

**UNIVERSITY PLACE CITY COUNCIL  
Special Council Meeting Agenda  
Saturday, January 23, 2016, 8:30 a.m.**

*Note: Times are approximate and subject to change.*

**Fircrest Golf Club  
1500 Regents Boulevard  
Fircrest, WA 98466**

- 8:30 am     **1.     CHECK-IN, BREAKFAST AND PACKET REVIEW**
- 9:25 am             **TRANSITION TO WORKSHOP**
- 9:30 am     **2.     CALL SPECIAL MEETING TO ORDER**
- 9:35 am     **3.     MAYOR’S COMMENTS**
- 9:50 am     **4.     COUNCIL 2015-2016 GOALS & OUTCOMES**  
                  a. Review 2015-2016 Goals – Steve S.  
                  b. Revise remaining 2016 goals (Brainstorming) – Mayor Figueroa  
                  c. Peek into 2017-2018 goals – MPT Keel
- 11:25 am            **BREAK**
- 11:40 am     **5.     BUDGET REVIEW**  
                  a. Sewer surcharge options – Steve V.  
                  b. 2016-2025 financial forecast – Eric/Leslie
- 12:40 pm            **BREAK - LUNCH SERVED**
- 12:50 pm     **6.     WORKING LUNCH – COUNCIL RULES**  
                  a. Finance Committee/Chair – Mayor Figueroa  
                  b. Commission appointments/functions – Steve V.  
                  c. Miscellaneous Rules - Changes, additions and deletions
- 2:35 pm             **BREAK - LUNCH REMOVED**
- 2:45 pm     **7.     CONFIRMATION OF COMMISSION APPOINTMENTS – Mayor Figueroa**  
                  • Report                             • Public Comment                             • Council Consideration
- 2:55 pm     **8.     COUNCIL ASSIGNMENTS**
- 3:10 pm     **9.     GOOD OF THE ORDER**
- 3:20 pm     **10.    ADJOURNMENT**

\*PRELIMINARY CITY COUNCIL AGENDA

February 1, 2016  
Regular Council Meeting

February 15, 2016  
HOLIDAY – No Council Meeting Scheduled

February 16, 2016  
Regular Council Meeting

**Preliminary City Council Agenda subject to change without notice\***  
Complete Agendas will be available 24 hours prior to scheduled meeting.  
To obtain Council Agendas, please visit [www.cityofup.com](http://www.cityofup.com).

**American Disability Act (ADA) Accommodations Provided Upon Advance Request**  
Call the City Clerk at 253-566-5656

## 2015-2016 COUNCIL GOALS AND OUTCOMES

### NOTES

GOALS	OUTCOMES	SCHEDULE
MORE BEAUTIFUL CITY	<ul style="list-style-type: none"> <li>Schedule study session(s) to review feasibility of undergrounding utility poles and upon completion of study, determine to conclude the topic, or adopt legislation achieving the outcome or identifying next steps toward achieving the outcome.</li> </ul>	Council Study 1 <sup>st</sup> Quarter 2016
INCREASED CITY FINANCIAL VIABILITY	<ul style="list-style-type: none"> <li>Review policies for debt reduction.</li> </ul>	Council Study 1 <sup>st</sup> Quarter 2016
BETTER INFRASTRUCTURE	<ul style="list-style-type: none"> <li>Construct curb, gutter, sidewalk, bike lanes and streetlights along Mildred Avenue between 19<sup>th</sup> Street and Regents Boulevard.</li> </ul>	Bid Advertisement 1 <sup>st</sup> Quarter 2016
A FULL-SERVICE, SELF-SUFFICIENT COMMUNITY	<ul style="list-style-type: none"> <li>Schedule study session(s) to identify any gaps in City services and available resources to meet any service gaps, and upon completion of study, determine to conclude the topic, or adopt legislation achieving the outcome or identifying next steps toward achieving the outcome.</li> </ul>	Council Study 1 <sup>st</sup> Quarter 2016
A FULL-SERVICE, SELF-SUFFICIENT COMMUNITY	<ul style="list-style-type: none"> <li>Schedule study session(s) to explore new or additional opportunities for citizen feedback, and upon completion of study, determine to conclude the topic, or adopt legislation achieving the outcome or identifying next steps toward achieving the outcome.</li> </ul>	Council Study 2 <sup>nd</sup> Quarter 2016
IMPROVED PARKS AND RECREATION	<ul style="list-style-type: none"> <li>Consider a Resolution directing the administration and the Parks and Recreation Commission (PARC) to work with a professional consultant to develop a Master Plan for Creekside Park.</li> </ul>	Council Study 3 <sup>rd</sup> Quarter 2016
MORE BEAUTIFUL CITY	<ul style="list-style-type: none"> <li>Consider a Resolution adopting a Gateway Signage Plan.</li> </ul>	Council Study 3 <sup>rd</sup> Quarter 2016
A FULL-SERVICE, SELF-SUFFICIENT COMMUNITY	<ul style="list-style-type: none"> <li>Schedule study session(s) to review options for sustainable funding for Council-approved City events, and upon completion of study, determine to conclude the topic, or adopt legislation achieving the outcome or identifying next steps toward achieving the outcome.</li> </ul>	Council Study 3 <sup>rd</sup> Quarter 2016
BETTER INFRASTRUCTURE	<ul style="list-style-type: none"> <li>Construct curb, gutter, sidewalk and streetlights along the south side of Cirque Drive between Orchard Street and 67<sup>th</sup> Avenue.</li> </ul>	Bid Advertisement 3 <sup>rd</sup> Quarter 2016
INCREASED CITY FINANCIAL VIABILITY	<ul style="list-style-type: none"> <li>Consider a Resolution to enhance City's reserves.</li> </ul>	Council Study 4 <sup>th</sup> Quarter 2016
BETTER INFRASTRUCTURE	<ul style="list-style-type: none"> <li>Complete Surface Water Management Plan Update.</li> </ul>	Council Study 4 <sup>th</sup> Quarter 2016
BETTER INFRASTRUCTURE	<ul style="list-style-type: none"> <li>Schedule study session(s) to review options for sustainable funding for street maintenance and upon completion of study, determine to conclude the topic, or adopt legislation achieving the outcome or identifying next steps toward achieving the outcome.</li> </ul>	Council Study 4 <sup>th</sup> Quarter 2016

# 2015-2016 COUNCIL GOALS AND OUTCOMES

## NOTES

GOALS	OUTCOMES	SCHEDULE
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# Memo

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**DATE:** January 21, 2016  
**TO:** City Council  
**FROM:** Steve Victor, City Attorney  
**CC:** Steve Sugg, City Manager  
**SUBJECT:** University Place Utility Surcharges

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## 1. Background

Nine types of utilities operate within University Place. The City adds a surcharge calculated on the utility's gross revenues to every utility that operates in University Place, public and private, except Pierce County Sewer. The following are the percentages:

1. Electric (Tacoma Power) – 6%
2. Telephone (All) – 6%
3. Water (Tacoma Water) – 8%
4. Natural Gas (PSE) – 6%
5. Cable TV (All) – 6%
6. Garbage (UP Refuse) – 6%
7. Storm Drainage (City) -6%
8. Sewer (Pierce County) – None
9. Wireless Communications – Exempt Under Federal Law

The surcharges on electric power and water are collected through the franchises with Tacoma Power and Water, and the other surcharges are imposed through the City's existing utility tax ordinance (University Place Municipal Code 4.35). Pierce County Sewer was not included in the City's utility tax code and the existing sewer franchise has no fee.

## 2. Legal Issue Regarding a Sewer Surcharge

### a. Franchise fee

County Sewers operate under a special State law (RCW 36.94.170) that allows counties to operate a countywide system of sewerage without regard to any

jurisdictional boundaries. Shortly after its incorporation, the City of Lakewood attempted to impose a franchise fee on Pierce County Sewer. After years of litigation, the County prevailed on its argument that such a fee could not be unilaterally imposed under State law. *Lakewood v. Pierce County*, 106 Wn. App. 63 (2001). Subsequently, Lakewood and Pierce County negotiated, and by 2005 mutually agreed to a franchise agreement within which Lakewood receives 6% of the gross earnings of the Sewer Utility collected in Lakewood in exchange for enacting and maintaining a mandatory sewer connection ordinance, and also a non-compete covenant. For the last year, we have been engaged in negotiation with the County on a similar agreement, but without a hard mandatory sewer connection requirement, and as of this date, County Sewer has indicated that they support the effort and we will likely have an agreement for consideration by the City and County Councils at some point this year.

### **b. Utility Tax**

Cities also have the general authority to levy utility taxes, as most, including University Place, have done. However, until recently, there was a substantial legal question as to whether one government could tax another's activities in the same manner as private activities. That question was resolved in 2014, by the State courts in *City of Wenatchee v. Chelan County Pub. Util. Dist. No. 1*, (2014), which allows "proprietary" utilities which operate outside the owning government's jurisdiction to be subject to utility tax in the other jurisdictions in which they operate. By a separate State Supreme Court decision, the prohibition on taxing "governmental" utilities remains. As a matter of law, electric and water utilities are considered "proprietary," meaning they are treated as any private business would be. On the other hand, a solid waste utility has been determined by the courts to be "governmental." No case specifically addresses sewer utilities. I have inquired as to the County Prosecutor's Office position on this question, but I have not yet received a response.

### **3. Recommendation**

County Sewer has agreed to, and is working with us on, a proposed franchise similar to that which exists with Lakewood, under which our City would receive 6% of the gross earnings of the Sewer Utility collected in U.P. As noted, this could be considered by the Council this year. Because this is the most likely and timely path to additional revenue for the only utility which currently has no City surcharge, I recommend that we stay on the path of negotiation and avoid unilateral action of any kind.

# Memo

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**DATE:** January 21, 2016  
**TO:** City Council  
**FROM:** Eric A. Faison, Finance & Administrative Services Director  
**SUBJECT:** Council Budget Study Session

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## Background

A year ago at a Council workshop, Council had an extensive discussion on how to address the City's financial condition and the need to make adjustments to achieve a balanced, sustainable budget. This discussion, along with several follow-up Finance Committee and Council meetings, ultimately led to the elimination of two police positions and the adoption of a Council resolution eliminating City funding for the recreation program beginning in January 2017.

With these changes, along with higher revenues and lower expenditures than anticipated for 2015, our updated financial forecast has improved. We currently project that the Public Safety Fund will be stable through our 2025 planning period, with no additional cuts needed. The General Fund, however, still has a projected annual deficit of approximately \$600,000 – with the City having less than our goal of \$1 million in an ending fund balance beginning in 2022.

## TBD Sunset

The Council has previously discussed three options to address this deficit. The first option would be the removal of the sunset provision on the Transportation Benefit District's \$20 vehicle license fee (which is currently dedicated to the Street Fund). The elimination of this sunset provision would reduce the projected General Fund subsidy of the Street Fund by \$373,000 a year. Because this change does not begin until the second half of 2019, the effect of this decision, while significant, primarily reduces the projected deficit in the later years of our planning period.

## Sewer Franchise Surcharge

The second option is to harmonize the surcharge on our sewer franchise with the surcharge on our water franchise. As you are aware, all utilities within the City are subject to a tax, surcharge or fee for their use of the City's rights-of-way. Sewer is currently the lone exception. The City Attorney has provided additional information on this topic for this workshop. Charging Pierce County sewer

services the same fee that we currently charge Tacoma for water services (8%) would result in \$482,000 annually in additional General Fund revenue. This change, along with the elimination of the TBD sunset, would be sufficient to create a balanced and sustainable budget.

### **Staff and Service Level Cuts**

The last option involves the elimination of staffing positions and the corresponding reduction in services levels. With regard to this option, as you have seen before, the largest General Fund expenditures are:

- Debt service: \$3.56 million
- Salary/Benefits: \$2.2 million
- Transfer to Recreation: \$300,000
- Transfer to Park Maintenance: \$300,000
- Transfer to Streets: \$300,000
- Transfer to Development Services: \$600,000

Council previously considered and rejected the elimination of City events, the City's newsletter and UPTV. The elimination of City events would have saved approximately \$37,000 a year. The elimination of the City's contribution to the local newspaper would have saved \$48,000 a year. The elimination of UPTV would have saved \$116,000 a year. Council approved a Recreation and Park Maintenance resolution, eliminating the General Fund subsidy to recreation, but maintaining the subsidy for park maintenance. As a result, to address the City's \$600,000 annual deficit solely through cuts in the remaining \$3.1 million discretionary part of the City's budget would result in substantial cuts.

Under this option, the General Fund contribution to Development Services would be reduced to support only two positions and the contribution to Engineering would be reduced to support only one position. All other positions within the two Departments would be eliminated or supported by permit fees, grants or Surface Water Management Fund projects. Also eliminated would be the front desk position and the Economic Development Director/Assistant City Manager position (this reduction would occur later in the planning period). Total reductions, including recreation, would be approximately 20% of the City's workforce.

The effect of these reductions would be slower response times in General Fund supported activities, such as code changes, comprehensive plan amendments and other administrative requests. There also would be slower response times in fee supported activities, such as the processing of permits. Fee waivers could not be supported by the General Fund. All permit inquiries and reviews would be conducted on a fee basis, by appointment. Grant funded projects would be very limited, due to the lack of staffing to apply for and administer grants. Incoming calls would be directed by automated response. And the economic development program would be substantially reduced.

I have attached for your review several comparison forecasts illustrating the financial effect of the various options. Please note that these options are intended to address the systemic issues facing the City's General Fund Budget and do not address other strategic issues, such as street pavement maintenance or increases in the City's reserve funds.

### **Next Steps**

Staff seeks information on:

1. The Council's thinking with regard to the elimination of the TBD sunset provision;
2. The Council's thinking with regard to the negotiation or implementation of a sewer franchise surcharge, fee or tax; and
3. To what extent, in developing a 2017-2018 budget, should staff include cuts in staffing and service level.

SUMMARY OF OPTIONS

Ending Fund Balance – General Fund

	12/31/2015 Revised Budget	12/31/2015 YTD Est	12/31/2016 Revised Est	12/31/2017 Projected	12/31/2018 Projected	12/31/2019 Projected	12/31/2020 Projected	12/31/2021 Projected	12/31/2022 Projected	12/31/2023 Projected	12/31/2024 Projected	12/31/2025 Projected
General Fund - Baseline	3,672,044	4,953,913	5,094,342	4,608,154	4,051,955	3,425,641	2,548,615	1,491,610	237,391	(1,099,855)	(2,523,382)	(4,605,379)
General Fund - Scenario 1 - Revenue	3,672,044	4,953,913	5,094,342	5,090,154	5,020,775	4,886,149	4,692,228	4,509,795	4,135,163	3,682,569	3,148,812	1,961,751
General Fund - Scenario 2 - Cuts	3,672,044	4,953,913	5,094,342	5,085,708	5,032,887	5,027,605	4,796,892	4,514,105	4,064,187	3,562,340	3,006,348	1,804,565

BASELINE

	12/31/2015	12/31/2015	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	12/31/2023	12/31/2024	12/31/2025
	Revised Budget	YTD Est	Revised Est	Projected								
General Fund	\$ 3,672,044	\$ 4,953,913	\$ 5,094,342	\$ 4,608,154	\$ 4,051,955	\$ 3,425,641	\$ 2,548,615	\$ 1,491,610	\$ 237,391	\$ (1,099,855)	\$ (2,523,382)	\$ (4,605,379)
Police/Public Safety Fund	961,045	1,143,148	1,466,229	1,705,769	1,856,996	1,916,287	1,879,897	1,743,961	1,504,487	1,157,350	698,291	33,501
Parks and Recreation Fund	-	(0)	-	-	-	-	-	-	-	-	-	-
Street Fund	-	-	71,311	-	-	-	-	-	-	-	-	-
Development Services Fund	-	-	-	-	-	-	-	-	-	-	-	-
Internal Service Funds*	759,994	588,692	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934
<b>Sub Total</b>	<b>\$ 6,250,017</b>	<b>\$ 7,542,687</b>	<b>\$ 8,248,809</b>	<b>\$ 7,930,851</b>	<b>\$ 7,525,879</b>	<b>\$ 6,958,855</b>	<b>\$ 6,045,439</b>	<b>\$ 4,852,499</b>	<b>\$ 3,358,806</b>	<b>\$ 1,674,423</b>	<b>\$ (208,163)</b>	<b>\$ (2,954,950)</b>
Other Restricted Funds**	2,023,204	8,944,049	4,003,640	4,337,803	4,517,158	5,419,746	6,370,718	7,391,250	8,381,745	9,349,312	10,288,027	11,894,737
<b>Grand Total</b>	<b>\$ 8,273,222</b>	<b>\$ 16,486,736</b>	<b>\$ 12,252,450</b>	<b>\$ 12,268,654</b>	<b>\$ 12,043,037</b>	<b>\$ 12,378,601</b>	<b>\$ 12,416,157</b>	<b>\$ 12,243,749</b>	<b>\$ 11,740,551</b>	<b>\$ 11,023,735</b>	<b>\$ 10,079,864</b>	<b>\$ 8,939,787</b>
<i>*Internal Service Funds: IT Fund, Fleet Fund, Risk Management Fund</i>												
<i>**Restricted Funds: Arterial Street Fund, Real Estate Excise Tax Fund, Traffic Impact Fee Fund, LRF Fund, Transportation Benefit District, SWM Fund, Debt Service Fund, Paths &amp; Trails Fund, CIP Funds, Donations Fund</i>												
<b>General Fund Transfers/Subsidy:</b>												
Street Fund	532,215	489,395	-	247,934	274,837	309,961	520,737	707,498	738,776	771,102	804,510	839,034
Recreation	372,473	213,113	286,268	-	-	-	-	-	-	-	-	-
Parks Maintenance	330,045	322,746	332,714	354,697	395,691	418,896	444,485	471,319	501,144	497,793	528,208	560,330
Police	-	-	-	-	-	-	-	-	-	-	-	-
Development Services	393,559	350,410	590,496	636,315	666,903	693,462	720,917	749,298	778,635	808,962	840,306	840,306
	1,628,292	1,375,664	1,209,478	1,238,946	1,337,431	1,422,319	1,686,139	1,928,115	2,018,555	2,077,857	2,173,024	2,239,670
<b>Assumes:</b>												
TBD Sunsets in 5 years (2019)												
Continued GF support of Parks												
Eliminate GF Support of Rec 2017												
Continued GF support of Streets with no additional funding												

SCENARIO 1 – REVENUE OPTION

	12/31/2015 Revised Budget	12/31/2015 YTD Est	12/31/2016 Revised Est	12/31/2017 Projected	12/31/2018 Projected	12/31/2019 Projected	12/31/2020 Projected	12/31/2021 Projected	12/31/2022 Projected	12/31/2023 Projected	12/31/2024 Projected	12/31/2025 Projected
General Fund	\$ 3,672,044	\$ 4,953,913	\$ 5,094,342	\$ 5,090,154	\$ 5,020,775	\$ 4,886,149	\$ 4,692,228	\$ 4,509,795	\$ 4,135,163	\$ 3,682,569	\$ 3,148,812	\$ 1,961,751
Police/Public Safety Fund	961,045	1,143,148	1,466,229	1,705,769	1,856,996	1,916,287	1,879,897	1,743,961	1,504,487	1,157,350	698,291	33,501
Parks and Recreation Fund	-	(0)	-	-	-	-	-	-	-	-	-	-
Street Fund	-	-	71,311	-	-	-	-	-	-	-	-	-
Development Services Fund	-	-	-	-	-	-	-	-	-	-	-	-
Internal Service Funds*	759,994	588,692	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934
<b>Sub Total</b>	<b>\$ 6,250,017</b>	<b>\$ 7,542,687</b>	<b>\$ 8,248,809</b>	<b>\$ 8,412,851</b>	<b>\$ 8,494,699</b>	<b>\$ 8,419,364</b>	<b>\$ 8,189,053</b>	<b>\$ 7,870,684</b>	<b>\$ 7,256,577</b>	<b>\$ 6,456,847</b>	<b>\$ 5,464,031</b>	<b>\$ 3,612,180</b>
Other Restricted Funds**	2,023,204	8,944,049	4,003,640	4,337,803	4,517,158	5,419,746	6,370,718	7,391,250	8,381,745	9,349,312	10,288,027	11,894,737
<b>Grand Total</b>	<b>\$ 8,273,222</b>	<b>\$ 16,486,736</b>	<b>\$ 12,252,450</b>	<b>\$ 12,750,654</b>	<b>\$ 13,011,857</b>	<b>\$ 13,839,109</b>	<b>\$ 14,559,770</b>	<b>\$ 15,261,934</b>	<b>\$ 15,638,322</b>	<b>\$ 15,806,159</b>	<b>\$ 15,752,058</b>	<b>\$ 15,506,917</b>
<i>*Internal Service Funds: IT Fund, Fleet Fund, Risk Management Fund</i>												
<i>**Restricted Funds: Arterial Street Fund, Real Estate Excise Tax Fund, Traffic Impact Fee Fund, LRF Fund, Transportation Benefit District, SWM Fund, Debt Service Fund, Paths &amp; Trails Fund, CIP Funds, Donations Fund</i>												
<b>General Fund Transfers/Subsidy:</b>												
Street Fund	532,215	489,395	-	247,934	274,837	309,961	334,237	334,498	365,776	398,102	431,510	466,034
Recreation	372,473	213,113	286,268	-	-	-	-	-	-	-	-	-
Parks Maintenance	330,045	322,746	332,714	354,697	395,691	418,896	444,485	471,319	501,144	497,793	528,208	560,330
Police	-	-	-	-	-	-	-	-	-	-	-	-
Development Services	393,559	350,410	590,496	636,315	666,903	693,462	720,917	749,298	778,635	808,962	840,306	840,306
	1,628,292	1,375,664	1,209,478	1,238,946	1,337,431	1,422,319	1,499,639	1,555,115	1,645,555	1,704,857	1,800,024	1,866,670
<b>Assumes:</b>												
8% Sewer Surcharge												
No Sunset for TBD												
Continued GF support of Parks												
Eliminate GF Support of Rec 2017												
Continued GF support of Streets with no additional funding												

SCENARIO 2 - Cuts

	12/31/2015	12/31/2015	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	12/31/2023	12/31/2024	12/31/2025
	Revised Budget	YTD Est	Revised Est	Projected								
General Fund	\$ 3,672,044	\$ 4,953,913	\$ 5,094,342	\$ 5,085,708	\$ 5,032,887	\$ 5,027,605	\$ 4,796,892	\$ 4,514,105	\$ 4,064,187	\$ 3,562,340	\$ 3,006,348	\$ 1,804,565
Police/Public Safety Fund	961,045	1,143,148	1,466,229	1,705,769	1,856,996	1,916,287	1,879,897	1,743,961	1,504,487	1,157,350	698,291	33,501
Parks and Recreation Fund	-	(0)	-	-	-	-	-	-	-	-	-	-
Street Fund	-	-	71,311	-	-	-	-	-	-	-	-	-
Development Services Fund	-	-	-	-	-	-	-	-	-	-	-	-
Internal Service Funds*	759,994	588,692	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994	759,994
Strategic Reserve	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934	856,934
<b>Sub Total</b>	<b>\$ 6,250,017</b>	<b>\$ 7,542,687</b>	<b>\$ 8,248,809</b>	<b>\$ 8,408,404</b>	<b>\$ 8,506,811</b>	<b>\$ 8,560,819</b>	<b>\$ 8,293,717</b>	<b>\$ 7,874,994</b>	<b>\$ 7,185,602</b>	<b>\$ 6,336,617</b>	<b>\$ 5,321,567</b>	<b>\$ 3,454,994</b>
Other Restricted Funds**	2,023,204	8,944,049	4,003,640	4,347,167	4,536,166	5,448,688	6,409,891	7,440,962	8,442,312	9,421,060	10,371,291	11,978,001
<b>Grand Total</b>	<b>\$ 8,273,222</b>	<b>\$ 16,486,736</b>	<b>\$ 12,252,450</b>	<b>\$ 12,755,571</b>	<b>\$ 13,042,977</b>	<b>\$ 14,009,507</b>	<b>\$ 14,703,608</b>	<b>\$ 15,315,956</b>	<b>\$ 15,627,914</b>	<b>\$ 15,757,677</b>	<b>\$ 15,692,858</b>	<b>\$ 15,432,995</b>
<i>*Internal Service Funds: IT Fund, Fleet Fund, Risk Management Fund</i>												
<i>**Restricted Funds: Arterial Street Fund, Real Estate Excise Tax Fund, Traffic Impact Fee Fund, LRF Fund, Transportation Benefit District, SWM Fund, Debt Service Fund, Paths &amp; Trails Fund, CIP Funds, Donations Fund</i>												
<b>General Fund Transfers/Subsidy:</b>												
Street Fund	532,215	489,395	-	247,934	274,837	309,961	520,737	707,498	738,776	771,102	804,510	839,034
Recreation	372,473	213,113	286,268	-	-	-	-	-	-	-	-	-
Parks Maintenance	330,045	322,746	332,714	354,697	395,691	418,896	444,485	471,319	501,144	497,793	528,208	560,330
Police	-	-	-	-	-	-	-	-	-	-	-	-
Development Services	393,559	350,410	590,496	369,432	380,515	391,930	403,688	415,799	428,273	441,121	454,355	467,985
	1,628,292	1,375,664	1,209,478	972,063	1,051,043	1,120,787	1,368,910	1,594,616	1,668,193	1,710,016	1,787,073	1,867,349
<b>Assumes:</b>												
TBD Sunsets in 5 years (2019)												
Continued GF support of Parks												
Eliminate GF Support of Rec 2017												
Continued GF support of Streets with no additional funding												
Eliminate Front Desk												
Reduce(2019/2020) and Eliminate (2021) Economic Development/ACM position												
Reduce Development Services Staffing												
Reduce Engineering Staffing												

# Memo

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**DATE:** January 21, 2016  
**TO:** City Council  
**FROM:** Steve Victor, City Attorney  
**CC:** Steve Sugg, City Manager  
**SUBJECT:** 20-Year Review of Council Commissions: Purpose, Function and Appointment Process

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## I. INTRODUCTION

As I have learned over the past five years, the Council's appointed commissions are a subject of intense interest and often intense passion for Council Members. With that foremost in mind, I must be clear that the purpose of this memo, prepared at the request of the Mayor and Mayor Pro Tem, is simply to provide legal context and food for thought as this 2016 City Council undertakes the first comprehensive review of the purpose, function and process of its commissions since they were established twenty years ago.

Nothing in this memo should be taken as referencing or reflecting on the actual people who are currently appointed to commissions, or who have in the past been appointed to commissions, nor to the staff who have supported the commissions. This memo addresses only commission purpose, function and process.

## II. LEGAL CONTEXT

State law gives city councils the authority to create appointed commissions that are "advisory" to the city council, but provides almost no other specific directives. Although we often refer to the "statutory" nature of the Planning Commission, even that commission, which is formed under a special statute, is advisory only, and its authority is wholly at the discretion of the City Council. Because the actual statutes are so brief, I will provide them here in their entirety and explain their legal impact.

### 1. General Commission Statute – RCW 35A.13.080

"That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council."

## 2. Planning Commission Statute – RCW 35A.63.020

“By ordinance a code city may create a planning agency and provide for its membership, organization, and expenses. The planning agency shall serve in an advisory capacity to the chief administrative officer or the legislative body, or both, as may be provided by ordinance and shall have such other powers and duties as shall be provided by ordinance. If any person or persons on a planning agency concludes that he or she has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the agency so that he or she cannot discharge his or her duties on such an agency, he or she shall disqualify himself or herself from participating in the deliberations and the decision-making process with respect to the matter. If this occurs, the appointing authority that appoints such a person may appoint a person to serve as an alternate on the agency to serve in his or her stead in regard to such a matter.”

## 3. Commissions Under State Law

The above statutes, though brief, provide very important legal context for the work of all city commissions.

- a. **At Council’s request commissions advise Council on legislative policy.** Because all commissions are advisory only to the City Council, commission work is by definition “legislative” in nature rather than administrative. In a proper process, at the Council’s request, commissions review questions of legislative policy that are, or will be, before the Council. The Council must determine what legislative policy issues it desires to have commissions review, and task them with that study through legislation approved by at least a majority of the City Council in a public meeting. Individual Council Members may not privately task commissions with work. Commissions may not take independent action representing the City with other agencies or bodies.
- b. **Commissions may not perform or direct work of the administration.** It is a grave legal misconception that commissions are essentially volunteer staff that can be tasked by the Council with work that duplicates, or is otherwise properly the work of city staff, professional consultants, or is otherwise within the scope of authority of the administration. That practice must be avoided as a matter of law. State law expressly prohibits council members, or their commissioners, from engaging in the work of the administration. “Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the manager and neither the council nor any committee or member thereof shall give orders to any subordinate of the city manager, either publicly or privately.” (RCW 35A.13.120)

#### 4. Commissions Under City of U.P. Legislation

- a. **Commissions assist the City Council in fashioning legislative policy.** Commissions are exclusively advisory to the City Council. Commissions may not take independent action representing the City with other agencies or bodies. Commissions do not direct or otherwise participate in the work of the City's professional administration. *Resolution 719 - 2013.*
- b. **The City Council gives all direction to all commissions through written resolutions adopted through majority vote of the Council.** While commissioners often have discussions with individual Council Members, including the Mayor and Mayor Pro tem, all Council requests of, and direction to, commissions comes through adopted Council resolutions. Any reports, recommendations, work plans or other matters that commissions desire to bring before the City Council must be initiated by a written request from the commission and calendared for a particular City Council meeting date through the City Council's established agenda process. *Resolution 719 - 2013.*
- c. **The City Council directs and approves the number and frequency of commission meetings.** Typically, this occurs through approval by resolution of annual commission work plans. By Council resolution, all commission meetings must comply with the State Open Public Meetings Act (OPMA), and must be held within the City. This requirement means that all meetings must be calendared and published through the City Clerk's office to ensure the publication of timely and sufficient meeting notices. Commissions must adopt rules for the transaction of business and must keep written records of meetings, attendance and recommendations to Council. These records are a public record and are filed with the City Clerk. Because of the foregoing requirements, commissions may not meet informally or privately. *Resolution 752 - 2014; Resolution 666 - 2010; Resolution 688 - 2012.* All commissions will operate according to the City Council Rules of Procedure. *Resolution 719 - 2013.*
- d. **Staff resource and support for commissions are provided by the City Council in the Adopted Budget under the City Manager's authority.** In addition to the requirements regarding OPMA notice and record keeping, the City Council requires commissions to operate according to the Council Rules of Procedure. The Council's Rules require the attendance of staff at Council meetings. (*Resolution 678 - 2011*) Consequently, staff attendance is required at all commission meetings. The City's budget provides for staff support for commissions; therefore, all commission meetings must include attendance by the support staff designated by the City Manager to support each commission. *Resolution 752 - 2014; Resolution 666 - 2010; Resolution 688 - 2012.* Staff do not task commissions with work, or otherwise invent activities for the Council's advisory commissions. Only a majority of the City Council may task commissions with legislative policy work. Conversely, as discussed above, commissions cannot assign or perform staff work, so the development of any code amendments and legislation, including proposed commission work plans, are necessarily developed by staff.

### **III. 20-YEAR REVIEW OF COMMISSION STRUCTURE AND OPERATIONS**

The City Council currently maintains four standing advisory commissions that operate generally on at least a monthly meeting basis. Until a 2013 change to the Council Rules, methods for tasking commissions with work varied. The legal line between administrative programs and operations, and legislative policy work has sometimes been blurred in commission work.

Since 2013, the Council and commissions have operated under a more legally correct framework adopted into the City Council Rules by Resolution 719, but questions and misunderstandings persist. In undertaking this 20-year review of Council commission functions and operation, the point of departure is a clear understanding that the maximum potential scope of commission work is review and advice to the City Council on any legislative policy matter (ordinances) that will appear on a City Council agenda for Council consideration and a ultimately a Council vote.

It is especially important to always bear in mind that commissions stand in the shoes of, and do the work of, the Council, not the work of the administration. The administration develops new City codes, ordinances, agreements and all legislation that comes before the Council. The role of commissions, if so tasked by the Council, is to review the potential legislation ahead of Council's review and to advise the Council of the commission's views on that legislation. In the case of the Planning Commission, the Council has also, by resolution, tasked that Commission with conducting public hearings on zoning and other land use legislation as a part of formulating its recommendations back to Council.

In addition, just as Council Members may propose new legislative policy initiatives, commissions may propose new legislative policy, but before staff work begins on such commission proposals, at least a majority the Council must approve such new policy initiatives, either as a part of the commission's annual work plan, or by separate resolution.

#### **1. Essential Questions for Consideration**

- a. **Does at least a majority of the 2016 City Council believe that there are a sufficient number of legislative policy issues that it wishes to refer to commissions, and/or a need for additional commission-generated legislative policy proposals to justify continuing to maintain four (4) separate standing Council commissions that meet monthly?**

This is the fundamental question for a 20-year review.

- b. If a majority of the current Council believe that several standing commissions remain necessary, are the broad commission topics of Planning, Public Safety, Parks and Recreation, and Economic Development still the correct focus, or should the Council consider more narrowly focused, or alternate topics?

Many other cities also have commissions whose work is specific to functions that do not exist in University Place, including civil service commissions and retirement commissions, for example.

## 2. Alternate Commission Models

If a majority of this Council considers that four standing commissions meeting monthly are not justifiable in terms of legislative policy review and production and allocation of limited staff resources, the Council could consider alternative resident advisory commissions.

- a. A planning commission, and only one other general standing legislative policy advisory commission or committee for the review and generation of legislative policy that is outside the scope of the planning commission.
- b. A planning commission, and ad-hoc legislative policy commissions created and appointed for specific subjects as the Council determines such ad-hoc commissions are necessary for particular issues. Each ad-hoc commission would have a clear task and a specific sunset date provided by the Council in its originating legislation.
- c. A planning commission, and several other general standing legislative policy advisory commissions that meet only when tasked by the Council with the review or generation of legislative policy, rather than on a fixed monthly schedule.

## IV. COMMISSION APPOINTMENTS

### 1. Appointment Process.

As described above, State law mandates that commissioners be appointed by the Mayor, subject to confirmation by the Council. The City's current process wholly conforms to that minimum requirement; however, it has limited involvement for other members of the Council. The current Council Rules do allow for a post-appointment Council interview process, but that has not been utilized in the last two years.

"The Council, by majority vote, may choose to interview all of the Mayor's appointments to any commission, or all commissions. All Council interview questions shall be approved by Human Resources and shall be asked of each new candidate. Previous members seeking re-appointment may be asked a different set of questions due to their prior service on the commission."

Should the Council desire to establish in its Rules a process where additional participation by the whole Council occurs in the pre-appointment process, the Council may do so, as long as the essential Mayoral appointment, followed by Council confirmation process, remains intact.

## **2. Commission Terms.**

The Council Rules neither limit the terms of advisory commissioners nor provide any direction to the Mayor in regard to affording as many City residents as possible the opportunity to serve on an advisory commission in order to ensure that such commissions are representative of diversity within the community, and to afford fresh and changing perspectives on the subjects to be studied.

Should this Council find it important to provide for such diversity in perspective, the Council could consider adding advisory commission term limits to the Council Rules, or add specific direction to the Mayor to place importance upon ensuring that appointments afford as many residents as possible the opportunity to serve on an advisory commission and thereby ensure that commissioners are representative of our residents' diverse and changing perspectives.



# **CITY COUNCIL RULES OF PROCEDURE**

**CITY COUNCIL RULES OF PROCEDURE  
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**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

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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.

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 by 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. Following roll call, the Presiding Officer shall inform the Council of the member's absence and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process, will be considered unexcused and it shall be so noted in the minutes. Councilmembers may participate in meetings by speaker phone. Participation will not constitute attendance and the Councilmember will not be able to vote via teleconference.
2. Late Arrivals. Members of the Council who anticipate a late arrival to a City Council meeting should contact the Mayor prior to the meeting and state the reason for the expected late arrival. 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. Councilmembers who do not follow the above process and are not in attendance at the time of roll call, will be considered as an unexcused tardy. Three unexcused tardies will constitute one unexcused absence. Councilmembers who are not in attendance within one hour of roll call, and have not followed the above process, will be considered as an unexcused absence. Arrival times of Councilmembers will be noted in the minutes.
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.

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

## Council Rules of Procedure

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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.
  - 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.

## Council Rules of Procedure

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- 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 exigent 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 motion, which after passage will be documented verbatim in the minutes of the Council meeting and retained in the files of the City Clerk.

### 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. CITY ADVISORY COMMISSIONS

The City of University Place's Commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Council in the decision-making process. Effective citizen participation is an invaluable tool for local government.

All City Commissions are advisory to the City Council and are not authorized to take independent action representing the City with other agencies or bodies.

- A. Establishment and Dissolution of Advisory Bodies. These advisory bodies will be established by City Resolution or Ordinance, if required by state statute. The enacting resolution or ordinance will set forth the size of each advisory group, which will be related to its duties and responsibilities; the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work. The Council may dissolve any advisory body that, in their opinion, has completed its working function, or for any other reason.
- B. Appointment to Advisory Bodies. In conformance with State law, interviews of applicants and appointments to advisory bodies will be made by the Mayor. In considering appointments, the Mayor may interview applicants as he or she deems necessary and will confer with the City Attorney and Police Chief regarding any applicant criminal history disclosed by a background

check. The Mayor's appointments will be reviewed for confirmation by the City Council during a Regular Meeting. The Council, by majority vote, may choose to interview all of the Mayor's appointments to any commission, or all commissions.

Vacancies may be advertised so that any interested citizen may submit an application. Application process shall begin in October of each year. Applicants are urged to be citizens of the City of University Place, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body. As a condition of application, all applicants must consent to a criminal background check.

All new candidates for appointment to an advisory commission must attend at least one meeting of the commission to which they seek appointment. Current commissioners seeking re-appointment shall submit an updated application. If the Mayor so requests, the current chairperson and vice chairperson of a commission will interview applicant(s) for their respective commissions, and submit a list of top three strengths, specific skills or background for each candidate, as well as any qualification limits that may prove helpful for appointments to that commission.

All Council interview questions shall be approved by Human Resources and shall be asked of each new candidate. Previous members seeking re-appointment may be asked a different set of questions due to their prior service on the commission. After review and interviews, if any, the City Council by vote may affirm or reject any of the Mayor's appointments. In the event an appointee is rejected, the Mayor, in his or her discretion, may appoint another existing applicant, or re-advertise the position. This process may continue for each open position until the City Council has affirmed a Mayoral appointment for each open Commission position. Appointments are confirmed individually. The Council need not confirm the Mayor's entire roster of appointments for any commission, but may proceed with confirmation of all acceptable appointments.

Newly appointed members will receive a briefing by the City Commission support staff regarding duties and responsibilities of the members of the advisory body. Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

All commission appointments continue until a successor is appointed and confirmed, or until resignation or removal.

- C. Conduct of Business. All Commissions will operate according to the City Council rules of procedure and conduct themselves fully in accordance with the Washington State Open Public Meetings Act, provided that each Commission may determine the number of meetings necessary for the business needs of the advisory group, unless otherwise established in the enacting resolution or ordinance.
- D. Direction and Reporting. The City Council will give all formal directions and approvals to all commissions through written resolution of the Council. Any reports, recommendations, work plans or other matters that Commissions desire to bring before the City Council will be initiated by a written request from the Commission, and calendared for a particular City Council meeting date through the City Council's established agenda process.

**SECTION 6. 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**

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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.

### **SECTION 7. 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. Study Sessions. Study Sessions may be held during Regular or Special meetings for the purpose of considering current issues of the City, coordinating the work of the City Council, and discussing draft ordinances, resolutions, and policy issues in detail.
- D. 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.
- E. Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m.; Study Sessions 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 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.

### **SECTION 8. COUNCIL ORDER OF BUSINESS**

- A. Order of Business for Regular Meetings. The order of business for each Regular Meetings shall be as follows:

Regular Session (6:30 p.m. – 9:00 p.m.)

- 1. Call to Order
- 2. Roll Call, Pledge of Allegiance
- 3. Executive Session (as necessary)
- 4. Approval of Minutes of Previous Meeting
- 5. Approval of Agenda
- 6. Commendations/Presentations
- 7. Public Comments

## Council Rules of Procedure

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8. Council Comments/Commission Reports
  9. Consent Agenda
  10. Public Hearing
  11. Ordinances, Resolutions and Motions
  12. Council Considerations
  13. Report of City Manager
  14. Report of Mayor
  15. Executive Session (as necessary)
  16. Adjournment
- B. Order of Business for Special Meetings or Study Sessions. The order of business for each Special Meeting or Study Session is as follows:
- Special Meeting/Study Session (6:30 p.m. – 9:00 p.m.)
1. Call to Order
  2. Roll Call
  3. Public Comments
  4. Study Items
  5. Council Considerations
  6. Ordinance, Resolutions and Motions
  7. Council discussion of upcoming preliminary agenda items
  8. Council Comments
  9. Council Committee Reports
  10. Executive Session (as necessary)
  11. Adjournment
- C. Council Agenda. When necessary, the Mayor or other Councilmember, with the consent of the Council, may change the order of business. No legislative item not on the agenda shall be voted upon; a motion to suspend the rules would be necessary in order to vote on a legislative item not on the agenda.

### SECTION 9. CONDUCT OF BUSINESS

- A. Motions. Business is brought before the Council by motions, which constitute a formal procedure for taking actions. To make a motion, a member must first be recognized by the Presiding Officer. After the member has made a motion (and after the motion is seconded if required) the chair must then restate it or rule it out of order, then call for discussion.
- B. Staff Input. During Regular or Special Meetings of the Council, the Presiding Officer will call for a staff report on business items as the agenda is considered and before a motion is entertained by the Presiding Officer. Councilmembers shall withhold questions until the staff report is completed. Once a motion is pending, debate is limited to Councilmembers; additional staff input will be limited to providing clarification on issues if requested by a Councilmember.
- C. Reconsideration. A motion to reconsider is in order during the meeting after a motion has been acted upon either at the same meeting or at the next Regular or Special Meeting of the Council. It must be made by a member who voted on the prevailing side, i.e., if a motion fails to pass, reconsideration must be moved by one who voted against the motion. It is debatable and requires a majority vote.

### SECTION 10. PUBLIC TESTIMONY

- A. Public Comment. During Regular or Special Meetings of the Council, public comments will be invited during the Public Comment portion of the agenda. The public is also invited to provide written comment on any non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the City Clerk by 1:00 p.m. of the Wednesday preceding the Regular

## Council Rules of Procedure

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Meeting. If written comments are given at the meeting, the presenter should provide eleven copies for the Council and staff.

In addition, public oral testimony may be taken on other non-quasi-judicial or legislative matters as they arise during the course of the meeting agenda. However, once a motion is pending, debate is limited to Councilmembers and no further public comment will be taken, unless a Councilmember requests further testimony.

Public comments should be limited to no more than three minutes per person. The Presiding Officer may further limit the public comments to one to two minutes per person to accommodate additional commentary and shall have the discretion to notify and allow the speaker to conclude its statement within the next minute to stay within the allotted time period.

Public comment period is a time to comment and request information; however, it is not a question and answer session. Council should indicate that concerns will be looked into and addressed appropriately at a later time.

The Council may more informally take public comments at a Study Session, when appropriate and practical, upon approval of motion to do so. 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 up to 15 minutes on a future Study Session agenda as time allows.

- B. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address and organization.
- C. Instructions for Speakers. An instruction notice and/or sign-up sheet will be provided at the entrance to the Council Chambers. Speakers will be advised by the Mayor that their testimony is being recorded. Persons testifying should address their comments to the City Council, not the audience.
- D. Addressing Council Outside of a Public Hearing or Public Comments. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

### **SECTION 11. CONSENT AGENDA**

- A. The City Manager in consultation with the Presiding Officer, shall place matters on the Consent Agenda which: (a) have been previously discussed or policies set by the Council; or (b) based on the information delivered to members of the Council, by administration, can be reviewed by a Councilmember without further explanation; or (c) are so routine or technical in nature that passage is likely. Council shall email or phone staff with questions concerning items on the Consent Agenda prior to the meeting to enable staff to do additional research and preparation.
- B. The motion to adopt the Consent Agenda shall be non-debatable and have the effect of moving to adopt all items on the Consent Agenda. Since adoption of any item on the Consent Agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council meeting.

### **SECTION 12. PUBLIC HEARINGS**

The Public Hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions which determine the legal rights, duties, or privilege of specific parties. The following rules shall be observed during public hearings:

A. Legislative/Information Gathering Public Hearing.

1. Open Public Hearing – The Presiding Officer will open the public hearing.
2. Staff Presentation – For an initial presentation of background information from a City Department, a City Board, Commission, or Committee, or an organization such as the Fire District, the Library District, or the School District, no more than 20 minutes will be allowed, unless otherwise authorized by the Presiding Officer.
3. Commission/Committee Report – For presentation of Commission or Committee recommendations, and a minority report if applicable, to Council no more than 10 minutes will be allowed, unless otherwise authorized by the Presiding Officer.
4. Citizen Comments – 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.
5. Staff Comments – Additional staff comments may be requested by Council following citizen comments.
6. Close Public Hearing – At the conclusion of citizen or staff comments, the Presiding Officer will close the public hearing.
7. Council Deliberation.
8. Council Action.
9. Timekeeper. The City Clerk shall be the timekeeper.

B. Quasi Judicial Public Hearings.

Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the public will be informed by the City Attorney as to what State law permits as to public comments. In addition, quasi-judicial hearings will be conducted in conformance to procedures outlined in other City ordinances such as the Hearings Examiner Ordinance and the Ordinance Adopting New Administrative Procedures for the Processing of Project Permit Applications as required by the Regulatory Reform Act.

**SECTION 13. AGENDA AND LEGISLATION**

- A. Agenda Development. The City Manager will prepare an agenda for each Council meeting in consultation with the Mayor and Mayor Pro Tem specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. An item may be placed on the agenda by the City Manager, or by the request of at least two Councilmembers. 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.
- B. Preparation of Legislation. When two or more Councilmembers desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager, and will work with the City Attorney in drafting the legislation to ensure that the draft is lawful and in proper form.
- C. Study Session Review. Consideration and voting on any subject, legislation, or communication by the Council shall not be placed on the agenda of a Council business meeting, unless the subject, legislation, or communication has been reviewed by the full Council in Study Session at

## **Council Rules of Procedure**

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least one week prior to the date it is considered in the business meeting. Where exigent circumstances exist as determined by a majority vote of the City Council, the Council may determine to consider a subject, legislation, or communication in its business meeting without prior Study Session review.

- D. Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.
- E. Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
- F. The final Agenda is set by the Mayor and or the Mayor Pro Tem. Both Mayor and Mayor Pro Tem should be present during Agenda meetings. If the Mayor or Mayor Pro Tem is not available, an attempt should be made to bring another Councilmember in to participate in the meeting.

### **SECTION 14. EFFECT/WAIVER OF RULES**

In the intent of the City Council 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.

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

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**Proposed Council Action:**

Confirm Julie Finnegan's re-appointment to the Parks & Recreation Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Parks & Recreation Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Julie Finnegan's re-appointment to the Parks & Recreation Commission for a four-year term ending January 31, 2020.

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

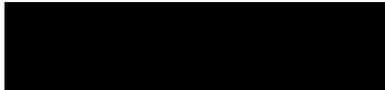
I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name

s. Julie Finnegan

\*Home Phone



\*Street Address



Work Phone

\*City, State, Zip

University Place Wa 98466

UP Resident?

Yes  No

\*Email Address (Work email addresses become public information)

Are you over the age of 18?  Yes  No

If No, date of birth:

Occupation:

Para-educator

Education:

CHS, continuing education for my school job

Professional and/or Community Activities:

Park Commissioner, I have volunteered my labor at several of our parks, and services at the school

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain: \_\_\_\_\_

Are there any special accommodations that you require?

Yes  No If Yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain: \_\_\_\_\_

Please provide names and phone numbers of three references:

Name: Amanda Lackey  
Name: Joe Petree  
Name: Wendy Bemis

Phone:

Phone:

Phone:

In case of an emergency, please contact:

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature:

Judith Tennegan

Date:

12/5/15

SUPPLEMENTAL APPLICATION  
RE-APPOINTMENT TO PARKS AND  
RECREATION COMMISSION



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Name: Julie Finnegan

**Note: All information on this form becomes public information when submitted. Please type or print clearly.**

Why do you want to continue serving on the Commission?

In the last three years our commission  
has accomplished so much, I would like to  
really see this through!

What do you feel is the most important task of the Commission and what skills do you bring to accomplish this task?

I think one of the most important tasks is working  
with the public and understanding their specific  
needs and ideas. I have gained great experience  
working with some extremely seasoned and knowledgeable people!

Describe your involvement in the Commission and the results achieved by your participation.

We worked very these past few years. After  
meeting with the public, we put together a 20 year  
vision plan, how to impliment this. There were also  
numerous presentations to city council

What, in your opinion, is the most significant issue that needs to be addressed by the Commission at this time?

Metro Parks ☺

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

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**Proposed Council Action:**

Confirm Bruce Holmberg's appointment to the Parks & Recreation Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Parks & Recreation Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Confirm Bruce Holmberg's appointment to the Parks & Recreation Commission for a four-year term ending January 31, 2020.

DEC 14 2015

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name Bruce Holmberg \*Home Phone [REDACTED]

\*Street Address [REDACTED] Work Phone \_\_\_\_\_

\*City, State, Zip University Pl WA 98466 UP Resident?  Yes  No

\*Email Address (Work email addresses become public information) [REDACTED]

Are you over the age of 18?  Yes  No If No, date of birth: \_\_\_\_\_

Occupation: currently working w/ The VA in a veterans BACK TO work program

Education: Some college, Trade school - studied accounting  
Trade school - trucking

Professional and/or Community Activities:

Volunteer w/ Parks & Recreation as a youth  
Baseball coach. Volunteer at other city events

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Are there any special accommodations that you require?

Yes  No If Yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PARKS AND RECREATION COMMISSION



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Note: All information on this form becomes public information when submitted. Please type or print clearly.

Describe why you are interested in serving on the Parks and Recreation Commission:

I've been a volunteer w/ parks & <sup>recreation</sup> ~~recreation~~  
since 2007, I'd like to take it to a new  
level. Using my experience w/ the military,  
management and as a former <sup>board</sup> member in  
a condominium complex.

What do you feel is the most important task of the Parks and Recreation Commission?

The up keep of our senior / youth  
programs. Maintaining a vital and <sup>healthy</sup> ~~healthy~~  
recreation program.

Describe results you have seen of the Parks and Recreation Commission's work in University Place.

Beautiful and well maintained parks  
youth programs to offer to our youth,  
acquiring the land around the Cirque /  
Alameda area.

What, in your opinion, is the most significant issue that needs to be addressed by the Parks and Recreation Commission at this time?

To come up with a solution to  
continue our youth and senior programs  
beyond 2016.

Please provide names and phone numbers of three references:

Name: Rebecca Uader

Phone:

Name: Chris Sanders

Phone:

Name: Connie Wallie

Phone:

In case of an emergency, please contact:

\*Name:

\*Name:

\*Phone:

\*Relationship:

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature:

Bruce Holberg

Date:

12/10/15

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

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**Proposed Council Action:**

Confirm Susan Mauss' appointment to the Parks & Recreation Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Parks & Recreation Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Confirm Susan Mauss' appointment to the Parks & Recreation Commission for a four-year term ending January 31, 2020.

## Debora Nicholas

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**From:** Sue Mauss <Sue@NyeRealty.com>  
**Sent:** Thursday, January 21, 2016 9:42 AM  
**To:** Debora Nicholas  
**Subject:** Park & Recreation Commission

Good morning,

I would be honored to accept the Park Commission volunteer position. Please let me know what the next steps are in this process.

Best regards,

**SUE MAUSS**  
**NYE REALTY**  
Real Estate Consultants  
(253)-241-5050  
[Sue@NyeRealty.com](mailto:Sue@NyeRealty.com)  
[NYEREALTY.COM](http://NYEREALTY.COM)

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name Susan A MAUSS \*Home Phone [REDACTED]

\*Street Address [REDACTED] Work Phone [REDACTED]

\*City, State, Zip University Place, Wa 98466 UP Resident?  Yes  No

\*Email Address (Work email addresses become public information) [REDACTED]

Are you over the age of 18?  Yes  No If No, date of birth:

Occupation: Real Estate agent

Education: High School Diploma

Professional and/or Community Activities:  
Treasurer on Board of Directors for ~~the~~ Curtis Hoopsters Basketball team for Curtis High School.

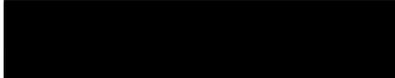
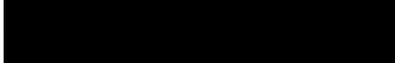
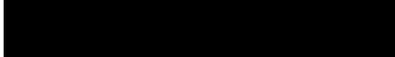
Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?  
 Yes  No If yes, please explain: \_\_\_\_\_

Are there any special accommodations that you require?  
 Yes  No If Yes, please describe: \_\_\_\_\_

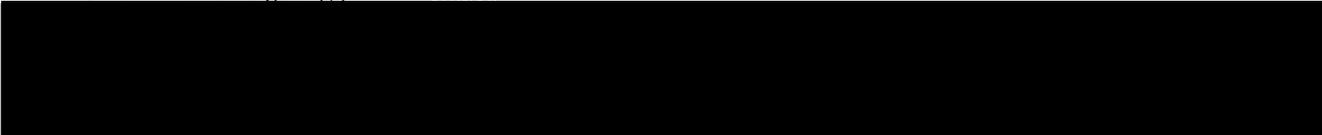
Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  
 Yes  No If yes, please explain: \_\_\_\_\_

Please provide names and phone numbers of three references:

Name: Marilyn Coleman  
Name: Leslie Tripp  
Name: Mike Mauss

Phone:   
Phone:   
Phone: 

In case of an emergency, please contact:



To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: Susan Mauss

Date: 12-31-15

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PLANNING COMMISSION



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Note: All information on this form becomes public information when submitted. Please type of print clearly.

Describe why you are interested in serving on the Planning Commission:

I have lived in University Place since 1986. My last employment of 30 years involved Project Management. I miss the accomplishments, however not the stress I believe my experience would benefit this

What do you feel is the most important task of the Planning Commission? position.

To represent all citizens and business owners interest.

Describe results you have seen of the Planning Commission's work in University Place.

It is my understanding the Planning Commission is a sounding board for UP City Council so at this time I am unsure what they have specifically as it relates to the meeting minutes I have reviewed for the past few months.

What, in your opinion, is the most significant issue that needs to be addressed by the Planning Commission at this time?

Ease for business owners to run and operate in the City of U.P.

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

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**Proposed Council Action:**

Confirm Ken Campbell's appointment to the Planning Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Planning Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Ken Campbell's appointment to the Planning Commission for a four-year term ending January 31, 2020.

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name KEN CAMPBELL \*Home Phone \_\_\_\_\_

\*Street Address \_\_\_\_\_

\*City, State, Zip UNIVERSITY PLACE WA 98466 UP Resident?  Yes  No

\*Email Address (Work email addresses become public information) \_\_\_\_\_

Are you over the age of 18?  Yes  No If No, date of birth: \_\_\_\_\_

Occupation: OWNER/BROKER KEN CAMPBELL REAL ESTATE LLC

Education: B of Science (chemistry)

Professional and/or Community Activities:  
LIEGONSON REAL ESTATE BROKER  
PAST member U.P. SHORELINE UPDATE ADVISORY COMMITTEE

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?  
 Yes  No If yes, please explain: HOME BASED REAL ESTATE BROKER

Are there any special accommodations that you require?  
 Yes  No If Yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  
 Yes  No If yes, please explain: \_\_\_\_\_

Please provide names and phone numbers of three references:

Name: HOWARD LEE

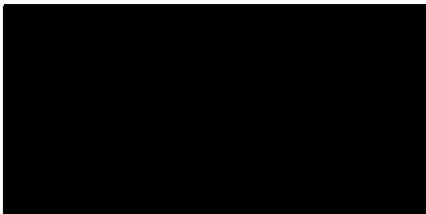
Phone:

Name: ANNIE FITZSIMMONS

Phone:

Name: JIM ELLINSON

Phone:



In case of an emergency, please contact:

\*Name:



\*Name:

\*Phone:

\*Relationship:

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: *Ken Campbell*

Date: Dec 22, 2015

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PLANNING COMMISSION

University Place  
WASHINGTON 

3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Ken Campbell 12/22/2015

Note: All information on this form becomes public information when submitted. Please type or print clearly.

Describe why you are interested in serving on the Planning Commission:

- HELP IN FUTURE DIRECTION OF THE CITY'S DEVELOPMENT
- PROVIDE GREATER INPUT FOR CITIZENS AND BUSINESS
- TRY TO MINIMIZE BURDEN ON DEVELOPMENT, YET PRESERVE CHARACTER AND INTEGRITY OF THE COMMUNITY

What do you feel is the most important task of the Planning Commission?

- ASSURE A RESPONSIVE MEANS FOR CITIZENS TO HAVE A PART IN THE DEVELOPMENT OF THE CITY,
- ASSURE THAT ROAD MAP FOR FUTURE DEVELOPMENT IS CLEAR, CONCISE AND FAIR FOR RESIDENTS AND BUSINESS

Describe results you have seen of the Planning Commission's work in University Place.

- TOWN CENTER, GROWTH MANAGEMENT ACT
- SHORELINE MANAGEMENT ACT UPDATE
- DESIGNATIONS OF COMMERCIAL AREAS AND HIGH DENSITY AREAS

What, in your opinion, is the most significant issue that needs to be addressed by the Planning Commission at this time?

- PROVIDE A PREDICTABLE ROADMAP FOR FUTURE BUSINESS DEVELOPMENT LOCATIONS AND UPGRADES (PERMITTING)
- PROVIDE A FAIR AND EASY WAY FOR RESIDENTS TO IMPROVE THEIR PROPERTY VIA PERMITTING PROCESS

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

**Proposed Council Action:**

Confirm David Graybill's appointment to the Planning Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7

**Dept. Origin:** City Clerk's Office

**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_

**Approved as to Form by City Atty:** \_\_\_\_\_

**Approved by City Manager** \_\_\_\_\_

**Approved by Finance Director:** \_\_\_\_\_

**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Planning Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Confirm David Graybill's appointment to the Planning Commission for a four-year term ending January 31, 2020.

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

RECEIVED

DEC 30 2015

CITY CLERK'S OFFICE

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name DAVID W. GRAYBILL

\*Home Phone

\*Street Address

Work Phone

\*City, State, Zip University Place WA 98467

UP Resident?

Yes  No

\*Email Address (Work email addresses become public information)

Are you over the age of 18?  Yes  No

If No, date of birth:

Occupation: Retired

Education: B.A. - U. of Iowa M.A. - City University

Professional and/or Community Activities:

Rotary #8,  
Volunteer activity (current) United Way of Pierce Co. - Director, Campaign  
Cabinet, Advocacy Co-chair, World Trade Center - Exec. Committee, Community of Christ Church

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain:

Are there any special accommodations that you require?

Yes  No If Yes, please describe:

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain:

Please provide names and phone numbers of three references:

Name: Steve Worthington

Phone: 

Name: Javier Figuerora

Phone: 

Name: Mary Jane Dubbs, CPA

Phone: 

In case of an emergency, please contact:



\*Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_ \*Relationship: \_\_\_\_\_

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: Wanda W. Graft

Date: 12/29/15

# SUPPLEMENTAL APPLICATION FOR APPOINTMENT PLANNING COMMISSION



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

*Note: All information on this form becomes public information when submitted. Please type or print clearly.*

Describe why you are interested in serving on the Planning Commission:

As a 30+ year resident I am interested in the quality of residential and commercial development of the community as well as the existing neighborhoods - My background and experience in economic and community development, growth mgmt and Trans planning could be helpful.

What do you feel is the most important task of the Planning Commission?

To assure and recommend the appropriate zoning/land use planning and decisions made by U.P. To encourage where possible quality growth and development with an emphasis on economic viability and vitality.

Describe results you have seen of the Planning Commission's work in University Place.

Recent completion of shoreline plan - multi-year effort  
Attainment of provisional "growth center" status.

What, in your opinion, is the most significant issue that needs to be addressed by the Planning Commission at this time?

Streamline processes wherever possible to encourage investment certainty and neighborhood integrity... provide certainty. A major issue would be the "growth center" designation by PSRC and all that it entails - especially in transportation planning.

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

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**Proposed Council Action:**

Confirm Stephen Smith's re-appointment to the Planning Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7

**Dept. Origin:** City Clerk's Office

**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_

**Approved as to Form by City Atty:** \_\_\_\_\_

**Approved by City Manager** \_\_\_\_\_

**Approved by Finance Director:** \_\_\_\_\_

**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Planning Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Stephen Smith's re-appointment to the Planning Commission for a four-year term ending January 31, 2020.

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name

Stephen Smith

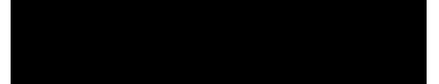
\*Home Phone



\*Street Address



Work Phone



\*City, State, Zip

UP, WA 98466

UP Resident?

Yes  No

\*Email Address (Work email addresses become public information)



Are you over the age of 18?  Yes  No

If No, date of birth:

Occupation:

Executive Director

Education:

Masters

Professional and/or Community Activities:

UP Planning Commission, PCAF Board of Director, Pierce College Board of Trustees, Rotary Club of Tacoma

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain: \_\_\_\_\_

Are there any special accommodations that you require?

Yes  No If Yes, please describe: \_\_\_\_\_

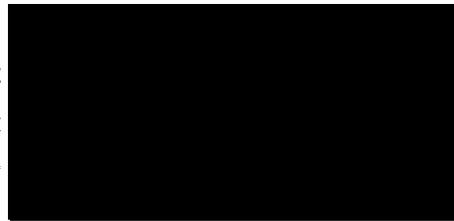
Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain: \_\_\_\_\_

Please provide names and phone numbers of three references:

Name: Michele Johnson  
Name: Ryan Mello  
Name: Stan Flemming

Phone:  
Phone:  
Phone:



In case of an emergency, please contact:



\*Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_ \*Relationship: \_\_\_\_\_

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: 

Date: Dec. 15, 2015

SUPPLEMENTAL APPLICATION  
RE-APPOINTMENT TO PLANNING  
COMMISSION

University Place  
WASHINGTON

3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Name: Steve Smith

**Note: All information on this form becomes public information when submitted. Please type or print clearly.**

Why do you want to continue serving on the Commission?

As our region and city continue to grow, retaining the charm and small-town feel of University Place is important. I can help accomplish this serving on this Commission.

What do you feel is the most important task of the Commission and what skills do you bring to accomplish this task?

With increasing density, infrastructure changes and compliance with regional and state growth requirements, it is important to retain a strong perspective on living standards in U.P. My management experience allows me to weigh and evaluate issues and make recommendations.

Describe your involvement in the Commission and the results achieved by your participation.

As a member of the Commission, I have added considerations for UP residents who are not property owners. How are we retaining a quality of life for renters in multi-family housing areas is an important criteria to consider and does not overly burden property owners.

What, in your opinion, is the most significant issue that needs to be addressed by the Commission at this time?

Increased density requirements are changing the characteristics of U.P. It is critical for the planning Commission to balance these new requirements with the original vision of our city as a community that provides a high quality of life.

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

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**Proposed Council Action:**

Confirm Jeanne Thurston's appointment to the Public Safety Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Public Safety Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Confirm Jeanne Thurston's appointment to the Public Safety Commission for a four-year term ending January 31, 2020.

## Debora Nicholas

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**From:** Juana THur <jeannethurston@gmail.com>  
**Sent:** Wednesday, January 20, 2016 2:32 PM  
**To:** Debora Nicholas  
**Subject:** PUBLIC SAFETY COMMISSION

Hi Debora,

I am writing to advise of my interest in the Public Safety Commission opening. As a career public servant and U.S. Military Verteran, I have experience working in partnership with Police, Fire, School districts as well as mentoring children within the community. I would like to play a role in public safety issues and an active voice in all that the commission does to make UP a better place.

Cheers

Jeanne Thurston

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS

University Place  
WASHINGTON 

3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

RECEIVED  
RECEIVED  
JAN 11 2016  
1:31:27 PM  
CITY CLERK'S OFFICE

Name

JEANNE A. THURSTON

\*Home Phone

\*Street Address

[REDACTED]

Work Phone

[REDACTED]

\*City, State, Zip

University Place

UP Resident?

Yes  No

\*Email Address (Work email addresses become public information)

[REDACTED]

Are you over the age of 18?  Yes  No

If No, date of birth:

Occupation:

FEDERAL GOVERNMENT EMPLOYEE

Education:

B.S. CRIMINAL JUSTICE | M.B.A. | PH.D. - COGNITIVE PSYCHOLOGY

Professional and/or Community Activities:

VICTIM ADVOCATE | U.S. NAVY VETERAN  
MENTOR - AT RISK YOUTH | Zoning + Planning Board

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain: N/A

Are there any special accommodations that you require?

Yes  No If Yes, please describe: N/A

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain: N/A

Please provide names and phone numbers of three references:

Name: PIER HARRIS III

Phone: [REDACTED]

Name: SUNNY BELLO

Phone: [REDACTED]

Name: MARQUIS THOMPSON

Phone: [REDACTED]

In case of an emergency, please contact:

[REDACTED]

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals, and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program, and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: Jeanne Thurston

Date: 12/31/15

SUPPLEMENTAL APPLICATION FOR APPOINTMENT  
PLANNING COMMISSION

University Place  
WASHINGTON 

3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Note: All information on this form becomes public information when submitted. Please type or print clearly.

Describe why you are interested in serving on the Planning Commission:

BASED on my previous experience in planning & zoning, I possess the knowledge and expertise that is required to make practical recommendations for future land uses. Correct zoning of properties is also important as well.

What do you feel is the most important task of the Planning Commission?

THE planning Commission must support the City's vision for development standards & have a thorough understanding of the land use code in addition to the comprehensive plan.

Describe results you have seen of the Planning Commission's work in University Place.

The City Center - Chamber's Crossing  
Sidewalks - "Resident Safety"  
Roundabouts

Enforcement of land use regulations

What, in your opinion, is the most significant issue that needs to be addressed by the Planning Commission at this time?

the most significant issue that needs to be addressed is to be more involved in community growth and development. Members should be advocates for the community that they serve. Accessibility is a must.

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

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**Proposed Council Action:**

Confirm Melody William's re-appointment to the Public Safety Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Public Safety Commission. All Commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Confirm Melody William' re-appointment to the Public Safety Commission for a four-year term ending January 31, 2020.

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name Melody Williams

\*Home Phone [REDACTED]

Street Address [REDACTED]

Work Phone [REDACTED]

City, State, Zip UP WA 98407

UP Resident?  Yes  No

\*Email Address (Work email addresses become public information) [REDACTED]

Are you over the age of 18?  Yes  No

If No, date of birth: [REDACTED]

Occupation: Bus owner - Insurance + Construction

Education: Bachelors from UW in Bus.

Professional and/or Community Activities:

Various networking groups, Jobs Daughters, Pierce College BTECH Committee, Chorus

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain: \_\_\_\_\_

Are there any special accommodations that you require?

Yes  No If Yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain: \_\_\_\_\_

Please provide names and phone numbers of three references:

\*Name: Marc Perez

\*Phone:

\*Name: Mike Blau

\*Phone:

\*Name: Michael Watkins

\*Phone:

In case of an emergency, please contact:

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

I authorize any necessary emergency medical treatment that might be required for me in event of physical injury and/or accident to me while participating in this program. Furthermore I authorize the City of University Place and its agents the right to take and use photographs of me for civic purposes including use in City publications and on the City website. I understand that the City cannot always control use of these photographs by third parties.

As a volunteer for the City of University Place, I agree to follow all of the rules outlined in the City's volunteer policy. I will use all provided equipment appropriately and follow all safety practices. I am aware that the work associated with being a City volunteer involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the opportunity to participate in the City's volunteer program, I hereby, on behalf of my heirs and myself, assume all risks in connection with my participation in this program. I further hold harmless the City of University Place, its officials, employees, and agents, for any injuries, losses or damages which may occur to me while I am participating in this program; and I waive any right to bring claim or lawsuit against them for any such injury, loss, damage, or death. Furthermore, I agree to hold harmless, defend and indemnify the City of University Place, its officials, employees and agents from any and all lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the volunteer program except for injuries or damages caused by the sole negligence of the City.

Signature: M. Moody Williams

Date: 11/23/15

SUPPLEMENTAL APPLICATION  
RE-APPOINTMENT TO PUBLIC SAFETY  
COMMISSION

University Place  
WASHINGTON

3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Name: Melody Williams

**Note: All information on this form becomes public information when submitted. Please type or print clearly.**

Why do you want to continue serving on the Commission?

My passion is when things to make  
up a safe and fun place to live & work.  
As funding decreases volunteering should be  
increasing.

What do you feel is the most important task of the Commission and what skills do you bring to accomplish this task?

To proactively look for activities, actions  
and matters that can promote a safe  
community. I have the skills to identify  
the needs and act on the plan to meet the  
needs.

Describe your involvement in the Commission and the results achieved by your participation.

I've been an active member and continue  
to participate in events that promote  
to commission, provide a resource  
to residents all while staying focused on  
what's best for the community and the personal

What, in your opinion, is the most significant issue that needs to be addressed by the Commission at this time?

Community education and community  
engagement without the funding  
we have to help take care of each  
other. I believe the public needs to know  
this.

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

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**Proposed Council Action:**

Confirm Ed Wood's re-appointment to the Public Safety Commission for a four-year term ending January 31, 2020.

**Agenda No:** 7  
**Dept. Origin:** City Clerk's Office  
**For Agenda of:** January 23, 2016

**Exhibits:**

**Approved by Dept. Head** \_\_\_\_\_  
**Approved as to Form by City Atty:** \_\_\_\_\_  
**Approved by City Manager** \_\_\_\_\_  
**Approved by Finance Director:** \_\_\_\_\_  
**Concurred by Mayor** \_\_\_\_\_

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

For Council review and confirmation, Mayor Figueroa submits his appointments for the Public Safety Commission. All commission appointments are made by the Mayor subject to confirmation by the City Council.

**RECOMMENDATION / MOTION**

MOVE TO: Confirm Ed Wood's re-appointment to the Public Safety Commission for a four-year term ending January 31, 2020.

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS

University Place  
WASHINGTON

3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

**Note: Information on this form, other than the personal information reflected by an asterisk, becomes public information when submitted. Please type or print clearly.**

RECEIVED

NOV 25 2015

CITY CLERK'S OFFICE

I am interested in serving on the following commission:

- Public Safety Commission
- Economic Development Commission
- Parks and Recreation Commission
- Planning Commission

Name EDWARD A. WOOD

\*Home Phone

Street Address

Work Phone

City, State, Zip UNIVERSITY PLACE, WA 98466

UP Resident?  Yes  No

\*Email Address (Work email addresses become public information)

Are you over the age of 18?  Yes  No

If No, date of birth:

Occupation: EMERGENCY MANAGER

Education: MASTERS IN STRATEGIC STUDIES, MASTERS IN BUSINESS ADMIN.

Professional and/or Community Activities:

DEACON - UPPC, COLONEL - US ARMY RESERVE, COMMISSIONER - PSC.

Do you or your spouse have a financial interest in, or are you an employee or officer of any business which does or seeks to do business with the City of University Place?

Yes  No If yes, please explain: \_\_\_\_\_

Are there any special accommodations that you require?

Yes  No If Yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No If yes, please explain: \_\_\_\_\_

Please provide names and phone numbers of three references:

\*Name: SVEN NELSON

\*Phone:

\*Name: GREG PUSOLS

\*Phone:

\*Name: JOHN ZIMMERMAN

\*Phone:

In case of an emergency, please contact:

\*Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_ \*Relationship: \_\_\_\_\_

To the best of my knowledge, the information provided herein is true and complete. I understand that falsification of this application will be grounds for dismissal as a committee/commission member. Further, I give permission for an authorized representative of the City of University Place to conduct a state patrol criminal background check and to inquire of former employers and other individuals about my ability to perform all aspects of the volunteer position for which I am being considered, and I release the City of University Place and those individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

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Signature: 

Date: 18 NOV 2015

SUPPLEMENTAL APPLICATION  
RE-APPOINTMENT TO PUBLIC SAFETY  
COMMISSION

University Place  
WASHINGTON



3715 Bridgeport Way W  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

RECEIVED

NOV 25 2015

CITY CLERK'S OFFICE

Name: EDWARD A. WOOD

**Note: All information on this form becomes public information when submitted. Please type or print clearly.**

Why do you want to continue serving on the Commission?

I ENJOY WORKING WITH A GREAT TEAM OF PEOPLE TO MAKE  
OUR COMMUNITY A SAFER AND BETTER PLACE TO LIVE.

What do you feel is the most important task of the Commission and what skills do you bring to accomplish this task?

PERHAPS THE MOST IMPORTANT TASK OF THE COMMISSION IS TO SUPPORT  
THE COUNCIL AND THE CITIZENS OF UNIVERSITY PLACE IN MAKING  
THE BEST DECISIONS POSSIBLE IN REGARDS TO PUBLIC SAFETY. AS A LONG-  
TIME EMERGENCY MANAGER, I BRING A SKILSET THAT INCLUDES  
SUBJECT MATTER KNOWLEDGE AND THE ABILITY TO COMMUNICATE THAT KNOWLEDGE  
Describe your involvement in the Commission and the results achieved by your participation.

I HAVE BEEN ON THE COMMISSION FOR SEVERAL YEARS. IN THAT TIME  
WE HAVE INCREASED AWARENESS IN THE COMMUNITY ABOUT EMERGENCY  
MANAGEMENT AND LAW ENFORCEMENT ISSUES.

What, in your opinion, is the most significant issue that needs to be addressed by the Commission at this time?

NOW THAT THE CITIZENS OF U.P. HAVE DECIDED TO ONLY  
SUPPORT A SMALLER POLICE DEPARTMENT, THE COMMISSION SHOULD  
MONITOR THE ONGOING EFFECTIVENESS OF LAW ENFORCEMENT AND COMMUNICATE  
ANY CHANGES TO THE COUNCIL AND CITIZENS OF U.P.

## CITY OF UNIVERSITY PLACE COMMITTEES AND REPRESENTATIVES ASSIGNMENTS - 2014

**Council  
Representative Committees**

<b>City Council Committees/Liaisons</b>	<b>Belleci</b>	<b>Figuroa</b>	<b>Grassi</b>	<b>Keel</b>	<b>McCluskey</b>	<b>Nye</b>	<b>Worthington</b>
Council Meetings	X	X	X	X	X	X	X
Legislative and Intergovernmental		X			XX		
Community Connector Program (16 <sup>th</sup> CAB)		X*			XX		X
Pierce County Cities & Towns	X	X*	X	X	XX	X	X
Pierce County Mayors & Executive		X*			XX		
Pierce County Regional Council	XX			X			
Rainier Communications Commission		XX					
Association of Washington Cities**	X	X	X	X	X	X	X
Pierce Transit Board				XX			
Solid Waste Advisory Committee							X

- XX = Designates Chair or Lead Responsibility**
- X\* = Designates Alternate**
- \*\* = By registration**

Committee/Liaisons	Purpose	Meetings	Location
<b>Association of Washington Cities</b> <b>Contact: Gina Abram</b> <b>800.562.8981 / 360.753.4137</b>	The AWC Board is comprised of 24 members with one local elected official from each of the 14 AWC districts statewide, except for the City of Seattle which has 2 seats on the board. Candidates are selected by the Nominating Committee for elections held during the AWC annual business meeting.	Annually	AWC Office 1076 Franklin St SE Olympia, WA
<b>Pierce County Aging &amp; Long Term Care Advisory Board (ALTC)</b> <b>Contact: Nellis Kim</b> <b>253.798.3807</b>	The ALTC Advisory Board is made up of 25 members of the community who volunteer their time and efforts is to plan and oversee long term care services in Pierce County.	3rd Tuesday of each month, odd months 10 am - noon	PC Health Building Soundview Bldg. 3602 Pacific Ave Tacoma, WA
<b>Pierce County Cities &amp; Towns</b> <b>Contact: Katie Bolam, City Clerk, Milton</b> <b>253.922.8733 ext. 2705</b>	PCC&T holds meetings with the Mayors/Councilmembers of the county's cities and also appoints members to Pierce County Citizen's Advisory Board and other boards and committees. - <b>6:30 Social 7:00 pm Meeting</b>	1st Thursday every month	Poodle Dog 1522 54th Ave E Fife, WA
<b>Pierce County Citizen's Advisory Board - CAB</b> <b>Contact: Stephanie Bray</b> <b>253.798.6917</b>	CAB is an advisory capacity to assist in the implementation of federally funded programs and activities through CDBG and Emergency Shelter Grants. It comprises up to 25 members. One third of the membership represents low and moderate-income residents of the County and serve no more than 2 3-year consecutive terms. 3 positions on the board are filled by nominees from the Pierce County Cities and Towns Association.	1st Wednesday of each month 6:00 pm	Sound View Bldg. 3602 Pacific Avenue Tacoma, WA
<b>Pierce County Mayors &amp; Executive</b> <b>Contact: Patty Gratzner</b> <b>253.798.6076</b>	The Pierce County Executive holds a standing breakfast meeting with the Mayors and Executives of the county's cities.	4th Friday of each month 7:30 am - 9 am	Poodle Dog 1522 54th Ave E Fife, WA
<b>Pierce County Regional Council</b> <b>2 representatives</b> <b>Contact: Cindy Anderson</b> <b>253.798.2630</b>	The Council uses the Countywide Planning Policies to ensure that the Growth Management Act requirements are coordinated within the County. It is comprised of elected officials from 23 Pierce County cities and the Port of Tacoma as a subregional council to the Puget Sound Regional Council.	3rd Thursday of the month 6:30 pm	Pierce County Annex 2401 S 35th St Public Mtg Rm Tacoma, WA
<b>Pierce Transit Board</b> <b>Contact: Deanne Jacobson</b> <b>253.581.8066</b>	Pierce Transit is the second largest transit agency in the State with a mission to provide affordable and accessible transportation, reduced traffic congestion and pollution, and linking workers with jobs to stimulate economic growth.	2nd Monday of each month 4:00 pm	Pierce Transit Training Center 3720 96th Street SW Lakewood, WA
<b>Puget Sound Regional Council</b> <b>Contact Sheila Rogers</b> <b>206.464.5815</b>	The Puget Sound Regional Council plans for regional transportation, land use and economic development. It relies on recommendations from numerous advisory committees.	Annually	PSRC'S OFFICE 1011 Western Ave Suite 500, Seattle, WA
<b>Rainier Communications Commission - RCC</b> <b>Contact: Dave Hinman</b> <b>253.798.8710; 253.798.8707</b>	The Rainier Communications Commission is a cooperative effort among Pierce County and PC cities and towns to identify telecommunications issues and to advise member jurisdictions.	3rd Wed. of the month, odd months 8:00 am	PCTV Office 2320 S 19th Street Tacoma, WA
<b>Solid Waste Advisory Committee</b> <b>Cynara Solberg</b> <b>Contact: 253.798.2179</b>	SWAC erves in an advisory and technical capacity to the PC Council and PC Public Works and Utilities Solid Waste Division on matters relating to management of solid waste disposal and recycling services. 15 members serve a 4-year term, are appointed by the PC Executive and approved by the PC Council.	Second Wed. of the month 5:30 pm - 7:30	Tacoma Mall Plaza 2702 S 42nd Tacoma, WA

**CITY OF UNIVERSITY PLACE  
COMMITTEES AND REPRESENTATIVES ASSIGNMENTS - 2016**

**Council  
Representative Committees**

<b>City Council Committees/Liaisons</b>	<b>Belleci</b>	<b>Figuroa</b>	<b>Grassi</b>	<b>Keel</b>	<b>McCluskey</b>	<b>Nye</b>	<b>Worthington</b>
Council Meetings	X	X	X	X	X	X	X
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Rainier Communications Commission							
Association of Washington Cities**							
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