



\*PRELIMINARY CITY COUNCIL AGENDA

April 15, 2019  
Regular Council Meeting

May 6, 2019  
Regular Council Meeting

May 20, 2019  
Regular Council Meeting

June 3, 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 CONSENT AGENDA

**CITY OF UNIVERSITY PLACE  
DRAFT MINUTES  
Regular Meeting of the City Council  
Monday, March 18, 2019  
City Hall, Windmill Village**

**1. CALL REGULAR MEETING TO ORDER**

Mayor Keel called the Regular Meeting to order at 6:34 p.m.

**2. ROLL CALL**

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

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

Staff Present: City Manager Sugg, City Attorney Kaser, Finance Director Blaisdell, Planning and Development Services Director Swindale, Engineering and Capital Projects Director Ecklund, and Deputy City Clerk Nicholas.

**MOTION:** By Councilmember McCluskey, seconded by Councilmember Worthington, to excuse the absence of Councilmembers Grassi and Figueroa.

**The motion carried.**

**3. PLEDGE OF ALLEGIANCE**

Councilmember Nye led Council in the Pledge of Allegiance.

**4. APPROVAL OF MINUTES**

**MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember McCluskey, to approve the minutes of the March 4, 2019 meeting as submitted.

**The motion carried.**

**5. APPROVAL OF AGENDA**

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

**The motion carried.**

**6. PRESENTATION**

2018 Fourth Quarter Financial Report – Finance Director Blaisdell presented the 2018 Fourth Quarter Financial Report.

Roadway Improvement Projects Update – Engineering and Capital Projects Director Ecklund reported on current roadway improvement projects and explained that some City sidewalk rehabilitation was necessary due to grant-mandated and Americans with Disabilities Act (ADA) standards. To alleviate traffic congestion, contractors will begin night-paving on Bridgeport. He also announced upcoming projects.

Form-Based Code Report – Planning & Development Services Director Swindale explained the City's goal to transition from conventional zoning codes to form-based codes which rely more on physical form as the organizing principle and less on separating uses into zones of similar uses. He outlined community meetings held to-date and shared next steps planned by the consultants.

**7. PUBLIC COMMENTS** – None.

**8. CONSENT AGENDA**

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

- A.** Receive and File: Payroll for the period ending 02/28/19, in the total amount of Three Hundred Ten Thousand Five Hundred Fifty-Six and 29/100 Dollars (\$310,556.29); Claims dated 02/19/19 (2018 invoices), check nos. 51982547, in the total amount of Twelve Thousand Six Hundred Fifty-Four and 49/100 Dollars (\$12,654.49); Claims dated 02/28/19, check nos. 51982548 through 51982595, and wire transfer no. 322990, in the total amount of One Million Three Hundred and Three Thousand Three Hundred Seventy -Three and 85/100 Dollars (\$1,303,373.85).
- B.** Receive and File: 2018 Fourth Quarter Financial Report.
- C.** Adopt a resolution amending the City Council Rules of Procedure. **(RESOLUTION No. 887)**
- D.** Authorize the expenditure of \$86,794 for the Frix Technologies (dba: FreeDoc) land use and permits scanning project.
- E.** Authorize the payment of \$51,482.28 for the Rainier Communications Commission invoices for 2019 RCC membership dues covering January 1, 2019 through December 31, 2019.

**The motion carried.**

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

City Manager Sugg complimented Council and staff on their continued focus on high quality before speed in the quest to set the community apart. He also informed Council that the City's estimated move date to the Civic Building is postponed.

Councilmember McCluskey shared details of her visit with Mayor Pro Tem Belleci to view a life-sized rendering of the UP for Arts' commissioned bronze sculpture - a young girl offering an apple to a horse.

Mayor Pro Tem Belleci stated that she represented the City at the Islamic Center of Tacoma during a service held in commemoration of the victims killed in the New Zealand massacre.

Councilmember Worthington announced training dates for the Imagine 2045 campaign. Sessions are intended to assist City commissioners who will solicit input from residents for use in shaping the City's Vision through surveys and public outreach. Trainings are scheduled for April 11 and May 30.

Mayor Keel stated that, before the next Council meeting, he would like an update from Committee Chair Nye of the Council Committee of the Whole which was established to develop a City mission. He then announced upcoming agenda items and invited Councilmembers to attend the City Manager's Pierce County Regional Council presentation.

At 7:31 p.m., a motion was made and carried to extend the meeting to 7:45 p.m.

**10. ADJOURNMENT**

The meeting adjourned at 7:45 p.m. No other action was taken.

Submitted by,

Debora Nicholas  
Deputy City Clerk

City of University Place  
Voucher Approval Document

<b>Control No.:</b> 57 <b>Agenda of:</b> 04/1/19	<b>PREPAY</b>
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**Claim of:** Payroll for Pay Period Ending 03/15/2019

Check #	Date	Amount	Check #	Date	Amount
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03/20/19      124,500.58    **Direct Deposit**

**EMPLOYEE NET    124,500.58**

318842	03/20/19	4,781.69	EMPLOYMENT SECURITIES (BANK OF AMERICA)
WIRE	3/20/2018	11,170.09	DEPT. OF LABOR AND INDUSTRIES
WIRE	3/20/2018	8.75	PACIFIC SOURCE ADMINISTRATORS
WIRE	3/20/2018	22,534.28	BANK OF AMERICA
WIRE	3/20/2018	21,793.15	- 106006, VANTAGEPOINT TRANSF
WIRE	3/20/2018	9,803.28	- 304197, VANTAGEPOINT TRANSF
WIRE	3/20/2018	5,023.42	- 800263, VANTAGEPOINT TRANSF
WIRE	3/20/2018	1,372.07	PACIFIC SOURCE ADMINISTRATORS
WIRE	3/20/2018	37,902.01	WA STATE DEPT OF RETIREMENT SY
WIRE	3/20/2018	250.00	- 705544, VANTAGEPOINT TRANSF
WIRE	3/20/2018	2,758.65	- 106006 LOAN, VANTAGEPOINT
WIRE	3/20/2018	200.87	AFLAC INSURANCE
WIRE	3/20/2018	1,073.63	WA ST DEPT OF RETIREMENT SYS
WIRE	3/20/2018	208.05	- 304197 LOAN, VANTAGEPOINT TR
WIRE	3/20/2018	250.00	NATIONWIDE RETIREMENT SOLUTION

**BENEFIT/DEDUCTION AMOUNT    119,129.94**

**TOTAL AMOUNT    243,630.52**

**Preparer Certification:**

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

**Signed:**

Steve Sugg, City Manager

**Date**

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FINAL CHECK LISTING  
CITY OF UNIVERSITY PLACE

Check Date: 3/15/2019

Check Range: 51982598 - 51982664

Wire Transfer: 6972949

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>
Romilus, Gerard	51982596	51982388
Greene, Teresa	51982597	51981070
Reaction Solutions LLC	51982665	51980560

Auditing Officer: \_\_\_\_\_ (Signature on file.)

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

Bank : bofa BANK OF AMERICA

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
6972949	3/11/2019	002072	WA STATE DEPT OF REVENUE FEB19	3/7/2019	FEB19/B&O TAX/SWM FEES	63.48	63.48
		Voucher: 45096					
51982598	3/15/2019	025179	ACCESS INFORMATION MANAGE7356134	2/28/2019	MAR19/OFFSITE RECORDS STO	550.89	550.89
		Voucher: 45032					
51982599	3/15/2019	001945	ADDISON CONSTRUCTION SUPP348553	1/31/2019	REBAR	38.65	38.65
		Voucher: 45033					
51982600	3/15/2019	001004	ALARMWORKS NW 14023	2/1/2019	FEB19/ALARM MONITORING	364.00	364.00
		Voucher: 45034					
51982601	3/15/2019	026224	AMERICAN PACIFIC DREAM HOMREFUND	3/12/2019	REFUND/BUSINESS NOT IN UP	50.00	50.00
		Voucher: 45035					
51982602	3/15/2019	026223	APEX FACILITY RESOURCES, INC9003	3/13/2019	50% DEPOSIT/CITY HALL MOVE	5,201.64	5,201.64
		Voucher: 45036					
51982603	3/15/2019	026212	ARAMARK UNIFORM & CAREER /1991078933	1/22/2019	MAT RENTAL SERVICE/PW SHOF	25.67	
		Voucher: 45037	1991058709	1/8/2019	MAT RENTAL SERVICE/PW SHOF	25.67	
			1991119543	2/19/2019	MAT RENTAL SERVICE/PW SHOF	24.46	
			1991099371	2/5/2019	MAT RENTAL SERVICE/PW SHOF	24.46	
			1991140042	3/5/2019	MAT RENTAL SERVICE/PW SHOF	24.46	124.72
51982604	3/15/2019	026214	ARC DOCUMENT SOLUTIONS LL(2085409	2/25/2019	PRINTING/PLANS&SPECS/BRIDG	287.82	287.82
		Voucher: 45038					
51982605	3/15/2019	025986	AUSTINCINA ARCHITECTS INC P(1674	2/22/2019	CITY HALL TI/ARCHITECTURAL/E	11,712.50	
		Voucher: 45039	1675	2/22/2019	DREXLER MEZZANINE TI/ARCHI	4,713.79	16,426.29
51982606	3/15/2019	003191	B&H PHOTO VIDEO 154981968	2/26/2019	LECTROSONICS/CANON CAMCC	12,795.66	
		Voucher: 45040	154955727	2/25/2019	PANASONIC CAMERA	7,682.01	
			154966844	2/25/2019	LECTROSONICS/MICROPHONE/I	1,730.89	22,208.56
51982607	3/15/2019	002333	BANK OF AMERICA 548001400009914	2/22/2019	MASTERCARD/02-22-2019	8,859.56	8,859.56
		Voucher: 45041					
51982608	3/15/2019	001187	BUNCE RENTAL, INC. 246716-1	3/7/2019	STUMP GRINDER	303.22	303.22
		Voucher: 45042					
51982609	3/15/2019	025395	CANZLER TREE SERVICE, INC 3012	3/6/2019	TREE REMOVAL/CIRQUE PARK	439.60	439.60
		Voucher: 45043					



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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51982610	3/15/2019	003155	CDW.GOVERNMENT, INC.	RFZ2485	2/23/2019	CISCO MERAKI MR33 WIRELESS	9,503.20
	Voucher:	45044	RFX1395	2/22/2019	CISCO MERAKI ENTERPRISE SU	7,050.96	
			RFZ1859	2/23/2019	CISCO MERAKI MS210-24P MAN/	5,958.69	
			RFM2192	2/21/2019	APC SMART-UPS SRT 2200VA RM	4,607.32	
			RGT9496	2/27/2019	WATCHGUARD XTM 515 SECURI	2,265.20	
			RGR5798	2/26/2019	SERVER RACKING SYSTEM	1,354.99	30,740.36
51982611	3/15/2019	001152	CENTURYLINK	1462132498	2/15/2019	PHONES/LONG DISTANCE/INTEF	3,821.40
	Voucher:	45045	1462833556	2/23/2019	LONG DISTANCE	11.89	3,833.29
51982612	3/15/2019	001152	CENTURYLINK	206-Z20-0051	2/20/2019	PHONES/CITY WIDE	622.65
	Voucher:	45046	253-566-9558	2/14/2019	PW PUMP CALLOUT LINE	47.99	670.64
51982613	3/15/2019	003056	CITY OF LAKEWOOD	MC-00179	3/6/2019	MAR19/COURT SERVICES	24,500.00
	Voucher:	45047					24,500.00

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51982614	3/15/2019	001024 CITY OF TACOMA	100068203	3/1/2019	POWER/3715 BP WAY W	1,712.47	
	Voucher:	45048	100386367	2/25/2019	POWER/7223 40TH ST W	290.81	
			101010515	3/12/2019	POWER/7106 27TH ST W	212.51	
			100060658	2/27/2019	POWER/3510 67TH AVE W	208.48	
			100892486	3/4/2019	POWER/6400 BP WAY W	199.19	
			100751205	3/6/2019	WATER/3555 MARKET PLACE WE	179.22	
			100672520	3/11/2019	POWER/2208 GRANDVIEW DR W	159.76	
			100864411	2/25/2019	POWER/6730 40TH ST CT W	154.90	
			100955345	3/6/2019	WATER/3715 BP WAY W	152.22	
			100955347	3/6/2019	POWER/3715 BP WAY W, #E HSE	151.36	
			100312900	3/6/2019	POWER/3715 BP WAY W #E3	147.96	
			100696565	2/26/2019	POWER/4609 ALAMEDA AVE W	124.50	
			100984717	3/12/2019	POWER/2210 MILDRED ST W	121.25	
			100302273	3/6/2019	POWER/3715 BP WAY W #D2	112.79	
			100573267	2/26/2019	POWER/4727 ALAMEDA AVE W	112.34	
			100495884	3/6/2019	POWER/3625 DREXLER DR	100.42	
			100104132	2/27/2019	POWER/3503 67TH AVE W	90.65	
			100488528	3/12/2019	POWER/6701 REGENTS BLVD W	90.26	
			100533758	3/4/2019	POWER/5418 CIRQUE DR W	84.93	
			100951901	3/7/2019	POWER/7723 CHAMBERS CREEK	83.25	
			100312961	3/6/2019	POWER/3715 BP WAY W #A3	63.53	
			100714386	3/6/2019	POWER/3609 MARKET PL W #20	51.81	
			100820972	3/11/2019	POWER/2700 SUNSET DR W	49.64	
			100306924	2/5/2019	POWER/8900 CHAMBERS CK RD	48.00	
			100315888	2/5/2019	POWER/7401 CHAMBERS LN W	45.00	
			100445063	3/6/2019	POWER/3715 BP WAY W, #E2	43.02	
			100737857	3/7/2019	POWER/2101 MILDRED ST W	42.96	
			100052902	3/6/2019	POWER/ 3715 BP WAY W/#A HSE	40.64	
			100955346	3/6/2019	POWER/3715 BP WAY W, #D HSE	30.90	
			101007602	2/25/2019	WATER/6700 40TH ST W	30.44	
			100401273	3/11/2019	POWER/8420 20TH ST W	28.06	
			100125363	3/12/2019	POWER/6817 27TH ST W	27.53	
			100125363	1/10/2019	POWER/6817 27TH ST W	27.53	
			100802489	3/6/2019	POWER/3904 BP WAY W	19.70	
			100986098	3/7/2019	POWER/7613 CHAMBERS CREEK	9.39	5,047.42

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51982615	3/15/2019	001108	CITY OF UNIVERSITY PLACE	JAN/FEB19	3/7/2019	PETTY CASH FUND/REIMBURSE	113.87	113.87
		Voucher: 45049						
51982616	3/15/2019	002171	CITY TREASURER	90877386	2/25/2019	FLEET MAINTENANCE/DEV SVC	420.41	420.41
		Voucher: 45050						
51982617	3/15/2019	025161	CITY TREASURER	131373	2/21/2019	CABLE TV/ATRIUM	44.84	44.84
		Voucher: 45051						
51982618	3/15/2019	002060	CODE PUBLISHING COMPANY IN	62793	3/4/2019	JAN19/SUPPLEMENT UPDATE #3	659.40	659.40
		Voucher: 45052						
51982619	3/15/2019	026222	COLEMAN, LYNETTE	REFUND	3/6/2019	REFUND/PET LICENSE FEE/RES	11.50	11.50
		Voucher: 45053						
51982620	3/15/2019	024565	COMCAST	849835010094487	2/15/2019	FEB25-MAR24/INTERNET/CITY H	150.84	150.84
		Voucher: 45054						
51982621	3/15/2019	023782	COMPLETE OFFICE SOLUTIONS, 1803501-0		2/14/2019	COPY PAPER	191.85	191.85
		Voucher: 45055						
51982622	3/15/2019	002066	CONSOLIDATED ELECTR.DIST.C(8541-474215		12/27/2018	HPS LAMP	345.27	345.27
		Voucher: 45056						
51982623	3/15/2019	024347	COPIERS NORTHWEST, INC.	INV1912436	2/28/2019	FEB28-MAR27/BASE RATE/JAN28	100.70	
		Voucher: 45057		INV1909025	2/22/2019	JAN21-FEB20/OVERAGE CHARG	90.63	
				INV1911951	2/28/2019	JAN29-FEB27/OVERAGE CHARG	16.19	207.52
51982624	3/15/2019	022207	CRAIG, MARIZA	REIMB	2/26/2019	REIMB/FORM BASED CODE KICP	63.94	63.94
		Voucher: 45058						
51982625	3/15/2019	002878	DELL MARKETING L.P.	10299720900	2/21/2019	DELL LATITUDE/LAPTOP	1,580.95	1,580.95
		Voucher: 45059						
51982626	3/15/2019	001737	DON SMALL & SONS OIL DIST CC151308		3/5/2019	BULK FUEL/PW SHOP	2,092.02	2,092.02
		Voucher: 45060						
51982627	3/15/2019	024941	FENNELL, KAREN	REIMB	1/9/2019	REIMB/UPDATE PRUNING BANNI	82.43	82.43
		Voucher: 45061						
51982628	3/15/2019	026027	GARMIRE IRON WORKS, INC	6379	2/14/2019	CROSSWALK POLE REPAIR	2,156.70	2,156.70
		Voucher: 45062						
51982629	3/15/2019	025936	GRAY CPA CONSULTING, PC	1196	1/31/2019	CAFR CONSULTING	792.54	792.54
		Voucher: 45063						
51982630	3/15/2019	001222	HOME DEPOT CREDIT SERVICES6035-3225-3196-0		2/28/2019	MISC REPAIR & MAINT SUPPLIE	886.51	886.51
		Voucher: 45064						
51982631	3/15/2019	001096	HONEY BUCKET	66055239	2/28/2019	PUMP SEPTIC TANK/KOBAYASHI	684.68	
		Voucher: 45065		66054990	2/27/2019	ANNUAL INSEPCTION/SEPTIC TA	496.20	1,180.88

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51982632	3/15/2019	001096	HONEY BUCKET	0550973276	2/12/2019	PORTA POTTY RENTAL/SKATE P	72.00
	Voucher:	45066		0550973275	2/12/2019	PORTA POTTY RENTAL/CURRAN	72.00
							144.00
51982633	3/15/2019	001223	HUMANE SOCIETY OF TACOMA	IVC0002037	2/1/2019	FEB19/BOARDING CONTRACT	120.00
	Voucher:	45067					120.00
51982634	3/15/2019	025597	J&I POWER EQUIPMENT INC	470766	2/28/2019	BACKPACK BLOWERS/HEDGE TI	1,827.71
	Voucher:	45068					1,827.71
51982635	3/15/2019	025292	KEEL, KENT	PER DIEM	2/25/2019	PER DIEM/SMART CITIES CONF/	418.00
	Voucher:	45069					418.00
51982636	3/15/2019	021616	KELLEY IMAGING SYSTEMS	24326207	2/25/2019	LEASE/SHARP MX5111N COPIER	463.50
	Voucher:	45070					463.50
51982637	3/15/2019	025841	KLEBER, AMANDA	PER DIEM	1/2/2019	PER DIEM & MILEAGE/GOVT SO	360.11
	Voucher:	45071					360.11
51982638	3/15/2019	001987	LAKEWOOD IRON WORKS	022219	2/22/2019	REPAIR/ASPHALT TAILGATES	285.74
	Voucher:	45072					285.74
51982639	3/15/2019	002091	LEXISNEXIS	3091920263	2/28/2019	FEB19/ONLINE LEGAL SERVICES	109.90
	Voucher:	45073					109.90
51982640	3/15/2019	001243	LLOYD ENTERPRISES INC	3310605	2/7/2019	WASHED SAND	3,203.75
	Voucher:	45074					3,203.75
51982641	3/15/2019	001378	MOUNTAIN MIST WATER	002599742	2/6/2019	#075361/BOTTLED WATER/CITY I	76.96
	Voucher:	45075		002628093	2/21/2019	#075361/BOTTLED WATER/CITY I	34.10
				002593677	2/5/2019	#075361/BOTTLED WATER/PW SI	27.78
				002624033	2/19/2019	#075361/BOTTLED WATER/PW SI	21.46
				002599739	2/6/2019	#068332/BOTTLED WATER/CM O	19.53
				00268094	2/21/2019	#068332/BOTTLED WATER/CM O	14.04
				002644977	2/27/2019	#075361/BOTTLED WATER/PW SI	8.79
							202.66
51982642	3/15/2019	001095	NEWS TRIBUNE	I04087523-021420	2/14/2019	LEGAL NOTICE	102.83
	Voucher:	45076					102.83
51982643	3/15/2019	002150	OFFICE DEPOT,INC.	271889643001	2/26/2019	ENVELOPES/LABELS	75.36
	Voucher:	45077		261051675001	1/17/2019	NOTEBOOK/DIVIDED FOLDERS	60.59
							135.95
51982644	3/15/2019	026191	PEASE CONSTRUCTION INC	1806-06	3/5/2019	FEB19/CITY HALL TENANT IMPRO	430,930.93
	Voucher:	45078		1807-06	3/6/2019	FEB19/DREXLER MEZZANINE/CC	334,175.34
							765,106.27

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51982645	3/15/2019	001109	PIERCE COUNTY BUDGET & FIN/CI-264967	2/25/2019	JAN19/POLICE SERVICES	324,631.74		
	Voucher:	45079	CI-264980	2/25/2019	FEB19/POLICE SERVICES	324,066.90		
			CI-264697	2/14/2019	JAN-JUN19/EMERGENCY MANAC	13,948.50		
			CI-264950	2/28/2019	JAN19/ANIMAL CONTROL & SHEI	9,647.40		
			CI-265038	2/26/2019	JAN19/SPECIAL OT	304.79		
			CI-265045	2/26/2019	FEB19/I-NET CHARGES	253.00	672,852.33	
51982646	3/15/2019	001588	PIERCE COUNTY SEWER	00664685	3/1/2019	SEWER/4951 GRANDVIEW DR W	218.95	
	Voucher:	45080	00566276	3/1/2019	SEWER/3715 BP WAY W	164.88		
			01571443	3/1/2019	SEWER/7520 CIRQUE DR W	38.72		
			01576739	3/1/2019	SEWER/3609 MARKET PL W/RET	38.72		
			01576721	3/1/2019	SEWER/3609 MARKET PL W/RET	38.72		
			01576712	3/1/2019	SEWER/3609 MARKET PL W/RET	38.72		
			01512692	3/1/2019	SEWER/3555 MARKET PL W	20.70		
			00604682	3/1/2019	SEWER/2917 MORRISON RD W	20.70		
			01633279	3/1/2019	SEWER/1902 SEAVIEW AVE W	20.70	600.81	
51982647	3/15/2019	025830	PPG ARCHITECTURAL COATINGS	812502056111	2/26/2019	AMLK 2 NEUTRAL TINT KIT/STAIN	212.33	
	Voucher:	45081	812503028949	2/26/2019	AMERLOCK 2/NEUTRAL TINT	127.61		
			812503028950	2/26/2019	CREDIT/AMLK 2 NEUTRAL TINT	-194.78	145.16	
51982648	3/15/2019	001161	PUGET SOUND ENERGY CORP	200000971479	2/25/2019	GAS/4910 BRISTONWOOD DR W	233.54	
	Voucher:	45082	300000009641	3/1/2019	GAS/3715 BP WAY W, #D2 & #A3	227.79		
			200014542258	2/27/2019	GAS/7450 MARKET SQ W	199.31		
			300000010987	3/1/2019	GAS/3715 BP WAY W, #E2	46.72		
			220008861142	2/27/2019	GAS/3715 BP WAY W, #BLDG D1	37.34		
			220014491314	2/27/2019	GAS/3715 BP WAY W #E1	34.21	778.91	
51982649	3/15/2019	001124	SAFEWAY, INC.	64682	2/23/2019	ACCT #64682/MISC PURCHASES	152.86	152.86
	Voucher:	45083						
51982650	3/15/2019	001359	SCHMIDT, KEVIN	REIMB	2/27/2019	REIMB/FLASHLIGHTS FOR PW V	164.74	164.74
	Voucher:	45084						
51982651	3/15/2019	001859	SOUND GLASS SALES, INC	ITAC054988	2/19/2019	WINDOW INSTALL/ATTORNEY OI	285.84	285.84
	Voucher:	45085						
51982652	3/15/2019	026181	SOUND PACIFIC CONSTRUCTION	7	3/4/2019	FEB19/CONSTRUCTION/27TH ST	27,469.00	27,469.00
	Voucher:	45086						
51982653	3/15/2019	003008	SPRAGUE PEST SOLUTIONS INC	3749744	2/6/2019	PEST CONTROL/WINDMILL VILL/	104.41	
	Voucher:	45087	3749744	2/16/2019	PEST CONTROL/WINDMILL VILL/	104.41	208.82	

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51982654	3/15/2019	025311	TACOMA WINSUPPLY, INC.	053709 01	2/28/2019	PURPLE HEAT/ICE MELT	969.32	969.32
		Voucher: 45088						
51982655	3/15/2019	002823	THOMPSON ELECTRICAL CONST	0219-2903CW	2/26/2019	POLE REPLACEMENT/GRANDVII	2,617.16	2,617.16
		Voucher: 45089						
51982656	3/15/2019	002985	TITUS-WILL FORD SALES, INC.	194534F	2/22/2019	PANEL/ASY	88.95	88.95
		Voucher: 45090						
51982657	3/15/2019	001326	TUCCI & SONS INC	60256	2/21/2019	HOT MIXED ASPHALT	528.83	528.83
		Voucher: 45091						
51982658	3/15/2019	025336	US BANK	745000006	2/28/2019	CUSTOMER #745000006/FEB19/M	26.00	26.00
		Voucher: 45092						
51982659	3/15/2019	001153	VERIZON WIRELESS,LLC.	9825315298	3/24/2019	CELL PHONE/CITY WIDE	1,445.95	1,445.95
		Voucher: 45093						
51982660	3/15/2019	021711	WA ST CORRECTIONAL INDUSTR	45-125285	2/22/2019	BLOCK WATCH/SIGNAGE/WINDC	458.28	458.28
		Voucher: 45094						
51982661	3/15/2019	001032	WA STATE	90112019020059	3/1/2019	FEB19/TELECOMMUNICATIONS :	316.19	316.19
		Voucher: 45095						
51982662	3/15/2019	022590	WA STATE DEPT OF TRANSPORT	RE-313-ATB90219	2/19/2019	JAN19/BRIDGEPORT WAY W/PH4	42.20	
		Voucher: 45097		RE-313-ATB90219	2/19/2019	JAN19/27TH ST IMPROVEMENTS	31.45	73.65
51982663	3/15/2019	025004	WASHINGTON TRACTOR, INC.	1751553	3/13/2019	GATOR/WINTER SERVICE	190.63	190.63
		Voucher: 45098						
51982664	3/15/2019	023675	ZEE MEDICAL INC.	68374120	3/5/2019	RESUPPLY FIRST AID KIT/CITY H	92.51	
		Voucher: 45099		68379541	2/27/2019	ANNUAL AED COMPLIANCE MNC	218.70	
				68374121	3/5/2019	RESUPPLY FIRST AID KIT/PW SH	127.75	438.96
<b>Sub total for BANK OF AMERICA:</b>							<b>1,612,984.42</b>	

68 checks in this report.

Grand Total All Checks: 1,612,984.42

# STUDY SESSION



# Memo

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**DATE:** April 1, 2019  
**TO:** City Council  
**FROM:** Matt Kaser, City Attorney  
**SUBJECT:** City Hall Move-Related Legislation

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In anticipation of the pending move of the University Place City Hall later this spring, staff has identified areas where legislation is appropriate. All proposed legislation should be ministerial in nature. A summary of the proposed legislation and a recommended timeline for the adoption of each is outlined below.

A. Changes to Address References Within the Municipal Code

In the Municipal Code, there are two references to the current City Hall address. Both references should be corrected.

The first reference is UPMC 2.30.040(A) which addresses the address for the public records officer. The second reference is located at UPMC 1.25.010, for the address of the Risk Manager as the agent for receiving tort claims.

An ordinance will be needed to address both changes. Such an ordinance should be considered either at the last meeting in the current City Hall, or the first meeting in the new facility.

B. Financial Guarantees

In the course of preparing files for moving to the new City Hall, staff has discovered a substantial number of financial guarantees for permits which have not been released. An ordinance amending the current Municipal Code will be necessary to effectuate this release.

Under current Code, a financial guarantee is “financial security posted with the City to ensure timely and proper completion of improvements, to ensure compliance with this Code, and/or to warranty the design, materials, and workmanship associated with improvements. Financial guarantees include

## Memo

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assignments of funds, surety bonds, and other forms of financial security acceptable to the City." UPMC 13.05.010(A).

A number of permits require financial guarantees. Under the current Code, depending on the type of permit, there are various processes for the release of the financial guarantees. All of the current processes, however, require application by either the applicant or surety to secure the release. There is, however, no express process for a city-initiated release of guarantees.

The City currently holds financial guarantees for projects which are believed to be long-completed. It is cost-prohibitive to seek out the individuals associated with these old projects. It is also unlikely that the applicant or sureties will affirmatively contact the City to seek the release of these guarantees. In some instances, the original applicants are known to be deceased. Some of these guarantees date back to early cityhood. The volume of permit files associated with these guarantees is sizable. In order to properly close out these projects, express authority under the Municipal Code is needed so that the City may close out these guarantees.

A proposed ordinance is enclosed. Consideration may be scheduled for any upcoming Council meeting.

### C. Adjusting the Council's Regular Meeting Schedule

As required by the Open Public Meetings Act, chapter 42.30 RCW, and the City Council Rules of Procedure, the Council is required to affix by legislation its date and location of its regular meetings.

The most recent change to the Council's meeting time and location occurred via Resolution 727 (July 2013). At that time, Council affixed its regular meetings to be held "on the first and third Monday of each month commencing at 6:30 p.m. at the Town Hall Meeting Room, 3715 Bridgeport Way West, University Place, Washington." Res. 727 § 1. Unless the Council desires to continue to hold its meetings in the current Town Hall Meeting Room at 3715 Bridgeport, a new resolution will be required.

To facilitate a change in location, a draft resolution is attached. Consideration of this resolution is urged at either the last meeting in the

## Memo

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current facility or at a special meeting held in the first meeting at the new City Hall.

\* \* \*

The foregoing legislation are those matters for which staff has identified a need for Council to act in conjunction with the move to the Civic Building. Staff has identified other matters which are less pressing, which will occasioned by the move and will be brought forward as the need arises.

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING SECTIONS 1.25.010 AND 2.30.040 OF THE UNIVERSITY PLACE MUNICIPAL CODE; RELATING THE LOCATIONS OF CERTAIN CITY OFFICIALS**

WHEREAS, the City of University Place, after nearly 25 years, is relocating City Hall; and

WHEREAS, certain provisions of the University Place Municipal Code must be updated to reflect the change of location;

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

Section 1. UPMC 1.25.010 Amended. Section 1.25.010 of the University Place Municipal Code titled, "Agent for Receiving Claims," is amended to read as follows:

**2.30.040. Agent for Receiving Claims.**

The risk manager is hereby appointed to be the city agent responsible to receive claims for damages made under Chapter 4.96 RCW. The risk manager shall be available to receive claims for damages during normal business hours at University Place City Hall, ~~3715 Bridgeport Way West~~ 3609 Market Place West, University Place, Washington, 98466.

Section 2 2.30.040 Amended. Section 2.30.040 of the University Place Municipal Code titled, "Public Records Officer," is amended to read as follows:

**2.30.040. Public Records Officer.**

A. The City Council for the City of University Place hereby appoints the City Clerk as the official public records officer pursuant to RCW 42.56.580. Any person wishing to request access to public records of the City, or seeking assistance in making such a request shall contact the public records officer of the City:

Public Records Officer (City Clerk)  
City of University Place  
University Place City Hall  
~~3715 Bridgeport Way West, Suite B-1~~ 3609 Market Place W, University Place,  
WA 98466  
Telephone: 253/566-5656  
Fax: 253/566-5658

Information is also available at the City's website at [www.cityofup.com](http://www.cityofup.com)

B. The public records officer is not required to personally fulfill the requests for public records. A request may be fulfilled by a City employee other than the public records officer. If the request is made to the public records officer but fulfilled by others in the City, the public records officer shall be responsible for directing the request to the appropriate person or persons in the City for processing.

C. The public records officer or designee shall provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the City.

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 portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 5. Effective Date. This Ordinance shall be effective five (5) days after publication of the Ordinance Summary.

**PASSED BY THE CITY COUNCIL ON \_\_\_\_\_.**

\_\_\_\_\_  
Kent Keel, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita J. Genetia, City Clerk

**APPROVED AS TO FORM:**

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

Date of Publication:  
Effective Date:

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING SECTION 13.05.610 OF THE UNIVERSITY PLACE MUNICIPAL CODE; RELATING TO FINANCIAL GUARANTEES OF PUBLIC WORKS PROJECTS**

WHEREAS, the City of University Place required financial guarantees for a broad array of projects from project applicants; and

WHEREAS, all of the City's procedures for the release of financial guarantees contemplate that either the project applicant, the surety on the guarantee or both will make application to release the guarantee; and

WHEREAS, the City has identified a number of financial guarantees which remain valid, but the work has been long-completed, but it is not likely that either the applicant or surety will make the request to release the guarantee; and

WHEREAS, it is now appropriate to amend the municipal code to allow the Director of Engineering to self-release financial guarantees for the long-completed projects.

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

Section 1. Section 13.05.610 of University Place Municipal Code entitled, "General," is amended to read as follows:

- A. A financial guarantee is financial security posted with the City to ensure timely and proper completion of improvements, to ensure compliance with this code, and/or to warranty the design, materials, and workmanship associated with improvements. Financial guarantees include assignments of funds, surety bonds, and other forms of financial security acceptable to the City. Other types of financial guarantees may be accepted if approved by the Director. For the purposes of this title, the terms "performance guarantee," "street use guarantee," "erosion and sediment control/street cleaning guarantee," and "maintenance and defect guarantee" are considered subcategories of financial guarantees.
- B. Financial guarantees shall be in a form acceptable to the City. Financial guarantees under \$5,000 must be an assignment of funds.
- C. All financial guarantees shall: (1) run continuously until released by the City; (2) not be subject to expiration or cancellation without written authorization from the City; (3) be project and site specific; and (4) be nontransferable.
- D. The Director shall determine the amount of the financial guarantee. The Director shall consider an engineer's estimate or an executed construction contract between the applicant and a licensed, bonded contractor in determining the amount of the financial guarantee. An engineer's estimate prepared by applicant's engineer shall detail the quantity of work to be done and shall be presented in a format approved by the City. The estimate shall be based on current construction costs and shall be stamped and signed by the engineer. The Director may consider any other reliable evidence in the Director's sole discretion in determining the amount of the financial guarantee.
- E. If a property for which a financial guarantee has been posted with the City is sold or otherwise transferred, the applicant is responsible for transferring the financial guarantee liability by having the new owner(s) replace any existing financial guarantees that the City is holding. The City will not release a preexisting financial guarantee until such time as the City accepts a replacement guarantee.

F. The property owner may be required to complete and record a right of entry form prior to acceptance of any financial guarantee covering improvements on private property. The right of entry shall run with the land and shall be recorded with the Pierce County Auditor.

G. Notwithstanding any provision of this chapter, the Director may release a financial guarantee where the work associated with the guarantee has been completed, the work has been stabilized such that there is no further risk to existing facilities, all fees have been paid, and a sufficient time has elapsed that the Director has determined that it is likely that neither the applicant nor surety will make a request to release the guarantee.

G.H. All financial guarantees must be reviewed and approved as to form by the City Attorney.

Section 2. 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 3. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

**PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Kent Keel, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita J. Genetia, City Clerk

**APPROVED AS TO FORM:**

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

Date of Publication:

Effective Date:

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, UPDATING  
THE OFFICIAL TIME, PLACE, AND LOCATION OF REGULAR CITY COUNCIL  
MEETINGS**

WHEREAS, the City Council of the City of University Place has from time to time revised its regular City Council meeting schedule; and

WHEREAS, the City of University Place is changing its location and an update to its meeting schedule is needed;

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

Section 1. Regular Meetings. The City Council shall hold its regular meetings on the first and third Monday of each month commencing at 6:30 p.m. at the Council Chambers, 3609 Market Place West, University Place, Washington.

Section 2. Special Meetings. The City Council may hold special meetings at such times and location as may be determined and noticed pursuant to State law

Section 3. Resolution No. 727 Repealed. Resolution No. 727 is repealed.

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

**ADOPTED BY THE CITY COUNCIL ON \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Kent Keel, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita J. Genetia, City Clerk

**APPROVED AS TO FORM:**

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



# COUNCIL CONSIDERATION

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING SECTION 13.05.610 OF THE UNIVERSITY PLACE MUNICIPAL CODE; RELATING TO FINANCIAL GUARANTEES OF PUBLIC WORKS PROJECTS**

WHEREAS, the City of University Place required financial guarantees for a broad array of projects from project applicants; and

WHEREAS, all of the City's procedures for the release of financial guarantees contemplate that either the project applicant, the surety on the guarantee or both will make application to release the guarantee; and

WHEREAS, the City has identified a number of financial guarantees which remain valid, but the work has been long-completed, but it is not likely that either the applicant or surety will make the request to release the guarantee; and

WHEREAS, it is now appropriate to amend the municipal code to allow the Director of Engineering to self-release financial guarantees for the long-completed projects.

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

Section 1. Section 13.05.610 of University Place Municipal Code entitled, "General," is amended to read as follows:

- A. A financial guarantee is financial security posted with the City to ensure timely and proper completion of improvements, to ensure compliance with this code, and/or to warranty the design, materials, and workmanship associated with improvements. Financial guarantees include assignments of funds, surety bonds, and other forms of financial security acceptable to the City. Other types of financial guarantees may be accepted if approved by the Director. For the purposes of this title, the terms "performance guarantee," "street use guarantee," "erosion and sediment control/street cleaning guarantee," and "maintenance and defect guarantee" are considered subcategories of financial guarantees.
- B. Financial guarantees shall be in a form acceptable to the City. Financial guarantees under \$5,000 must be an assignment of funds.
- C. All financial guarantees shall: (1) run continuously until released by the City; (2) not be subject to expiration or cancellation without written authorization from the City; (3) be project and site specific; and (4) be nontransferable.
- D. The Director shall determine the amount of the financial guarantee. The Director shall consider an engineer's estimate or an executed construction contract between the applicant and a licensed, bonded contractor in determining the amount of the financial guarantee. An engineer's estimate prepared by applicant's engineer shall detail the quantity of work to be done and shall be presented in a format approved by the City. The estimate shall be based on current construction costs and shall be stamped and signed by the engineer. The Director may consider any other reliable evidence in the Director's sole discretion in determining the amount of the financial guarantee.
- E. If a property for which a financial guarantee has been posted with the City is sold or otherwise transferred, the applicant is responsible for transferring the financial guarantee liability by having the new owner(s) replace any existing financial guarantees that the City is holding. The City will not release a preexisting financial guarantee until such time as the City accepts a replacement guarantee.

F. The property owner may be required to complete and record a right of entry form prior to acceptance of any financial guarantee covering improvements on private property. The right of entry shall run with the land and shall be recorded with the Pierce County Auditor.

G. Notwithstanding any provision of this chapter, the Director may release a financial guarantee where the work associated with the guarantee has been completed, the work has been stabilized such that there is no further risk to existing facilities, all fees have been paid, and a sufficient time has elapsed that the Director has determined that it is likely that neither the applicant nor surety will make a request to release the guarantee.

G.H. All financial guarantees must be reviewed and approved as to form by the City Attorney.

Section 2. 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 3. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

**PASSED BY THE CITY COUNCIL ON \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Kent Keel, Mayor

**ATTEST:**

\_\_\_\_\_  
Emelita J. Genetia, City Clerk

**APPROVED AS TO FORM:**

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

Date of Publication:

Effective Date: