

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

Documents:

[03-17-25 RM.PDF](#)

[AGENDA 03-17-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, March 17, 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: 268 117 1#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

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

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

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

AGENDA

- 6:30 pm 1. **CALL REGULAR MEETING TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE – Councilmember Worthington**
4. **APPROVAL OF AGENDA**
- 6:35 pm 5. **PUBLIC COMMENTS**
- 6:40 pm 6A. – **CONSENT AGENDA**
- 6E. **Motion: Approve or Amend the Consent Agenda as Proposed**

The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

- A. Approve the minutes of the 03/03/25 Council meeting as submitted.
- B. Receive and File: Payroll for period ending 02/28/25; and Claims dated 02/14/25 and 02/28/25.
- C. Receive and File: 2024 Fourth Quarter Financial Report.
- D. Adopt a Resolution declaring certain vehicles and equipment surplus and authorizing its disposal.
- E. Authorize the City Manager to lease essential event equipment from American Party Place for the City's 2025 events in the amount of \$71,200.00.

7.

- **Staff Report**

- **Council Consideration**

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.)

9.

10

11

ADJOURNMENT

April 7, 2025

April 21, 2025

May 5, 2025

May 19, 2025

Preliminary City Council Agenda subject to change without notice*

Complete Agendas will be available 24 hours prior to scheduled meeting.

To obtain Council Agendas, please visit www.cityofup.com.

American Disability Act (ADA) Accommodations Provided Upon Advance Request

Call the City Clerk at 253-566-5656

APPROVAL OF CONSENT AGENDA

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

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

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

Staff Present: City Manager Sugg, City Attorney Kaser, Public Works Director Ecklund, Police Chief Burke, Public Safety Director Hales, Public Works Operations Deputy Director Kelly-Sage, Administrative Services Director Petorak (virtual), and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

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

The motion carried.

5. PRESENTATIONS

Battle of the Badges Winner – Mr. Larry Bleich, Community Volunteer Leader of the American Red Cross, presented a trophy to Deputy Chief Mike Boltz of the West Pierce Fire and Rescue, the winner of the 2024 Battle of the Badges challenge.

Introduction of New Public Safety Officers – Police Chief Burke, noting the long process of passing a levy and the community's desire and support for public safety, introduced the City's new Public Safety officers. The City Council welcomed the new officers and expressed their gratitude and support for their commitment to public safety and the community's appreciation for their service.

6. PUBLIC COMMENTS – The following individual provided public comment: Leanna Mason, Entertainment Masters

7. CONSENT AGENDA

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

- A.** Approve the minutes of 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.

The motion carried.

8. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg provided an update on the 67th Avenue sewer extension project. He highlighted the on-going construction and emphasized the project's significance and the engineering crew's role in its successful implementation. The project is slated to be completed by summer.

Mayor Pro Tem Wood reported on a meeting he and Councilmember McCluskey had with a citizen interested in the Arts Commission and shared the positive feedback he received from the meeting. He attended the Asia Pacific Cultural Center's Lunar New Year celebration event, advocated for the City at the AWC City Action Days, and participated in the joint agency meeting with Pierce County Library and University Place School District. Lastly, he thanked staff for their work on the 67th Avenue sewer project.

Councilmember McCluskey reported her attendance at the Pierce County Regional Council general meeting, AWC City Action Days, and the National League of Cities' (NLC) Small Cities Council. She also reported that she, along with Councilmember Boykin, will be attending the NLC Congressional City Conference and the Small Cities Council meeting next week. In addition, she attended the meet and greet event at Day Island with the City's Community Outreach Officer Shears.

Councilmember Grassi attended the Economic Development Board meeting along with City staff and Councilmember Boykin. She expressed her excitement for the return of the Daddy Daughter Dance in University Place and encouraged the community to participate. Councilmember Grassi thanked Congresswoman Strickland and her staff for their hospitality during her Washington D.C. trip; she highlighted the speech by the State Auditor on city auditing issues and praised the Finance Department for their clean audit and recent award; and thanked the Public Works team for their efforts on the 67th Avenue project. Lastly, she mentioned an upcoming meeting hosted by Common Bridge to discuss homelessness.

Councilmember Boykin participated in the City Action Days and engaged in advocacy activities focusing on leveraging opportunities for the City. He attended an Eagle Scout ceremony for Jaleel Gamble to celebrate his achievements. Councilmember Boykin highlighted the significance of the award and the importance of community and leadership, noting the rarity and prestige of the Eagle Scout award, especially for an African American male during Black History Month.

Mayor Figueroa requested an update on the 67th Avenue and sewer projects, including budget and timeline information, and mentioned Congresswoman Strickland's interest in participating in a shovel opening ceremony. He asked staff to follow up on a citizen's request regarding a particular event to ensure its legality and proper presentation to Council for consideration. Given the decreasing federal and state funds for various projects, Mayor Figueroa emphasized the importance of advocating for continued funding from MPO's. Lastly, he asked for Councilmember Boykin's assistance in creating a recognition certificate for Jaleel Gamble to recognize his achievements as an Eagle Scout and the significance of this honor in the community.

STUDY SESSION

9. STORMWATER MANAGEMENT PROGRAM 2025 UPDATE

Public Works Director Ecklund, along with NPDES Coordinator Smith, presented the 2025 updates to the City's Stormwater Management Program (SWMP). As a condition of the City's NPDES Municipal Stormwater Permit, the City is required to develop, implement, and annually update its Stormwater Management Program. The program lists the components that are required to be addressed and identifies the stormwater-related actions and activities that need to be conducted by the City to meet its requirements under the NPDES Municipal Stormwater permit. Director Ecklund outlined the key elements of the program and highlighted the changes for 2025 such as updated public comment dates, removal of non-required dependencies, and the addition of a new section on compliance with the underground injection control wells. These changes aim to streamline the program and ensure compliance with state requirements.

Director Ecklund stated that the program's proposed update has been posted on the City's website. The public comment period for the program update will run through March 17, 2025. A public hearing is scheduled for March 17, 2025 after which the updates to the City's Stormwater Management Program will be considered for adoption.

In response to Council comments, NPDES Coordinator Smith discussed the educational initiatives, including the natural yard care webinar series and general awareness program on pollutants. He highlighted the collaboration with the Pierce County Health Department and the positive impact of these initiatives on community behavior.

10. PARKS RESERVATION SYSTEM REPORT

Public Works Director Ecklund, along with Public Works Deputy Director Kelly-Sage, presented a study on picnic shelter and field rental, comparing the City's current practices with neighboring jurisdictions. Director Ecklund noted the differences in rental costs, permit requirements, and online reservation systems, identifying where the City could improve its practices to better serve the community. Staff sought feedback from Council on potential next steps, such as implementing an online reservation system, adjusting rental costs, and improving enforcement of park rules, emphasizing the need for a balanced approach that considers both community needs and resource constraints.

Councilmembers discussed the challenges of enforcing park rules and managing behavior, particularly with unpermitted events; the need for clear policies and effective enforcement to ensure compliance with park rules; the importance of clear signage to inform park users of the rules and consequences of non-compliance, suggesting that clear signage could help staff and law enforcement manage park behavior more effectively; the need for code revisions that could provide staff and law enforcement with the necessary tools to manage park behavior and ensure compliance with rules; and adequate staffing and resources to enforce park rules. Staff was directed to develop a policy for implementing damage deposits for park shelter rentals, including conditions for forfeiture; to explore a more cost-effective online reservation system and provide detailed pricing and user-friendliness comparisons; to engage the Park Commission to study and provide recommendations on the park shelter reservation system and related policies; to conduct a public survey to gather feedback on park shelter reservation preferences and issues; to develop and propose a code revision to enable fines for non-compliance with park shelter reservation rules; to design and install signage at park shelters outlining the reservation rules, time limits, and penalties for non-compliance; and to evaluate and propose a policy on the allowance of alcohol at park shelters, considering its impact on behavior and enforcement.

11. ADJOURNMENT - The meeting adjourned at 8:45 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 02-28-2025

Date		Name	Amount
03/05/2025	319101	AWC EMPLOYEE BENEFIT TRUST	117,074.21
03/05/2025	ACH	DIRECT DEPOSIT	281,865.47
03/05/2025	WIRE	IUOE LOCALS 302/612 TRUST FUND	9,868.83
03/05/2025	ACH	BANK OF AMERICA	40,418.18
03/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	49,607.82
03/05/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,335.58
03/05/2025	ACH	AFLAC INSURANCE	142.51
			<u>503,312.60</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: 02-14-2025 (2024 Mini-Run #2)

Check Range: 51991298 – 51991299

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>
University Place Civic Bldg.	51991299	51991290

Auditing Officer: (Signature on file.)

Date: _____

apChkLst
02/14/2025 11:42:57AM

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
51991298	2/14/2025	026328	ACTIVE CONSTRUCTION, IN 6	1/16/2025	DEC24/CONSTRUCTION/67TH PI	848,988.28	848,988.28
	Voucher:	53963					
51991299	2/14/2025	025560	UNIVERSITY PLACE CIVIC B 123138	1/1/2025	2024 FINAL BILL/OPERATING ACI	34,294.90	34,294.90
	Voucher:	53964					
Sub total for BANK OF AMERICA:							883,283.18

apChkLst
02/14/2025 11:42:57AM

Final Check List
City of University Place

Page: 2

2 checks in this report.

Grand Total All Checks: 883,283.18

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a cursive name.

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 02-28-2025

Check Range: 51991300 – 51991364, Wire #2282025 and 45111119

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.

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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	
2282025	2/21/2025	002333	BANK OF AMERICA	FEB25	2/3/2025	VISA/FEB25	20,214.56	20,214.56
	Voucher:	53969						
45111119	2/10/2025	002072	WA STATE DEPT OF REVENUE	JAN25	2/6/2025	JAN25/SALES & USE TAX	7,737.98	7,737.98
	Voucher:	54026						
51991300	2/20/2025	024565	COMCAST	849835010142541	1/1/2025	JAN04-FEB03/INTERNET/LOBBY	141.37	141.37
	Voucher:	53981						
51991301	2/24/2025	026852	DELANEY SAUL ILLUSTR & DESIGN	01082025-002	2/20/2025	DEPOSIT/GRAPHIC DESIGN/30TH	4,917.00	4,917.00
	Voucher:	53984						
51991302	2/28/2025	025179	ACCESS INFORMATION MANAGEMENT	11386482	1/31/2025	JAN25/OFFSITE RECORDS STORAGE	577.18	577.18
	Voucher:	53965						
51991303	2/28/2025	026784	ALISHIO PRODUCTIONS	023	2/14/2025	FEB05-FEB14/PLANNING/EDITING	1,120.00	1,120.00
	Voucher:	53966						
51991304	2/28/2025	026144	AMAZON	1HRM-W1C1-4FH	2/6/2025	CREDIT MEMO/INV#19XM-GX4T-1	-23.11	
	Voucher:	53967		19TL-4KX9-1YFC	12/9/2025	STANDING DESK/HIGHLIGHTER	135.81	
				1VRL-6RTM-4CQ	2/17/2025	BALL BEARING/HAND CLEANER	144.91	
				1LCC-RLG9-4NYX	2/17/2025	PRIVACY SCREEN	156.98	
				1YL7-C6XD-4YG4	2/17/2025	STEEL BLADE	153.04	
				1JLF-VJC7-6KC1	2/17/2025	INK CARTRIDGE	177.99	745.62
51991305	2/28/2025	026688	ARC ARCHITECTS INC	0000000019	1/31/2025	JAN01-JAN25/CIRQUE PARK COM	819.63	819.63
	Voucher:	53968						
51991306	2/28/2025	026749	BOYKIN, FRANK	NLC25	2/6/2025	NLC25/LODGING/PER DIEM/F.B.O	2,739.28	2,739.28
	Voucher:	53970						
51991307	2/28/2025	026829	BRADLEY DESIGN GROUP, INC	3435	2/10/2025	IRRIGATION/LANDSCAPE DESIGN	9,870.00	9,870.00
	Voucher:	53971						
51991308	2/28/2025	026726	BUENAVISTA SERVICES INC	12366	2/1/2025	JAN25/JANITORIAL SERVICES/CI	3,830.00	3,830.00
	Voucher:	53972						
51991309	2/28/2025	023941	C.C.'S CLASSY CHASSIS INC	W-2249	1/31/2025	JAN25/EXTERIOR WASH	24.00	
	Voucher:	53973		W-2250	1/31/2025	JAN25/SELF SERVE WASH	113.00	137.00

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991310	2/28/2025 Voucher:	025573 53974	CANON FINANCIAL SERVICE 37549902	1/12/2025	JAN25/COPIER LEASE/SN: BASY	231.61	
			38379902	2/9/2025	FEB25/COPIER LEASE/SN: BASY	231.61	
			38381453	2/9/2025	FEB25/COPIER LEASE/SN: 35V07	220.66	
			37550097	1/12/2025	JAN25/COPIER LEASE/SN: 35V07	220.66	
			38379898	2/9/2025	FEB25/PRINTER LEASE/BAKS048	102.50	
			37548820	1/12/2025	JAN25/PRINTER LEASE/BAKS048	102.50	
			37550095	1/12/2025	JAN25/COPIER LEASE/SN: 2YJ15	188.33	
			37550790	1/12/2025	JAN25/COPIER LEASE/SN: 2KK02	196.81	
			37550615	1/12/2025	JAN25/IMAGEPRESS/SN: 35Q43C	619.36	
							2,114.04
51991311	2/28/2025 Voucher:	003155 53975	CDW.GOVERNMENT, INC. AC7WK5Z	2/13/2025	ADOBE CREATIVE CLOUD ALL AI	339.92	
			AC7R77A	2/12/2025	SUR PRO 10	1,547.25	
			AC6VN3X	2/6/2025	PROLINE 3M/PROLINE 1M	419.09	
51991312	2/28/2025 Voucher:	001288 53976	CENTRAL WELDING SUPPLY 0002300658	2/12/2025	MISC SUPPLIES	476.93	476.93
51991313	2/28/2025 Voucher:	026543 53977	CINTAS FIRST AID AND SAFE 5255485501	2/21/2025	FIRST AID/AED SUPPLIES/PW ST	200.71	
			9306949161	1/31/2025	FIRST AID/AED SUPPLIES/CITY H	386.45	

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991316	2/28/2025	001024 CITY OF TACOMA Voucher: 53978	100890035	2/13/2025	WATER/8399 CIRQUE DRIVE W	0.04	
			101074049	2/12/2025	LIGHTS/6710 58TH ST CT W, #A	18.31	
			100569668	2/12/2025	LIGHTS/2610 SUNSET DR W	59.92	
			100963867	2/13/2025	LIGHTS/4411 ELWOOD DR W	64.75	
			100137272	2/3/2025	POWER & WATER/1901 SEAVIEW	96.10	
			100456986	1/31/2025	LIGHTS/5918 HANNAH PIERCE R	48.79	
			101102107	2/4/2025	POWER/3555 MARKET PL W	1,963.44	
			101102107	1/6/2025	POWER/3555 MARKET PL W	1,112.83	
			100101783	2/9/2025	LIGHTS/5520 GRANDVIEW DR W	43.72	
			100077140	2/12/2025	SIGNAL/2900 GRANDVIEW DR W	10.05	
			100358203	2/12/2025	POWER/7150 CIRQUE DR W	1,515.06	
			100775637	2/11/2025	LIGHTS/7001 CIRQUE DR W	143.34	
			100263915	2/12/2025	WATER & POWER/7250 CIRQUE	28.96	
			101003692	2/11/2025	LIGHTS/5417 64TH ST W	16.78	
			100077160	2/13/2025	LIGHTS & SIGNALS/5202 67TH A	263.82	
			100324281	2/11/2025	LIGHTS/7820 CIRQUE DR W	57.09	
			101200948	2/11/2025	LIGHTS/4802 92ND AVE W	69.23	
			100125363	2/10/2025	LIGHTS/6817 27TH ST W	18.80	
			100612293	1/31/2025	LIGHTS/5103 BP WAY W	151.25	
			100125070	1/31/2025	LIGHTS/5370 BP WAY W	59.38	
			100122800	2/3/2025	SIGNAL/4398 BP WAY W	183.32	
			100138171	2/3/2025	SIGNAL/3998 BP WAY W	40.69	
			100156353	2/3/2025	SIGNAL/4720 BP WAY W	41.98	
			100087691	2/3/2025	LIGHTS/3697 BRIDGEPORT WAY	104.67	
			100737857	2/4/2025	LIGHTS/2101 MILDRED ST W	21.93	
			100306924	2/5/2025	POWER/8900 CHAMBERS CK RD	31.49	
			100101800	2/4/2025	LIGHTS/6318 GRANDVIEW DR W	80.91	
			100951901	2/5/2025	LIGHTS/7723 CHAMBERS CK RD	86.35	
			101215023	2/4/2025	LIGHTS/9020 CHAMBERS CK RD	23.39	
			101325438	2/4/2025	LIGHTS/8021 CHAMBERS CK RD	35.07	
			101006141	2/11/2025	LIGHTS/2698 BP WAY WEST	67.14	
			100072268	2/12/2025	SIGNAL/8901 40TH ST W	10.05	
			100089550	2/12/2025	LIGHTS/4704 GRANDVIEW DR W	14.10	
			100072254	2/12/2025	SIGNAL/8417 40TH ST W	10.05	
			100072286	2/12/2025	SIGNAL/8501 40TH ST W	10.05	

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			101006142	2/11/2025	LIGHTS/2299 BP WAY W	110.14	
			100057075	2/12/2025	SIGNAL & LIGHTS/4100 GRANDV	21.16	
			100089578	2/12/2025	LIGHTS/4116 GRANDVIEW DR W	28.19	
			100895144	2/13/2025	SIGNAL/8300 CIRQUE DR W	108.70	
			100256491	2/11/2025	POWER/7250 CIRQUE DR W	31.05	
			100256491	1/14/2025	POWER/7250 CIRQUE DR W	31.05	
			100306925	2/4/2025	POWER/8020 CHAMBERS CK RD	31.49	
			101200947	2/6/2025	LIGHTS/4910 BRISTONWOOD DR	48.69	
			100101775	2/5/2025	LIGHTS/5250 GRANDVIEW DR W	78.82	
			101031174	2/9/2025	LIGHTS/6706 24TH ST W	68.14	
			101040440	2/11/2025	LIGHTS/7699 54TH ST W	22.94	
			100668537	2/12/2025	WATER/7150 CIRQUE DR W	15.86	
			100358203	1/14/2025	POWER/7150 CIRQUE DR W	1,500.12	
			100089560	2/12/2025	LIGHTS/4317 GRANDVIEW DR W	37.59	
			100077151	2/12/2025	SIGNAL/4000 OLYMPIC BLVD W	11.97	
			100081728	2/10/2025	LIGHTS/6701 BP WAY W	72.51	
			100089555	2/12/2025	LIGHTS/4526 GRANDVIEW DR W	18.80	
			101325439	2/4/2025	LIGHTS/7313 CHAMBERS CK RD	70.87	
			100086165	2/4/2025	SIGNAL/7813 44TH ST W	8.62	
			100086155	2/4/2025	SIGNAL/7801 40TH ST W	8.62	
			101122277	2/5/2025	LIGHTS/8308 CHAMBERS CK RD	22.86	
			100360059	2/11/2025	SIGNAL/3800 GRANDVIEW DR W	10.05	
			100905391	2/9/2025	LIGHTS/9313 56TH ST W	47.55	
			100360066	2/11/2025	SIGNAL/3850 GRANDVIEW DR W	10.05	
			100360178	2/11/2025	SIGNAL/3900 GRANDVIEW DR W	10.05	
			100089528	2/12/2025	LIGHTS/3912 GRANDVIEW DR W	23.49	
			100344745	2/12/2025	POWER/6810 CIRQUE DR W	30.75	
			100679491	2/10/2025	LIGHTS/8002 40TH ST W	65.40	
			100089583	2/12/2025	LIGHTS/4016 GRANDVIEW DR W	14.10	
			100597956	2/11/2025	LIGHTS/8715 40TH ST W	210.08	
			101121519	2/10/2025	LIGHTS/6602 BP WAY W	93.68	
			100984717	2/9/2025	LIGHTS/2210 MILDRED ST W	62.32	
			100109710	2/11/2025	LIGHTS/8902 40TH ST W	14.10	
			101010515	2/9/2025	LIGHTS/7106 27TH ST W	90.26	
			100986098	2/4/2025	LIGHTS/7613 CHAMBERS CK RD	23.54	

Bank : bofa BANK OF AMERICA				(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
			100077129	2/6/2025	SIGNAL/2701 GRANDVIEW DR W	25.18		
			100820972	2/6/2025	LIGHTS/2700 SUNSET DR W	111.68		
			100401273	2/7/2025	LIGHTS/8420 20TH ST W	15.48		
			100057089	2/10/2025	LIGHTS & SIGNAL/2700 BP WAY W	166.47		
			100488528	2/10/2025	LIGHTS & SIGNAL/6701 REGENT	57.17		
			100672520	2/6/2025	LIGHTS/2208 GRANDVIEW DR W	67.08		
			100092335	2/6/2025	LIGHTS/3050 BP WAY W	130.32	10,129.84	
51991317	2/28/2025	001140 CITY OF TACOMA	91236815	1/31/2025	REVIEW/CLOSEOUT/CRYSTAL S	1,052.97		
	Voucher:	53979	91239069	2/11/2025	HYDRANT USE PERMIT/JAN25	299.39	1,352.36	
51991318	2/28/2025	002171 CITY OF TACOMA	91239810	2/19/2025	FLEET MAINTENANCE/FORD F-1	1,697.54	1,697.54	
	Voucher:	53980						
51991319	2/28/2025	024565 COMCAST	232806059	2/1/2025	ACCT 939731393/INTERNET/CITY	3,288.25	3,288.25	
	Voucher:	53982						
51991320	2/28/2025	024565 COMCAST	849835010142541	2/1/2025	FEB04-MAR03/INTERNET/LOBBY	141.37		
	Voucher:	53983	849835010113564	2/7/2025	FEB12-MAR11/INTERNET/CIVIC E	267.46	408.83	
51991321	2/28/2025	026290 EFAX CORPORATE	5280945	1/31/2025	FEB25/LOCAL NUMBERS/SECUR	120.05	120.05	
	Voucher:	53985						
51991322	2/28/2025	026499 EPIC LAND SOLUTIONS INC	012-1197	1/30/2025	ROWACQUISITION SERVICES/6"	4,615.00	4,615.00	
	Voucher:	53986						
51991323	2/28/2025	024894 FIGUEROA, JAVIER	NLC25	1/28/2025	NLC25/PER DIEM	598.00	598.00	
	Voucher:	53987						
51991324	2/28/2025	026529 FLOHAWKS	66272012	1/31/2025	TROUBLESHOOTING/6420 CHAN	438.20		
	Voucher:	53988	66261802	9/5/2025	CIRQUE PARK/PUMP MAINTENA	644.91	1,083.11	
51991325	2/28/2025	001221 HOLROYD COMPANY, INC.	438724	2/11/2025	CONCRETE/PLAYGROUND BORI	1,078.71	1,078.71	
	Voucher:	53989						
51991326	2/28/2025	001096 HONEY BUCKET	0554694125	2/10/2025	PORTA POTTY RENTAL/CIRQUE	121.00	121.00	
	Voucher:	53990						
51991327	2/28/2025	003197 INT'L ASSN OF CHIEFS OF P	0388362	1/22/2025	2025 DUES/P.BURKE	220.00	220.00	
	Voucher:	53991						
51991328	2/28/2025	026556 KRISTA WHITE SWAIN	JAN25	2/10/2025	JAN25/PROSECUTORIAL SERVIC	9,340.00	9,340.00	
	Voucher:	53992						
51991329	2/28/2025	002873 LAKEWOOD HARDWARE & F	766004	2/13/2025	MISC PARTS	215.27	215.27	
	Voucher:	53993						
51991330	2/28/2025	026703 LAW, LYMAN, DANIEL, KAME	18	1/31/2025	LEGAL SERVICES/CLEAN WATEF	20,552.05	20,552.05	
	Voucher:	53994						

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991331	2/28/2025	025291	MCCLUSKEY, DENISE	NLC25	2/6/2025	NLC25/LODGING/PER DIEM	2,032.66	2,032.66
	Voucher:	53995						
51991332	2/28/2025	001095	NEWS TRIBUNE	287098	1/31/2025	LEGAL AD/2025 EVENTS	1,061.30	1,061.30
	Voucher:	53996						
51991333	2/28/2025	002272	NORTHWEST STEEL AND PII	1109592	2/7/2025	STEEL SQ TUBES/FLAT METAL B	1,778.23	1,778.23
	Voucher:	53997						
51991334	2/28/2025	026698	OH, GRACE	REIMB	2/18/2025	REIMB/MILEAGE/AIRFARE/G.OH	1,109.68	1,109.68
	Voucher:	53998						
51991335	2/28/2025	026671	PAYBYPHONE US INC	INVPBP-US1575	1/31/2025	JAN25/PAYBYPHONE TRANSACT	740.10	740.10
	Voucher:	53999						
51991336	2/28/2025	026127	PCRCO / DBA LRI	11771	1/31/2025	DISPOSAL/SPECIAL WASTE	6,356.38	12,712.76
	Voucher:	54000		11771B190	1/31/2025	DISPOSAL/SPECIAL WASTE	6,356.38	
51991337	2/28/2025	001109	PIERCE COUNTY BUDGET &	CI-364780	2/12/2025	JAN25/JAIL SERVICES	23,657.67	82,837.67
	Voucher:	54001		CI-364651	1/1/2025	2025 MUNICIPAL COURT SERVIC	59,180.00	
51991338	2/28/2025	024698	PIERCE COUNTY SECURITY	444617	2/5/2025	#012655/JAN25/SEAVIEW ST	200.00	905.00
	Voucher:	54002		444738	2/5/2025	#009205/JAN25/CIRQUE PARK	235.00	
				444774	2/5/2025	#009206/JAN25/KOBAYASHI PARI	235.00	
				444578	2/5/2025	#010740/JAN25/PARADISE POND	235.00	
51991339	2/28/2025	022937	PROFESSIONAL SERVICE IN	00963387	1/29/2025	MATERIALS TESTING AND INSPE	625.00	625.00
	Voucher:	54003						
51991340	2/28/2025	024772	RAINIER LIGHTING & ELEC	599844-1	2/19/2025	FUSE/FUSE HOLDER	572.52	572.52
	Voucher:	54004						
51991341	2/28/2025	001295	RANGLES SAND & GRAVEL I	438214	2/16/2025	SOD DISPOSAL	4,385.13	4,385.13
	Voucher:	54005						
51991342	2/28/2025	025843	REED TRUCKING & EXCAVA`	3	2/11/2025	JAN25/35TH ST W/PH2	254,368.45	254,368.45
	Voucher:	54006						
51991343	2/28/2025	023883	RODARTE CONSTRUCTION	1	2/10/2025	JAN25/67TH AVE SEWER EXTEN	309,421.07	309,421.07
	Voucher:	54007						
51991344	2/28/2025	026536	S & T WINDOW FILMS, LLC	6003	2/5/2025	REPLACEMENT WINDOW FILM/S	1,058.06	1,058.06
	Voucher:	54008						
51991345	2/28/2025	001382	SAFEGUARD BUSINESS SYSE	9007018261	2/8/2025	LASER BLANK CHECK STOCK	405.82	405.82
	Voucher:	54009						
51991346	2/28/2025	026826	SAGE TECHNOLOGIES COR	STN021420251	2/14/2025	SOUND LEVEL METER/ACOUSTI	4,149.99	4,149.99
	Voucher:	54010						

Bank : bofa BANK OF AMERICA			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51991347	2/28/2025	002121	SENSKE LAWN & TREE CAR 15924741	2/7/2025	CURRAN APPLE ORCHARD TREI	1,211.10	1,211.10	
	Voucher:	54011						
51991348	2/28/2025	021951	SIRENNET.COM 0281291	2/14/2025	VEHICLE SAFETY LIGHTING/TRL	917.14	917.14	
	Voucher:	54012						
51991349	2/28/2025	026781	SOUNDVIEW CONSULTANTS 27710001005	1/30/2025	JAN01-JAN30/CREEKSIDE PARK	579.25	579.25	
	Voucher:	54013						
51991350	2/28/2025	026822	STAFFORD EXCAVATING 3	2/3/2025	JAN25/BROOKSIDE STORMWATE	110,675.03	110,675.03	
	Voucher:	54014						
51991351	2/28/2025	026812	STREAMLINE IMAGING LLC 41653	2/4/2025	DATA/DOCUMENT MANAGING	1,801.45	1,801.45	
	Voucher:	54015						
51991352	2/28/2025	026577	SUNSHOWERS DESIGN LLC 1144	1/24/2025	BUSINESS CARDS/POLICE DEPT	410.68	410.68	
	Voucher:	54016						
51991353	2/28/2025	025311	TACOMA WINSUPPLY, INC. 114028 01	1/31/2025	DEEP CHANNEL/BLACK GRATE	132.80		
	Voucher:	54017	113535 01	2/4/2025	IRRIGATION REPAIR PARTS	2,094.82	2,227.62	
51991354	2/28/2025	002823	THOMPSON ELECTRICAL CO 225-20640C	2/11/2025	TROUBLESHOOT INOPERATIVE	689.23		
	Voucher:	54018	225-20675W	2/13/2025	POLE REPLACEMENT/40TH ST	664.73		
			225-20485C	2/13/2025	TROUBLESHOOTING/VARIOUS L	2,046.76		
			225-20674W	2/13/2025	BASE MOUNT POLE/REPLACEMI	1,957.19		
			225-20533W	2/11/2025	POWER SOURCE IN ATRIUM/JAN	5,284.80		
			225-20486C	1/31/2025	ELECTRICAL REPAIRS	5,890.06	16,532.77	
51991355	2/28/2025	023057	TRANSITIONS TEAM 2505	2/4/2025	CAREER TRANSITION SERVICES	2,000.00	2,000.00	
	Voucher:	54019						
51991356	2/28/2025	001394	UNITED RENTALS NW INC 242934765-001	1/30/2025	REPAIR/MANLIFT JOYSTICK COM	721.96	721.96	
	Voucher:	54020						
51991357	2/28/2025	025376	UNIVERSAL FIELD SERVICE: 506179	1/31/2025	JAN25/67TH AVE W/PH 2	285.27	285.27	
	Voucher:	54021						
51991358	2/28/2025	025336	US BANK 745000006	1/31/2025	CUSTOMER #745000006/JAN25/A	38.00	38.00	
	Voucher:	54022						
51991359	2/28/2025	001153	VERIZON WIRELESS,LLC. 6105013411	2/1/2025	CELL PHONE/CITY WIDE/PW & P.	1,938.86	1,938.86	
	Voucher:	54023						
51991360	2/28/2025	026212	VESTIS UNIFORM & WORKP 5120619092	1/28/2025	MAT RENTAL/PW SHOP	35.01	35.01	
	Voucher:	54024						
51991361	2/28/2025	002474	WA STATE DEPT OF LICENSING 10261041698	2/3/2025	JAN25/LICENSE PLATE QUERIES	0.28	0.28	
	Voucher:	54025						

Bank : bofa BANK OF AMERICA		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51991362	2/28/2025	021826 Voucher: 54027	WHISTLE WORKWEAR	INV2070008224	2/14/2025	PERSONAL PROTECTIVE CLOTH	570.69
				INV2070008236	2/16/2025	PERSONAL PROTECTIVE CLOTH	138.97
				INV2070008233	2/15/2025	PERSONAL PROTECTIVE CLOTH	511.16
				INV2070008237	2/16/2025	PERSONAL PROTECTIVE CLOTH	213.39
				CM2070000239	2/16/2025	CREDIT/RETURN ITEM/INV # INV	-158.82
				INV2070008106	1/31/2025	PERSONAL PROTECTIVE CLOTH	714.51
51991363	2/28/2025	026837	WINSUPPLY OF PUGET SOUND	321669 01	1/31/2025	RESTROOM SUPPLIES/FAUCETS	2,175.33
	Voucher:	54028					1,989.90
51991364	2/28/2025	026851	WINTERGREEN CORPORATION	2878151	1/31/2025	DEPOSIT/HOLIDAY TREE	4,230.04
	Voucher:	54029					4,230.04
Sub total for BANK OF AMERICA:							939,087.15

65 checks in this report.

Grand Total All Checks: 939,087.15

FOURTH QUARTER FINANCIAL REPORT December 31, 2024



Winterfest 2025

Introduction

The fourth quarter 2024 financial report is presented here. As has been the custom in the past, the report has been prepared on an accrual basis. There is a lag between when monies are collected by other entities and when they are received by the City. The State of Washington is a 2-month lag and Pierce County is a 1-month lag. As a result, we must accrue those revenues back to the period they were deemed receivable. These accruals, which include taxes and other state shared revenue, are included in this report.

General government revenues exceed budget estimates by 8.88%. Expenditures, excluding reserves and transfers, are below budget estimates by 12.77%. Please keep in mind that finance is still in the process of closing out 2024 and reviewing all receipts and expenses for items that should be accrued to 2024.

ON-GOING OPERATING REVENUES

Overall, the City's on-going operating revenues are 8.88% above 2024 budget estimates. The table below lists all on-going revenues with a 2024 Budget to Actual Variance. Details of major variances are discussed following the table.

	2021 Actual	2022 Actual	2023 Actual	2024		Budget to Actual	
				Budget	Actual	\$ Variance	% Variance
Property Tax	4,549,554	4,619,422	4,661,344	6,948,313	6,915,070	(33,243)	-0.48%
Sales Tax	3,902,182	4,294,051	4,483,138	4,200,000	4,444,237	244,237	5.82%
Sales Tax - 1% for Parks	439,830	474,269	466,647	425,000	476,904	51,904	12.21%
Sales Tax - Affordable & Supportive Housing	33,412	27,537	25,961	25,413	25,069	(344)	-1.35%
Utility Tax	2,919,693	4,405,163	4,026,136	4,369,299	4,778,643	409,344	9.37%
Leasehold Excise Tax - State Shared	4,444	5,050	3,085	6,000	6,821	821	13.68%
Admission Tax	219,789	223,644	277,616	222,200	302,511	80,311	36.14%
Solicitor Permit Fees	125	75	125	125	200	75	60.00%
Business License Fees	96,621	95,400	98,525	95,000	96,788	1,788	1.88%
Franchise Fees	3,427,145	3,578,470	3,734,628	3,826,072	3,834,751	8,679	0.23%
City Assistance - State Shared	227,262	260,912	100,676	96,840	118,091	21,251	21.94%
Liquor Excise Tax - State Shared	241,176	247,763	249,565	245,411	242,543	(2,868)	-1.17%
Liquor Profits - State Shared	263,177	272,225	270,816	273,672	268,591	(5,081)	-1.86%
Investment Interest	35,114	743,906	2,394,424	1,112,703	2,980,616	1,867,913	167.87%
Gain/Loss on Investment	7,925	7,782	158,312	-	(2,622)	(2,622)	n/a
Fuel Taxes - State Shared	700,641	695,193	701,528	700,577	676,245	(24,332)	-3.47%
ROW Vacation	-	-	-	-	13,000	13,000	n/a
Transportation Benefit District Fees	520,461	241,127	236,905	239,274	237,098	(2,176)	-0.91%
Real Estate Excise Tax	1,988,874	1,639,953	1,158,694	1,192,825	1,612,614	419,789	35.19%
Field Rentals	5,965	8,745	16,555	26,500	23,263	(3,238)	-12.22%
Parking Meters	-	-	-	20,000	9,060		
Development Services	709,022	1,065,735	-	698,109	696,174	(1,935)	-0.28%
Criminal Justice Sales Tax - State Shared	792,483	845,650	830,181	830,000	853,758	23,758	2.86%
Criminal Justice Funding - State Shared	125,941	131,004	138,889	140,280	148,003	7,723	5.51%
Gambling Tax	97,080	111,195	103,196	103,420	89,692	(13,728)	-13.27%
Law Enforcement/DUI Restitution	574	-	190	-	-	-	n/a
SRO/UPSD Reimbursement	-	-	-	52,415	20,170	(32,245)	-61.52%
Alarm Permit Fees	86,693	90,641	78,459	78,000	79,898	1,898	2.43%
False Alarm Fees	18,263	17,900	12,100	12,000	9,517	(2,483)	-20.69%
Court Fees	44,300	39,502	33,738	34,075	29,867	(4,208)	-12.35%
Animal Control	34,610	35,107	33,760	33,000	30,845	(2,156)	-6.53%
SWM Fees	2,828,293	2,834,304	2,814,977	3,406,206	2,984,161	(422,045)	-12.39%
SWM - Drainage Inventory Fees	650	5,950	200	350	2,900	2,550	728.57%
Public Record/Tapes/Transcripts	41	29	-	-	-	-	n/a
Fines/Forfeitures	1,318	61	244	-	79	79	n/a
Insurance Recoveries	161,131	94,449	134,624	20,000	31,205	11,205	56.03%
Penalty & Interest	2,988	15,650	45,923	13,000	52,070	39,070	300.54%
Judgements & Settlements	26	23,016	76,226	10,761	52,058	41,297	383.76%
Miscellaneous	42,541	11,179	39,242	97,232	39,479	(57,753)	-59.40%
Total	24,529,345	27,162,058	27,406,627	29,554,072	32,179,368	2,625,296	8.88%

General sales tax exceeds our 2024 budget estimate by \$244,237 (5.82%) when comparing budget to actual for 2024. Sales tax is budgeted conservatively as it is a volatile revenue source. This is due largely to construction sales tax and services. Retail sales are relatively flat.

The 1% Sales Tax for Parks is above budget estimates by \$51,904 (12.21%). Because sales tax revenues fluctuate from month to month, we have provided more detailed information on page 7 to give you a better picture of how the 2024 revenues compare to typical revenue receipts by month.

Utility tax exceeds 4th Quarter budget estimates by \$409,344 (9.37%). Details are provided on page 10.

Admission tax exceeds budget estimate by \$80,311 (36.14%).

Investment Interest of \$2,980,616 exceeds budget estimates of \$1,112,703 by \$1,867,913 (167.87%). This is due to higher net interest rates throughout the year. Additionally, projections were calculated with the assumption

that the ARPA monies would be fully expended. Most of our ARPA dollars have been appropriated for the sewer projects and those projects have just begun so the monies remain in the investment account.

Real Estate Excise tax is \$419,789 (35.19%) above our budget estimates. All sales of real estate are taxed at 1.78 and the City receives 0.5% for capital purposes. We have provided more detailed information on page 8.

Miscellaneous is below budget by \$57,753 (-59.40%). The budget included \$100,000 for the sale of surplus that has not yet occurred as we are still awaiting delivery of the replacement vehicle.

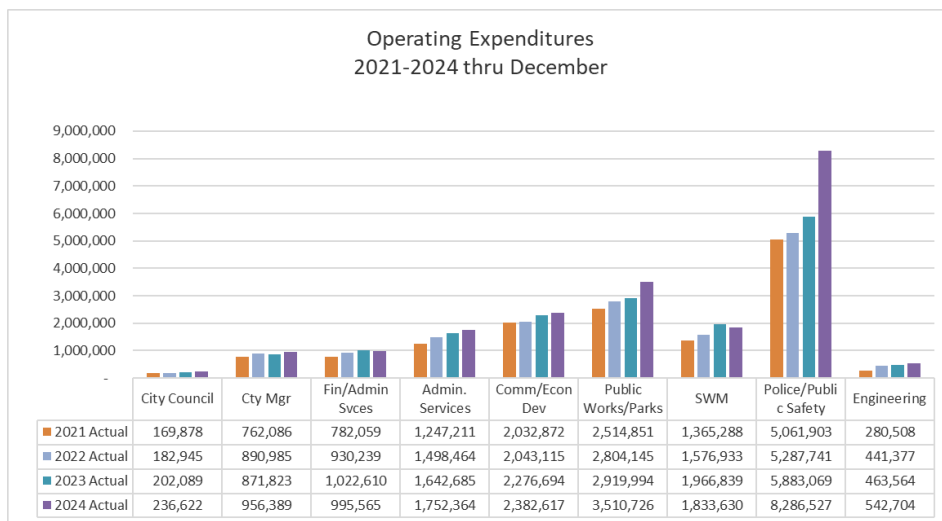
OPERATING EXPENDITURES

Overall, 2024 Fourth Quarter operating expenditures are 12.77% below budget (excluding Reserves and Contingency). Expenditures are presented by department.

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

	2021	2022	2023	2024		Budget to Actual Variance	
	Actual	Actual	Actual	Total Budget	Actual	\$ Variance	% Variance
City Council	\$ 169,878	\$ 182,945	\$ 202,089	\$ 333,474	\$ 236,622	\$ (96,852)	-29.04%
City Manager's Office	639,160	717,457	688,400	841,339	757,197	(84,142)	-10.00%
Community Events	122,925	173,528	183,423	240,910	199,192	(41,718)	-17.32%
Finance	782,059	930,239	1,022,610	1,073,617	995,565	(78,052)	-7.27%
Administrative Services	1,247,211	1,498,464	1,642,685	2,264,585	1,752,364	(512,221)	-22.62%
Community & Economic Development	2,032,872	2,043,115	2,276,694	2,762,759	2,382,617	(380,142)	-13.76%
Public Works & Parks	2,514,851	2,804,145	2,919,994	4,454,132	3,510,726	(943,406)	-21.18%
SWM	1,365,288	1,576,933	1,966,839	2,185,145	1,833,630	(351,515)	-16.09%
Police/Public Safety	5,061,903	5,287,741	5,883,069	8,739,566	8,286,527	(453,039)	-5.18%
Engineering	280,508	441,377	463,564	603,438	542,704	(60,734)	-10.06%
	\$ 14,216,655	\$ 15,655,942	\$ 17,249,366	23,498,965	20,497,145	\$ (3,001,820)	-12.77%

- Savings in the City Council budget are due to unspent travel funds.
- Savings in the City Manager's office are largely due to unspent Professional Services that will be carried forward to 2025.
- Public Works/Parks includes savings in Pavement Management costs of \$159,383 (to be carried forward), Streetlight repair costs, and unspent professional services. There were also savings in salaries and benefits in PW due to a gap in filling positions.



POLICE/PUBLIC SAFETY FUND REVENUES AND EXPENSES

Public Safety revenues are down 0.30% compared to 2024 budget estimates. Local Criminal Justice Sales tax is \$23,758 (2.86%) over budget estimates. Water utility tax exceeds budget estimates by \$38,942 (6.19%).

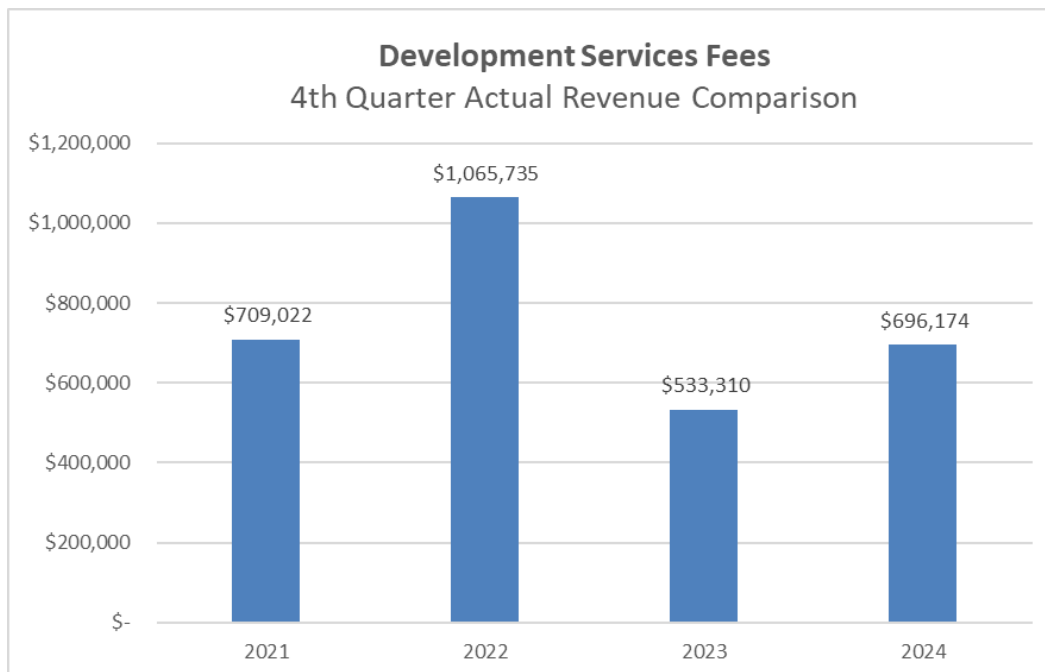
Total expenditure is down 5.18% when compared to 2024 budget estimates. Jail costs have increased over the past few years but are still below normal, ending the year at 37.18% below budget.

	2021	2022	2023	2024		Budget to Actual	
	Actual	Actual	Actual	Budget	Actual	\$ Variance	% Variance
REVENUES							
Property Tax	4,549,554	4,619,422	4,661,344	6,948,313	6,915,070	(33,243)	-0.48%
Local Criminal Justice Sales Tax	792,483	845,650	830,181	830,000	853,758	23,758	2.86%
Utility Tax - Water	231,389	528,456	87,567	628,725	667,667	38,942	6.19%
Gambling Tax	97,080	111,195	103,196	103,420	89,692	(13,728)	-13.27%
Alarm Permit Fees	86,693	90,641	78,459	78,000	79,898	1,898	2.43%
Criminal Justice Funding - State Shared	125,941	131,004	138,889	140,280	148,003	7,723	5.51%
Liquor Profits Tax - Public Safety	55,872	60,516	60,202	60,837	59,708	(1,129)	-1.86%
Law Enforcement Svces/DUI Response	574	-	190	-	190	190	n/a
UPSD/SRO Reimbursement	-	-	-	52,415	20,170	(32,245)	-61.52%
SWM Administrative Fee - City Attorney	59,634	61,576	68,186	94,925	84,479	(10,446)	-11.00%
Drug Investigation Fund	-	60	24	-	6	6	n/a
False Alarms	18,263	17,900	12,100	12,000	9,517	(2,483)	-20.69%
Penalty/Interest	95	34	219	-	79	79	n/a
Court Fees	44,300	39,502	33,738	34,075	29,867	(4,208)	-12.35%
Animal Control - Licenses	34,610	35,107	33,760	33,000	30,845	(2,156)	-6.53%
Animal Control - Penalty/Int	1,183	27	-	-	-	-	n/a
ARPA	-	-	1,805,582	-	-	-	n/a
Grant - CJTC Wellnes	-	-	-	12,116	11,276	(840)	-6.93%
Miscellaneous	3,735	5,354	15,000	-	405	405	n/a
Total Revenues	6,234,615	6,546,444	7,928,637	9,028,106	9,000,630	(27,476)	-0.30%
Expenditures							
Municipal Court	286,247	305,818	333,313	346,946	339,946	(7,000)	-2.02%
Legal Services	361,419	381,713	414,825	575,305	511,993	(63,312)	-11.00%
Emergency Preparedness	26,636	28,294	30,231	64,000	40,153	(23,847)	-37.26%
Police	3,987,491	4,136,616	4,560,965	6,897,068	6,688,543	(208,525)	-3.02%
Public Safety	109,101	105,286	149,218	329,600	294,385	(35,215)	-10.68%
Animal Control	130,260	149,416	145,381	174,239	150,124	(24,115)	-13.84%
Code Enforcement	142,092	147,847	169,100	195,821	163,016	(32,805)	-16.75%
Jail	18,658	32,751	80,036	156,587	98,367	(58,220)	-37.18%
Total Expenditures	5,061,904	5,287,741	5,883,069	8,739,566	8,286,527	(453,039)	-5.18%

DEVELOPMENT SERVICES FUND REVENUES AND EXPENSES

Development Services fee revenue for the 4th quarter, 2024 is below budget estimates by 0.28%. Expenditures are below budget estimates by 13.28%.

	2021 Actual	2022 Actual	2023 Actual	2024		Budget to Actual	
				Budget	Actual	\$ Variance	% Variance
<u>Fees</u>							
Building Fees	519,537	754,447	398,983	\$ 451,001	583,847	132,846	29.46%
Planning Fees	71,919	81,895	37,442	54,021	17,254	(36,767)	-68.06%
Fire Fees	54,937	73,129	35,876	64,128	42,585	(21,543)	-33.59%
Engineering	62,629	156,264	61,008	128,959	52,489	(76,470)	-59.30%
Total Fees	709,022	1,065,735	533,310	698,109	696,174	(1,935)	-0.28%
<u>Other Sources</u>							
Transfer In: SWM Fund	-	-	-	-	-		
Grant - Housing Plan	60,724	-	-	20,000	25,000		
Grant_Dept Commerce/Comp Plan	-	-	92,500	62,500	62,500		
PC Opportunity Fund	-	-	-	-	-		
Sale/Copies	-	-	-	-	-		
Penalty/Interest	406	-	-	-	-		
Personnel Services	-	-	-	10,000	328		
Miscellaneous Revenue	4,102	1,684	1,516	-	216		
Total Other Sources	65,232	1,684	94,016	92,500	88,044		
Total Revenues & BFB	774,253	1,067,420	627,326	790,609	784,219		
<u>EXPENDITURES</u>							
Development Services	1,494,964	1,698,494	1,914,497	\$ 2,288,618	1,968,906	(319,712)	-13.97%
Fire Control	80,608	80,608	102,200	121,563	121,181	(382)	-0.31%
Total Expenditures	1,575,572	1,779,102	2,016,697	2,410,181	2,090,087	(320,094)	-13.28%



INDIVIDUAL REVENUES

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

Sales Tax

Sales tax is a cyclical revenue source and is an area that we budget very conservatively. Revenues are higher in some months, so simply making a budget to actual comparison does not give us a clear view of how the revenues are tracking. The chart on page 2 shows that Sales tax is up 5.82% when comparing budget to actual for 2024. Below are more detailed breakdowns by month of the figures shown on page 2.

Local Sales Tax Revenue Monthly Comparison

MONTH	2021 Actual	2022 Actual	2023 Actual	2024 Actual
January	\$ 269,325	\$ 296,637	\$ 328,091	\$ 338,991
February	263,760	286,402	345,634	325,862
March	332,720	354,243	366,674	354,752
April	321,501	338,672	368,415	350,714
May	313,693	319,972	386,171	369,946
June	343,593	350,082	400,963	379,491
July	332,935	375,153	383,117	377,479
August	327,394	383,413	383,727	362,709
September	338,976	379,105	375,377	366,720
October	337,820	423,881	357,490	369,939
November	335,687	352,449	360,054	377,391
December	384,778	434,042	427,425	470,243
Total	\$ 3,902,182	\$ 4,294,051	\$ 4,483,138	\$ 4,444,237

Taxable Sales	\$ 464,545,446	\$ 511,196,517	\$ 533,706,851	\$ 529,075,833
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Local Sales Tax Revenue 4th Quarter By Category

Category	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2024 vs 2023 4th Qtr Actual	
					Variance	% Variance
Retail Trade	\$ 1,725,815	\$ 1,759,305	\$ 1,783,189	\$ 1,889,215	106,026	5.95%
Services	70,508	82,056	86,949	106,528	19,579	22.52%
Construction	721,733	920,109	1,008,212	764,912	(243,300)	-24.13%
Accommodation and Food Svce	313,798	341,641	387,415	399,837	12,422	3.21%
Information	162,350	172,279	192,425	201,617	9,192	4.78%
Arts, Entertain, Recreation	111,872	117,859	136,280	153,600	17,320	12.71%
Admin, Supp, Med Svces	271,602	295,827	306,278	316,197	9,919	3.24%
Transp/Warehousing/Utilities	2,302	27,175	36,753	39,169	2,416	6.57%
Wholesaling	145,349	160,833	157,804	172,819	15,015	9.51%
Manufacturing	47,411	80,433	48,725	63,066	14,341	29.43%
Other	203,700	223,931	241,984	230,212	(11,772)	-4.86%
Finance/Insur/Real Estate	123,453	108,336	92,231	97,356	5,125	5.56%
Government	2,289	4,267	4,893	9,709	4,816	98.43%
Total	\$ 3,902,183	\$ 4,294,051	\$ 4,483,138	\$ 4,444,237	\$ (38,901)	-0.87%

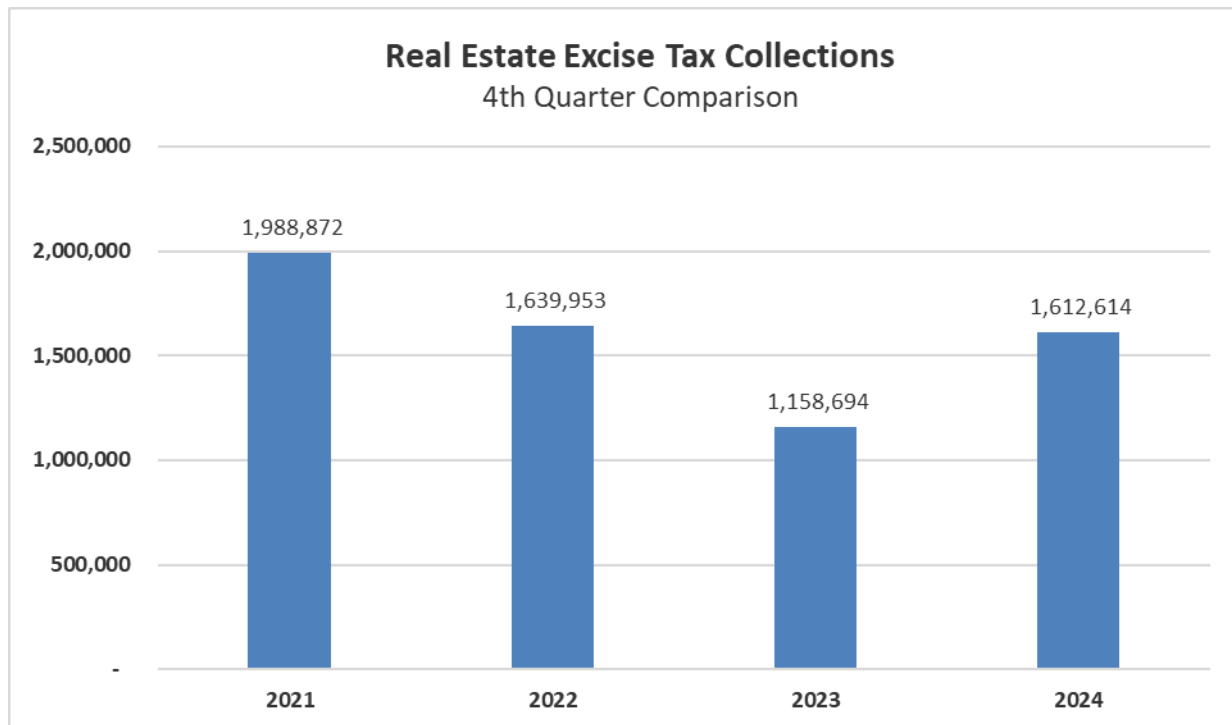
Sales tax by category is provided by Microflex Tax Tools

Real Estate Excise Tax

Real Estate Excise Tax, at \$1,612,614, is 35.19% above our 2024 budget estimates of \$1,192,825.

REET Fourth Quarter Monthly Comparison

MONTH	2021 Actual	2022 Actual	2023 Actual	2024 Actual
January	105,972	87,847	60,789	333,046
February	92,949	127,700	70,351	83,902
March	156,030	168,510	103,564	136,006
April	181,308	144,565	99,813	118,318
May	130,720	165,959	126,778	128,606
June	171,074	189,516	125,775	181,600
July	218,348	144,908	91,537	141,896
August	254,891	173,058	128,526	120,946
September	194,642	154,530	104,200	91,143
October	173,974	87,443	90,462	74,398
November	161,958	115,284	72,785	134,685
December	147,007	80,633	84,113	68,068
Total	\$ 1,988,872	\$ 1,639,953	\$ 1,158,694	\$ 1,612,614
Taxable Sales	\$ 236,770,519	\$ 195,232,530	\$ 137,939,719	\$ 191,977,848



State-Shared Revenues

Total state-shared revenues exceed 2024 4th Quarter budget estimates by 0.93%%.

Fuel Tax is the largest revenue source of our State-Shared Revenues and is down 3.47% when compared to our budget estimates. This tax is tied to the number of gallons sold, not the price per gallon. As a result, gas price increases or decreases have no effect on revenue. The Fuel Tax is collected at the state level and is distributed to cities based on the percentage of population as compared with the State.

State of Washington City Assistance exceeds budget estimates by 21.94%. Each year the state gives us an estimate of the amount that we should expect to receive, but there is no guarantee that we will receive the full amount.

Leasehold Excise tax exceeds budget estimates by 13.68%. Leasehold Excise taxes are on property owned by state or local governments and leased to private parties. Currently the City has three tenants that are required to pay leasehold excise tax. Two tenants have received a non-profit exemption. There are two Cell-tower leases with one receiving a tax exemption pursuant to RCW 82.29A as they are an entity taxed as a public utility.

Criminal Justice Sale Tax is above budget estimates by 2.86% and other Criminal Justice Funding is up 5.51% when compared to Fourth quarter budget estimates.

CATEGORY	2021	2022	2023	2024		Budget to Actual	
	Actual	Actual	Actual	Total Budget	Actual	\$ Variance	% Variance
Liquor Profits Tax	\$ 263,177	\$ 272,225	\$ 270,816	\$ 273,672	\$ 268,591	\$ (5,081)	-1.86%
Liquor Excise Tax	241,176	247,763	249,565	245,411	242,543	(2,868)	-1.17%
Leashold Excise Tax	4,444	5,050	3,085	6,000	6,821	821	13.68%
Fuel Tax	700,641	695,193	701,528	700,577	676,245	(24,332)	-3.47%
City Assistance	227,262	260,912	100,676	96,840	118,091	21,251	21.94%
Local Crim Justice Sales Tax	792,483	845,650	830,181	830,000	853,758	23,758	2.86%
Criminal Justice Funding	125,941	137,865	138,889	140,280	148,003	7,723	5.51%
Total	\$ 2,355,126	\$ 2,464,659	\$ 2,294,740	\$ 2,292,780	\$ 2,314,053	\$ 21,273	0.93%
% Change from prior year	15.1%	4.7%	-6.9%	0.8%			

Utility Tax

Overall, utility tax revenue is 9.37% above 2024 budget estimates. Natural gas taxes are up 34.68% over the fourth quarter budget estimates. Garbage is up 11.67%. Cable television taxes are 6.21% below estimates.

Cell phone tax revenues exceed budget estimates by 2.86%. Telephone tax is down 7.12% from 2024 budget estimates. Budget estimates for both Cellular and Telephone continue to be an area that we monitor closely.

Electric, Sewer and Water utility tax began in April 2023. Electric is 14.45% above budget estimates, Sewer is up 5.49% and Water exceeds budget estimates by 6.19%.

	2021	2022	2023	2024		Budget to Actual	
	Actual	Actual	Actual	Budget	Actual	\$ Variance	% Variance
Electric	479,633	1,248,919	1,499,977	1,261,995	1,444,356	182,361	14.45%
Gas	429,070	490,862	525,143	373,845	503,504	129,659	34.68%
Garbage	482,129	508,775	546,066	505,970	565,029	59,059	11.67%
Cable	667,119	668,511	632,827	608,763	570,966	(37,797)	-6.21%
Phone	123,931	115,589	107,020	105,000	97,525	(7,475)	-7.12%
Cellular	153,146	153,089	153,040	150,000	154,285	4,285	2.86%
Sewer	169,326	506,619	551,791	551,001	581,244	30,243	5.49%
Water	231,389	528,456	622,500	628,725	667,667	38,942	6.19%
SWM	183,952	184,342	183,065	184,000	194,067	10,067	5.47%
Total Revenue	2,919,693	4,405,163	4,821,428	4,369,299	4,778,643	409,344	9.37%

Franchise Fees

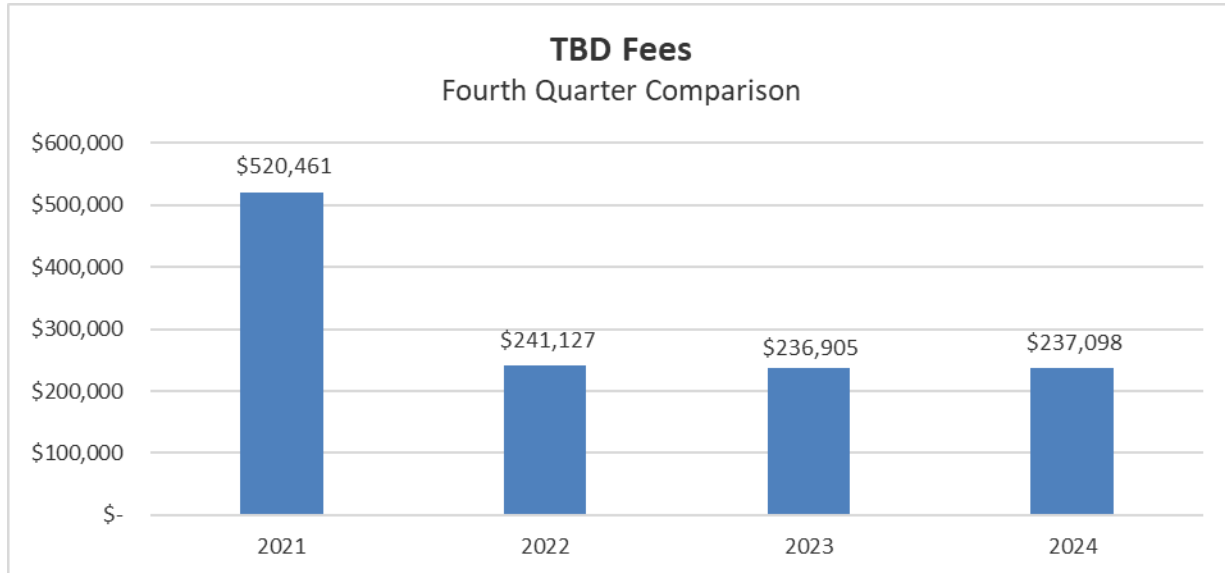
Overall, Franchise Fee revenue exceeds budget estimates by 0.23%. Cable is down 13.00%, Refuse is up 11.70% and Sewer is up by 5.49%.

	2021	2022	2023	2024		Budget to Actual	
	Actual	Actual	Actual	Budget	Actual	\$ Variance	% Variance
Cable	551,999	553,381	523,179	542,920	472,322	(70,598)	-13.00%
Refuse	400,578	419,007	450,277	419,150	468,182	49,032	11.70%
Water	692,361	747,779	773,662	829,978	829,978	0	0.00%
Electric	1,268,316	1,328,030	1,435,720	1,483,024	1,483,024	0	0.00%
Sewer	513,891	530,274	551,790	551,000	581,244	30,244	5.49%
Total Revenue	3,427,145	3,578,470	3,734,628	3,826,072	3,834,751	8,679	0.23%

Transportation Benefit District (TBD) Fees

Fourth Quarter 2024 revenues of \$237,098 are below our 2024 budget estimate of \$239,274 by 0.91%.

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



MONTH	2021 Actual	2022 Actual	2023 Actual	2024 Actual
January	\$ 75,468	\$ 19,310	\$ 20,427	\$ 19,369
February	63,721	16,682	17,365	18,206
March	78,644	23,171	20,418	20,007
April	77,895	21,463	19,211	19,594
May	57,225	21,780	19,893	20,978
June	37,239	20,617	19,502	20,295
July	26,411	16,026	23,989	22,800
August	26,082	29,670	24,761	23,400
September	21,230	18,481	18,400	19,008
October	20,350	18,574	18,721	19,604
November	17,797	18,246	16,880	15,551
December	18,399	17,107	17,340	18,285
Total	\$ 520,461	\$ 241,127	\$ 236,905	\$ 237,098

CAPITAL IMPROVEMENT FUNDS - YTD EXPENSES AND STATUS

The table below reflects the active projects for 2024. The Parks CIP Fund is funded in large part by Parks Impact Fees and will not see any significant increase in monies over the next several years without additional funding sources. Public Works CIP is largely funded by Grants and restricted funds: Street Fund, REET Fund, SWM Fund and Traffic Impact Fees. Muni CIP was funded with transfers from the General Fund for the design and construction of the City Hall tenant improvements at the Civic Building. CIP projects are multi-year, but costs are budgeted in one year with the remaining budget being carried forward to the next year.

PROJECT	Status	2024 Adopted	2024 YTD
Parks Capital Improvement			
Adriana Hess - Boardwalk over pond	Reapplying for grant funding	80,529	-
Cirque Park Improvements - Grant	Construction	183,613	226,379
Creekside Park - Master Plan	Design	250,000	7,197
Chambers/Leach Creek Trail	Ongoing	767,921	668,361
Cirque Park - Master Plan, Space Plan, Splash Pad Design	Design	56,132	56,205
Paradise Pond Park - Master Plan	Not yet started	65,000	-
Cirque Park Skate Park Wall (ARPA)	Completed	66,336	82,679
Sunset Terrace Parking lot pave/expansion (ARPA)	Out to Bid	250,000	132,470
Paradise Pond - Easement	2024 project	50,000	-
Kobayashi Driveway Repaving	Completed	29,100	-
Cirque Park Fence Replacement	Not yet started	25,000	15,025
Curran Orchard Irrigation	Completed	10,700	3,519
Inclusive Playground	Construction	-	16,559
Contingency		2,540,098	-
		\$ 4,374,429	\$ 1,208,394
Public Works Capital Improvement			
CIP Personnel	On-going	\$ 150,000	\$ 101,009
Neighborhood CIP	On-going/As needed	106,419	-
LRF - Market Place Street & Pedestrian Improvements	Ongoing	221,682	35,814
LRF - Garage & Elevator Improvements	Ongoing	50,674	-
LRF - Market Place Phase 5	Ongoing	10,000	-
67th Avenue Phase 1	Construction	676,902	234,610
35th Street (GV to 67th)	Easement purchases	93,814	116,472
67th Avenue Phase 2	Construction	4,339,846	4,171,830
UP Main Street Redevelopment	Construction	3,511,187	469
Chambers Creek Road/Chambers Lane Phase 1	Construction	22,917	144,253
Cultural Shift to Active Transportations	Awaiting Tacoma	100,000	-
35th Street Phase 1 (BP to 67th)	Construction	2,706,041	2,905,855
PW Shop Equipment Shed	Planning	210,000	-
Leach Creek Sewer	Planning	2,100,000	3,539
Grandview Drive Overlay	Complete	-	518
ARPA Sewer Extension	Planning	5,554,641	456,453
Orchard Street Design	Planning	5,052	-
57th Ave Sewer	Design	1,610,500	45,343
Chambers Creek Road RAB	Design/Engineering	289,969	7,083
Drexler Faux Rock Wall Painting	Late 2024 project	32,000	-
35th Street Phase 2 (GV To BP)	Construction	3,000,000	503,993
Saferoutes/UP School Crosswalk Safety Improvements	Design	1,397,900	145,474
Day Island Bridge Design	Not yet started	1,000,000	-
Grandview Avenue RAB - 36th St	Not yet started	50,000	15,515
Contingency		901,065	-
SWM Capital Improvement Projects Directly Charged to SWM			
Stormwater NCIP	Ongoing/As Needed	50,000	-
SWM - Storm Drainage for CIP	Ongoing/As Needed	141,883	-
SWM - Brookside	Design	1,139,164	477,500
SWM - Olympic Dr. W (Grandview to 31st)	Not yet started	334,056	-
SWM - Tahoma P lace	Not yet started	567,255	-
SWM - Vactor Bay Replacement	Not yet started	400,000	5,967
SMAP - Stormwater Pond Capacity Project	Ongoing	150,000	216,362
SMAP - University Park Terrace Pond Rehabilitation	Not yet started	60,000	36,884
		\$ 30,982,967	\$ 9,624,943
Municipal Facilities CIP			
PW Shop - Sewer Rebuild Phase 2	Design	250,000	4,690
PW Shop - Parking Lot Entry	Construction	211,177	150,464
Parking Garage - EV Chargers - city vehicles	Completed	22,200	21,855
Parking Meters	Received & Installed	100,000	46,845
Suite 102 - Grease Interceptor	Design	97,684	16,915
Suite 102 - Outdoor Rail/Seating	Design	20,610	-
Suite 102 - Gas Sub Meter	Design	21,376	19,741
Suite 102 - Roll-Up Door	Design	20,330	-
PW Shop Expansion	Construction	258,141	73,302
		\$ 1,001,518	\$ 333,812

MISCELLANEOUS DATA

POPULATION

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

Source: State of Washington Office of Financial Management

TOTAL PROPERTY TAX LEVY PER \$1,000 AV

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
City of University Place	Regular Levy Rate	0.97	0.88	0.78	0.66	1.01	0.98
County	Regular Levy Rate	1.01	0.95	0.85	0.73	0.74	0.72
State	Regular Levy Rate	1.96	1.91	1.73	1.51	1.51	1.55
State School Levy 2	Regular Levy Rate	1.05	1.03	0.93	0.81	0.81	0.84
Conservation Futures	Regular Levy Rate	0.04	0.04	0.03	0.03	0.03	0.03
Flood Control Zone	Regular Levy Rate	0.10	0.10	0.10	0.10	0.10	0.09
Port of Tacoma	Regular Levy Rate	0.18	0.17	0.15	0.13	0.14	0.13
Central PS Regional Transit	Regular Levy Rate	0.20	0.20	0.18	0.16	0.16	0.16
Pierce County Rural Library	Regular Levy Rate	0.47	0.44	0.39	0.33	0.34	0.33
Fire District #3 EMS	Regular Levy Rate	0.50	0.49	0.45	0.41	0.44	0.44
Fire District #3 M&O *	Excess (voted) Levy Rate	1.14	1.04	0.90	1.23	0.92	-
Fire District #3 Expense	Regular Levy Rate	1.50	1.46	1.36	0.76	1.32	1.00
UP School District - Bond	Excess (voted) Levy Rate	1.87	1.69	1.46	1.22	0.97	0.73
UP School District - Capital Projects	Excess (voted) Levy Rate	0.49	0.47	0.43	0.42	0.46	0.47
UP School District Enrichment - M&O	Excess (voted) Levy Rate	2.50	2.50	2.45	2.38	2.50	2.50
		13.99	13.36	12.19	10.88	11.45	9.98

Total University Place Assessment	\$ 4,483,080	\$ 4,544,980	\$ 4,609,967	\$ 4,678,340	\$ 6,947,095	\$ 7,047,517
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* On November 5, 2024, voters approved Proposition 1 authorizing the imposition of benefit charges each year for six years, not to exceed an amount equal to 60% of its operating budget and be prohibited from imposing an additional property tax under RCW 52.16.160.

OPERATING INDICATORS

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
General Government					
Building Permits Issued	924	1,101	1,126	941	840
Police					
Calls for Service	11,333	10,056	10,038	10,833	11,248
Part 1 Crimes*	969	895	1,129	1,026	739
DUI Arrests	8	6	10	27	16
Other Traffic Arrests	68	23	34	61	14
	12,378	10,980	11,211	11,947	12,017
Fire**					
Emergency Medical Responses	12,771	14,187	14,151	14,096	14,545
Fire Responses	1,913	2,065	2,007	2,161	2,261
Other	1,446	1,520	1,563	1,552	1,455
	16,130	17,772	17,721	17,809	18,261

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

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

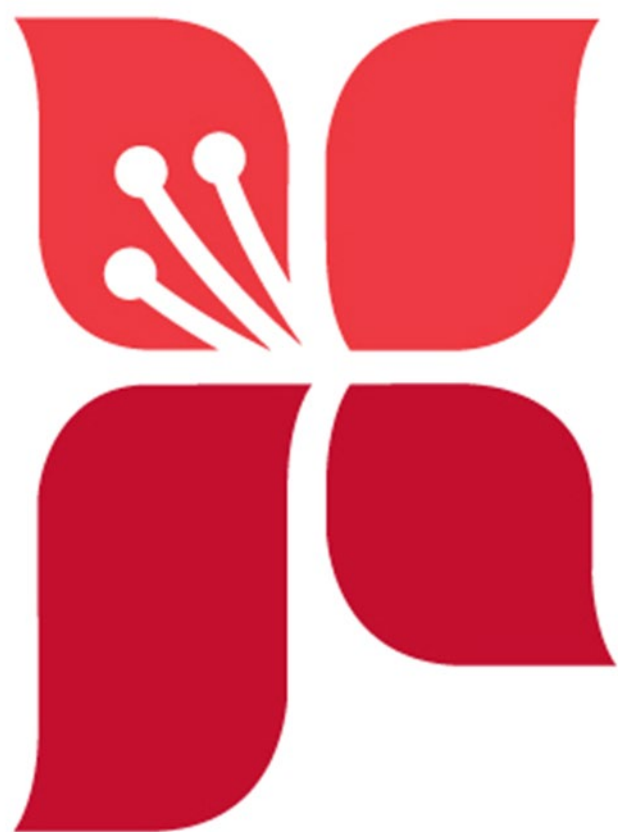
REPORT SUMMARY

The report has been produced reflecting City Council's desire for detailed information on individual revenues and expenditures. The report is a continuing work in progress and if there is any additional analysis or trend information you would like to see in the report, please let us know and we will endeavor to include your requests in future reports.

The City's general government revenues were 8.88% above 2024 fourth quarter budget estimates. Operating Expenditures (excluding reserves and transfers) are below estimates by 12.77%.

Please do not hesitate to contact Leslie Blaisdell, Finance Director, if you have any questions about any information provided in this report.

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

Proposed Council Action:

Adopt a Resolution declaring certain vehicles and equipment surplus and authorizing its disposal.

Agenda No:

6D

Dept. Origin:

Finance Department

For Agenda of:

March 17, 2025

Exhibits:

Resolution, Exhibit A
Cert. of Surplus Property

Concurred by Mayor:

Approved by City Manager:

Approved as to form by City Atty.:

Approved by Finance Director:

Approved by Department Head:

Expenditure

Required: \$0.00

Amount

Budgeted: \$0.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The attached Resolution declares the following equipment and/or vehicles as surplus and authorizes staff to sell these items for the best available price through public auction.

Replacement is budgeted in 2025 as part of the 2025-2026 Adopted Biennial Budget. All will remain in service until the replacement arrives.

- 2007 International 430 Elgin Broom Bear Sweeper (Truck 39)
- 2008 Ford Escape Hybrid 4WD (Engineering)
- 2008 Ford Escape Hybrid 2WD (City Pool Car)
- 2014 Chevrolet Silverado 1500 (Truck 45)
- 2003 John Deere 1200A Groomer
- 32' Christmas Tree

RECOMMENDATION/MOTION

MOVE TO: Adopt a Resolution declaring certain vehicles and equipment surplus and authorizing its disposal.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DECLARING
CERTAIN EQUIPMENT SURPLUS AND AUTHORIZING ITS DISPOSAL**

WHEREAS, the City of University Place has previously purchased the equipment listed on the attached Exhibit A; and

WHEREAS, the City of University has purchased replacement equipment and the equipment on Exhibit A is surplus to the needs of the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE RESOLVES
AS FOLLOWS:**

Section 1. Declaration of Surplus Property. The City Council hereby declares the equipment listed on the attached Exhibit A as surplus property. The City Manager or designee are authorized to auction or sell all items for the best available price or properly dispose of items that it is unable to sell.

Section 2. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL MARCH 17, 2025.

Javier H. Figueroa, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

City of University Place
Surplus Equipment – Exhibit A

Description	Purchase Date	Serial Number or VIN	Department	Book Value	Estimated Market Value
2007 International 430 Elgin Broom Bear Sweeper (000793)	2007	1HTMMAAN97H495187	Public Works	\$0	\$25,000
2008 Ford Escape Hybrid 4WD (000798)	2008	1HTMMAAN97H495187	Engineering	\$0	\$5,400
2008 Ford Escape Hybrid 2WD (000799)	2008	1FMCU49H08KD65968	City Pool Car	\$0	\$4,600
2014 Chevrolet Silverado 1500 (000832)	2014	3GCUKPECXEG460342	Public Works	\$0	\$7,500
2003 John Deere 1200A Groomer	2006	TC1200A140260	Parks	\$0	\$2,000
32' Christmas Tree (000829)	2014	N/A	Public Works	\$0	\$2,000+-

CERTIFICATION OF SURPLUS PROPERTY

University Place
WASHINGTON

3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Contact Person: Tony West Department: PW Ops

Description of Item: 2007 International 430 Elgin Broom Bear Sweeper
VIN: 1HTMMAAN97H495187

Fixed Asset number: truck #39, UP-9095 000793

Condition: ☐ Excellent ☐ Good ☒ Fair ☐ Poor

Estimated Value: ☐ \$0-499 ☐ \$500-\$1,999 ☒ \$2,000+

*Property with a market value over \$500 must be submitted by Finance to the City Manager for approval.
Property with a market value over \$2,000 must be submitted by Finance to the City Council for approval.*

Reason for Disposal: ☐ Obsolete ☐ Broken ☒ Replaced by upgrade ☐ Stolen

☐ No longer needed ☐ Returned ☐ Other _____

Vehicles: Book Value: \$0 Market Value: \$45,000 Mileage: 25,000

Suggested Method of Disposal: public auction

I certify that the above information is true and correct to the best of my knowledge and I hereby request that the City of University Place properly dispose of the property.

Debra Kelly Sage

Department Director Approval

02/27/2025

Date

Comments: _____

Jessie Blain
Finance Approval

2/27/2025

Date

Comments: _____

SLIS
[Stephen Sage \(Feb 27, 2025 16:04 PST\)](#)

City Manager Approval

02/27/25

Date

CERTIFICATION OF SURPLUS PROPERTY

University Place
WASHINGTON

3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Contact Person: Tony West Department: PW Ops

Description of Item: 2008 Ford Escape Hybrid 4WD
VIN: 1FMCU59H18KD65967

Fixed Asset number: 000798

Condition: ☐ Excellent ☐ Good ☒ Fair ☐ Poor

Estimated Value: ☐ \$0-499 ☐ \$500-\$1,999 ☒ \$2,000+

Property with a market value over \$500 must be submitted by Finance to the City Manager for approval.
Property with a market value over \$2,000 must be submitted by Finance to the City Council for approval.

Reason for Disposal: ☐ Obsolete ☐ Broken ☒ Replaced by upgrade ☐ Stolen

☐ No longer needed ☐ Returned ☐ Other _____

Vehicles: Book Value: \$0 Market Value: \$5,400 Mileage: 35,000

Suggested Method of Disposal: public auction

I certify that the above information is true and correct to the best of my knowledge and I hereby request that the City of University Place properly dispose of the property.

Debra Kelly-Sage

Department Director Approval

Feb 27, 2025

Date

Comments: _____

Leslie Blaindell

Finance Approval

2/27/2025

Date

Comments: _____

SLIS

Stephen Sage (Feb 27, 2025 3:05 PST)

City Manager Approval

Feb 27, 2025

Date

CERTIFICATION OF SURPLUS PROPERTY

University Place
WASHINGTON

3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Contact Person: Tony West Department: PW Ops

Description of Item: 2008 Ford Escape Hybrid 2WD

VIN: 1FMCU49H08KD65968

Fixed Asset number: UP-9618 000799

Condition: ☐ Excellent ☐ Good ☒ Fair ☐ Poor

Estimated Value: ☐ \$0-499 ☐ \$500-\$1,999 ☒ \$2,000+

*Property with a market value over \$500 must be submitted by Finance to the City Manager for approval.
Property with a market value over \$2,000 must be submitted by Finance to the City Council for approval.*

Reason for Disposal: ☐ Obsolete ☐ Broken ☒ Replaced by upgrade ☐ Stolen

☐ No longer needed ☐ Returned ☐ Other _____

Vehicles: Book Value: \$0 Market Value: \$4,600 Mileage: 48,000

Suggested Method of Disposal: public auction

I certify that the above information is true and correct to the best of my knowledge and I hereby request that the City of University Place properly dispose of the property.

Debra Kelly-Saga

Department Director Approval

Feb 27, 2025

Date

Comments: _____

Jessie Blaindell

Finance Approval

2/27/2025

Date

Comments: _____

SLIS
Stephen Sugg (Feb 27, 2025 10:04 PST)

City Manager Approval

Feb 27, 2025

Date

CERTIFICATION OF SURPLUS PROPERTY

University Place
WASHINGTON

3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Contact Person: Tony West Department: PW Ops

Description of Item: 2014 Chevrolet Silverado 1500
VIN: 3GCUKPECXEG460342

Fixed Asset number: 000832

Condition: ☐ Excellent ☐ Good ☒ Fair ☐ Poor

Estimated Value: ☐ \$0-499 ☐ \$500-\$1,999 ☒ \$2,000+

*Property with a market value over \$500 must be submitted by Finance to the City Manager for approval.
Property with a market value over \$2,000 must be submitted by Finance to the City Council for approval.*

Reason for Disposal: ☐ Obsolete ☐ Broken ☒ Replaced by upgrade ☐ Stolen

☐ No longer needed ☐ Returned ☐ Other _____

Vehicles: Book Value: \$0 Market Value: \$7500 Mileage: 79,000

Suggested Method of Disposal: public auction

I certify that the above information is true and correct to the best of my knowledge and I hereby request that the City of University Place properly dispose of the property.

Debra Kelly-Sage 2/26/25
Department Director Approval Date

Comments: _____

Justin Blum Feb 27, 2025
Finance Approval Date

Comments: _____

SLK Feb 26, 2025
Stephen Long (Feb 26, 2025 15:15 PST) Date
City Manager Approval

CERTIFICATION OF SURPLUS PROPERTY

University Place
WASHINGTON

3715 Bridgeport Way W
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Contact Person: Tony West Department: PW Ops

Description of Item: 2003 John Deere 1200A
TC1200A140260

Fixed Asset number: _____

Condition: ☐ Excellent ☐ Good ☒ Fair ☐ Poor

Estimated Value: ☐ \$0-499 ☐ \$500-\$1,999 ☒ \$2,000+

Property with a market value over \$500 must be submitted by Finance to the City Manager for approval.
Property with a market value over \$2,000 must be submitted by Finance to the City Council for approval.

Reason for Disposal: ☐ Obsolete ☐ Broken ☒ Replaced by upgrade ☐ Stolen

☐ No longer needed ☐ Returned ☐ Other _____

Vehicles: Book Value: _____ Market Value: \$2,000 Mileage: _____

Suggested Method of Disposal: public auction

I certify that the above information is true and correct to the best of my knowledge and I hereby request that the City of University Place properly dispose of the property.

Debra Kelly-Sage 2/26/25
Department Director Approval Date

Comments: _____

Justin J. [Signature] Feb 27, 2025
Finance Approval Date

Comments: _____

SLIS Feb 26, 2025
Stephen Ligg (Feb 26, 2025 15:36 PST)
City Manager Approval Date

CERTIFICATION OF SURPLUS PROPERTY

University Place
WASHINGTON

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

Contact Person: Marian Holloway Department: City Manager's Office

Description of Item: 31 ft Artificial Pre-lit Artificial Christmas Tree

Fixed Asset number: RA-000829

Condition: ☐ Excellent ☒ Good ☐ Fair ☐ Poor

Estimated Value: ☐ \$0-499 ☐ \$500-\$1,999 ☒ \$2,000+

*Property with a market value over \$500 must be submitted by Finance to the City Manager for approval.
Property with a market value over \$2,000 must be submitted by Finance to the City Council for approval.*

Reason for Disposal: ☐ Obsolete ☐ Broken ☒ Replaced by upgrade ☐ Stolen
☐ No longer needed ☐ Returned ☐ Other _____

Vehicles: Book Value: 0.00 Market Value: _____ Mileage: _____

Suggested Method of Disposal: Resale

I certify that the above information is true and correct to the best of my knowledge and I hereby request that the City of University Place properly dispose of the property.

Stephen P. Sepp

Department Director Approval

1/22/25 Date

Comments: _____

Jessie Blain

Finance Approval

Date

Comments: _____

Stephen P. Sepp

City Manager Approval

1/22/25
Date

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

Proposed Council Action:

Authorize the City Manager to lease essential event equipment from American Party Place for the City's 2025 events in the amount of \$71,200.00.

Agenda No:

6E

Dept. Origin:

City Manager's Office

For Agenda of:

March 17, 2025

Exhibits:

Concurred by Mayor:

Approved by City Manager:

Approved as to form by City Atty.:

Approved by Finance Director:

Approved by Department Head:

Expenditure
Required: \$71,200.00

Amount
Budgeted: \$0.00

Appropriation
Required: \$0.00

SUMMARY/POLICY ISSUES

To successfully host City 2025 events, essential equipment such as canopies, tents, chairs, tables, and staging is required. Leasing this equipment has proven to be a cost-effective and efficient solution, as it includes professional set up and takedown services, even outside regular hours. In accordance with the City's purchasing policy, quotes were solicited, and American Party Place submitted the lowest quote.

Duck Daze	\$ 5,300.00
Music on the Square x 8	\$ 26,100.00
Movie	\$ 3,300.00
30 th Birthday Bash	\$ 13,000.00
Oktoberfest	\$ 13,500.00
Tree Lighting	\$ 10,000.00
Total	\$ 71,200.00

RECOMMENDATION/MOTION

MOVE TO: Authorize the City Manager to lease essential event equipment from American Party Place for the City's 2025 events in the amount of \$71,200.00.

PUBLIC HEARING & COUNCIL CONSIDERATION

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

Proposed Council Action:

Adopt the 2025 updates to the City of University Place Phase II NPDES Stormwater Management Program (SWMP).

Agenda No:

7

Dept. Origin:

Engineering Department

For Agenda of:

March 17, 2025

Exhibits:

Memo, SWM Program

Concurred by Mayor:

Approved by City Manager:

Approved as to Form by City Atty.:

Approved by Finance Director:

Approved by Dept. Head:

Expenditure

Required: \$0.00

Amount

Budgeted: \$0.00

Appropriation

Required: \$0.00

SUMMARY/POLICY ISSUES

The City is required under its NPDES Phase II Permit to develop, implement, and annually update its Stormwater Management Program (SWMP). This program lists the components required under the NPDES Phase II Permit and identifies the actions and activities to be conducted by the City in meeting 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.
- New Permit language & requirements for the August 1, 2024, through July 31, 2029 Permit period.
- All non-required appendices have been removed from the SWMP, and all associated documents have been referenced.
- Addition of element 12 - Compliance with Underground Injection Control (UIC) Well Program.
- Language has been clarified to reduce confusion.

ALTERNATIVES CONSIDERED

This update meets the requirements of the City's NPDES phase II permit.

BOARD OR COMMITTEE RECOMMENDATION

The Surface Water Management Program was studied by Council on March 3rd, 2025.

RECOMMENDATION/MOTION

MOVE TO: Adopt the 2025 updates to the City of University Place Phase II NPDES Stormwater Management Program (SWMP).

Memo

DATE: March 17, 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

Memo

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

Memo

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.

Memo

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.

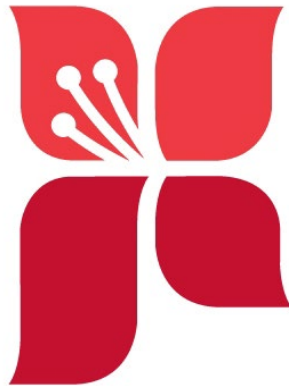
Compliance with Underground Injection Control (UIC) Well Program

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 17th. Public may also participate in the March 17th 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.**

STUDY SESSION

City of University Place Events



Discussion Points for Tonight

- What is a City event versus a City-sponsored event
- Review of current and budgeted City events
- Best practices for City events
 - What is an Event Action Plan
 - WCIA best practices and recommendations
- Duck Daze after action report and recommendations



City Events

City Events

Eleven Events

Total budget cost: \$273K

Total staff time: 878 Hours

Parks Appreciation Day

Duck Daze

Music on the Square

Twisted Cider Run

Music in the Park

National Night Out

Movie in the Park

Community Harvest Day (formerly Cider Squeeze)

Oktoberfest

Veterans Day

Winterfest Lighting

Event Breakdown

Event	Budgeted for 2025	Staff Time**/ Staff Budget	Outside Agencies/Partnerships
Parks Appreciation Day (20 participants)	\$0	27 Hours/\$1,788	
Duck Daze (2K participants)	\$36,007	374 Hours/\$33,200	Library/Fire/Police (12 overtime hours)/WCIA
Music on the Square – 8 concerts (100 participants)	\$57, 693	107 Hours/\$9,766	
Twisted Cider Run (300 participants)	\$22,685	43 Hours/\$3,735	Fire/Police
Concerts in the Park – 5 concerts (150 participants)	\$6,532	54 Hours/\$4,173	CORE
Community Harvest Day – formerly Cider Squeeze (150 participants)		8 Hours/\$560	CORE
National Night Out (1K participants)	\$0	20 Hours/\$1,966	Fire/Police
Movie in the Park (500 participants)	\$10,114	40 Hours/\$3,288	Fire/Police
Oktoberfest (750 participants)	\$30,731	58 Hours/\$4,966	Fire/Police (12 overtime hours)
Veterans Day (60 participants)	\$1K (UP Vet. Memorial)	20 Hours	JBLM 16 th CAB
Winterfest (1.5K participants)	\$108,283	127 Hours/\$11,721	Fire/Police (8 overtime hours)

**Does not capture all staff time, only what is reported.

UPMC 4.42.110 City Sponsorship of Third-Party Events

Co-sponsored programs and events must be evaluated using the following criteria:

1. They should be consistent with the City's economic, social, or recreational goals.
2. They should be free and open to the public.
3. They should demonstrate community pride and involvement.
4. They should not have a religious or political purpose.
5. Whether there are any factors on the part of the proposed sponsor that could affect public confidence in or perception of the City's impartiality; or interfere with the delivery of City services or operations; or which the City finds unacceptable, including, but not limited to, current or potential conflicts of interest, policies or positions between the sponsor and the City, including its employees, officials, or affiliates; or has the potential to tarnish the City's standing among its citizens; or otherwise affect or impair the City's performance of its roles, duties and functions.
6. The organization wishing to co-sponsor an event or program must be able to demonstrate that sponsorship will benefit the City of University Place and its residents.

Event Best Practices



Event Action Plans

Event Action Plans (EAP) – An event action plan summarizes key information (such as event layout, staging, ingress/egress, parking, security, communications, and primary leads), into one document for reference during the event.

Who is involved: City staff, West Pierce Emergency Management Coalition, County, Police, Fire, Event Partners, etc.

When do EAPs get created: A few months prior to each major event the partners meet to create the plan document.

Elements of an EAP: site assessment information, site assessment checklist, operational periods, command staff/event managers, event briefings/objectives, event radio communications, safety messages, staff assignments/contact information, identified hazards, etc.



Special Events Risk Management

Presented by

Washington Cities Insurance Authority

**Farah Derosier
Sr. Risk Management Representatives**

Washington Cities Insurance Authority



- Formed in 1981
- Interlocal agency
- ~160 members



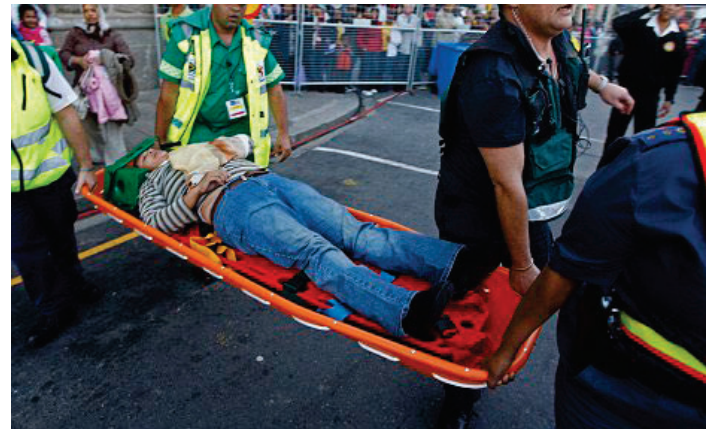
Objective



Learn ways to eliminate, reduce, or transfer risks involving special events

Measure The Risk

- Damage to your property
- Bodily injury to your employees/volunteers
- Damage to property of others
- Bodily injury to:
 - Participants
 - Spectators
 - Others



Special Events



**To allow or not to allow,
that is the question**





Recent Events

- *2024 - Gig Harbor Maritime Parade*
- *2024 – Festival of Lights Parade*
- *2025 - Holiday Drone Show Florida*

Transfer the Risk

- Insurance/Indemnification
- How much insurance?:
 - Varies by risk
- Types of insurance:
 - Auto liability
 - General liability (GL)
 - Others
- Additional insured (AI)
 - ISO form CG 20 26
 - ISO form CG 20 12 (permits)
- Proof of insurance



Costs to Defend a Claim

- *Defending a claim is expensive*
 - *Attorney costs*
 - *Expert costs*
- *It will **STRAIN** staff resources*
 - *Responding to discovery requests*
 - *Depositions*
 - *Staff representative at trial*

Managing Safety Risks



- Accident Prevention
- Minimizing Liability
- Reputation Management
- Loss Run





THANK YOU!

www.wciapool.org

Washington Cities Insurance Authority
P.O. Box 88030
Tukwila, WA 98138
Phone: 206.575.6046
Fax: 206.575.7426



Duck Daze After Action Report

Duck Daze Parade Solutions

Issue	Solution
Pedestrian safety and cars	Cars first with no candy, followed by people only with wagon providing giveaways, keep people out of the median, spectator barriers; more staff for vehicle staging area and start of parade (5 for vehicles, 3 for walkers, 1 officer)
Throwing candy	No candy, only walkers with wagons may toss behind barriers, name candy handler, only candy on West side of street
Garage exits – people exiting wrong direction	Barricades at set locations, vehicle with staff directing traffic at garage exit points
Threats to PW staff	Continue to post police at road closures to alleviate threats to PW staff.
Market Square pedestrian safety	Heavy duty barriers/bollards to block car access;
Bus routes on Bridgeport	Notify Pierce Transit about Bridgeport Road closure one month prior to event.
Porta-Potties	Order more, include more ADA restroom type and more hand Washington stations
Types of parade/event participants (i.e., political)	First Amendment requirements

Memo

DATE: March 17, 2025

TO: City Council

FROM: Matt Kaser, City Attorney

SUBJECT: Council Rules and Procedures Amendments

At the City Council's January 2025 retreat, it discussed seven (7) potential amendments to the City Council Rules and a potential amendment to the municipal code. Those items for discussion, as they appeared on the agenda for the January retreat, are as follows:

- Council Agendas (Review Procedure)
- Council Meeting Start/End
- Council Comments/Reports (Time Limit?)
- Proclamations/Recognitions (Criteria and Process)
- Presentations (Criteria and Process, Study Session v. Q&A)
- Appointment of Advisory Commissions (Interviews for Incumbent)
- Finance Committee (Full Council Quarterly Update, Special Meeting).

Of these seven items, Council identified potential changes to four: (1) Council Agendas; (2) Council Meeting Start/End times; (3) Proclamations/Recognitions; and (4) Finance Committee. And, of these four items, Council identified consensus on proposed amendments as follows:

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

On the remaining item, proclamations and recognitions, Council requested follow-up research on the approaches taken by other jurisdictions with an aim towards a UP-specific approach.

This memorandum outlines specific recommended changes to the Council Rules (with a change to one commonly-used form) and a review of how other local governments address recognitions within their rules (if they do at all).

DISCUSSION

A. Change to Agenda Process.

Under the current rules, two rules specify how Councilmembers get items on the agenda. Those two rules are not necessarily synchronized.

Memo

The “main” rule, Section 7.4 provides (in part):

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

1. Council consensus is defined to be general agreement as determined by the Mayor.
2. By the City Manager.
3. By the Mayor.
4. By any two (2) Councilmembers.

A separate rule, Section 3(E)(4) provides:

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

There has been confusion where members of the Council have sought to add items which may not necessarily result in legislation. To that end, two changes are recommended:

1. Deletion of Section 3(E)(4)(quoted above) and moving most of the text to the end (with some change in wording) to Section 7.4, such that it would now read (new text is underlined):

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

2. A corresponding change to internal process by changing the “Legislative Proposal” form. This form has historically been used to advance legislation. With the corresponding proposed rule change, the suggested amendments to this form are attached to this memorandum.

Memo

B. Change to Meeting Extensions

Under a literal reading of the current rule, so-called “motions to extend” must be made by 8:30 p.m. Failing that, the meeting should technically adjourn at 9:00 p.m. To conform with current practice, a one-word amendment to Section 6(D) is recommended as follows:

Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During Regular and Special Meetings, any Councilmember may call for a “Point of Order” **at after 8:30 p.m.** to review agenda priorities. After adjournment of Council meetings, City Hall will remain open for 15 minutes to allow for closing procedures. In the event that Council adjourns to Executive Session, staff will secure the equipment and leave City Hall open until the final adjournment.

C. Removal of the Finance Committee.

Council discussed options for receiving its financial information. Historically, the means by which it has done so is via its Finance Committee. However, given that the Finance Committee consists of all the members of the Council, the recommended approach would be to simply terminate this committee and fold the financial discussions into a regular meeting.

D. Proclamations and Recognitions.

Council expressed a desire on revisiting its current rule on proclamations. To recap, the current rule (Section 7.5) provides in relevant part:

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

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

The current rule, however, lacks direction on a number of different levels including (1) who makes the decision to issue a proclamation; (2) standards for the issuance of a proclamation; (3) what level of Council input, if any, should there be on such a proclamation.

A review of other local governments provide no clear answers either.

Practices range from municipalities which have no formal rules (DuPont). At least one (Lakewood) has language, which (in part) tracks the above-quoted provisions of University Place’s rules. At least two jurisdictions (Tacoma, Puyallup) significantly vary from University Place’s current practice.

Memo

Decision points for Council:

1. Who makes the initial decision? Several of these rules entrust the initial threshold decision whether a request merits consideration by its council to either the Mayor, City Manager or some other staff designee. From there, the request must garner majority support of the council. Still others grant to these individuals approval of the issuance of the proclamation.
2. Form of Recognition. Not all forms of recognition result in the issuance of a proclamation. Several jurisdictions “bifurcate” their proclamations into council-issued ones and mayor-issued ones. One jurisdiction (Puyallup) provides for tiers of recognition,” in which a proclamation is the second-highest of five forms of recognition.
3. Public vs other forums. Historically, the City Council has publicly awarded such proclamations. Other jurisdictions recognize that there may be circumstances which warrant departure from these rules.
4. What standards apply? Proclamations, at least in part, contain a subjective element of what warrants recognition and what does not. Some jurisdictions have sought to impose some standards (i.e., “significant local interest” (Puyallup); “timely, have potential relevance to a majority of Tacoma’s population, and either forward positive messages or call upon the support of the community” (Tacoma)).

Samples of other local council’s rules of procedure are attached.

SECTION 1. GENERAL

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

SECTION 2. ORGANIZATION

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

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

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

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

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

Council Rules of Procedure

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

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

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

F. Attendance, Excused Absences.

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

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

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

Council Rules of Procedure

G. General Decorum.

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

H. Confidentiality.

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

SECTION 3. OFFICERS

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

Council Rules of Procedure

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

SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

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

SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

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

Council Rules of Procedure

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

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

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

SECTION 6. MEETINGS

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

SECTION 7. COUNCIL ORDER OF BUSINESS

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

7.1 Call to Order

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

7.2 Roll Call

The City Clerk will call the roll.

7.3 Pledge of Allegiance

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

7.4 Approval of the Agenda

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

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

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

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

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

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

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

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

7.5 Proclamations and Presentations

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

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

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

7.6 Public Comments

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

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

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

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

7.7 Consent Agenda

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

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

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

7.8 Public Hearings and Appeals

Council Rules of Procedure

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

7.9 Council Consideration

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

7.10 Reports by the City Manager

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

7.11 City Council Comments

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

7.12 Study Sessions

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

7.13 Adjournment

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

SECTION 8. EFFECT/WAIVER OF RULES

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

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

Agenda Proposal/Request

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

Submitted by:

(Signature)

(Date)

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

(Signature)

(Date)

Date Submitted: _____	Date Reviewed: _____	Agenda Date: _____
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CITY COUNCIL RULES OF PROCEDURE

Adopted December 18, 1995
Amended July 15, 1996
Amended October 4, 2004
Amended March 5, 2007
Amended February 19, 2008
Amended July 16, 2012
Amended March 2, 2015
Amended January 17, 2017
Amended November 1, 2021

3.1 Call to order

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

3.2 Roll call

The City Clerk will call the roll.

3.3 Pledge of Allegiance

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

3.4 Proclamations and Presentations

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

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

Mayor's Proclamations are made for the purpose of recognition of an individual, group or event and which are typically requested by and for a special interest group within the City. Mayor's Proclamations are signed by the Mayor and forwarded to a representative of the event.

The Mayor and City Manager shall determine if the Proclamation request is for a City Council Proclamation or a Mayor's Proclamation.

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

3.5 Public Comments

Members of the audience may comment on items relating to any matter related to City business under the "Public Comments" period. Comments are limited to three (3) minutes per person, but may be shortened to accommodate a large number of speakers in the time set by the Mayor. If the amount of time per person is shortened, this will be announced at the outset of the Public Comment portion of the agenda and will apply to all members of the audience. The Mayor shall determine the overall amount of time set for "Public Comments."

Public comments sign-up forms will be available at the City Clerk's desk at each meeting for use of those who wish to address the Council in person.

**FIRCREST CITY COUNCIL RULES OF PROCEDURES
RESOLUTION NO. 1708**

SECTION I – GENERAL PROVISIONS

RULE 1. COUNCIL MEETING - LOCATION

All meetings of the City Council shall be held at the location (City Hall) specified in FMC 2.12.020 or other such location within the City as may be designated by resolution. Committee of the Whole meetings, study sessions, or retreats may be held at places that are reasonably accessible to the general public, whether within or without the corporate limits of the City.

RULE 2. COUNCIL MEETING - TIME

The regular meetings of the City Council shall be held at the times (2nd and 4th Tuesdays at 7:00 P.M.) specified in FMC 2.12.010. If a meeting falls on a holiday, it shall be held the next business day unless otherwise provided by the Council. As specified in Rule 20(O), regular meetings of the City Council are not permitted to continue beyond 10:30 P.M. without the approval of the majority of the Councilmembers who are present and eligible to vote.

RULE 3. COUNCIL MEETINGS - OPEN TO THE PUBLIC

All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140 as amended.

RULE 4. ELECTION OF OFFICERS

Procedures for election officers are as follows:

- A. Biennially, at the first meeting of the new Council, the members thereof shall choose a chair from among their number who shall have the title of Mayor. In addition to the powers conferred upon him/her as Mayor, he/she shall continue to have all the rights, privileges, and immunities of a member of the Council. If a vacancy occurs in the Office of Mayor, the members of the Council at their next regular meeting shall select a Mayor from among their number for the unexpired term. (RCW 35A.13.030)
- B. In conjunction with the above election, a Mayor Pro Tempore shall also be elected for a two-year term. An alternate Mayor Pro Tempore may also be elected periodically. (RCW 35A.13.035)
- C. The City Clerk shall call the meeting to order and shall chair the meeting until a new Mayor is elected. The above elections shall be by affirmative motion.

RULE 5. PRESIDING OFFICER

- A. The Mayor shall preside at all meetings of the Council, and be recognized as the head of the City for all ceremonial purposes. The Mayor has no regular administrative or executive purposes.
- B. Mayor Pro Tempore.
In case of the Mayor's absence or temporary disability, the Mayor Pro Tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Mayor Pro Tempore, the City Clerk shall call the meeting to order and shall chair the meeting

- F. Minutes need not be taken of committee meetings, except for the Committee of the Whole.

RULE 24. COUNCIL LIAISONS

- A. In order to build additional Council expertise in various areas of City operations, the Mayor shall designate functional areas and appoint a Councilmember, at the beginning of the fiscal year, to serve as a liaison to the City Manager. Functional areas for liaison assignments may include the following, though specific areas may be adjusted depending on the organization of the City:
- Parks and Recreation
 - Environment, Planning, Building
 - Administration
 - Finance, IT
 - Water, Sewer, Storm
 - Public Safety, Court
 - Streets, Facilities & Equipment
- B. The City Manager and respective department heads shall strive to provide liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in the various functional areas of City government.

RULE 25. ENACTED ORDINANCES, RESOLUTIONS, MOTIONS, AND PROCLAMATIONS

- A. An enacted **ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.
- B. An enacted **resolution** is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- C. An enacted **motion** is a form of action taken by Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.
- D. An enacted **proclamation** is an official announcement made by either the City Council or the Mayor on non-controversial events which have a major city-wide impact. Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.

RULE 26. PROCLAMATIONS

- A. City Council Proclamations.
City Council proclamations shall be publicly read at a City Council meeting and presented to a representative of the event during the Council meeting.
- B. Mayor's Proclamations.
Are requested by a special interest group from within the City. Mayor's proclamations are signed by the Mayor and forwarded to a representative of the event.

- C. The Mayor and City Manager shall determine if the proclamation request is for a City Council proclamation or a Mayor's proclamation.

RULE 27. RESOLUTIONS

- A. Except for franchise resolutions as provided under Rule 28(B), a resolution may be put to its final passage on the same day on which it was introduced.
- B. The Presiding Officer will read a summary statement of the Resolution prior to its passage; provided, should a majority of the Councilmembers present request that the entire resolution or certain of its sections be read, such requests shall be granted.
- C. Printed copies shall be made available upon request to any person attending a Council meeting.
- D. Resolutions take effect immediately after they are approved by the vote of the Council, unless otherwise provided.

RULE 28. ORDINANCES

The procedure for ordinances is as follows:

- A. With the exception of franchise ordinances as provided below, an ordinance may be put to its final passage on the same day on which it was introduced.
 - 1. The Presiding Officer will read a summary statement of the Ordinance prior to its passage; provided, should a majority of the Councilmembers present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
 - 2. Printed copies shall be made available upon request to any person attending a Council meeting.
 - 3. No ordinance shall contain more than one subject.
 - 4. An ordinance does not take effect until five days after date of publication, except for emergency situations.
- B. Franchises.

All resolutions and ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five (5) days after the first reading.

 - 1. All franchise ordinances and resolutions may be passed only at a regular meeting of the Council; and at least four (4) Councilmembers must vote in favor of the franchise.
- C. Emergency Ordinances.

By vote of one more than the majority (5 Councilmembers), the City Council may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RCW 35.33.081.
- D. A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or the Committee of the Whole for study and consideration. The committee shall report its findings to the Council.
- E. If a motion to pass an ordinance fails, the ordinance shall be considered lost.
- F. Any ordinance amending or repealing any portion of the FMC shall also amend or repeal the respective portions of any underlying ordinance(s).



Rules of Procedure of the Council of the City of Tacoma

The rule is not intended to limit the public's right to influence the legislative process or to devalue the public's right to comment on and change pending legislation.

C. Amendments to Rules.

Amendments to these rules shall be made by resolution and shall require two readings.

D. Public Requests for Proclamations or Recognitions.

It is the policy of the Council to consider requests to proclaim certain events or causes when such proclamations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential relevance to a majority of Tacoma's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person(s) or organization making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation.
2. The request should be made at least two weeks in advance of the requested Council meeting.
3. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the City Council Committee of the Whole for its guidance.
4. The Council retains the right to limit the number of proclamations at a Council meeting.
5. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
6. The City retains the right to decide if the proclamation will or will not be issued.
7. Once approved, the proclamation will be included on the appropriate Council agenda.
8. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

E. Public Requests for Presentations.

It is the policy of the Council to consider requests for presentations of certain events or causes when such presentations pertain to a Tacoma event, person, organization, or cause with local implications. The Council will consider requests that are timely, have potential

PUYALLUP CITY COUNCIL

RULES OF PROCEDURE

- (4) Communication with citizens will be considered the exclusive domain of the Councilmembers. However, Councilmembers may refer questions to city staff.
- (5) Councilmembers may refer specific questions emanating from the neighborhood meetings to the City Manager for a response.
- (6) The City Manager or designee will be the point of contact for Councilmembers to coordinate neighborhood meetings.
- (7) It is the policy of the Council that neighborhood meetings be informal. While notice of such meetings may be made to assure compliance with requirements of Washington's Open Public Meetings Act, the scope of the meeting shall be limited to dialog and discussion between neighborhood citizens and their elected representatives and/or city staff.
- (8) No business or action (other than discussion) may be taken or considered by Councilmembers present at any neighborhood meeting. This prohibition on taking action includes, but is not limited to, action on any contract; a promise or the appearance of a promise to expend public funds regardless of type or source; action to recommend, pass, or adopt legislation; and action promising specific staff response, except as provided for in subsection (4) above.
- (9) The two (2) Councilmembers representing the district for which the meeting is held plus the at-large Councilmember shall determine the format for their neighborhood meeting.

11.2 COUNCIL RIGHTS AND RESPONSIBILITIES

- (1) Councilmembers have the right to express their personal opinions on a topic; provided, however, that whenever doing so outside of a Council meeting, the Councilmember must carefully distinguish between his or her opinion and the Council's policy or majority position, when such difference exists. Councilmembers, when expressing personal opinions or positions, should be careful to avoid undue influence of citizen boards and commissions.
- (2) Councilmembers must be careful not to make statements that obligate City funds without the prior approval of the City Council.

SECTION 12 RECOGNITION

12.1 The City Council, collectively, and councilmembers, individually, may issue or present various forms of recognition in accordance with this rule. The hierarchy of importance, and associated protocol for issuance of each type of recognition are as follows:

- (1) Keys to the City—issued pursuant to a super majority vote (5 or more votes in favor) of the Council. Keys are the City's highest form of recognition.

- Protocol: A councilmember may nominate a proposed recipient of a key to the city by sending the nomination to city management, who, in turn, will distribute the proposal to the Council. If a supermajority of councilmembers support issuance of a key, the proposal will be scheduled for a vote in an open public meeting. An issuance ceremony may occur in conjunction with the vote or separately.

(2) Proclamations—issued pursuant to a majority consensus of the Council.

- a. Live Presentation. If a majority of the Council supports the proclamation and determines that the subject matter is of significant local interest, or that presentation is warranted, then the proclamation will be added to the appropriate agenda for presentation.
- b. Other Presentation. If a majority of the Council supports the proclamation, but determines that the subject matter is not of significant local interest, or that another venue is appropriate, or that presentation during a live meeting is not otherwise warranted, or that issuance should occur in another manner, then the proclamation will be presented at the appropriate venue, sent by mail or issued in another appropriate manner.
 - Protocol: A councilmember may propose that a proclamation be issued by sending such proposal with draft proclamation language to the council support position in city management. In turn, the proposal will be distributed to the Council with a request for support or opposition and presentation venue feedback (significant local interest) by a stated deadline. If a majority of the Council supports issuance of the proclamation by the deadline, then the proclamation will be issued.

(3) Coins—awarded pursuant to the discretion of individual councilmembers from annual allotments. Each councilmember shall be allotted ten (10) coins per year. Notwithstanding the foregoing, the Council may authorize issuance of additional coins, or issuance of coins in mass.

(4) Certificates of Appreciation (or other)—awarded pursuant to the discretion of individual councilmembers, within reason.

(5) Memorabilia—awarded pursuant to the discretion of individual councilmembers from bulk accumulations. The amount and type of memorabilia should be determined by the Council.

Form Center

The form center is not intended for submitting a public records request.

If you wish to make a public records request click [here](#).

By [signing in or creating an account](#), some fields will auto-populate with your information.

Proclamation Request Form

[Sign in to Save Progress](#)

Requests for proclamations must be submitted at least three weeks prior to the date or council meeting date requested. Proclamations are processed as requested and must be re-requested annually. Council meetings are held Tuesday at 3 p.m. Verify the council schedule at www.piercecountywa.gov/councilmeetings

Type of proclamation*

- ☐ Executive Proclamation (signed by the Executive)
- ☒ Council Proclamation (signed by members of the County Council)

Choose the type of proclamation you are requesting.

Title of proclamation*

Purpose of proclamation *

**Individual, agency or organization
sponsoring the proclamation***

**Contact
email**

**Phone
Number**

**Please use the below template as a guide to draft text
of what you want the proclamation to communicate. All
text is subject to editing by staff.**

Proclamation Template

[Proclamation Template](#)

Please use this form to draft your template text. Once
you are complete please save and upload it below.

**Upload completed proclamation
template here***

No file chosen

Upload a draft copy of your one page
proclamation

Proclamation Examples

Proclamation

[A Proclamation
of the Pierce
County Council](#)

[Proclaiming](#)

[May 2024, as](#)

[“Asian](#)

[American,](#)

[Native](#)

[Hawai’ian, and](#)

[Pacific Islander](#)

[Heritage](#)

[Month” in](#)

[Pierce County,](#)

[Washington.](#)

Recognition

[A Recognition of the Pierce County Council](#)

[Honoring Lucas Hatton for Athletic Excellence
as America's Strongest Man 2023](#)

Comments or questions

**Requested
by:**

First Name*

Last Name*

Phone*

2535551000

Email Address*

Address*

City*

State*

Zip*

protected by reCAPTCHA

[Privacy](#) - [Terms](#)

☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

* indicates a required field

HOW CAN WE HELP?

Pierce County wants to hear from you. Please select one of the following to talk to elected officials and staff, or to report problems in our community.

[Send a message](#) <

[File a Police
Report](#) <

[Report an Issue](#) <

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Monday, March 17, 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: 268 117 1#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

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

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

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

AGENDA

- 6:30 pm **1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE – Councilmember Worthington**
- 4. APPROVAL OF AGENDA**
- 6:35 pm **5. PUBLIC COMMENTS**
- 6:40 pm **6A. – CONSENT AGENDA**
- 6E. Motion: Approve or Amend the Consent Agenda as Proposed**

The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

A. Approve the minutes of the 03/03/25 Council meeting as submitted.

B. Receive and File: Payroll for period ending 02/28/25; and Claims dated 02/14/25 and 02/28/25.

C. Receive and File: 2024 Fourth Quarter Financial Report.

D. Adopt a Resolution declaring certain vehicles and equipment surplus and authorizing its disposal.

E. Authorize the City Manager to lease essential event equipment from American Party Place for the City's 2025 events in the amount of \$71,200.00.

