



\*PRELIMINARY CITY COUNCIL AGENDA

August 5, 2019  
Regular Council Meeting

August 19, 2019  
Regular Council Meeting

September 3, 2019  
Regular Council Meeting

September 16, 2019  
Regular Council Meeting

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

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

# PRESENTATIONS

# City of University Place City Council

*July 15, 2019*

Carol Wilmes  
Director, Member Pooling Programs



Choice | Health | Service

# Association of Washington Cities - Employee Benefit Trust



- Member service of AWC
- Member Driven Pool
  - Board of Trustees
  - Employee Benefits Advisory Committee
- 275+ participating entities
- 17,000 employees
- 36,000 lives

# Trust regulatory & compliance

- IRC 501(c)9 - Voluntary Employee Benefit Association (VEBA)
- Multi-employer plan of governmental entities - exempt from ERISA
- Not a Taft Hartley Trust, although plans are available to union & non-union employees

## Self-Insured:

**Medical** - Regence/Asuris, Kaiser Permanente  
(all plans except Medicare Advantage)  
**Dental** - Delta Dental  
**Vision** - VSP

## Fully-Insured:

**Dental** - Willamette Dental  
**EAP** - ComPsych  
**Life & Long Term Disability** - The Standard

# Board-Adopted Mission, Vision & Goals



## Employee Benefit Trust

### Mission

The mission of the AWC Employee Benefit Trust is to provide quality benefit programs and insurance services to Washington cities and towns in an efficient and cost-effective manner through timely information, technical assistance, member education and advocacy.

### Vision

The Employee Benefit Trust is an innovative enterprise that anticipates changes in the benefits marketplace, understands the evolving needs of its members, and provides a sophisticated array of creative and cost-effective services that build health and wellness among its members.

### Core Values

- The AWC Employee Benefit Trust:
- Is a trusted resource for its members
  - Provides excellent customer service
  - Is inclusive in its decision-making
  - Is efficient
  - Is effectively managed
  - Emphasizes employee health and wellness
  - Is member-driven
  - Pays attention to cost-benefit balance
  - Is open to change

### Goals

- The AWC Employee Benefit Trust will:
- Maintain the Trust's fiscal health and sustainability
  - Manage the rate of increase in health care costs for the Trust and its members
  - Maintain the Trust as the leader in addressing members' benefit needs in the changing healthcare environment
  - Increase member awareness and knowledge of the Trust's scope and effectiveness
  - Utilize innovations and technology in plan design and education efforts
  - Increase participation in total health management

# Membership Criteria

All member cities of AWC are welcome!

- Council-adopted Interlocal Agreement with AWC Trust
- City-endorsed AWC Trust Participation Agreement
  - Comply with all Board-adopted underwriting rules for contributions & enrollment
  - Unique underwriting rules for:
    - Active employees
    - LEOFF I retirees
    - Elected officials

# Elected Official Criteria - Board History

- 1984 - Board adopts special enrollment policy for elected officials
- 1993 - Board reviewed, no change
- 2007 - Board reviewed, following change to RCW 41.04.190
- 2008 - Board adopts change to policy termination date
- 2012 - Board reviewed, no change
- 2014 - Board reviewed pursuant to University Place request, slight change in contribution policy and no change to participation criteria



# Elected Official Criteria - Today's Policy

## Medical

- 50% of elected officials must enroll in a Trust-sponsored medical plan
- Elected official may pay 100% of premium

## Dental & Vision (if offered)

- 75% of elected officials must be enrolled
- If dependent coverage is offered, 75% of dependents without other dental/vision insurance must be enrolled

## Life/LTD (if offered)

- 100% of elected officials must be enrolled

NOTE: If enrollment falls below the required enrollment levels, coverage for all elected officials will terminate 1st of month following non-compliance

# Questions?



## AWC Trust Contact Information

1-800-562-8981

[carolw@awcnet.org](mailto:carolw@awcnet.org)

November 13, 2018

Councilmember Javier Figueroa  
City of University Place  
3715 Bridgeport Way West, B-1  
University Place, WA 98466

Dear Councilmember Figueroa:

Thank you for attending AWC's Regional Meeting in University Place earlier this month. I hope that you found it to be of value.

Following the meeting, you indicated to me that you had some unanswered questions regarding councilmember eligibility and coverage under the AWC Trust's health benefits. While we have addressed this with Mayor Kent Keel in the past, I understand that you have not received this information, thus I would like to take this opportunity to provide it directly you. It includes information on the AWC Trust's current policy for covering elected officials, as well as the outreach that has been made to University Place in the past. You also asked about the process for reconsidering this policy and I have responded below.

The AWC Trust's current policy for elected officials to participate in the medical programs requires 50% enrollment of elected officials. This is a lower threshold than for active employees (75%), and this policy was adopted by the Trustees to acknowledge the difficulties of enrolling individuals who may have access to coverage through other sources.

In 2014, City Manager Steve Sugg sent a letter to the Trust's Employee Benefit Advisory Committee (EBAC), requesting greater flexibility in determining the extent to which councilmembers may be eligible for benefits. At that time, the request was reviewed by both the Advisory Committee and Board of Trustees, and a decision was made to reduce the employer contribution requirement from 50% to 0%, while maintaining the 50% enrollment criteria. The Trustees felt this policy responsibly protected the financial integrity of the pool, while recognizing the challenges of providing coverage options to an elected group.

In December 2017, following the AWC Board of Directors meeting, Mayor Kent Keel had discussions with staff regarding the elected official coverage requirements under the Trust. Carol Wilmes, Director of Member Pooling Programs, followed up with a written email response in January 2018, outlining the Trust's history of providing elected official coverage, as well as documents related to University Place's 2014 inquiry, which ultimately lead to the Board's adopted policy amending the contribution requirement, as noted.

Carol offered to visit with University Place city council to discuss the policy for elected official benefits. Communications have also occurred with city staff since that point in time, where AWC staff have reviewed elected official criteria, and again offered to provide information to council directly at one of their meetings. To date, our staff have not been asked to present this information to council.

We feel that the elected official criteria has been adequately reviewed by the Trust's Employee Benefit Advisory Committee and the Board of Trustees, and the policy reflects the flexibility in allowing 100% payment of medical coverage by the elected official, while still maintaining 50% enrollment criteria and thus preserving the financial integrity of the pool.

I would encourage you to reach out to Mayor Keel and City Manager Sugg if you wish to discuss this internally, and of course feel free outreach to our Trust staff if you have any further questions.

A change to this policy would require review and recommendation by the Employee Benefit Advisory Committee, and review and action by the AWC Trust Board of Trustees. A formal request to reconsider this policy should be directed to Terry Walsh, Chair, EBAC, and sent to our office.

I hope this addresses your questions and concerns, provides you with some additional history about the Trust's policy for elected official coverage, the more recent changes made by our Board of Trustees and a path forward if you want to request a review of the policy.

Again, please feel free to contact me, Beverly Lakey (Trust Program Manager), or Carol Wilmes if you have any additional questions.

Sincerely,



Peter B. King  
AWC Chief Executive Officer

cc: Mayor Kent Keel, Mayor, University Place  
Steve Sugg, City Manager, University Place  
Terry Walsh, Chair, EBAC  
Beverly Lakey, Trust Program Manager  
Carol Wilmes, Director, AWC Member Pooling Programs

**From:** Carol Wilmes

**Sent:** Tuesday, January 23, 2018 10:04 AM

**To:** Kent Keel <kkeel@cityofup.com>

**Cc:** Peter B. King <peterk@awcnet.org>; Luann Hopkins <luannh@awcnet.org>; Beverly Lakey <beverlyl@awcnet.org>

**Subject:** Elected Official Benefit Policy through AWC Employee Benefit Trust

Dear Kent:

This email is in follow-up to our verbal conversation following the December 2017 Board meeting and my offer to visit with your city council to discuss the AWC Trust Board of Trustees' policy for elected official benefits. Feel free to contact me any time at the AWC office, email or my cell phone (360-480-6538).

As you may recall, in February 2014 the City of University Place made inquiry to the AWC Trust Board of Trustees requesting a policy change in elected official underwriting criteria. Attached is the letter from your City Manager Steve Sugg to the Employee Benefits Advisory Committee (EBAC). The EBAC and Board of Trustees reviewed the City's request, and made a slight change to the policy but I suspect not to the extent desired by the City. Attached is the letter from the Trust to Mr. Sugg explaining the review process and the Board's ultimate decision.

To give you a more elaborated historical perspective on the AWC Trust Board of Trustees' discussion over the years on elected official benefits, the Trustees first allowed elected officials coverage in 1984. The policy was revisited in 1993 and again in 2007 following changes in state law (RCW 41.04.190) adding city officials to the list of public agencies eligible for medical insurance coverage outside of compensation. Mid-term increases in benefit costs had been a prohibited increase in compensation, thus following the passage of this RCW, the Trust saw an increase in elected official enrollment. With this enrollment, we also began to see elected official groups going below minimum participation levels shortly after enrolling.

In 2008, the Board reviewed and approved a change to the elected official termination policy. The policy change required termination of elected officials the first of the month following non-compliance of enrollment levels. (The policy had previously allowed coverage to January 1, following non-compliance.) An exceptional provision was put in place when an elected official terminates their position mid-term. In that case, enrollment compliance is required the first of the month following the newly appointed/elected official's placement in office.

The elected official criteria was reviewed in 2012 with no changes made at that time, which brings us to your inquiry in 2014.

I look forward to seeing you over the next several days at the AWC Board of Directors meeting and the Cities Action Days Conference. And again, please feel to have one of your staff or you contact me any time ~ I'm happy to attend a council meeting to discuss the Board of Trustees' policy.

Carol

**Carol Wilmes**

Director, Member Pooling Programs Association of Washington Cities  
1076 Franklin St SE Olympia, WA 98501-1346



April 21, 2014

Mr. Steve Sugg, City Manager  
City of University Place  
3715 Bridgeport Way West  
University Place, WA 98466

Dear Steve:

On behalf of the AWC Employee Benefit Trust Employee Benefits Advisory Committee (EBAC) and the Board of Trustees, I would like to first thank you for your recent inquiry regarding elected official benefits policy, and secondly follow-up on action recently taken by both governing bodies.

As you know, the AWC Trust's current policy for elected officials to participate in the medical programs requires 50% enrollment of elected officials. This is a lower threshold than active employees (75%), and was an adopted Trustee policy to acknowledge the difficult realities of enrolling individuals who may have access to coverage through other sources. Additionally, it is the Trust's current policy to require at least 50% city payment of the elected officials' premium for single coverage.

Upon your request, the EBAC reviewed current policy and recommended a change to the Board of Trustees in lowering the city contribution requirement to 0%. Additionally, they recommended that the enrollment criteria remain at 50% to balance risk and prevent adverse selection. With the many viable resources for coverage in Washington State's marketplace, either through the State Exchange or private exchanges, EBAC felt comfortable that the policy responsibly protected the financial integrity of the pool and yet recognized the challenges of an elected group to provide coverage options to those in need.

The Board of Trustees met on Friday, April 18. After some discussion, the Board of Trustees approved EBAC's recommendation for a change in the elected official as proposed: Lower the contribution requirement to 0%, while maintaining the 50% enrollment criteria.

If you have any questions regarding the Board of Trustees' adopted change in elected official policy, please feel free to contact me. And again, we greatly appreciate your feedback as a participating member of the AWC Trust.

Regards,

A handwritten signature in cursive script that reads "Carol Wilmes".

Carol Wilmes  
Program Manager  
AWC Employee Benefit Trust

cc: Eric Faison, Assistant City Manager, City of University Place

# University Place Police

## 4<sup>th</sup> of July Holiday Recap

### Staffing

Date	6 AM – 4 PM	3 PM – 1 AM	8 PM – 1 AM (OT)	8 PM – 6 AM
July 2 <sup>nd</sup>	2	2	1	2
July 3 <sup>rd</sup>	2	2	1	2
July 4 <sup>th</sup>	2	2	1	2
July 5 <sup>th</sup>	2	2	0 (2 shifts open)	2

Fireworks Related Shifts - 15 hours of OT hours worked (25 scheduled)

### Calls for Service on July 4<sup>th</sup>

	Midnight - 6 AM	6 AM – 4 PM	4 PM – 8 PM	8 PM - Midnight	Midnight – 6 AM (July 5th)
Total Calls	6 <sup>1</sup>	15 <sup>2</sup>	18 <sup>3</sup>	35 <sup>4</sup>	8 <sup>5</sup>
Fireworks Related	0	0	9	26	1

Sample of Call Types Addressed by Officers Throughout the 4th

- 1 – Domestic Violence Arrest, Vehicle Impound, Fight Call, Hit and Run
- 2 – Missing Person Recovery, 2 Theft reports, Neighbor Dispute, Disorderly Conduct incident
- 3 – Theft Report, Road Rage related traffic arrest, Welfare Check
- 4 – Suicide Attempt, Burglary Report, Disorderly Conduct incident, Drug Activity investigation
- 5 – Fireworks related incident resulting in an arrest, Suspicious Vehicle, Disorderly Conduct incident

### Fireworks Complaints

- 20 Calls were for “Fireworks in the Area”
- 8 Calls where the location was clear/quiet when officers arrived
- 6 Calls where officers made contact and gave verbal warnings/education
- 1 Call where the caller called back to say they talked to the neighbor themselves and was now all quiet
- 1 Arrest

# University Place Police Fireworks Complaint Calls 2019

Fireworks Calls Grouped by Half Hour

Includes Officer Status/Availability

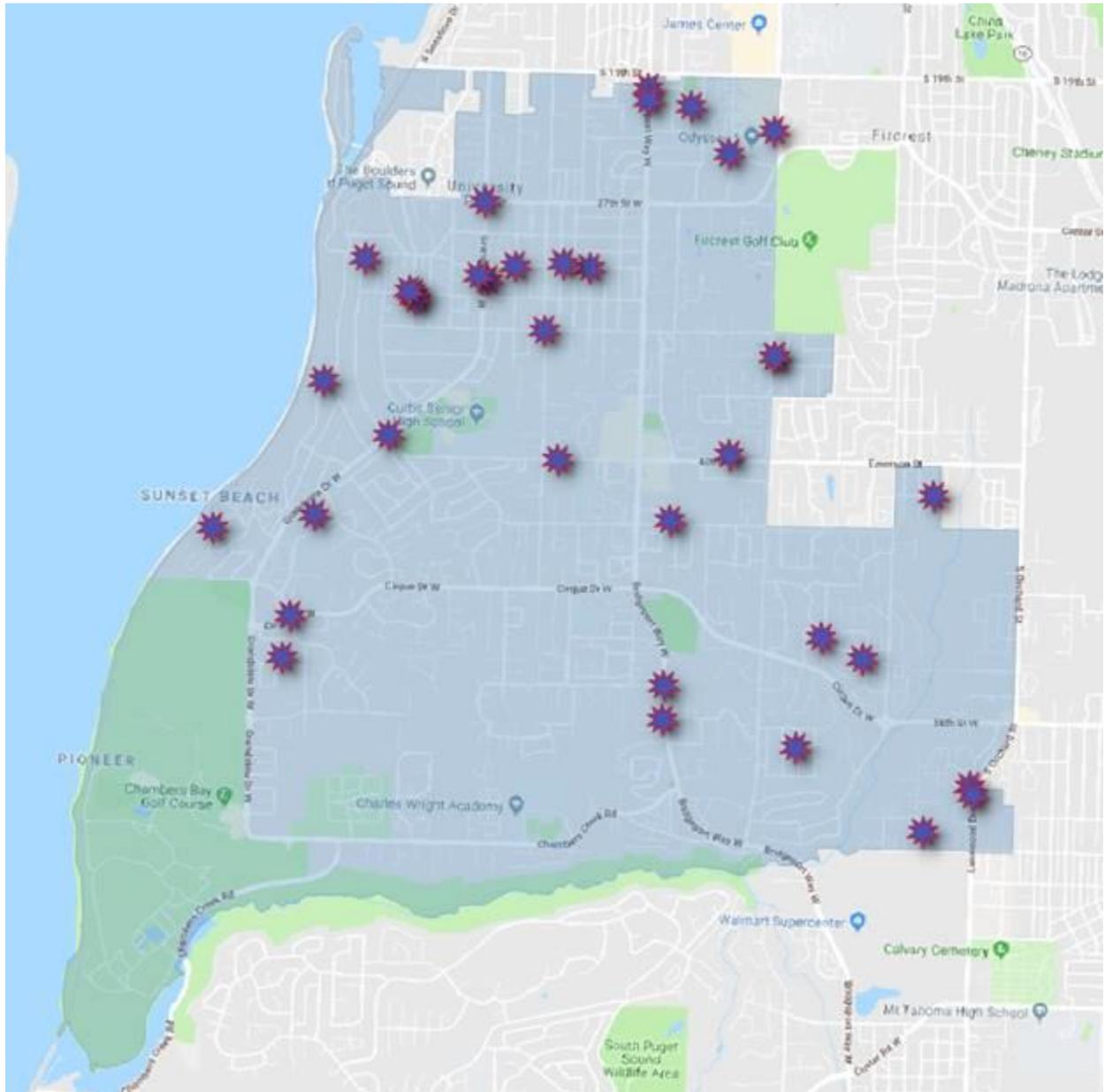
Type of Activity Occupying Officer

- Fireworks Call
- Other Call
- Administrative
- In/Out of Service



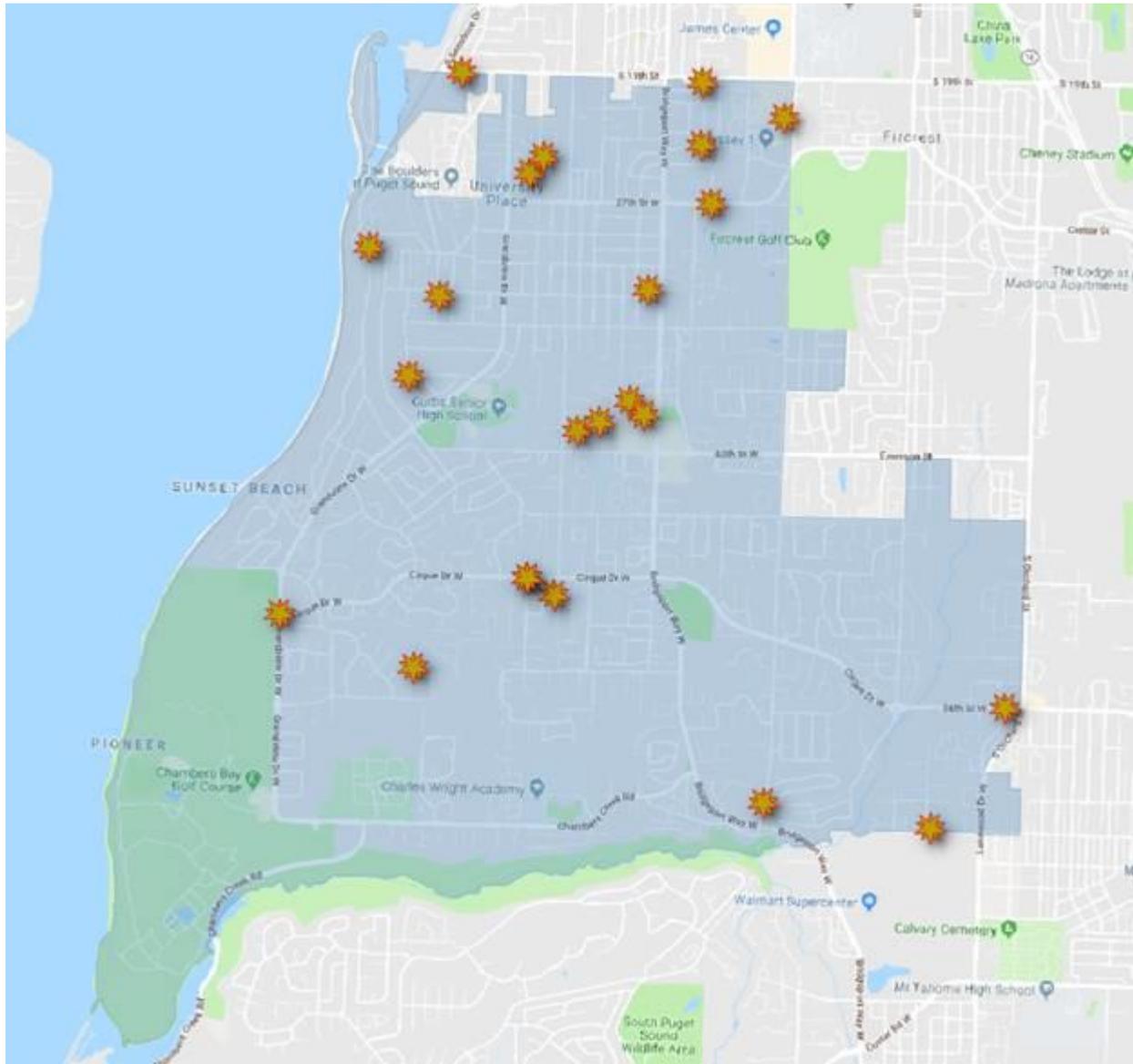
# 2019 July 4<sup>th</sup> Fireworks Complaints

35 Total Complaints



# 2018 July 4<sup>th</sup> Fireworks Complaints

24 Total Complaints



# APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE  
DRAFT MINUTES  
Regular Meeting of the City Council  
Monday, July 1, 2019  
City Council Chambers, Market Place West**

**1. CALL REGULAR MEETING TO ORDER**

Mayor Keel 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	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, Police Chief Premo, Planning & Development Services Director Swindale, Finance Director Blaisdell, Public Works, Parks & Facilities Director Cooper, Engineering and Capital Projects Director Ecklund, Human Resources Manager Petorak, HR Analyst Hands and City Clerk Genetia.

**3. PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Belleci led Council in the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

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

**The motion carried.**

**5. PRESENTATION**

Fireworks Ordinance Overview - Police Chief Premo provided an overview of the new fireworks ordinance, reviewing the types of fireworks allowed, discharge date and time, who can discharge, and violation penalty for illegal possession and discharge. He indicated that an additional Officer will be on duty starting today thru July 4 to address fireworks issues. Council requested an update/report on fireworks after July 4.

**6. PUBLIC COMMENTS** – The following individual provided public comment: Dan Nebres, 5112 Sunset Drive West.

**7. CONSENT AGENDA**

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

- A.** Approve the minutes of the June 17, 2019 Council meeting as submitted.
- B.** Receive & File: Payroll for the period ending 06/15/19 and Claims dated 06/14/19.
- C.** Pass an Ordinance amending the 2019-2020 Biennial Budget for the 2018 carryforward appropriations and adjustments. **(ORDINANCE NO. 718)**

**The motion carried.**

## **PUBLIC HEARING**

### **8. SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN UPDATE**

Staff Report - Engineering and Capital Projects Director Ecklund presented the proposed amendments to the City's Six-Year Transportation Improvement Plan. The primary changes for the 2020-2025 period update include the removal of two projects (Bridgeport Phase 4 and 67<sup>th</sup> Avenue Overlay) that will be completed in 2019; an addition of a project to replace the Chambers Creek Bridge project; and an update to project schedules and costs. These minor changes were made to better align projects with upcoming grant requests.

The City of University Place is required by State law to adopt and annually update a Six-Year Transportation Improvement Plan (TIP). The approval of the Six-Year Transportation Improvement Plan does not commit the City to any financial expenditure; rather, each project is reviewed individually by the City Council in each relevant budget cycle as a component of the Capital Improvement Plan. Its approval, however, does create eligibility for the City to apply for various grant opportunities, and provides an indication of the City's planning direction for transportation needs.

Public Comment - None.

Council Consideration - **MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember Worthington, to adopt a Resolution approving the Six-Year Transportation Improvement Plan for 2020 to 2025.

**The motion carried. (RESOLUTION NO. 896)**

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

City Manager Sugg informed Council that Mayor Keel has been elected as Board Secretary of the Association of Washington Cities (AWC) during its recent conference meeting. As a follow-up to the Six-Year Transportation Improvement Plan update, Mr. Sugg talked about the vital role it played in creating the City's vision and how it transformed the City's streets and sidewalks.

Councilmember McCluskey provided a report on a recent conference she attended as well as provided an update on the Zoo Trek Authority operations.

Councilmember Worthington reported that he too attended the AWC conference and shared information he gained on the topic of homelessness. He congratulated Mayor Keel on being elected as AWC Board Secretary.

Mayor Keel shared AWC conference information on the topic of public safety. He also highlighted the upcoming agenda items.

## **STUDY SESSION**

### **10. PARKS, RECREATION AND OPEN SPACE (PROS) PLAN REQUEST FOR QUALIFICATIONS**

With the City's Parks, Recreation and Open Space (PROS) Plan update being due by March 2020, Planning and Development Services Director Swindale presented a draft copy of Request for Qualifications (RFQ) for consultants to prepare a PROS Plan update. Included in the scope of work outlined in the RFQ is an extensive outreach program to update community surveys; and an inventory to include other regional public and private facilities that may be used to meet the City's adopted level of service, as well as an assessment of other alternative public and private recreational service providers. With the tight schedule to get the City's PROS Plan updated, Director Swindale seeks Council's direction and approval to proceed with getting the RFQ out. He indicated that the cost of the project is estimated at \$75,000.

After discussion on the estimated cost and process, Council consented to proceed with the RFQ.

#### **11. NATIONAL TRANSPORTATION SAFETY BOARD RESOLUTION**

Mayor Keel, being a board member of Sound Transit Authority, recused himself from this discussion.

City Attorney Kaser presented a request made by the City of Lakewood for the City of University Place Council to pass a resolution in support of the recommendations set forth by the National Transportation Safety Board (NTSB) with regard to the December 2017 Amtrak derailment. He indicated that the Amtrak train, on its inaugural fare run on the Point Defiance by-pass, caused several fatalities and a number of injuries, as well as disruption of regional transportation network. The NTSB took primary responsibility for the investigation of the derailment and recently issued a preliminary recommendation in May. The City of Lakewood, as one of the more affected agencies, who filed litigation to stop the Point Defiance By-pass route, has taken the step of passing a resolution requesting that NTSB's recommendation be followed. City Attorney Kaser briefed Council on NTSB's issued final report.

After discussion on the merits and purpose of the request, the Council decided not to move forward with it.

#### **12. EXECUTIVE SESSION**

The City Council adjourned to Executive Session for approximately forty-five (45) minutes, per RCW 42.30.140(4)(b), to review proposals and adopt strategy to be taken by the City during the course of collective bargaining.

The regular meeting resumed at 8:31 p.m.

**MOTION:** By Mayor Pro Tem Belleci, seconded by Councilmember McCluskey, to excuse the absences of Councilmember Figueroa and Councilmember Grassi.

**The motion carried.**

#### **13. ADJOURNMENT**

The meeting adjourned at 8:31 p.m. No other action was taken.

Submitted by,

Emy Genetia  
City Clerk

City of University Place  
Voucher Approval Document

<b>Control No.:</b> 5	<b>Agenda of:</b> 07/15/19
<b>PREPAY</b>	

**Claim of:** Payroll for Pay Period Ending 06/30/2019

Check #	Date	Amount	Check #	Date	Amount
318851	07/05/19	607.84			
318852	07/05/19	555.72			
				07/05/19	131,869.32
					<b>Direct Deposit</b>
			<b>EMPLOYEE NET</b>		<b>133,032.88</b>
318853	07/05/19	440.00	IUOE LOCAL 612		
318854	07/05/19	6,490.49	IUOE LOCALS 302/612 TRUST FUND		
WIRE	07/05/19	72,459.06	AWC EMPLOYEE BENEFIT TRUST		
WIRE	07/05/19	24,425.47	BANK OF AMERICA		
WIRE	07/05/19	22,538.80	- 106006, VANTAGEPOINT TRANSF		
WIRE	07/05/19	9,633.28	- 304197, VANTAGEPOINT TRANSF		
WIRE	07/05/19	5,195.93	- 800263, VANTAGEPOINT TRANSF		
WIRE	07/05/19	1,372.07	PACIFIC SOURCE ADMINISTRATORS		
WIRE	07/05/19	38,353.03	WA STATE DEPT OF RETIREMENT SY		
WIRE	07/05/19	2,477.40	UNUM LIFE INSURANCE COMPANY		
WIRE	07/05/19	870.47	UNUM LIFE INSURANCE COMPANY		
WIRE	07/05/19	250.00	- 705544, VANTAGEPOINT TRANSF		
WIRE	07/05/19	3,344.28	- 106006 LOAN, VANTAGEPOINT		
WIRE	07/05/19	200.87	AFLAC INSURANCE		
WIRE	07/05/19	1,073.63	WA ST DEPT OF RETIREMENT SYS		
WIRE	07/05/19	208.05	- 304197 LOAN, VANTAGEPOINT TR		
WIRE	07/05/19	250.00	NATIONWIDE RETIREMENT SOLUTION		

**BENEFIT/DEDUCTION AMOUNT      189,582.83**

**TOTAL AMOUNT      322,615.71**

**Preparer Certification:**

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

Signed: \_\_\_\_\_ (Signature on file.)  
Steve Sugg, City Manager

\_\_\_\_\_ Date

FINAL CHECK LISTING  
CITY OF UNIVERSITY PLACE

Check Date: 06/28/19

Check Range: 51983050 - 51983096 and Wire #330253

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	
330253	6/28/2019	021638	PACIFICSOURCE ADMIN, INC.	0000330253	6/19/2019	JUN19/ADMIN FEES	105.00	105.00
		Voucher: 45513						
51983044	6/13/2019	026191	PEASE CONSTRUCTION INC	1807-08	5/7/2019	APR19/DREXLER MEZZANINE/CO	122,178.97	122,178.97
		Voucher: 45514						
51983045	6/18/2019	022628	BRISKE, KEVIN	JUN19	6/18/2019	URBAN RETAIL PROGRAM/JUN19	319.50	319.50
		Voucher: 45487						
51983046	6/18/2019	022207	CRAIG, MARIZA	JUN19	6/10/2019	URBAN RETAIL PROGRAM/JUN19	319.50	319.50
		Voucher: 45499						
51983047	6/18/2019	003155	CDW.GOVERNMENT, INC.	RSX6903	4/4/2019	CISCO DIRECT/3 YR ELECTRONI	2,638.35	2,638.35
		Voucher: 45489						
51983048	6/19/2019	025292	KEEL, KENT	AWC19	6/28/2019	AWC ANNUAL CONFERENCE 201	26.00	26.00
		Voucher: 45504						
51983049	6/20/2019	026188	WORKPOINTE	19506	3/22/2019	GENIUS WALLS/FURNITURE	549,870.62	549,870.62
		Voucher: 45531						
51983050	6/28/2019	025715	ABM JANITORIAL SERVICES	13927143	6/1/2019	JUN19/JANITORIAL SERVICES	4,504.03	4,504.03
		Voucher: 45480						
51983051	6/28/2019	026212	ARAMARK UNIFORM & CAREER /1991280423		6/11/2019	MAT RENTAL SERVICE/PW SHOF	24.46	24.46
		Voucher: 45481						
51983052	6/28/2019	026214	ARC DOCUMENT SOLUTIONS LL(2150171		6/12/2019	67TH AVE/OVERLAY PROJECT	460.70	460.70
		Voucher: 45482						
51983053	6/28/2019	025986	AUSTINCINA ARCHITECTS INC P(1714		4/25/2019	CITY HALL TI/ARCHITECTURAL/E	8,237.05	
		Voucher: 45483		1715	4/25/2019	DREXLER MEZZANINE TI/ARCHI	4,451.20	12,688.25
51983054	6/28/2019	024374	BATTERY SYSTEMS INC.	4957044	6/5/2019	SUPPLIES	100.13	100.13
		Voucher: 45484						
51983055	6/28/2019	001520	BECKWITH CONSULTING GROUF4		6/1/2019	JUN19/REGIONAL GROWTH COF	2,700.00	2,700.00
		Voucher: 45485						
51983056	6/28/2019	001182	BIG JOHN'S TROPHIES	142243	5/22/2019	WALL PLAQUE/GAVEL MOUNTEC	81.55	81.55
		Voucher: 45486						
51983057	6/28/2019	025573	CANON FINANCIAL SERVICES	20214690	6/12/2019	JUN19/COPIER LEASE/IRC55351	153.24	
		Voucher: 45488		20214692	6/12/2019	JUN19/PLOTWAVE345/PRINTER I	425.72	
				20214691	6/12/2019	JUN19/COPIER LEASE/IR4551	153.44	732.40
51983058	6/28/2019	001152	CENTURYLINK	253-584-0775	6/1/2019	PHONE/KOBAYASHI	54.88	54.88
		Voucher: 45490						

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Bank : bofa BANK OF AMERICA (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
51983059	6/28/2019	003056 CITY OF LAKEWOOD	MC-00187	6/6/2019	JUN19/COURT SERVICES	8,869.00	8,869.00
	Voucher:	45491					

Bank : bofa BANK OF AMERICA

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983061	6/28/2019	001024 CITY OF TACOMA	100101783	6/10/2019	POWER/5520 GRANDVIEW DR W	89.36	
	Voucher:	45492	100905391	6/10/2019	POWER/9313 56TH ST W	86.52	
			100798512	6/19/2019	POWER/4402 97TH AVE W H1 ST	80.57	
			100080586	6/18/2019	POWER/4951 GRANDVIEW DR W	74.68	
			100975049	6/12/2019	WATER/6800 51ST STREET CT W	72.14	
			100895144	6/14/2019	POWER/ 8300 CIRQUE DR W	67.44	
			101065354	6/18/2019	POWER/8001 54TH ST. W	67.01	
			100961315	6/13/2019	WATER/4399 ELWOOD DR W	66.50	
			100820972	6/7/2019	POWER/2700 SUNSET DR W	65.83	
			100933758	6/20/2019	POWER/7203 44TH ST W	65.78	
			100951901	6/5/2019	POWER/7723 CHAMBERS CREEK	65.38	
			100089560	6/12/2019	POWER/4317 GRANDVIEW DR W	57.28	
			100185134	6/20/2019	POWER/4401 67TH AVE W	55.14	
			101121519	6/11/2019	POWER/6602 BP WAY W	54.81	
			101006141	6/11/2019	POWER/2698 BP WAY WEST	49.20	
			100895151	6/17/2019	POWER/7901 CIRQUE DR W	47.62	
			100344745	6/12/2019	POWER/6810 CIRQUE DR W	47.56	
			100306925	6/5/2019	POWER/8020 CHAMBERS CK RD	46.80	
			100315888	6/5/2019	POWER/7401 CHAMBERS LN W	46.07	
			100131881	6/19/2019	POWER/4523 97TH AVE W	45.64	
			100089578	6/12/2019	POWER/4116 GRANDVIEW DR W	42.96	
			101040440	6/12/2019	POWER/7699 54TH ST W	41.01	
			100089528	6/12/2019	POWER/3912 GRANDVIEW DR W	35.80	
			100057075	6/12/2019	POWER/4100 GRANDVIEW DR W	34.63	
			101122277	6/5/2019	POWER/8308 CHAMBERS CREEK	34.05	
			101007599	6/10/2019	WATER/7104 27TH ST W	31.02	
			100672402	5/8/2019	WATER/2200 GRANDVIEW DR W	29.35	
			100668517	6/17/2019	WATER/4300 BP WAY W	1,086.94	
			100263915	6/12/2019	POWER & WATER/7250 CIRQUE	1,033.45	
			100668521	6/7/2019	WATER/3000 BP WAY W	913.66	
			100668520	6/18/2019	WATER/4200 GRANDVIEW DR W	558.67	
			100077160	6/13/2019	POWER/5202 67TH AVE W	461.35	
			100669141	5/10/2019	WATER/3500 GRANDVIEW DR W	457.87	
			100333844	6/18/2019	WATER/4951 GRANDVIEW DR W	349.11	
			100890035	6/13/2019	WATER/8399 CIRQUE DR W	306.86	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
			100083325	6/18/2019	POWER/4910 BRISTONWOOD DF	290.16	
			100781041	6/13/2019	WATER/4600 BECKONRIDGE DR	288.01	
			100668519	5/16/2019	WATER/5600 ALAMEDA AVE W	259.06	
			100668537	6/12/2019	WATER/7150 CIRQUE DR W	246.45	
			100668502	6/12/2019	WATER/7820 CIRQUE DR W	234.49	
			100081728	6/11/2019	POWER/6701 BP WAY W	218.94	
			101126231	6/7/2019	WATER/7900 27TH ST W	214.57	
			100775637	6/12/2019	POWER/7001 CIRQUE DR W	209.24	
			100101775	6/6/2019	POWER/5250 GRANDVIEW DR W	200.17	
			100172057	6/18/2019	POWER & WATER/3920 GRANDV	196.15	
			100092335	6/7/2019	POWER/3050 BP WAY W	187.74	
			100940204	6/17/2019	WATER/7299 44TH ST W	161.32	
			100668524	6/7/2019	WATER/4999 ALAMEDA AVE W	132.91	
			100679491	6/11/2019	POWER/8002 40TH ST W	130.92	
			100324281	6/12/2019	POWER/7820 CIRQUE DR W	117.21	
			100094683	6/18/2019	POWER/4758 BRISTONWOOD DF	114.55	
			100963867	6/13/2019	POWER/4411 ELWOOD DR W	91.58	
			100089555	6/12/2019	POWER/4526 GRANDVIEW DR W	28.64	
			101074049	6/13/2019	POWER/6710 58TH ST CT W	26.68	
			100077151	6/12/2019	POWER/4000 OLYMPIC BLVD W	21.55	
			100089550	6/12/2019	POWER/4704 GRANDVIEW DR W	21.48	
			100089583	6/12/2019	POWER/4016 GRANDVIEW DR W	21.48	
			100077140	6/12/2019	POWER/ 2900 GRANDVIEW DR V	18.11	
			100072286	6/12/2019	POWER/ 8501 40TH ST W	18.11	
			100072268	6/12/2019	POWER/8901 40TH ST W	18.11	
			100072254	6/12/2019	POWER/8417 40TH ST W	18.11	
			100109710	6/11/2019	POWER/8902 40TH ST W	10.74	
			100986098	6/5/2019	POWER/7613 CHAMBERS CREEK	9.25	
			101129840	6/4/2019	POWER/3609 MARKET PLACE W	7.92	
			100664578	6/10/2019	WATER/5300 GRANDVIEW DR W	1,372.65	11,554.36
51983062	6/28/2019	002171 CITY TREASURER	90908099	5/30/2019	FLEET MAINTENANCE	16,167.50	16,167.50
		Voucher: 45493					
51983063	6/28/2019	002060 CODE PUBLISHING COMPANY IN63762		6/7/2019	MUNICIPAL CODE/NEW PAGES/V	855.16	855.16
		Voucher: 45494					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983064	6/28/2019	024565	COMCAST	849835010117473	6/1/2019	JUN6-JUL5/INTERNET/PW SHOP	158.53
	Voucher:	45495		849835010113564	6/7/2019	JUN12-JUL11/INTERNET/CIVIC BI	155.43
51983065	6/28/2019	023782	COMPLETE OFFICE SOLUTIONS, 1843979-0		6/3/2019	COPY PAPER	261.19
	Voucher:	45496					261.19
51983066	6/28/2019	022340	CONSTRUCTION TESTING LABS, 137371		4/22/2019	MATERIALS TESTING FOR THE E	1,805.00
	Voucher:	45497					1,805.00
51983067	6/28/2019	024347	COPIERS NORTHWEST, INC.	INV1971509	6/17/2019	MA14-JUN13/OVERAGE CHARGE	224.16
	Voucher:	45498		INV1971135	6/14/2019	JUN13-JUL12/BASE RATE	131.14
51983068	6/28/2019	024113	FASTENAL COMPANY	WATAC108876	6/4/2019	PIPE	25.51
	Voucher:	45500					25.51
51983069	6/28/2019	001406	GUARDIAN SECURITY GROUP IN82988		6/11/2019	REPLACEMENT PARTS & TESTIM	207.66
	Voucher:	45501					207.66
51983070	6/28/2019	025851	GURLEY, SUE	REIMB	6/6/2019	REIMB/POSTER FLYERS/POSTEI	131.54
	Voucher:	45502					131.54
51983071	6/28/2019	026070	JASON'S GREENHOUSE INC	WA1-108534	4/26/2019	FLOWERS	3,397.34
	Voucher:	45503		W01-108535	4/26/2019	FLOWERS	800.36
51983072	6/28/2019	002866	KENYON DISEND, PLLC.	188692	5/31/2019	FEDERAL EXPRESS FEE/PROFE	51.27
	Voucher:	45505					51.27
51983073	6/28/2019	001797	LOWE'S BUSINESS ACCOUNT/GE874-3507-900095-		6/17/2019	MISC REPAIR & MAINTENANCE	380.41
	Voucher:	45506					380.41
51983074	6/28/2019	026168	LRS ARCHITECTS INC	14779	5/31/2019	LAND USE CONSULTING LOT #1	2,501.03
	Voucher:	45507					2,501.03
51983075	6/28/2019	001352	MILES RESOURCES, LLC	9	6/7/2019	JUN19/BRIDGEPORT WAY WEST	78,299.32
	Voucher:	45508					78,299.32
51983076	6/28/2019	001352	MILES RESOURCES, LLC	4	6/10/2019	JUN19/BRIDGEPORT WAY WEST	12,461.70
	Voucher:	45509					12,461.70
51983077	6/28/2019	001095	NEWS TRIBUNE	0004247312	6/10/2019	LEGAL NOTICE/PUBLIC HEARIN	156.43
	Voucher:	45510					156.43
51983078	6/28/2019	026069	NW SAFETY CONSULTANTS, LLC 1266		6/24/2019	DRIVER TRAINING/SKILLS COUF	600.00
	Voucher:	45511					600.00

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
51983079	6/28/2019	002150 OFFICE DEPOT,INC.	322286835001	5/31/2019	BLACK INK CARTRIDGE	170.17	
	Voucher:	45512	328708264001	6/13/2019	TONER CARTRIDGES	385.81	
			316495619001	5/17/2019	SUPPLIES/MONITOR/CHAIRMAT/	289.17	
			303415833001	4/17/2019	PENS/NOTE PADS/MAGNETS	65.60	
			304090195001	4/18/2019	CUPS/RUBBERBANDS/JUMBO C	55.51	
			316496225001	5/17/2019	DISPENSER/BASKETS	52.90	
			316496224001	5/21/2019	ORGANIZER	27.46	
			316496223001	5/17/2019	SCISSORS	9.28	1,055.90
51983080	6/28/2019	001109 PIERCE COUNTY BUDGET & FIN/CI-267636	CI-267636	4/9/2019	APR19/POLICE SERVICES	323,829.46	
	Voucher:	45515	CI-270668	6/12/2019	2NDQTR19/MEMBERSHIP DUES/	12,870.57	
			CI-270667	6/1/2019	MAY19/I-NET CHARGES	253.00	
			CI-270632	6/12/2019	1STQTR19/IT-WIDE AREA NETW	225.00	337,178.03
51983081	6/28/2019	024698 PIERCE COUNTY SECURITY, INC.	362435	6/4/2019	#011231/MAY19/CITY HALL	2,518.60	
	Voucher:	45516	362693	6/4/2019	#010740/MAY19/PARADISE PONC	225.00	
			362918	6/27/2019	#009206/MAY19/KOBAYASHI	225.00	
			362870	6/4/2019	#009205/MAY19/CIRQUE PARK	225.00	3,193.60
51983082	6/28/2019	025222 PRO-VAC	190416-004	4/17/2019	VACTOR &TV/STORMLINE/ALGEI	1,752.91	1,752.91
	Voucher:	45517					
51983083	6/28/2019	026243 SCHUMPERT, MICHAEL	REFUND	6/14/2019	REFUND/INCORRECT LICENSE F	14.20	14.20
	Voucher:	45518					
51983084	6/28/2019	026218 SHRED-IT USA LLC	8127517358	6/15/2019	MAY19/DOCUMENT SHREDDING	157.51	157.51
	Voucher:	45519					
51983085	6/28/2019	025815 SIGNATURE LANDSCAPE SERVICE	CD50020824	6/1/2019	JUN19/LANDSCAPE MAINT/CUST	14,497.31	14,497.31
	Voucher:	45520					
51983086	6/28/2019	003008 SPRAGUE PEST SOLUTIONS INC	3859099	6/4/2019	PEST CONTROL/WINDMILL VILL/	225.30	
	Voucher:	45521	3859098	6/4/2019	PEST CONTROL/WINDMILL VILL/	104.41	329.71
51983087	6/28/2019	025311 TACOMA WINSUPPLY, INC.	056374 01	6/5/2019	IRRIGATION REPAIR PARTS/ REP/	2,174.43	
	Voucher:	45522	056373 01	6/5/2019	CONTROLLER/MODULE/STAINLE	2,070.60	
			056992 01	6/5/2019	IRRIGATION SUPPLIES	305.02	
			056973 01	6/4/2019	RAIN BIRD/EXPANSION REPAIR	131.89	4,681.94
51983088	6/28/2019	002823 THOMPSON ELECTRICAL CONST	0619-3119CV	6/7/2019	REPAIR/REPLACE/COBRA HEAD	3,438.00	
	Voucher:	45523	0619-3232CW	6/7/2019	CIVIC CENTER/GALLERY REPAIF	252.77	3,690.77
51983089	6/28/2019	026098 U253	JUL11/CONCERT	6/27/2019	JULY 11TH/CONCERT IN THE PAI	300.00	300.00
	Voucher:	45524					

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
51983090	6/28/2019	001331	UNIVERSITY PLACE REFUSE SV,1080061	6/21/2019	JUL19/BILLING PERIOD/REFUSE	1,726.82		
	Voucher:	45525	1080952	6/19/2019	JUL19/BILLING PERIOD/COMPAC	804.67	2,531.49	
51983091	6/28/2019	001153	VERIZON WIRELESS,LLC.	9831273780	6/1/2019	CELL PHONE/CITY WIDE	1,456.85	
	Voucher:	45526	9832055600	6/12/2019	CELL PHONE/PW & PARK MAINT	523.39	1,980.24	
51983092	6/28/2019	001512	WA STATE AUDITORS OFFICE	L131361	6/12/2019	AUDIT PERIOD/18-18	29,398.82	29,398.82
	Voucher:	45527						
51983093	6/28/2019	001389	WA STATE PATROL	I19006249	5/31/2019	MAR19/BACKGROUND CHECKS	60.00	
	Voucher:	45528	I19007778	6/5/2019	MAY19/BACKGROUND CHECKS	12.00	72.00	
51983094	6/28/2019	002121	WASHINGTON TREE & LAWN CAF1246424	5/30/2019	MAY30/ORCHARD SPRAYING	1,483.65	1,483.65	
	Voucher:	45529						
51983095	6/28/2019	024849	WEST COAST SIGNS	060619	6/6/2019	INSTALL/SIGNS/POLICE DEPART	109.90	109.90
	Voucher:	45530						
51983096	6/28/2019	023675	ZEE MEDICAL INC.	68379363	6/4/2019	FIRST AID CABINET RESTOCKIN	138.69	138.69
	Voucher:	45532						

**Sub total for BANK OF AMERICA:** 1,238,565.05

53 checks in this report.

Grand Total All Checks: 1,238,565.05

# COUNCIL CONSIDERATION

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

**Proposed Council Action:**

Authorize the City Manager to award the 67th Avenue West Overlay project, subject to WSDOT concurrence, to Puget Paving & Construction in the amount of \$514,435.00 and execute all necessary contract documents.

**Agenda No:** 8  
**Dept. Origin:** Engineering  
**For Agenda of:** July 15, 2019  
**Exhibits:** Bid Tabulation Sheet

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

Expenditure Required: \$514,435.00	Amount Budgeted: \$550,000.00	Appropriation Required: \$0.00
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**SUMMARY / POLICY ISSUES**

The bid opening for the 67th Avenue West Overlay project was held on July 3, 2019. Three bids were received. Puget Paving & Construction has submitted the lowest responsive, responsible bid in the amount of \$514,435.00. The project includes Rehabilitation and overlay of approximately 2800 lineal feet of 67th Avenue West from 44th Street West to 37th Street West. The work will include, but not be limited to updating ADA facilities, cold planning existing roadway surface, localized subgrade repair, hot mix asphalt overlay, adjustment of existing utility castings to grade, channelization and traffic control.

This project is funded through an FHWA grant that covers 86.5% of the cost.

**ALTERNATIVES CONSIDERED**

<b>Company</b>	<b>Total Bid</b>
<b><i>Puget Paving &amp; Construction</i></b>	<b><i>\$514,435.00</i></b>
Tucci & Sons, Inc.	\$569,833.50
Miles Resources LLC	\$599,713.60
<b><i>Engineers Estimate</i></b>	<b><i>\$414,255.00</i></b>

**RECOMMENDATION / MOTION**

**MOVE TO:** Authorize the City Manager to award the 67th Avenue West Overlay project, subject to WSDOT concurrence, to Puget Paving & Construction in the amount of \$514,435.00 and execute all necessary contract documents.

City of University Place  
67th Overlay  
Bid Analysis for Wednesday, July 3, 2019 Bid Opening

Item No.	Item Description Schedule A	Plan		Engineer's Estimate		Puget Paving & Construction		Tucci & Sons		Miles Resources	
		Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	1	LS	\$37,659.50	\$ 37,659.50	\$ 42,000.00	\$ 42,000.00	\$ 94,000.00	\$ 94,000.00	\$ 71,000.00	\$ 71,000.00
2	Control	1	LS	\$50,000.00	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00	\$ 70,000.00	\$ 70,000.00	\$ 150,000.00	\$ 150,000.00
3	Remove Existing Sidewalk	555	SY	\$30.00	\$ 16,650.00	\$ 50.00	\$ 27,750.00	\$ 15.00	\$ 8,325.00	\$ 50.00	\$ 27,750.00
4	Remove Curb and Gutter	564	LF	\$20.00	\$ 11,280.00	\$ 30.00	\$ 16,920.00	\$ 10.00	\$ 5,640.00	\$ 40.00	\$ 22,560.00
5	Crushed Surfacing Top Course	79	TN	\$40.00	\$ 3,160.00	\$ 50.00	\$ 3,950.00	\$ 30.00	\$ 2,370.00	\$ 30.00	\$ 2,370.00
6	Planning Bituminous Pavement	4796	SY	\$5.00	\$ 23,980.00	\$ 5.00	\$ 23,980.00	\$ 6.00	\$ 28,776.00	\$ 3.60	\$ 17,265.60
7	Pavement Repair Excavation Incl	200	SY	\$100.00	\$ 20,000.00	\$ 75.00	\$ 15,000.00	\$ 50.00	\$ 10,000.00	\$ 60.00	\$ 12,000.00
8	HMA 1/2" PG 64-22	1730	TN	\$90.00	\$ 155,700.00	\$ 87.00	\$ 150,510.00	\$ 105.00	\$ 181,650.00	\$ 88.60	\$ 153,278.00
9	Cold Mix Asphalt Concrete	25	TN	\$100.00	\$ 2,500.00	\$ 100.00	\$ 2,500.00	\$ 125.00	\$ 3,125.00	\$ 80.00	\$ 2,000.00
10	Adjust Catch Basin and Install Ro	1	EA	\$1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
11	Cement Concrete Curb and Gutte	564	LF	\$40.00	\$ 22,560.00	\$ 45.00	\$ 25,380.00	\$ 60.00	\$ 33,840.00	\$ 50.00	\$ 28,200.00
12	4' Black Vinyl Chain Link Fence	28	LF	\$30.00	\$ 840.00	\$ 150.00	\$ 4,200.00	\$ 140.00	\$ 3,920.00	\$ 100.00	\$ 2,800.00
13	Monument Case and Cover	2	EA	\$700.00	\$ 1,400.00	\$ 1,500.00	\$ 3,000.00	\$ 875.00	\$ 1,750.00	\$ 600.00	\$ 1,200.00
14	Cement Concrete Sidewalk	555	SY	\$65.00	\$ 36,075.00	\$ 95.00	\$ 52,725.00	\$ 110.00	\$ 61,050.00	\$ 48.00	\$ 26,640.00
15	Pedestrian Signal Relocation	1	LS	\$2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 25,000.00	\$ 25,000.00
16	Permanent Signing	1	LS	\$1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,750.00	\$ 1,750.00	\$ 500.00	\$ 500.00
17	Paint Line, Incl. RPM's	4750	LF	\$0.50	\$ 2,375.00	\$ 2.00	\$ 9,500.00	\$ 2.25	\$ 10,687.50	\$ 2.00	\$ 9,500.00
18	Painted Wide Line	6200	LF	\$1.00	\$ 6,200.00	\$ 0.50	\$ 3,100.00	\$ 0.50	\$ 3,100.00	\$ 0.50	\$ 3,100.00
19	Plastic Stop Bar	330	SF	\$7.50	\$ 2,475.00	\$ 19.00	\$ 6,270.00	\$ 20.00	\$ 6,600.00	\$ 20.00	\$ 6,600.00
20	Plastic Crosswalk Line	1500	SF	\$5.00	\$ 7,500.00	\$ 16.00	\$ 24,000.00	\$ 16.00	\$ 24,000.00	\$ 15.00	\$ 22,500.00
21	Plastic Arrow	19	EA	\$100.00	\$ 1,900.00	\$ 350.00	\$ 6,650.00	\$ 350.00	\$ 6,650.00	\$ 350.00	\$ 6,650.00
22	Plastic Bicycle Lane Symbol	6	EA	\$500.00	\$ 3,000.00	\$ 500.00	\$ 3,000.00	\$ 500.00	\$ 3,000.00	\$ 450.00	\$ 2,700.00
23	Minor Changes	1	FA	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>TOTAL</b>					<b>\$ 414,254.50</b>		<b>\$ 514,435.00</b>		<b>\$ 569,833.50</b>		<b>\$ 599,713.60</b>

# STUDY SESSION

# Communications/IT

## Council Update - July 15, 2019

### Communications Media Updates

#### E-Newsletter

- Current email list: 2,531 - **increase of 42 since January report**
- Individual sign-ups since May 2018: **532**
- **101 sign-ups in 2019**
- Open rate average staying steady at **low 40%**

#### YouTube

- 82 subscribers - **1-year increase of 76%**
- 6,000 views - **1-year increase of 47%**
- 9,500 minutes of watch time - **1-year increase of 59%**
- Most watched/engaged video of 2019:
  - **Maria's Cocina Cantina Opening - 506 views**

#### Website

- January-June 2019 - 297,378 page views - **increase of 52,081** for same period in 2018
- Top page viewed: **Homepage - 12,596**, next page **Job Opportunities - 4,838**
- Average time on page: **1 minute 37 seconds**

#### Facebook

- City of UP - 1,608 likes - **1-year increase of 457**
- Duck Daze - 2,140 likes - **1-year increase of 31**
- Movie in Park - 3,063 likes - **1-year decrease of 24**
- Tree Lighting - 1,295 likes - **1-year increase of 36**

#### Twitter

- 966 followers - an **increase of 89 since November**
- Most engaging topics:
  - Public Safety
  - Back to school info and photos
  - Pets!

#### FlashVote

- 225 members
- First survey on July 10, 2019

Projects	ETA	Status	Completed
<b>UPTV/Video Production</b>			
Meet the Chief	3Q2019	Two versions, short/long	100%
Visioning 2045 - Package, Studio	3Q2019	First meeting held, in script planning	5%
Council Candidate Forum	3Q2019	In planning stage	5%
Mayor's State of the City	4Q2019	First meeting held, in script planning	5%
CRM How-To	4Q2019	In planning stage	
Public Works Appreciation Video	4Q2019	In production, video capturing	
<b>Print/Written Materials</b>			
Fireworks Postcard	6-2019	Completed, delivered bulk mail	100%
Vehicle Prowl Prevention Brochure	7-2019	Completed, delivered to Public Safety	100%
Summer Event Flyers	3Q2019	In planning stage	
Tree Lighting Postcard	11-2019	In planning stage	
<b>Web/Citizen</b>			
PDR Request and Tracking System	2Q2019	First phase complete	100%
Atrium Kiosk	3Q2019	In planning stage	
Instagram	3Q2019	In policy development	40%
CRM/311	4Q2019	Development started 6/2019	
City website host upgrade	4Q2019	Exploration phase. RFP development	
Digital Signage/Carousel	4Q2019	In planning stage	
EnerGov Planning and Permitting	1Q2020	In progress	75%
City website refresh	2Q2020	Exploration phase. RFP development	
Agenda management solution	2Q2020	Exploration phase	

# Memo

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**DATE:** July 15, 2019

**TO:** City Council

**FROM:** Matt Kaser, City Attorney  
Lisa Petorak, Human Resources Manager

**SUBJECT:** Extended Councilmember Absences

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Staff has received inquiries from members of the City Council as to how to address extended absences from member(s) of the City Council from regularly-scheduled Council meetings. The following will provide members of the Council guidance in addressing such absences.

There are effectively three options that the Council could consider: (1) appointment of a councilmember pro tempore; (2) create a vacancy in the position by not excusing the absent councilmember for three consecutive regular meetings; or (3) take no action. Staff also considered, but rejected for full recommendation, a fourth option: implement a change to the Council Rules to authorize remote participation. The first three options are discussed in detail below.

### **Option # 1: Appointment of a Councilmember Pro Tempore**

The Council is authorized to appoint a Councilmember Pro Tempore under state law. Specifically, RCW 35A.12.065 entitled, "Pro tempore appointments," provides in full (underlined emphasis added):

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

The above-cited statute indicates: (1) Upon an extended excused absence or disability; (2) the remaining members may make an appointment; and (3) the appointment lasts during the absence or disability.

An examination of both statute and the Council Rules indicates that neither provide a framework for the process in which Council would undertake such an appointment. Staff has reached out and contacted surrounding municipalities who are known to have used this statute for their process and materials. The City of Tacoma is the most-recent known instance of this statute being utilized. Their materials are attached. Of note, while the Tacoma City Council has amended their Council Rules to incorporate this process, a rules amendment for the University Place City Council is not recommended; however, the Tacoma process provides

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a useful starting point for this Council to begin its discussions. In keeping with using Tacoma's materials as a starting point, a copy of the University Place Commission's application is attached with suggested edits (in redline).

There is a cost associated with the appointment of a Councilmember pro tempore. Under both Article XI, Section 8 of the Washington Constitution and Section 3.20.040 of the University Place Municipal Code, the City will be responsible for the costs associated with eight councilmembers.

Article XI, Section 8 of the Washington Constitution provides (underlined emphasis added):

SECTION 8 SALARIES AND LIMITATIONS AFFECTING. The salary of any county, city, town, or municipal officers shall not be increased except as provided in section 1 of Article XXX<sup>[1]</sup> or diminished after his election, or during his term of office; nor shall the term of any such officer be extended beyond the period for which he is elected or appointed.

As all members of the City Council are "municipal officers," whose salary may not be "diminished after his election, or during his term of office," a councilmember whose seat is subject to a councilmember pro tempore appointment shall still receive his/her salary.

Under the Municipal Code, "salaries for City Council members who have been elected to or appointed to office on or after November 8, 2011, shall be as set forth in a schedule." Councilmembers receive a monthly salary of \$1,408.00. With benefits and incidentals, the total projected additional monthly cost of a councilmember pro tempore appointment is approximately \$1,738.28 (exclusive of any costs associated with a City-issued laptop).

The duration of the appointment lasts until the excused councilmember signals their intent to again participate in Council affairs or their term of office expires. Thus, if the absent councilmember were to resign, the councilmember pro tempore's appointment would also lapse and an appointment for the now-vacant position would have to be made (see Option #2 below).

## **Option # 2: Absences are no Longer Excused**

RCW 35A.12.060 provides simply, "In addition a council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council." In such a circumstance, the vacancy is automatic; no further action on the part of the Council is necessary to declare the position vacant.

Under the Council Rules, a councilmember is declared excused by a non-debatable motion of a majority of the Council.<sup>2</sup>

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<sup>1</sup> Article XXX, Sec. 1 pertains to the "compensation of all elective and appointive state, county, and municipal officers who do not fix their own compensation."

<sup>2</sup> The full rule provides:

**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.

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The appointment should be made within 90 days of the vacancy's occurrence; if it is not, the city council loses its authority to do so and the county legislative body, within 180 days of the vacancy's occurrence, makes the appointment. RCW 42.12.070(4). If the county legislative authority fails to make the appointment within that time period, the governor may be petitioned by the city council or county legislative authority to do so, and the governor may make the appointment if the county legislative authority has not done so. Id.

The person appointed must have the same qualifications for the council position at the time of appointment as would a person elected into the position. The appointee must be a registered voter and must be a resident of the city for a period of at least one year preceding his or her appointment. RCW 35A.12.030 and 35A.13.020.

The term of office of any appointee is also governed by statute: "each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term." RCW 42.12.070(6).

The City last filled a vacant City Council position in 2010. Relevant documents from that process have been located and are attached.

### **Option # 3: Maintain Status Quo/Excuse All Absences**

As with the current extended practice of excusing all absences, this recommendation does not affect a change from current practice. However, two considerations should be noted.

First, Council may not take action at a meeting without a quorum. A quorum is a majority of the City Council (i.e., four members). A quorum was lacking at the April 15, 2019 meeting. Year-to-date attendance for all meetings in 2019, excluding the Council Retreat (through June 10, 2019) figures are as follows:

Members Present	Occurrences
7	0
6	2 <sup>3</sup>

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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.

Council Rule 2 (F)(1).

<sup>3</sup> One of these meetings was the May 6, 2019 "ribbon cutting," for the new City Hall which was treated as a special meeting to comply with the City's OPMA obligations.

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4	2
3	1

Second, certain actions require a “supermajority” vote to pass. One notable example is with respect to amendments to the biennial budget. Under the governing statute, “The city council, upon a finding that it is to the best interests of the code city to decrease, revoke or recall all or any portion of the total appropriations provided for any one fund, may, by ordinance, approved by the vote of one more than the majority of all members thereof ...” RCW 35A.22.120(5) (Emphasis added).

## CONCLUSION

The decision as to what path to take regarding an extended absence remains wholly within the purview of the Council as it determines how best to balance the multitude of demands faced by individual members of the City Council. To that end, staff will request direction from the Council in the following areas:

- \* What one of the foregoing option(s) is there a desire to pursue?
- \* If there is consensus to pursue a Councilmember Pro Tempore appointment related discussion points include:
  - + What timeframe is Council considering for applications?
  - + Are there changes to the applications which are elsewhere in these materials which Council desires to ask of prospective applicants?
  - + Should there be a public process? If so, what form should it take?
  - + What is the timeline that Council wishes to pursue to finalize the appointment?



**TO:** Elizabeth Pauli, City Manager  
**FROM:** William C. Fosbre, City Attorney, City Attorney's Office *William Fosbre*  
**COPY:** City Council and City Clerk  
**SUBJECT:** Resolution – Amending the *Rules of Procedure of the Council of the City of Tacoma* to establish a process for filling City Council vacancies – February 5, 2019  
**DATE:** January 16, 2019

**SUMMARY:**

Amending the *Rules of Procedure of the Council of the City of Tacoma* (“*Rules of Procedure*”) by adding a new Rule 16, “Filling Council Vacancies and Approved Extended Leave of Absence,” to establish a standard process for filling open Council positions when formally vacated or when an extended leave of absence has been approved.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**BACKGROUND:**

Both Washington State law and the Tacoma City Charter provide legal authority for the City Council to fill open Council positions; however, these laws do not mandate a specific process to be used. A number of cities have adopted formal process rules for filling open positions which are efficient, transparent, and provide consistency. The City Attorney’s Office (“CAO”) presented background information on filling vacant Council positions to the Government Performance and Finance Committee on November 6, 2018, and at the Committee’s direction, presented a proposed Council rule to the Committee on December 11, 2018. The proposed rule change was also presented to the City Council at its January 15, 2019, Study Session.

**ISSUE:**

The City Council does not have a standard process for filling open Council positions; consequently, over the past decade, an ad hoc process has been used each time the Council has had an open position (formally vacated or when an extended leave of absence has been approved), which has caused confusion among potential applicants, the public, the City Council, and the media.

**ALTERNATIVES:**

The Council can continue to use an ad hoc approach; however, this approach does not provide certainty or transparency to the process.

**RECOMMENDATION:**

The *Rules of Procedure* should be amended to include a standard process for filling open City Council positions. The process should include procedures for filling positions formally vacated, and in those circumstances when the City Council desires to fill a position where an extended leave of absence of 90 days or greater has been approved by the City Council.

**FISCAL IMPACT:**

There is no fiscal impact.



EXHIBIT "A"

RULES OF PROCEDURE OF THE  
COUNCIL OF THE CITY OF TACOMA

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RULE 16 – FILLING COUNCIL VACANCIES AND APPROVED EXTENDED  
LEAVE OF ABSENCE

A. Purpose. The purpose of this section is to provide guidance to the Council when a Council Member position becomes vacant before the expiration of the official's elected term of office, or when the Council has approved a Council Member's extended leave of absence and desires to appoint a replacement during the absence.

B. Appointment Process.

1. A Council Member position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of the Council Member.
2. For a Council Member position where the member is unavailable to serve due to illness, injury, incapacitation, or otherwise unable to serve in the position for ninety (90) days or greater and the Council approves the extended leave absence, then the Council Member position should (but is not required) be filled by the Council, and the Council will use the same appointment process as filling a vacant position.
3. Pursuant to RCW 42.12.070 and Tacoma City Charter Section 2.7, the Council Member who is vacating his or her position cannot participate in the appointment process; however, a Council Member who is on an approved extended leave absence, if able, can participate in the appointment process for his or her replacement.
4. The Council shall direct the City Manager to begin the Council Member appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
5. The City Clerk's Office shall prepare and submit a public notice to the City's official newspaper, official website, and provide courtesy copies to all requesting local media outlets, which announces the open position consistent with the requirements necessary to hold public office, including that the applicant (a) be a qualified elector of the City of Tacoma, (b) be a resident of the City of Tacoma for two (2) years immediately preceding the time of applying to fill the open seat, and (c) if applying for a district position, shall be a resident of the district for one year immediately preceding the time of appointment to fill



1 the open seat. The public notice shall be published once each week for two (2)  
2 consecutive weeks. The notice shall contain other information, including, but  
3 not limited to, time to be served in the vacant position, salary information,  
4 deadline date and time for submitting applications, interview and appointment  
5 schedules (if known), and such other information that the Council deems  
6 appropriate.

7 6. The City Clerk's Office shall use the standard application form used by the City  
8 for citizens to apply to a City Committee, Board, or Commission. Applications  
9 will be available at the City of Tacoma Clerk's Office, Customer Service Center,  
10 and on the City's official website.

11 7. Applications received by the deadline date and time will be copied and  
12 circulated by the City Clerk's Office to the Mayor and Council. Applications  
13 received after the deadline date and time shall be rejected by the City Clerk's  
14 Office and returned to the applicant. Application packets may also contain  
15 additional information received such as a cover letter, resume, endorsements,  
16 letters of reference, and other pertinent materials.

17 8. The City Clerk's Office shall publish on the City's website and in the City's  
18 official newspaper the required public notice(s) for the full City Council meeting  
19 scheduled for interviewing applicants for consideration to the open position.  
20 This meeting may be a regularly scheduled or special City Council meeting.

21 9. If more than ten (10) valid applications are received for the open position, then  
22 the Council will reduce the number of applicants to be scheduled for an  
23 interview by allowing each Council Member, in an open public meeting, to  
24 select or forward one applicant from the applicant pool to be interviewed, with a  
25 potential total of nine candidates. No second to select or forward an applicant to  
26 be interviewed is needed. Council Members may convene into an Executive  
Session to discuss the qualifications of the applicants. The Council will then  
close nominations by motion, second, and then vote in the public meeting to  
schedule the candidates to be interviewed.

10. The City Clerk's Office shall notify applicants of the location, date, and time of  
Council interviews.

11. Each interview of the applicant shall be no more than 8 minutes in length as  
follows:

a) The applicant shall present his or her credentials to the Council. (3 minutes)

b) The Council shall ask the applicant questions. (5 minutes)

c) The applicants' order of appearance will be determined by a random lot  
drawing performed by the City Clerk. Only the applicant being interviewed  
will be allowed in the Council Chambers during the interview, the other  
applicants will be asked to remain outside the Council Chambers until their  
interview time.



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12. Upon completion of the interviews, Council Members will discuss the qualifications of the applicants and may convene into an Executive Session for this purpose. All interviews, deliberations, nominations, and vote taken by the Council shall be in an open public meeting.
13. The Mayor may ask for nominations from the Council Members for the purpose of narrowing down the applicant pool to the finalists that will be considered. No second is needed for nominations. Nominations to the finalist list is closed by a motion, second, and majority vote of the Council. Council Members may deliberate on such matters as criteria for selection, and of the qualifications of the finalists.
14. Following such deliberation, the Mayor shall ask the Council Members if they are prepared to vote.
15. The finalists shall be placed in order by a random lot drawing performed by the City Clerk. The City Clerk shall then proceed with a roll-call vote of the first finalist, and if that nominee does not receive a majority vote of the Council Members, the City Clerk will continue to the next nominee, and so on, until a nominee receives a majority vote of the Council Members.
16. The Mayor shall declare the nominee receiving the majority vote as the new Council Member, who shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled meeting.
17. At any time during the appointment process, the Council may by motion, second, and majority vote of the Council, postpone the appointment until a date certain or regular meeting if no nominee receives a majority of the vote.
18. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term.
19. Nothing in this policy shall prevent the Council from reconvening into an Executive Session to further discuss applicant qualifications.
20. Pursuant to Tacoma City Charter Section 2.7, if the City Council does not appoint a qualified person to fill a vacancy within sixty (60) days from the date the vacancy occurs, then the Mayor shall make the appointment, subject to confirmation of the remaining members of the Council. If the City does not confirm the appointment to fill a vacancy within ninety (90) days of the declared vacancy, then pursuant to RCW 42.12.170 the appointment power is delegated to the Pierce County Council. This Section 20 shall not apply to filling of an approved extended leave of absence, so in the case the open position is not appointed within sixty (60) days, the position may remain open until such time as the Council desires to fill it.



## RESOLUTION NO. 39948

1 A RESOLUTION appointing an individual to the Interim City Council District No. 2  
2 position, for a term beginning March 21, 2018, until Council Member  
3 Robert Thoms returns and resumes his duties as a Council Member or  
4 December 31, 2018, whichever occurs first.

4 WHEREAS Council Member Robert Thoms, a veteran of the Persian Gulf  
5 War who currently serves as a commander in the U.S. Navy Reserves, has been  
6 involuntarily recalled to active duty for a six-month tour of duty in Kabul,  
7 Afghanistan, beginning in March 2018, for Operation Resolute Support, and  
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9 WHEREAS state and federal law allows for elected officials to take an  
10 extended leave for involuntary recalls to military service, and

11 WHEREAS, at the conclusion of his deployment, Council Member Thoms  
12 plans to return to Tacoma and resume the remainder of his term, and  
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14 WHEREAS residents of District No. 2 have requested that the District be  
15 represented during Council Member Thoms' absence, and

16 WHEREAS, at the February 13, 2018, City Council meeting, the Mayor  
17 announced that the City would accept applications for the interim position from  
18 February 15-22, 2018, and the City received 26 applications, and  
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20 WHEREAS, at the February 27, 2018, Study Session, the City Council  
21 discussed desired criteria and process options to determine which applicants would  
22 move forward for interviews, followed by an Executive Session to evaluate applicant  
23 qualifications, and

24 WHEREAS, at the February 27, 2018, Council meeting, each Council  
25 Member had an opportunity to nominate one applicant to move forward for the  
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1 interview process, which resulted in nine applicants being selected for interviews at  
2 the March 6, 2018, Study Session, and

3 WHEREAS, at the City Council meeting of March 6, 2018, the City Council  
4 will have an opportunity to make motions to appoint an individual to the Interim  
5 District No. 2 position, and

7 WHEREAS Justin Camarata has been nominated for appointment to the  
8 Interim City Council District No. 2 position, for a term beginning March 21, 2018,  
9 until Council Member Thoms returns and resumes his duties as a Council Member  
10 or the end of his term, whichever occurs first, and

12 WHEREAS it is in the best public interest that this individual be appointed to  
13 the Interim City Council District No. 2 position, for said period; Now, Therefore,

14 **BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:**

15 That, in accordance with Tacoma City Charter 2.7, the City Council does  
16 hereby appoint Justin Camarata to the Interim City Council District No. 2 position,  
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1 for a term beginning March 21, 2018, until Council Member Thoms returns and  
2 resumes his duties as a Council Member or December 31, 2018, whichever occurs  
3 first.

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5 Adopted \_\_\_\_\_

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7 \_\_\_\_\_  
8 Mayor

9 Attest:  
10 \_\_\_\_\_  
11 City Clerk

12 Approved as to form:  
13 \_\_\_\_\_  
14 City Attorney

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December 16, 2009

### **Notice of Vacancy for Position #7**

The City of University Place is currently seeking an applicant to fill the current City Council vacancy of Position #7. This position represents the entire City of University Place. If you are interested in applying for this vacancy you may obtain application packet materials at City Hall, located at 3715 Bridgeport Way W. University Place, WA 98466, by calling our office at (253)566-5656, or you may download the materials at our website [www.cityofup.com](http://www.cityofup.com)

### **Qualifications for Office and Responsibilities of the City Council**

State law requires that citizens seeking appointment for this position must be a registered voter of the City at the time of filing their candidacy declaration. Potential applicants must also be a resident of the City of University Place for at least one year.

The City Council establishes policy by enacting ordinances and resolutions determined to reflect the needs of the community. The Council appoints the City Manager, adopts the City budget, approves appropriations and contracts in the City's name, levies taxes, and enacts franchises. The Council meets regularly the first and third Monday of each month from approximately 6:30 p.m. to 10:00 p.m. Council Members receive weekly packets which usually take three to five hours per week to review. Council Members are expected to attend all meetings, occasional weekend retreats (two to three times a year), additional meetings as needed, community/outreach visits, and potential participation on local, regional and State committees.

### **Position Application Requirements**

Successful candidates for this position will fill out the City's application and reference forms. Additionally, candidates will supply a current resume, cover letter (limited to 1 ½ to 2 pages, 12 font, double space, stating why you want to serve on the City Council), a list of three references, and answer the position questions. Finalists may be subject to a criminal background check. The application packet may all be obtained from City Hall or from the City's website [www.cityofup.com](http://www.cityofup.com). All materials must be turned in to City Hall, Attention Human Resources, located at 3715 Bridgeport Way W. University Place, WA 98466. All application materials must be completed and turned in no later than **noon on Friday, January 8, 2010**. No postmarks or faxes will be accepted.

### **Process Timeline**

**December 16, 2009** – Application process officially open

**January 8, 2010** – Application process closes at noon

**January 11, 2010** – Applications provided to Council for review

**January 13, 2010** – First applicant presentation to Council (3 minute presentations)  
Council selects top six finalists

**January 20, 2010** – Public forum "Meet the Candidates"

**February 1, 2010** – Council interviews top six candidates

(Council may select top 2 candidates and make an appointment at this meeting **or**)

**February 4, 2010** – Council selects top 2 candidates and appoints

(or)

**February 8, 2010** – Council selects top 2 candidates and appoints

**Equal Opportunity Employer:**

The City of University Place is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation (including gender identity), or any other basis prohibited by federal, state, and local laws. If you need an accommodation in the application process, or if you have questions about this application process, please call Lisa Petorak, Human Resources Manager at (253) 460-2515.

Hello,

Thank you for submitting your application for vacant Council Position #7. You will have an opportunity to meet with Council for the first time tomorrow evening, Wednesday, January 13, 2010 at 7:00 p.m. at City Hall. Please arrive by 6:45 p.m. and sign in with Lisa Petorak. The entire process is estimated to take approximately 2 ½ hours.

This special Council meeting is an opportunity for Council and members of the public to familiarize themselves with you and your reasons for running for the position. Each candidate will have the opportunity to provide a three-minute personal statement that will be followed by a question/answer period from Council. Council will make its determination that evening as to which six candidates will move forward to the “Meet the Candidates” forum next week.

### **Process for the evening**

The special meeting will begin promptly at 7:00 p.m. The process for the evening, along with the ground rules for the candidates and audience members will be provided. Each candidate will have the opportunity to provide his or her three-minute personal statement, followed by four questions being asked by Council members. Each candidate will be provided the same questions. Answers will be limited to two minutes.

After personal statements and the question/answer periods have been completed, Council will retreat to Executive Session to discuss the merits of each candidate; however, no decision will be made in Executive Session. Each Council member will then provide his or her top four candidate choices in the public forum. If the coincided list of top four candidates consists of more than six candidates or less than six candidates Council will discuss and come to a consensus on the top six. Those who are chosen as the top six candidates will be invited to participate in the “Meet the Candidates” public forum hosted by the League of Women Voters. This public forum is scheduled for 7:00 p.m. on Wednesday, January 20, 2010 at City Hall.

### **Ground Rules for January 13, 2010**

- Personal statements will be timed with strict adherence to the three minute rule.
- Each applicant will have two minutes to answer each Council question.
- When waiting for your turn to “interview” please do not use any electronic communication devices in the Council Conference room.
- No outside recording devices will be allowed. The meeting will be sound recorded and available upon request.
- Audience members will be asked to not interrupt the proceedings with cheering, applause, taunting, etc.

### **Questions from Council**

- What skills will you bring to the current City Council? What qualifications do you have that make you especially qualified for a seat on the City Council?
- What are the values and principles that are of highest importance to you?
- Please describe a time where you were involved in solving an issue that had many different stakeholders who had conflicting ideas. How did you work toward developing a solution? What was the result (did the issue get resolved, program improved, no change, etc.)?
- What are some of your ideas to improve the City of University Place? Do you have any ideas on the completion of the Town Center project?

Dear Citizen:

Thank you for your interest in serving the City of University Place as a member of one of our advisory commissions. Our City functions most effectively when citizens care enough to give of their time and expertise. People like you truly make this community great!

The commissions act in an advisory capacity to the City Council. Their feedback and recommendations are given much credence, and the Council maintains open lines of communication and discussion with these groups. It is truly an honor and a responsibility to be appointed to one of these bodies.

The City Council seeks candidates who:

- are residents of, or have business interests in University Place
- reflect the make-up and diversity of our community
- offer technical and/or professional expertise
- are passionate about serving the community

In addition to these general requirements, experience and knowledge in the specific area addressed by the advisory commission for which you are applying is a definite advantage. The Council seeks informed input from these groups, and your education and/or experience qualifies you to provide unique and insightful feedback and recommendations.

Information is being provided in this packet to help you determine your level of interest in filling an advisory commission vacancy. I urge you to read through the documents carefully. The more informed you are, the better you will be able to judge your ability to contribute in a positive way.

Thank you again for your interest in serving University Place!

Sincerely,

Mayor Keel

# ECONOMIC DEVELOPMENT ADVISORY COMMISSION



3609 Market Place West, Suite 200  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

Purpose: The University Place Economic Development Advisory Commission is a group of residents that advise the City Council and advocate for the implementation of the Economic Development Strategic Action Plan as adopted by the City Council. It serves as a sounding board for various business community interests, and as the "eyes and ears" for the City in the business community.

Membership: Members are appointed to four-year terms by the Mayor, after confirmation by the City Council and serve without compensation. The seven members are comprised of City residents and reflect the diversity and geographic distribution of the citizenry of University Place. The Economic Development Advisory Commission is comprised of City residents, business owners, property owners, or business professionals working in the City with one member from the West Side Branch of the Tacoma-Pierce County Chamber of Commerce.

Organization: The Commission elects its own Chairperson and Vice-Chairperson. The Vice-Chairperson presides in the absence of the Chairperson. Both are voting members of the Commission. The Commission may adopt its own rules for transaction of business and keep written records of its meetings, attendance, and recommendations. Robert's Rules of Order, Revised, shall govern the deliberations of the Commission except when in conflict with any of the provisions of Chapter 1.35, Legislative Policy Advisory Commissions, of the Municipal Code. These records shall be public record and maintained in accordance with the requirements of the Public Records Act.

Meetings: Advisory commissions will not have standing monthly meetings, but will meet to work on matters specifically assigned by the City Council, either as part of an annual work plan or by separate resolution. Meetings will be noticed in compliance with the Open Public Meetings Act, with agendas posted to the Event Calendar on the City's website, at the University Place Library, 3609 Market Place West and on the bulletin board outside City Hall.

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

Reporting: When a commission reports to the City Council, the report will include attendance by the commission Chairperson or Vice-Chairperson at the Council's first study of the matter, and may include a minority report. When a commission has met, but not yet completed assigned or approved work items, the commission Chairperson or Vice-Chairperson will provide a quarterly update to the Council on the commission's progress.

# APPLICATION PROCESS

This packet contains the following information necessary to apply for one of the City's advisory commissions:

- General application.
- Supplemental application.
- Information about the commission and the City.

Please follow the steps below for application:

1. Review the application packet. Take time to carefully read through the information specific to the commission you are interested in serving on.
2. If you remain interested in serving, submit a completed application to the City Clerk's office at City Hall.

Candidates may be called upon to interview before a three-member Council subcommittee. Following interviews, the subcommittee will submit its recommendations and Mayor's final appointments to the full Council for review and confirmation.

## City Commission Support Staff

Economic Development Advisory Commission	Mariza Craig	253.460.5445
Park Advisory Commission	Gary Cooper	253.460.6494
Planning Commission	David Swindale	253.460.2519
Public Safety Advisory Commission	Jennifer Hales	253.798.3141

# APPLICATION FOR APPOINTMENT TO CITIZEN COMMISSIONS



3609 Market Place West, Suite 200  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

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

I am interested in serving on the following commission:

- Economic Development Advisory Commission
- Park Advisory Commission
- Planning Commission
- Public Safety Advisory Commission

Name \_\_\_\_\_ \*Home Phone \_\_\_\_\_

\*Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_

\*City, State, Zip \_\_\_\_\_ UP Resident?  Yes  No

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

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

Occupation: \_\_\_\_\_

Education: \_\_\_\_\_

Professional and/or Community Activities:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Please provide names and phone numbers of three references:

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

In case of an emergency, please contact:

*Name: _____	*Phone: _____	*Relationship: _____
*Name: _____	*Phone: _____	*Relationship: _____

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

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

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

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

SUPPLEMENTAL APPLICATION FOR APPOINTMENT  
ECONOMIC DEVELOPMENT ADVISORY  
COMMISSION



3609 Market Place West, Suite 200  
University Place, WA 98466  
PH: (253) 566-5656 FAX: (253) 460-2541

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

Describe why you are interested in serving on the Economic Development Advisory Commission:

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What do you feel is the most important task of the Economic Development Advisory Commission?

SAMPLE

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Describe results you have seen of the Economic Development Advisory Commission's work in University Place.

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

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