

*PRELIMINARY CITY COUNCIL AGENDA

January 7, 2019
Regular Council Meeting

January 22, 2019
Regular Council Meeting

January 26, 2019
Special Council Meeting

February 4, 2019
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
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Call the City Clerk at 253-566-5656

APPROVAL OF MINUTES

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, December 3, 2018
City Hall, Windmill Village**

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

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

Staff Present: City Manager Sugg, City Attorney Kaser, Finance Director Blaisdell, Engineering and Capital Projects Director Ecklund, Planning & Development Services Director Swindale, Police Chief Blair, and City Clerk Genetia.

MOTION: By Councilmember McCluskey, seconded by Councilmember Nye, to excuse the absences of Mayor Keel, Councilmember Worthington and Councilmember Figueroa.

The motion carried.

3. PLEDGE OF ALLEGIANCE

Councilmember Nye led Council in the Pledge of Allegiance.

4. APPROVAL OF MINUTES

MOTION: By Councilmember McCluskey, seconded by Councilmember Grassi, to approve the minutes of the November 19, 2018 and November 26, 2018 meetings as submitted.

The motion carried.

5. APPROVAL OF AGENDA

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

The motion carried.

6. PRESENTATION

2018 Third Quarter Financial Report – Finance Director Leslie Blaisdell presented the third quarter 2018 Financial Report, giving a summary of City revenues and expenditures.

7. PUBLIC COMMENTS – The following individual provided public comment: Blake Geyen, 7710 54th Street West.

8. CONSENT AGENDA

MOTION: By Councilmember McCluskey, seconded by Councilmember Nye, to approve the Consent Agenda as follows:

- A. Receive and File: Claims dated 11/15/18, check nos. 51982104 through 51982167, wire transfers 6046908 and 5363427, in the total amount of One Million One Hundred Six Hundred Thirteen Thousand Four Hundred Four and 43/100 Dollars (\$1,613,404.43).
- B. Receive and File: 2018 Third Quarter Financial Report.
- C. Adopt a resolution establishing the City's legislative priorities for 2019. **(RESOLUTION NO. 878)**
- D. Adopt a resolution approving the Planning Commission's 2019 Annual Preliminary Work Plan. **(RESOLUTION NO. 879)**
- E. Adopt a resolution approving the Economic Development Advisory Commission's 2019 Annual Preliminary Work Plan. **(RESOLUTION NO. 880)**
- F. Adopt a resolution approving the Public Safety Advisory Commission's 2019 Annual Preliminary Work Plan. **(RESOLUTION NO. 881)**
- G. Adopt a resolution approving the Exclusive Brokerage Agreement with Jeff Kraft of Kidder Mathews, for a term through December 2020. **(RESOLUTION NO. 882)**

The motion carried.

PUBLIC HEARING

9. 2019-2020 BIENNIAL BUDGET ADOPTION

Staff Report – Finance Director Blaisdell provided a summary of the City's revenue and expenditure projections for the 2019-2020 biennium. New items in the 2019-2020 proposed budget include funding for changes to existing programs and services, the City's 25-year birthday celebration, and an allocation of one-time revenues to fund a maintenance worker and a traffic patrol deputy. City reserves exceed the Council adopted target range of 5 to 15% in both 2019 and 2020 (47.59% in 2019 and 45.04% in 2020 when calculated using the total operating budgets.) She indicated that the 2019-2020 proposed biennial budget is balanced and fits the conservative financial assumptions for the City's operating and capital budgets, Town Center, and debt management that supports a continuation of the 2018 core level of service to the community.

Public Comment – None.

MOTION: By Councilmember McCluskey, seconded by Councilmember Nye, to table Council consideration of the 2019-2020 Biennial Budget to 12/17/18.

The motion carried.

COUNCIL CONSIDERATION

10. ADA TRANSITION PLAN

Staff Report – Engineering and Capital Projects Director Ecklund presented a resolution adopting the City's ADA Transition Plan. The Americans with Disabilities Act (ADA) requires cities to develop, implement and maintain an ADA Transition Plan for the purpose of evaluating existing public pedestrian facilities and identify steps necessary to bring these facilities into compliance with the ADA. An inspection and self-evaluation of the City's pedestrian facilities has been completed and an inventory of deficiencies has been compiled and strategies have been identified in bringing these facilities into compliance.

Public Comment – None.

Council Consideration – **MOTION:** By Councilmember McCluskey, seconded by Councilmember Grassi, to adopt a resolution adopting the University Place ADA Transition Plan.

The motion carried. (RESOLUTION NO. 883)

11. CITY MANAGER & COUNCIL COMMENTS/REPORTS

City Manager Sugg reported on the major progress of two federally funded City projects – 27th Street Phase 2 and Bridgeport Way Phase 4.

Mayor Pro Tem Belleci reminded Council of its December 17, 2018 meeting; announced upcoming community/holiday events; and shared the topic of discussion at the Puget Sound Regional Council (PSRC) meeting she attended.

STUDY SESSION

12. MCI FRANCHISE AGREEMENT – TABLED FOR THE 01/07/19 MEETING

13. ADJOURNMENT

The meeting adjourned at 6:56 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: 11/30/2018

Check Range: 51982168 - 51982207

Wire Transfer: 312638

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.

Vendor Name

Replacement Check #

Original Check #

Auditing Officer: _____ (Signature on file.)

Date: _____

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
316905	11/30/2018	021638	PACIFICSOURCE ADMIN, INC.	0000316905	11/13/2018	NOV18/ADMIN FEES	94.50	94.50
		Voucher: 44626						
51982168	11/20/2018	026203	OCCASIONS CATERING & SPEC IDEPOSIT		11/19/2018	DEPOSIT/CATERING/ANNUAL EM	899.62	899.62
		Voucher: 44622						
51982169	11/30/2018	025715	ABM JANITORIAL SERVICES	13102294	11/1/2018	NOV18/JANITORIAL SERVICES	4,008.80	4,008.80
		Voucher: 44601						
51982170	11/30/2018	026144	AMAZON	60457 8781 06026	11/10/2018	ACCT# 6045787810602637	422.09	422.09
		Voucher: 44602						
51982171	11/30/2018	025573	CANON FINANCIAL SERVICES	19439032	11/12/2018	NOV18/PLOTWAVE345/PRINTER	425.72	
		Voucher: 44603		19439029	11/12/2018	NOV18/COPIER LEASE/IRC5255	313.10	
				19439031	11/12/2018	NOV18/COPIER LEASE/IR4551	153.44	
				19439030	11/12/2018	NOV18/COPIER LEASE/IRC55351	153.24	1,045.50
51982172	11/30/2018	001152	CENTURYLINK	253-566-9558	11/14/2018	PW PUMP CALLOUT LINE	47.99	47.99
		Voucher: 44604						
51982173	11/30/2018	003056	CITY OF LAKEWOOD	MC-00167	11/7/2018	NOV18/COURT SERVICES	24,199.21	24,199.21
		Voucher: 44605						

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51982174	11/30/2018	001024 CITY OF TACOMA	100358203	11/8/2018	POWER/7150 CIRQUE DR W	1,002.37	
	Voucher:	44606	101060039	11/8/2018	WATER/6312 CIRQUE DR W	830.38	
			101060038	11/8/2018	WATER/5640 CIRQUE DR W	527.89	
			100083325	11/15/2018	POWER/4910 BRISTONWOOD DR	326.64	
			101088118	11/14/2018	POWER/6100 CIRQUE DR W	213.09	
			100333844	11/15/2018	WATER/4951 GRANDVIEW DR W	203.92	
			100156306	11/14/2018	POWER/5400 ALAMEDA AVE W	170.01	
			100080586	11/15/2018	POWER/4951 GRANDVIEW DR W	156.35	
			100672520	11/5/2018	POWER/2208 GRANDVIEW DR W	136.95	
			100737063	11/15/2018	POWER/2715 ELWOOD DR W	125.52	
			100569668	11/9/2018	POWER/2610 SUNSET DR W	120.36	
			101088119	11/14/2018	POWER/5800 CIRQUE DR W	110.05	
			100895144	11/13/2018	POWER/ 8300 CIRQUE DR W	88.48	
			100895151	11/14/2018	POWER/7901 CIRQUE DR W	65.36	
			100077129	11/5/2018	POWER/2701 GRANDVIEW DR W	54.81	
			100820972	11/5/2018	POWER/2700 SUNSET DR W	43.45	
			100176036	11/5/2018	POWER/2695 GRANDVIEW DR W	32.09	
			100401273	11/5/2018	POWER/8420 20TH ST W	31.34	
			101003692	11/8/2018	POWER/5417 64TH ST W	28.34	
			100129708	11/15/2018	POWER/2702 ELWOOD DR W	27.87	
			100079031	10/31/2018	POWER/3715 BP WAY W #D4	22.50	
			100109710	11/7/2018	POWER/8902 40TH ST W	10.32	
			100615001	11/20/2018	POWER/2247 E DAY ISLAND BLV	5.90	4,333.99
51982175	11/30/2018	001140 CITY TREASURER	50005574	10/31/2018	56TH ST & CIRQUE/DESIGN & CC	10,369.84	10,369.84
	Voucher:	44607					
51982176	11/30/2018	025161 CITY TREASURER	130297	11/7/2018	DTA RECEIVERS/CITY HALL	93.90	93.90
	Voucher:	44608					
51982177	11/30/2018	024565 COMCAST	849835010113564	11/7/2018	NOV12-DEC11/INTERNET/CIVIC I	145.38	145.38
	Voucher:	44609					
51982178	11/30/2018	024347 COPIERS NORTHWEST, INC.	INV1857729	11/14/2018	NOV13-NOV12/CONTRACT BASE	131.14	
	Voucher:	44610	INV1858280	11/15/2018	OCT14-NOV13/OVERAGE CHARGE	210.98	
			INV1853596	11/6/2018	OCT4-NOV3/OVERAGE CHARGE	188.06	530.18
51982179	11/30/2018	021631 DANCE THEATRE NORTHWEST	REFUND	11/19/2018	REFUND/DEPOSIT/ATRIUM REN	250.00	250.00
	Voucher:	44611					

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51982180	11/30/2018	001737	DON SMALL & SONS OIL DIST CC145876	11/7/2018	BULK FUEL/PW SHOP	2,194.54	2,194.54	
		Voucher: 44612						
51982181	11/30/2018	001224	IIMC - MUNICIPAL CLERKS 2019DUES	11/13/2018	2019 MEMBER DUES/E GENETIA	210.00	210.00	
		Voucher: 44613						
51982182	11/30/2018	002278	KING LUMINAIRE COMPANY INC I-KUS-1810259	7/23/2018	DOUBLE ARM/DARK GREEN	33,389.00	33,389.00	
		Voucher: 44614						
51982183	11/30/2018	025994	KRAZAN & ASSOCIATES, INC INV F604251-2530	9/30/2018	TESTING & INSPECTION SERVIC	2,341.62	2,341.62	
		Voucher: 44615						
51982184	11/30/2018	001960	KROGER - FRED MEYER STORE#700070	11/10/2018	CUSTOMER # 700070/MISC PURC	82.86	82.86	
		Voucher: 44616						
51982185	11/30/2018	023115	LEMAY MOBILE SHREDDING 4586679	11/1/2018	OCT18/DOCUMENT SHREDDING	74.80	74.80	
		Voucher: 44617						
51982186	11/30/2018	025894	LOWER 48 CONTRACT/PAINTING2620	10/25/2018	STENCIL PAINTING/PAINT BEAM!	9,792.09	9,792.09	
		Voucher: 44618						
51982187	11/30/2018	001797	LOWE'S BUSINESS ACCOUNT/GE874-3507-900095-	11/17/2018	MISC REPAIR & MAINTENANCE \$	163.83	163.83	
		Voucher: 44619						
51982188	11/30/2018	026168	LRS ARCHITECTS INC 12881	9/25/2018	CONSULTANT/REGIONAL GROW	4,422.18	4,422.18	
		Voucher: 44620						
51982189	11/30/2018	026056	MITCHEL PLUMBING CO 18686	11/2/2018	TOILET REPAIR/CITY HALL	289.29	289.29	
		Voucher: 44621						
51982190	11/30/2018	026203	OCCASIONS CATERING & SPEC IFINAL PAYMENT	11/19/2018	FINAL PAYMENT/CATERING/EMP	899.61	899.61	
		Voucher: 44623						
51982191	11/30/2018	002150	OFFICE DEPOT,INC.	223500552001	10/26/2018	COPY PAPER	307.36	
		Voucher: 44624		223368623001	10/26/2018	MISC SUPPLIES/ENGINEERING	56.66	
				229540183001	11/9/2018	PLANNER/MARKER/POST IT NOT	44.54	
				231039430001	11/12/2018	CREDIT/NOTARY STAMP/ORIG IM	-41.19	367.37
51982192	11/30/2018	003178	OWENS PRESS, INC.	26434	11/5/2018	FIRE CODE INSPECTION FORMS	162.47	162.47
		Voucher: 44625						
51982193	11/30/2018	001109	PIERCE COUNTY BUDGET & FIN/CI-260075	11/16/2018	NOV18/POLICE SERVICES	303,609.80		
		Voucher: 44627		CI-260180	11/19/2018	OCT18/SPECIAL OT	17,555.36	
				CI-260171	11/19/2018	OCT18/SPECIAL OT/TRAFFIC	633.71	321,798.87
51982194	11/30/2018	024698	PIERCE COUNTY SECURITY, INC.352866	11/5/2018	#011231/OCT18/CITY HALL	2,282.00		
		Voucher: 44628		353138	11/5/2018	#010740/OCT18/PARADISE POND	225.00	
				353346	11/5/2018	#009205/OCT18/CIRQUE PARK	225.00	
				353392	11/5/2018	#009206/OCT18/KOBAYASHI	225.00	2,957.00

Bank : bofa BANK OF AMERICA

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51982195	11/30/2018	025843	REED TRUCKING & EXCAVATING RETAINAGE RELI	11/13/2018	RETAINAGE RELEASE/MORRISC	17,069.44	17,069.44
		Voucher: 44629					
51982196	11/30/2018	026199	SO. SOUND GEOTECHNICAL COM1652	11/4/2018	ROCKERY DESIGN REVIEW/MEM	630.00	630.00
		Voucher: 44630					
51982197	11/30/2018	025311	TACOMA WINSUPPLY, INC. 051453 01	10/31/2018	MISC IRRIGATION SUPPLIES/PAI	368.85	368.85
		Voucher: 44631					
51982198	11/30/2018	026204	TRITEC HOMES, INC 120	11/24/2018	3300 OLYPMIC BLVD WEST/CON	5,000.00	5,000.00
		Voucher: 44632					
51982199	11/30/2018	001331	UNIVERSITY PLACE REFUSE SV,11046383	11/20/2018	DEC18/BILLING PERIOD/REFUSE	3,586.38	
		Voucher: 44633	1050295	11/20/2018	DEC18/BILLING PERIOD/COMPA	152.99	3,739.37
51982200	11/30/2018	025336	US BANK 745000006	10/31/2018	CUSTOMER #0006/OCT18/MAINT	26.00	26.00
		Voucher: 44634					
51982201	11/30/2018	001153	VERIZON WIRELESS,LLC. 9817585597	11/1/2018	CELL PHONE/CITY WIDE	1,396.77	
		Voucher: 44635	9818333079	11/12/2018	CELL PHONE/PW & PARK MAINT	523.67	1,920.44
51982202	11/30/2018	001917	WA STATE BAR ASSOCIATION 2019 LICENSE	11/15/2018	2019 LICENSE/L.PETORAK/#4856	513.00	513.00
		Voucher: 44636					
51982203	11/30/2018	022590	WA STATE DEPT OF TRANSPORTRE-313-ATB81114	11/14/2018	OCT18/BRIDGEPORT WAY PH4	184.96	
		Voucher: 44637	RE-313-ATB81114	11/14/2018	OCT18/S. 56TH ST & CIRQUE DR	31.35	
			RE-313-ATB81114	11/14/2018	OCT18/27TH ST IMPROVEMENTS	30.93	247.24
51982204	11/30/2018	001389	WA STATE PATROL I19002542	11/7/2018	OCT18/BACKGROUND CHECKS	24.00	24.00
		Voucher: 44638					
51982205	11/30/2018	026194	WALLACE'S STOVE & FIREPLACE20362-1	11/1/2018	REPLACEMENT BURNER/TRIUM	817.66	817.66
		Voucher: 44639					
51982206	11/30/2018	024194	WEST SOUND WORKFORCE,INC.37762	11/5/2018	JOSEPH SANCHEZ/WW 11-4	211.71	211.71
		Voucher: 44640					
51982207	11/30/2018	023675	ZEE MEDICAL INC. 68369296	11/8/2018	RESUPPLY FIRST AID KIT/PW SH	137.80	
		Voucher: 44641	68369295	11/8/2018	RESUPPLY FIRST AID KIT/CITY H	129.43	267.23
Sub total for BANK OF AMERICA:							456,421.47

41 checks in this report.

Grand Total All Checks: 456,421.47

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

Proposed Council Action:

Authorize appropriation of \$260,459 from the General Fund Contingency for the costs associated with construction of the Civic Building and Police Station.

Agenda No: 7B
Dept. Origin: Finance
For Agenda of: December 17, 2018
Exhibits: Contingency Memo

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

Expenditure Required: \$260,459	Amount Budgeted: \$260,459	Appropriation Required: \$0.00
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SUMMARY / POLICY ISSUES

Council authorization is requested to appropriate \$260,459 from General Fund Contingency for the costs associated with IT cabling at the Civic Building and Police Station.

ALTERNATIVES CONSIDERED

N/A

BOARD OR COMMITTEE RECOMMENDATION

N/A

RECOMMENDATION / MOTION

MOVE TO: Authorize appropriation of \$260,459 from the General Fund Contingency for the costs associated with construction of the Civic Building and Police Station.

Memo

DATE: December 17, 2018
TO: Steve Sugg, City Manager
FROM: Leslie Blaisdell, Finance Director
SUBJECT: 2018 Contingency Budget




During 2018, the City Council has not appropriated any General Fund contingency. The chart below shows specific details of the contingency account.

2018 Contingency Funds Activity

2018 Adopted General Fund Contingency	\$260,459
No requests to date	<u>-</u>
Balance available for appropriation	\$260,459

COUNCIL CONSIDERATION

Memo

DATE: December 17, 2018
TO: City Council
FROM: Leslie Blaisdell, Finance Director 
SUBJECT: 2019/2020 Proposed Biennial Budget Public Hearing & Council Consideration

Attached for tonight's public hearing and council consideration are the following Documents:

- Council Bill
- Ordinance
- Exhibits A-1 and A-2 – 2019/2020 Proposed Biennial Budget
- City Manager's Budget Message

The 2019/2020 Proposed Biennial Budget was submitted to the City Council and City Clerk on September 26, 2018; study sessions on the proposed budget were held on October 1, October 15, November 5 and November 19, 2018 and a public hearing was held on October 15.

This budget includes the 1% Property Tax increase approved by the City Council on November 5, 2018.

The 2019/2020 Proposed Biennial Budget is balanced and fits the following conservative financial assumptions for City Budgets (Operating and Capital), Town Center and Debt Management:

City Budget

- Operations Budget at Core Service Levels.
- CIP at Core Level using local dollars to leverage grants.

Debt Management

- Debt payments are budgeted according to the City's debt schedule and include the recent bond refunding changes.

Revenue Projections

In preparing the budget, we have been conservative with revenue projections for the biennium.

- Sales tax revenue are projected to increase slightly from the 2018 adopted amount of \$2.6 million to \$2.62 million in 2019 and \$2.65 million in 2020.
- Property taxes are estimated to increase at the statutory limit level in 2019 and in 2020.
- Utility tax revenues are projected to remain flat.
- Real Estate Excise Taxes (REET) are projected to decrease to \$1.3 million from our 2018 budget of \$1.5 million due to rising interest rates that could affect sales.
- State liquor profits (\$267,811) and liquor excise taxes (\$168,695) are recognized in the General Fund and Police/Public Safety fund. This is a slight increase over the 2018 budgeted amounts.
- New Federal and State grants totaling of \$0.5 million, along with existing grant monies being carried over from the 2017/2018 biennium, will fund design and/or construction of major capital projects. Additional grants in the amount of \$4.1 million are programmed in the forecast.

Staff has reviewed fees and no increases are projected in this budget. A comprehensive review is being scheduled for early 2019 which will include a council study session.

Expenditure Projections

The 2019/2020 budget is a status quo budget with a modest level of inflation assumed for expenditures.

- Medical/insurance rates are projected to increase by ten percent (10%) in 2019 and are forecasted to increase another ten percent (10%) in 2020.
- A 3% COLA for staff is included in 2019, which is based on the June, 2018 CPI. It also includes an estimated 3% COLA for 2020 pending the release of the June, 2019 CPI.

New Items included in the 2019/2020 Budget are as follows:

- A Maintenance Worker I has been added to Public Works Maintenance.
- A Traffic Patrol deputy has been added to Police. This is funded by increased Criminal Justice taxes and the removal of the \$40,000 traffic overtime line item. Additionally, increased court revenues will offset this position.
- The Investigator position, which was originally funded for 10 years by council has been funded through the forecast.
- Additional funding for Pavement Maintenance has been included in the Public Works budget utilizing the additional \$15 transportation benefit district fee.
- \$50,000 in 2020 for a 25-year birthday celebration.
- Software related items:
 - \$280,000 for replacement of the city's Eden Financial System. The City's current application is aging, and this is an appropriate time to begin the process of exploring our options moving forward. The most likely scenario is to replace with a more modern application with the ability to integrate with existing systems.

- \$8,950 for Lease reporting software. New GASB requirements regarding financial reporting of leases takes effect during this biennium. Implementing an application or software module will facilitate meeting these new GASB requirements.
- Website Analytic Software (\$5,000 annually). This is a Website tool to identify areas of the website that need attention (broken links, lack of engagement), enhance search engine optimization, accessibility and provide comprehensive analytic data.
- Document signing software to facilitate and manage electronic signature process. (\$6,000 annually)
- Funding for additional radios and chargers in public works. (\$13,684)
- The City website requires a new hosting service. This requires migrating content to a new platform. (\$30,000)
- 4 touch screen monitors - Electronic plan reviews is being implemented along with the new EnerGov permitting system. To facilitate effective use of this tool requires a larger monitor, possibly with touchscreen capabilities, to allow plan reviewers to view, mark up and collaborate during the eReview process. (\$8,750)
- Additional items requested for new City Hall
 - 3 hubs for conference rooms to accommodate large screen monitor/display for presentations/web conferencing. (\$30,000)
 - Digital signage for lobby areas of Civic Building: 1st, 2nd & 3rd floors. Application considered sole source to provide collaboration/duplication of content of RMC/PCTV service. Meets need for agenda noticing near meeting space. (\$16,000)

The 2019/2020 Proposed Biennial Budget is a balanced and conservative budget that assumes a continuation of the 2018 levels of service to the community. As always, we will continue providing the best service we can, meeting all our contractual, legal and debt obligations, while exercising prudent cash management and maintaining our Strategic Reserve.

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

Proposed Council Action:

Pass an ordinance adopting the 2019/2020 Biennial Budget.

Agenda No: 8
Dept. Origin: Finance
For Agenda of: December 17, 2018
Exhibits: Ordinance
Exhibits A-1 and A-2
2019/2020 Salary Ranges

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

Expenditure Required: \$67,561,950	Amount Budgeted: \$0.00	Appropriation Required: \$67,561,950
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SUMMARY / POLICY ISSUES

An Ordinance of the City of University Place, Washington relating to budgets and finance adopting the 2019/2020 Biennial Budget including the Salary Ranges. The 2019/2020 Proposed Biennial Budget was submitted to the City Council and City Clerk on September 26, 2018; study sessions on the proposed budget were held on October 1, October 15, November 5 and November 19, 2018 and public hearings were held on October 15 and December 3, 2018. This budget includes the 1% Property Tax increase allowed by state statute.

RECOMMENDATION / MOTION

MOVE TO: Pass an ordinance adopting the 2019/2020 Biennial Budget.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, RELATING TO BUDGETS AND FINANCE, ADOPTING THE 2019-2020 BIENNIAL BUDGET

WHEREAS, the tax estimates and budget for the City of University Place, Washington, for the 2019-2020 fiscal biennium have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the budget was printed for distribution and notice published in the official paper of the City of University Place setting the time and place for hearings on the budget and said notice stating that all taxpayers calling at the Office of the City Clerk would be furnished a copy of the budget; and

WHEREAS, the 2019-2020 Proposed Biennial Budget was submitted to the City Council and City Clerk on September 26, 2018; and study sessions on the 2019-2020 Biennial Budget were held on October 1, October 15, November 5 and November 19, 2018; and

WHEREAS, public hearings on the 2019-2020 Biennial Budget were held on October 15, 2018 and December 3, 2018;

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

Section 1. 2019-2020 Biennial Budget Adoption. The budget for the City of University Place, Washington, for the 2019-2020 biennium is hereby adopted in the amounts and for the purposes as shown on the attached Exhibits A-1 and A-2 (2017 and 2018 Adopted Budgets).

Section 2. Administration. The City Manager shall administer the Biennial Budget approved herein.

Section 3. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 5. Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall be effective January 1, 2019.

PASSED BY THE CITY COUNCIL DECEMBER 17, 2018.

Kent Keel, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

Date of Publication: xx/xx/xx

Effective Date: 01/01/19

**EXHIBIT A-1
CITY OF UNIVERSITY PLACE
2019 PROPOSED BUDGET**

	REVENUES	EXPENDITURES		ENDING
	& OTHER SOURCES	& OTHER USES		BALANCE
FUND	Proposed	Proposed		Balance
Operating				
General				
001 General	\$ 14,002,198	\$ 9,298,276		\$ 4,703,922
Special Revenue				
101 Street	2,833,975	1,910,701		923,274
102 Arterial Street	295,813	216,666		79,147
103 Real Estate Excise Tax	2,173,879	1,488,594		685,285
104 Parks	778,959	728,959		50,000
105 Traffic Impact Fees	1,047,540	-		1,047,540
106 Transportation Benefit District	50,000	50,000		-
107 Development Services	1,661,171	1,661,171		-
108 LRF	500,000	500,000		-
109 Police/Public Safety	9,609,868	5,444,502		4,165,366
188 Strategic Reserve	1,000,000	-		1,000,000
Sub-total Special Revenue	19,951,205	12,000,593		7,950,612
Enterprise				
140 Surface Water Mgmt	3,780,260	3,194,763		585,497
Sub-total Enterprise Funds	3,780,260	3,194,763		585,497
Debt Service				
201 Debt Service	3,338,607	3,334,564		4,043
Sub-total Debt Service Funds	3,338,607	3,334,564		4,043
Total Operating	41,072,270	27,828,196		13,244,074
Capital Improvement				
301 Parks CIP	2,613,012	850,000		1,763,012
302 Public Works CIP	1,256,565	1,256,565		-
303 Municipal Facilities CIP	-	-		-
Sub-total CIP	3,869,577	2,106,565		1,763,012
Internal Service				
501 Fleet & Equipment	958,807	207,950		750,857
502 Information Technology & Services	1,559,442	1,429,850		129,592
505 Property Management	742,080	733,271		8,809
506 Risk Management	145,800	145,800		-
Sub-total Internal Service	3,406,129	2,516,871		889,258
Non-Annually Budgeted				
150 Donations and Gifts to University Place	-	-		-
Sub-total Non-Annually Budgeted	-	-		-
Total Budget	\$ 48,347,976	\$ 32,451,632		\$ 15,896,344

**EXHIBIT A-2
CITY OF UNIVERSITY PLACE
2020 PROPOSED BUDGET**

	REVENUES		EXPENDITURES		ENDING BALANCE
	& OTHER SOURCES		& OTHER USES		
FUND	Proposed		Proposed		Balance
Operating					
General					
001 General	\$	13,579,888	\$	9,299,352	\$ 4,280,536
Special Revenue					
101 Street		3,077,475		2,085,357	992,118
102 Arterial Street		296,873		219,915	76,958
103 Real Estate Excise Tax		1,998,285		1,475,856	522,429
104 Parks and Recreation		793,970		743,970	50,000
105 Traffic Impact Fees		1,287,834		800,000	487,834
106 Transportation Benefit District		-		-	-
107 Development Services		1,716,537		1,716,537	-
108 LRF		500,000		500,000	-
109 Police/Public Safety		10,281,613		5,585,142	4,696,471
188 Strategic Reserve		1,000,000		-	1,000,000
Sub-total Special Revenue		20,952,587		13,126,777	7,825,810
Enterprise					
140 Surface Water Mgmt		3,438,087		2,723,769	714,318
Sub-total Enterprise Funds		3,438,087		2,723,769	714,318
Debt Service					
201 Debt Service		3,330,207		3,326,164	4,043
Sub-total Debt Service Funds		3,330,207		3,326,164	4,043
Total Operating		41,300,769		28,476,062	\$ 12,824,707
Capital Improvement					
301 Parks CIP		3,484,942		2,084,000	1,400,942
302 Public Works CIP		2,434,617		2,434,617	-
303 Municipal Facilities CIP		-		-	-
Sub-total CIP		5,919,559		4,518,617	1,400,942
Internal Service					
501 Fleet & Equipment		987,232		236,375	750,857
502 Information Technology & Services		1,206,956		1,077,364	129,592
505 Property Management		659,372		650,563	8,809
506 Risk Management		151,337		151,337	-
Sub-total Internal Service		3,004,897		2,115,639	889,258
Non-Annually Budgeted					
150 Donations and Gifts to University Place		-		-	-
Sub-total Non-Annually Budgeted		-		-	-
Total Budget	\$	50,225,225	\$	35,110,318	\$ 15,114,907

Proposed Salary Ranges

Position Title	2019		2020	
	PROPOSED		PROPOSED	
	Entry	High	Entry	High
City Manager		\$15,131	\$15,585	
Executive Director/Assistant City Manager	\$9,955	\$13,100	\$10,254	\$13,493
City Attorney	\$9,955	\$13,100	\$10,254	\$13,493
Planning & Development Services Director	\$9,363	\$12,320	\$9,644	\$12,690
Director of Engineering and Capital Projects	\$9,363	\$12,320	\$9,644	\$12,690
Public Works, Parks & Facilities Director	\$9,363	\$12,320	\$9,644	\$12,690
Finance Director	\$9,363	\$12,320	\$9,644	\$12,690
Deputy Finance Director/Risk Manager	\$8,487	\$11,168	\$8,742	\$11,503
Assistant Development Services Director	\$7,764	\$10,216	\$7,997	\$10,523
Deputy Director of Engineering and Capital Projects	\$7,764	\$10,216	\$7,997	\$10,523
Communications/I.T. Manager	\$7,426	\$9,773	\$7,649	\$10,066
Human Resources Manager/Management Analyst	\$7,426	\$9,773	\$7,649	\$10,066
Building Official/Sr. Building Inspector	\$7,185	\$9,456	\$7,401	\$9,740
Public Safety Administrator	\$6,684	\$8,796	\$6,884	\$9,060
Principal Planner	\$6,684	\$8,796	\$6,884	\$9,060
Finance and Operations Manager	\$6,684	\$8,796	\$6,884	\$9,060
Sr. Project Engineer	\$6,684	\$8,796	\$6,884	\$9,060
City Clerk	\$6,398	\$8,418	\$6,590	\$8,671
Network Administrator	\$6,398	\$8,418	\$6,590	\$8,671
Operations and Facilities Manager	\$6,398	\$8,418	\$6,590	\$8,671
Fire Code Official	\$6,398	\$8,418	\$6,590	\$8,671
Sr. Plans Examiner/Building Inspector	\$6,153	\$8,097	\$6,338	\$8,340
Construction Manager	\$6,153	\$8,097	\$6,338	\$8,340
Civil Designer	\$6,153	\$8,097	\$6,338	\$8,340
Project Engineer	\$6,153	\$8,097	\$6,338	\$8,340
NPDES Coordinator	\$5,710	\$7,514	\$5,882	\$7,740
Plans Examiner	\$5,710	\$7,514	\$5,882	\$7,740
Analyst (Finance, HR, etc.)	\$5,710	\$7,514	\$5,882	\$7,740
Parks Maintenance Supervisor	\$5,710	\$7,514	\$5,882	\$7,740
Executive Assistant	\$5,305	\$6,981	\$5,464	\$7,190
Building Inspector	\$5,305	\$6,981	\$5,464	\$7,190
Code Enforcement Officer	\$5,305	\$6,980	\$5,464	\$7,189
Paralegal	\$5,105	\$6,716	\$5,258	\$6,918
Payroll & Benefits Supervisor	\$5,105	\$6,716	\$5,258	\$6,918
Deputy City Clerk	\$5,105	\$6,716	\$5,258	\$6,918
Administrative Assistant	\$5,105	\$6,716	\$5,258	\$6,918
Project/Program Assistant	\$5,105	\$6,716	\$5,258	\$6,918
Parks Maintenance Lead	\$5,105	\$6,716	\$5,258	\$6,918
Communication Specialist	\$4,880	\$6,422	\$5,027	\$6,615
I.T. Specialist	\$4,880	\$6,422	\$5,027	\$6,615
Sr. Specialist (Finance, Office)	\$4,704	\$6,188	\$4,845	\$6,374
Assistant Planner	\$4,704	\$6,188	\$4,845	\$6,374
Specialist (Finance, Permit)	\$4,459	\$5,869	\$4,593	\$6,045
Technician II (Parks, Facility, Comm., I.T., etc.)	\$4,138	\$5,444	\$4,262	\$5,607
Technician I (Parks, Facility, Comm., I.T., etc.)	\$3,713	\$4,885	\$3,825	\$5,032
Office Assistant	\$3,395	\$4,467	\$3,497	\$4,601
Temp. Assistant (Clerical, Rec., etc.)	Min. Wage	\$15.00/hr	Min. Wage	\$15.00/hr
Crew Chief	Set by contract		Set by contract	
Maintenance Worker (Lead, I,II,III)	Set by contract		Set by contract	
Mayor	Set by separate ordinance		Set by separate ordinance	
Mayor Pro Tem	Set by separate ordinance		Set by separate ordinance	
City Council member	Set by separate ordinance		Set by separate ordinance	

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

Proposed Council Action:

Adopt a resolution authorizing the Mayor to execute, on behalf of the City of University Place, a City Manager Employment Agreement.

Agenda No: 10
Dept. Origin: City Attorney
For Agenda of: December 17, 2018
Exhibits: Resolution, City Manager Employment 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: \$15,131.00/mo.	Amount Budgeted: \$151,131.00/mo.	Appropriation Required: \$15,131.00/mo.
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SUMMARY / POLICY ISSUES

The City Manager entered into an Employment Agreement in December 2010. In the intervening eight years, both the Council and the City Manager have separately recognized that changes to the agreement are necessary. This revised Employment Agreement accounts for the changes which the Council and the Manager have recognized.

RECOMMENDATION / MOTION

MOVE TO: Adopt a resolution authorizing the Mayor to execute, on behalf of the City of University Place, a City Manager Employment Agreement.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, APPROVING
A CITY MANAGER EMPLOYEMENT AGREEMENT**

WHEREAS, on or about December 13, 2010, the City Council executed with Stephen Sugg a City Manager Employment Agreement approving his employment as City Manager ; and

WHEREAS, Mr. Sugg has fulfilled the duties of City Manager since that time and

WHEREAS, both the City Council and Mr. Sugg have jointly recognized that changes to the Employment Agreement are appropriate; and

WHEREAS, the City desires to maintain the employment of Mr. Sugg as City Manager;

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

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

Section 2. Approval of Form of Documents. The City Council authorizes the Mayor, to execute in substantially the form attached hereto as Exhibit A, the City Manager Employment Agreement.

Section 3. Completion of Transaction. The Mayor is authorized to take and execute any additional measures or documents that may be necessary to complete this transaction, which are consistent with the approved form of documents attached to this Resolution, and this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption by the City Council.

ADOPTED BY THE CITY COUNCIL ON DECEMBER 17, 2018.

Kent Keel, Mayor

ATTEST:

Emelita J. Genetia, City Clerk

APPROVED AS TO FORM:

Matthew S. Kaser, City Attorney

**CITY OF UNIVERSITY PLACE WASHINGTON
CITY MANAGER EMPLOYMENT AGREEMENT**

This Agreement is between the City of University Place, WA (City) and Stephen Sugg (Employee). It is mutually understood that:

- A. Stephen Sugg is currently employed as City Manager.
- B. The City Council and Stephen Sugg desire to define the terms and conditions of such employment to protect the interests of both the City and Employee.
- C. The City Council wishes to (1) induce Employee to remain in such position, (2) enhance work productivity by protecting Employee's morale and peace of mind, and (3) provide a fair method of terminating Employee's services in a professional and businesslike manner, should this be in the City's best interests.

Now therefore, it is mutually agreed that:

1. Terms and Conditions of Employment:

The Council and Employee agree that the Employee serves at-will, solely at the pleasure of the City Council, per the terms of this Agreement. Any contract modification shall be in writing, approved by the City Council and the Employee.

2. Duties:

City Council agrees to employ Stephen Sugg as City Manager of the City to perform the functions and duties specified for the position by ordinance and laws of the State of Washington and to perform other duties assigned by the City Council. The Council acknowledges the principles and laws under a Council/Manager form of government. The Council agrees to direct its concerns and requests for action to Employee. The Employee shall be permitted to attend all meetings of the Council, regular and executive. The Employee recognizes that the City Council is the policy-making body of the City and that he is subordinate to the wishes of the Council. The Employee agrees to respond promptly, respectfully, and equally to all members of the Council regarding their concerns.

3. Hours of Work:

Employee agrees to devote his full time to this position and since Employee must devote considerable time outside normal reasonable office hours, the City agrees that Employee will be allowed to take some occasional time off during work days in a manner not disruptive to City

needs. Absences of a work day or longer in one-day increments shall be charged as Employee leave.

In the event Employee is absent from the area for a period of three (3) business days or longer, he shall so notify the City Council and provide his contact and an alternate point of contact for Council inquiries.

Employee shall advise / consult with the Mayor when planning to utilize his vacation time.

4. Compliance with Laws and Employment Policies:

In performing the services contemplated by this Agreement, the Employee shall faithfully observe and comply with all federal, state and local laws, ordinances and regulations applicable to the services to be rendered under this Agreement. Failure to comply or an omission in compliance shall be brought to Employee's attention with an opportunity to correct.

Except to the extent specified herein, Employee shall be subject to the employment policies of the City.

5. Compensation:

The City and Employee agree to a monthly base salary of \$15,131.00 for the term of this Agreement. The City Council agrees to maintain Employee's current benefits package and any other benefit adjustments consistent with market comparables, as subsequently agreed between the City and Employee.

6. Performance Reviews:

The City Council and Employee agree to participate in one performance review per year to discuss issues, concerns and overall performance.

7. Retirement:

City and Employee agree to the participation costs in Washington State Public Employees' Retirement System. City agrees to place an amount equal to three percent (3%) of Employee's salary into a 457 Deferred Compensation Plan selected by Employee.

8. Automobile and Travel:

Employee's duties require that he have use of an automobile. The Employee shall have a valid driver's license and shall notify the City of any change in his license status (e.g. suspension or revocation). City shall pay the Employee the IRS mileage rates for travel while on City business. The travel to and from work shall be at the Employee's

expense. Employee agrees that he is responsible for liability, property damage and comprehensive auto insurance, and shall provide proof of such coverage to the City. Employee is responsible for the provision, operation, maintenance, repair and replacement of an automobile. Whenever possible, the Employee shall use a City car.

9. General Expenses:

City recognizes that certain job related expenses are incurred by the Employee while on City business. City agrees to reimburse the Employee for such expenses as are reasonable and necessary to City business as permitted by statute, City policy and budget. The City agrees to pay for professional association dues to WCMA and ICMA, as well as the cost of the City Manager's attendance for at least one AWC, WCMA or ICMA meeting/conference annually. The City shall provide and maintain a smartphone, laptop computer and software for the Employee's use which shall remain City property.

10. Outside Employment:

The Employee warrants that he is not employed or retained by any company or person other than as a bona fide employee working solely for the City. Notwithstanding this exclusive Employment Agreement, Employee may be allowed to conduct occasional teaching or consulting with the City Council's approval if not in conflict with the City's needs or interests.

11. Indemnification:

City agrees to indemnify, insure and hold Employee harmless, including providing separate legal counsel if the City cannot represent Employee, for any and all civil legal actions brought against Employee arising from the discharge of his duties during his employment as City Manager.

12. Residency:

The Employee shall not be required to relocate his residence to within the City.

13. Term and Termination:

This written Agreement shall remain in effect until terminated pursuant to the terms set forth below. The City Council retains the right to terminate Employee at-will by Resolution of the City Council. The City Council will provide at least ninety (90) days' written notice of termination to Employee. If the Employee is terminated by the City Council when Employee is willing and able to perform the duties of the City Manager, the City will pay four (4) months' severance in equivalent

salary and benefits at the City Manager pay scale upon termination, commencing upon the date of separation.

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14. Employee Notice:

Employee agrees to give the City a minimum of ninety (90) days' written notice prior to a voluntary resignation from the position of City Manager to plan and allow for an orderly transition of City business.

15. General Provisions:

15.1 Entire Agreement and Modifications: This Agreement contains all the agreements of the Parties with respect to any matter covered in this Agreement and no prior agreements shall be effective for any purpose.

No provisions of this Agreement may be amended or modified except by written agreement signed by the Parties.

15.2 Full Force and Effect: Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect.

15.3 Successors in Interest: Subject to the foregoing subsection, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns.

15.4 Attorney's Fees: In the event either of the Parties defaults on the performance of any terms of this Agreement, or either Party places the enforcement of this Agreement in the hands of an attorney, or files a lawsuit, each party shall pay all of its own attorney's fees, costs and expenses. The venue for any dispute related to this Agreement shall be Pierce County, Washington.

15.5 Governing Law: This Agreement shall be made in and shall be governed by and interpreted in accordance with the laws of the State of Washington.

15.6 Equal Opportunity to Draft: The Parties have participated in and had an equal opportunity to participate in the drafting of this Agreement and all related Exhibits, if any, are attached. No ambiguity shall be constructed against any party upon a claim that that Party drafted the ambiguous language.

16. Effective Date:

This Agreement is effective as of January 1, 2019 and shall remain in effect until terminated pursuant to the terms herein. This Agreement supersedes the City Manager Employment Agreement executed between the City and Employee dated January 1, 2011.

This Agreement was approved by the City Council on December _____, 2018.

IN WITNESS HEREOF, the City Council of the City of University Place has caused this Agreement to be signed and executed on its behalf by its Mayor and the undersigned Employee as its City Manager. By his signature below, the City Manager further represents and acknowledges that he: (1) has read this Agreement in its entirety; (2) has had an opportunity to review and study this Agreement; (3) has been advised that the City Attorney is counsel to the City of University Place, and regarding this Employment Agreement Between the City of University Place and Stephen P. Sugg, the City Attorney does not represent the City Manager; (4) has the right to consult his own independent counsel; and (5) he [has] [has not] done so.

DATED: _____
Kent Keel, Mayor

DATED: _____
Stephen P. Sugg, Employee / City Manager

Attest:

Emelita Genetia, City Clerk

Approved as to Form:

Matthew S. Kaser, City Attorney