

**UNIVERSITY PLACE CITY COUNCIL MEETING  
AND JOINT MEETING WITH CITY COMMISSIONS  
Meeting Agenda  
Monday, September 18, 2017, 6:00 p.m.**

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

**Town Hall Meeting Room  
3715 Bridgeport Way West**

- 6:00 pm    **1.        CALL REGULAR MEETING TO ORDER**
- 2.        ROLL CALL**
- 3.        PLEDGE OF ALLEGIANCE – Councilmember Grassi**
- 4.        APPROVAL OF MINUTES – September 5, 2017**
- 5.        APPROVAL OF AGENDA**
- 6:05 pm    **6.        PUBLIC COMMENTS** – (At this time, citizens have three minutes to address the Council on any matter not scheduled for Public Hearing or Council Consideration. State law prohibits the use of this forum to promote or oppose any candidate for public office or ballot measure. Public comments are limited to three minutes. Please provide your name and address for the record.)
- 6:10 pm    **7A-7B.    CONSENT AGENDA**  
**Motion: Approve or Amend the Consent Agenda as Proposed**
- The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed for the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

**A. Receive and File: Payroll and Claims.**

**B. Pass an ordinance amending Section 14.05.110 of the University Place Municipal Code related to Building and Construction to add a provision which allows a change of use in an existing building structure to a less hazardous classification.**
- BREAK**
- 6:30 pm    **RECONVENE TO THE JOINT CITY COUNCIL/CITY COMMISSION MEETING**
- 8.        WELCOME REMARKS – Mayor**
- BUSINESS DINNER**
- 7:15 pm    **BREAK**
- 7:25 pm    **9.        NEW LEGISLATIVE POLICY ADVISORY COMMISSIONS ORDINANCE**
- Overview
  - Questions and Answers
  - Commission Chairs - Comments
- 8:55 pm    **10.       CLOSING REMARKS – Mayor**
- 9:00 pm    **11.       ADJOURNMENT**

\*PRELIMINARY CITY COUNCIL AGENDA

October 2, 2017  
Special Council Meeting

October 2, 2017  
Regular Council Meeting

October 16, 2017  
Regular Council Meeting

October 30, 2017  
Special Council Meeting

November 6, 2017  
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**

**CITY OF UNIVERSITY PLACE  
DRAFT MINUTES  
Regular Meeting of the City Council  
Monday, September 5, 2017  
City Hall, Windmill Village**

**1. CALL REGULAR MEETING TO ORDER**

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

**2. ROLL CALL**

Roll call was taken by the Deputy City Clerk as follows:

Councilmember Belleci	Present
Councilmember Grassi	Present
Councilmember McCluskey	Present
Councilmember Nye	Present
Councilmember Worthington	Present
Mayor Pro Tem Keel	Present
Mayor Figueroa	Present

Staff Present: City Manager Sugg, City Attorney Kaser, Director of Engineering & Capital Projects Ecklund, Planning & Development Services Director Swindale, Fire Code Official Pearce, IT/Communications Manager Seesz, and Deputy City Clerk Nicholas.

**3. NATIONAL ANTHEM**

Baritone Benjamin Harris sang the national anthem.

**4. APPROVAL OF MINUTES**

**MOTION:** By Councilmember Belleci, seconded by Councilmember McCluskey, to approve the minutes of August 21, 2017 as submitted.

**The motion carried.**

**5. APPROVAL OF AGENDA**

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

**The motion carried.**

**6. PRESENTATIONS**

Mayor Figueroa presented Benjamin Harris with a Certificate of Recognition for his talents performing Opera across the Puget Sound, the Metropolitan Opera in New York and internationally.

Public Works Director Crew Report and Award of Excellence - Public Works Director Cooper reported on the department's beautification and chip seal work. Following the report, Mayor Figueroa presented the Public Works staff with an Award of Excellence.

Community Connection Place Report – Sheila Phillips reported on Community Connection Place's programs, services, vision, strategic goals and updated requests.

**7. PUBLIC COMMENTS** – The following individual provided comment: *Bunny Nance, 5818 75th Avenue Court West.*

**8. CONSENT AGENDA**

**MOTION:** By Councilmember Belleci, seconded by Councilmember Grassi, to approve the Consent Agenda as follows:

**A.** Receive and File: Payroll for the period ending 08/31/17, dated 09/05/17, in the total amount of Two Hundred Ninety-Two Thousand Four Hundred and Two and 04/100 Dollars (\$292,402.04); Claims dated 08/31/17, replacement check no. 51980249 for original check no. 51979922 and check nos. 51980247 through 51980309, wire transfer no. 287372, in the total amount of One Million One Hundred Forty-Five Thousand Eight Hundred Ninety-Eight and 65/100 dollars (\$1,145,898.65).

**The motion carried.**

**9. MORRISON ROAD STREET IMPROVEMENTS BID AWARD**

Staff Report – Director of Engineering and Capital Projects Ecklund described the federally funded Morrison Road Street Improvement project for construction of curb, gutter, and sidewalk on the east side of Morrison Road West from 35<sup>th</sup> Street West to 27<sup>th</sup> Street West. The project is funded through a Pierce County Human Services Community Development Block Grant (CDBG) of \$203,000. The remainder will be covered by the City's Surface Water Management Funds.

Public Comment – None.

Councilmember Belleci disclosed that she works for Pierce County Human Services with the CDBG program, and although involved in generating contracts, she is not involved in the decision-making process for the allocation of those funds and does not work with City of University Place contracts.

Council Consideration - **MOTION:** By Mayor Pro Tem Keel, seconded by Councilmember Belleci, to authorize the City Manager to award the Morrison Road Street Improvements project to Reed Trucking & Excavation in the amount of \$327,481.00 and execute all necessary contract documents.

**The motion carried.**

**10. CITY MANAGER & COUNCIL COMMENTS/REPORTS**

City Manager Sugg explained that projects such as the Morrison Road Street Improvements are made possible through grant funds. To realize the City's long-term goal of providing curbs, gutters, sidewalks and bike lanes throughout the City, he will continue to seek out grant funds. He reminded the public that 100% of the City's property tax revenue is dedicated to Public Safety which requires staff to pursue other funding sources. He then announced open enrollment for the Public Safety Criminal Justice Academy.

Councilmember McCluskey complimented Community Connection Place on its work, gave feedback on her attendance at the Tacoma Narrows Rotary meeting and spoke in support of artwork covers to enhance utility boxes throughout the city.

Councilmember Grassi encouraged the public to attend the Public Safety Criminal Justice Academy and asked for donations to assist the City in its annual beautification process of planting 10,000 daffodils.

Councilmember Belleci welcomed international visitors from Germany who were in the audience to experience a City of University Place Council Meeting.

**STUDY SESSION**

At 7:29 p.m., Council concluded its business meeting and recessed to study session.

## **11. FIRE CODE AMENDMENTS**

Planning and Development Services Director Swindale explained the proposed fire code amendments. Amendments relate to building and construction codes that would waive certain requirements regarding automatic sprinkler systems in UPMC 14.05.110 when the use in an existing building structure changes to a less hazardous classification. The purpose is to relax more stringent fire sprinkler requirements in certain occupancies when buildings change to a less hazardous use. Requirements for the associated use classifications would be reset to those required by the International Fire Code.

Fire Code Official Pearce summarized effects of the proposal and answered councilmembers' questions.

Council consensus was to have staff bring forward the proposed ordinance for consideration during the September 18, 2017 Council Meeting.

**MOTION:** By Councilmember Nye, seconded by Councilmember Belleci, to suspend Council Rules to consider the passage of a substituted ordinance amending Section 14.05.110 of the University Place Municipal Code.

**The motion failed 2 to 5.** Councilmembers McCluskey, Grassi, Worthington, Mayor Figueroa, and Mayor Pro Tem Keel voted no.

## **12. ADJOURNMENT**

The meeting adjourned at 7:52 p.m. No other action was taken.

Submitted by,

Debora Nicholas  
Deputy City Clerk

# APPROVAL OF CONSENT AGENDA

City of University Place  
Voucher Approval Document

<b>Control No.: 5</b>	<b>Agenda of:</b> 09/18/17	<b>PREPAY</b>
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**Claim of:** Payroll for Pay Period Ending 08/31/2017

Check #	Date	Amount	Check #	Date	Amount	
				09/05/17	118,668.31	<b>Direct Deposit</b>

**EMPLOYEE NET 118,668.31**

318778	09/05/17	342.50	IUOE LOCAL 612
318779	09/05/17	4,825.96	IUOE LOCAL 302/612 TRUST FUND
318780	09/05/17	304.66	MALAIER, TRUSTEE, MICHAEL G.
318781	09/05/17	123.99	OHIO CHILD SUPPORT PMT CENTRAL

WIRE	09/05/17	65,112.47	AWC EMPLOYEE BENEFIT TRUST
WIRE	09/05/17	23,733.62	BANK OF AMERICA
WIRE	09/05/17	21,182.62	- 106006, VANTAGEPOINT TRANSF
WIRE	09/05/17	9,752.25	- 304197, VANTAGEPOINT TRANSF
WIRE	09/05/17	4,610.83	- 800263, VANTAGEPOINT TRANSF
WIRE	09/05/17	34,935.88	WA STATE DEPT OF RETIREMENT SY
WIRE	09/05/17	2,452.96	UNUM LIFE INSURANCE COMPANY
WIRE	09/05/17	886.23	UNUM LIFE INSURANCE COMPANY
WIRE	09/05/17	1,210.66	PACIFIC SOURCE ADMINISTRATORS
WIRE	09/05/17	229.17	- 705544, VANTAGEPOINT TRANSF
WIRE	09/05/17	2,283.02	- 106006 LOAN, VANTAGEPOINT
WIRE	09/05/17	141.26	AFLAC INSURANCE
WIRE	09/05/17	940.30	WA STATE DEPT OF RETIREMENT SY
WIRE	09/05/17	415.35	- 304197 LOAN, VANTAGEPOINT TR
WIRE	09/05/17	250.00	NATIONWIDE RETIREMENT SOLUTION

**BENEFIT/DEDUCTION AMOUNT                      173,733.73**

**TOTAL AMOUNT    292,402.04**

**Preparer Certification:**

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

Signed: (Signature on file.)

Date

Steve Sugg, City Manager

FINAL CHECK LISTING  
CITY OF UNIVERSITY PLACE

Check Date: 09/15/2017

Check Range: 51980310 - 51980351

Claims Approval

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

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

<u>Vendor Name</u>	<u>Replacement Check #</u>	<u>Original Check #</u>
P.C. Community News Paper	51980311	5198028

Auditing Officer: (Signature on file.)

Date: \_\_\_\_\_



Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51980310	8/31/2017	001152	CENTURYLINK	1414893186	7/15/2017	PW/CIVIC BLDG/ACT#87624731	8,740.55	8,740.55
		Voucher:	42733					
51980312	9/15/2017	025179	ACCESS INFORMATION MANAGE2217535		8/31/2017	AUG17/OFFSITE RECORD STOR	333.66	333.66
		Voucher:	42728					
51980313	9/15/2017	001171	AMERICAN PLANNING ASSOCIAT090800-1772		7/20/2017	ANNUAL MEMBERSHIP DUES/D :	555.00	555.00
		Voucher:	42729					
51980314	9/15/2017	002333	BANK OF AMERICA	548001400009914	8/22/2017	MASTERCARD/08-22-2017	8,228.25	8,228.25
		Voucher:	42730					
51980315	9/15/2017	026106	BOEHM, MELANIE	WACE17	8/4/2017	WACE CONF17/LEAVENWORTH/I	517.94	517.94
		Voucher:	42731					
51980316	9/15/2017	025573	CANON FINANCIAL SERVICES	17658681	8/13/2017	AUG17/COPIER LEASE/IRC5255	313.10	
		Voucher:	42732					
				17658683	8/13/2017	AUG17/COPIER LEASE/IR4551	153.44	
				17658682	8/13/2017	AUG17/COPIER LEASE/IRC5535I	153.24	619.78
51980317	9/15/2017	001152	CENTURYLINK	1418285986	8/23/2017	PHONES/LONG DISTANCE/INTEF	1,500.94	1,500.94
		Voucher:	42734					
51980318	9/15/2017	001152	CENTURYLINK	253-584-0775	9/1/2017	PHONE/KOBAYASHI	51.67	51.67
		Voucher:	42735					
51980319	9/12/2017	003056	CITY OF LAKEWOOD	MC-00128	8/8/2017	AUG17/COURT SERVICES	32,373.62	32,373.62
		Voucher:	42736					

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51980321	9/15/2017	001024 CITY OF TACOMA	100385145	8/23/2017	WATER/3800 74TH AVE W	2,399.10	
	Voucher:	42737	100068203	8/29/2017	POWER/3715 BP WAY W	1,632.85	
			100110228	9/1/2017	POWER/3715 BP WAY W #B5	1,020.16	
			100939530	9/1/2017	POWER/3555 MARKET PLACE W	877.73	
			100672402	9/7/2017	WATER/2200 GRANDVIEW DR W	361.79	
			100083325	8/17/2017	POWER/4910 BRISTONWOOD DR	314.54	
			100668506	8/30/2017	WATER/5700 HANNAH PIERCE R	283.97	
			100668525	8/24/2017	WATER/4499 ALAMEDA AVE W	262.09	
			100808955	9/7/2017	WATER/8235 27TH ST W	248.15	
			100955345	9/1/2017	WATER/3715 BP WAY W	246.75	
			100668518	9/5/2017	WATER/9600 64TH ST W	183.94	
			100142834	9/1/2017	WATER/3715 BP WAY W	169.52	
			100751205	9/1/2017	WATER/3555 MARKET PLACE W	169.52	
			100808957	9/7/2017	WATER/7607 27TH ST W	122.54	
			100672520	9/7/2017	POWER/2208 GRANDVIEW DR W	116.88	
			100892486	8/30/2017	POWER/6400 BP WAY W	88.36	
			100897062	9/1/2017	WATER/3600 DREXLER DR W	85.22	
			100668522	9/5/2017	WATER/8902 CHAMBERS CREEK	71.31	
			100951901	9/5/2017	POWER/7723 CHAMBERS CREEK	68.17	
			100696565	8/24/2017	POWER/4609 ALAMEDA AVE W	66.56	
			100495884	9/1/2017	POWER/3625 DREXLER DR	65.28	
			100573267	8/24/2017	POWER/4727 ALAMEDA AVE W	64.27	
			100104132	8/25/2017	POWER/3503 67TH AVE W	61.72	
			100955347	9/1/2017	POWER/3715 BP WAY W, #E HSE	58.72	
			100105615	9/1/2017	POWER/3503 BP WAY W	50.13	
			100445063	9/1/2017	POWER/3715 BP WAY W, #E2	48.96	
			100077129	9/7/2017	POWER/2701 GRANDVIEW DR W	48.80	
			100714386	9/1/2017	POWER/3609 MARKET PL W #20	46.77	
			100312961	9/1/2017	POWER/3715 BP WAY W #A3	45.36	
			100060658	8/25/2017	POWER/3510 67TH AVE W	44.71	
			100668523	9/7/2017	WATER/8400 20TH ST W	42.40	
			100456986	8/30/2017	POWER/5918 HANNAH PIERCE F	38.64	
			100156353	9/1/2017	POWER/4720 BP WAY W	35.86	
			100533758	8/30/2017	POWER/5418 CIRQUE DR W	34.54	
			100820972	9/7/2017	POWER/2700 SUNSET DR W	34.44	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100312900	9/1/2017	POWER/3715 BP WAY W #E3	32.23	
			100176036	9/7/2017	POWER/2695 GRANDVIEW DR W	29.40	
			100955346	9/1/2017	POWER/3715 BP WAY W, #D HSE	29.19	
			100737857	9/5/2017	POWER/2101 MILDRED ST W	29.17	
			100052902	9/1/2017	POWER/ 3715 BP WAY W/#A HSE	26.53	
			100401273	9/7/2017	POWER/8420 20TH ST W	25.91	
			100302273	9/1/2017	POWER/3715 BP WAY W #D2	21.84	
			100079046	9/1/2017	POWER/3715 BP WAY W #D5	21.45	
			100312960	9/1/2017	POWER/3715 BP WAY W #A2	20.75	
			100312959	9/1/2017	POWER/3715 BP WAY W, #A1	20.75	
			100312905	9/1/2017	POWER/3715 BP WAY W, #A-3A	20.75	
			100802489	9/1/2017	POWER/3904 BP WAY W	13.47	
			100086155	9/1/2017	POWER/7801 40TH ST W	6.50	
			100086165	9/1/2017	POWER/7813 44TH ST W	6.50	9,814.19
51980322	9/15/2017	001108 CITY OF UNIVERSITY PLACE	AUG17	9/5/2017	PETTY CASH FUND REIMBURSE	90.81	90.81
		Voucher: 42738					
51980323	9/15/2017	025161 CITY TREASURER	130297	8/7/2017	DTA RECEIVERS/CITY HALL~	93.90	
		Voucher: 42739	130297	7/7/2017	DTA RECEIVERS/CITY HALL~	93.90	
			130297	6/7/2017	DTA RECEIVERS/CITY HALL~	93.90	281.70
51980324	9/15/2017	023782 COMPLETE OFFICE SOLUTIONS,	1570527-0	8/8/2017	PAPER	159.75	
		Voucher: 42740	1578460-0	8/25/2017	PAPER/WRISTREST	87.30	
			1578785-0	8/28/2017	VOICEMAIL RECORD BOOK/MAIL	76.59	
			1580644-0	8/31/2017	STAPLES/HR	6.88	330.52
51980325	9/15/2017	024347 COPIERS NORTHWEST, INC.	INV1621450	8/30/2017	JUL21-AUG20/OVERAGE CHARG	160.01	
		Voucher: 42741	INV1618253	8/23/2017	AUG22-SEPT21/CONTRACT BAS	105.94	
			INV1620427	8/29/2017	AUG28-SEP27/CONTRACT BASE	86.86	
			INV1618254	8/23/2017	MAY22-AUG21/OVERAGE CHARG	0.02	352.83
51980326	9/15/2017	002878 DELL MARKETING L.P.	10184196809	8/10/2017	DELL POWEREDGE R230 SERVE	4,964.99	4,964.99
		Voucher: 42742					
51980327	9/15/2017	001817 EMPLOYMENT SECURITY DEPT	1ST&2NDQTR17	8/30/2017	1ST & 2ND QTR17/UNEMPLOYME	7,461.67	7,461.67
		Voucher: 42743					
51980328	9/15/2017	025931 ESCHAT	08182017-61	8/18/2017	JUL17/MONTHLY ESCHAT SERVI	73.12	73.12
		Voucher: 42744					
51980329	9/15/2017	001222 HOME DEPOT CREDIT SERVICES	S6035-3225-0105-0	8/28/2017	MISC REPAIR & MAINT SUPPLIE	46.22	46.22
		Voucher: 42745					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51980330	9/15/2017	001223	HUMANE SOCIETY OF TACOMA	IVC0001837	9/1/2017	SEPT17/BOARDING CONTRACT	102.00	102.00
		Voucher: 42746						
51980331	9/15/2017	021616	KELLEY IMAGING SYSTEMS	21209568	8/28/2017	LEASE/SHARP MX5111N COPIER	398.28	398.28
		Voucher: 42747						
51980332	9/15/2017	023115	LEMAY MOBILE SHREDDING	4533215	9/1/2017	AUG17/DOCUMENT SHREDDING	36.38	36.38
		Voucher: 42748						
51980333	9/15/2017	001378	MOUNTAIN MIST WATER	001525330	8/3/2017	#075361/BOTTLED WATER/PW SI	71.24	
		Voucher: 42749		001525322	8/3/2017	#075361/BOTTLED WATER/CITY I	55.85	
				001582679	8/31/2017	#075361/BOTTLED WATER/CITY I	50.36	
				001553131	8/17/2017	#075361/BOTTLED WATER/CITY I	50.36	
				001553141	8/17/2017	#075361/BOTTLED WATER/PW SI	44.31	
				001582688	8/31/2017	#075361/BOTTLED WATER/PW SI	32.22	
				001525325	8/3/2017	#068332/BOTTLED WATER/CM O	23.98	
				001582682	8/31/2017	#068332/BOTTLED WATER/CM O	18.49	
				001553136	8/17/2017	#068332/BOTTLED WATER/CM O	12.99	
				001525312	8/3/2017	#065205/BOTTLED WATER/COUM	8.59	
				001582667	8/31/2017	#065205/BOTTLED WATER/COUM	2.00	370.39
51980334	9/15/2017	002150	OFFICE DEPOT,INC.	954917059001	8/18/2017	DUSTER/MARKERS/WIPES	143.75	143.75
		Voucher: 42750						
51980335	9/15/2017	002995	OMWBE	30312805	8/25/2017	SHARE OF OMWBE OPERATING	100.00	100.00
		Voucher: 42751						
51980336	9/15/2017	025989	OTAK INCORPORATED	00081700244R	9/12/2017	AUG17/SUBAREA PLAN	3,000.54	3,000.54
		Voucher: 42752						
51980337	9/15/2017	003178	OWENS PRESS, INC.	26353	9/5/2017	FIRE EXTINGUISHER/ANNUAL SI	332.63	332.63
		Voucher: 42753						
51980338	9/15/2017	024139	P.C.COMMUNITY NEWSPAPER GI9981		9/8/2017	SEPT8/ISSUE DATE/UP PRESS N	1,846.15	1,846.15
		Voucher: 42754						
51980339	9/15/2017	023984	PARTNER CONST.PRODUCTS,IN(8565		8/14/2017	SEALING CRACKED STREET/MA	9,176.75	9,176.75
		Voucher: 42755						

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51980340	9/15/2017	001588	PIERCE COUNTY SEWER	00664685	9/1/2017	SEWER/4951 GRANDVIEW DR W	167.75
	Voucher:	42756		00566276	9/1/2017	SEWER/3715 BP WAY W	112.68
				01571443	9/1/2017	SEWER/7520 CIRQUE DR W	36.43
				01576721	9/1/2017	SEWER/3609 MARKET PL W/RET	36.43
				01576712	9/1/2017	SEWER/3609 MARKET PL W/RET	36.43
				01576739	9/1/2017	SEWER/3609 MARKET PL W/RET	36.43
				01512692	9/7/2017	SEWER/3555 MARKET PL W	32.19
				00604682	9/1/2017	SEWER/2917 MORRISON RD W	23.72
				01633279	9/1/2017	SEWER/1902 SEAVIEW AVE W	19.49
							501.55
51980341	9/15/2017	001114	PITNEY BOWES GLOBAL FIN. SV(3304202650	8/16/2017	3RD QTR 17/ACCT 0012826149/N	716.67	716.67
	Voucher:	42757					
51980342	9/15/2017	001114	PITNEY BOWES GLOBAL FIN. SV(AUG17	8/31/2017	AUG17/ACCT19533470/POSTAGE	510.00	510.00
	Voucher:	42758					
51980343	9/15/2017	001161	PUGET SOUND ENERGY CORP	200014542258	8/28/2017	GAS/7450 MARKET SQ W	79.97
	Voucher:	42759		300000009641	8/31/2017	GAS/3715 BP WAY W, #D2 & #A3	77.53
				300000010987	8/31/2017	GAS/3715 BP WAY W, #E2	48.69
				220008861142	8/28/2017	GAS/3715 BP WAY W, #BLDG D1	38.23
							244.42
51980344	9/15/2017	025843	REED TRUCKING & EXCAVATING 4	9/8/2017	LARSON LANE/PHASE 1/FINAL	44,810.55	44,810.55
	Voucher:	42760					
51980345	9/15/2017	025855	SMARSH, INC.	INV00272770	8/31/2017	AUG17/MEDIA ARCHIVING SERV	510.20
	Voucher:	42761					510.20
51980346	9/15/2017	025832	U.S. BANK ST. PAUL	4711247	7/25/2017	UNILTGO16/DEBT SERVICE PAYM	526.03
	Voucher:	42762		4711246	7/25/2017	UNILTGO09B/DEBT SERVICE PAY	300.00
				4711248	7/25/2017	UNIPLTGOR12A/DEBT SERVICE I	300.00
				4711250	7/25/2017	UNIPLTGOR12B/DEBT SERVICE I	300.00
				4711249	7/25/2017	UNIPLLTGO07C/DEBT SERVICE I	126.58
							1,552.61
51980347	9/15/2017	024567	VALLANTYNE, GLENN	SEPT17	8/17/2017	SEPT17/MICROSOFT TRAINING/(	2,329.35
	Voucher:	42763					2,329.35
51980348	9/15/2017	001157	WA ASSN OF BUILDING OFFICIAL34470	8/9/2017	JOB POSTING/WABO WEBSITE~	50.00	50.00
	Voucher:	42764					
51980349	9/15/2017	001468	WA ASSN OF PERMIT TECHNICALFALL CONF	9/1/2017	2017 FALL CONF/REGISTRATION	200.00	200.00
	Voucher:	42765					
51980350	9/15/2017	001032	WA STATE	90112017080062	9/1/2017	AUG17/TELECOMMUNICATIONS	197.11
	Voucher:	42766					197.11

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Bank : bofa BANK OF AMERICA (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
51980351	9/15/2017	024399	WELLS FARGO FINANCIAL LEAS	5004185454	8/24/2017	SEPT19-OCT18/LEASE FOR LEXI	95.44	95.44
	Voucher:	42767						
<b>Sub total for BANK OF AMERICA:</b>								143,562.23

40 checks in this report.

Grand Total All Checks: 143,562.23

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

**Proposed Council Action:**

Pass an ordinance amending Section 14.05.110 of the University Place Municipal Code related to Building and Construction to add a provision which allows a change of use in an existing building structure to a less hazardous classification.

**Agenda No:** 7B  
**Dept. Origin:** Planning & Development Services  
**For Agenda of:** September 18, 2017  
**Exhibits:** Ordinance

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

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

On August 5, 2013 the City of University Place adopted Ordinance 623 amending Title 14, Chapter 14.05.110 Fire Code Requirements to add provisions that require automatic fire sprinkler systems in all occupancy classifications except R1 and R2 in buildings greater than 5,000 square feet other conditions such as occupant load. Exceptions where provided for group B, F and S with specified construction types provided the building does not exceed 12,000 square feet. These sprinkler requirements are required even if a change of use to a less hazardous occupancy classification is proposed. The purpose of the proposed amendment is to relax a more stringent requirement in certain occupancies when buildings change to a less hazardous use. Fire sprinkler requirements for these use classifications would be reset to those required by the International Fire Code.

**BOARD OR COMMITTEE RECOMMENDATION**

The City Council reviewed the proposed amendments during a study session on September 5, 2017 and directed staff to bring the proposed amendments forward for consideration on September 5, 2017.

**RECOMMENDATION/MOTION**

**MOVE TO:** Pass an ordinance amending Section 14.05.110 of the University Place Municipal Code related to Building and Construction to add a provision which allows a change of use in an existing building structure to a less hazardous classification.



**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, RELATING TO BUILDING AND CONSTRUCTION CODES, AMENDING TITLE 14 OF THE UNIVERSITY PLACE MUNICIPAL CODE BY AMENDING CHAPTER 14.05, EXCEPT FOR VESTED PERMIT APPLICATIONS, AND BY ADDING A NEW PROVISION WHICH ALLOWS FOR A CHANGE OF USE IN AN EXISTING BUILDING STRUCTURE TO A LESS HAZARDOUS CLASSIFICATION TO FORGO THE REQUIREMENTS OF UPMC 14.05.110 (P, R AND T) REGARDING AUTOMATIC FIRE SPRINKLER SYSTEMS**

WHEREAS, the Revised Code of Washington Chapter 19.27 RCW the State Building Code requires the State Building Code be in effect in all counties and all cities in the State; and

WHEREAS, RCW 19.27.040 authorizes cities to amend the State Building Code as it applies within their jurisdiction; and

WHEREAS, the City of University Place has adopted more stringent requirements for automatic fire sprinkler systems in most occupancy classifications including for changing of use to a less hazardous classification; and

WHEREAS, in accordance with the International Fire Code Section 102.3 in cases when a change of use is to a less hazardous occupancy classification, the fire code official has the authority to allow the use without conforming to all the requirements of the International Fire Code and the International Building Code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use; and

WHEREAS, the City Council finds that the public health, safety, and general welfare are best served by adopting and enforcing building and construction codes that require minimum performance standards for construction and construction materials, consistent with accepted standards of engineering, fire and life safety, and to permit the use of modern technical methods, devices and improvements.

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

Section 1. Amend Section 14.05.110 of the University Place Municipal Code. Section 14.05.110 of the University Place Municipal Code entitled "Fire code amendments," is amended to read as follows:

The following sections in the International Fire Code are hereby amended:

A. Section 105.2 is amended by addition of a new subsection 105.2.15 to read:

Permit Fees. The City shall collect fees for permits, plan review and inspection services as prescribed in the City of University Place "Fee Schedule."

B. Section 202 is amended as follows:

Fire Wall. A fire-resistance-rated wall having protected openings, which restricts the spread of fire and extends continuously from the foundation to or through the roof, with sufficient structural stability under fire conditions to allow collapse of construction on either side of the wall without collapse of the wall. A Fire Wall shall not be allowed to create a separate building that avoids the requirement for approved automatic fire sprinkler systems.

C. A new Section 503.2.1.1 is added as follows:

Number of Accesses. More than one Emergency Vehicle Access may be required for commercial developments when it is determined that an access by a single street may be impaired by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access, unless acceptable mitigation is provided.

D. The following new subsections are added to Section 503.3:

503.3.1 Striping. Painted lines of red traffic paint shall mark fire apparatus access six (6) inches in width to show the boundaries of the lane. The words "NO PARKING FIRE LANE" shall appear in four (4) inches of white letters at 25 feet intervals on the red border markings along both sides of the fire lanes. Where a curb is available, the striping shall be on the vertical face of the curb.

503.3.2 Signs. Signs shall read "NO PARKING FIRE LANE" and shall be twelve (12) inches wide and eighteen (18) inches high. The signs shall have letters and background of contrasting colors, readily legible from a fifty (50) foot distance. Signs shall be permanently affixed to a stationary post and bottom of the sign shall be six feet, six inches (6'6") above finished grade. Signs shall be spaced not more than fifty (50) feet apart. Signs may be installed on permanent buildings or walls or as approved by the code official.

E. Section 505.1 is amended as follows:

New and existing commercial/multifamily buildings shall have approved address numbers, building numbers or approved building identification placed high on the building to be plainly legible and visible for the street or road fronting the property. These numbers shall contrast with the background. Address numbers shall be Arabic numerical or alphabet letters. Numbers shall be a minimum of twelve (12) inches high. Individual unit/suite or space numbers or letters shall be 4" in size and contrasting with the background and visible for the approach side or angle.

New and existing residential structures shall have approved address numbers placed in a position that is plainly legible and visible for the street or road fronting the property. These numbers shall contrast with the background. Address numbers shall be a minimum of four (4) inches high with a minimum stroke of (.05) inch for buildings that are under fifty (50) from the street, six (6) inches high with a minimum stroke of (.05) inch for buildings that are more than fifty (50) from the street. Where access is by means of a private road or driveway and the structure can't be viewed from a public way, a monument, pole or other sign shall be used to identify the structure.

F. A new Section 507.5.4.1 is added reading:

Fire protection equipment and fire hydrants. Fire protection equipment and fire hydrants shall be clearly identified in an approved manner to prevent obstruction by parking or other obstruction. A minimum unobstructed distance of 15 feet shall be maintained on both sides of a fire hydrant along the access roadway.

G. *Repealed by Ord. 671.*

H. Section 901 is amended by the addition of a new Section 901.11 to read:

In the event of more than two false alarms in any 90-day period the Chief may charge a fee for fire department response as specified in the City of University Place "Fee Schedule."

EXCEPTIONS: False alarms resulting from the failure of a fire alarm service technician notifying the central proprietary or remote monitoring station shall be billed at the rate specified in the City of University Place "Fee Schedule."

For the purpose of this Section, a false alarm shall be defined as any unintentional activation of the fire alarm or detection system which is the result of improper installation, maintenance or use of that system.

Fire alarm system control units shall be provided with an approved sign indicating such fees will be imposed.

I. Section 903.2.8 is amended by the addition of a new Section 903.2.8.1 reading:

All Group R-3 occupancies requiring 2,000 gallons per minute of fire flow per Appendix B of the International Fire Code shall install an approved fire sprinkler system.

J. Section 903.1 is amended by the addition of a new Section 903.1.2 reading:

When a change of occupancy classification in an existing building structure is reduced to a less hazardous occupancy classification of B, F, or S the amended requirements of Section 14.05.110 (P), (R), and (T) UPMC shall not be applicable.

J~~K~~. Section 903.2.1 is amended to read as follows:

903.2.1 Group A. An approved automatic sprinkler system shall be provided throughout buildings and portions thereof as provided in 903.2.1.1 – 903.2.1.3 below. For group A-5 occupancies, the automatic sprinkler system shall be provided in the spaces indicated in Section 903.2.1.5.

K~~L~~. Section 903.2.1.1 is amended to read as follows:

903.2.1.1 Group A-1. An approved automatic sprinkler system shall be provided for Group A-1 where one of the following conditions exists:

1. The building exceeds 5,000 square feet;
2. The building has an occupant load of 300 or more;
3. The building contains a multi-theater complex.
4. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

L~~M~~. Amend Section 903.2.1.2 to read as follows:

903.2.1.2 Group A-2. An approved automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions exists:

1. The building exceeds 5,000 square feet;
2. The building has an occupant load of 100 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

M~~N~~. Amend Section 903.2.1.3 to read as follows:

903.2.1.3 Group A-3. An approved automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:

1. The building exceeds 5,000 square feet;
2. The building has an occupant load of 300 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

NO. Amend Section 903.2.1.4 to read as follows:

903.2.1.4 Group A-4. An approved automatic sprinkler system shall be provided for Group A-4 occupancies where one of the following conditions exists:

1. The building exceeds 5,000 square feet;
2. The building has an occupancy load of 300 or more.
3. The fire area is located on a floor other than a level of exit discharge serving such occupancies.

OP. Amend Section 903.2.2 with a new subsection 903.2.2.1 to read as follows:

903.2.2.1 Group B. An approved automatic sprinkler system shall be provided for Group B occupancies where one of the following conditions exists:

1. The building exceeds 5,000 square feet.  
Exception: Building containing Group B occupancies and with construction Type IA/IB, Type IIA/IIB, Type IV/VA, or Type IIB/IIIB; and the building does not exceed 12,000 square feet.

PQ. Amend Section 903.2.3 to read as follows:

903.2.3 Group E. An approved automatic sprinkler system shall be provided for Group E occupancies where one of the following conditions exists:

1. The building exceeds 5,000 square feet or there are 50 or more occupant load as calculated in accordance with Table 1004.1.2.
2. Throughout every portion of educational buildings below the level of exit discharge.

QR. Amend Section 903.2.4 to read as follows:

903.2.4 Group F. An approved automatic sprinkler system shall be provided throughout all buildings containing a Group F occupancy where one of the following conditions exists:

1. The building exceeds 5,000 square feet.  
Exception: Buildings containing Group F-2 occupancies and with the construction Type IA/IB, Type IIA/IIB, Type IV/V-A or Type IIB/IIIB; and the building does not exceed 12,000 square feet.
2. The building exceeds 2,500 square feet and contains a woodworking operation which generates finely divided combustible waste or which use finely divided combustible materials.
3. Where a Group F occupancy is located more than three stories above grade.
4. Where the combined area of all Group F-1 fire areas on all floors, including any mezzanines, exceeds 2,500 square feet.
5. The building exceeds 2,500 square feet and is used for the manufacture of upholstered furniture or mattresses.

RS. Amend Section 903.2.7 to read as follows:

903.2.7 Group M. An approved automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists:

1. The building exceeds 5,000 square feet;

2. Where the Group M is located more than three stories above grade.
3. Where the combined area of all Group M fire areas on all floors, including any mezzanines, exceeds 5,000 square feet.
4. A Group M occupancy is used for the display and sale of upholstered furniture or mattresses exceeds 5,000 square feet.

SI. Amend Section 903.2.9 to read as follows:

903.2.9 Group S. An approved automatic sprinkler system shall be provided throughout all buildings containing a Group S occupancy where one of the following conditions exists:

1. The building exceeds 5,000 square feet.
2. Where a Group S area is located more than three stories above grade.
3. Where the combined area of all Group S-1 fire areas on all floors, including any mezzanines, exceeds 5,000 square feet.
4. A Group S used for the storage of commercial trucks or buses where the fire area exceeds 5,000 square feet.
5. A Group S occupancy is used for the display and sale of upholstered furniture or mattresses exceeds 2,500 square feet.

Exception: Buildings containing Group S-2 occupancies and with the construction Type IA/IB, Type IIA/IIB, Type IV/V-A or Type IIB/IIIB; and the building does not exceed 12,000 square feet except as provided in Section 903.2.9.

TU. Amend Section 903.2.9.1 to read as follows:

903.2.9.1 Repair garages. An approved automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with International Building Code to read as follows:

1. Buildings exceeding 5,000 square feet.
2. Buildings with a repair garage servicing vehicles parked in the basement.
3. A Group S used for the repair of commercial trucks or buses where the fire area exceeds 5,000 square feet.

UV. Amend Section 903.2.9.2 to read as follows:

Buildings and structures where the area used for the storage of tires exceeds 20,000 cubic feet shall or 5,000 square feet shall be equipped throughout with an automatic fire sprinkler system in accordance with 903.3.1.1.

VW. Add Section 903.2.13 to read as follows:

903.2.13 Spray booths and rooms. New and existing spray booths and spraying rooms shall be protected by an approved automatic fire-extinguishing system.

WX. Amend Section 903.3.1.1.1 to read as follows:

903.3.1.1.1 Exempt locations. Sprinklers shall not be omitted from any room merely because it is damp, or has fire-resistance rated construction or contains electrical equipment. The following conditions may be exempt if approved by the fire code official.

1. Any room where the application of water, or flame and water, constitutes a serious threat to life or fire hazard.
2. Any room or space where sprinklers are considered undesirable because of the nature of the contents in the room or space.

3. Generator and transformer rooms separated from the remainder of the building by walls and floor/ceiling or roof/ceiling assemblies having a fire-resistance rating of not less than 2 hours.

XY. Add Section 907.1.4 to read as follows:

907.1.4 Fire alarm control panel. Information provided by the fire alarm control panel when a signal(s) is/are received from a device or other system equipment shall include the location of the signal(s) in a manner as specific as the fire alarm system allows. The location description of the signal(s) shall be written in English, not code, and provide the location of the device to fire department personnel.

YZ. Add Section 907.1.5 to read as follows:

907.1.5 Design standards. All alarm systems, new or replacement, serving 30 or more alarm actuating devices, shall be addressable fire detection systems. Alarm systems serving more than seventy-five (75) smoke detectors or more than 200 total alarm activating devices shall be analog intelligent fire detection systems. EXCEPTIONS:

1. Existing systems need not comply unless the total system remodel or expansion initiated after adoption of this code exceeds thirty (30) percent of the building.
2. When building remodel or expansion exceeds fifty (50) percent, the building must comply within 18 months of permit application.

ZAA. Section 901.7.0.1, Fire watch, is amended to add a new subsection:

The Fire Chief, or his or her designee, shall determine when Fire Department personnel must conduct a fire watch due to code requirements, excessive occupant load, the unusual nature of the event, the use of pyrotechnics or fireworks, the existence of hazardous condition, the inoperability of the fire protection system, or other conditions affecting safety at the event or at the property. The person responsible for the facility shall pay a fee per the fee schedule for associated costs. If more than one person is required for the fire watch, the person responsible for the facility shall pay a fee per the fee schedule. The Fire Chief or designee may notify the responsible person of the period of the fire watch and the resulting fee prior to the event.

AAAB. Amend Section 907.5 to add:

5. Where a new building has installed a fire suppression system, an occupant notification alarm system shall also be installed. Tenant improvements in sprinklered buildings shall require that space to provide an occupant notification system.

Section 2. Savings Clause. No offense committed, no penalty or forfeiture incurred prior to the effective date of this Ordinance, nor any proceeding undertaken to enforce this Section, nor any permit application that is lawfully entitled to be processed, shall be affected by this Ordinance and the same shall proceed in all respects as if this Ordinance had not been enacted. Furthermore, any act, claim or action undertaken pursuant to any provision of this Section is not intended to be lost, impaired or affected by this Ordinance.

Section 3. Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five (5) days after publication.

**PASSED BY THE CITY COUNCIL ON SEPTEMBER 19, 2017.**

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Javier H. Figueroa, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita Genetia, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Matthew S. Kaser, City Attorney

Published:  
Effective Date:

**ORDINANCE NO. 692**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING TITLE 1 OF THE MUNICIPAL CODE TO ADD A NEW CHAPTER 1.35 "LEGISLATIVE POLICY ADVISORY COMMISSIONS" TO SUPERSEDE AND REPLACE ALL FORMER LEGISLATION ON THE SUBJECT MATTER**

WHEREAS, State law provides "[t]hat 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;" and

WHEREAS, City Council advisory commissions provide a community sounding board and focus group to originate ideas and assist the City Council in fashioning legislative policy; and

WHEREAS, under State law all commissions are advisory to the City Council, and commission work is "legislative" in nature rather than administrative; and

WHEREAS, commissions may not take independent action representing the City with other agencies or bodies, and may not direct or otherwise participate in the work of the City's professional administration or consultants, and they are not volunteer labor; and

WHEREAS, 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; and

WHEREAS, University Place legislative advisory commissions have been organized under an array of Council resolutions, which have been adopted and superseded numerous times with each commission having a separate series of resolutions; and

WHEREAS, the Council now desires to include all descriptions, rules and processes pertaining to all legislative advisory commissions into a single chapter of the University Place Municipal Code;

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

Section 1. Legislative Findings. The recitals and findings set forth above are hereby adopted as the City Council's legislative findings in support of the regulations adopted by this Ordinance.

Section 2. Code Amendment. Title 1 of the University Place Municipal Code is hereby amended to add new Chapter 1.35, "Legislative Policy Advisory Commissions" as shown in Exhibit A, which is attached hereto and incorporated herein by reference.

Section 3. Repeal. The following are repealed: chapter 2.25 of the University Place Municipal Code; Resolutions 666, 688, 719 and 752; and Section 5 of the City Council Rules of Procedure.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance or its application to any other person or situation.

Section 5. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five days after publication.



**PASSED BY THE CITY COUNCIL ON JULY 17, 2017.**

\_\_\_\_\_  
Javier H. Figueroa, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita Genetia, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Matthew S. Kaser, City Attorney

**Exhibit A to Ordinance No. 692**

Chapter 1.35

LEGISLATIVE POLICY ADVISORY COMMISSIONS

Sections:

- 1.35.010 Intent.
- 1.35.020 Identification and Scope of Advisory Commissions.
- 1.35.030 Organization of Commissions
- 1.35.040 Origination of Work of Advisory Commissions.
- 1.35.050 Advisory Commission Work Approval Process.
- 1.35.060 Advisory Commission Meetings.
- 1.35.070 Reporting to Council by Advisory Commissions.
- 1.35.080 Appointments Process for Advisory Commissions.
- 1.35.090 Scope of Chapter.
  
- 1.35.010 Intent.

City Council commissions provide a community sounding board and focus group to originate ideas and 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, and do not direct or duplicate the work of the City's administration.

1.35.020 Identification and Scope of Advisory Commissions.

A. Planning Commission.

The Planning Commission advises the City Council and conducts public hearings on matters relating to the City's zoning and land use and development regulations as well as the City's comprehensive plan and other obligations under the State Growth Management Act.

B. Public Safety Advisory Commission.

The Public Safety Advisory Commission advises the City Council on matters relating to public safety in the City.

C. Economic Development Advisory Commission.

The Economic Development Advisory Commission advises the City Council on matters relating to economic development in the City.

D. Park Advisory Commission.

The Park Advisory Commission advises the City Council on matters relating to City parks.

1.35.030 Organization of Commissions.

A. Membership.

There shall be seven (7) regular voting members of each commission. Except as set forth below, Members shall be City residents, and will immediately forfeit their appointment if they move outside the city limits.

1. The Public Safety Advisory Commission shall be comprised of both voting members and non-voting representatives. The seven (7) At-Large members will be voting members. It is recommended to have one representative from each Police, Fire, and School to act as Commission liaisons who will be active Commission participants but will be non-voting representatives.

2. The Economic Development Advisory Commission shall be comprised of City residents, business owners, property owners, or business professionals working in the City. One member will be a member of the West Side Branch of the Tacoma-Pierce County Chamber of Commerce.

3. The Park Advisory Commission should include one member from the City's youth population, if feasible.

B. Vacancies and Appointments.

Appointments to the commissions, whether due to term expiration or resignation, will follow the commission recruitment and appointment process established by this Chapter.

C. Term.

Regular voting commission members shall be appointed to four-year terms that shall expire on January 31.

D. Removal of Members.

Members and liaisons may be removed by City Council motion and affirmative majority vote. Positions shall be deemed vacated after a member is absent for four (4) consecutive unexcused Regular Meetings.

E. Public Meetings.

All commission meetings shall comply with the Open Public Meetings Act and be held in the City. The City Clerk will publish Commission meeting notices.

F. Compensation and Staff Support.

Members shall serve without compensation. Any expenditure for the commission shall be within the amounts appropriated for the purposes set by the City Council and approved in advance by the City Manager or designee. Staff resource and support shall be as provided by the City Council in the Adopted Budget under the City Manager's authority.

G. Organization.

Each commission shall elect its own Chairperson and Vice-Chairperson. The Vice-Chairperson shall preside in the absence of the Chairperson. The Chairperson and Vice-Chairperson shall be voting members of the commission. The commission may adopt rules for transaction of business, and shall keep a written record of its meetings, attendance, and recommendations. Robert's Rules of Order, Revised, shall govern the deliberations of the commission except when in conflict with any of the provisions of this chapter. These records shall be public record and filed with the appropriate support staff in accordance with the requirements of the Public Records Act.

H. Conflict of Interest.

Each voting member present shall vote on all questions put to the commission unless a conflict of interest as defined in State law precludes it.

1.35.040 Origination of Work of Advisory Commissions.

A. Work originating from Council.

The City Council may direct a commission's review of legislative policy matters in any of three (3) ways: (1) By reviewing and approving a commission's proposed annual work plan resolution; (2) By adopting a resolution assigning a legislative policy issue for commission review; or (3) By adopting a resolution approving a commission-recommended legislative policy matter for further commission work.

B. Work or annual work plans originating from Advisory Commissions.

When two or more commissioners desire to propose a legislative policy topic for work by the commission, at least two proponents of the proposed legislative policy topic will describe in writing their proposal, and explain how the proposal is consistent with current adopted City Council Goals, and will also set forth the potential budget or staff impact for further development or implementation. The proponents will sign the written proposal and file it with the staff representative assigned to the commission. The written proposal will be distributed to all commission members and calendared for initial review at a commission meeting. At the conclusion of the full commission review, the commission will vote on whether to advance the proposal for a City Council study session. If a majority of commissioners support the proposal, the commission will submit a written request from the commission to the City Clerk to be calendared for a City Council study session through the City Council's established agenda process. For commissions desiring to propose an annual work plan for Council review and consideration, the draft work plan must be submitted through the City's regular agenda process early enough to be studied by Council and be ready for final consideration not later than the first meeting in December prior to the year it is intended to go into effect.

C. Work Originating Through Other City code provisions.

Where other University Place Municipal Code provisions provide additional means and processes for work to be assigned to advisory commissions, such additional processes remain in effect.

1.35.050 Advisory Commission Work Approval Process.

All work of legislative policy advisory commissions will be assigned by, or approved by, at least a majority of the City Council by written resolution before City resources (administrative staff work or public funds) are utilized. Council resolutions assigning, or approving, legislative advisory commission work will provide commissions with clear tasks and direction, and will establish any appropriate processes and procedures for the work.

1.35.060 Advisory Commission Meetings.

A. Commissions will not have standing monthly meetings, but will meet only when there is work to be done. Commissions should meet only as a majority of the Commission deems necessary to work on matters specifically assigned by the City Council, either as part of an annual work plan or by separate resolution, or in the event that two or more commissioners have filed a request to meet to discuss work to be proposed by the commission to the Council for approval.

B. At least annually, the Council will hold a joint meeting with all commissions.

1.35.070 Reporting to Council by Advisory Commissions.

A. When a commission reports to the City Council on a proposed commission work item, proposed commission annual work plan, or reports back to Council on commission work previously assigned or approved by Council, the report will include attendance by the commission Chairperson or Vice-Chairperson at the Council's first study of the matter, and may include a minority report.

B. When a commission has met, but has not yet completed any assigned or approved work items, the commission Chairperson or Vice-Chairperson will provide a quarterly update to the Council on the commission's progress.

1.35.080 Appointment Process for Advisory Commissions.

A. Advertisement for commission vacancies will be posted by the City Clerk's Office. The Human Resources Department will conduct background checks on all applicants.

B. Review of applications and interviews of candidates will be performed by a City Council subcommittee comprised of no more than three (3) Council Members appointed by the City Council each year on a rotating basis to ensure all council members participate. In considering appointments, the subcommittee will confer with the City Attorney and Police Chief regarding any applicant criminal history disclosed by a background check.

C. The subcommittee's recommendations will be provided to the full Council and inform the Mayor's final appointments, but are not binding on the Mayor. The Mayor's appointments will be reviewed for confirmation by vote of the full City Council. The full Council, by majority vote, may choose to interview all of the Mayor's appointments to any commission, or all commissions.

D. It is the Council's intent that in making appointments to any and all advisory bodies, that the Council should seek to afford the greatest number of University Place residents the opportunity to serve for a time on commissions, and should seek to appoint commissioners who are residents and who are representative of the diversity of our community.

1.35.090 Scope of Chapter.

A. To What Entities Applicable. This Chapter shall govern all matters before City Advisory Commissions. Where a state statute provides for a procedure before a commission, which is in conflict with this Chapter, the procedure shall be governed by such statute.

B. Conflicting Statutes and Rules. Subject to the provisions of paragraph (A) of this section, this Chapter supersedes all Resolutions and other rules that may be in conflict.