benefit of aligning the proclamations with the City's values and ensuring timely submissions. Staff to develop a detailed process for vetting and approving proclamations, including criteria for eligibility and a clear application process. A study session will be scheduled to discuss and finalize the new process, including the distinction between proclamations and recognitions.
- Presentations (Criteria and Process, Study Session v. Q&A) – No change of text. Council agreed to go back to the existing order of the presentations on the agenda.
- Appointment of Advisory Commissions (Interviews for Incumbent) – It was proposed to simplify the reappointment process for incumbents on advisory commissions by eliminating the need for a full application. Council discussed the importance of interviews and updating information for reappointments.
- Finance Committee (Full Council Quarterly Update, Special Meeting) – Council discussed the possibility of integrating the Finance Committee's quarterly updates into the regular council meetings as a study session item instead of holding separate Finance Committee meetings. They considered the benefits of this approach for better time management and information dissemination.

CLOSING COMMENTS

City Manager Sugg thanked all the department heads and team members for their hard work and support, as well as the Councilmembers for a positive discussion and feedback. Mayor Figueroa thanked his colleagues for their time, candid comments and feedback.

ADJOURNMENT - The meeting was adjourned at 4:28 p.m. No other action was taken.

Submitted by:

Emy Genetia

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, February 3, 2025**

1. CALL REGULAR MEETING TO ORDER

Mayor Pro Tem Wood called the Regular Meeting to order at 6:30 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

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

Staff Present: City Manager Sugg, City Attorney Kaser, Public Works Director Ecklund, and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember Grassi led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

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

The motion carried.

5. PRESENTATION – On behalf of the City Council, Mayor Pro Tem Wood welcomed Pierce County Councilmember Rosie Ayala of District 4, representing the City of University Place. Councilmember Ayala thanked the Council for the opportunity to engage and introduce herself. She acknowledged the importance of partnership and offered an invitation to meet on a one-on-one basis. She shared her philosophy, work priorities and committees/boards that she serves on.

6. PUBLIC COMMENTS – None.

7. CONSENT AGENDA

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

- A.** Approve the minutes of the 01/21/25 Council meeting as submitted.
- B.** Receive and File: Claims dated 01-09-25 and 01/15/25.
- C.** Receive and File: Committees and Representatives' Assignments 2025.
- D.** Approve the cancellation of the February 18, 2025 Regular Council meeting.
- E.** Authorize the purchase of easements in the amount of \$65,430.00 from Edward Hakjun Park and Mary Soon Ae Park, over a portion of parcel #6468000020 for the 67th Phase I project and authorize the City Manager to execute all necessary documents.
- F.** Authorize the City Manager to purchase two (2) 2025 Ford Escape Plug-In Hybrid electric vehicles in the amount of \$87,526.50, including tax.

- G. Adopt a Resolution designating an applicant agent for the purposes of obtaining and administering certain state and federal financial assistance under the FEMA Building Resilient Infrastructure and Communities (BRIC) Grant. **(RESOLUTION NO. 1065)**
- H. Authorize the City Manager to award a Small Public Works Contract to Air Systems Engineering, Inc. for the installation of an HVAC Air Make-up and Exhaust Fan System in the amount of \$55,532.24, including tax, and execute all the necessary contract documents.

The motion carried.

8. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg confirmed that the City's 30th Birthday Bash will be celebrated on August 23. He also informed Council that a full and detailed report on this event will be forthcoming.

Councilmember Boykin shared his perspective on Council's retreat, especially the conversation with Pierce County Executive Mello and the firsthand exchange with Pierce County staff. He reported his attendance at the Tacoma-Pierce County's annual Horizons Economic Forecast and his participation in the Milgard School of Business.

Councilmember McCluskey shared her take-aways from the Council retreat. She reported that she met with citizens with regards to arts and event planning to gather some of their ideas and grassroots support for sustainability of arts in the community.

Councilmember Worthington remarked on the retreat and the valuable discussion with Pierce County Executive Mello and his staff. He also reported his participation in a committee meeting regarding the private pond facility.

Councilmember Flemming expressed his appreciation to Pierce County Executive Mello's presence at Council's retreat, his commitment to partnership and problem solving some of the issues that have both affected the County and the City.

Councilmember Grassi echoed the sentiments on the retreat. She thanked the City's Public Works team for their extra efforts in keeping the City streets safe. She also thanked the residents who participated in Congresswoman Strickland's valentine's project.

Mayor Pro Tem Wood also thanked Pierce County Executive Mello for his presence and participation/engagement at the retreat. He thanked the Public Works team for keeping the City roads clear and safe.

STUDY SESSION

9. LEGISLATIVE PROPOSAL: ARTS ADVISORY COMMISSION

Mayor Pro Tem Wood and Councilmember McCluskey presented their legislative proposal directing the City Manager and staff to research the community, financial and staff impacts of establishing an Arts Advisory Commission (AAC), and to provide a report back to Council by the first week of September 2025.

Councilmember McCluskey stated that when the City was incorporated, there was interest in creating a sense of place, not only the sense of belonging but also to bring joy and smiles to people, to bring beautification and appreciation of things other than the hard infrastructure of the City. There was a group of citizens, including the former Councilmember Klosowski, who started a discussion of forming an art commission. The citizen grassroot, UP for Art, was formalized and the City Council decided not to form an arts commission and instead asked the group to take the lead role in art placement and to also drive the arts and culture in the community. She indicated that UP for Art has been a viable and enthusiastic group who engaged local and regional artists to demonstrate their art in different media forms, promoted art in the City's open spaces, and cataloged existing arts within the City. Councilmember McCluskey indicated that

UP for Art was in the process of dissolving, however, a group of five individuals has formed a new board to continue its work.

Mayor Pro Tem Wood touched on the possibilities the City could look at in forms of paintings, sculptures, talent showcases, chalk art, etc. The legislative history of the City's art policy started with Resolution 332 that adopted an art policy and authorized the City Manager to establish procedures to implement the Plan (the policy focused on the approval process for the acquisition of art such as statues, paintings, photographs, etc.); Resolution 545 which created a partnership for public art between the City and UP for Art and authorized the UP for Art to administer the University Place Public Art Plan; and Resolution 546 that established the University Place Public Art Plan that provided a Public Art Vision and Goals, a program framework (priorities, responsibilities, funding strategies, etc.), a three-year action plan (thru 2010), and an inventory of existing art. He indicated that the City's adjacent communities that have an Arts Commission include Pierce County, Tacoma, Lakewood, Auburn, Puyallup (Arts & Culture Commission), Gig Harbor, Buckley (Citizen Advisory Commission), and Fife (Public Arts Commission). Councilmember McCluskey talked about the many economic and non-economic benefits art can bring to the City including job creation in art and art related industries, tax revenue, tourism, revitalize neighborhoods, potential for state and federal grants for the arts, increase in property values, increase in foot traffic for brick-and-mortar businesses, new business growth, partnership with regional and community non-profits, infrastructure and development funds, cultivate culture, empathy, education and communication, increase community interest and enjoyment, and provide history and sense of place. Mayor Pro Tem Wood conveyed the intent and the desired outcome of the legislative proposal and offered potential goals of an UP Arts Commission for staff to consider as part of its direction.

Council members provided comment/feedback regarding interest in encouraging the incorporation of art in new business construction, unintended consequences on budget, youth involvement, and expanding the arts and culture concept and options.

10. ADJOURNMENT - The meeting adjourned at 7:30 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

VOUCHER APPROVAL DOCUMENT



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

Voucher for pay period ending 01-31-2025

Date		Name	Amount
02/05/2025	319100	AWC EMPLOYEE BENEFIT TRUST	118,069.78
02/05/2025	ACH	DIRECT DEPOSIT	302,336.17
02/05/2025	WIRE	IUOE LOCALS 302-612 TRUST FUND	10,142.62
02/05/2025	ACH	BANK OF AMERICA	45,252.11
02/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	49,743.27
02/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,285.58
02/05/2025	ACH	AFLAC INSURANCE	142.51
			<u>529,972.04</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 02-15-2025

Date		Name	Amount
02/05/2025	ACH	DIRECT DEPOSIT	284,275.14
02/05/2025	ACH	BANK OF AMERICA	39,235.00
02/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	49,782.20
02/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,285.58
02/05/2025	ACH	AFLAC INSURANCE	142.51
			<u>377,720.43</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: 01-22-2025 Mini-Run

Check Range: 51991145 – 51991176, Wire #44628596

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: _____

apChkLst

01/22/2025

1:36:40PM

Final Check List
City of University Place

Page: 1

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
44628596	1/13/2025	002072	WA STATE DEPT OF REVENUE	DEC24	1/14/2025	DEC24/SALES & USE TAX	3,881.45	3,881.45
	Voucher:	53837						
51991146	1/22/2025	026328	ACTIVE CONSTRUCTION, INC		1/16/2024	DEC24/CONSTRUCTION/67TH PI	848,988.28	848,988.28
	Voucher:	53811						
51991147	1/22/2025	026144	AMAZON	1XQR-6NFC-6PGI	12/23/2024	FIRE PIT BURNER	251.97	251.97
	Voucher:	53812						
51991148	1/22/2025	026688	ARC ARCHITECTS INC	0000000018	12/31/2024	NOV26-DEC31/CIRQUE PARK CC	599.16	599.16
	Voucher:	53813						
51991149	1/22/2025	001126	BANK OF AMERICA	507	1/6/2025	2024 ACCOUNT ANALYSIS INVOICE	4,360.67	4,360.67
	Voucher:	53814						
51991150	1/22/2025	026749	BOYKIN, FRANK	RECONCILIATION	12/29/2024	RECONCILIATION/NLC/LOADING/T	134.92	134.92
	Voucher:	53815						
51991151	1/22/2025	025573	CANON FINANCIAL SERVICE	35173525	9/12/2024	SEP24/COPIER LEASE/SN: 2ND0	254.52	254.52
	Voucher:	53816						

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991155	1/22/2025	001024 CITY OF TACOMA	100068203	12/31/2024	LIGHTS/3715 BP WAY W	1,907.66	
	Voucher:	53817	101102107	12/4/2024	POWER/3555 MARKET PL W	1,101.81	
			101117614	1/6/2025	POWER/3612 DREXLER DR W	950.94	
			101117614	12/4/2024	POWER/3612 DREXLER DR W	928.43	
			100635715	12/4/2024	POWER/3609 MARKET PL W, #H5	920.89	
			100083325	12/18/2024	POWER/4910 BRISTONWOOD DR	506.11	
			100333844	12/18/2024	WATER/4951 GRANDVIEW DR W	311.52	
			100597956	1/13/2025	LIGHTS/8715 40TH ST W	258.74	
			100122800	1/5/2025	SIGNAL/4398 BP WAY W	240.08	
			100751205	1/6/2025	WATER/3555 MARKET PL W, HSE	225.89	
			100080586	12/17/2024	POWER/4951 GRANDVIEW DR W	190.41	
			100892486	1/2/2025	LIGHTS/6400 BP WAY W	177.19	
			100612293	1/2/2025	LIGHTS/5103 BP WAY W	172.62	
			101098584	1/6/2025	LIGHTS/7450 MARKET SQ	168.94	
			100057089	1/10/2025	LIGHTS & SIGNAL/2700 BP WAY W	166.47	
			100092335	1/8/2025	LIGHTS/3050 BP WAY W	158.95	
			100060658	12/26/2024	POWER/3510 67TH AVE W	149.99	
			100617905	1/6/2025	LIGHTS/3525 BRIDGEPORT WAY	141.20	
			100386367	12/24/2024	LIGHTS/7223 40TH ST W	138.37	
			100820972	1/9/2025	LIGHTS/2700 SUNSET DR W	137.84	
			101006142	1/13/2025	LIGHTS/2299 BP WAY W	135.81	
			100087691	1/5/2025	LIGHTS/3697 BRIDGEPORT WAY	134.49	
			100172057	12/18/2024	POWER & WATER/3920 GRANDVIEW	119.71	
			101121519	1/12/2025	LIGHTS/6602 BP WAY W	117.71	
			100892483	1/2/2025	LIGHTS/5400 BP WAY W	115.90	
			101010515	1/10/2025	LIGHTS/7106 27TH ST W	104.29	
			100101800	1/6/2025	LIGHTS/6318 GRANDVIEW DR W	96.12	
			100951901	1/7/2025	LIGHTS/7723 CHAMBERS CK RD	93.71	
			100951901	12/5/2024	LIGHTS/7723 CHAMBERS CK RD	93.26	
			101325439	1/6/2025	LIGHTS/7313 CHAMBERS CK RD	92.81	
			100101775	1/7/2025	LIGHTS/5250 GRANDVIEW DR W	91.74	
			100137272	1/3/2025	POWER & WATER/1901 SEAVIEW	85.20	
			100672520	1/9/2025	LIGHTS/2208 GRANDVIEW DR W	84.56	
			100081728	1/12/2025	LIGHTS/6701 BP WAY W	83.80	
			101006141	1/13/2025	LIGHTS/2698 BP WAY WEST	82.61	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100798512	12/18/2024	LIGHTS/4402 97TH AVE W H1	82.25	
			100679491	1/12/2025	LIGHTS/8002 40TH ST W	81.38	
			100569668	1/14/2025	LIGHTS/2610 SUNSET DR W	77.63	
			101031174	1/10/2025	LIGHTS/6706 24TH ST W	77.35	
			100737063	12/17/2024	LIGHTS/2715 ELWOOD DR W	77.21	
			100495884	1/6/2025	LIGHTS/3625 DREXLER DR W	76.67	
			100963867	1/15/2025	LIGHTS/4411 ELWOOD DR W	76.64	
			101378490	12/27/2024	LIGHTS/7225 35TH ST W	75.44	
			100984717	1/10/2025	LIGHTS/2210 MILDRED ST W	71.92	
			100105615	1/5/2025	LIGHTS/3503 BP WAY W	70.57	
			100125070	1/2/2025	LIGHTS/5370 BP WAY W	68.08	
			100851341	1/2/2025	POWER/6420 CHAMBERS CK RD	67.03	
			100165190	12/24/2024	POWER/3761 BP WAY W	64.91	
			101184889	1/6/2025	LIGHTS/3610 BP WAY W	61.07	
			100488528	1/10/2025	LIGHTS & SIGNAL/6701 REGENT	60.17	
			101200947	1/8/2025	LIGHTS/4910 BRISTONWOOD DR	56.79	
			100456986	1/2/2025	LIGHTS/5918 HANNAH PIERCE R	56.50	
			100077129	1/8/2025	SIGNAL/2701 GRANDVIEW DR W	26.67	
			100089528	1/14/2025	LIGHTS/3912 GRANDVIEW DR W	23.49	
			101215023	1/7/2025	LIGHTS/9020 CHAMBERS CK RD	23.09	
			100057075	1/14/2025	SIGNAL & LIGHTS/4100 GRANDV	21.16	
			100737857	1/6/2025	LIGHTS/2101 MILDRED ST W	20.83	
			101074049	1/14/2025	LIGHTS/6710 58TH ST CT W, #A	20.36	
			100401273	1/9/2025	LIGHTS/8420 20TH ST W	19.73	
			100737837	1/2/2025	LIGHTS/5702 BP WAY W	19.27	
			100802489	1/5/2025	LIGHTS/3904 BP WAY W	19.07	
			100125363	1/10/2025	LIGHTS/6817 27TH ST W	18.80	
			100089555	1/14/2025	LIGHTS/4526 GRANDVIEW DR W	18.80	
			101122277	1/7/2025	LIGHTS/8308 CHAMBERS CK RD	17.87	
			101115836	12/18/2024	LIGHTS/2702 ELWOOD DR W	16.34	
			100109710	1/13/2025	LIGHTS/8902 40TH ST W	14.10	
			100089583	1/14/2025	LIGHTS/4016 GRANDVIEW DR W	14.10	
			100089550	1/14/2025	LIGHTS/4704 GRANDVIEW DR W	14.10	
			100360178	1/13/2025	SIGNAL/3900 GRANDVIEW DR W	13.05	
			100360066	1/13/2025	SIGNAL/3850 GRANDVIEW DR W	13.05	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100360059	1/13/2025	SIGNAL/3800 GRANDVIEW DR W	13.05	
			100439837	1/5/2025	LIGHTS/3501 72ND AVE CT W	12.65	
			100077151	1/14/2025	SIGNAL/4000 OLYMPIC BLVD W	11.97	
			100176036	1/9/2025	LIGHTS/2695 GRANDVIEW DR W	11.16	
			100986098	12/4/2024	LIGHTS/7613 CHAMBERS CK RD	10.27	
			100176036	12/9/2024	LIGHTS/2695 GRANDVIEW DR W	10.27	
			100077140	1/14/2025	SIGNAL/2900 GRANDVIEW DR W	10.05	
			100072286	1/14/2025	SIGNAL/8501 40TH ST W	10.05	
			100864411	12/24/2024	LIGHTS/6730 40TH ST CT W	56.40	
			101065354	12/18/2024	LIGHTS/8001 54TH ST W	55.21	
			100905391	1/9/2025	LIGHTS/9313 56TH ST W	55.12	
			100933758	12/19/2024	LIGHTS/7203 44TH ST W	53.04	
			100696565	12/25/2024	LIGHTS/4609 ALAMEDA AVE W	50.87	
			100533758	1/2/2025	LIGHTS/5418 CIRQUE DR W	50.13	
			100573267	12/25/2024	LIGHTS/4727 ALAMEDA AVE W	49.69	
			101153457	12/27/2024	LIGHTS/6813 35TH ST W	48.24	
			100156353	1/5/2025	SIGNAL/4720 BP WAY W	47.70	
			100138171	1/5/2025	SIGNAL/3998 BP WAY W	47.16	
			101259117	12/5/2024	LIGHTS/8720 CHAMBERS CK RD	46.21	
			100101783	1/9/2025	LIGHTS/5520 GRANDVIEW DR W	45.81	
			100083115	12/24/2024	SIGNAL/4000 67TH AVE W	43.12	
			101325438	1/6/2025	LIGHTS/8021 CHAMBERS CK RD	42.85	
			100089560	1/14/2025	LIGHTS/4317 GRANDVIEW DR W	37.59	
			100185134	12/20/2024	LIGHTS/4401 67TH AVE W	34.38	
			100344745	1/14/2025	POWER/6810 CIRQUE DR W	33.75	
			100093125	12/25/2024	POWER/8513 33RD ST W, #A	32.11	
			100306924	12/5/2024	POWER/8900 CHAMBERS CK RD	31.58	
			100306925	1/6/2025	POWER/8020 CHAMBERS CK RD	31.58	
			100306925	12/5/2024	POWER/8020 CHAMBERS CK RD	31.49	
			100306924	1/7/2025	POWER/8900 CHAMBERS CK RD	31.49	
			100385145	12/24/2024	WATER/3800 74TH AVE W	31.17	
			100256491	12/12/2024	POWER/7250 CIRQUE DR W	31.05	
			100104132	12/26/2024	SIGNAL/3503 67TH AVE W	28.92	
			100089578	1/14/2025	LIGHTS/4116 GRANDVIEW DR W	28.19	
			100072268	1/14/2025	SIGNAL/8901 40TH ST W	10.05	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100072254	1/14/2025	SIGNAL/8417 40TH ST W	10.05	
			100086165	1/6/2025	SIGNAL/7813 44TH ST W	8.62	
			100086155	1/6/2025	SIGNAL/7801 40TH ST W	8.62	
			100615001	12/23/2024	SIGNAL/2247 E DAY ISLAND BLVD	3.26	
			100890035	1/15/2025	WATER/8399 CIRQUE DRIVE W	0.05	
			100131881	12/18/2024	LIGHTS/4523 97TH AVE W	27.27	13,253.50
51991156	1/22/2025	026118 DREISBACH, KARI	REIMB	12/20/2024	REIMB/EMPLOYEE LUNCH/SUPP	62.05	62.05
	Voucher:	53818					
51991157	1/22/2025	026729 FENAGH ENGINEERING AND	8411-2	12/31/2024	MATERIALS TESTING/SERVICES	1,187.00	1,187.00
	Voucher:	53819					
51991158	1/22/2025	024894 FIGUEROA, JAVIER	REIMB	12/26/2024	REIMB/MILEAGE/PARKING/EVEN	28.90	28.90
	Voucher:	53820					
51991159	1/22/2025	001212 GRAY & OSBORNE INC	8/24495.00	12/31/2024	DEC01-DEC31/SEWER IMPROV	4,366.70	4,366.70
	Voucher:	53821					
51991160	1/22/2025	003072 HOLLOWAY, MARIAN	REIMB	12/26/2024	REIMB/STAFF MTG/DONUTS	54.00	54.00
	Voucher:	53822					
51991161	1/22/2025	001222 HOME DEPOT U.S.A., INC.	DEC24	12/27/2024	DEC24/MISC REPAIR & MAINT S	3,624.70	3,624.70
	Voucher:	53823					
51991162	1/22/2025	022801 KATE MCDERMOTT	UP OND.24TU	12/31/2024	OCT24-DEC24/TALKING UP	525.00	525.00
	Voucher:	53824					
51991163	1/22/2025	001243 LLOYD ENTERPRISES INC	21192R	12/16/2024	TRUCK RENTAL/WASTE HAULING	1,742.50	
	Voucher:	53825	21207R	12/19/2024	TRUCK RENTAL/WASTE HAULING	1,435.00	3,177.50
51991164	1/22/2025	001095 NEWS TRIBUNE	275134	10/31/2024	OCT24/LEGAL & PUBLIC NOTICE	1,932.42	
	Voucher:	53826	283461	12/31/2024	DEC24/LEGAL & PUBLIC NOTICE	1,130.86	
			275134B	10/31/2024	OCT24/LEGAL & PUBLIC NOTICE	628.32	3,691.60
51991165	1/22/2025	002150 OFFICE DEPOT, INC.	400716449001	12/20/2024	DISINFECTING WIPES/ADDING M	52.17	52.17
	Voucher:	53827					
51991166	1/22/2025	026671 PAYBYPHONE US INC	INVPBP-US1461	12/31/2024	DEC24/PAYBYPHONE TRANSAC	659.30	659.30
	Voucher:	53828					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991167	1/22/2025	001109	PIERCE COUNTY BUDGET & CI-362766	12/31/2024	DEC24/UP CONTRACT/ POLICE S	459,201.09		
	Voucher:	53829	CI-357772	9/30/2024	CITY OF UP PORTION OF A&E/C	157,585.06		
			CI-362798	12/31/2024	DEC24/SPECIAL OT	30,797.58		
			CI-362879	12/31/2024	DEC24/ANIMAL CONTROL & SHE	14,608.57		
			CI-362834	12/31/2024	DEC24/JAIL SERVICES	8,917.30		
			CI-362747	12/31/2024	4THQTR24/AGO LICENSES/IPAD	1,791.00		
			CI-362697	12/31/2024	4THQTR24/IT-WIDE AREA NETW	495.00	673,395.60	
51991168	1/22/2025	026579	PROGRESSIVE SOLUTIONS 4060	1/13/2025	4THQTR24/PET/TRACK/ALARM T	442.20	442.20	
	Voucher:	53830						
51991169	1/22/2025	001161	PUGET SOUND ENERGY CO 200000971479	12/26/2024	GAS/4910 BRISTONWOOD DR W	422.26	422.26	
	Voucher:	53831						
51991170	1/22/2025	026730	RED HAWK FIRE PROTECTIO 12467130	9/11/2024	ANNUAL INSPECTION/SPRINKLE	1,965.29		
	Voucher:	53832	12467135	9/11/2024	ANNUAL INSPECTION/FIRE SUPI	1,752.79		
			12467133	9/11/2024	ANNUAL INSPECTION/FIRE SUPI	1,486.35	5,204.43	
51991171	1/22/2025	025843	REED TRUCKING & EXCAVA' 2	1/9/2025	DEC24/35TH ST W/PH2	333,737.35	333,737.35	
	Voucher:	53833						
51991172	1/22/2025	026781	SOUNDVIEW CONSULTANTS 27710001004	12/31/2024	NOV23-DEC31/SEWER CONSULT	77.50		
	Voucher:	53834	27710001003	12/17/2024	CREDIT/OVERAGE ON LODGING	-30.84	46.66	
51991173	1/22/2025	021800	TACID 2024DONATION	1/13/2025	2024 DONATION	3,000.00	3,000.00	
	Voucher:	53835						
51991174	1/22/2025	025336	US BANK 745000006	12/31/2024	CUSTOMER #745000006/DEC24/I	38.00	38.00	
	Voucher:	53836						
51991175	1/22/2025	022590	WA STATE DEPT OF TRANSF RE-313-ATB50114	1/14/2025	DEC24/35TH ST PH2	36.77	36.77	
	Voucher:	53838						
51991176	1/22/2025	001781	WILLIAMS OIL FILTER SERVI 689902	12/23/2024	HOSE END	40.98	40.98	
	Voucher:	53839						
Sub total for BANK OF AMERICA:							1,905,517.64	

29 checks in this report.

Grand Total All Checks: 1,905,517.64

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 01-30-2025 Mini-Run

Check Range: 51991207 – 51991235

Claims Approval

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

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

Vendor Name

Replacement Check #

Original Check #

Auditing Officer: (Signature on file.)

Date: _____

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991145	1/21/2025	022202	WA STATE DEPT. OF AGRICL	JAN25	10/28/2024	JAN25/PESITCIDE LICENSE TES	300.00	300.00
	Voucher:	53898						
51991207	1/30/2025	001945	ADDISON CONSTRUCTION S	427953	1/14/2025	REBAR/SPREADER CLEATS	706.20	706.20
	Voucher:	53870						
51991208	1/30/2025	026784	ALISHIO PRODUCTIONS	019	1/20/2025	JAN02-JAN17/PLANNING/EDITIN	2,000.00	2,000.00
	Voucher:	53871						
51991209	1/30/2025	026144	AMAZON	1QMM-DCMR-7JK	1/20/2025	OFFICE SUPPLIES	297.33	
	Voucher:	53872		1NW1-R3HN-MYP	1/6/2025	OTTERBOX FOR IPAD	141.96	
				1LY4-P17L-7WVC	1/20/2025	CABLES/CAR CHARGE USB	52.26	
				1QP6-JFKV-4HJ7	1/20/2025	DECORATIVE STATUES/FLASH C	39.50	531.05
51991210	1/30/2025	026214	ARC DOCUMENT SOLUTION	12694773	1/7/2025	57TH AVE W/PUBIC SEWER LINE	928.29	928.29
	Voucher:	53873						
51991211	1/30/2025	023090	ASCAP	100006504159	12/20/2024	ACCT #500579361/2025 LICENSE	445.00	445.00
	Voucher:	53874						
51991212	1/30/2025	003155	CDW.GOVERNMENT, INC.	AC2U54W	1/8/2025	ADO ACROBAT PRO	47.11	
	Voucher:	53875		AC2U54Z	1/8/2025	ADO ACROBAT PRO	47.11	94.22

Bank : bofa BANK OF AMERICA				(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
51991213	1/30/2025	001024 CITY OF TACOMA Voucher: 53876	100083325	1/20/2025	POWER/4910 BRISTONWOOD DF	644.37			
			100333844	1/21/2025	WATER/4951 GRANDVIEW DR W	249.65			
			100080586	1/20/2025	POWER/4951 GRANDVIEW DR W	223.03			
			101088118	1/17/2025	LIGHTS/6100 CIRQUE DR W	133.65			
			100895144	1/15/2025	SIGNAL/8300 CIRQUE DR W	123.61			
			100172057	1/21/2025	POWER & WATER/3920 GRANDV	122.07			
			100933758	1/22/2025	LIGHTS/7203 44TH ST W	111.10			
			100156306	1/17/2025	LIGHTS/5400 ALAMEDA AVE W	104.13			
			100798512	1/21/2025	LIGHTS/4402 97TH AVE W H1	91.70			
			100737063	1/20/2025	LIGHTS/2715 ELWOOD DR W	81.60			
			100094683	1/21/2025	LIGHTS/4758 BRISTONWOOD DF	75.18			
			101088119	1/17/2025	LIGHTS/5800 CIRQUE DR W	65.55			
			100895151	1/16/2025	LIGHTS/7901 CIRQUE DR W	59.46			
			101065354	1/21/2025	LIGHTS/8001 54TH ST W	55.65			
			100185134	1/23/2025	LIGHTS/4401 67TH AVE W	36.76			
			101389710	1/17/2025	LIGHTS/7310 42ND ST W	27.97			
			100131881	1/21/2025	LIGHTS/4523 97TH AVE W	27.81			
			101115836	1/21/2025	LIGHTS/2702 ELWOOD DR W	19.63			
			100615001	1/24/2025	SIGNAL/2247 E DAY ISLAND BLV	3.26		2,256.18	
51991214	1/30/2025	024565 COMCAST	849835010113564	1/7/2025	JAN12-FEB11/INTERNET/CIVIC B	267.46		267.46	
51991215	1/30/2025	024374 CONTINENTAL BATTERY SY: 29542501141109 Voucher: 53878		1/14/2025	BATTERY	534.99	534.99		
51991216	1/30/2025	001737 DON SMALL & SONS OIL DIS S270584 Voucher: 53879		1/6/2025	BULK FUEL/DIESEL/UNLEADED/I	3,812.18	3,812.18		
51991217	1/30/2025	026290 EFAX CORPORATE Voucher: 53880	5218375	12/31/2024	JAN25/LOCAL NUMBERS/SECUR	120.05	120.05		
51991218	1/30/2025	026529 FLOHAWKS Voucher: 53881	66271814	1/10/2025	KOBAYASHI PARK/SEPTIC TANK	1,248.97	1,248.97		
51991219	1/30/2025	026645 GALLUCCIS CATERING Voucher: 53882	10972	1/25/2025	COUNCIL FOOD/COUNCIL RETRI	2,106.28	2,106.28		
51991220	1/30/2025	001858 GRAY LUMBER COMPANY Voucher: 53883	706485	1/21/2025	CIRQUE PLAYGROUND/WOOD M	617.19	617.19		
51991221	1/30/2025	001221 HOLROYD COMPANY, INC. Voucher: 53884	437479	1/8/2025	BLDG SAND	169.83	169.83		

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Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991222	1/30/2025	026033	KNOWBE4, INC.	INV364215	1/7/2025	JAN06-OCT19/TRAINING SUBSCI	165.94	165.94
	Voucher:	53885						
51991223	1/30/2025	025291	MCCLUSKEY, DENISE	REIMB	1/21/2025	REIMB/PER DIEM	42.00	42.00
	Voucher:	53886						
51991224	1/30/2025	026732	NEOGOV	INV-42341	1/14/2025	NEOGOV MODULES/SUBSCRIPT	12,055.29	12,055.29
	Voucher:	53887						
51991225	1/30/2025	002150	OFFICE DEPOT,INC.	402621392002	1/11/2025	DESKTOP CALCULATOR	26.52	
	Voucher:	53888		403446169001	1/2/2025	PENS	5.33	31.85
51991226	1/30/2025	026001	PACWEST MACHINERY LLC	20374621	1/7/2025	REPLACEMENT REPAIR PARTS/7	1,544.37	1,544.37
	Voucher:	53889						
51991227	1/30/2025	001312	SHOPE CONCRETE LLC	10038605	1/9/2025	CATCH BASIN	471.84	471.84
	Voucher:	53890						
51991228	1/30/2025	021951	SIRENNET.COM	0280548	1/13/2025	VEHICLE SAFETY LIGHTING/TRL	732.55	
	Voucher:	53891		0280727	1/17/2025	VEHICLE SAFETY LIGHTING/TRL	729.97	1,462.52
51991229	1/30/2025	026477	STRESSCRETE INC	I-SC3-2501026	1/15/2025	LIGHTING	46,860.00	
	Voucher:	53892		I-SC3-2412105	12/24/2024	ARMS FOR 28' POLES AND PENI	27,846.00	74,706.00
51991230	1/30/2025	026845	SUNSHINE FROM POLYNESI	112025	1/25/2025	DEPOSIT/ENTERTAINMENT/MOV	500.00	500.00
	Voucher:	53893						
51991231	1/30/2025	026577	SUNSHOWERS DESIGN LLC	1141	1/13/2025	ENVELOPES/BUSINESS CARDS	1,310.19	1,310.19
	Voucher:	53894						
51991232	1/30/2025	001331	UNIVERSITY PLACE REFUSE	1404078	1/23/2025	FEB25/BILLING PERIOD/REFUSE	3,366.49	
	Voucher:	53895		1405211	1/23/2025	FEB25/BILLING PERIOD/COMPAC	1,372.91	4,739.40
51991233	1/30/2025	026212	VESTIS UNIFORM & WORKP	5120601872	12/31/2024	MAT RENTAL/PW SHOP	35.01	35.01
	Voucher:	53896						
51991234	1/30/2025	002891	WAASSOC. OF TELECOMML	2025 DUES	1/23/2025	2025 WATOA MEMBERSHIP DUE:	150.00	150.00
	Voucher:	53897						
51991235	1/30/2025	001781	WILLIAMS OIL FILTER SERVI	690410	1/6/2025	SUPPLIES	280.45	280.45
	Voucher:	53899						
Sub total for BANK OF AMERICA:								113,632.75

30 checks in this report.

Grand Total All Checks: 113,632.75

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 01-31-2025 Mini-Run

Check Range: 51991207 – 51991235, Wire #1222025

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>
IH4 Property Washington	51991177	51990054

Auditing Officer: (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1222025	1/22/2025	002333	BANK OF AMERICA	JAN25	1/2/2025	VISA/JAN25	12,134.02	12,134.02
	Voucher:	53844						
51991178	1/31/2025	002661	AIR SYSTEMS ENGINEERING	10005501	1/21/2025	4THQTR24/HVAC MAINTENANCE	6,818.38	6,818.38
	Voucher:	53840						
51991179	1/31/2025	001004	ALARMWORKS NW	28973	11/1/2024	NOV24/ALARM MONITORING	339.11	
	Voucher:	53841		29194	12/1/2024	DEC24/MONTHLY ALARM MONIT	339.11	678.22
51991180	1/31/2025	026144	AMAZON	1MLY-HXFY-9394	10/14/2024	SUPPLIES/VARIOUS DEPTARTMI	203.34	
	Voucher:	53842		1D14-CMJJD-3XRT	12/23/2024	LAPTOP CHARGER/KEYBOARD	162.40	365.74
51991181	1/31/2025	001818	APEX ENGINEERING PLLC	202401701	1/16/2025	DEC01-DEC31/SALT & RIM GREA	6,802.50	6,802.50
	Voucher:	53843						
51991182	1/31/2025	026843	BRIDGE LATINO, LLC	40-031	12/6/2024	2024 CONTRIBUTION/PUGET SO	2,000.00	2,000.00
	Voucher:	53845						
51991183	1/31/2025	025573	CANON FINANCIAL SERVICE	36865905	12/13/2025	DEC24/IMAGEPRESS/SN: 35Q43I	619.36	
	Voucher:	53846		36864871	12/13/2024	DEC24/COPIER LEASE/SN: 2KK0	196.81	
				36865469	12/13/2024	DEC24/COPIER LEASE/SN: 2YJ1I	188.33	1,004.50
51991184	1/31/2025	001024	CITY OF TACOMA	100358203	12/12/2025	POWER/7150 CIRQUE DR W	1,971.66	
	Voucher:	53847		100635715	1/6/2025	POWER/3609 MARKET PL W, #H9	923.02	
				100077160	1/15/2025	LIGHTS & SIGNALS/5202 67TH A	263.82	
				100775637	1/14/2025	LIGHTS/7001 CIRQUE DR W	181.90	
				101200948	1/14/2025	LIGHTS/4802 92ND AVE W	91.05	
				100324281	1/14/2025	LIGHTS/7820 CIRQUE DR W	74.26	
				100263915	1/14/2025	WATER & POWER/7250 CIRQUE	35.77	
				101040440	1/14/2025	LIGHTS/7699 54TH ST W	28.53	
				101003692	1/14/2025	LIGHTS/5417 64TH ST W	21.62	
				100668537	1/14/2025	WATER/7150 CIRQUE DR W	15.65	3,607.28
51991185	1/31/2025	026789	HERRERA ENVIRONMENTAL	58182	1/10/2025	NOV30-DEC31/DAY ISLAND LITIG	5,125.71	5,125.71
	Voucher:	53848						
51991186	1/31/2025	026708	JANKE TRUCKING, INC.	12133	8/31/2024	HAULING SERVICES/DIRT HAULI	7,394.10	7,394.10
	Voucher:	53849						
51991187	1/31/2025	001352	MILES RESOURCES, LLC	364316	12/23/2024	WASTE CLEAN/BROKEN ASPHAL	666.19	666.19
	Voucher:	53850						

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991188	1/31/2025	001109	PIERCE COUNTY BUDGET & CI-363502	1/24/2025	2024 VOTER MAINTENANCE/CO	69,167.31	
	Voucher:	53851	CI-362887	12/31/2024	DEC24/TRAFFIC OPERATIONS M	7,794.26	
			CI-362177	12/30/2024	NOV24/TRAFFIC OPERATIONS M	2,148.78	
			CI-362943	12/31/2024	OCT24-DEC24/BRIDGE ENGINEE	384.34	
			CI-363037	1/16/2025	2024 OPIOID ABATEMENT/COUN	163.16	79,657.85
51991189	1/31/2025	024698	PIERCE COUNTY SECURITY 443634	1/3/2025	#009205/DEC24/CIRQUE PARK	235.00	
	Voucher:	53852	443670	1/3/2025	#009206/DEC24/KOBAYASHI PAR	235.00	
			443466	1/3/2025	#010740/DEC24/PARADISE PONC	235.00	
			443507	1/3/2025	#012655/DEC24/SEAVIEW ST	200.00	905.00
51991190	1/31/2025	022937	PROFESSIONAL SERVICE IN 00960642	12/30/2024	MATERIALS TESTING AND INSPE	4,420.00	4,420.00
	Voucher:	53853					
51991191	1/31/2025	026730	RED HAWK FIRE PROTECTIO 12467134	9/11/2024	YEARLY FIRE ALARM/SPRINKLEI	941.36	941.36
	Voucher:	53854					
51991192	1/31/2025	026807	SCHEER.LAW PLLC 10114	11/1/2024	AUG01-OCT31/LEGAL SERVICES	1,800.50	
	Voucher:	53855	A10114	11/1/2024	AUG24-OCT24/LEGAL SERVICES	166.50	1,967.00
51991193	1/31/2025	026841	SECURITAS TECHNOLOGY (REFUND	1/6/2025	REFUND/RETURNING PAYMENT	40.00	40.00
	Voucher:	53856					
51991194	1/31/2025	025431	SIMPLOT TURF & HORTICUL 212133371	12/17/2024	AGRICULTURAL SUPPLIES/PARK	5,165.90	5,165.90
	Voucher:	53857					
51991195	1/31/2025	026838	SOUND PROWASH LLC 3806	12/12/2024	SOFT WASH TREATMENT/WALL I	3,247.95	
	Voucher:	53858	3807	12/17/2024	WALKWAY CLEANING	2,651.21	5,899.16
51991196	1/31/2025	026539	SOUND SCREENING SERVIC 1038929	1/30/2025	EMPLOYEE SCREENING/VILLA, I	192.68	192.68
	Voucher:	53859					
51991197	1/31/2025	001892	SUMMIT LAW GROUP PLLC 160112	1/17/2025	PHONE CONFERENCE/HR TEAM	492.00	492.00
	Voucher:	53860					
51991198	1/31/2025	001515	TACOMA NARROWS ROTAR' 0056	1/20/2025	ANNUAL DUES/4THQTR24MTG	125.00	125.00
	Voucher:	53861					
51991199	1/31/2025	003065	TACOMA-PIERCE CO HEALT 2024-00000109	12/18/2024	2024 NATURAL YARD CARE WOF	2,900.00	2,900.00
	Voucher:	53862					
51991200	1/31/2025	002823	THOMPSON ELECTRICAL CO 125-20372C	12/23/2024	WASHER & SHOP OUTLET	4,679.25	4,679.25
	Voucher:	53863					
51991201	1/31/2025	001035	TYLER TECHNOLOGIES, INC 045-500999	1/15/2025	DEC24/EERP IMPLEMENTATION	11,130.00	11,130.00
	Voucher:	53864					
51991202	1/31/2025	025376	UNIVERSAL FIELD SERVICE: 506149	12/31/2025	DEC24/67TH AVE W/PH 2	782.83	782.83
	Voucher:	53865					

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991203	1/31/2025	001331	UNIVERSITY PLACE REFUSI	1401522	12/18/2024	JAN25/BILLING PERIOD/COMPAC	178.00	178.00
	Voucher:	53866						
51991204	1/31/2025	001153	VERIZON WIRELESS,LLC.	6102574953	1/1/2025	CELL PHONE/CITY WIDE/PW & P.	1,827.43	1,827.43
	Voucher:	53867						
51991205	1/31/2025	026212	VESTIS UNIFORM & WORKP	5120593781	12/17/2024	MAT RENTAL/PW SHOP	35.01	35.01
	Voucher:	53868						
51991206	1/31/2025	021826	WHISTLE WORKWEAR	INV2070007579	12/20/2024	PERSONAL PROTECTIVE CLOTH	721.25	721.25
	Voucher:	53869						
Sub total for BANK OF AMERICA:							168,656.36	

30 checks in this report.

Grand Total All Checks: 168,656.36

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 02-07-2025 (2025 Mini-Run)

Check Range: 51991236 – 51991269

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	
51991236	2/7/2025	002661	AIR SYSTEMS ENGINEERING	10005621	1/30/2025	REMOVE/REPLACE IGNITORS/H'	748.68	748.68
	Voucher:	53900						
51991237	2/7/2025	026784	ALISHIO PRODUCTIONS	021	1/31/2025	JAN21-JAN31/PLANNING/EDITING	1,695.00	1,695.00
	Voucher:	53901						
51991238	2/7/2025	026144	AMAZON	1F4D-PFXX-4RRX	2/3/2025	MOISTURE DISPLACING SPRAY	47.22	
	Voucher:	53902		1P99-C39V-1N46	2/3/2025	WIRELESS BLUETOOTH HEADSET	165.12	
				1QMM-DCMR-7P9	1/20/2025	INK CARTRIDGES	151.70	
				19L1-HKKX3-6DW	2/3/2025	OFFICE SUPPLIES	111.68	
				1G7P-PQRJ-17P1	2/3/2025	OFFICE SUPPLIES	65.49	541.21
51991239	2/7/2025	026114	ARROW CONSTRUCTION SUPPLY	13937	1/31/2025	AQUAPHALT/STREET PATCHING	2,458.08	2,458.08
	Voucher:	53903						
51991240	2/7/2025	023411	AUTOZONE, INC.	01164802440	2/2/2025	DE-ICER	43.05	43.05
	Voucher:	53904						
51991241	2/7/2025	023095	BMI/BROADCAST MUSIC INC	51399554	1/2/2025	ACCT# 1244922/2024 ANNUAL LICENSE	435.00	435.00
	Voucher:	53905						
51991242	2/7/2025	003155	CDW.GOVERNMENT, INC.	AC55B5K	1/31/2025	ADO ACROBAT PRO LICENSES/C	94.22	94.22
	Voucher:	53906						
51991243	2/7/2025	001288	CENTRAL WELDING SUPPLY	0002280832	1/22/2025	CENTRASHIELD	144.15	144.15
	Voucher:	53907						
51991244	2/7/2025	001152	CENTURYLINK	334046271	1/21/2025	PHONES/CITY WIDE	568.25	
	Voucher:	53908		333714624	1/15/2025	PW PUMP CALLOUT LINE	73.59	641.84
51991245	2/7/2025	001152	CENTURYLINK	720833169	1/24/2025	LONG DISTANCE	9.06	9.06
	Voucher:	53909						
51991246	2/7/2025	026543	CINTAS FIRST AID AND SAFETY	5251035005	1/27/2025	FIRST AID/AED SUPPLIES/PW ST	160.40	
	Voucher:	53910		5251295312	1/28/2025	FIRST AID/AED SUPPLIES/CITY F	66.50	226.90

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991247	2/7/2025	001024 CITY OF TACOMA	100386367	1/27/2025	LIGHTS/7223 40TH ST W	132.28	
	Voucher:	53911	101378490	1/29/2025	LIGHTS/7225 35TH ST W	76.55	
			100060658	1/28/2025	POWER/3510 67TH AVE W	73.77	
			100864411	1/27/2025	LIGHTS/6730 40TH ST CT W	61.61	
			100696565	1/27/2025	LIGHTS/4609 ALAMEDA AVE W	51.93	
			101153457	1/29/2025	LIGHTS/6813 35TH ST W	50.72	
			100573267	1/27/2025	LIGHTS/4727 ALAMEDA AVE W	48.04	
			100083115	1/27/2025	SIGNAL/4000 67TH AVE W	43.93	
			100104132	1/28/2025	SIGNAL/3503 67TH AVE W	29.30	
			100385145	1/27/2025	WATER/3800 74TH AVE W	24.45	592.58
51991248	2/7/2025	026542 CRUST, BARRY	REIMB	2/2/2025	REIMB/ORCHARD MAINT & REPA	107.74	107.74
	Voucher:	53912					
51991249	2/7/2025	026831 CRYSTAL SPRINGS	24729431 012925	1/29/2025	WATER SERVICE/CITY HALL	178.04	
	Voucher:	53913	24710748 012925	1/29/2025	WATER SERVICE/PW SHOP	76.77	254.81
51991250	2/7/2025	001307 DAILY JOURNAL OF COMME	3406048	1/13/2025	BID AD/WETLAND SPECS	176.90	176.90
	Voucher:	53914					
51991251	2/7/2025	026844 DRISCOLL, CHRISTOPHER	1000	1/29/2025	CONCRETE FINISHING WORK	606.77	606.77
	Voucher:	53915					
51991252	2/7/2025	024894 FIGUEROA, JAVIER	REIMB	1/22/2025	REIMB/AIRFARE/NLC CONGRES	686.20	686.20
	Voucher:	53916					
51991253	2/7/2025	025851 GURLEY, SUE	REIMB	1/15/2025	REIMB/FIFE SIGNS/PRUNING BA	182.91	182.91
	Voucher:	53917					
51991254	2/7/2025	001221 HOLROYD COMPANY, INC.	438277	1/28/2025	CONCRETE/PLAYGROUND BORI	3,324.20	3,324.20
	Voucher:	53918					
51991255	2/7/2025	001096 HONEY BUCKET	0554667493	1/24/2025	PORTA POTTY RENTAL/CURRAN	115.71	
	Voucher:	53919	0554666616	1/23/2025	CREDIT/CURRAN ORCHARD/JAN	-87.43	28.28
51991256	2/7/2025	002091 LEXISNEXIS	3095580238	1/31/2025	JAN25/ONLINE LEGAL SERVICES	149.74	149.74
	Voucher:	53920					
51991257	2/7/2025	026335 LIGHTCURVE	9046606	1/16/2025	JAN16-FEB15/DTA RECEIVERS/C	42.46	42.46
	Voucher:	53921					
51991258	2/7/2025	001797 LOWE'S BUSINESS ACCOUN	JAN25	1/17/2025	JAN25/MISC REPAIR & MAINTEN	376.45	376.45
	Voucher:	53922					
51991259	2/7/2025	026846 PAT RILEY & ASSOCIATES	REFUND	1/29/2025	BUSINESS LICENSE/APPLIED BY	16.00	16.00
	Voucher:	53923					

Bank : bofa BANK OF AMERICA		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991260	2/7/2025	026652	PDQ INTERMEDIATE INC. PDQ-39515	1/30/2025	SMARTDEPLOY PRO DESKTOP I	2,761.31	2,761.31	
	Voucher:	53924						
51991261	2/7/2025	026037	PENDLETON CONSULTING L 1	1/31/2025	COUNCIL RETREAT/PLANNING/F	3,121.40	3,121.40	
	Voucher:	53925						
51991262	2/7/2025	001109	PIERCE COUNTY BUDGET & CI-363471	1/23/2025	2025 FIRE INVESTIGATION SERV	11,619.30		
	Voucher:	53926	CI-362799	1/10/2025	DEC24/2025 SPECIAL OVERTIME	2,033.56	13,652.86	
51991263	2/7/2025	001588	PIERCE COUNTY SEWER 200000971479	1/27/2025	GAS/4910 BRISTONWOOD DR W	546.08	546.08	
	Voucher:	53927						
51991264	2/7/2025	024268	SECOMA FENCE, INC. 30622	1/24/2025	CHAINLINK FENCE INSTALL/REP	7,393.22	7,393.22	
	Voucher:	53928						
51991265	2/7/2025	026577	SUNSHOWERS DESIGN LLC 1147	1/28/2025	CRIMINIAL TRESPASS NOTIVICA	272.22	272.22	
	Voucher:	53929						
51991266	2/7/2025	025311	TACOMA WINSUPPLY, INC. 113917 01	1/15/2025	STORMWATER CHANNEL DRAIN	4,698.71		
	Voucher:	53930	110670 30	10/1/2024	CREDIT/TAX ADJUSTMENT CREI	-10.65	4,688.06	
51991267	2/7/2025	002823	THOMPSON ELECTRICAL C 125-20485C	1/31/2025	CONTRACTED ELECTRICAL REF	4,090.10	4,090.10	
	Voucher:	53931						
51991268	2/7/2025	026212	VESTIS UNIFORM & WORKP 5120610087	1/14/2025	MAT RENTAL/PW SHOP	35.01	35.01	
	Voucher:	53932						
51991269	2/7/2025	021826	WHISTLE WORKWEAR INV2070008039	1/25/2025	PERSONAL PROTECTIVE CLOTH	312.68	312.68	
	Voucher:	53933						
Sub total for BANK OF AMERICA:							50,455.17	

34 checks in this report.

Grand Total All Checks: 50,455.17

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 02-14-2025 (2024 Mini-Run)

Check Range: 51991271 – 51991292, Wire #45012429

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
45012429	2/14/2025	001664	WA STATE DEPT OF REVENI 4THQTR24	1/23/2025	4THQTR24//LEASEHOLD EXCISE	5,506.23	5,506.23
	Voucher:	53954					
51991271	2/14/2025	025715	ABM JANITORIAL SERVICES 19115205	5/8/2024	APRIL 24/EVENT SET UP	360.00	360.00
	Voucher:	53934					
51991272	2/14/2025	026083	AG ENTERPRISE SUPPLY, IN INV059115	12/2/2024	KANAFLEX SUCTION HOSE	525.06	525.06
	Voucher:	53935					
51991273	2/14/2025	001140	CITY OF TACOMA 91234582	1/9/2025	HYDRANT USE PERMIT/DEC24	357.71	357.71
	Voucher:	53936					
51991274	2/14/2025	002066	CONSOLIDATED ELECTR.DI# 8541-1077479	11/14/2024	SW RING	6.97	6.97
	Voucher:	53937					
51991275	2/14/2025	026831	CRYSTAL SPRINGS 24729431 010125	1/1/2025	WATER SERVICE/CITY HALL	158.73	
	Voucher:	53938	24710748 010125	1/1/2025	WATER SERVICE/PW SHOP	68.71	227.44
51991276	2/14/2025	026004	DOCHERTY, KRISTINE REIMB	1/18/2025	REIMB/STAMPS/ENVELOPES	89.53	89.53
	Voucher:	53939					
51991277	2/14/2025	026183	FRIX TECH LLC DBA FREEDI 24123102	12/31/2024	DIGITAL RECORD TRANSFORMA	14,463.46	14,463.46
	Voucher:	53940					
51991278	2/14/2025	001222	HOME DEPOT U.S.A., INC. JAN25	1/28/2025	JAN25/MISC REPAIR & MAINT SL	2,399.63	2,399.63
	Voucher:	53941					
51991279	2/14/2025	025597	J&I POWER EQUIPMENT INC 802570	1/27/2025	BACKPACK BLOWER	1,077.46	1,077.46
	Voucher:	53942					
51991280	2/14/2025	022801	KATE MCDERMOTT 2024HD.O-D	12/31/2024	OCT24-DEC24/HEADLINES	1,330.00	1,330.00
	Voucher:	53943					
51991281	2/14/2025	026703	LAW, LYMAN, DANIEL, KAME 17	12/31/2024	LEGAL SERVICES/CLEAN WATEF	8,979.25	8,979.25
	Voucher:	53944					
51991282	2/14/2025	026405	MAKERS ARCHITECT. & URE 2410-8	1/7/2025	DEC24/MIDDLE HOUSING CONS	6,430.00	6,430.00
	Voucher:	53945					
51991283	2/14/2025	002150	OFFICE DEPOT, INC. 402988630001	12/16/2025	CABLE NETWORK	49.93	49.93
	Voucher:	53946					
51991284	2/14/2025	025989	OTAK INCORPORATED 000012500254	1/31/2025	DEC24/PROJECT 021595.000/271	4,368.55	4,368.55
	Voucher:	53947					
51991285	2/14/2025	001109	PIERCE COUNTY BUDGET & CI-362841	1/13/2025	CITY OF UP PORTION OF A&E/C	244,313.88	
	Voucher:	53948	CI-364585	1/31/2025	4THQTR24/LIQUOR PROFIT/EXC	2,491.58	246,805.46
51991286	2/14/2025	003165	RAINIER COMMUNICATIONS 4THQTR24	2/6/2025	4THQTR24/COMCAST/PEG FEES	11,337.06	
	Voucher:	53949	4THQTR24	2/7/2025	4THQTR24/RAINIER CONNECT/P	638.50	11,975.56

Bank : bofa BANK OF AMERICA				(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991287	2/14/2025	026807	SCHEER.LAW PLLC	10586	1/1/2025	NOV01-DEC31/LEGAL SERVICES	5,359.25	5,359.25
	Voucher:	53950						
51991288	2/14/2025	026582	STERICYCLE INC	8009587069	1/18/2025	DEC24/DOCUMENT SHREDDING	244.62	244.62
	Voucher:	53951						
51991289	2/14/2025	026812	STREAMLINE IMAGING LLC	41459	1/7/2025	LITIGATION DATA STORAGE ANC	2,165.03	2,165.03
	Voucher:	53952						
51991290	2/14/2025	025560	UNIVERSITY PLACE CIVIC B	123138	12/31/2024	2024 FINAL BILL/OPERATING ACI	32,156.52	32,156.52
	Voucher:	53953						
51991291	2/14/2025	001345	WA STATE TREASURER	4THQTR24	1/27/2025	4THQTR24/BUILDING CODE FEE	1,262.50	1,262.50
	Voucher:	53955						
51991292	2/14/2025	001149	WEST PIERCE FIRE & RESC	INV25-011	1/17/2025	MISC WPEMC SERVICES	20,260.00	20,260.00
	Voucher:	53956						
Sub total for BANK OF AMERICA:							366,400.16	



23 checks in this report.

Grand Total All Checks: 366,400.16

A handwritten signature in black ink, located at the bottom right of the page, below the page number.

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 02-14-2025 (2025 Mini-Run)

Check Range: 51991293 – 51991297

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>
Pierce County Sewer Puget Sound Energy	51991270	51991263

Auditing Officer: (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991270	2/10/2025	001161	PUGET SOUND ENERGY CO 200000971479	1/27/2025	GAS/4910 BRISTONWOOD DR W	546.08	546.08
	Voucher:	53962					
51991293	2/14/2025	001024	CITY OF TACOMA	100068203	1/31/2025	LIGHTS/3715 BP WAY W	1,907.66
	Voucher:	53957		101117614	2/4/2025	POWER/3612 DREXLER DR W	1,099.57
				100635715	2/4/2025	POWER/3609 MARKET PL W, #HSE	793.27
				100751205	2/4/2025	WATER/3555 MARKET PL W, HSE	238.86
				100892486	2/1/2025	LIGHTS/6400 BP WAY W	162.78
				100617905	2/3/2025	LIGHTS/3525 BRIDGEPORT WAY	112.37
				101098584	2/4/2025	LIGHTS/7450 MARKET SQ	109.82
				100892483	1/31/2025	LIGHTS/5400 BP WAY W	101.84
				100851341	1/31/2025	POWER/6420 CHAMBERS CK RD	65.53
				100495884	2/4/2025	LIGHTS/3625 DREXLER DR W	63.10
				100105615	2/3/2025	LIGHTS/3503 BP WAY W	61.97
				101184889	2/4/2025	LIGHTS/3610 BP WAY W	51.38
				100533758	1/31/2025	LIGHTS/5418 CIRQUE DR W	44.86
				100802489	2/3/2025	LIGHTS/3904 BP WAY W	18.43
				100737837	2/1/2025	LIGHTS/5702 BP WAY W	18.30
				100439837	2/3/2025	LIGHTS/3501 72ND AVE CT W	13.94
51991294	2/14/2025	026811	CRITICAL INSIGHT, INC. 2024-13854	12/3/2024	ARPA - MANAGED DETECTION A	46,656.00	4,863.68 46,656.00
	Voucher:	53958					
51991295	2/14/2025	026661	GRANICUS LLC	195406	12/30/2024	FOIA MODULE/REDACTION MOD	12,225.23
	Voucher:	53959					12,225.23
51991296	2/14/2025	001109	PIERCE COUNTY BUDGET & DEPOSIT	1/10/2025	DEPOSIT/2025 EMPLOYEE APPR	129.00	129.00
	Voucher:	53960					
51991297	2/14/2025	001588	PIERCE COUNTY SEWER	1571443	2/1/2025	ACCT #1571443/SEWER/7520 CIF	3,132.20
	Voucher:	53961		1633279	2/1/2025	ACCT #1633279/SEWER/1902 SE	691.40
				664685	2/1/2025	ACCT #664685/SEWER/4951 GRA	581.84
				1576712	2/1/2025	ACCT #1576712/SEWER/3609 MA	108.04
				1576721	2/1/2025	ACCT #1576721/SEWER/3609 MA	64.46
				1576739	2/1/2025	ACCT #1576739/SEWER/3609 MA	64.46
				1512692	2/1/2025	ACCT #1512692/SEWER/3555 MA	27.95
				604682	2/1/2025	ACCT# 604682/SEWER/2917 MOF	27.95
							4,698.30

Sub total for BANK OF AMERICA: 69,118.29

6 checks in this report.

Grand Total All Checks: 69,118.29

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

Proposed Council Action:

Authorize the City Manager to purchase one (1) 2025 Ford F250 pickup truck in the amount of Sixty-Three Thousand Seven Hundred Ninety-Seven Dollars and Seventy-Four Cents (\$63,797.74), including tax.

Agenda No: 7C
Dept. Origin: PW Operations
For Agenda of: March 3, 2025
Exhibits: WA State DES Quote

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

Expenditure
Required: \$63,797.74

Amount
Budgeted: \$65,500.00

Appropriation
Required: \$0.00

SUMMARY/POLICY ISSUES

The 2025 adopted budget includes a funding for the purchase of one Ford F250 pickup truck. This is a new vehicle identified for Public Works street and SWM maintenance. We are purchasing this vehicle through Washington State DES Contract #28423.

ALTERNATIVES CONSIDERED

None.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to purchase one (1) 2025 Ford F250 pickup truck in the amount of Sixty-Three Thousand Seven Hundred Ninety-Seven Dollars and Seventy-Four Cents (\$63,797.74), including tax.

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423

Dealer: Bud Clary Ford (W403)

Dealer Contact: Kathleen Brennan

Dealer Phone: (360) 423-4321 Ext: 10943

Organization Information

Organization: CITY OF UNIVERSITY PLACE - 22726

Email: twest@cityofup.com

Quote Notes:

Vehicle Location: UNIVERSITY PLACE

Color Options & Qty

Oxford White (Z1) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2025-08009-0001	2025 Ford F250 4WD	1	\$46,965.00	\$46,965.00
2025-08009-0010	2025 Ford F250 Pickup, Regular Cab, 4WD, 142WB, 8ft Box, 6.8L V8 Gas, TorqShift-G 10-Speed Automatic Transmission with Select Drive Modes, 10,000# GVWR, 3814# Payload, 3.73 RAR #X37, LT245/75Rx17E BSW All-Season Tires, 17in argent painted steel wheels/painted hub covers (F2B/600A/99A/44F/142WB/TD8/64A) -- This is the BASE Vehicle, please refer to Vehicle Standard Specifications for complete description.	1	\$0.00	\$0.00
2025-08009-0012	Alternative Cab/Wheelbase: Crew Cab, 160WB, 6.75ft box, 10000# GVWR, 3565# Payload (W2B/160WB)	1	\$3,564.00	\$3,564.00
2025-08009-0027	Camper Package (increases front springs, and includes rear auxiliary springs w/ SRW, rear stabilizer bar w/ SRW, and slide-in camper certification) (471)	1	\$157.00	\$157.00
2025-08009-0034	NEW: Trailer Brake Controller, including Smart Trailer Tow Connector. (included with XLT) (52B)	1	\$294.00	\$294.00
2025-08009-0048	Upgrade Base Alternator (190-amp w/ gas engines; 250-amp w/ diesel engines) (67D) (No Charge)	1	\$0.00	\$0.00
2025-08009-0060	LT245/75Rx17E BSW All-Terrain Tires (Not available w/ XLT Trim Upgrade) (TBM)	1	\$162.00	\$162.00
2025-08009-0062	Platform Running Boards (Extended/Crew Cabs) (18B)	1	\$437.00	\$437.00
2025-08009-0065	Upfitter Switches (6) (located in overhead console) (Must also order upgraded alternator #67D, 67E or 67B or Pro Power Onboard #43K) (66S)	1	\$162.00	\$162.00
2025-08009-0069	LED Box Lighting (Includes LED Center High-Mounted Stop Lamp CHMSL) (Not available w/ Pickup Box Delete #66D) (66L)	1	\$59.00	\$59.00
2025-08009-0070	Wheel Well Liner, Front (61L)	1	\$177.00	\$177.00
2025-08009-0071	Wheel Well Liner, Rear (Not available w/ Pickup Box Delete #66D or F350 w/ Dual Rear Wheels DRW) (61M)	1	\$177.00	\$177.00

2025-08009-0075 Exterior backup alarm (factory) (76C)	1	\$216.00	\$216.00
2025-08009-0077 XL Driver Assist Package (automatic high beam, Pre-Collision Assist w/ Automatic Emergency Braking and Forward Collision Warning) (96D)	1	\$716.00	\$716.00
2025-08009-0081 120V/400W Outlet (1) (includes one in-dash mounted outlet) (to be ordered w/ 40/20/40 seating) (not available with #43K Pro Power) (included w/ XLT Trim) (43C)	1	\$172.00	\$172.00
2025-08009-0082 Interior Work Surface (requires 40/20/40 seat) (52S)	1	\$138.00	\$138.00
2025-08009-0204 Delivery to customer location in Northwest Washington (counties of: Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Whatcom) (DLR)	1	\$250.00	\$250.00
2025-08009-0211 Two (2) Extra RKE Fob w/ Flip Key, programmed (Will give you 4 Fob/Keys total) (DLR)	1	\$382.00	\$382.00
2025-08009-0231 Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$54.00	\$54.00
2025-08009-0232 Mud Flaps, Front (DLR)	1	\$110.00	\$110.00
2025-08009-0233 Mud Flaps, Rear (DLR)	1	\$110.00	\$110.00
2025-08009-0235 Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$153.00	\$153.00
2025-08009-0236 Floor Mats, HD Rubber Molded, 2nd Row (Extended/Crew Cabs) (Weather Tech) (DLR)	1	\$128.00	\$128.00
2025-08009-0242 SPRAY-IN Bedliner (DLR)	1	\$632.00	\$632.00
2025-08009-0402 Weather Guard Cab Rack - With Hex screen insert, black. If ordering toolboxes requires #410 for leveling per toolbox. (11906-52-01) (CG402)	1	\$1,451.00	\$1,451.00
2025-08009-0410 Cab Rack Option - Leveling Spacers (2). Pair of leveling spacers for mounting toolbox with cab rack. Required option when ordering both Weather Guard cabrack and toolbox. (11923-52-01) (CG410)	1	\$100.00	\$100.00
2025-08009-0412 Cab Rack Option - Center light bracket. Single 24 W plate suitable for mounting amber mini-lightbar to top of cab rack. (11920-52-01) (CG412)	1	\$129.00	\$129.00
2025-08009-0413 Cab Rack Option - Cargo Stops. Pair of lumber stop style bolt-on brackets for top of cabrack. (11921-52-01) (CG413)	1	\$144.00	\$144.00
2025-08009-0414 Cab Rack Option - Attachment points. Pair of bolt-on plates with D-ring style cargo tie-dows. Mounted to side of cabrack. (11922-52-01) (CG414)	1	\$100.00	\$100.00
2025-08009-0431 Weatherguard saddle box - standard cross body toolbox with textured Matte Black finish. Fits F150/250/350 all bed lengths (127-52-04) (TB431)	1	\$1,715.00	\$1,715.00

Quote Totals

Total Vehicles:	1
Sub Total:	\$58,854.00
8.4 % Sales Tax:	\$4,943.74
Quote Total:	\$63,797.74

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

Proposed Council Action:

Authorize the City Manager to purchase one (1) steel vehicle storage building in the amount of One Hundred Seventy-One Thousand Fifty Dollars and Seventy-Eight Cents (\$171,050.78), including tax, and execute all necessary documents.

Agenda No:

7D

Dept. Origin:

PW Operations

For Agenda of:

March 3, 2025

Exhibits:

Sourcewell Quote

Concurred by Mayor:

Approved by City Manager:

Approved as to form by City Atty.:

Approved by Finance Director:

Approved by Department Head:

Expenditure

Required: \$171,050.78

Amount

Budgeted: \$210,000.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The 2025 Adopted Budget includes the funding for the purchase and construction of a steel vehicle and equipment storage building. This building will provide protection for vehicles and equipment that are currently stored outdoors and exposed to weather. The City is purchasing this structure through Sourcewell Contract #110822-CSS.

ALTERNATIVES CONSIDERED

None.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to purchase one (1) steel vehicle storage building in the amount of One Hundred Seventy-One Thousand Fifty Dollars and Seventy-Eight Cents (\$171,050.78), including tax, and execute all necessary documents.



Corporate
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 9177252
Quote Number: 1146281

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS
Page: 1 of 2

Quote To:

CITY OF UNIVERSITY PLACE
4951 GRANDVIEW DR W
UNIVERSITY PLACE WA 98467-1254
UNITED STATES

Phone: 2534606493

Sales Person: BRAD WILLIAMS
Office Phone: 800-603-4445 x1241
BWILLIAMS@CLEARSPAN.COM

Ship To:

CITY OF UNIVERSITY PLACE
4951 GRANDVIEW DR W

UNIVERSITY PLACE, WA 98467-1254

Date: 1/23/2025 Valid for 10 Days

Quote Total 155,359.47

USD

Line	Part	Description	Expected Qty	Unit Price	Ext. Price
1	100110	45W BY 100L PEMB MONOSLOP W 16'H LOW SIDE, 3 SIDES ENCLOSED FRONT OPEN RED OXIDE FRAME AND PAINTED PANELS - 1/12 PITCH	1.00	39,254.00	39,254.00
2	700011	CUSTOM BEAM DESIGN AND ENGINEERING BUILDING	1.00	3,750.00	3,750.00
3	700007	PREVAILING WAGE RATE INSTALLATION BUILDING	1.00	101,230.00	101,230.00

Install estimate for a metal beam building that is 40x100 in size. Building will be placed on concrete piers that are installed by others and ready upon crews' arrival to site.

Install Assumptions: Full site access for crew and equipment, Open site free from obstructions, No foundation work included in quote, Sufficient room on site to unload and stage materials, Prevailing wage rate of \$92.00/hr expected.

QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	11,125.47



Corporate
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Customer ID: 9177252
Quote Number: 1146281

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS
Page: 2 of 2

Please Note:

**Additional Sales Tax will apply for materials and installation if the project is not tax exempt.*

**Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment*

**Anchor Hardware not included for Designed and Engineered Structures unless listed on the quote. Customer may provide the anchor bolts or ClearSpan will quote them once engineering is completed*

Lines Total	144,234.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	11,125.47
Quote Total	155,359.47

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

Proposed Council Action:

Authorize the City Manager to purchase one (1) dry salt storage building in the amount of One Hundred Eighteen Thousand Five Hundred Forty-Three Dollars and Sixty-Nine Cents (\$118,543.69), including tax, and execute all the necessary documents.

Agenda No:

7E

Dept. Origin:

PW Operations

For Agenda of:

March 3, 2025

Exhibits:

Sourcewell Quote

Concurred by Mayor:

Approved by City Manager:

Approved as to form by City Atty.:

Approved by Finance Director:

Approved by Department Head:

Expenditure

Required: \$118,543.69

Amount

Budgeted: \$120,000.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The 2025 Adopted Budget includes the funding for the purchase of a dry salt storage building for housing salt used in winter snow/ice storm events. This structure complies with the City's NPDES permit and WA Department of Ecology requirement that all bulk material storage shall be covered. The City is purchasing this structure through Sourcewell Contract #071223-CSS.

ALTERNATIVES CONSIDERED

None.

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to purchase one (1) dry salt storage building in the amount of One Hundred Eighteen Thousand Five Hundred Forty-Three Dollars and Sixty-Nine Cents (\$118,543.69), including tax, and execute all the necessary documents.



Corporate
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 9177252
Quote Number: 1148968

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS
Page: 1 of 2

Quote To:

CITY OF UNIVERSITY PLACE
4951 GRANDVIEW DR W
UNIVERSITY PLACE WA 98467-1254
UNITED STATES

Phone: 2534606493

Sales Person: BRAD WILLIAMS
Office Phone: 800-603-4445 x1241
BWILLIAMS@CLEARSPAN.COM

Ship To:

CITY OF UNIVERSITY PLACE
4951 GRANDVIEW DR W

UNIVERSITY PLACE, WA 98467-1254

Date: 2/26/2025 Valid for 10 Days

Quote Total 107,669.11

USD

Line	Part	Description	Expected Qty	Unit Price	Ext. Price
1	100106	35W RD BY 40L TRUSS BLDG 13'4" OC CAT1 FR	1.00	21,825.00	21,825.00
2	100106	35W END WALL PACKAGE	1.00	3,533.00	3,533.00
3	700001	CUSTOM DESIGN AND ENGINEERING BUILDING	1.00	3,750.00	3,750.00
4	116042FK	48"W X 48"H WALL LOUVER FABRIC KIT	1.00	369.95	369.95
5	100106	ESTIMATED BLOCK HARDWARE REQUIRED BASED ON APPROX 120 30"X30"X60' BLOCKS USED FOR A CUSOTMER SUPPLIED 7'6" HIGH WALL WITH BUTTRESSES	1.00	9,000.00	9,000.00
6	700014	FOUNDATION ENGINEERING-TRUSS BUILDING	1.00	4,500.00	4,500.00
7	700007	PREVAILING WAGE RATE INSTALLATION BUILDING	1.00	64,350.00	64,350.00

Preliminary installation estimate for a Truss building that is 35x40 with 4 trusses. Building being placed on block foundation that is to be prepared by others and ready upon crews' arrival to site. This does include installation of one end wall and louver.

Install Assumptions: Full site access for crew and equipment, Open site free from obstructions, No foundation work included in quote, Sufficient room on site to unload and stage materials, Prevailing wage rate of \$90.82/hour expected.



Corporate
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 9177252
Quote Number: 1148968

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS
Page: 2 of 2

QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) SOURCEWELL MATERIALS DISCOUNT	-4,366.00
2.) SOURCEWELL LABOR DISCOUNT	-6,435.00
3.) Freight	11,142.16

Please Note:

**Additional Sales Tax will apply for materials and installation if the project is not tax exempt.*

**Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment*

**Anchor Hardware not included for Designed and Engineered Structures unless listed on the quote. Customer may provide the anchor bolts or ClearSpan will quote them once engineering is completed*

Lines Total	107,327.95
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	341.16
Quote Total	107,669.11

STUDY SESSION

Memo

DATE: March 3, 2025

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

FROM: Todd Smith, NPDES Coordinator

SUBJECT: Stormwater Management Program Update

As a condition of our NPDES Phase II Municipal Stormwater Permit, the City is required to develop, implement, and annually update its Stormwater Management Program (SWMP). The City's current permit became effective August 1, 2024 – July 31, 2029. The SWMP lists the elements that are required under the NPDES permit and identifies the actions and activities to be conducted by the City to meet the permit requirements.

Summary of the changes to 2025 SWMP:

- Dates of Public Comment Period and Council Meetings.
- References to 2024 milestones/deadlines that have been completed were removed.
- All non-required appendices have been removed from the SWMP, and all associated documents have been referenced.
- New Permit language & requirements for August 1, 2024, through July 31, 2029.
- Addition of element 12 - Compliance with Underground Injection Control (UIC) Well Program.
- Language has been clarified to reduce confusion.

The 12 required elements of this program are:

1. Stormwater Planning
2. Public Education and Outreach
3. Public Involvement and Participation
4. MS4 Mapping and Documentation
5. Illicit Discharge Detection and Elimination
6. Controlling Runoff from New Development, Redevelopment and Construction Sites
7. Stormwater Management for Existing Development
8. Source Control Program for Existing Development
9. Operation and Maintenance
10. Monitoring and Assessment
11. Reporting and Recordkeeping
12. Compliance with Underground Injection Control (UIC) Well Program

Memo

Stormwater Planning

Under the permit, we are required to implement a Stormwater Planning Program to inform and assist in the development of policies and strategies as water quality management tools to protect receiving waters.

To meet these requirements, we will convene an inter-disciplinary team to help inform and assist in the development, progress, and influence of this program, provide coordination with long-range plan updates, continue to provide low impact development code-related requirements and work towards developing and conducting "Stormwater Management Action Planning" (SMAP) as required.

Public Education and Outreach

Under the permit, we are required to have a public education and outreach program that is designed to build general awareness, affect behavior change, create stewardship opportunities, and measure the understanding and adoption of targeted behaviors.

To meet these requirements, the City's program includes providing information in the City's multiple social media platforms, the city website, and use of UP Television, holding public education workshops, and providing access to educational storm drainage maps. In addition, we have partnered with the Pierce Conservation District Stream Team, to encourage and create stewardship opportunities for the public. We are participating in regional and statewide public outreach campaigns such as "Puget Sound Starts Here", "Don't Wait To Inflate" and "Shut the Lid" which provide the community with opportunities to learn and participate in actions that lead to positive outcomes in stormwater quality. City staff is an active member of "STORM" – Stormwater Outreach for Regional Municipalities to increase knowledge, opportunities, and networking.

Public Involvement and Participation

Under the permit, we are required to create opportunities for the public to participate and be involved in the decision-making process associated with the City's Stormwater Management Program (SWMP), and the Stormwater Management Action Planning (SMAP).

To meet these requirements, all updates to the City's Stormwater Management Program (SWMP) will be adopted at a public council meeting and any who wish to comment will be given the opportunity to review, question, and provide comments. Opportunity to be part of the development of any new Stormwater Management Action Plans (SMAP) will be

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provided, as well. In addition, all updates to these Programs will be posted on the City's website.

MS4 Mapping and Documentation

Under the permit we are required to include an on-going program for mapping and documenting the MS4.

To meet this requirement, the City will continue to update our existing mapping of our MS4 to include new system structures, more detail of the make-up of our MS4, and to make these maps available in a variety of formats.

We are scheduled to have a new updated Storm Map Book posted on our website by April.

Illicit Discharge Detection and Elimination

Under the permit we are required to have an illicit discharge detection and elimination program that includes mapping of the City's storm drainage system, regulations that prohibit illicit discharges into the storm system, regulations that include escalating enforcement procedures and actions, procedures for the investigation of illicit discharges, a publicly listed hotline for the reporting of illicit discharges.

The City's illicit discharge and detection program and the City's Storm Water regulations are in compliance with the permit requirements. In addition, the City has fully mapped the Storm drainage system using GIS in accordance with the permit requirements. Starting in December of 2019, we began using the Department of Ecology WQWebIDDE format on their website for tracking and documentation.

Controlling Runoff from New Development, Redevelopment, and Construction Sites.

Under the permit, we are required to implement regulations to address runoff from new development, redevelopment, and construction sites. These regulations are required to be in compliance with the Washington State Department of Ecology Stormwater Management Manual for Western Washington and include provision for permitting, site review, inspection, enforcement, long term operation and maintenance, and staff training.

To meet these requirements, the City has adopted the King County Surface Water design manual for its technical storm drainage standards, and Stormwater Management Manual

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for Western Washington, and established a permitting, review and inspection program in accordance with the NPDES permit conditions.

Stormwater Management for Existing Development

Under the permit the City is required to implement a program that will focus on strategic stormwater investments and long-range planning to reduce or control stormwater discharges from areas of existing development.

To meet this requirement the City will review projects identified within the newly updated Comprehensive Stormwater Plan and the 2023 Stormwater Management Action Plan (SMAP) that was developed during the last permit cycle. Projects include infrastructure retrofits, new flow control, new runoff treatment, and/or new LID BMP's and will meet or exceed the minimum acreage of treatment as required. The selected projects will be designed and budgeted for the 2027 & 2028 budget cycle.

Source Control Program for Existing Development

Under the permit the City is required to implement a program to reduce pollutants in runoff from areas that discharges to the MS4 from publicly and privately owned institutional, commercial and industrial sites (Businesses).

To meet this requirement the City will continue into our 3rd year of doing Source Control Business Inspections. The City will review the inventory of publicly and privately owned institutional, commercial and industrial sites, then rank them per their pollutant generating potential. Create an inspection schedule and corresponding documentation for inspections to include education and outreach up to progressive enforcement.

Operations and Maintenance

Under the permit the City is required to implement an operations and maintenance program that includes maintenance standards in accordance with the Department of Ecology Stormwater Management Manual, annual inspections, spot checks for damage after major storm events, practices for reducing stormwater runoff impacts from public facilities, staff training program, and a Storm Water Pollution Prevention Plan (SWPPP) for equipment maintenance and storage yards owned by the City.

The City's maintenance standards for its variety of tasks are reviewed and held to at least the standards of the Dept. of Ecology's Stormwater Management Manual for Western Washington.

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Monitoring and Assessment

The permit requires significant testing and monitoring of local waterways, storm water discharge and source identification. The permit allows for two options in meeting these requirements: perform the testing and monitoring by City staff or pay into a regional collective fund. Prior to determining which option to take, the City consulted with the environmental firm, Landau and Associates. After reviewing the requirements, Landau concluded that paying into the collective fund was a significantly less expensive option.

The City's annual required contributions to the collective fund are \$8,855 for "Regional Status and Trends Monitoring"; \$13,105 for "Stormwater Management Program Effectiveness and Source Identification Studies".

Reporting and Recordkeeping

Under the permit, the City is required to track and annually report all required NPDES activities. This report is due at the end of March each year and is required to be posted on the City's website for public review.

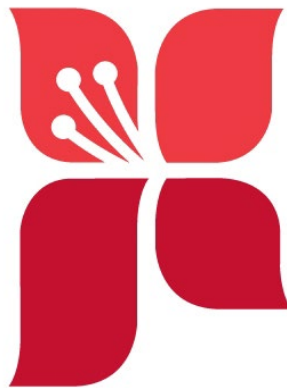
Compliance with Underground Injection Control (UIC) Well Program

A new section has been added to the City's SWMP addressing compliance with the UIC well program. The UIC Program rule, chapter 173-218 WAC, is the regulatory authority for underground injection control wells in Washington. The Department of Ecology has recommended Cities include a section in their SWMP to address how they are meeting the requirements of the UIC well program.

The public is invited to view the Draft 2025 Stormwater Management Program on our city website and can make comments to NPDES Coordinator, Todd Smith tsmith@cityofup.com or 253-460-5432. The public comment period is open through March 17, 2025. Public may also participate in the March 17 Public Hearing portion of the Council Meeting to provide comments.

City of University Place

Phase II NPDES Stormwater Management Program (SWMP)



2025

STORMWATER MANAGEMENT PROGRAM (SWMP)

A. Stormwater Management Program General Requirements

Each Permittee shall develop and implement a Stormwater Management Program (SWMP). A SWMP is a set of actions and activities comprising the components listed in S5 and any additional actions necessary to meet the requirements of applicable TMDLs pursuant to S7 – *Compliance with Total Maximum Daily Load Requirements* and S8 – *Monitoring and Assessment*.

The minimum performance measures are:

1. *At a minimum, the Permittee's SWMP shall be implemented throughout the geographic area subject to this Permit as described in S1.A.²*
2. *Each Permittee shall prepare written documentation of the SWMP, called the SWMP Plan. The SWMP Plan shall be organized according to the program components in S5.C or a format approved by Ecology and shall be updated at least annually for submittal with the Permittee's annual reports to Ecology (see S9 – Reporting Requirements). The SWMP Plan shall be written to inform the public of the planned SWMP activities for the upcoming calendar year, and shall include a description of:*
 - a. *Planned activities for each of the program components included in S5.C;*
 - b. *Any additional planned actions to meet the requirements of applicable TMDLs pursuant to S7 – Compliance with Total Maximum Daily Load Requirements; and*
 - c. *Any additional planned actions to meet the requirements of S8 – Monitoring and Assessment.*
3. *The SWMP shall include an ongoing program for gathering, tracking, maintaining, and using information to evaluate SWMP development, implementation, permit compliance and to set priorities.*
 - a. *Each permittee shall track the cost or estimated cost of development and implementation of each component of the SWMP. This information shall be provided with the Annual Report due no later than March 31, 2027. Permittees shall provide annual average costs (or estimates) to implement the SWMP and TMDL requirements.*
 - b. *Each Permittee shall track the number of inspections, follow-up actions because of inspections, official enforcement actions, and types of public education activities as required by the respective program component. This information shall be included in the annual report.*

4. *Permittees shall continue implementation of existing stormwater management programs until they begin implementation of the updated stormwater management program in accordance with the terms of this Permit, including implementation schedules.*
 5. *Coordination among Permittees*
 - a. *Coordination among entities covered under the municipal stormwater NPDES permits may be necessary to comply with certain conditions of the SWMP. The SWMP shall include, when needed, coordination mechanisms among entities covered under a municipal stormwater NPDES permit to encourage coordinated stormwater-related policies, programs, and projects within adjoining or shared areas, including:*
 - i. *Coordination mechanisms clarifying roles and responsibilities for the control of pollutants between physically interconnected MS4s covered by a municipal stormwater permit; and*
 - ii. *Coordinating stormwater management activities for shared water bodies, or watersheds among Permittees to avoid conflicting plans, policies, and regulations.*
 - b. *The SWMP shall include coordination mechanisms among departments within each jurisdiction to eliminate barriers to compliance with the terms of this permit. Permittees shall include a written description of internal coordination mechanisms in the Annual Report due no later than March 31, 2026.*
- B. *Stormwater Management Program Standards*
- The SWMP shall be designed to reduce the discharge of pollutants from regulated small MS4s to the MEP, meet state AKART requirements, and protect water quality.*
- C. *Stormwater Management Program Components*
- The SWMP shall include the components listed below. To the extent allowable under state or federal law, all components are mandatory for city, town, or county Permittees covered under this Permit.*

The City of University Place meets the requirements of the Stormwater Management Program by having a (SWMP) which contains the following components as detailed in sections 1 through 12:

- **Stormwater Planning**
- **Public Education and Outreach**
- **Public Involvement and Participation**

- **MS4 Mapping and Documentation**
- **Illicit Discharge Detection and Elimination**
- **Control Stormwater Runoff from New Development, Redevelopment, and Construction Sites**
- **Stormwater Management for Existing Development**
- **Source Control for Existing Development**
- **Municipal Operations and Maintenance Program**
- **Monitoring and Assessment**
- **Reporting and Recordkeeping**
- **Compliance with Underground Injection Control (UIC) Well Program**

SWMP Deadlines:

- Annually update the SWMP Plan. The SWMP will be posted on the City website
- By March 31, 2027, provide annual average costs (or estimates) to implement the SWMP and TMDL requirements in the Annual Report.
- By March 31, 2026, provide written description of internal coordination mechanisms in the Annual Report.

General Program Coordination Efforts:

- Staff will prepare/review list of internal coordination mechanisms describing how departments are inter-related in terms of meeting permit conditions (i.e. planning department reviews development plans, police departments help observe for IDDE, etc.) – by March 31, 2026
- Staff to attend NPDES Permit Coordinators Forum Meetings.
- The City Finance Department will track costs or estimated costs for the development/implementation of each component of the SWMP and submit the annual average costs (or estimates) with the Annual Report – by March 31, 2027
- Establish coordination mechanisms with other entities when needed.

SECTION 1

Stormwater Planning

Each Permittee shall implement a **Stormwater Planning program** to inform and assist in the development of policies and strategies as water quality management tools to protect receiving waters. In order for the city to satisfy the requirements:

The minimum performance measures are:

- Each permittee shall continue to convene an inter-disciplinary team to inform and assist in the development, progress, and influence of this program.*
- Coordination with long-range plan updates.*

- i. *Each Permittee shall describe how stormwater management needs and protection/improvement of receiving water health are (or are not) informing the long-range or comprehensive planning update processes and influencing policies and implementation strategies in their jurisdiction in the Annual Report due March 31, 2027. The report shall describe the water quality and watershed protection policies, strategies, codes, and other measures intended to protect and improve local receiving water health through planning, considering stormwater management needs or limitations.*
- c. *Low Impact Development (LID code-related requirements.*
 - i. *Permittees shall continue to require LID Principles and LID BMPs when updating, revising, and developing new local development-related codes, rules, standards, or other enforceable documents, as needed.*

The intent shall be to make LID the preferred and commonly used approach to site development. The local development-related codes, rules, standards, or other enforceable documents shall be designed to minimize impervious surfaces, native vegetation loss, and stormwater runoff in all types of development situations, where feasible.

- (a) *Annually, each Permittee shall assess and document any newly identified administrative or regulatory barriers to implementation of LID Principles or LID BMPs since local codes were updated in accordance with the 2013 Permit, and the measures developed to address the barriers. If applicable, the report shall describe mechanisms adopted to encourage or require implementation of LID principles or LID BMPs.*
- iii. *No later than December 31, 2028, Permittees shall adopt and implement tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters.*
- d. *Stormwater Management Action Planning (SMAP). Permittees shall conduct a similar process and consider the range of issues outlined in the Stormwater Management Action Planning Guidance (Ecology, 2019; Publication no. 19-10-010) for one new priority catchment.*
 - i. *Stormwater Management Action Plan (SMAP). No later than December 31, 2026, Permittees shall complete a SMAP for at least one new high priority catchment area, or additional actions for an existing SMAP, that identifies all of the following:*
 - (a) *A description of the stormwater facility retrofits needed for the area, including the BMP types and preferred locations. Include projects that address transportation-related runoff, such as projects that address tire wear runoff.*
 - (b) *Land management/development strategies and/or actions identified for water quality management.*

- (c) *Targeted, enhanced, or customized implementation of stormwater management actions related to permit sections within S5, including:*
 - *IDDE field screening;*
 - *Prioritization of Source Control inspections;*
 - *O&M inspections or enhanced maintenance; or*
 - *Public Education and Outreach behavior change programs.**Identified actions shall support other specifically identified stormwater management strategies and actions for the basin overall, or for the catchment area in particular.*
- (d) *If applicable, identification of changes needed to local long-range plans to address SMAP priorities.*
- (e) *A proposed implementation schedule and budget sources for:*
 - *Short-term actions (i.e., actions to be accomplished within six years); and*
 - *Long-term actions (i.e., actions to be accomplished within seven to 20 years).*
- (f) *A process and schedule to provide future assessment and feedback to improve the planning process and implementation of procedures or projects.*

The City of University Place continues to keep stormwater planning both short and long term, as a priority.

- **Low impact development:** (LID) principles and (LID) BMPs continue to be preferred options when possible.
- **Short-term and long-term planning:** As a result of updating our Comprehensive Storm plan, an evaluation of short and long-term needs will be identified.
- **Stormwater Management Action Planning (SMAP):** The SMAP will be re-evaluated this permit cycle to determine which priority catchment shall be focused on next.

Stormwater Planning Deadlines:

- Annually, assess and document any newly identified administrative or regulatory barriers to implementation of LID Principles or LID BMPs, and the measures developed to address the barriers. The City will continue to require LID principles/BMPs when updating or developing codes or standards where appropriate (i.e. land use, stormwater management, critical areas sections, grading).
- Interdisciplinary Team will continue to meet and be informed of the NPDES Permit requirements as it relates to each role within the City when necessary. By March 31, 2026, provide written description of internal coordination mechanisms.
- By December 31, 2026, the City shall complete a SMAP for at least one new high priority catchment area, or additional actions for an existing SMAP. Efforts will include providing 1) description of stormwater facility retrofits needed, 2) land management strategies, 3) focused stormwater management actions including IDDE field screening,

prioritization of source control inspections, O&M inspections, education/outreach behavior change programs 4) If needed ID changes to long-range plans to address SMAP priorities 5) Implementation schedule (6 yrs, 20 yrs), 6) Actions that may benefit overburdened communities 7) schedule to provide future assessment

- By March 31, 2027, provide a report describing how stormwater management needs and protection/improvement of receiving water health are (or are not) informing the long-range or comprehensive planning update processes and influencing policies and implementation of strategies. Staff will use the document review provided to Ecology in 2023 as a starting point. Topics include reviewing past plans related to growth, stormwater, watershed protection, LID (e.g. City Comp Plan, any storm comp. plan, SMAP, transportation plans, utility plans, city code, city budget)
- By December 31, 2028, the City shall adopt and implement tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters. Sample tree goals/policies to review include:
<https://www.redmond.gov/1256/Tree-Canopy> and
<https://www.seattle.gov/trees/management/work-plans>

SECTION 2

PUBLIC EDUCATION AND OUTREACH PROGRAM

The SWMP shall include an education and outreach program designed to:

- Build general awareness about methods to address and reduce impacts from stormwater runoff.
- Effect behavior change to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts; and
- Create stewardship opportunities that encourage community engagement in addressing the impacts from stormwater runoff.

Permittees may choose to meet these requirements individually or as a member of a regional group. Regional collaboration on general awareness or behavior change programs, or both, includes Permittees developing a consistent message, determining best methods for communicating the message, and when appropriate, creating strategies to effect behavior change. If a Permittee chooses to adopt one or more elements of a regional program, the Permittee should participate in the regional group and shall implement the adopted element(s) of the regional program in the local jurisdiction.

Public Education and Outreach. An informed and knowledgeable community is crucial to the success of a stormwater management program since it helps to ensure greater support for the program and greater compliance.

The minimum performance measures are:

To satisfy this minimum control measure, the permittee shall:

- a. *Each Permittee shall implement an education and outreach program. The program design shall be based on local or regional (or both) water quality information and priority audience characteristics to identify high priority audiences, subject areas, and/or BMPs. Based on the priority audience's demographic, the Permittee shall consider delivering its selected messages in language(s) other than English, as appropriate to the priority audience.*
- i. **General awareness.** *To build general awareness, Permittees shall annually select at a minimum one priority audience and one subject area from either (a) or (b):*
 - (a) *Priority audiences: General public (including overburdened communities, school age children, college/university, or trade students) or businesses (including home-based, or mobile businesses). Subject areas:*
 - *General impacts of stormwater on surface waters, including impacts from impervious surfaces; or*
 - *Low impact development (LID) principles and LID BMPs.*
 - (b) *Priority audiences: Engineers, contractors, developers, property owners/managers, or land use planners. Subject areas:*
 - *Technical standards for stormwater site and erosion control plans.*
 - *LID principles and LID BMPs;*
 - *Stormwater treatment and flow control BMPs/facilities; or*
 - *Source Control BMPs for building materials to reduce pollution to stormwater, including but not limited to stormwater pollution from PCB-containing materials.*
 - (c) *Permittees shall provide subject area information to the priority audience on an ongoing or strategic schedule.*
- ii. **Behavior change.** *To affect behavior change, Permittees shall select, at a minimum, one priority audience and one BMP.*
 - (a) *Priority Audiences: Residents, landscapers, property managers/owners, developers, school age children, college/university, or trade students, or businesses (including home-based or mobile businesses).*

BMPs:

 - *Use and storage of: pesticides, fertilizers, and/or other household chemicals.*

- *Use and storage of: automotive chemicals, hazardous cleaning supplies, carwash soaps, and/or other hazardous materials.*
 - *Prevention of illicit discharges.*
 - *Yard care techniques protective of water quality.*
 - *Carpet cleaning.*
 - *Repair and maintenance BMPs for: vehicles, equipment, and/or home/buildings.*
 - *Pet waste management and disposal.*
 - *LID Principles and LID BMPs.*
 - *Stormwater facility maintenance, including LID facilities.*
 - *Dumpster and trash compactor maintenance.*
 - *Litter and debris prevention.*
 - *Sediment and erosion control.*
 - *(Audience specific) Source control BMPs (refer to S5.C.8).*
 - *(Audience specific) Locally important, municipal stormwater-related subject area.*
- (b) *No later than July 1, 2025, each Permittee shall evaluate the effectiveness of an ongoing behavior change campaign (required under S5.2.a.ii of the 2019 Permit.) Permittees shall document lessons learned and recommendations for which option to select from S5.C.2.a.ii(c) below.*
- Permittees that select option S5.C.2.a.ii(3), below, may forgo this evaluation if it will not add value to the overall behavior change program.*
- (c) *Based on the recommendation from S5.C.2.a.ii(b), by July 1, 2026, each Permittee shall follow social marketing practices and methods and develop a campaign that is tailored to the community, including development of a program evaluation plan. Each Permittee shall:*
- 1. Develop a strategy and schedule to more effectively implement the existing campaign; or*
 - 2. Develop a strategy and schedule to expand the existing campaign to a new priority audience or BMPs; or*
 - 3. Develop a strategy and schedule for a new priority audience and BMP behavior change campaign.*
- (d) *No later than September 1, 2026, begin to implement the strategy developed in S5.C.2.a.ii(c).*
- (e) *No later than March 31, 2029, evaluate and submit report on:*

1. *The changes in understanding and adoption of targeted behaviors resulting from the implementation of the strategy; and*
 2. *Any planned or recommended changes to the campaign to be more effective; describe the strategies and processes to achieve the results.*
- (f) *Permittees shall use the results of the evaluation to continue to direct effective methods and implementation of the ongoing behavior change program.*
- iii. ***Stewardship.*** *Each Permittee shall partner or promote (or both) stewardship opportunities to encourage residents or businesses to participate in activities or events planned and organized within the community, such as: stream teams, storm drain marking, volunteer monitoring, riparian plantings. Permittees may partner or promote (or both) stewardship opportunities created or organized by existing organizations (including non-permittees).*

The City of University Place has developed a Public Education and Outreach Program designed to educate the target audiences as noted above. This program consists of the following elements:

- **General Awareness & Behavior Change**
In 2025, a continued general awareness for public and school age children targeting a variety of stormwater pollution causes and solutions. Additional awareness will be focused on owners of automobiles and stormwater impacts from vehicles through Puget Sound Starts Here Month (September) targeted media spots. For Behavior Change, the “Shut the Lid” campaign will be used where the new target audience is for those with garbage dumpsters (Property Owners/Managers). A community-based social marketing campaign will be developed with this audience in mind. A corresponding “Shut the Lid” strategy and campaign will continue to be advanced in 2025 through the Business Source Control Inspection program.
- **Media & Marketing Efforts**
In 2025, the community will have stormwater & water quality information at their access through a variety of media platforms. A minimum of four education articles related to stormwater will be published on a yearly basis and shared across social media like Facebook, Twitter, and the use of UP Television. Future general topics to advertise may include pet waste management, yard care, illicit connections, spills, motor vehicle care, and household hazardous waste. The City will endeavor to reach out to overburdened communities as identified by such tools as the Department of Health’s Information by Location (IBL) site. Determination of overburdened communities and the efforts used to reach these populations will be documented in the annual report.

- **City Website**
The City will post educational information on its website. This information will include articles, notices of educational opportunities, contact information, photos, maps, and links to other stormwater resource websites. Updates and links to our NPDES Program webpage on an on-going basis.
- **Public Education Workshops**
Annually, the City NPDES Program will provide at least three public education classes, workshops or events of which may include rain gardens, natural yard care, rain barrels, storm drainage operations and maintenance, environmental impacts of stormwater, Low Impact Design, water quality issues and solutions. The workshops are coordinated with agencies such as Tacoma-Pierce County Health Department, Pierce Conservation District, Department of Ecology, or other qualified entities.
- **Pierce Conservation District:** The City has partnered with the Pierce Conservation District to encourage and create stewardship opportunities for the public. Their Stream Team provides trainings and a water quality stream monitoring program. They also provide and support many volunteer water quality projects.
- **Partnerships and participation:** Partnerships and participation with other Phase II permittees, cities, counties, local and regional organizations or boards whose emphasis lies in water quality, stormwater resources, and education will continue. Continue partnerships with other municipalities for regional water quality campaigns such as Puget Sound Starts Here, B.I.G. (Business Inspection Group) Group, Dumpster Social Marketing Campaign, Concrete Workgroup.
- **Dog Waste “Scoop your Poop” participation:** we have 18 dog waste bag dispensers in our city. They are spread throughout our parks and along our Grandview Drive sidewalk. We dispense over 15,000 dog waste collection bags per year.
- **Catch Basin Markers**
The City has marked catch basins adjacent to concrete curbs with a marker that identifies where the storm water drains (i.e. drains to stream) and notifies the public not to dump pollutants. These markings are intended to increase the awareness of the public on where storm water ultimately drains. If community members would like a Catch Basin Marker installed on a nearby basin, they can call our office, and we will do our best to get one installed.
- **Stormwater Basin Education Map:** The City has developed a storm drainage basin education map. This map is included once a year in the City Newsletter and is posted on the City’s webpage:
<https://www.cityofup.com/DocumentCenter/View/148/Storm-Basin-Education-Map-PDF>

- **Other Educational Opportunities**

In addition to the above noted elements, the City will continue to seek out new opportunities for public education and outreach.

Public Education and Outreach Deadlines:

- By July 1, 2025, must follow social marketing practices and methods and develop a campaign that is tailored to the community, including development of a program evaluation plan.
- No later than September 1, 2025, implementation of the behavior change campaign
- By March 31, 2029, evaluate and submit report on the changes in the new behavior change campaign and strategy including recommendations on how to make the campaign more effective.

SECTION 3

PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

Public Involvement and Participation Program. Public involvement/participation activities can be effective tools used to gain much needed public support for stormwater management program implementation.

Permittees shall provide ongoing opportunities for public involvement and participation through advisory councils, public hearings, watershed committees, participation in developing rate-structures or other similar activities. Each Permittee shall comply with applicable state and local public notice requirements when developing elements of the SWMP and SMAP.

The minimum performance measures are:

- a. Permittees shall create opportunities for the public, including overburdened communities, to participate in the decision-making processes involving the development, implementation and update of the Permittee's SMAP and SWMP.*

I. Annually, Permittees shall document specific public involvement opportunities provided to overburdened communities.

- ii. No later than December 31, 2026, document methods used to identify overburdened communities.*

- b. Each Permittee shall post on their website their SWMP Plan and the annual report, required under S9.A, no later than May 31 each year. All other submittals shall be available to the public upon request.*

The City of University Place employs the following opportunities for the public to participate in the decision-making process involving the City's SWMP and possible development of a new SMAP.

- **2025 SWMP Public Review and Comment Period March 3rd – March 17th.**
- **All updates to the City's SWMP will be adopted by the City Council during a Public Meeting. At this meeting, any who wishes to comment on the SWMP will be given the opportunity to provide comments. In addition, this meeting will be filmed and broadcast on the City's public information television channel: UPTV. The City will document the method of advertising to the community and specifically overburdened communities (as identified through such tools as the Department of Health's Information by Location (IBL) website) to allow them to have an opportunity to participate in the decision-making processes of the SWMP.**
- **The SWMP and any subsequent updates will be posted on the City's website. Contact information for comments will be posted on the same web page as the link to the SWMP.**
- **Any development of a new SMAP will allow the public to participate in review and comment. The City will document the method of advertising to the community and specifically overburdened communities (as identified through such tools as the Department of Health's Information by Location (IBL) website) to allow them to have an opportunity to participate in the decision-making processes of the SMAP.**
- **Any opportunity to participate in public involvement regarding stormwater-related issues will be posted on our website or advertised in our city newsletter.**

Public Involvement & Participation Deadlines:

- **March 3-17, 2025, provide updates to the 2025 SWMP for public review and comment.**
- **By December 31, 2026, document methods used to identify overburdened communities.**
- **By May 31, 2025, post complete 2025 SWMP and 2024 Annual Report on website.**

SECTION 4

MS4 MAPPING AND DOCUMENTATION

MS4 Mapping and Documentation. It is crucial to have maps and details of the cities MS4 to be knowledgeable and better prepared to meet the many requirements and maintenance needs. Permittees shall include an ongoing program for mapping and documenting the MS4.

The minimum performance measures are:

- a. *Ongoing Mapping: Each Permittee shall maintain mapping data for the features listed below:*
 - i. *Known MS4 outfalls and known MS4 discharge points:*
 - a. *Map outfall size and material, where known;*
 - ii. *Receiving waters, other than groundwater;*
 - iii. *Stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee;*
 - iv. *Geographic areas served by the Permittee's MS4 that do not discharge stormwater to surface waters;*
 - v. *Tributary conveyances to all known outfalls and discharge points with a 24-inch nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems. The following features or attributes (or both) shall be mapped:*
 - (a) *Tributary conveyance type, material, and size where known;*
 - (b) *Associated drainage areas; and*
 - (c) *Land use.*
 - vi. *Connections between the MS4 owned or operated by the Permittee and other municipalities or public entities.*
 - vii. *All connections to the MS4 authorized or allowed by the Permittee after February 16, 2007; and*
 - viii. *All known connections from the MS4 to a privately owned stormwater system.*
- b. *New Mapping: Each Permittee shall:*
 - i. *No later than March 31, 2026, Permittees shall submit locations of all known MS4 outfalls according to the standard templates and format provided in the Annual Report. This reporting shall include the size and material of the outfalls.*
 - ii. *No later than December 31, 2027, develop a methodology to map and assess acreage of MS4 tributary basins to outfalls or discharge points that have stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee. Submit with the Annual Report a map and breakdown of acres managed or unmanaged by stormwater treatment and flow control BMPs/facilities.*
 - iii. *No later than December 31, 2028, begin mapping of Permittee-owned or operated properties with tree canopy based on available, existing data.*

- c. *The required format for mapping is electronic (e.g. Geographic Information System, CAD drawings, or other software that can map and store points, lines, polygons, and associated attributes), with fully described mapping standards.*
- d. *To the extent consistent with national security laws and directives, each Permittee shall make available to Ecology, upon request, available maps depicting the information required in S5.C.4.a through c, above.*
- e. *Upon request, and to the extent appropriate, Permittees shall provide mapping information to federally recognized Indian Tribes, municipalities, and other Permittees. This Permit does not preclude Permittees from recovering reasonable costs associated with fulfilling mapping information requests by federally recognized Indian Tribes, municipalities, and other Permittees.*

The City of University Place has developed a mapping and documentation program which includes:

- **The City has developed a storm drainage basin education map. This map is posted on the City's webpage:
<https://www.cityofup.com/DocumentCenter/View/148/Storm-Basin-Education-Map-PDF>**
- **Stormwater System map showing the complete stormwater system, both public and private, including details of receiving waters, catch basins, conveyance pipes, discharge points, connection points, and outfalls including size and material, where known.**
- **Land use/zoning map.**
- **Stormwater System maintenance map showing and documenting the inspections and maintenance of the system.**
- **Interactive Stormwater system map**
- **Review and update of system maps to include new developments and system details.**

Mapping & Documentation Deadlines:

- **By March 31, 2026, submit locations of all known MS4 outfalls according to the standard templates and format provided in the Annual Report.**
- **By December 31, 2027, develop methodology to map and assess acreage of MS4 tributary basins to outfalls or discharge points that have stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee. Submit with the Annual**

Report a map and breakdown of acres managed or unmanaged by stormwater treatment and flow control BMPs/facilities.

- By December 31, 2028, begin mapping of Permittee-owned or operated properties with tree canopy based on available, existing data.
- On-going GIS collection and mapping of stormwater systems both private and public.
- On-going, in-the-field tracking of stormwater system maintenance using GIS.
- Using available existing data, map overburdened communities, that will be identified using the Department of Health's IBL tool, in relation to stormwater treatment and flow control BMPs/Facilities, outfalls, discharge points, and tree canopy on City owned or operated properties.

SECTION 5

ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

Illicit Discharge Detection and Elimination. Discharges from cities often include wastes and wastewater from non-stormwater sources. Illicit discharges enter the system through either direct connection's, such as wastewater piping mistakenly or deliberately connected to the storm drains, or indirect connection, such as infiltration from cracked sanitary sewers, spills collected by drain outlets, or materials dumped into storm drains. To satisfy this minimum control measure, the permittee must develop, implement, and enforce an illicit discharge detection and elimination program. Permittees shall include an ongoing program designed to prohibit non-stormwater discharges into the MS4, prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the MS4.

The minimum performance measures are:

- a. The program shall include procedures for reporting and correcting or removing illicit connections, spills and other illicit discharges when they are suspected or identified. The program shall also include procedures for addressing pollutants entering the MS4 from an interconnected, adjoining MS4.*

Illicit connections and illicit discharges must be identified through, but not limited to: field screening, inspections, complaints/reports, construction inspections, maintenance inspections, source control inspections, and/or monitoring information, as appropriate.

- b. Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.*
- c. Each Permittee shall implement an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges into the Permittee's MS4 to the maximum extent allowable under state and*

federal law. The Permittee's ordinance or other regulatory mechanism in effect as of the effective date of this Permit shall be revised, if necessary, to meet the requirements of this Section no later than July 1, 2027.

- i. Allowable Discharges: The regulatory mechanism does **not** need to prohibit the following categories of non-stormwater discharges:*
 - (a) Diverted stream flows*
 - (b) Rising groundwaters*
 - (c) Uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20))*
 - (d) Uncontaminated pumped groundwater*
 - (e) Foundation drains*
 - (f) Air conditioning condensation*
 - (g) Irrigation water from agricultural sources that is commingled with urban stormwater*
 - (h) Springs*
 - (i) Uncontaminated water from crawl space pumps*
 - (j) Footing drains*
 - (k) Flows from riparian habitats and wetlands*
 - (l) Non-stormwater discharges authorized by another NPDES or state waste discharge permit; and*
 - (m) Discharges from emergency firefighting activities in accordance with S2 Authorized Discharges. After the emergency has ceased, non-stormwater discharges (e.g., discharges associated with cleanup) to the MS4 are prohibited.*
- ii. Conditionally allowable discharges: The regulatory mechanism may allow the following categories of non-stormwater discharges only if the stated conditions are met:*
 - (a) Discharges from potable water sources, including but not limited to water line flushing, hyper-chlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4.*
 - (b) Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through, at a minimum, public education activities and water conservation efforts.*

- (c) *Dechlorinated swimming pool, spa and hot tub discharges. The discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and re-oxygenized, if necessary, volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.*
- (d) *Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. The Permittee shall reduce these discharges through, at a minimum, public education activities and/or water conservation efforts. To avoid washing pollutants into the MS4, Permittees shall minimize the amount of street wash and dust control water used.*
- (e) *Routine external building washdown that does not use detergents for buildings built or renovated before 1950 and after 1980. The Permittee shall reduce these discharges through, at minimum, public education activities or water conservation efforts, or both. To avoid washing pollutants into the MS4 Permittees shall minimize the amount of wash water used.*

Commercial, industrial, and multi-story residential structures constructed or remodeled between the years 1950 and 1980 (i.e. those most likely to have PCB containing building materials), shall be assessed for PCB-containing materials consistent with How to find and address PCBs in building materials (Ecology, October 2022, Publication No. 22-04-024) prior to routine building washdown. Structures confirmed or suspected to have PCB-containing materials shall not discharge washdown to the MS4. Single-family residential buildings are exempt from PCB assessment. Structures built or renovated between 1950-1980 and determined to be without PCB- containing materials may conduct routine building washdown (without detergents) as described above.

- (f) *Other non-stormwater discharges. The discharges shall be in compliance with the requirements of a pollution prevention plan reviewed by the Permittee, which addresses control of such discharges.*
- iii. *The Permittee shall further address any category of discharges in (i) or (ii), above, if the discharges are identified as significant sources of pollutants to waters of the State.*
 - iv. *The ordinance or other regulatory mechanism shall include escalating enforcement procedures and actions.*

d. *Each Permittee shall implement an ongoing program designed to detect and identify non-stormwater discharges and illicit connections into the Permittee's MS4. The program shall include the following components:*

- i. *Procedures for conducting investigations of the Permittee's MS4, including field screening and methods for identifying potential sources. These procedures may also include source control inspections.*

The Permittee shall implement a field screening methodology appropriate to the characteristics of the MS4 and water quality concerns. Screening for illicit connections may be conducted using Illicit Connection and Illicit Discharge Field Screening and Source Tracing Guidance Manual (Herrera Environmental Consultants, Inc.; May 2020), or another methodology of comparable or improved effectiveness. The Permittee shall document the field screening methodology in the Annual Report.

(a) All Permittees shall complete field screening for an average of 12% of the MS4 each year.

- ii. *A publicly listed and publicized hotline or other telephone number for public reporting of spills and other illicit discharges.*
- iii. *An ongoing training program for all municipal field staff, who, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge and/or illicit connection to the MS4, on the identification of an illicit discharge and/or connection, and on the proper procedures for reporting and responding to the illicit discharge and/or connection. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staffing. Permittees shall document and maintain records of the training provided and the staff trained.*

e. *Each Permittee shall implement an ongoing program designed to address illicit discharges, including spills and illicit connections, into the Permittee's MS4. The program shall include:*

- i. *Procedures for characterizing the nature of, and potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee. Procedures shall address the evaluation of whether the discharge must be immediately contained and steps to be taken for containment of the discharge.*
- ii. *Procedures for the post-emergency clean-up of firefighting activities:*
 - a. *No later than December 31, 2026, the Permittee shall coordinate with firefighting agencies/departments that serve the areas that discharge to the MS4 to be notified when PFAS-*

containing AFFFs are used during emergency firefighting activities.

- b. No Later than January 1, 2027, Permittee shall update and implement procedures to minimize discharges to the MS4 during post-emergency clean-up and disposal activities including, but not limited to, the immediate clean-up in all situations where PFAS-containing AFFFs have been used, diversions, and other measures that prevent discharges to the MS4. The Permittee is not expected to deploy control measures during an emergency.*
- iii. Procedures for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing water samples, and/or other detailed inspection procedures.*
- iv. Procedures for eliminating the discharge, including notification of appropriate authorities (including owners or operators of interconnected MS4s); notification of the property owner; technical assistance; follow-up inspections; and use of the compliance strategy developed pursuant to S5.C.5.c.iv, including escalating enforcement and legal actions if the discharge is not eliminated.*
- v. Compliance with the provisions in (i), (ii), and (iii), above, shall be achieved by meeting the following timelines:*
 - (a) Immediately respond to all illicit discharges, including spills, which are determined to constitute a threat to human health, welfare, or the environment, consistent with General Condition G3.*
 - (b) Investigate (or refer to the appropriate agency with the authority to act) within 7 days, on average, any complaints, reports, or monitoring information that indicates a potential illicit discharge.*
 - (c) Initiate an investigation within 21 days of any report or discovery of a suspected illicit connection to determine the source of the connection, the nature and volume of discharge through the connection, and the party responsible for the connection.*
 - (d) Upon confirmation of an illicit connection, use the compliance strategy in a documented effort to eliminate the illicit connection within 6 months. All known illicit connections to the MS4 shall be eliminated.*
- f. Permittees shall train staff who are responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges, including spills, and illicit connections, to conduct these activities. Follow-up training shall be provided as needed to address changes in*

procedures, techniques, requirements or staffing. Permittees shall document and maintain records of the training provided and the staff trained.

- g. Recordkeeping: Each Permittee shall track and maintain records of the activities conducted to meet the requirements of this Section. In the Annual Report, each Permittee shall submit data for the illicit discharges, spills and illicit connections including those that were found by, reported to, or investigated by the Permittee during the previous calendar year. The data shall include the information specified in Appendix 13 and WQWebIDDE. Each Permittee may either use their own system or WQWebIDDE for recording this data.*

The City of University Place will complete the following tasks:

- **Municipal storm sewer system map:** The City has produced a map of its storm sewer system. This map has been posted on the City's website and is available in the City's Engineering office for viewing by the public.
- **After hours on-call phone line:** The City has established an after-hours phone number that the public can call to report any public works concerns including concerns regarding surface water management and illicit discharges. This number is posted on the City's website.
- **Illicit Discharge Detection and Elimination (IDDE) program:** The City has implemented its Illicit Discharge Detection and Elimination program. This program will include field screening a minimum of 12% of the MS4 for IDDE purposes as well as documenting all illicit discharges, connections and spills into Ecology WQWebIDDE portal.
- **Added GIS mapping and stormwater system technology to be able to quickly assess illicit discharge response.**
- **Dry Weather Field Screening and Analytical Monitoring Program:** The City has adopted this program as an aspect of the overall IDDE program. This program establishes the procedures for locating high risk illicit discharge areas and for testing and inspecting water quality for the purposes of tracking, characterizing, and eliminating illicit discharges.
- **Illicit discharge detection and elimination training program:** The City has developed a training program in order to train field personnel in the detection and elimination of illicit discharges to the City's storm drainage system. All engineering and operations field personnel are required to participate in this program. The training program consists of:
 - *Initial training meeting.*

- *Periodic field training conducted by senior staff*
- *All Public Works Staff participate in Illicit Connection and Illicit Discharge Field Screening and Tracing Training Program – 1 hr. Video*
- *Training and certification tracking for all PW staff*

In addition to these items, the City will continue to seek out new opportunities for training in this subject matter.

- **Continue to provide public employees, businesses, and the general public with information related to IDDE (see Public Education and Outreach Section of this SWMP).**
- **Review current ordinance to prohibit illicit discharges including escalating enforcement actions (UPMC 12.10).**
- **Coordinate with West Pierce Fire and Rescue, which serves the areas that discharge MS4, to notify the City when PFAS-containing AFFFs are used during emergency firefighting activities. Update and implement procedures to minimize discharges to the MS4 by PFAS-containing AFFFs during post-emergency cleanup.**

Illicit Discharge Detection and Elimination Deadlines:

- By December 31, 2026, coordinate with local firefighting agencies/departments to be notified when PFAS-containing AFFFs are used in emergency activities.
- By January 1, 2027, update and implement procedures to minimize discharge to the MS4 by PFAS-containing AFFFs during post-emergency clean-up.
- By July 1, 2027, verify and revise, if necessary, the city ordinance or other regulatory mechanism in effect to meet requirements of this section.
- Annually document the field screening methodology and complete field screening of 12% average per year.
- Annually submit data for illicit connections, discharges, spills.

SECTION 6

CONTROL STORMWATER RUNOFF FROM NEW DEVELOPMENT, REDEVELOPMENT, AND CONSTRUCTION SITES

Site Runoff Control. Each Permittee shall implement and enforce a program to reduce pollutants in stormwater runoff to a regulated small MS4 from new development, redevelopment and construction site activities. The program shall apply to private and public development, including transportation projects.

The minimum performance measures are:

- a. *Implement an ordinance or other enforceable mechanism that addresses runoff from new development, redevelopment, and construction site projects.*

No later than June 30, 2027, each Permittee shall adopt and make effective a local program, that meets the requirements of S5.C.6.b(i) through (iii), below, and shall apply to all applications submitted:

- i. *On or after July 1, 2027;*
 - ii. *Prior to January 1, 2017, that have not started construction by January 1, 2022;*
 - iii. *Prior to July 1, 2022, that have not started construction by July 1, 2027; and*
 - iv. *Prior to July 1, 2027, that have not started construction by July 1, 2032.*
- b. *The ordinance or other enforceable mechanism shall include, at a minimum:*
 - i. *The Minimum Requirements, thresholds, and definitions in Appendix 1, or the 2019 Appendix 1 amended to include the changes identified in Appendix 10, or Phase I program approved by Ecology and amended to include Appendix 10, for new development, redevelopment, and construction sites. Adjustment and variance criteria equivalent to those in Appendix 1 shall be included. More stringent requirements may be used, and/or certain requirements may be tailored to local circumstances through the use of Ecology-approved basin plans or other similar water quality and quantity planning efforts. Such local requirements and thresholds shall provide equal protection of receiving waters and equal levels of pollutant control to those provided in Appendix 1.*
 - ii. *The local requirements shall include the following requirements, limitations, and criteria that, when used to implement the minimum requirements in Appendix 1 (or program approved by Ecology under the 2024 Phase I Permit) will protect water quality, reduce the discharge of pollutants to the MEP, and satisfy the State requirement under Chapter 90.48 RCW to apply AKART prior to discharge:*
 - (a) *Site planning requirements;*
 - (b) *BMP selection criteria;*
 - (c) *BMP design criteria;*
 - (d) *BMP infeasibility criteria;*
 - (e) *LID competing needs criteria;*
 - (f) *BMP limitations.*

Permittees shall document how the criteria and requirements will protect water quality, reduce the discharge of pollutants to the MEP, and satisfy State AKART requirements.

Permittees who choose to use the requirements, limitations, and criteria above, in the Stormwater Management Manual for Western Washington, or a Phase I program approved by Ecology, may cite this choice as their sole documentation to meet this requirement.

- iii. *The legal authority, through the approval process for new development and redevelopment, to inspect and enforce maintenance standards for private stormwater facilities approved under the provisions of this Section that discharge to the Permittee's MS4.*
- c. *The program shall include a permitting process with site plan review, inspection and enforcement capability to meet the standards listed in (i) through (iv) below, for both private and public projects, using qualified personnel (as defined in Definitions and Acronyms). At a minimum, this program shall be applied to all sites that meet the minimum thresholds adopted pursuant to S5.C.6.b.i, above.*
 - i. *Review of all stormwater site plans for proposed development activities.*
 - ii. *Inspect, prior to clearing and construction, all permitted development sites that have a high potential for sediment transport as determined through plan review based on definitions and requirements in Appendix 7 – Determining Construction Site Sediment Damage Potential. As an alternative to evaluating each site according to Appendix 7, Permittees may choose to inspect all construction sites that meet the minimum thresholds adopted pursuant to S5.C.6.b.i, above.*
 - iii. *Inspect all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls. Enforce as necessary based on the inspection.*
 - iv. *Each Permittee shall manage maintenance activities to inspect all stormwater treatment and flow control BMPs/facilities, and catch basins, in new residential developments every six months, until 90% of the lots are constructed (or when construction has stopped and the site is fully stabilized), to identify maintenance needs and enforce compliance with maintenance standards as needed.*
 - v. *Inspect all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities. Verify that a maintenance plan is completed and responsibility for maintenance is assigned for stormwater treatment and flow control BMPs/facilities. Enforce as necessary based on the inspection.*

- vi. *Compliance with the inspection requirements in (ii) through (v), above, shall be determined by the presence and records of an established inspection program designed to inspect all sites. Compliance shall be determined by achieving at least 80% of required inspections annually. The inspections may be combined with other inspections provided they are performed using qualified personnel.*
- vii. *The program shall include a procedure for keeping records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Records of maintenance inspections and maintenance activities shall be maintained.*
- viii. *An enforcement strategy shall be implemented to respond to issues of non-compliance.*
- d. *The program shall make available to representatives of proposed new development and redevelopment, as applicable: the link to the Construction Stormwater General Permit Notice of Intent (NOI) form for construction activity, a link to the online Industrial Stormwater General Permit NOI form for industrial activity, and a link to the online registration requirements for Underground Injection Control (UIC) wells. Permittees shall continue to enforce local ordinances controlling runoff from sites that are also covered by stormwater permits issued by Ecology.*
- e. *Each Permittee shall ensure that all staff whose primary job duties are implementing the program to Control Stormwater Runoff from New Development, Redevelopment, and Construction Sites, including permitting, plan review, construction site inspections, and enforcement, are trained to conduct these activities. Follow-up training shall be provided as needed to address changes in procedures, techniques or staffing. Permittees shall document and maintain records of the training provided and the staff trained.*

The City of University Place has a program to address site run-off control from new development, redevelopment and construction sites. This program includes the following:

- **Adopted surface water management regulations:** The City has adopted ordinances that regulate water quality, and controlling runoff from new development, redevelopment and construction sites (UPMC 12.10 and 13.25). As part of these regulations, the City has adopted the King County Surface Water Design Manual (2021) and the Stormwater Management Manual for Western Washington (2019).
- **Plan Reviews:** The City requires permits and reviews plans for all new development and redevelopment projects. The City also requires permits and reviews plans for any construction project that disturbs 20,000 square feet of soil, and for any project that

otherwise requires drainage review as specified in the King County Surface Water Design Manual.

- **Construction Inspections:** The City conducts inspections of all permitted storm drainage and erosion/sedimentation control facilities within the City.
- **Training:** All personnel in the City conducting construction inspections and/or plan reviews are either trained as Certified Erosion and Sedimentation Control Leads or are licensed professional engineers registered with the State of Washington. In addition, the City will continue to seek out additional training opportunities such as those available on the Washington Stormwater Center website (<https://www.wastormwatercenter.org/permit-assistance/municipal/washington-state-plan-review-training/>).
- **Post Development Inspections:** The City conducts post development inspections of all permitted storm drainage facilities within the City.
- **Low Impact Development:** The City's stormwater regulations contain provisions encouraging low impact development.
- **Enforcement Provisions:** The City has adopted stringent enforcement provisions for non-compliance of its stormwater regulations. These enforcement provisions are attached in **Appendix A**.
- **Sensitive Water Bodies:** The City has identified and prioritized the sensitive receiving waters in the City. In addition, the City's regulations identify specific drainage standards based on the drainage basin sensitivity.

Control Stormwater Runoff from New Development, Redevelopment, and Construction Sites Deadlines:

- **No later than June 30, 2027, adopt and make effective, a local program that meets or exceeds minimum requirements, thresholds, and definitions in Appendix 1, or 2019 Appendix 1 amended to include the changes identified in Appendix 10, or Phase 1 program approved by Ecology and amended to include Appendix 10, for new development, redevelopment, and Construction sites.**

SECTION 7

STORMWATER MANAGEMENT FOR EXISTING DEVELOPMENT

Each Permittee shall implement a Program to control or reduce stormwater discharges to the State from areas of existing development. The Program shall aim to focus on strategic stormwater investments over longer planning timeframes.

Minimum performance measures are:

- a. *Permittees shall implement stormwater facility retrofits, or tailored SWMP actions that meet the criteria described in Appendix 12, using one or a combination of the following:*
 - i. *Strategic stormwater investments identified in Stormwater Management Action Plan(s) (SMAPs, S5.C.1.d.), or similar stormwater planning process; and/or*
 - ii. *Opportunistic stormwater investments identified by leveraging projects outside of SMAP areas to improve stormwater management and infrastructure.*
- b. *No later than March 31, 2028, Permittees shall fully fund, start construction, or completely implement project(s) that meet the assigned equivalent acreage and submit documentation with the Annual Report as described in Appendix 12.*
 - i. *Projects that started construction on or after January 1, 2023, may be included towards achieving the acres required.*
 - ii. *Permittees may contribute to meeting an overall regional goal to satisfy this permit requirement as described in S5.C.7.c.*
 - iii. *Permittees that complete projects by the expiration date of this permit that will exceed the area required for this permit term may use the excess as a credit to be used for the 2029 Permit term, not to exceed 50% of the next Permit's requirement.*
- c. *Permittees may collaborate to meet a regional goal.*
 - iv. *Each Permittee is required to manage at least 0.3 acres within their own jurisdiction but may receive acreage credit for contributing to meeting an overall regional goal outside their defined MS4 Permit coverage area. For Permittees assigned 0.3 acres, participation and in-kind services to regional collaboration projects may count as the contribution for this permit term if there is regional agreement on the strategy.*

- v. *Permittees may contribute to a regional goal, that is the sum of Phase II partners assigned acreage from Appendix 12. Projects may be implemented outside of permit coverage areas to meet their individual requirement as part of a regional goal where benefits to receiving waters within the permit coverage are identified and anticipated.*
- d. *Permittees shall develop a method and report the amount of estimated or projected equivalent acres managed by stormwater facility retrofits and SMAP project costs for the 2029 permit term. This report shall be submitted to Ecology no later than March 31, 2028.*

The City of University Place has a program to manage stormwater runoff for existing development. This program includes:

- **Review of stormwater projects identified in the newly updated Comprehensive Stormwater Plan that meets the requirements of this section.**
- **Implement stormwater infrastructure projects and focused actions identified in the 2023 Stormwater Management Action Plan (SMAP). Such focused actions include prioritizing catch basin inspections and street sweeping in the Leach Creek Subbasin. Staff will prepare for the rehabilitation of the University Park Terrace Pond, estimated for 2026.**
- **Look for opportunities to collaborate with other Permittees to meet a regional goal where benefits to receiving waters are identified.**
- **Search for opportunistic stormwater investments identified by leveraging projects outside of the (SMAP) areas to improve stormwater management and infrastructure. Such opportunistic activities include street sweeping the entire city more than the 3 times per year required by the NPDES Phase II Permit. Following Ecology's format in Appendix 12 of the Phase II Permit, the City will track and report the estimated and final acreage of retrofit projects and actions that treat or control runoff throughout the current permit cycle (2024-2029).**
- **Based on existing GIS mapping, the City will track and report the amount of acres estimated to be managed by stormwater retrofit projects for the next permit cycle (2029-2034).**

Managing Stormwater runoff for existing development deadlines:

- **By March 31, 2028, fully fund, start construction, or completely implement project(s) that meet the assigned equivalent acreage and submit documentation with the Annual Report as described in Appendix 12.**
- **By March 31, 2028, develop a method and report the amount of estimated or projected equivalent acres managed by stormwater facility retrofits and SMAP project costs for the 2029 permit term.**

SECTION 8

SOURCE CONTROL PROGRAM FOR EXISTING DEVELOPMENT

The Permittee shall implement a program to prevent and reduce pollutants in runoff from areas of existing development that discharge to the MS4. The program shall include application of source control BMPs, inspections, and enforcement.

The minimum performance measures are:

- a. *Permittees shall enforce ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities (see Appendix 8 to identify pollutant generating sources).*

The requirements of this subsection are met by using the source control BMPs in the SWMMWW, or a Phase I Program approved by Ecology. In cases where the manual(s) lack guidance for a specific source of pollutants, the Permittee shall work with the owner/operator to implement or adapt BMPs based on the best professional judgement of the Permittee.

Applicable operational source control BMPs shall be required for all pollutant generating sources. Structural source control BMPs, or treatment BMPs/facilities, or both, shall be required for pollutant generating sources if operational source control BMPs do not prevent illicit discharges or violations of surface water, groundwater, or sediment management standards because of inadequate stormwater controls. Implementation of source control requirements may be done through education and technical assistance programs, provided that formal enforcement authority is available to the Permittee and is used as determined necessary by the Permittee, in accordance with S5.C.8.a.iii, below.

- b. *Permittees shall implement a program to identify publicly and privately owned institutional, commercial, and industrial sites which have the potential to generate pollutants to the MS4. Permittees shall update the inventory at least once every 5 years. The inventory shall include:*
 - i. *Businesses and/or sites identified based on the presence of activities that are pollutant generating (refer to Appendix 8); and*

- ii. *Other pollutant generating sources, based on complaint response, such as: home-based businesses and multi-family sites.*
- c. *Permittees shall implement an inspection program, performed by qualified personnel, for sites identified pursuant to S5.C.8.i, above.*
 - i. *All identified sites with a business address shall be provided information about activities that may generate pollutants and the source control requirements applicable to those activities. This information shall be provided by mail, telephone, electronic communications, or in person. This information may be provided all at one time or spread out over the permit term to allow for tailoring and distribution of the information during site inspections.*
 - ii. *The Permittee shall annually complete the number of inspections equal to 20% of the businesses and/or sites listed in their source control inventory to assess BMP effectiveness and compliance with source control requirements. The Permittee may count follow-up compliance inspections at the same site toward the 20% inspection rate. The Permittee may select which sites to inspect each year and is not required to inspect 100% of sites over a 5-year period. Sites may be prioritized for inspection based on their land use category, potential for pollution generation, proximity to receiving waters, or to address an identified pollution problem within a specific geographic area or sub-basin.*
 - iii. *Each Permittee shall inspect 100% of sites identified through credible complaints.*
 - iv. *Permittees may count inspections conducted based on complaints, or when the property owner denies entry, to the 20% inspection rate.*
 - v. *Annual Reporting of inspections shall be organized by business type or activities with potential to generate pollutants to the MS4. Standard Industrial Code (SIC), Major Group, and NAICS numbers may be provided for reference as noted in Appendix 8.*
- d. *Permittees shall implement a progressive enforcement policy that requires sites to comply with stormwater requirements within a reasonable time period as specified below:*
 - i. *If the Permittee determines, through inspections or otherwise, that a site has failed to adequately implement required BMPs, the Permittee shall take appropriate follow-up action(s), which may include phone calls, reminder letters, emails, or follow-up inspections.*

- ii. *When a Permittee determines that a site has failed to adequately implement BMPs after a follow-up inspection(s) the Permittee shall take enforcement action as established through authority in its municipal codes or ordinances, or through the judicial system.*
- iii. *Each Permittee shall maintain records including documentation of each site visit, inspection reports, warning letters, notices of violations, and other enforcement records demonstrating an effort to bring sites into compliance. Each Permittee shall also maintain records of sites that are not inspected because the property owner denies entry.*
- iv. *A Permittee may refer non-emergency violations of local ordinances to Ecology provided the Permittee also makes a documented effort of progressive enforcement. At a minimum, a Permittee's enforcement effort shall include documentation of inspections and warning letters or notices of violation.*
- v. *Application and enforcement of local ordinances at sites identified pursuant to S5.C.8.a.i including sites with discharges authorized by a separate NPDES permit. Permittees that are in compliance with the terms of this Permit will not be held liable by Ecology for water quality standard violations or receiving water impacts caused by industries and other Permittees covered, or which should be covered, under an NPDES permit issued by Ecology.*
- e. *Permittees shall train staff who are responsible for implementing the source control program to conduct these activities. The ongoing training program shall cover the legal authority for source control, source control BMPs and their proper application, inspection protocols, lessons learned, typical cases, and enforcement procedures. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staff. Permittees shall document and maintain records of the training provided and the staff trained.*

The City of University Place will continue to administer the Source Control Inspection program. In 2025, the City will:

- **Review and update the inspection list of businesses that have the potential to pollute based upon type of business (from Appendix 8 of the permit), complaints, investigations, etc.**

- **Continue to do source control inspections of public and privately owned institutional, commercial, industrial sites/businesses from the inventory list. Document all inspections (including follow-ups) with business category, number of times inspected and if enforcement actions were taken in a single list. Include this list with the Annual Report, organized by business type or by activities w/ potential to generate pollutants to MS4. Document records of sites where the owner denies entry.**
- **To inspect at least 20% of the businesses/sites on the inventory list.**
- **Inspect all complaint-based businesses for pollution generating sources and installed BMPs. Document inspections.**
- **To follow up with progress and compliance from previous inspections. Continue to implement progressive enforcement policy (UPMC 12.10.090) requiring business sites to comply with stormwater requirements.**
- **Train staff on conducting business source control inspections including legal authority for source control, source control BMPs and their proper application, inspection protocols, lessons learned, typical cases, and enforcement procedures. Document staff trained and date. Training is available here: <https://laurie-s-school-71dc.thinkific.com/courses/source-control-online-training>**

Source Control Program deadlines:

- **Complete at least 20% of inventory per year with 100% inspected in a 5-year period.**
- **Annually report businesses inspected organized by business type to be submitted in the Annual Report.**

SECTION 9

MUNICIPAL OPERATIONS AND MAINTENANCE PROGRAM

This measure requires the City to examine and subsequently alter their own actions to help ensure a reduction in the amount and type of pollution that: (1) collects on streets, parking lots, open spaces, and storage and vehicle maintenance areas and is discharged into local waterways; and (2) results from actions such as environmentally damaging land development and flood management practices or maintenance of storm sewer systems.

The DOE Phase II permit states that each Permittee shall develop and implement an Operations & Maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.”

The minimum performance measures are:

- a. *Each Permittee shall implement maintenance standards that are as protective, or more protective, of facility function than those specified in the Stormwater Management Manual for Western Washington or a Phase I program approved by Ecology. For facilities which do not have maintenance standards, the Permittee shall develop a maintenance standard. No later than June 30, 2027, Permittees shall update their maintenance standards as necessary to meet the requirements of this Section.*
- i. *The purpose of the maintenance standard is to determine if maintenance is required. The maintenance standard is not a measure of the facility's required condition at all times between inspections. Exceeding the maintenance standard between inspections and/or maintenance is not a permit violation.*
- ii. *Unless there are circumstances beyond the Permittee's control, when an inspection identifies an exceedance of the maintenance standard, maintenance shall be performed:*
 - *Within 1 year for typical maintenance of facilities, except catch basins;*
 - *Within 6 months for catch basins; and*
 - *Within 2 years for maintenance that requires capital construction of less than \$25,000.*

Circumstances beyond the Permittee's control include denial or delay of access by property owners, denial or delay of necessary permit approvals, and unexpected reallocations of maintenance staff to perform emergency work. For each exceedance of the required timeframe, the Permittee shall document the circumstances and how they were beyond their control.

- b. *Maintenance of stormwater treatment and flow control BMPs/facilities regulated by the Permittee.*
- c. *Maintenance of stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee.*
 - i. *Each Permittee shall implement a program to annually inspect all municipally owned or operated stormwater treatment and flow control BMPs/facilities. Permittees shall implement appropriate maintenance action(s) in accordance with the adopted maintenance standards.*

The inspection program shall be implemented by qualified personnel.

Permittees may reduce the inspection frequency based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records, the Permittee may substitute written statements to document a specific less frequent inspection schedule. Written statements shall be based on actual inspection and maintenance experience and shall be certified in accordance with G19 – Certification and Signature.

- ii. *Each Permittee shall spot check potentially damaged stormwater treatment and flow control BMPs/facilities after major storm events 24-hour storm event with a 10 year or greater recurrence interval). If spot checks indicate widespread damage/maintenance needs, inspect all stormwater treatment and flow control BMPs/facilities that may be affected. Conduct repairs or take appropriate maintenance action in accordance with maintenance standards established above, based on the results of the inspections.*
- iii. *Each Permittee shall continue to inspect all catch basins and inlets owned or operated by the Permittee every two years, by December 31st. Clean catch basins if the inspection indicates cleaning is needed to comply with maintenance standards established in the Stormwater Management Manual for Western Washington. Decant water shall be disposed of in accordance with Appendix 6 – Street Waste Disposal.*

The following alternatives to the standard approach of inspecting all catch basins every two years may be applied to all or portions of the system:

- (a) *The catch basin inspection schedule of every two years may be changed as appropriate to meet the maintenance standards based on maintenance records of double the length of time of the proposed inspection frequency. In the absence of maintenance records for catch basins, the Permittee may substitute written statements to document a specific, less frequent inspection schedule. Written statements shall be based on actual inspection and maintenance experiences and shall be certified in accordance with G19 – Certification and Signature.*
- (b) *Inspections every two years may be conducted on a “circuit basis” whereby 25% of catch basins and inlets within each circuit are inspected to identify maintenance needs. Include an inspection of the catch basin immediately upstream of any MS4 outfall, discharge point, or connections to public or private storm systems, if applicable. Clean all catch basins within a given circuit for which the inspection indicates cleaning is needed to comply with maintenance standards established under S5.C.7.a, above.*
- (c) *The Permittee may clean all pipes, ditches, and catch basins and inlets within a circuit once during the permit term. Circuits selected for this alternative must drain to a single point.*
- iv. *Compliance with the inspection requirements in S5.C.7.c.i-iii, above, shall be determined by the presence of an established inspection program achieving at least 95% of required inspections.*
- (d) *Implement practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and*

road maintenance activities under the functional control of the Permittee. No later than December 31, 2027, document the practices, policies, and procedures. Lands owned or maintained by the Permittee include but are not limited to: streets; parking lots; roads; highways; buildings; parks; open space; road rights-of-way; maintenance yards; and stormwater treatment and flow control BMPs/facilities.

The following activities shall be addressed:

- i. Pipe cleaning*
 - ii. Cleaning of culverts that convey stormwater in ditch systems*
 - iii. Ditch maintenance*
 - iv. Street cleaning*
 - v. Road repair and resurfacing, including pavement grinding*
 - vi. Snow and ice control*
 - vii. Utility installation*
 - viii. Pavement striping maintenance*
 - ix. Maintaining roadside areas, including vegetation management*
 - x. Dust control*
 - xi. Application of fertilizers, pesticides, and herbicides according to the instructions for their use, including reducing nutrients and pesticides using alternatives that minimize environmental impacts*
 - xii. Sediment and erosion control*
 - xiii. Landscape maintenance and vegetation disposal*
 - xiv. Trash and pet waste management*
 - xv. Building exterior cleaning and maintenance*
- (a) For Permittee-owned building built or renovated between 1950-1980, update policies, practices, or procedures to include Source Control BMPs to minimize PCBs from entering the MS4. Permittees shall not discharge washdown water to the MS4 if the building is confirmed or suspected to have PCB-containing materials.*
- xvi. Preparing Permittee-owned buildings for renovation or demolition.*
 - (a) Update policies, practices, or procedures to include Source Control BMPs for building materials to prevent PCBs from entering the MS4 in preparation for and during demolition and renovations.*
- (e) No Later than July 1, 2027, develop and implement a municipal street sweeping program to target high priority areas and times during the year that would reasonably be expected to result in the maximum water quality benefits to receiving waters. The following program elements shall be included:*
- i. Apply street sweeping program to publicly owned roads in MS4 drainage areas that discharge to outfalls. Within those areas, sweep the following high priority areas, where applicable:*
 - (a) High traffic roads, such as arterials;*

- (b) Accessible curb and gutter streets - permittees may need to implement parking restrictions or other effective methods to optimize pollutant removal;*
 - (c) Areas with significant tire wear, e.g. roundabouts, high traffic intersections, municipal-operated parking lots;*
 - (d) Areas with significant tree canopy with seasonal leaf litter drop;*
 - (e) Municipal roads that serve commercial or industrial land use areas; and*
 - (f) MS4 basins that discharge to surface receiving waters that support salmonids.*
- ii. Sweep high priority areas at least once between July and September each year and two additional times a year as determined by the Permittee to provide additional water quality benefits. For calendar year 2027, only one sweeping event is required.*
- a. Permittees may document reasoning for alternative sweeping timing and frequency based on local conditions (e.g., climate) and estimated pollutant deposition quantities. Documentation shall also be based on actual maintenance experience and be certified in accordance with G19 – Certification and Signature.*
- b. If a Permittees' existing overall street sweeping program provides equivalent or greater street sweeping frequency relative to the requirements above, the Permittee may continue to implement its existing street sweeping program. Documentation shall be certified in accordance with G19 – Certification and Signature.*
- iii. Annually sweep at least 90% of high priority areas within the MS4 drainage areas.*
- iv. Follow equipment design performance specifications to ensure that street sweeping equipment is operated at the proper design speed with appropriate verification, and that it is properly maintained.*
- v. Permittee shall dispose of sweeper waste material in accordance with Appendix 6- Street Waste Disposal.*
- vi. Document the road type and level of traffic served (e.g. AADT or estimated # of vehicles served) of roads swept, frequency, type of sweeper, lane miles, a map of the areas and land uses swept, and approximation of street waste removed. Begin reporting with the Annual Report March 31, 2029.*
- f. Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the Industrial Stormwater General Permit or another NPDES permit that authorizes stormwater discharges associated with the activity. SWPPPs shall include the following information, at a minimum:*
- i. A detailed description of the operational and structural BMPs in use at the facility and a schedule for implementation of additional BMPs when needed. BMPs selected shall be consistent with the Stormwater*

Management Manual for Western Washington, or a Phase I program approved by Ecology. The SWPPP shall be updated as needed to maintain relevancy with the facility.

ii. At minimum, annual inspections of the facility, including visual observations of discharges, to evaluate the effectiveness of the BMPs, identify maintenance needs, and determine if additional or different BMPs are needed. The results of these inspections shall be documented in an inspection report or check list.

iii. An inventory of the materials and equipment stored on-site, and the activities conducted at the facility which may be exposed to precipitation or runoff and could result in stormwater pollution.

iv. A site map showing the facility's stormwater drainage, discharge points, and areas of potential pollutant exposure.

v. A plan for preventing and responding to spills at the facility which could result in an illicit discharge.

- g. Implement an ongoing training program for employees of the Permittee whose primary construction, operations, or maintenance job functions may impact stormwater quality. The training program shall address the importance of protecting water quality, operation and maintenance standards, inspection procedures, relevant SWPPPs, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, and procedures for reporting water quality concerns. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staffing. Permittees shall document and maintain records of training provided. The staff training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.*

- h. Maintain records of the activities conducted to meet the requirements of this Section.*

The City of University Place has developed an operations and maintenance program that:

- Identifies maintenance standards for drainage facilities (King County Maintenance Requirements for Stormwater Flow Control, Conveyance and Water Quality Facilities)**
- Includes a SWPPP for our maintenance facility.**

- Established an active IDDE program to protect water quality. Within the program track illicit discharges and ensure field staff training in elimination is conducted annually.
- Established a program that all municipal and private flow control and water quality facilities are inspected annually. Establish an inspection schedule to include inspecting all catch basins every 2 years with the current cycle ending December 31, 2025. Inspections shall also include spot checking treatment and flow control facilities/BMPs and repair, if necessary, after major storm events (24-hour storm event with a 10 year or greater recurrence interval).
- Added real time mapping, maintenance tracking within the field IPads, including access to GIS maps and layers of information.
- Ensures field staff is trained in programs and certifications which help staff to recognize, reduce, or eliminate stormwater pollution. Potential resources for training classes may be found at:
 - <https://www.wastormwatercenter.org/permit-assistance/municipal/municipal-events/>
 - <https://www.wastormwatercenter.org/permit-assistance/municipal/permit-assistance-2/ic-id/>
 - <https://ecoss.org/projects/municipal-stormwater/>
- Implement practices to reduce storm water impacts associated with public streets and public property using the University Place Operations and Maintenance Stormwater Pollution Management document as a guideline.
- Adopted maintenance standards (King County Maintenance Requirements for Stormwater Flow Control, Conveyance and Water Quality Facilities) which are as protective or more than those indicated in the Department of Ecology Stormwater Management Manual for Western Washington.
- Maintain ordinance (UPMC 13.25.270) identifying responsible party for maintaining private flow control and water quality facilities and that allows inspection and enforcement of maintenance standards of these facilities.

Municipal Operations And Maintenance Program Deadlines:

- No later than June 30, 2027, update our maintenance standards as necessary to meet the requirements of this Section.
- No later than December 31, 2027, document the practices, policies, and procedures for the operations and maintenance needs listed in this Section.
- No later than July 1, 2027, develop and implement a municipal street sweeping program that targets high priority areas.

- Starting with the Annual Report March 31, 2029, begin documenting the road type and level of traffic served, or roads swept, frequency, type of sweeper, lane miles, a map of the areas and land uses swept, and approximation of street waste removed.

SECTION 10

MONITORING AND ASSESMENT

A. Regional Status and Trends Monitoring

1. *All Permittees that chose S8.A.2 Regional Status and Trends Monitoring Option in the Phase II Western Washington Municipal Stormwater Permit, August 1, 2019 – July 31, 2024, shall make a one-time payment into the Stormwater Action Monitoring (SAM) collective fund to implement regional small streams and marine nearshore areas status and trends monitoring in Puget Sound or, urban streams in the Lower Columbia River basin. This payment is due on or before December 1, 2024. Submit payment according to S8.D, below.*
2. *All City and County Permittees covered under the Phase II Western Washington Municipal Stormwater Permit, August 1, 2019 – July 31, 2024, except the Cities of Aberdeen and Centralia, shall notify Ecology in writing which of the following two options for regional status and trends monitoring (S8.A.2.a or S8.A.2.b) the Permittee chooses to carry out during this permit term. The written notification with G19 signature is due to Ecology no later than December 1, 2024. Either option will fully satisfy the Permittee’s obligations under this Section (S8.A.2). Each Permittee shall select a single option for this permit term.*
 - a. *Make annual payments into a Stormwater Action Monitoring (SAM) collective fund to implement regional receiving water status and trend monitoring of either: small streams and marine nearshore areas in Puget Sound, or urban streams in Clark and Cowlitz Counties in the Lower Columbia River basin, depending on the Permittee’s location. The annual payments into the collective fund are due on or before August 15 each year beginning in 2025. Submit payments according to Section S8.D, below.*

Or
 - b. *Conduct stormwater discharge monitoring per the requirements in S8.C.*

B. Stormwater Management Program (SWMP) Effectiveness and Source Identification Studies

1. *All Permittees that chose S8.B Effectiveness Studies Option in the Phase II Western Washington Municipal Stormwater Permit, August 1, 2019 – July 31, 2024, shall make a one-time payment into the collective fund for Stormwater Action Monitoring (SAM) to implement effectiveness studies and source identification studies. The payment is due on or before December 1, 2024. Submit payment according to S8.D, below.*
2. *All City and County Permittees covered under the Phase II Western Washington Municipal Stormwater Permit, August 1, 2019 – July 31, 2024, shall notify Ecology in writing which of the following two options (S8.B.2.a or S8.B.2.b) for effectiveness and source identification studies the Permittee chooses to carry out during this permit term. The written notification with G19 signature is due to Ecology no later than December 1, 2024. Either option will fully satisfy the Permittee’s obligations under this Section (S8.B.2). Each Permittee shall select a single option for this permit term.*
 - a. *Make annual payments into a SAM collective fund to implement effectiveness and source identification studies. The annual payments into the collective fund are due on or before August 15 each year beginning in 2020. Submit payments according to Section S8.D, below.*

Or

- b. *Conduct stormwater discharge monitoring per the requirements in S8.C.*
3. *All Permittees shall provide information as requested for effectiveness and source identification studies that are under contract with Ecology as active Stormwater Action Monitoring (SAM) projects. These requests will be limited to records of SWMP activities and associated data tracked and/or maintained in accordance with S5 – Stormwater Management Program for Cities, Towns, and Counties and/or S9 – Reporting Requirements. A maximum of three requests during the permit term from the SAM Coordinator will be transmitted to the Permittee’s permit coordinator via Ecology’s regional permit manager. The Permittee shall have 90 days to provide the requested information.*

C. Stormwater discharge monitoring

1. *This Section applies only to Permittees who choose to conduct stormwater discharge monitoring per S8.A.2.b and/or S8.B.2.b in lieu of participation in the regional status and trends monitoring and /or effectiveness and source identification studies. These Permittees shall conduct monitoring in accordance with Appendix 9 and an Ecology-approved Quality Assurance Project Plan (QAPP) as follows:*
 - a. *Permittees who choose the option to conduct stormwater discharge monitoring for either S8.A.2 or S8.B.2 shall monitor three independent discharge locations.*

Permittees who choose the option to conduct stormwater discharge monitoring for both S8.A.2 or S8.B.2 shall conduct this monitoring at a total of six locations; at least four locations shall be independent (one location may be nested in another basin).

- b. No later than February 1, 2025, each Permittee shall submit to Ecology a draft stormwater discharge monitoring QAPP for review and approval. The QAPP shall be prepared in accordance with the requirements in Appendix 9. The final QAPP shall be submitted to Ecology for approval as soon as possible following finalization, and before August 15, 2025, or within 60 days of receiving Ecology's comments on the draft QAPP (whichever is later).*
- c. Flow monitoring shall begin no later than October 1, 2025, or within 30 days of receiving Ecology's approval of the final QAPP (whichever is later). Stormwater discharge monitoring shall be fully implemented no later than October 1, 2026.*
- d. Data and analysis shall be reported annually in accordance with the Ecology-approved QAPP. Each Permittee shall enter into the Department's Environmental Management (EIM) database all water and solids concentration data collected pursuant to Appendix 9.*
- vii. Within 60 days of completing the study, or no later than March 31, 2029, publish a final report with the results of the study and recommended future actions based on findings, include a summary of results.*

D. Payments into the Stormwater Action Monitoring Collective Fund.

- 1. This Section applies to all Permittees who choose to make annual payments into the SAM collective funds for S8.A Regional Status and Trends Monitoring and/or S8.B Effectiveness and Source Identification Studies.*
- 2. Each Permittee's S8.A and S8.B payment amounts are listed in Appendix 11 and in the invoices that will be sent to the Permittee approximately three months in advance of each payment due date. Mail payments according to the instructions in the invoice.*

The City of University Place meets the requirements of Monitoring and Assessment by paying into the SAM collective funds for Regional Status and Trends Monitoring and Effectiveness and Source Identification Studies.

Monitoring and Assessment Deadlines:

- **Pay into the Stormwater Action Monitoring (SAM) collective fund by August 15th of each year.**

SECTION 11

REPORTING & RECORDKEEPING REQUIREMENTS

A. Annual Report Submittal

- 1. No later than March 31 of each year beginning in 2025, each Permittee shall submit an Annual Report. The reporting period for the first Annual Report will be from January 1, 2024, through December 31, 2024. The reporting period for all subsequent Annual Reports will be the previous calendar year unless otherwise specified.*
- 2. Permittees shall submit annual reports electronically using Ecology's Water Quality Permitting Portal (WQWebPortal) available on Ecology's website.*
- 3. Permittees unable to submit electronically through Ecology's WQWebPortal shall contact Ecology to request a waiver and obtain instructions on how to submit an Annual Report in an alternative format.*

B. Records Retention

Each Permittee is required to keep all records related to this Permit and the SWMP for at least five years after the expiration date of this Permit.

C. Records Available to the Public

Each Permittee shall make all records related to this Permit and the Permittee's SWMP available to the public at reasonable times during business hours. The Permittee will provide a copy of the most recent annual report to any individual or entity, upon request.

- 1. A reasonable charge may be assessed by the Permittee for making photocopies of records.*
- 2. The Permittee may require reasonable advance notice of intent to review records related to this Permit.*

D. Annual Report for Cities, Towns, and Counties

Each annual report shall include the following:

- 1. A copy of the Permittee's current Stormwater Management Program Plan (SWMP Plan), as required by S5.A.2.*
- 2. Submittal of the annual report form as provided by Ecology pursuant to S9.A, describing the status of implementation of the requirements of this Permit during the reporting period.*
- 3. Attachments to the annual report form include summaries, descriptions, reports, and other information as required, or as applicable, to meet the requirements of*

this Permit during the reporting period, or as a required submittal. Refer to Appendix 3 for annual report questions.

4. *If applicable, notice that the MS4 is relying on another entity to satisfy any of the obligations under this Permit.*
5. *Certification and signature pursuant to G19.D, and notification of any changes to authorization pursuant to G19.C.*
6. *A notification of any annexations, incorporations or jurisdictional boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period.*

The City of University Place will produce an annual report that meets these guidelines and submit to Ecology by March 31st of each year.

Reporting Requirement Deadlines:

- By March 31, annually Submit an annual report to Ecology.

SECTION 12

COMPLIANCE WITH UNDERGROUND INJECTION CONTROL (UIC) WELL PROGRAM REQUIREMENTS

The UIC Program rule, chapter 173-218 WAC, is the regulatory authority for underground injection control wells in Washington. This section describes the requirements of the UIC well program.

UIC Program Requirements:

To use the presumptive approach to meet UIC program rule authorization for municipal Class V UIC wells, jurisdictions have the option of applying the Stormwater Management Program (SWMP) that complies with their MS4 Permit to the areas served by their municipal UIC wells.

The requirements include:

- Register all UIC wells, existing (in use before February 3, 2006) and new, with Ecology.
- Complete well assessment for all existing wells in use prior to February 3, 2006.
- Site, design, construct, operate, and maintain new UIC wells according to the specifications throughout the 2024 *Stormwater Management Manual for Western Washington (SWMMWW)* Section I-4 Underground Injection Wells
- Fulfill source control and O&M requirements for both new and existing UIC wells by:
 - O&M according to the specifications of SWMMWW Section I-4.

- Source control activities (including targeted education and outreach) that are well-suited for land uses associated with the UIC wells and to the specifications in the SWMMWW.
- Provide illicit discharge detection and elimination (IDDE) programs in areas served by the UIC wells to prevent pet waste and control other sources of pathogens.

Current activities by the City:

The City will need to assess existing facilities to see if they meet the classification for municipal Class V UIC wells. If new ones are constructed, they will meet the requirements of the UIC Program by applying the SWMP to the entire MS4, including areas served by UIC facilities.

- **For new UIC wells, registration forms are submitted 60 days prior to construction to allow for a full review of the application by Ecology and the City. All UIC wells will comply with the siting design, and treatment requirements through either the presumptive approach or the demonstrative approach.**
- **The City will provide operations and maintenance of all UIC wells per the specifications in the Department of Ecology Stormwater Management Manual, Section I-4.11.**
- **The City's Source Control Program will target pollution generating sources that potentially contribute storm runoff to the UIC wells. The City will inspect 100% of source control complaints utilizing BMP educational materials and illicit discharge violations as needed.**
- **The City's Municipal Code 13.25 and 12.10 outlines storm water management regulations and provides a mechanism to take enforcement actions for any code violations.**
- **The City implements an IDDE program to promote no other liquids other than stormwater to drain to UIC wells and to reduce potential pollutants in stormwater in general.**
- **The City's general public education program helps to identify and correct sources of stormwater pollution. Sampling results are used to identify and eliminate the sources of pollution when necessary. Staff also investigate any spill complaints and address them with best management practices as appropriate in a timely manner.**
- **Continue to implement Source Control and IDDE programs to identify and correct any potential sources of pollution.**

Planned activities by the City:

Future actions will consist of continuing to meet the requirements for any new UIC wells, as well as maintaining and improving the programs and adapting as necessary to meet program objectives.

The City plans to conduct the following activities this year, including areas that could be served by UIC wells:

- **Submit all registration forms, for any new and existing UIC wells, 60 days prior to construction to allow for a full review of the application by Ecology. All UIC wells will comply with all siting design and treatment requirements through either the presumptive approach or the demonstrative approach.**
- **Continue to maintain facilities to enhance water quality and meet UIC program requirements.**
- **Continue to provide general stormwater education on the City's website along with providing stewardship opportunities on the City's website.**
- **Continue to post public opportunities to get involved in the development, implementation and update of the City's SWMP.**
- **Increase the effectiveness of the current storm water education programs.**
- **Educate the current businesses in the city on general stormwater management practices**
- **Establish a plan to have the businesses within the city to comply with the current stormwater requirements.**
- **Adopt and implement an ordinance that requires the use of source control BMPs for pollution generating sources.**
- **Continue to implement Source Control and IDDE programs to identify and correct any potential sources of pollution.**
- **Map all known connections from the MS4 to a privately owned stormwater system.**

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, March 3, 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: 702 456 108#; 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 un-mute 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 Boykin |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PRESENTATIONS <ul style="list-style-type: none">• Battle of the Badges Winner• Introduction of New Public Safety Officers |
| 7:00 pm | 6. PUBLIC COMMENTS |
| 7:05 pm | 7A. – CONSENT AGENDA
7E. 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 January 25, 2025 and February 3, 2025 Council meetings as submitted.

B. Receive and File: Payroll for periods ending 01/31/25 and 02/15/25; Claims dated 01/22/25, 01/30/25, 01/31/25, 02/07/25 and 02/14/25.

- C. Authorize the City Manager to purchase one (1) 2025 Ford F250 Pickup Truck in the amount of Sixty-Three Thousand Seven Hundred Ninety-Seven Dollars and Seventy-Four Cents (\$63,797.74), including tax.
- D. Authorize the City Manager to purchase one (1) steel vehicle storage building in the amount of One Hundred Seventy-One Thousand Fifty Dollars and Seventy-Eight Cents (\$171,050.78), including tax, and execute all the necessary documents.
- E. Authorize the City Manager to purchase one dry salt storage building in the amount of One Hundred Eighteen Thousand Five Hundred Forty-Three Dollars and Sixty-Nine Cents (\$118,543.69), including tax, and execute all the necessary documents.

7:10 pm

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

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.)

7:45 pm

- 9. STORMWATER MANAGEMENT PROGRAM 2025 UPDATE**

8:15 pm

- 10. PARKS RESERVATION SYSTEM REPORT**

9:00 pm

- 11. ADJOURNMENT**

***PRELIMINARY CITY COUNCIL AGENDA**

March 17, 2025
Regular Council Meeting

April 7, 2025
Regular Council Meeting

April 21, 2025
Regular Council Meeting

May 5, 2025
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
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