

UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting Agenda
Monday, August 20, 2018, 7:00 p.m.

UPTV

Note: Times are approximate and subject to change.

Town Hall Meeting Room
3715 Bridgeport Way West

- 7:00 pm
1. CALL REGULAR MEETING TO ORDER
 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE – Councilmember McCluskey
 4. APPROVAL OF MINUTES – August 6, 2018
 5. APPROVAL OF AGENDA
- 7:05 pm
6. PUBLIC COMMENTS – (Citizens wishing to address the Council will be given three minutes to comment on matters not scheduled for Public Hearing or Council Consideration. Specific concerns raised at this time will be addressed by City staff after the meeting. State law prohibits the use of this forum to promote or oppose candidates for public office or ballot measure. Please provide your name and address for the record.)

- 7:10 pm
- 7A - CONSENT AGENDA
 - 7B. Motion: Approve or Amend the Consent Agenda as Proposed

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

A. Receive and File: Claims dated 08/15/18.

B. Adopt a resolution approving the 2018-2019 Agreement between the City of University Place and University Place School District for a School Resource Officer.

COUNCIL CONSIDERATION – (The following item(s) will require Council action.)

- 7:15 pm
8. SUNSET TERRACE PLAYGROUND
 - Staff Report
 - Public Comment
 - Council Consideration
- 7:30 pm
9. STORMWATER MANAGEMENT CODE AMENDMENT
 - Staff Report
 - Public Comment
 - Council Consideration
- 7:45 pm
10. CITY MANAGER & COUNCIL COMMENTS/REPORTS - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc, and follow-ups on items of interest to Council and the community.)

RECESS TO STUDY SESSION – (At this time, Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)

- 7:50 pm
11. TRANSPORTATION BENEFIT DISTRICT (TBD)
(THIRD STUDY FOR ADOPTION OF A RESOLUTION)
- 8:30 pm
12. COUNCIL RULES/COUNCIL TRAINING POLICY
(FIRST STUDY FOR ADOPTION OF A RESOLUTION)
- 9:00 pm
13. ADJOURNMENT

*PRELIMINARY CITY COUNCIL AGENDA

September 3, 2018
HOLIDAY – No Council Meeting

September 4, 2018
Regular Council Meeting

September 17, 2018
Regular Council Meeting

October 1, 2018
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
To obtain Council Agendas, please visit www.cityofup.com.

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

APPROVAL OF MINUTES

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, August 6, 2018
City Hall, Windmill Village**

1. CALL REGULAR MEETING TO ORDER

Mayor Keel called the Regular Meeting to order at 6:31 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

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

Staff Present: City Manager Sugg, City Attorney Kaser, Executive Director/ACM Faison, Executive Director/ACM Craig, Engineering and Capital Projects Director Ecklund, Engineering Services and Capital Projects Deputy Director Avcular, Planning and Development Services Director Swindale, Finance Director Blaisdell, Operations & Facilities Manager Kelly-Sage and City Clerk Genetia.

MOTION: By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to excuse Councilmember Grassi's absence.

The motion carried.

3. PLEDGE OF ALLEGIANCE

Councilmember Worthington led Council in the Pledge of Allegiance.

4. APPROVAL OF MINUTES

MOTION: By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to approve the minutes of the July 16, 2018 meeting as submitted.

The motion carried.

5. APPROVAL OF AGENDA

MOTION: By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to approve the agenda.

The motion carried.

6. PUBLIC COMMENTS – The following individuals provided public comment: Cheryl Hill, 4904 93rd Avenue West; and Howard Lee, 8302 41st Street West.

7. CONSENT AGENDA

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

- A. Receive and File: Payroll for the period ending 07/15/18, dated 07/20/18, in the total amount of Two Hundred Thirty-One Thousand One Hundred Ninety-Nine and 88/100 Dollars (\$231,199.88); Payroll for the period ending 07/31/18, dated 08/03/18, in the total amount of Three Hundred Six Thousand Four Hundred Ninety-Five and 50/100 Dollars (\$306,495.50); Claims dated 07/13/18, check nos. 51981601 through 51981659, wire transfer no. 3476399, in the total amount of Three Hundred Fifty-One Thousand Eight Hundred Eighty and 26/100 Dollars (\$351,880.26); and Claims dated 07/31/18, check nos. 51981660 through 51981713, wire transfer nos. 309152 and 622470, in the total amount of One Hundred Fifty-Four Thousand Nine Hundred Seventy-Six and 02/100 Dollars (\$154,976.02).
- B. Pass an Ordinance of the City Council of the City of University Place, Washington, amending Section 2.05.010 UPMC, relative to the hours of operation of City offices. **(ORDINANCE NO. 705)**

The motion carried.

PUBLIC HEARING

8. 2017-2018 BIENNIAL BUDGET CARRYFORWARD ADJUSTMENTS

Staff Report – Finance Director Blaisdell presented the 2017-2018 budget adjustments reflecting the carryforward of funding from 2017 and re-appropriation in 2018. The re-appropriation is comprised primarily of beginning fund balance, LRF balances and new and continuing grant funding. Notwithstanding the changes, Director Blaisdell indicated that the City's financial position overall has not materially changed. As presented to Council at the July 16 meeting, she pointed out that the new ordinance includes a transfer of \$900,000 from the general fund reserve ending fund balance to municipal CIP for the construction of the Drexler Police offices. Proceeds from future land sales will replenish the restricted ending fund balance.

A public hearing on the 2017-2018 biennial budget carryforward was held on July 16, 2018. Although a motion was passed to adopt Ordinance No. 704, it did not meet the required five votes needed.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to pass an ordinance amending the 2017-2018 Biennial Budget for the 2017 Carryforward appropriations and adjustments.

The motion carried. (ORDINANCE NO. 706)

COUNCIL CONSIDERATION

9. CIVIC BUILDING BID AWARDS (CITY HALL T.I. AND DREXLER POLICE OFFICES)

Staff Report – After providing a brief background on the development phases of the Civic Building, Executive Director/ACM Faison presented two resolutions to award and approve contracts for the completion of the City Hall tenant improvements and the construction of the Drexler Police Offices project. The bid for the City Hall tenant improvements, as well as the bid alternate for the atrium restroom came in at \$2.637 million; and the bid for the Drexler Police offices came in at \$2.23 million. Bid amounts for both projects are under the engineer's estimates. Director Faison indicated with the recent passage of the budget adjustments, the City has sufficient revenues to complete both projects. Staff recommended that Council approve the award of the contracts necessary to complete both projects as well as the bid alternate.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to adopt a resolution awarding and approving contracts for City Hall tenant improvements.

The motion carried. (RESOLUTION NO. 868)

MOTION: By Mayor Pro Tem Belleci, seconded by Councilmember Figueroa, to adopt a resolution awarding and approving contracts for construction of the Drexler Polices Offices project.

The motion carried. (RESOLUTION NO. 869)

10. BRIDGEPORT WAY WEST PHASE 4 BID AWARD

Staff Report – Engineering and Capital Projects Director Ecklund recommended awarding the bid for the Bridgeport Way West Phase 4 Roadway Improvement project to Miles Resources who submitted the lowest responsive, responsible bid of the six proposals received by the City, in the amount of \$2,280,188.78.

This project includes construction of curbs, gutters, sidewalks, bike lanes, street lights, storm drainage improvements, paving, traffic signal, landscaping and irrigation on Bridgeport Way West from Chambers Lane to Leach Creek. The project is funded through a Federal Highway Administration (FHWA) grant that covers 86.5% of the cost. The matching funds are in the City's adopted capital budget.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember McCluskey, to authorize the City Manager to award the Bridgeport Way West Phase 4 Roadway Improvement project to Miles Resources, LLC, in the amount of \$2,280,188.78 and execute all the necessary contract documents.

The motion carried.

11. CITY MANAGER & COUNCIL COMMENTS/REPORTS

City Manager Sugg remarked on the City's road improvement projects underway and commended City Engineer Ecklund for his hard work in pursuing grants for these projects. He also informed Council that tomorrow is National Night Out (NNO) and that this year, a total of 49 neighborhoods will be participating in the event.

Mayor Pro Tem Belleci announced that Dance Theatre Northwest will be holding a dance recital for the public on August 11. She also informed the public of the upcoming Concerts in the Park event at Curran Apple Orchard.

Councilmember McCluskey reported on the success of the Movie in the Park event over the weekend.

Mayor Figueroa commented on NNO's increased public participation and thanked the public in advance for opening up their neighborhoods for the outreach. He inquired about the condition of the water fountain feature in Market Square and asked that it be repaired for the public to use.

Mayor Keel highlighted upcoming agenda items.

STUDY SESSION

12. STORMWATER MANAGEMENT CODE AMENDMENTS

Engineering and Capital Projects Director Ecklund provided a summary on the proposed revisions to UPMC Chapter 12.15 relating to the collection of surface water management fees as well as credits available to property owners. Director Ecklund indicated that the proposed code revisions would address two recently identified issues pertaining to the Surface Water Management (SWM) fee credits. The first issue is associated with updating how the current credits are calculated. The existing code language allows owners of private storm drainage facilities to be eligible for fee credits based on certain criteria for the performance of their storm drainage facility. However, the code language has outdated terminology relating to the design and performance of these facilities and needs to be updated to meet current design terminology. The second issue involves a creation of a new credit type that would be offered to property owners constructing improvements to existing storm drainage facilities that provide public benefit. The new proposed credits would allow for a 10% to 75% reduction in SWM fee based on the magnitude of public benefit of the improvement being provided. Organization, clarification and procedural improvements were also made on

the Chapter for the administration of the credits; and a new section was added for establishing provisions for appeals of determinations related to fee credit.

13. LODGING TAX OPTIONS

City Attorney Kaser provided a presentation on lodging tax. His presentation included information on tax rates and the extent/scope of the charges, the use of the lodging tax revenues and audit; Lodging Tax Advisory Committee (LTAC) and its duties; applications for lodging tax fund; review and selection of applications; reporting requirements and outcomes for entities receiving lodging tax funds; and program administration. The Council had a general discussion on the topic and expressed interest in further discussing the pros and cons of imposing a lodging tax, requesting that staff provide a cost benefit analysis in detail. Council also wants staff to look into what the County is collecting from the City and what the City needs to do to tap into those funds, as well as investigate what the City's potential revenue might be for the anticipated resort at Chambers.

14. ADJOURNMENT

The meeting adjourned at 8:26 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

APPROVAL OF CONSENT AGENDA

FINAL CHECK LISTING
CITY OF UNIVERSITY PLACE

Check Date: 8/15/2018

Check Range: 51981714 - 51981793

Wire Transfer: 3942787, 5831792

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>
Figueroa, Javier	51981716	51981685

Auditing Officer: _____ (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
3942787	8/31/2018	002072	WA STATE DEPT OF REVENUE	JUL18	8/6/2018	JUL18/B&O TAX/SWM FEES	232.62	232.62
		Voucher: 44219						
5831792	8/15/2018	003049	DEPT OF LABOR & INDUSTRIES	2NDQTR18	7/25/2018	2NDQTR18/VOLUNTEER HOURS	6.48	6.48
		Voucher: 44170						
51981714	7/27/2018	026130	LIFTOFF LLC	2973	6/5/2018	OFFICE 365 MIGRATION CONSUI	7,500.00	7,500.00
		Voucher: 44186						
51981715	7/31/2018	026175	FABULOUS MURPHTONES LLC	AUG2	7/9/2018	AUG2/CONCERT IN THE PARK	300.00	300.00
		Voucher: 44172						
51981717	8/15/2018	025715	ABM JANITORIAL SERVICES	12691502	8/1/2018	AUG18/JANITORIAL SERVICES	4,008.80	4,008.80
		Voucher: 44144						
51981718	8/15/2018	025179	ACCESS INFORMATION MANAGE	2736066	7/31/2018	AUG18/OFFSITE RECORDS STO	337.69	337.69
		Voucher: 44145						
51981719	8/15/2018	001004	ALARMWORKS NW	12739	8/1/2018	AUG18/ALARM MONITORING	364.00	364.00
		Voucher: 44146						
51981720	8/15/2018	001701	ALPINE PRODUCTS INC	TM-178391	8/1/2018	BUTYL ROLLS	433.73	433.73
		Voucher: 44147						
51981721	8/15/2018	001171	AMERICAN PLANNING ASSOCIAT	092994-1871	7/25/2018	ANNUAL MEMBERSHIP DUES/J.E	469.00	469.00
		Voucher: 44148						
51981722	8/15/2018	002075	AMERICAN REPROGRAPHICS	CC1965479	7/27/2018	27TH ST PH2/PLAN	36.25	36.25
		Voucher: 44149						
51981723	8/15/2018	025986	AUSTINCINA ARCHITECTS INC	P1479	7/25/2018	CITY HALL TI/ACHITECTURAL/EN	2,118.00	
		Voucher: 44150		1480	7/25/2018	DREXLER MEZZANINE TI/ACHITE	955.00	3,073.00
51981724	8/15/2018	023411	AUTOZONE, INC.	1164229154	8/6/2018	DURALAST ALTERNATOR/TRUCK	129.99	
		Voucher: 44151		1164229332	8/6/2018	CREDIT/DURALAST/RETURN ITE	-11.00	
				1164215403	7/19/2018	LED ELECTRONIC/TRUCK #35/FL	15.29	134.28
51981725	8/15/2018	002333	BANK OF AMERICA	548001400009914	7/22/2018	MASTERCARD/7-22-2018	4,505.05	4,505.05
		Voucher: 44152						
51981726	8/15/2018	024926	BELLECI, CAROLINE	AUG18/EOC	5/1/2018	EOC TRAINING/EMMITSBURG/C.	88.50	88.50
		Voucher: 44153						
51981727	8/15/2018	025996	BLAIR, MIKE	AUG18/EOC	7/10/2018	EOC TRAINING/EMMITSBURG/M.	88.50	88.50
		Voucher: 44154						
51981728	8/15/2018	021643	BLAISDELL, LESLIE	AUG18/EOC	4/25/2018	EOC TRAINING/EMMITSBURG/L.I	154.41	154.41
		Voucher: 44155						

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981729	8/15/2018	026177 BLUE ZONES LLC	62111	7/19/2018	CONSULTANT/ANALYSIS & DESIG	3,500.00	3,500.00
		Voucher: 44156					
51981730	8/15/2018	003155 CDW.GOVERNMENT, INC.	NLC6237	7/18/2018	VEEAM AGENT SVR/1 YR SUB	372.10	372.10
		Voucher: 44157					
51981731	8/15/2018	001152 CENTURYLINK	1443930844	6/23/2018	LONG DISTANCE	11.38	
		Voucher: 44158	1446344773	7/23/2018	LONG DISTANCE	11.38	
			1445653603	7/15/2018	PHONES/LONG DISTANCE/INTEF	3,718.25	3,741.01
51981732	8/15/2018	001152 CENTURYLINK	206-Z20-0051	7/20/2018	PHONES/CITY WIDE	628.48	
		Voucher: 44159	253-566-9558	7/14/2018	PW PUMP CALLOUT LINE	48.02	
			253-584-0775	8/1/2018	PHONE/KOBAYASHI	53.16	729.66
51981733	8/15/2018	001466 CHICAGO TITLE INSURANCE	0112074-TC-2	7/16/2018	RECORDING FEES/3626 MARKE	102.00	102.00
		Voucher: 44160					

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981735	8/15/2018	001024 CITY OF TACOMA	100142834	8/2/2018	WATER/3715 BP WAY W	169.52	
	Voucher:	44161	100668523	7/9/2018	WATER/8400 20TH ST W	38.28	
			100312959	7/3/2018	POWER/3715 BP WAY W, #A1	22.50	
			100565439	7/24/2018	WATER/3761 BP WAY W	743.10	
			100312960	7/3/2018	POWER/3715 BP WAY W #A2	22.50	
			100165190	7/24/2018	POWER/3761 BP WAY W	36.52	
			100737837	7/31/2018	POWER/5702 BP WAY W	31.65	
			100980359	7/31/2018	WATER/6799 CHAMBERS CK RD	491.45	
			100892483	7/31/2018	POWER/5400 BP WAY W	149.36	
			100125070	7/31/2018	POWER/5370 BP WAY W	79.36	
			100612293	7/31/2018	POWER/5103 BP WAY W	225.91	
			100851341	7/31/2018	POWER/6420 CHAMBERS CREEK	76.53	
			100955346	8/2/2018	POWER/3715 BP WAY W, #D HSE	34.70	
			100955347	8/2/2018	POWER/3715 BP WAY W, #E HSE	58.70	
			100445063	8/2/2018	POWER/3715 BP WAY W, #E2	31.21	
			100086165	8/2/2018	POWER/7813 44TH ST W	7.77	
			100657111	8/2/2018	WATER/3626 DREXLER DR W	436.65	
			100087691	8/2/2018	POWER/3697 BRIDGEPORT WAY	184.82	
			100751205	8/2/2018	WATER/3555 MARKET PLACE W	169.52	
			100137272	8/1/2018	WATER & POWER/1901 SEAVIEW	2,565.42	
			100495884	8/2/2018	POWER/3625 DREXLER DR	67.44	
			100714386	8/2/2018	POWER/3609 MARKET PL W #20	51.49	
			100802489	8/2/2018	POWER/3904 BP WAY W	15.43	
			100439837	8/2/2018	POWER/3501 72ND AVENUE CT \	22.72	
			100105615	8/2/2018	POWER/3503 BP WAY W	55.63	
			100312900	8/2/2018	POWER/3715 BP WAY W #E3	34.78	
			100312961	8/2/2018	POWER/3715 BP WAY W #A3	42.14	
			100306925	8/3/2018	POWER/8020 CHAMBERS CK RD	45.87	
			100101800	8/3/2018	POWER/6318 GRANDVIEW DR W	128.56	
			100897062	8/2/2018	WATER/3600 DREXLER DR W	82.92	
			100068203	7/30/2018	POWER/3715 BP WAY W	1,712.47	
			100086155	8/2/2018	POWER/7801 40TH ST W	7.77	
			100079046	8/2/2018	POWER/3715 BP WAY W #D5	23.92	
			100578632	8/2/2018	WATER/7450 MARKET SQ W	622.65	
			100577102	8/2/2018	POWER/7450 MARKET ST W	179.06	

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100079031	8/2/2018	POWER/3715 BP WAY W #D4	23.76	
			100110228	8/2/2018	POWER/3715 BP WAY W #B5	1,155.42	
			100122800	8/2/2018	POWER/4398 BP WAY W	313.47	
			100617905	8/2/2018	POWER/3525 BP WAY W	149.41	
			100138171	8/2/2018	POWER/3998 BP WAY W	66.43	
			100456986	7/31/2018	POWER/5918 HANNAH PIERCE F	47.05	
			100890034	7/31/2018	WATER/7299 57TH ST CT W	899.47	
			100892486	7/31/2018	POWER/6400 BP WAY W	87.68	
			100079046	7/3/2018	POWER/3715 BP WAY W #D5	24.17	
			100615001	7/23/2018	POWER/2247 E DAY ISLAND BLV	5.90	
			100092335	8/7/2018	POWER/3050 BP WAY W	167.03	
			100820972	8/7/2018	POWER/2700 SUNSET DR W	32.87	
			100668518	8/3/2018	WATER/9600 64TH ST W	678.48	
			100668521	8/7/2018	WATER/3000 BP WAY W	1,233.61	
			100668505	8/3/2018	WATER/8102 CHAMBERS CK RD	239.33	
			100668504	8/3/2018	WATER/7401 CHAMBERS LN W	197.34	
			100986098	8/3/2018	POWER/7613 CHAMBERS CREEK	9.39	
			100668522	8/3/2018	WATER/8902 CHAMBERS CK RD	64.23	
			100951901	8/3/2018	POWER/7723 CHAMBERS CREEK	74.62	
			100101775	8/6/2018	POWER/5250 GRANDVIEW DR W	167.81	
			100156353	8/2/2018	POWER/4720 BP WAY W	37.41	
			100052902	8/2/2018	POWER/ 3715 BP WAY W/#A HSE	28.68	
			100955345	8/2/2018	WATER/3715 BP WAY W	280.63	14,652.51
51981736	8/15/2018	001108 CITY OF UNIVERSITY PLACE	JUL18	8/2/2018	PETTY CASH FUND/REIMBURSE	20.00	20.00
		Voucher: 44162					
51981737	8/15/2018	001140 CITY TREASURER	90839709	7/24/2018	SEMI ANNUAL ATTACHMENT FEE	2,712.97	2,712.97
		Voucher: 44163					
51981738	8/15/2018	025161 CITY TREASURER	131373	7/21/2018	CABLE TV/ATRIUM	36.52	36.52
		Voucher: 44164					
51981739	8/15/2018	024565 COMCAST	849835010094487	7/15/2018	JUL25-AUG24/INTERNET/CITY H	140.84	140.84
		Voucher: 44165					
51981740	8/15/2018	023782 COMPLETE OFFICE SOLUTIONS,	1721138-0	8/3/2018	CHAIR/DEPUTY CITY CLERK	431.91	
		Voucher: 44166	1725182-0	8/1/2018	SUPPLIES/CLERKS OFFICE	56.28	
			1725183-0	8/1/2018	SUPPLIES/DEVELOPMENT SERV	66.88	555.07

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981741	8/15/2018	024347	COPIERS NORTHWEST, INC.	INV1799255	7/31/2018	JUN29-JUL28/OVERAGE CHARGE	19.77
	Voucher:	44167		INV1796234	7/24/2018	JUN21-JUL20/OVERAGE CHARGE	74.48
				INV1799726	7/31/2018	JUL28-AUG27/BASE RATE/JUN28	86.54
				AUG18/EOC	4/25/2018	EOC TRAINING/EMMITSBURG/M.	88.50
51981742	8/15/2018	022207	CRAIG, MARIZA	AUG18/EOC	4/25/2018	EOC TRAINING/EMMITSBURG/M.	88.50
	Voucher:	44168					180.79
51981743	8/15/2018	026176	DEACON-JOYNER, DAVID	AUG18	5/1/2018	AUG18/CONCERT IN THE PARK	400.00
	Voucher:	44169					400.00
51981744	8/15/2018	021938	DLT SOLUTIONS	SI400068	7/26/2018	AUTOCAD/ANNUAL SUBSCRIPTI	2,876.83
	Voucher:	44171					2,876.83
51981745	8/15/2018	024113	FASTENAL COMPANY	WATA158579	7/20/2018	MISC SUPPLIES	103.15
	Voucher:	44173					103.15
51981746	8/15/2018	024894	FIGUEROA, JAVIER	AUG18/EOC	4/25/2018	EOC TRAINING/EMMITSBURG/J.I	88.50
	Voucher:	44174					88.50
51981747	8/15/2018	001858	GRAY LUMBER COMPANY	252983	7/24/2018	AWPA .40 ACQ TREATED LUMBE	96.95
	Voucher:	44175					96.95
51981748	8/15/2018	002081	HALES, JENNIFER	AUG18/EOC	4/30/2018	EOC TRAINING/EMMITSBURG/J.I	88.50
	Voucher:	44176					88.50
51981749	8/15/2018	001222	HOME DEPOT CREDIT SERVICES6035-3225-3193-0	7/27/2018	MISC REPAIR & MAINT SUPPLIE\$	444.17	444.17
	Voucher:	44177					
51981750	8/15/2018	001096	HONEY BUCKET	0550718420	7/12/2018	PORTA POTTY RENTAL/SKATE P.	2,763.76
	Voucher:	44178		0550717203	7/11/2018	SPECIAL EVENT FEE/CONCERT	245.00
				0550718419	7/12/2018	PORTA POTTY RENTAL/CURRAN	28.00
				REFUND	3/3/2018	REFUND/FEE REDUCTION	32.00
							3,036.76
51981751	8/15/2018	026182	ICHIJO USA CO LTD	REFUND	3/3/2018	REFUND/FEE REDUCTION	32.00
	Voucher:	44179					32.00
51981752	8/15/2018	025292	KEEL, KENT	REIMB	7/23/2018	REIMB/ADDITIONAL CAR RENTAL	71.05
	Voucher:	44180					71.05
51981753	8/15/2018	021616	KELLEY IMAGING SYSTEMS	23080730	7/27/2018	LEASE/SHARP MX5111N COPIER	1,543.76
	Voucher:	44181					1,543.76
51981754	8/15/2018	001960	KROGER - FRED MEYER STORE\$700070	7/21/2018	CUSTOMER # 700070/MISC PURC	46.17	46.17
	Voucher:	44182					46.17
51981755	8/15/2018	002873	LAKEWOOD HARDWARE & PAINT553142	8/3/2018	OIL CAP	38.41	38.41
	Voucher:	44183					38.41
51981756	8/15/2018	023115	LEMAY MOBILE SHREDDING	4575109	8/1/2018	JUL18/DOCUMENT SHREDDING	37.40
	Voucher:	44184					37.40

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51981757	8/15/2018	002091	LEXISNEXIS	3091603534	7/31/2018	JUL18/ONLINE LEGAL RESEARC	109.90	109.90
		Voucher: 44185						
51981758	8/15/2018	001797	LOWE'S BUSINESS ACCOUNT/GE874-3507-900095-	7/17/2018	MISC REPAIR & MAINTENANCE S	151.36	151.36	
		Voucher: 44187						
51981759	8/15/2018	001891	MICROFLEX INC	00022764	6/27/2018	ANNUAL ONLINE SERVICE FEE	1,318.80	1,318.80
		Voucher: 44188						
51981760	8/15/2018	001352	MILES RESOURCES, LLC	283304	7/31/2018	PURCHASE OF HOT ASPHALT FC	185.30	
		Voucher: 44189		283203	7/31/2018	HOT MIXED ASPHALT	757.50	942.80
51981761	8/15/2018	026103	MINUTEMAN PRESS/DOWNTOWN	96441	7/20/2018	DOOR HANGERS/SEALCOAT/CH	439.91	439.91
		Voucher: 44190						
51981762	8/15/2018	001378	MOUNTAIN MIST WATER	002228621	7/30/2018	#075361/BOTTLED WATER/CITY I	56.90	
		Voucher: 44191		002201996	7/16/2018	#075361/BOTTLED WATER/CITY I	74.48	
				002228608	7/30/2018	#075361/BOTTLED WATER/PW SI	44.81	
				002201999	7/16/2018	#075361/BOTTLED WATER/PW SI	14.59	
				002192799	7/11/2018	#075361/BOTTLED WATER/PW SI	59.65	
				002228620	7/30/2018	#068332/BOTTLED WATER/CM O	14.04	
				002201997	7/16/2018	#068332/BOTTLED WATER/CM O	25.30	
				002201975	7/16/2018	#065205/BOTTLED WATER/COUM	17.89	307.66
51981763	8/15/2018	002150	OFFICE DEPOT,INC.	164301205001	7/16/2018	TONER	373.48	373.48
		Voucher: 44192						
51981764	8/15/2018	003178	OWENS PRESS, INC.	26423	7/20/2018	PUBLIC SAFETY SPECIAL REPOI	7,505.71	7,505.71
		Voucher: 44193						
51981765	8/15/2018	023984	PARTNER CONST.PRODUCTS,IN	9154	7/19/2018	MATERIAL USED IN SEALING CR	7,746.30	7,746.30
		Voucher: 44194						
51981766	8/15/2018	001109	PIERCE COUNTY BUDGET & FIN/CI-254088		7/25/2018	JUN18/SPECIAL OT/TRAFFIC	1,636.84	
		Voucher: 44195		CI-254099	7/26/2018	2018 POLICE SPECIAL OVERTIM	11,477.61	
				CI-254346	7/31/2018	2NDQTR18/LIQUOR EXCISE & PF	2,103.59	
				CI-253998	7/21/2018	JUN18/ANIMAL CONTROL & SHE	10,575.13	
				CI-254004	7/23/2018	JUL18/POLICE SERVICES	301,074.08	
				CI-253658	7/10/2018	AUDITOR RECORDING FEES/#5C	85.00	
				CI-254119	7/27/2018	JUN18/JAIL SERVICES	8,023.40	334,975.65

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981767	8/15/2018	001588	PIERCE COUNTY SEWER	01576739	8/1/2018	SEWER/3609 MARKET PL W/RET	33.09
	Voucher:	44196		01512692	8/1/2018	SEWER/3555 MARKET PL W	20.02
				01571443	8/1/2018	SEWER/7520 CIRQUE DR W	37.45
				01633279	8/1/2018	SEWER/1902 SEAVIEW AVE W	20.02
				00566276	8/1/2018	SEWER/3715 BP WAY W	124.55
				00604682	8/1/2018	SEWER/2917 MORRISON RD W	20.02
				00664685	8/1/2018	SEWER/4951 GRANDVIEW DR W	198.58
				01576712	8/1/2018	SEWER/3609 MARKET PL W/RET	33.09
				01576721	8/1/2018	SEWER/3609 MARKET PL W/RET	33.09
							519.91
51981768	8/15/2018	001114	PITNEY BOWES GLOBAL FIN. SV	JUL18	3/12/2018	JUL18/ACCT19533470/POSTAGE	950.00
	Voucher:	44197					950.00
51981769	8/15/2018	001161	PUGET SOUND ENERGY CORP	200000971479	7/25/2018	GAS/4910 BRISTONWOOD DR W	44.31
	Voucher:	44198		200014542258	7/27/2018	GAS/7450 MARKET SQ W	55.82
				220014491314	7/27/2018	GAS/3715 BP WAY W #E1	36.74
				300000009641	7/30/2018	GAS/3715 BP WAY W, #D2 & #A3	73.55
				300000010987	7/30/2018	GAS/3715 BP WAY W, #E2	45.97
				220008861142	7/27/2018	GAS/3715 BP WAY W, #BLDG D1	36.74
							293.13
51981770	8/15/2018	021712	SARCO SUPPLY	1113918	7/13/2018	PARKS RESTROOM SUPPLIES	251.34
	Voucher:	44199					251.34
51981771	8/15/2018	001359	SCHMIDT, KEVIN	REIMB	7/23/2018	REIMB/GATORADE/MENS GLOVE	190.02
	Voucher:	44200					190.02
51981772	8/15/2018	022031	SEESZ, LINDA	AUG18/NATOA	6/4/2018	NATOA CONF 2018/PHILADELPH	314.81
	Voucher:	44201		REIMB	8/6/2018	REIMB/EOC TRAINING/OVERNIG	98.42
							413.23
51981773	8/15/2018	026172	SHI INTERNATIONAL CORP	B08607708	7/27/2018	FOIA/REQUEST MANAGEMENT S	9,147.07
	Voucher:	44202					9,147.07
51981774	8/15/2018	025855	SMARSH, INC.	INV00387351	7/31/2018	JUL18/MEDIA ARCHIVING SERVI	593.80
	Voucher:	44203					593.80
51981775	8/15/2018	024457	SONSRAY MACHINERY LLC	WO4906-08	8/6/2018	REPLACED IGNITION SWITCH	1,291.85
	Voucher:	44204					1,291.85
51981776	8/15/2018	001426	SPECTRUM SIGN COMPANY, INC	23242	7/25/2018	ACRYLIC PANEL/DISPLAY SIGN	108.90
	Voucher:	44205					108.90
51981777	8/15/2018	003008	SPRAGUE PEST SOLUTIONS INC	3590142	8/1/2018	PEST CONTROL/WINDMILL VILL	104.41
	Voucher:	44206					104.41
51981778	8/15/2018	001317	SUGG, STEPHEN	AUG18/EOC	4/25/2018	EOC TRAINING/EMMITSBURG/S.	88.50
	Voucher:	44207					88.50

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51981779	8/15/2018	002613	SUPERIOR LINEN SERVICE,INC. 23299	8/8/2018	OFFICE MAT RENTAL/PW SHOP	93.31	
	Voucher:	44208	18051	7/13/2018	OFFICE MAT RENTAL/DEVELOPM	15.24	
			20382	7/25/2018	OFFICE MAT RENTAL/PW SHOP	93.31	
			20969	7/27/2018	OFFICE MAT RENTAL/DEVELOPM	14.24	216.10
51981780	8/15/2018	025311	TACOMA WINSUPPLY, INC. 048150 00	7/13/2018	MOD CONTROLLER/STATION MC	429.48	
	Voucher:	44209	048152 00	7/19/2018	IRRIGATION SUPPLIES/53RD & B	1,448.38	1,877.86
51981781	8/15/2018	002823	THOMPSON ELECTRICAL CONST0718-2050	7/31/2018	STREETLIGHT REPAIR/53RD & B	663.52	
	Voucher:	44210	0718-2049	7/31/2018	MISC STREET LIGHT REPAIRS	2,581.39	
			0718-2051	7/31/2018	CROSSWALK FLASHERS/REPAIF	165.01	3,409.92
51981782	8/15/2018	001035	TYLER TECHNOLOGIES, INC. 045-230745	7/30/2018	JUN16/TRAVEL EXPENSES/M.KA	1,721.59	
	Voucher:	44211	045-232676	7/18/2018	WEBSERVER MIGRATION ASSIS	440.00	2,161.59
51981783	8/15/2018	001331	UNIVERSITY PLACE REFUSE SV,1028672	7/25/2018	AUG18/BILLING PERIOD/COMPA	1,078.75	
	Voucher:	44212	1028673	7/25/2018	AUG18/BILLING PERIOD/REFUSE	2,231.42	3,310.17
51981784	8/15/2018	001331	UNIVERSITY PLACE REFUSE SV,1514351	7/25/2018	JAN18/BILLING PERIOD/REFUSE	150.68	150.68
	Voucher:	44213					
51981785	8/15/2018	025336	US BANK 5063787	7/25/2018	TAX REVENUE BOND/TRUSTEE I	2,250.00	2,250.00
	Voucher:	44214					
51981786	8/15/2018	025336	US BANK 745000006	7/31/2018	CUSTOMER #0006/JUL18/MAINT	26.00	26.00
	Voucher:	44215					
51981787	8/15/2018	002935	WA ASSN OF CODE ENFORCEMEWACE18	7/25/2018	WACE FALL CONF 2018/M.BOEH	200.00	200.00
	Voucher:	44216					
51981788	8/15/2018	001158	WA CITIES INSURANCE AUTHORI14149	8/1/2018	NOTARY BOND/D.KELLY-SAGE	40.00	40.00
	Voucher:	44217					
51981789	8/15/2018	001032	WA STATE 2018070061	8/1/2018	JUL18/TELECOMMUNICATIONS S	316.71	316.71
	Voucher:	44218					
51981790	8/15/2018	022590	WA STATE DEPT OF TRANSPORTREFUND	7/11/2018	REFUND/OVERPAID AMOUNT ON	1,649.59	1,649.59
	Voucher:	44220					
51981791	8/15/2018	001389	WA STATE PATROL 119000261	8/8/2018	JUL18/BACKGROUND CHECKS	12.00	12.00
	Voucher:	44221					
51981792	8/15/2018	024399	WELLS FARGO FINANCIAL LEASI5005022843	7/24/2018	AUG19-SEP18/LEASE FOR LEXM	95.44	95.44
	Voucher:	44222					
51981793	8/15/2018	001357	ZUMAR INDUSTRIES INC 23613	7/24/2018	SPECIAL/18X30 WHITE	230.60	230.60
	Voucher:	44223					

Sub total for BANK OF AMERICA: 441,238.32

80 checks in this report.

Grand Total All Checks: 441,238.32

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

Proposed Council Action:

Adopt a resolution approving the 2018-2019 Agreement between the City of University Place and University Place School District for a School Resource Officer.

Agenda No: 7B
Dept. Origin: Public Safety
For Agenda of: August 20, 2018
Exhibits: Resolution
Proposed Agreement

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

Expenditure Required: \$63,874.00	Amount Budgeted: \$63,874.00	Appropriation Required: \$0.00
--------------------------------------	---------------------------------	-----------------------------------

SUMMARY / POLICY ISSUES

Since shortly after incorporation, the City and the University Place School District have partnered in a School Resource Officer (SRO) program which places a police officer in schools during the school year.

The SRO is at the schools during the school year. He augments patrol staffing during school holidays, summer break and during the school year when patrol staffing is needed.

In September 2015, the Council adopted Resolution No. 790, which approved an SRO Agreement between the City and the School District. This Agreement is reviewed every year to update the funding amount due from the City. The Agreement has been revised to reflect the correct amount of funding necessary from the City.

City staff believes that continuing the joint SRO program is in the best interests of the community and recommends approval of the updated Agreement.

RECOMMENDATION / MOTION

MOVE TO: Adopt a resolution approving the 2018-2019 Agreement between the City of University Place and University Place School District for a School Resource Officer.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE
APPROVING THE 2018-2019 AGREEMENT BETWEEN THE CITY AND UNIVERSITY
PLACE SCHOOL DISTRICT FOR A SCHOOL RESOURCE OFFICER**

WHEREAS, since shortly after incorporation, the City and the University Place School District have partnered in a School Resource Officer (SRO) program which places a police officer in schools during the school year; and

WHEREAS, in September 2015, the Council adopted Resolution No. 790, which approved an SRO Agreement between the City and the School District; and

WHEREAS, the Agreement is reviewed every year to update the funding amount due from the City; and

WHEREAS, the Agreement has been revised to reflect the correct amount of funding necessary from the City; and

WHEREAS, the City Council and the City and School District administrations believe continuing the joint SRO program is in the best interests of the community, and the updated Agreement is approved.

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

Section 1. Incorporation. The recitals are hereby incorporated herein as if set forth in full.

Section 2. Agreement Approved. The 2018-2019 Agreement with University Place School District for a School Resource Officer is hereby approved.

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption by the City Council.

ADOPTED BY THE CITY COUNCIL ON AUGUST 20, 2018.

Kent Keel, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

**CITY OF UNIVERSITY PLACE AND UNIVERSITY PLACE SCHOOL DISTRICT
SCHOOL RESOURCE OFFICER AGREEMENT**

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

RECITALS:

A. The City and School District agree that the placement of a police officer within schools during the school year is effective in promoting community safety.

B. For more than ten years, the City and School District have worked together to establish and maintain a successful School Resource Officer (SRO) program.

C. After reviewing and revising the SRO program, the City and School District find it in their best interest to continue the program through this Agreement.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The City and School District agree to continue the SRO program which involves the assignment of one Police Officer (the SRO) within the schools. The services provided by an SRO are described in Addendum A, attached. The City contracts separately with Pierce County for Police Services. The SRO will be a part of the University Place Police contingent under the City's contract with Pierce County. The SRO will remain an employee of Pierce County.

2. The delivery of SRO services, standards of performance, discipline of officers, supervision and control of SRO personnel, and other matters incidental to the performance of such services shall remain under the control of the City and shall be governed by the Contract, and its amendments, between the City and Pierce County for police services.

3. The City, through its contract with Pierce County, shall furnish and supply all labor, supervision, equipment, training and supplies, necessary for the SRO.

4. The School District shall not assume any liability for the direct payment of any salaries, wages, or other compensation to an SRO performing the services provided hereunder. Any overtime for the SRO requested by the School District will be billed to the School District by Pierce County at the County's actual costs for overtime. Off-duty employment agreements shall be between the School District and the SRO. Except as otherwise specified herein, the School District shall not be liable for compensation for wages or indemnity to any Pierce County employee for injury or sickness arising out of his/her employment under this Agreement.

5. Unless sooner terminated as provided for herein, this Agreement shall be effective September 1, 2018 to June 30, 2019. At the option of the City and the School District, this Agreement may be renewed by mutual written agreement.

6. The School District will participate in funding one (1) SRO for the duration of this Agreement in the amount of \$63,874, to be billed in ten monthly installments. The School District acknowledges that its portion of the cost of the SRO, as set forth above, is based on 50% of the total cost of the SRO for three quarters (¾) of the year (school year).

7. The City will invoice the District monthly for SRO services. The District shall remit payment to the City within thirty (30) days after receipt of an invoice.

8. In the City's discretion, the SRO may be assigned to staff patrol or necessary training on days when school is in session, with no adjustment in cost allocation between the parties.

9. As part of its compliance with all applicable laws and regulations relating to employee hiring, the parties agree that the County Civil Service Rules which prohibit discrimination on the basis of non-merit factors, shall for purpose of this Agreement, be read and understood by the School District. Furthermore, this Agreement shall be subject to all laws, rules, and regulations of the United States of America, State of Washington, the County of Pierce, and the City of University Place.

10. Either party may, in writing, request changes to this Agreement. Any and all agreed modifications must be in writing, signed by each of the parties, and affixed to this Agreement.

11. The City or the School District may terminate this Agreement in whole or in part whenever the City or the School District determines, in its sole discretion, that such termination is in the best interests of the City or the School District. An equitable adjustment in the contract price will be made so that the School District pays only for the period in which service was provided. Termination of this Agreement by the City or School District at any time during its term, whether for default or convenience, shall not constitute a breach of contract by the City or School District. Each party agrees to give the other at least 30 days' prior written notice if it intends to terminate this Agreement.

12. In the event of litigation arising out of the construction or interpretation of any of the terms of this Agreement, the venue of such litigation shall be in the courts of the State of Washington, with venue in Pierce County. This Agreement shall be governed by the laws of the State of Washington.

13. Differences between the School District and the City arising under and by virtue of the contract documents, shall be brought to the attention of the City or School District at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken.

14. Laws involving confidentiality govern both the School District and the City. Both the School District and the City agree that its employees, subcontractors, and others shall maintain the confidentiality of all information provided by the other to the extent authorized to do so by the laws governing each. The federal Buckley Act governs the School District and the City understands that this act and other state and federal laws will restrict the issuance of certain information to the City. The School District likewise understands that certain intelligence information is to remain confidential and in the sole control of the City. Each agency agrees to respect the requirement imposed on the other and in the event of any judicial action being taken, to promptly notify the other of any attempt to seek disclosure of information.

15. The School District agrees to defend, indemnify and save harmless the City, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officials or employees for damages because of personal or bodily injury, including death, at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the School District, its subcontractors, its successor or assigns, or its or their

agent, servants, or employees, the City, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the City, its appointed or elected officials or employees. It is further provided that no liability shall attach to the City by reason of entering into this contract, except as expressly provided herein.

16. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the School District to the City of University Place, Attention: City Manager, 3715 Bridgeport Way W. University Place, WA, 98466. Notice may be given by delivery to the City Clerk or by depositing in the US mail, first class, postage prepaid.

17. Except as set forth elsewhere in the agreement, for all purposes under this Agreement, except service of process, notice shall be given by the City to the Superintendent of the University Place School District, 3717 Grandview Drive W, University Place, WA 98466. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid.

18. If any term or condition of this Agreement or the application thereof to any persons(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given without the invalid term, condition, or application. The terms and conditions of this Agreement are declared severable.

19. Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

20. This written Agreement represents the entire agreement between the parties and supersedes any prior oral statements, discussions, or understanding between the parties.

IN WITNESS WHEREOF, this Agreement has been executed by each party on the date set forth below:

UNIVERSITY PLACE SCHOOL DISTRICT

CITY OF UNIVERSITY PLACE

By: _____
_____ *Print name*
_____ *Title*

By: _____
Stephen P. Sugg
City Manager

Approved as to form:

Matthew S. Kaser, City Attorney

Attachment 1 - Cost Sharing Spreadsheet
One School Resource Officer: September 2018 - August 2019

	Amount Charged By Pierce County	Minus Grant Funding	=	Net Cost			
September	\$13,916	\$0	=	\$13,916			
October	\$13,916	\$0	=	\$13,916			
November	\$13,916	\$0	=	\$13,916			
December	\$13,916	\$0	=	\$13,916			
January	\$14,333	\$0	=	\$14,333			
February	\$14,333	\$0	=	\$14,333			
March	\$14,333	\$0	=	\$14,333			
April	\$14,333	\$0	=	\$14,333			
May	\$14,333	\$0	=	\$14,333			
June	\$14,333	\$0	=	\$14,333			
July	\$14,333	\$0	=	\$14,333			
August	\$14,333	\$0	=	\$14,333			
Subtotal for 2018-2019:	\$170,332	\$0		\$170,332			
	Net Cost	X	3/4 Year	X	1/2 Day	=	School District Share
September	\$13,916	X	0.75	X	0.5	=	\$5,219
October	\$13,916	X	0.75	X	0.5	=	\$5,219
November	\$13,916	X	0.75	X	0.5	=	\$5,219
December	\$13,916	X	0.75	X	0.5	=	\$5,219
January	\$14,333	X	0.75	X	0.5	=	\$5,375
February	\$14,333	X	0.75	X	0.5	=	\$5,375
March	\$14,333	X	0.75	X	0.5	=	\$5,375
April	\$14,333	X	0.75	X	0.5	=	\$5,375
May	\$14,333	X	0.75	X	0.5	=	\$5,375
June	\$14,333	X	0.75	X	0.5	=	\$5,375
July	\$14,333	X	0.75	X	0.5	=	\$5,375
August	\$14,333	X	0.75	X	0.5	=	\$5,375
Subtotal for 2018-2018:	\$170,332						\$63,874

City of University Place

School Resource Officer Contract

Exhibit A - updated 2017

Program Goal:

The goals of the School Resource Officer (SRO) Program are:

- To improve the relationship between University Place Police and the University Place School District
- To promote and facilitate a reduction in crime and improve security at all eight UPSD schools and administration sites.
- To improve the quality of education in University Placed School District by providing support for school safety and security.
- To alleviate pressure on City police operations in the city by providing a dedicated staff person to handle crime and nuisance issues in and around UPSD schools.

Program Benefits:

The SRO Program should help reduce crimes in the schools and in the community. It will do so by intervening earlier in the delinquency pattern as well as offering a positive role model. The physical security of the schools will also be improved. The SRO will serve as a liaison between the University Place Police Department and school administrators, staff, parents and students in the University Place School District.

SRO Duties:

- Conduct preliminary investigations of crimes that have occurred on or off campus involving students from any school district and are reported at UPSD schools.
- Assist the University Place Police in conducting follow up investigations involving students of the University Place School District.
- Coordinate or provide training to school staff and students, upon request. Topics may include, but are not limited to, dangers of drug use (including marijuana), personal safety, cyber safety, overall crime prevention and emergency response.
- Provide assistance to all UPSD personnel on law enforcement concerns and assist with providing a solution.
- Maintain a close working relationship by sharing school information with other UPPD personnel on matters of mutual interest.
- Assist UPSD to identify safety issues and help resolve problems related to student behavior, safety concerns and security problems.

- Handle traffic complaints involving UPSD traffic problems and intervention with any problem student drivers, both on and off school property.
- Work with UPSD personnel on matters of concern and provide them with training to enhance school and personal security.
- Develop mentor relationships with students when possible
- Work flexible or adjusted shifts to accommodate school related events; evening meetings, presentations, athletic events, etc.
- SRO's will avoid vacation when school is in session and plan to take vacation when the schools are on break or outside of the school year.
- Work with schools to engage parents and students on ways to creatively and proactively address juvenile nuisance and criminal issues.
- Liaison with UPSD Director of Safety and Operations for districtwide disaster preparedness.
- Support UPSD administrators and families to resolve custody issues and parenting plan conflicts that impact a student's education.
- Assist UPSD administrators in their efforts to increase student attendance and decrease truancy
- Serve as a liaison with the court system and neighboring police departments as needed.
- Provide assistance to UPSD related to school security technology, procedures, training and response.
- Attend trainings related to SRO work with approval from the Chief of Police.

School Duties:

- Collaborate with UP Police on "early out" days to minimize impact of these early releases on the UP community
- Collaborate with city, county and regional groups to promote emergency preparedness. Provide the SRO with access to all UPSD sites.
- Provide the SRO with student and family information, as appropriate, to assist in the resolution of safety and/or criminal issues.
- Meet quarterly with the SRO and UP Police officials to discuss student health and safety concerns and other community problems involving youth, families and/or schools.

COUNCIL CONSIDERATION

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

Proposed Council Action:

Authorize the City Manager to execute the purchasing and installation contract documents with GameTime/Sitelines Park and Playground Products, Inc. for the Sunset Terrace Park Playground project in the amount of two hundred seventy-two thousand, four hundred fifty-nine dollars and twenty-two cents (\$272,459.22).

Agenda No: 8
Dept. Origin: Public Works, Parks
For Agenda of: August 20, 2018

Exhibits:

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

Expenditure Required: \$272,459.22	Amount Budgeted: \$272,459.22	Appropriation Required: \$0.00
---------------------------------------	----------------------------------	-----------------------------------

SUMMARY / POLICY ISSUES

Sunset Terrace Park is the oldest park in the University Place Parks system dating back to pre-incorporation. The tot-lot and associated wooden play structures installed in 1999 have reached their useful life expectancy. Maintenance and repairs are no longer cost efficient and Staff is recommending replacement with newer safer ADA compliant tot-lot amenities and rubberized safety matting surface. Staff identified appropriate playground amenities and safety surfacing, researched for the most cost-effective pricing and determined GameTime/Sitelines Park and Playground Products Inc. was the lowest responsive pricing utilizing the US Communities national government purchasing cooperative, in the amount of \$272,459.22.

This project is included in the adopted 2018 Parks Capital Improvement Budget with 50 percent of the funding from Park Impact Fees and 50 percent from Real Estate Excise Tax as follows:

- **\$136,229.61** from the Park Impact Fee fund
- **\$136,229.61** from Real Estate Excise Tax (REET) fund
(Note: expenditures from the REET fund are restricted to capital improvement projects)
- **Total = \$272,459.22**

RECOMMENDATION / MOTION

MOVE TO: Authorize the City Manager to execute the purchasing and installation contract documents with GameTime/Sitelines Park and Playground Products, Inc. for the Sunset Terrace Park Playground project in the amount of two hundred seventy-two thousand, four hundred fifty-nine dollars and twenty-two cents (\$272,459.22).

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

Proposed Council Action:

Pass an ordinance amending University Place Municipal Code Chapter 12.15 relating to the administration and qualification for credits to the surface water management fee.

Agenda No: 9
Dept. Origin: Engineering & Capital Projects
For Agenda of: August 20, 2018
Exhibits: Ordinance, Staff Report
Revised Section

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

Expenditure Required: \$0.00	Amount Budgeted: \$0.00	Appropriation Required: \$0.00
---------------------------------	----------------------------	-----------------------------------

SUMMARY / POLICY ISSUES

Chapter 12.15 of the University Place Municipal Code relates to the City's storm drainage and surface water management utility. This chapter includes provisions for the collection of surface water management fees as well as credits available to property owners toward these fees.

Existing code language allows owners of private storm drainage facilities to be eligible for fee credits based on meeting certain criteria for the performance and maintenance of their facility. This code language, however has outdated terminology relating to the design and performance of these facilities and needs to be updated. In addition, it has been identified that it would be beneficial to property owners and the City to provide fee credits for property owners constructing improvements to existing storm drainage facilities that have a public benefit but would otherwise be ineligible or untimely as a public work.

On August 6, 2018, a study session was held for the City Council to review revisions to UPMC 12.15 that included updated design terminology and provisions for a facility improvement fee credit. Comments from this study session have been incorporated.

RECOMMENDATION / MOTION

MOVE TO: Pass an ordinance amending University Place Municipal Code Chapter 12.15 relating to the administration and qualification for credits to the surface water management fee.

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING CHAPTER 12.15 OF THE UNIVERSITY PLACE
MUNICIPAL CODE**

WHEREAS, Chapter 12.15 of the University Place Municipal Code (UPMC) relates to the City's storm drainage and surface water management utility and includes provisions for the collection of surface water management fees as well as credits available to property owners toward these fees; and

WHEREAS, it has been identified that the code language providing criteria for qualifying for credits toward the surface water management fee has outdated terminology relating to the design and performance of storm drainage facilities; and

WHEREAS, it has been identified that it would be beneficial to property owners and the City to provide an additional fee credit for property owners constructing improvements to existing storm drainage facilities that have a public benefit; and

WHEREAS, the City Council reviewed proposed amendments to UPMC 12.15 that included updating the design terminology and provisions for a facility improvement credit at a public meeting study session on August 6, 2018; and

WHEREAS, comments from this public study session have been addressed and incorporated in to the proposed revisions;

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

Section 1. Amendments to Portions of University Place Municipal Code Section 12.15. The City of University Place Municipal Code is hereby amended as indicated in Exhibit A attached.

Section 2. Severability. If any section, sentence, clause or phrase of these sections shall be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of these sections.

Section 2. Effective Date and Publication. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be in effect five (5) days after publication.

PASSED BY THE CITY COUNCIL ON AUGUST 20, 2018.

Kent Keel, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matt Kaser, City Attorney

Published: xx/xx/xx
Effective Date: xx/xx/xx

CITY of UNIVERSITY PLACE
3715 Bridgeport Way West ♦ University Place, WA 98466
Phone (253) 566-5656 ♦ FAX (253) 460-2541
STAFF REPORT TO THE CITY COUNCIL
August 6, 2018

**2018 STORM DRAINAGE AND SURFACE WATER
MANAGEMENT CODE AMENDMENTS**

Chapter 12.15 of the University Place Municipal Code relates to the City’s storm drainage and surface water management utility. This chapter includes provisions for the collection of surface water management fees as well as credits available to property owners toward these fees.

Existing code language allows owners of private storm drainage facilities to be eligible for fee credits based on meeting certain criteria for the performance and maintenance of their facility. This code language, however has outdated terminology relating to the design and performance of these facilities and needs to be updated. In addition, it has been identified that it would be beneficial to property owners and the City to provide fee credits for property owners constructing improvements to existing storm drainage facilities that have a public benefit, but would otherwise be ineligible or untimely as a public work.

The following sections of UPMC 12.15 would be amended under this proposal. The italicized information denotes a description of the proposed change.

[12.15.015](#) Definitions (New Section) – *A new section providing additional definitions relating to this chapter.*

[12.15.032](#) Fees – *Information on how the fees are calculated and collected (paragraphs B and C) has been relocated from Section 12.15.034 for clarity.*

[12.15.034](#) Service Charge Credits – *Section name has been changed from “Credits” to “Service Charge Credits” for clarity; a provision has been added to allow homeowners’ associations to file needed documentation on the behalf of individual property owners; credit percentages for infiltration facilities have been revised to be consistent with the credits offered for detention facilities; the performance criteria for receiving a credit has been updated to current design terminology; and the information on how fees are calculated and collected has been deleted from this section and moved to Section 12.15.034 for clarity.*

[12.15.035](#) Facility Improvement Credits (New Section) – *A new section establishing a credit that would be offered to property owners constructing improvements to existing storm drainage facilities that provide a public benefit.*

[12.15.070](#) Appeals (New Section) – *A new section establishing provisions for appeals of determinations related to fee credits.*

University Place Offers a New Surface Water Management Fee Credit

Property owners in University Place can now improve their bottom line when working to provide clean water to our streams and waterways. Rain water running along the surfaces of lawns, driveways and streets carries pollutants from fertilizers, pet waste, and motor vehicles into the storm drains and our local waterways. Many property owners have wanted to do their part in reducing the impact of this runoff, but such improvements can be costly. New rules are now in place to help property owners with this cost.

Recently, City Council passed a new regulation that offers up to a 75% reduction in surface water management fees to property owners that build facilities that lessen the impact of storm drainage runoff to public waterways and storm drains. The amount of the fee reduction is based on the magnitude of benefit to the public waters and storm drainage systems. If you are interested in more information on this new program, contact Todd Smith, in the City's Engineering Department via email at tsmith@cityofup.com or by phone at (253) 460-5432.

EXHIBIT A

Chapter 12.15 STORM DRAINAGE AND SURFACE WATER MANAGEMENT

12.15.015 Definitions.

For the purposes of this chapter, the following additional definitions apply:

- A. “Conveyance system nuisance problem” means a flooding or erosion problem that does not constitute a “severe flooding problem” or “severe erosion problem” and that results from the overflow of a constructed storm drainage system.
- B. “Director” means the Director of Engineering or duly authorized representative.
- C. “Homeowners' association” or “association” shall have the same definition as described in RCW 64.38.010.
- D. “Severe building flooding problem” means there is flooding of the finished floor area of a habitable building, or the electrical/heating system of a habitable building for runoff events less than or equal to a 100-year storm event.
- E. “Severe erosion problem” means there is an open drainage feature with evidence of or potential for erosion/incision sufficient to pose a sedimentation hazard to downstream conveyance systems or pose a landslide hazard by undercutting adjacent slopes. Severe erosion problems do not include roadway shoulder rilling or minor ditch erosion.
- F. “Severe flooding problem” means a “severe building flooding problem” or a “severe roadway flooding problem.”
- G. “Severe roadway flooding problem” means there is flooding over all lanes of a roadway, or a sole access driveway is severely impacted, for runoff events less than or equal to the 100-year event. A severely impacted sole access driveway is one in which flooding overtops a culverted section of the driveway, posing a threat of washout or unsafe access conditions due to indiscernible driveway edges, or flooding is deeper than 6 inches on the driveway, posing a severe impediment to emergency access.

12.15.032 Fees.

A. Storm drainage and surface water management fees shall be as follows:

Land Use Category	2009	Basis
Residential per single unit (current)	\$191.15	Per dwelling unit

Duplex per duplex unit	\$246.59	Per duplex
Duplex/Condo	\$123.29	Per duplex/condo dwelling unit
Multifamily		
Minimum charge per parcel	\$0.000000	
Gravel rate per sq. ft.	\$0.054358	Per sq. ft. impervious
Pavement rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Building rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Mobile Home Parks		
Minimum charge per unit	\$105.50	Per occupied site, plus
Gravel rate per sq. ft.	\$0.054358	Per sq. ft. impervious
Pavement rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Building rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Office/Condo		
Minimum charge per unit	\$0.000000	
Building rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Vacant Undeveloped		
Minimum charge per parcel	\$0.000000	
Area charge per acre	\$0.000000	
Gravel rate per sq. ft.	\$0.054358	Per sq. ft. impervious
Pavement rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Building rate per sq. ft.	\$0.072477	Per sq. ft. impervious
Forest and Timberland		
Minimum charge per parcel	\$0.000000	
Area charge per acre	\$0.000000	
Gravel rate per sq. ft.	\$0.054358	Per sq. ft. impervious
Pavement rate per sq. ft.	\$0.072477	Per sq. ft. impervious

Building rate per sq. ft. \$0.072477 Per sq. ft. impervious

State, County and Federal Highways

Gravel rate per sq. ft. \$0.016248 Per sq. ft. impervious

Pavement rate per sq. ft. \$0.021662 Per sq. ft. impervious

Roads (other than State/County/Federal)

Minimum charge per parcel \$0.000000

Gravel rate per sq. ft. \$0.054358 Per sq. ft. impervious

Pavement rate per sq. ft. \$0.072477 Per sq. ft. impervious

Building rate per sq. ft. \$0.072477 Per sq. ft. impervious

All Other Parcels

Minimum charge per parcel \$0.000000

Gravel rate per sq. ft. \$0.054358 Per sq. ft. impervious

Pavement rate per sq. ft. \$0.072477 Per sq. ft. impervious

Building rate per sq. ft. \$0.072477 Per sq. ft. impervious

B. The annual surface water management fee shall be calculated based on impervious area and parcel status as of January 1st each year. The surface water management fee shall be due on or before April 30th of each year and shall be paid together with payment of real property tax upon the parcel, if any, and shall be delinquent thereafter. Provided, that if real property tax upon the parcel payable in that year exceeds \$30.00, and one-half of the tax, together with one-half of the surface water management fee provided by this section are paid on or before April 30th of such year, the remaining one-half of the fee shall be due and payable on October 30th, next following, or at the time of payment of the remaining tax on the parcel, whichever is earlier, and shall be delinquent after that date. The surface water management fee shall be incorporated on the Pierce County Real Property Tax Statement.

C. Parcel characteristics affecting the surface water management fee which are altered after January 1st of any year shall not be the basis for recalculation of the fee until the next year.

(Ord. 538 § 1, 2008; Ord. 462 § 1, 2005; Ord. 427 § 1, 2004; Ord. 400 § 1, 2003; Ord. 355 § 1, 2002; Ord. 353 § 1, 2002; Ord. 328 § 1, 2001; Ord. 289 § 1, 2000; Ord. 256 § 1, 1999; Ord. 202 § 1, 1998).

12.15.034 Service Charge Credits.

A. Property owners with privately maintained storm drainage facilities meeting the criteria of this section may be eligible for a service charge credit. To qualify for ~~a service charge~~ this credit, the following must be completed before October 1st of the year preceding the year for which the owner is requesting credit. Service charge credits as provided for in this section will become effective January 1st of the following year.

1. Credit will apply to all categories listed in this section.

2. To qualify for a credit, the owner of record shall provide ~~the city~~ engineering calculations to the city in accordance with design criteria acceptable to the city and "As Constructed Plans" stamped and signed by the owner's engineer to verify that the drainage system has adequate capacity to meet the design criteria for which the owner is requesting a credit. The owner's engineer shall prepare and stamp an operation and maintenance manual for the owner to follow in maintaining any drainage ~~pond~~ facility. The city shall be provided a copy of the maintenance manual. New calculations, "As Constructed Plans," and a maintenance and operation manual shall be prepared and stamped by the owner's engineer if the drainage ~~pond~~ facility is increased or decreased in size from the original credit request.

3. Annually, each owner of record shall provide to the city a certified statement by October 1st of the year preceding the year for which the owner of record is requesting credit on a form provided by the city verifying that all specified maintenance has been performed in accordance with the operation and maintenance manual prepared by the owner's engineer ~~on the facility for the calendar year the credit is being requested~~. Once every five years, the certified statement shall be stamped and signed by the owner's engineer.

4. Each owner of record shall provide a "hold harmless" statement on a form provided by the city that indemnifies the city from any loss incurred arising from the construction and maintenance and operation of the owner's drainage facilities for both water quantity and quality runoff from the owner's property. This statement shall be signed by the owner and will be recorded with the county auditor by the owner of record. The owner of record shall provide the city a copy of the agreement with the county auditor recording number stamped on it before the application will be deemed completed.

5. Each owner of record must enter into an agreement with the city that allows the city to enter onto the owner's parcel to inspect the drainage facility and verify all information submitted by the owner and his/her engineer. The agreement form will be provided by the city. This agreement will be recorded with the county auditor by the owner of record. The owner of record shall provide the city a copy of the agreement with the county auditor recording number stamped on it before the credit application will be deemed completed.

6. Homeowners' associations comprised of a minimum of 20 properties may provide the documentation required in this section, and other such documentation as may be required by the Director, on behalf of those properties within the homeowners' association. Any submission by a homeowners' association must include a complete list of property owners' names and parcel numbers for any properties requesting the service charge credit.

7. The following credits shall apply to on-site improvements which in the opinion of the city's community development director meet or exceed the following guidelines:

CREDIT PERCENTAGES

<u>Retention/Infiltration Facility</u>	Percent Credit
100-year storage	25%
50-year storage	0 15%
25-year storage	0 10%
10-year storage	— 0%

<u>Detention Facility Design Storm</u>	Percent Credit
100-year storage; release rate of 50% of predeveloped discharge rate for 2-year storm	25%
50-year storage; 2-year release	15%
25-year storage; 2-year release	10%
10-year storage; 2-year release	— 0%

~~B. The annual service charge credit will be calculated by multiplying the annual service charges surface water management fee by the applicable credit percentages when all of the conditions established for a service charge credit have been met.~~

~~In order to determine the credit percentage for a retention/detention facility, the following shall apply:~~

~~1. For a retention/detention facility whose year storage is not listed in this section, the next lower year storage category will be used.~~

~~2. The release rate shall be equal to or less than a two year release rate for a detention facility with a 10 , 25 , or 50 year storage. The release rate for a detention facility with a 100 year storage shall be equal to or less than 50 percent of the predevelopment discharge rate for a two year storm. the predeveloped historic (forested) rates for each storm event up to the design event.~~

~~3. No credit shall be given for a retention/detention facility with less than a 4025-year storage.~~

~~C. The annual service charge shall be calculated based on impervious area and parcel status as of January 1st each year. The annual service charge shall be due and payable to the city of University Place on or before April 30th of each year and shall be paid together with payment of real property tax upon the parcel, if any, and shall be delinquent thereafter. Provided, that if real property tax upon the parcel payable in that year exceeds \$30.00, and one half of the tax, together with one half of the annual service charge provided by this section are paid on or before April 30th of such year, the remaining one half of the annual service charge shall be due and payable on October 30th, next following, or at the time of payment of the remaining tax on the parcel, whichever is earlier, and shall be delinquent after that date. The service charge shall be incorporated on the Pierce County Real Property Tax Statement.~~

~~D. Parcel characteristics affecting the service charge which are altered after January 1st of any year shall not be the basis for recalculation of the service charge until the next year.~~

(Ord. 423 § 32, 2004; Ord. 256 § 2, 1999; Ord. 202 § 2, 1998).

12.15.035 Facility Improvement Credits.

A. Property owners constructing improvements to existing storm drainage facilities may be eligible for a facility improvement credit under this section. To qualify for this credit, the following must be completed before

October 1st of the year preceding the year for which the owner is requesting credit. Facility improvement credits as provided for in this section will become effective January 1st of the following year.

1. Credits will apply to all improvements that provide public benefit as specified in this section.

2. To qualify for a credit, the owner of record shall provide to the city a description of the improvements and associated public benefit, documentation of improvement cost, and engineering calculations and "As -Built Plans" stamped and signed by the owner's engineer to verify that the drainage system improvement provides the benefit and meets the criteria for which the owner is requesting a credit. The owner's engineer shall prepare and stamp an operation and maintenance manual for the owner to follow in maintaining any drainage facility.

3. Annually, each owner of record shall provide to the city a certified statement by October 1st of the year preceding the year for which the owner of record is requesting credit on a form provided by the city verifying that all specified maintenance has been performed in accordance with the operation and maintenance manual prepared by the owner's engineer.

4. Each owner of record shall provide a "hold harmless" statement on a form provided by the city that indemnifies the city from any loss incurred arising from the construction and maintenance and operation of the owner's drainage facilities for both water quantity and quality runoff from the owner's property. This statement shall be signed by the owner and will be recorded with the county auditor by the owner of record. The owner of record shall provide the city a copy of the agreement with the county auditor recording number stamped on it before the application will be deemed completed.

5. Each owner of record must enter into an agreement with the city that allows the city to enter onto the owner's parcel to inspect the drainage facility and verify all information submitted by the owner and his/her engineer. The agreement form will be provided by the city. This agreement will be recorded with the county auditor by the owner of record. The owner of record shall provide the city a copy of the agreement with the county auditor recording number stamped on it before the credit application will be deemed completed.

6. Homeowners' associations comprised of a minimum of 20 properties may provide the documentation required in this section, and other such documentation as may be required by the Director, on behalf of those properties within the homeowners' association. Any submission

by a homeowners' association must include a complete list of property owners' names and parcel numbers for any properties requesting the service charge credit.

7. The following credits shall apply to on-site improvements which in the opinion of the Director meet or exceed the following guidelines:

CREDIT PERCENTAGES

<u>Improvement Public Benefit</u>	<u>Percent Credit</u>
<u>Major benefit</u>	<u>75%</u>
<u>Moderate benefit</u>	<u>50%</u>
<u>Minor benefit</u>	<u>10%</u>

B. The annual facility improvement credit will be calculated by multiplying the annual surface water management fee by the applicable credit percentages when all of the conditions established for a facility improvement credit have been met.

In order to determine the credit percentage for an improvement, the following shall apply:

1. Improvements qualifying as a major benefit include improvements that eliminate a severe flooding problem, eliminate a severe erosion problem, provide water quality treatment to current standards for storm water draining to threatened or impaired water bodies, or any other improvement determined by the Director to be of comparable magnitude.

2. Improvements qualifying as a moderate benefit include improvements that eliminate a conveyance system nuisance problem, reduce the occurrence of severe erosion and/or flooding problems, provide water quality treatment to current standards for storm water draining to water bodies not included in paragraph 1 above, or any other improvement determined by the Director to be of comparable magnitude.

3. Improvements qualifying as a minor benefit include improvements that provide additional stormwater conveyance capacity and/or water quality benefits not included in paragraphs 1 and 2 above.

C. The credits set forth in this Section may be aggregated with those credits set forth in UPMC 12.15.034; provided however, that in the event that such credits exceed 100%, the credit shall be reduced to 100%.

D. The credits set forth in this Section shall be eligible for five (5) years up to the amount of the actual improvement cost attributed to each property.

12.15.070 Appeals

A. A property owner or applicant may appeal a determination relative to an application for a credit issued under authority provided by this chapter, as set forth in this section.

B. The notice of appeal shall be filed within 14 days of service of the determination.

C. The notice of appeal shall be filed with the City Clerk and contain the following: (1) be conspicuously identified as a notice of appeal; (2) set forth a brief statement setting forth the legal interest of the appellants; (3) the specific order or action protested, together with any material facts claimed to support the contentions of the appellants; (4) the relief sought, and reasons why it is claimed, and why the protested action or notice and order should be reversed, modified or otherwise set aside; (5) the signatures of all persons named as appellants, and their official mailing addresses; (6) the verification (by declaration under penalty of perjury) of each appellant as to the truth of the matters stated in the appeal. No fee shall be required for the filing of the notice of appeal.

D. As soon as practicable after receiving the written appeal, the City Clerk shall fix a date, time, and place for the hearing of the appeal by the Hearing Examiner. Written notice of the time and place of the hearing shall be given at least 10 days prior to the date of the hearing by the City Clerk, by mailing a copy addressed to each appellant at his or her address shown on the notice of appeal.

E. At the hearing, the appellant or appellants shall be entitled to appear in person, and to be represented by counsel and to offer such evidence as may be pertinent and material to the denial or to the notice and order. The technical rules of evidence need not apply.

F. Only those matters or issues specifically raised by the appellant or appellants in the written notice of appeal shall be considered in the hearing of the appeal.

G. Within 10 business days following conclusion of the hearing, the Hearing Examiner shall make written findings of fact and conclusions of law, supported by the record, and a decision which may affirm, modify, or overrule the denial or order of the City.

H. A decision by the Hearing Examiner under this chapter shall be final and conclusive unless within 21 days from the date of the decision, a party makes application to a court of competent jurisdiction for appropriate relief.

STUDY SESSION

Memo



DATE: August 20, 2018

TO: City Council

FROM: Eric Faison, Assistant City Manager

SUBJECT: Pavement Management Program Options

Background

On March 19th, the City Council held a study session on the future of the City's Transportation Benefit District ("TBD"). At that meeting, staff provided background information on origins of the TBD statute, the creation of the City's TBD, the establishment and upcoming sunset of the City's \$20 vehicle license fee, and the revenues and use of funds to date (including identification of the grants leveraged by the City's TBD). Council directed staff to schedule a second meeting for additional discussion.

At the second meeting, staff provided general information on the various legally available options for funding pavement maintenance. Staff also provided an estimate on what TBD vehicle license fee level would fully fund a pavement management program. After much discussion, there was general consensus that no further information would be needed on most of the funding options (i.e., B&O tax, sales tax, property tax, utility tax). However, more detailed information was requested on the extent to which the City could achieve its goals related to pavement maintenance with a \$20 and \$32 vehicle license fee.

A third study session was scheduled for the May 21st meeting. The meeting ran long, and the TBD discussion was postponed. This meeting provides the requested information and includes a staff recommendation and accompanying draft legislation.

Funding Options

As a reminder, Council can approve without voter approval a vehicle license fee of up to \$40. After two years at \$40, Council can add an additional \$10, for a total of \$50. An additional \$50 (for a total of \$100) can be approved by voters. Based on receipts in the first quarter of 2018, we believe that we can safely assume that a \$20 vehicle license fee will generate approximately \$480,000 a year.

Public Streets

Our City street system is our largest community asset. During the second study session, there was some question as to how many miles of streets we have. This can be a complicated questions, in part because not every mile is the same. Some street lanes are wider than others, some streets have turn lanes, some streets have wide paved shoulders, etc. For example:

- One mile of Bridgeport = four lane miles plus turn lanes
- One mile of Grandview = two lane miles

For our purposes of our calculations here, we are using 91 street miles, which equates to 204.8 lane miles. These 91 street miles are divided as follows:

- Arterial: 13 miles (e.g., Bridgeport Way, 67th Ave., 40th, Cirque Drive);
- Collector: 6 miles (e.g., 27th, 44th, Sunset Drive, Grandview);
- Residential: 72 miles.

Pavement Maintenance

Our Pavement Maintenance Program consists of (from least intensive to most intensive) asphalt patching, crack sealing, chipsealing, and asphalt overlays. Generally speaking, we rely on asphalt overlays for arterials, asphalt overlays or chipsealing for collectors, and chipsealing for residential streets. Our staff does patching and crack sealing in-house. We contract with Pierce County for chipsealing and asphalt overlays.

Below please find the estimated cost and life cycle for the various pavement options used in the attached spreadsheet.

# Miles	Resurfacing Costs	Cost per Mile	Total Cost	Proposed Life Cycle	Cost per Mile/year
13	Arterial	385,000	4,939,550	15 yrs.	25,667
6	Collector	357,500	2,073,500	18 yrs.	19,861
72	Residential	52,800	3,810,048	10 yrs.	5,280
	15% pre-resurfacing repairs		2,231,493		
91			13,054,591		

Obviously, the cost for a maintenance program is dependent on the type of work being done and timing on when it is being done. As Director Cooper has noted in previous presentations, the cost of asphalt has risen dramatically since the creation of our TBD in 2013. The costs identified above are current costs. Based on historical trends and discussions with Pierce County, the inflationary adjustments we used in the attached spreadsheets reflect an estimated 12% annual

increase in the cost of chipsealing, a 10% increase for asphalt overlay and a 4% increase in personnel cost.

Conclusion

As reflected in the attached, more detailed analysis, staff revises its previous recommendation and recommends the implementation of a \$35 vehicle license fee. This recommendation will allow the City over the next five years to chip seal approximately one-half of the City's residential streets and asphalt overlay more than a quarter of the City's collector streets.

By code, the City has capped any vehicle license fee to a maximum of \$20. A draft ordinance is attached that amends the code to allow the City to exercise full authority within the TBD statutes. A draft resolution is attached that (1) establishes a \$35 vehicle license fee; and (2) sunsets the fee on July 1, 2024.

\$35 option -- Residential & Collector Only

	Miles, Gallons or Tons	Cost	2019	2020	2021	2022	2023		
ARTERIAL									
Asphalt Overlay (miles)	0	385,000	-	-	-	-	-		
Pre-Resurfacing (miles)	0	57,750	-	-	-	-	-		
COLLECTOR									
Asphalt Overlay (miles)	0.322	357,500	115,115	126,627	139,289	153,218	168,540		
Pre-Resurfacing (miles)	0.322	53,625	17,267	18,994	20,893	22,983	25,281		
RESIDENTIAL									
Chipseal (miles)	7.20	52,800	380,160	425,779	476,873	534,097	598,189		
Crackseal (gallons)	1200								
Material		5	6,000	6,600	7,260	7,986	8,785		
Personnel		15	18,000	18,720	19,469	20,248	21,057		
Asphalt Patch (tons)	300								
Material		106	31,800	34,980	38,478	42,326	46,558		
Personnel		318	95,400	99,216	103,185	107,312	111,605		
SUB-TOTAL			663,742	730,916	805,447	888,170	980,015		
Contingency 5%			33,187	36,546	40,272	44,408	49,001		
TOTAL			696,929	767,461	845,719	932,578	1,029,016		4,271,704
TBD Fee per vehicle (24,000)								\$	35.60

\$55/\$120 option -- All streets

	Miles, Gallons or Tons	Cost	2019	2020	2021	2022	2023		
ARTERIAL									
Asphalt Overlay (miles)	0.855	385,000	329,175	362,093	398,302	438,132	481,945		
Pre-Resurfacing (miles)	0.855	57,750	49,376	54,314	59,745	65,720	72,292		
COLLECTOR									
Asphalt Overlay (miles)	0.322	357,500	115,115	126,627	139,289	153,218	168,540		
Pre-Resurfacing (miles)	0.322	53,625	17,267	18,994	20,893	22,983	25,281		
Chipseal (miles)	0.73	46,200	-	-	-	-	-		
RESIDENTIAL									
Chipseal (miles)	7.20	52,800	380,160	425,779	476,873	534,097	598,189		
Crackseal (gallons)	1200								
Material		5	6,000	6,600	7,260	7,986	8,785		
Personnel		15	18,000	18,720	19,469	20,248	21,057		
Asphalt Patch (tons)	300								
Material		106	31,800	34,980	38,478	42,326	46,558		
Personnel		318	95,400	99,216	103,185	107,312	111,605		
SUB-TOTAL			1,042,294	1,147,322	1,263,494	1,392,021	1,534,252		
Contingency 5%			52,115	57,366	63,175	69,601	76,713		
TOTAL			1,094,408	1,204,688	1,326,668	1,461,622	1,610,964		6,698,351
TBD Fee Needed to Fund Five Years of a Full Program									\$ 55.82
TBD Fee Needed to Fully Fund Program for 18 Years									\$ 119.40

	# Miles*	Cost per Mile	Total Cost	Proposed Life Cycle	Cost per Year	Cost per Year/Mile	Cost per Year/Vehicle
Arterial	13	385,000	4,939,550	15	329,303	25,667	13.72
Collector	6	357,500	2,073,500	18	115,194	19,861	4.80
Residential	72	52,800	3,810,048	10	381,005	5,280	15.88
Sub-Total	91	795,300	10,823,098		825,503	50,808	34.40
15% pre-resurfacing**	19	111,375	1,051,958		66,675	6,829	2.78
5% Contingency	91	45,334	593,753		44,609	2,882	1.86
		952,009	12,468,808		936,786	60,519	39.03

* Numbers rounded to nearest whole number

** For arterials and collectors

*** Does not include crackseal and patching

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, REGARDING VEHICLE LICENSE FEES

WHEREAS, the City of University Place established, via Ordinance 634 (December 2, 2013) a University Place Transportation Benefit District (the "District"); and

WHEREAS, following the establishment of the District, on December 13, 2013, the Board of the District adopted Resolution No. 2 establishing a twenty-dollar vehicle license fee;

WHEREAS, on November 16, 2015, the City of University Place adopted Ordinance 660, wherein the City of University Place assumed all rights, powers, functions and obligations previously exercised and/or performed by the District;

WHEREAS, State law authorizes a transportation benefit district to implement, by majority vote of the District's governing board, a vehicle license fee with certain maximum values depending on the length of time a fee has been in effect at lesser levels and whether the fee is approved by the Council or voters; and

WHEREAS, the funding generated by the vehicle license fee will be a sustainable source of limited funding for street maintenance, but will not provide sufficient revenue to fully fund even a basic street maintenance program; and

WHEREAS, in the future, the City Council may need to explore other options to fully fund a basic street maintenance program; and

WHEREAS, the City Council finds it to be in the best interest of the residents of the City to amend the annual vehicle license fee for the for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements, including the operation, preservation, and maintenance of these facilities or programs, within the City; that are consistent with any existing state, regional, or local transportation plans and necessitated by existing or reasonably foreseeable congestion levels.

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

Section 1. Fee. An annual vehicle license fee in the amount of thirty-five dollars (\$35) is hereby established pursuant to State law to be collected by the Washington Department of Licensing on qualifying vehicles as set forth in State law.

Section 2. Effective Date of Fees. The vehicle license fee set forth in Section 1 shall take effect for notices mailed in 2019 for vehicle license renewals due as soon thereafter as the Washington Department of Licensing is reasonably able to incorporate collection of the fee. Vehicle license fees will not be collected sooner than six months after approval as provided in State law.

Section 3. Expenditures. The revenues received from the vehicle license fee shall only be expended on transportation projects approved by the City Council. The transportation projects to be funded with the revenues from the vehicle license fee shall be established by separate legislation adopted by the City Council.

Section 4. Execution of Documents. The proper officials are authorized to execute any and all appropriate documents to effectuate this Resolution on behalf of the City of University Place.

Section 5. Savings Clause. The existing twenty-dollar (\$20.00) license fee shall remain in full force and effect until the effective date set forth in Section 2. The last sentence of Section 2 of University

Place Transportation Benefit District Resolution 2 (“The vehicle license fee ... shall cease.”) shall be of no further force and effect.

Section 6. Sunset. The vehicle license fee will be collected for annual vehicle fees due on or before July 1, 2024 and thereafter collection shall cease.

Section 7. Legislation Effective Date. This Resolution shall be effective the day after the effective date of Ordinance No. ____.

ADOPTED BY THE CITY COUNCIL ON _____, 2018.

Kent Keel, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING SECTION 4.70.040 UNIVERSITY PLACE MUNICIPAL
CODE RELATIVE TO TRANSPORTION BENEFIT DISTRICTS**

WHEREAS, the City of University Place initially established a Transportation Benefit District (TBD) in 2013; and

WHEREAS, since the initial establishment of the TBD there have been both state and local legislative changes which have affected the TBD framework, structure and funding; and

WHEREAS, it is necessary to make changes to the municipal code to align it with changes affecting funding sources;

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

Section 1. Amend UPMC 4.70.040. Section 4.70.040 of the University Place Municipal Code entitled, "Establishment of vehicle license fee revenue source," is retitled "Establishment of Revenue Sources," and amended to read as follows:

The City, acting by and through its City Council, shall have the authority to establish ~~an annual vehicle license fee in the amount of \$20.00, fees and other revenue sources~~ consistent with Chapters 36.73 and 82.80 RCW, ~~including without limitation, the power to request voter approval of, and thereafter impose and collect, a sales and use tax in accordance with RCW 82.14.0455 and to enter appropriate agreements for the collection of such fees and other revenues with to be collected by the Washington Department of Licensing, Washington Department of Revenue and other state agencies on qualifying vehicles, set forth in Chapters 36.73, 46.16 and 82.80 RCW.~~

Section 2. Savings. The existing Section 4.70.040 of the University Place City Code, which is repealed and replaced by this ordinance, shall remain in full force and effect until the effective date of this ordinance.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 4. Severability. If any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 5. Effective Date. This ordinance shall take effect and be in force five days after publication.

PASSED BY THE CITY COUNCIL ON SEPTEMBER ____, 2018.

Kent Keel, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

Date of Publication: xx/xx/xx

Effective Date: xx/xx/xx

DRAFT

Memo

DATE: August 20, 2018
TO: City Council
FROM: Matt Kaser, City Attorney
SUBJECT: Proposed Amendments to Council Rules

At the January 2018 City Council Retreat, Council discussed potential changes to the Council Rules, and identified two areas where it desired amendments. The first set of changes is to align the Rules with the current practice where, during a single meeting, there are matters which the Council considers and debates for final consideration and those matters which it studies. This represents a departure from its former practice where "Council Meetings" and "Study Sessions" occur on alternating Mondays. The second set of changes addresses the timeliness of considering legislative proposals. The concern was expressed that a legislative proposal might not make the agenda for a substantial length of time.

Proposed red-line amendments to the Rules are attached which reflect these changes.

First, the Rules are revised to remove the delineation between scheduling Council Meetings and Study Sessions on separate evenings. To that end, substantial revisions to Section 7 to the Rules are made. These revisions set forth an outline of the agenda item with a brief description of the applicable context and rules. Where possible, the existing language of the current Rules has been incorporated under each item.

In drafting revisions, several departures from current Rules should be noted and are identified for discussion:

1. The scope of the consent agenda is expanded (a departure from current practice) to include approval of meeting minutes.
2. A separate item for public hearings and appeals is included. This reflects that in some instances the public hearing on legislation and action on the legislation may occur on different meetings.

3. Public Comment. A single public comment section on the agenda for any matter on the agenda (excepting matters subject to a formal hearing – see the point above) or relating to City business appears only once on the agenda. This also allows interested members of the public to make their input known early in the meeting.

The second set of changes involves the preparation of legislation. A specific rule, at Proposed Section 3(E)(4), addresses legislative proposals. A specific time limit is introduced, 90 days, from when a proposal must be placed on the agenda. A separate proposed rule addresses the preparation of legislation.

9010SECTION 1. GENERAL

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

SECTION 2. ORGANIZATION

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

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

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

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

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

nominations again and repeat the process until a single candidate receives a majority vote before the Office of Mayor Pro Tem is opened for nominations.

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 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

- 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-appropriate circumstances exist as determined by a majority vote of the City Council, the Council may approve agreements, and express its legislative policies and intent by oral or written motion, which after passage will be documented verbatim in the minutes of the Council meeting and retained in the files of the City Clerk.
 - 4. When two or more Councilmembers may desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager. Notice of the legislative proposal shall be filed with the City Clerk. A legislative proposal brought under this section shall be placed on an agenda within ninety (90) days of the City Clerk's receipt of the proposal.
 - 5. No legislation shall be prepared for presentation to the Council, unless requested by a majority of the Council, or requested by the City Manager or City Attorney. All legislation shall be prepared or reviewed by the City Attorney.

SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

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

SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

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

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 Rules of Procedure

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

- A. Council Committee of the Whole – (Seven Councilmembers)
- B. Council Committees – Standing Committees established for special purposes, tasks, or timeframes (four or more Councilmembers)
- C. Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Councilmembers)
- D. Councilmember Appointments – To task teams or City advisory boards, commissions and committees (three or fewer Councilmembers)
- E. Liaison/Representative Appointments – To other advisory bodies or groups.
- F. Finance Committee – The City Council shall meet as it deems necessary as a Finance Committee comprised of all City Council Members. The Finance Committee may be scheduled for any regular or special City Council meeting to review City finances. The Council shall elect a Finance Chair from among its membership to act as the presiding officer of the Finance Committee for a two-year term. Election of the Finance Chair shall occur at the same time, and through the same process, as is provided in these Rules for election of the Mayor and Mayor Pro Tem.

SECTION 6. MEETINGS

- A. Regular Meetings. Regular meetings will occur as provided by resolution of the City Council.
- B. Special Meetings. Special meetings may be scheduled in accordance with State law.
- ~~C. 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.~~C. Emergency Meetings. If at any time there is a need for expedited action by the City Council to meet on emergency situation, the Mayor, or in the absence of the Mayor, the Mayor Pro Tem or any four members of the Council, may call an emergency meeting at a place and time as necessary, and the meeting shall be noticed and conducted in accordance with State law.
- ~~E.~~D. 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.
- ~~F.~~E. Televised Meetings. Regular meetings, including Study Sessions held during Regular meetings, will be televised, and that the televising of any study session outside of the regular meetings will be approved by a super majority vote of the Council.

SECTION 7. COUNCIL ORDER OF BUSINESS

- ~~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~~
- ~~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.~~

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

7.1 Call to order

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

7.2 Roll call

~~The City Clerk will call the roll.~~

7.3 Pledge of Allegiance

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

7.4 Approval of the Agenda

~~All items to be included on the Council's agenda for consideration should be submitted to the City Clerk, in full by noon of the Tuesday preceding each regular Council meeting. The City Clerk and City Manager shall~~

then prepare a proposed agenda according to the order of business, with consultation by the Mayor and Mayor Pro Tem. If either the Mayor or Mayor Pro Tem are not available during an agenda-setting meeting, an attempt should be made to have another Councilmember participate in the agenda-setting meeting as a substitute. A final agenda will then be prepared by the City Clerk and distributed to Councilmembers as the official agenda for the meeting.

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

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

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

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

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

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

7.5 Proclamations and Presentations

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

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

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

7.6 Public Comments

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

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

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

The public is also invited to provide written comment on any legislative matter. Such written comments are encouraged to be filed with the City Clerk by the close of business on the Tuesday preceding a Regular Council Meeting.

7.7 Consent Agenda

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

- a. Approval of minutes.
- b. Fixing dates for public hearings, when such is required by law.
- c. Fixing dates for hearings on appeals.
- d. Approval of claims and vouchers, bid awards and contracts.
- e. Approval of final plats.
- f. Passage of resolutions and/or ordinances which the City Council has given direction to place on the consent agenda.
- g. Items Filed in the Office of the City Clerk (minutes and/or reports of Committees, Boards and Commissions).
- h. Appointments of individuals to committees, boards and commissions.
- i. Other items designated by the City Council.

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

7.8 Public Hearings and Appeals

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

7.9 Council Consideration

Motions and other business of a general nature shall be set for action during this section of the agenda.

7.10 Reports by the City Manager

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

7.11 City Council Comments

The Mayor and Councilmembers may take this opportunity to make comments, extend compliments, express concerns, report to the Council as Board, Committee and Commission liaisons, or make announcements concerning any topic they wish to share.

7.12 Study Sessions

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

7.13 Adjournment

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

~~SECTION 8. 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 9. 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 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 10. 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 11. 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 12. 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 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 138. 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.



Memo

DATE: August 15, 2018
TO: City Council
FROM: Eric A. Faison, Assistant City Manager
SUBJECT: City Council Training Policy

Background

Over the past year, we've had internal conversations, including with several council members, about how the City budgets for and approves council training and conferences. Historically, council members have simply requested that the City Manager (or his assistant) make arrangements to attend certain seminars, meetings or conferences, both locally and out-of-state. There has been no formal approval process.

We have recently discovered, however, a 2008 council resolution (based on a 1995 resolution) that outlines the approval process for overnight and out-of-state travel. Both resolutions are attached for your reference. The relevant section appears in Paragraph 4.3, which reads as follows (the underline reflects the 2008 amended language):

4.3 Elected Officials. Except where specifically budgeted, the Mayor or Mayor Pro-tem shall provide prior written authorization for overnight or out-of-state travel of elected officials of the City. In the case of overnight or out-of-state travel by the Mayor, two Council members shall provide prior written approval. For non-overnight travel, the same approvals are required through the payment or reimbursement request.

Note that there is no reference to approval of travel by the mayor pro tem, or to in-state and/or non-overnight travel and conference expenses.

There are separate provisions that address reimbursement for meals, lodging and for travel costs locally. But nowhere else does the resolution distinguish between the authorization and reimbursement policies of council members and other city employees, whose expenses are subject to approval by the city manager.

Also relevant to the discussion is the fact that Council approves budgets at the fund level. While the fund-level budgets approved by council are based on administratively-derived spending levels that are reviewed by council, council does not actually approve specific amounts for travel and training. The amounts included within the General Fund for Council conferences, meetings, travel and training (including meals and mileage) has been approximately \$14,800 a year.

Historically, because not every council member attends a conference or seminar during the year, we usually have not exceeded the amount allocated in the General Fund. The event most attended by council members over the years has been AWC's Annual Conference, at a cost of approximately \$1,000 per attendee, depending on location. The cost for most other events is generally less than \$100 per attendee. Out of state events are significantly more expensive, such as the National League of Cities conference (averaging over \$3,500) and travel to D.C. for conferences or lobbying (over \$5,000).

Recommendation

Staff is proposing to simplify the approval process for council training by allocating to each council member a specific amount for training, including conference registration and expenses, meetings, travel, meals and mileage. This amount would cover both local and out-of-state expenses. We propose to separately identify an amount that would be available for broader council-initiated activities or events that require representation by the mayor, mayor pro tem or council members. The council-initiated allocations would require council approval.

Based on prior years' expenses, we propose the following amounts:

Mayor	\$7,500
Mayor Pro Tem	\$2,000
Each Council Member	\$2,000
Council-initiated	\$4,000

We've provided in the resolution a provision allowing the mayor to assign part of the mayor's allocation to another council member to attend events on behalf of the mayor in the event the mayor is unable to attend. However, please note that, other than the mayor, we are not proposing to allow the funds to be transferable.

We make this distinction for two reasons. First, the mayor's allocation is not based solely on the mayor's personal selection of training opportunities. The mayor is expected to attend more events as a representative of the City. The mayor needs to be able to quickly and efficiently allocate funds for other council members to attend these events without that council member exhausting their allocation. Second, the total budget as proposed would be \$22,500, which is more than we have previously budgeted. As in prior years, we expect that not every council member will exhaust their budget allocation. As a result, we do not anticipate that total expenditures would be dramatically different than in prior years. Allowing transfers could result in a significant increase in costs.

Based on council discussion at the retreat, we also are proposing that council members be required to report back to council (either in writing or at a council meeting) the nature and/or lessons learned from the conference or seminar.

Attached you will find a draft resolution making the changes.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING TRAVEL POLICIES AND REIMBURSEMENT OF EXPENSES INCURRED WHILE ON OFFICIAL CITY BUSINESS

WHEREAS, officers and employees of the City of University Place are eligible to receive reimbursement or payment of expenses incurred while on official business for the City; and

WHEREAS, a comprehensive travel and reimbursement policy was adopted by Resolution No. 171 and amended by Resolution Nos. 276, 314, 445, 453 and 582; and

WHEREAS, changes are now being made to address the allocation of funds for Council member travel;

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

Section 1. Amend Travel Policies and Procedures. Paragraph 4.3 of the City of University Place's Travel Policies and Procedures, as most recently amended via Resolution 582 is amended to read as follows:

~~4.3 Elected Officials. Except where specifically budgeted, the Mayor or Mayor Pro tem shall provide prior written authorization for overnight or out-of-state travel of elected officials of the City. In the case of overnight or out-of-state travel by the Mayor, two Council members shall provide prior written approval. For non-overnight travel, the same approvals are required through the payment or reimbursement request. Unless otherwise approved by Council, each Council member shall have access to City funds for training and travel expenses, in the amounts below. These monies are intended to cover conference registration and expenses, meetings, travel, meals and mileage. This amount would cover expenses incurred both within the State of Washington and outside the State.~~

4.3.1 Each councilmember shall be allotted the following amounts:

<u>Mayor</u>	<u>\$7,500</u>
<u>Mayor Pro Tem</u>	<u>\$2,000</u>
<u>Each Council member</u>	<u>\$2,000</u>
<u>Council-initiated</u>	<u>\$4,000</u>

Any amounts identified as Council-initiated shall be subject to approval by majority vote the Council.

4.3.2 Any Council member utilizing funds pursuant to this policy shall provide a report to Council (either in writing or orally), at a Council meeting following such conference or training, detailing the nature of the event and any lessons learned.

4.3.3 Except as to those funds allocated for the Mayor, no allocation set forth in Paragraph 4.3.1 is transferrable to another Council member.

Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

ADOPTED BY THE CITY COUNCIL ON _____, 2018.

Kent Keel, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

DRAFT