

**UNIVERSITY PLACE CITY COUNCIL  
Special Council Meeting Agenda  
Saturday, January 20, 2018, 8:00 a.m.**

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

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**Fircrest Golf Club  
Pebble Beach Room  
1500 Regents Boulevard  
Fircrest, WA 98466**

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|---|--|
| 08:00 a.m. – 08:30 a.m.                   | <b>BREAKFAST</b>   |
| 08:30 a.m. – 08:35 a.m.                   | <b>CALL MEETING TO ORDER</b>   |
| 08:35 a.m. – 08:45 a.m.                   | <b>MAYOR’S REMARKS – VISION AND LEADERSHIP ROLE</b>  |
| 08:45 a.m. – 09:00 a.m.                   | <b>ASSIGNMENT OF COUNCIL ROLES</b> <ul style="list-style-type: none"><li>▪ Election of Finance Chair</li><li>▪ Introduction of Michael Pendleton</li><li>▪ Committees and Representative Assignments – 2018/2019</li><li>▪ Council Subcommittee for Commission Interviews – 2018</li></ul>   |
| 09:00 a.m.                                | <b>COUNCIL NORMS</b> <ul style="list-style-type: none"><li>▪ Overview and Procedural Changes – Michael Pendleton<ul style="list-style-type: none"><li>- Council/Mayor-Staff Roles</li><li>- Purpose and Application of Council Rules</li><li>- Agenda Packet Release Day</li><li>- Citizen Follow-up Process</li><li>- Other</li></ul></li><li>▪ <a href="#">Travel/Training Policy Proposal</a></li></ul> |
| 10:00 a.m. – 10:15 a.m.<br><b>(BREAK)</b> |  |
| 10:45 a.m. – 11:15 p.m.                   |  |
| 11:15 a.m. – 12:15 p.m.                   | <b><u>REVIEW OF 2017-2018 COUNCIL GOALS</u></b> – City Manager Steve Sugg  |
| 12:15 p.m. – 12:45 p.m.                   | <b>LUNCH</b>   |
| 12:45 p.m. – 01:45 p.m.                   | <b>INTRODUCTION</b> – Mayor Keel   |
|   | <b>BUILDING COMMUNITY: NEXT 20 YEARS</b> – City Manager Steve Sugg <ul style="list-style-type: none"><li>▪ 25 Year Incorporation City Celebration</li><li>▪ Regional Growth Center Subarea Plan</li></ul>  |
| 01:45 p.m. – 02:45 p.m.                   | <b>SOUTH SOUND ALLIANCE</b><br>Data, University Place’s Place in the South Sound<br>Guest Speaker: Ali Modarres, PhD.<br>Director and Professor, Urban Studies<br>University of Washington   |
| 02:45 p.m. – 03:00 p.m.                   | <b>BREAK</b>   |
|   | <b>COMMUNICATIONS</b> <ul style="list-style-type: none"><li>▪ <a href="#">Staff Report</a> - Linda Seesz/Eric Faison</li><li>▪ Mobile Communication Demonstration</li></ul>  |
| 03:00 p.m. – 04:00 p.m.                   |  |
| 04:00 p.m. – 04:30 p.m.                   |  |

04:30 p.m. – 05:00 p.m.

**WRAP-UP**

- Council and City Manager Comments
- Closing Remarks – Mayor

05:00 p.m.

**ADJOURNMENT**

\*PRELIMINARY CITY COUNCIL AGENDA

February 5, 2018

Regular Council Meeting

February 19, 2018

HOLIDAY – No Council Meeting Scheduled

February 20, 2018

Regular Council Meeting

March 5, 2018

Regular Council Meeting

**Preliminary City Council Agenda subject to change without notice\***

Complete Agendas will be available 24 hours prior to scheduled meeting.

To obtain Council Agendas, please visit [www.cityofup.com](http://www.cityofup.com).

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

## **Retreat Ground Rules**

- **Empower The Facilitator**
- **Be On Time**
- **Respect For Others And Their Views**
- **Speak Only For Yourself And Not Others**
- **Seek Facilitator Acknowledgment Before Speaking**
- **Share Air Time**
- **One conversation at a time**
- **Listening is Sign of Respect**
- **Move On-Avoid Saying the Same Thing Twice**
- **Seek Positive Outcomes and a Positive Experience**

**CITY OF UNIVERSITY PLACE  
COMMITTEES AND REPRESENTATIVES ASSIGNMENTS – 2016/2017**

**Council Committees/  
Representatives**

<b>City Council Committees/Liaisons</b>	<b>Belleci</b>	<b>Figuroa</b>	<b>Grassi</b>	<b>Keel</b>	<b>McCluskey</b>	<b>Nye</b>	<b>Worthington</b>
Council Meetings	X	X	X	X	X	X	X
Legislative and Intergovernmental	X	XX	X	X*	X	X	X
Community Connector Program (16 <sup>th</sup> CAB)	X*	XX	X	X	X	X	X
Pierce County Cities & Towns	X	X	X	X		X	X
Pierce County Mayors & Executive		XX		X*			
Pierce County Regional Council	XX		X*		XX		
Rainier Communications Commission		XX					
Association of Washington Cities**	X	X	X	X*	X	X	X*
Pierce Transit Board			X*	XX			

- XX = Designates Chair or Lead Responsibility**
- X\* = Designates Alternate**
- \*\* = By registration**

## CITY OF UNIVERSITY PLACE - COMMITTEES AND REPRESENTATIVES

Committee/Liaison	Purpose	Meeting Dates	Location
<b>Association of Washington Cities</b> Contact: Luann Hopkins/Michelle Catlin 800.562.8981/360.753.4137	The AWC Board is comprised of 25 members with one local elected official from each of the 14 AWC districts statewide, except for the City of Seattle which has 2 seats on the board. Candidates are selected by the Nominating Committee for elections held during the AWC annual business meeting. The Board is the governing body of the Association of Washington Cities, and is responsible for providing continuing guidance and direction to the Association's CEO.	Annually	AWC Office 1076 Franklin Street SE Olympia, WA
Pierce County Aging & Disability Advisory Board (ADR) Contact: Nellis Kim 253.798.3807	The ADR Advisory Board is made up of as many as 15 members of the community who volunteer their time and efforts. Their role is to plan and oversee long-term services and supports in Pierce County. Board members also participate in additional committee work.	Six times annually (odd numbered months) on the third Tuesday of the month 10:00 a.m. - 12:00 p.m.	PC Health Building Soundview Bldg. 3602 Pacific Avenue Tacoma, WA
Pierce County Cities & Towns Contact: Katie Bolam, City Clerk, Milton 253.922.8733 ext. 2705	PCC&T holds meetings with the Mayors/Councilmembers of the county's cities and also appoints members to Pierce County Citizen's Advisory Board and other boards and committees.	First Thursday every month (social meeting) 6:30 p.m. - 7:00 p.m.	Poodle Dog Restaurant 1522 54th Avenue E Fife, WA
Pierce County Citizens' Advisory Board (CAB) Contact: Stephanie Bray 253.798.6917	CAB is an advisory capacity to assist the County with implementation of Community Action and federally funded programs and activities through Community Development Block Grants, HOME, and Emergency Solutions Grant (ESG). One third of the membership is democratically selected to represent low and moderate-income residents of Pierce County. One third of the membership are elected public officials or their representatives. The remaining officials are members of business, industry leaders, religions, law enforcement, education or other major community groups. Members serve no more than two three-year consecutive terms.	First Wednesday of each month 6:00 p.m.	Sound View Bldg. 3602 Pacific Avenue Tacoma, WA
Pierce County Mayors & Executive Contact: Patty Gratzer 253.798.6076	The Pierce County Executive holds a standing breakfast meeting with the Mayors and Executives of the county's cities.	Fourth Friday of each month 7:30 a.m. – 9:00 a.m.	Poodle Dog Restaurant 1522 54th Avenue E Fife, WA
Pierce County Regional Council (2 Representatives) Contact: Cindy Anderson 253.798.2630	The Pierce County Regional Council (PCRC) was created to ensure planning between Pierce County and its cities and towns was accomplished in a coordinated, consistent manner. The Council is comprised of elected officials from Pierce County, each of its 23 cities and towns, and the Port of Tacoma. The primary responsibility of the PCRC is to ensure that the Growth Management Act requirements are coordinated within the County and the region. The regional coordination is accomplished by this group acting as a sub-regional council to the Puget Sound Regional Council.	Third Thursday of the month 6:30 p.m.	Pierce County Annex Public Meeting Room 2401 S 35th Street Tacoma, WA
Pierce Transit Board Contact: Deanne Jacobson 253.581.8066	Pierce Transit is the second largest transit agency in the State with a mission to provide affordable and accessible transportation, reduced traffic congestion and pollution, and linking workers with jobs to stimulate economic growth. Pierce Transit is governed by a ten-member Board of Commissioners. The Board is made up of elected officials representing thirteen jurisdictions, Pierce County and one non-voting Union Representative.	Second Monday of each month 4:00 p.m.	Pierce Transit Training Center 3720 96th Street SW Lakewood, WA
Puget Sound Regional Council Contact Sheila Rogers 206.464.5815	The Puget Sound Regional Council plans for regional transportation, land use and economic development. It relies on recommendations from numerous advisory committees.	Annually	PSRC'S Office 1011 Western Ave Suite 500, Seattle, WA
Rainier Communications Commission (RCC) Contact: Dave Hinman 253.798.8710; 253.798.8707	Formed by an inter-local agreement in 1992, the Commission provides its members with a large array of advisory, legal and television production services. Over the decades, the RCC has established a reputation as a strong and active organization, participating in local, state and national forums and regulatory activities.	Six times annually (odd numbered months) on the third Wednesday of the month 8:00 a.m.	PCTV Office 2320 S 19th Street Tacoma, WA
Solid Waste Advisory Committee Contact: Cynara Solberg 253.798.2179	The Pierce County SWAC serves in an advisory and technical capacity to the Pierce County Council and Pierce County Public Works on matters relating to management of recycling services and solid waste disposal. Members are citizens, members of public interest groups, professionals from the business community, operators of solid waste collection and recycling companies, and representatives of local government. SWAC members serve a four-year term. Members are appointed by the Pierce County Executive and approved by the Pierce County Council.	Second Wednesday of the month 5:30 p.m. – 7:30 p.m.	Tacoma Mall Plaza 2702 S 42nd Street Tacoma, WA

**ORDINANCE NO. 694**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,  
WASHINGTON, AMENDING SECTION 1.35.050 OF THE MUNICIPAL CODE  
RELATING TO THE SCOPE OF COMMISSIONS' AUTHORITY**

WHEREAS, the City Council passed Ordinance No. 692 on September 18, 2017 which added a new section 1.35 to the Municipal Code entitled "Legislative Policy Advisory Commissions;" and

WHEREAS, the City Council desires to amend this new Ordinance in order to allow a commission to engage in those acts reasonably necessary to effectuate the intent of the resolution without broadening the scope;

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

Section 1. Code Amendment. Section 1.35.050 of the University Place Municipal Code, entitled "Legislative Policy Advisory Commissions," is hereby amended to read as follows:

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

B. Unless the resolution or the law provides otherwise, a resolution assigning or approving legislative advisory commission work, authorizes the commission to seek public opinion, review, provide recommendations, form ad hoc subcommittees, meet jointly with other City legislative policy advisory commissions and authorizes the commission reasonable means to carry the resolution into effect which may appear most conformable to the spirit of the resolution.

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

**PASSED BY THE CITY COUNCIL ON OCTOBER 16, 2017.**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

Published: 10/18/17  
Effective Date: 10/23/17

**ORDINANCE NO. 692**

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

WHEREAS, State law provides "[t]hat the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council;" and

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

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

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

WHEREAS, the Council must determine what legislative policy issues it desires to have commissions review, and task them with that study through legislation approved by at least a majority of the City Council in a public meeting; and

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

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

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

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

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

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

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

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

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

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**Exhibit A to Ordinance No. 692**

Chapter 1.35

LEGISLATIVE POLICY ADVISORY COMMISSIONS

Sections:

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

City Council commissions provide a community sounding board and focus group to originate ideas and assist the City Council in fashioning legislative policy. Commissions are exclusively advisory to the City Council. Commissions may not take independent action representing the City with other agencies or bodies, and do not direct or duplicate the work of the City's administration.

1.35.020 Identification and Scope of Advisory Commissions.

A. Planning Commission.

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

B. Public Safety Advisory Commission.

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

C. Economic Development Advisory Commission.

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

D. Park Advisory Commission.

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

1.35.030 Organization of Commissions.

A. Membership.

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

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

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

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

B. Vacancies and Appointments.

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

C. Term.

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

D. Removal of Members.

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

E. Public Meetings.

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

F. Compensation and Staff Support.

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

G. Organization.

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

H. Conflict of Interest.

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

1.35.040 Origination of Work of Advisory Commissions.

A. Work originating from Council.

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

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

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

C. Work Originating Through Other City code provisions.

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

1.35.050 Advisory Commission Work Approval Process.

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

1.35.060 Advisory Commission Meetings.

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

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

1.35.070 Reporting to Council by Advisory Commissions.

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

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

1.35.080 Appointment Process for Advisory Commissions.

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

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

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

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

1.35.090 Scope of Chapter.

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

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



# **CITY COUNCIL RULES OF PROCEDURE**

**CITY COUNCIL RULES OF PROCEDURE  
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**9010SECTION 1. GENERAL**

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

**SECTION 2. ORGANIZATION**

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

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

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

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

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



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

D. Quorum. At all Council meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business.

E. Voting. The votes during all Council meetings shall be conducted as follows:

1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote may be taken by the Clerk. A vote by open ballot may be taken, pursuant to a two-thirds vote, without debate, of the full Council. The City Clerk will conduct the ballot vote, providing a ballot to each Councilmember, and announcing for the record each Councilmember's vote.
2. In case of a tie on any motion, the motion shall be considered lost.
3. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under State law is present. Failure to vote shall be deemed to be an affirmative vote. Councilmembers may submit written comments for the record on an issue that will be voted on in their absence.

F. Attendance, Excused Absences.

1. Absences. Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or Clerk, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process, will be considered unexcused and it shall be so noted in the minutes. Councilmembers may participate in meetings by speaker phone. Participation will not constitute attendance and the Councilmember will not be able to vote via teleconference.
2. Late Arrivals. Members of the Council who anticipate a late arrival to a City Council meeting should contact the Mayor prior to the meeting and state the reason for the expected late arrival. If the member is unable to contact the Mayor, the member shall contact the City Manager or Clerk, who shall convey the message to the Mayor. Councilmembers who do not follow the above process and are not in attendance at the time of roll call, will be considered as an unexcused tardy. Three unexcused tardies will constitute one unexcused absence. Councilmembers who are not in attendance within one hour of roll call, and have not followed the above process, will be considered as an unexcused absence. Arrival times of Councilmembers will be noted in the minutes.
3. Unexcused Absences. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

G. General Decorum.

1. While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules. Members shall refrain from restating minority opinions on issues previously acted upon solely for the purpose of continued

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debate. Councilmembers shall emphasize and encourage respectful behavior from everyone in attendance.

2. Any person making personal or slanderous remarks or who becomes disorderly while addressing the Council or while in the Council Chamber while the Council is in session, shall be asked to leave by the Presiding Officer. To limit distractions, the Presiding Officer shall request any person participating in side conversation to abstain from conversing or to resume the conversation outside of the Council Chamber.

### H. Confidentiality.

1. Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington or under Public Disclosure Ordinance adopted by the Council.
2. If the Council, after Executive Session, has provided direction or consensus to City staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated City staff representative handling the issue. Councilmembers should consult with the City Manager and/or City Attorney prior to discussing such information with anyone other than other Councilmembers, the City Attorney or City staff designated by the City Manager. Any Councilmember having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the City Manager and Council in a timely manner.

- I. City Clerk. The Clerk or an authorized Deputy Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore for the meeting only.

- J. Attendance of Officers or Employees. Any City officer or employee shall have the duty when requested by the City Manager to attend Council meetings and shall remain for such time as the City Manager may direct.

## SECTION 3. OFFICERS

- A. Presiding Officers. The Mayor, or in his or her absence, the Mayor Pro Tem, shall be the Presiding Officer of the Council. In the absence of both the Mayor and Mayor Pro Tem, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

- B. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control discussion in an orderly manner.
  - a. Every Councilmember who wishes an opportunity to speak must be recognized by the Chair.
  - b. Permit audience participation at the appropriate times.
  - c. Require all speakers to speak to the question and to observe the rules of order.
4. State each motion before it is discussed and before it is voted upon.
5. Put motions to a vote and announce the outcome.

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- C. Presiding Officer, Question or Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. Presiding Officer, Participation. The Presiding Officer may at his or her discretion, call the Mayor Pro Tem or, in his or her absence, any member to take the Chair so the Presiding Officer may make a motion or for other good cause yield the Chair.
- E. Legislation.
  - 1. The City Council adopts laws and regulations of the City by written ordinance, which after passage shall be codified in the University Place Municipal Code.
  - 2. The City Council approves agreements, and expresses its legislative policies and intent by written resolution, which after adoption, are retained in the files of the City Clerk.
  - 3. Where exigent circumstances exist as determined by a majority vote of the City Council, the Council may approve agreements, and express its legislative policies and intent by oral motion, which after passage will be documented verbatim in the minutes of the Council meeting and retained in the files of the City Clerk.

### SECTION 4. DUTIES AND PRIVILEGES OF COUNCILMEMBERS

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

### SECTION 5. COUNCIL COMMITTEES/APPOINTMENTS

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

The City may meet for study or special project purposes as a Committee of the Whole or may establish Council subcommittees with three or fewer members.

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

- A. Council Committee of the Whole – (Seven Councilmembers)
- B. Council Committees – Standing Committees established for special purposes, tasks, or timeframes (four or more Councilmembers)
- C. Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Councilmembers)

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

### SECTION 6. MEETINGS

- A. Regular Meetings. Regular meetings will occur as provided by resolution of the City Council.
- B. Special Meetings. Special meetings may be scheduled in accordance with State law.
- C. Study Sessions. Study Sessions may be held during Regular or Special meetings for the purpose of considering current issues of the City, coordinating the work of the City Council, and discussing draft ordinances, resolutions, and policy issues in detail.
- D. Emergency Meetings. If at any time there is a need for expedited action by the City Council to meet on emergency situation, the Mayor, or in the absence of the Mayor, the Mayor Pro Tem or any four members of the Council, may call an emergency meeting at a place and time as necessary, and the meeting shall be noticed and conducted in accordance with State law.
- E. Adjournment. Regular and Special Council meetings shall adjourn at 9:00 p.m.; Study Sessions shall adjourn at 9:00 p.m. The adjournment times established hereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. During Regular and Special Meetings, any Councilmember may call for a “Point of Order” at 8:30 p.m. to review agenda priorities. After adjournment of Council meetings, City Hall will remain open for 15 minutes to allow for closing procedures. In the event that Council adjourns to Executive Session, staff will secure the equipment and leave City Hall open until the final adjournment.
- F. Televised Meetings. Regular meetings, including Study Sessions held during Regular meetings, will be televised, and that the televising of any study session outside of the regular meetings will be approved by a super majority vote of the Council.

### SECTION 7. COUNCIL ORDER OF BUSINESS

- A. Order of Business for Regular Meetings. The order of business for each Regular Meetings shall be as follows:

Regular Session (6:30 p.m. – 9:00 p.m.)

1. Call to Order
2. Roll Call, Pledge of Allegiance
3. Executive Session (as necessary)
4. Approval of Minutes of Previous Meeting
5. Approval of Agenda
6. Commendations/Presentations
7. Public Comments
8. Council Comments/Commission Reports
9. Consent Agenda
10. Public Hearing
11. Ordinances, Resolutions and Motions

## Council Rules of Procedure

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12. Council Considerations
13. Report of City Manager
14. Report of Mayor
15. Executive Session (as necessary)
16. Adjournment

- B. Order of Business for Special Meetings or Study Sessions. The order of business for each Special Meeting or Study Session is as follows:

Special Meeting/Study Session (6:30 p.m. – 9:00 p.m.)

1. Call to Order
2. Roll Call
3. Public Comments
4. Study Items
5. Council Considerations
6. Ordinance, Resolutions and Motions
7. Council discussion of upcoming preliminary agenda items
8. Council Comments
9. Council Committee Reports
10. Executive Session (as necessary)
11. Adjournment

- C. Council Agenda. When necessary, the Mayor or other Councilmember, with the consent of the Council, may change the order of business. No legislative item not on the agenda shall be voted upon; a motion to suspend the rules would be necessary in order to vote on a legislative item not on the agenda.

### SECTION 8. CONDUCT OF BUSINESS

- A. Motions. Business is brought before the Council by motions, which constitute a formal procedure for taking actions. To make a motion, a member must first be recognized by the Presiding Officer. After the member has made a motion (and after the motion is seconded if required) the chair must then restate it or rule it out of order, then call for discussion.
- B. Staff Input. During Regular or Special Meetings of the Council, the Presiding Officer will call for a staff report on business items as the agenda is considered and before a motion is entertained by the Presiding Officer. Councilmembers shall withhold questions until the staff report is completed. Once a motion is pending, debate is limited to Councilmembers; additional staff input will be limited to providing clarification on issues if requested by a Councilmember.
- C. Reconsideration. A motion to reconsider is in order during the meeting after a motion has been acted upon either at the same meeting or at the next Regular or Special Meeting of the Council. It must be made by a member who voted on the prevailing side, i.e., if a motion fails to pass, reconsideration must be moved by one who voted against the motion. It is debatable and requires a majority vote.

### SECTION 9. PUBLIC TESTIMONY

- A. Public Comment. During Regular or Special Meetings of the Council, public comments will be invited during the Public Comment portion of the agenda. The public is also invited to provide written comment on any non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the City Clerk by 1:00 p.m. of the Wednesday preceding the Regular Meeting. If written comments are given at the meeting, the presenter should provide eleven copies for the Council and staff.

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In addition, public oral testimony may be taken on other non-quasi-judicial or legislative matters as they arise during the course of the meeting agenda. However, once a motion is pending, debate is limited to Councilmembers and no further public comment will be taken, unless a Councilmember requests further testimony.

Public comments should be limited to no more than three minutes per person. The Presiding Officer may further limit the public comments to one to two minutes per person to accommodate additional commentary and shall have the discretion to notify and allow the speaker to conclude its statement within the next minute to stay within the allotted time period.

Public comment period is a time to comment and request information; however, it is not a question and answer session. Council should indicate that concerns will be looked into and addressed appropriately at a later time.

The Council may more informally take public comments at a Study Session, when appropriate and practical, upon approval of motion to do so. In addition, individuals may petition to appear on the agenda of a future Study Session to address the Council on specific issues or requests. Such petitions should be directed to the City Clerk or the City Manager for scheduling up to 15 minutes on a future Study Session agenda as time allows.

- B. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address and organization.
- C. Instructions for Speakers. An instruction notice and/or sign-up sheet will be provided at the entrance to the Council Chambers. Speakers will be advised by the Mayor that their testimony is being recorded. Persons testifying should address their comments to the City Council, not the audience.
- D. Addressing Council Outside of a Public Hearing or Public Comments. No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.

### SECTION 10. CONSENT AGENDA

- A. The City Manager in consultation with the Presiding Officer, shall place matters on the Consent Agenda which: (a) have been previously discussed or policies set by the Council; or (b) based on the information delivered to members of the Council, by administration, can be reviewed by a Councilmember without further explanation; or (c) are so routine or technical in nature that passage is likely. Council shall email or phone staff with questions concerning items on the Consent Agenda prior to the meeting to enable staff to do additional research and preparation.
- B. The motion to adopt the Consent Agenda shall be non-debatable and have the effect of moving to adopt all items on the Consent Agenda. Since adoption of any item on the Consent Agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council meeting.

### SECTION 11. PUBLIC HEARINGS

The Public Hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions which determine the legal rights, duties, or privilege of specific parties. The following rules shall be observed during public hearings:

- A. Legislative/Information Gathering Public Hearing.
  - 1. Open Public Hearing – The Presiding Officer will open the public hearing.

2. Staff Presentation – For an initial presentation of background information from a City Department, a City Board, Commission, or Committee, or an organization such as the Fire District, the Library District, or the School District, no more than 20 minutes will be allowed, unless otherwise authorized by the Presiding Officer.
3. Commission/Committee Report – For presentation of Commission or Committee recommendations, and a minority report if applicable, to Council no more than 10 minutes will be allowed, unless otherwise authorized by the Presiding Officer.
4. Citizen Comments – Comments will be limited to three (3) minutes from individuals or from persons speaking as a representative of an organization, club, or group. The Presiding Officer may allow additional time for receipt of written testimony, when needed.
5. Staff Comments – Additional staff comments may be requested by Council following citizen comments.
6. Close Public Hearing – At the conclusion of citizen or staff comments, the Presiding Officer will close the public hearing.
7. Council Deliberation.
8. Council Action.
9. Timekeeper. The City Clerk shall be the timekeeper.

B. Quasi-Judicial Public Hearings.

Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the public will be informed by the City Attorney as to what State law permits as to public comments. In addition, quasi-judicial hearings will be conducted in conformance to procedures outlined in other City ordinances such as the Hearings Examiner Ordinance and the Ordinance Adopting New Administrative Procedures for the Processing of Project Permit Applications as required by the Regulatory Reform Act.

**SECTION 12. AGENDA AND LEGISLATION**

- A. Agenda Development. The City Manager will prepare an agenda for each Council meeting in consultation with the Mayor and Mayor Pro Tem specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. An item may be placed on the agenda by the City Manager, or by the request of at least two Councilmembers. During the meeting subject to the agenda, Councilmembers may by majority vote modify the agenda, including additions and deletions, to the extent allowed by law.
- B. Preparation of Legislation. When two or more Councilmembers desire the preparation of an ordinance or resolution, they will provide notice of their request to the City Manager, and will work with the City Attorney in drafting the legislation to ensure that the draft is lawful and in proper form.
- C. Study Session Review. Consideration and voting on any subject, legislation, or communication by the Council shall not be placed on the agenda of a Council business meeting, unless the subject, legislation, or communication has been reviewed by the full Council in Study Session at least one week prior to the date it is considered in the business meeting. Where exigent circumstances exist as determined by a majority vote of the City Council, the Council may determine to consider a subject, legislation, or communication in its business meeting without prior Study Session review.
- D. Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.



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- E. Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
- F. The final Agenda is set by the Mayor and or the Mayor Pro Tem. Both Mayor and Mayor Pro Tem should be present during Agenda meetings. If the Mayor or Mayor Pro Tem is not available, an attempt should be made to bring another Councilmember in to participate in the meeting.

### **SECTION 13. EFFECT/WAIVER OF RULES**

In the intent of the City Council that Council procedures be periodically reviewed as needed, but no less than every two years. Accordingly, Council procedures shall be considered in the month of January of every even-numbered year, and may be considered at any other time that Council shall choose to review them.

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by two-thirds vote of those members present and voting, determine to temporarily waive any of the provisions herein. A two-thirds vote is five of seven votes, four of six votes, four of five votes, and three of four votes.



## Memo

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**DATE:** January 17, 2018  
**TO:** City Council  
**FROM:** Eric A. Faison, Finance & Administrative Services Director  
**SUBJECT:** City Council Travel Training Policy

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

We have recently discovered, however, a 2008 council resolution (based on a 1995 resolution) that provides that council member overnight or out-of-state travel must first be approved in writing by the mayor or mayor pro tem. The mayor's travel must be approved in writing by at least two council members. There are provisions that address reimbursement for meals and lodging, and for travel costs locally. But there is no reference to approval of travel by the mayor pro tem or to conference and/or seminar expenses.

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

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

Staff is proposing to simplify the process of approval of council travel and training by allocating to each council member a specific amount for conferences, meetings, travel and training (including meals and mileage). This amount would cover both local and out-of-state expenses. We also would separately identify an amount that would be available for broader City-initiated activities or events requiring representation by the mayor or council members. We would like to start this discussion by receiving council feedback on this proposal as a policy matter, then work on identifying the appropriate budget for each.



<b>Outcomes within ongoing operations</b>				
<b>Goal #1: A SAFER, MORE LIVABLE COMMUNITY</b>				
<b>A. Effective community services with emphasis on police services, public safety, transportation infrastructure, and parks.</b>				
2	Continue to identify and apply for transportation and other infrastructure grants where a local match is available or reasonably anticipated to be available.	On-going	Successful in obtaining a \$1,000,000 grant for Pavement Overlay on Bridgeport Way. Continuing to pursue other grant opportunities.	
3	Identify funding to construct Paradise Pond Parking and Trails, and consider any necessary implementing legislation.	Completed		
5	Maintain funding for the City's beautification program at current or better levels for the biennium (Council direction to consider with construction projects).	Completed	Beautification funding maintained at current level; 27th St Irrigation added at council retreat (\$61,000).	
<b>B. More physical and visual connections to Puget Sound and Chambers Bay from public areas in the City.</b>				
1	Participate fully with Pierce County, and Lakewood in the Chambers Creek Properties Master Site Plan Update, seeking to include such connections, including facilities that allow public access to the waters of Chambers Bay, with priority on facilities for the launching and docking of watercraft.	Completed	The approved 2017 Master Site Plan update includes plans for a non-motorized boat launch on the South Beach area. Passed Ordinance 689 (Chambers Creek Lodging) & Resolution 838 (Updates to Master Plan).	
<b>C. Effective communications between the City Council and other local, state and federal elected officials.</b>				
1	Study and consider legislation adopting updated City Council intergovernmental legislative priorities for the new biennium.	3rd Qtr 2018		
4	Approve a City intergovernmental legislative agenda by the 2 <sup>nd</sup> City Council meeting in September of each year.	Completed/3rd Qtr 2018	Passed Resolution 850 (Legislative Agenda) in 2017.	
<b>Goal #2: INCREASED ECONOMIC VITALITY</b>				
<b>A. Position the City for redevelopment of commercial areas such as Narrows Plaza, and consider means and methods to promote the City to potential investors such as significant employers, lodging, leisure and other businesses.</b>				
1	Consider review of permitting processes and timelines.	3rd Qtr 2018		
2	Consider legislation adopting and implementing a completed Regional Growth Center Subarea Plan.	Completed	Council adopted the Regional Growth Center Subarea Plan and submitted it to PSRC in November. PSRC is preparing a draft certification report.	
7	Consider funding for next steps in implementing the Regional Growth Center Subarea Plan.	2nd and 3rd Qtr 2018	Council adopted the 2018 Planning Commission Work Plan to begin implementation.	
<b>Goal #4: GREATER CITIZEN TRUST AND CONFIDENCE</b>				
<b>A. Maintain and improve community engagement to build public trust in City government, to value U.P.'s history and heritage, to maintain community pride and the sense of U.P. as a safe and special place, and to encourage volunteers.</b>				
3	Consider funding the development and staffing of a University Place City Government Facebook page embracing all aspects of City government. (Current City Facebook pages are Rec, and event-specific).	1st Qtr 2018		
<b>B. Maintain and improve the quality of information provided to the public about U.P. government operations, and our focus on integrity and transparency in government, helpful and timely customer service, and remaining within the proper role of government.</b>				
3	Consider cost-effective online and/or other information technology based surveys to engage citizens and obtain their feedback.	On-going	Implementing Flash Vote.	

Outcomes to be discussed by Council				
<b>Goal #1: A SAFER, MORE LIVABLE COMMUNITY</b>				
<b>C. Effective communications between the City Council and other local, state and federal elected officials.</b>				
2	Review, identify and consider any necessary legislation to implement a City Council intergovernmental legislative outreach program.		2nd Qtr 2018	
3	Consider additions to the Council Rules to establish a timely, and effective intergovernmental legislative agenda, and improved inter, and intra-governmental communications in support of the adopted legislative agenda.		2nd Qtr 2018	
<b>Goal #2: INCREASED ECONOMIC VITALITY</b>				
<b>A. Position the City for redevelopment of commercial areas such as Narrows Plaza, and consider means and methods to promote the City to potential investors such as significant employers, lodging, leisure and other businesses.</b>				
6	Consider funding a study of the economic impact of changing the name of the City to Chambers Bay.		1st Qtr 2018	
<b>Goal #3: STRONGER FINANCIAL CONDITIONS</b>				
<b>A. Complete an assessment of the sustainability of City revenues, including all fees and taxes, and consider revenue options to fund police services, public safety, streets, and events.</b>				
1	Review fees and taxes, and other revenue options to fund police services, public safety, streets, and events, and upon completion of study, determine to conclude the topic, or consider legislation achieving the outcome.		Completed/2nd Qtr 2018	Sewer franchise fee implemented 2017. Review of the TBD sunset is scheduled for 2018.
<b>B. Maintain a balanced budget and enhance our reserve goals to allow for future financial stability and flexibility.</b>				
2	Study options to reduce City debt, and consider any necessary implementing legislation.		Completed	Bonds refinanced in late 2016. No additional avenue for reducing debt at this time.
3	Review current City assets that are surplus to the City's needs and consider legislation disposing of those assets.			
4	Study the feasibility of re-capitalizing the fleet and equipment funds.		Completed	Discussed during budget adjustments and Council retreat. All replacements are funded through the 10-year forecast.
5	Study potential annexations.			
<b>Goal #4: GREATER CITIZEN TRUST AND CONFIDENCE</b>				
<b>A. Maintain and improve community engagement to build public trust in City government, to value U.P.'s history and heritage, to maintain community pride and the sense of U.P. as a safe and special place, and to encourage volunteers.</b>				
5	Review the purpose and operations of the City Council's Legislative Advisory Commissions.		Completed	Council adopted new policy changes in 2017.
6	Study potential City roles in recording, securing and affording public access to City historical resources and artifacts.			
<b>B. Maintain and improve the quality of information provided to the public about U.P. government operations, and our focus on integrity and transparency in government, helpful and timely customer service, and remaining within the proper role of government.</b>				
2	Consider funding the production of additional reporting content for the City pages within the U.P. Press.		Cancelled	

Outcomes discussed but not funded				
<b>Goal #1: A SAFER, MORE LIVABLE COMMUNITY</b>				
<b>A. Effective community services with emphasis on police services, public safety, transportation infrastructure, and parks.</b>				
4	Identify funding to construct Curran Apple Orchard restroom.	Not funded	Staff continues to seek grant funding.	
<b>B. More physical and visual connections to Puget Sound and Chambers Bay from public areas in the City.</b>				
2	Identify funding to construct Leach Creek Trail from 40th to Kobayashi, and consider any necessary implementing legislation (construction).	Not funded	Additional trail right-of way need to extend trail from Cirque Drive to 40th and from Bridgeport Way to Kobayashi Park. ROW has been aquired. Construction cost estimate in 4th Qtr 2018	
3	Continue to work with Pierce County and Lakewood on the Chambers Creek Canyon Trail, and consider any necessary legislation (construction).	On-going/completed	Pierce County and the cities of University Place and Lakewood jointly applied for a grant to build a pedestrian bridge between Philips Road in Lakewood and Chambers Creek Road in University Place. In July 2017, two WTA volunteer work crews cleaned Phase I trail segments on both sides of the creek.	
<b>Goal #2: INCREASED ECONOMIC VITALITY</b>				
<b>A. Position the City for redevelopment of commercial areas such as Narrows Plaza, and consider means and methods to promote the City to potential investors such as significant employers, lodging, leisure and other businesses.</b>				
1	Consider legislation making additional revisions to development regulations to improve conditions for development and redevelopment.	On-going	The City Council adopted the 2018 Planning Commission Work Plan to begin this work in conjunction with implementation of the subarea plan.	
4	Consider budgeting for promotion of the City to potential investors, such as significant employers, lodging, leisure and other businesses through new identified means and methods.	Not funded		
<b>Goal #4: GREATER CITIZEN TRUST AND CONFIDENCE</b>				
<b>A. Maintain and improve community engagement to build public trust in City government, to value U.P.'s history and heritage, to maintain community pride and the sense of U.P. as a safe and special place, and to encourage volunteers.</b>				
1	Consider identifying the scoping of a new professionally conducted community survey, and budgeting the cost of such a survey.	Not funded		
2	Consider identifying new or enhanced community engagement events, and budgeting the cost of those events.	Not funded		
4	Study the feasibility of establishing a UP City 4 <sup>th</sup> of July celebration at Chambers Bay.	Not funded		
7	Consider funding the development and staffing of a part-time U.P. volunteer and event coordinator position.	Not funded		
<b>B. Maintain and improve the quality of information provided to the public about U.P. government operations, and our focus on integrity and transparency in government, helpful and timely customer service, and remaining within the proper role of government.</b>				
1	Consider funding increased production of City informational videos for broadcast on UPTV, and to be available on the City's website and social media forums.	Not funded		

# Memo

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**DATE:** January 16, 2018  
**TO:** City Council  
**FROM:** Linda Seesz, Communications/IT Manager  
**SUBJECT:** Communications Print Options

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As of September 2017, after 22 months of operation and 48 published editions, the University Place Press ceased publication. The cessation of this print option leaves a substantial gap in the City's ability to provide timely, relevant print information to its residents.

In looking to fill that gap as close to the established 2018 U.P. Press budget of \$48,000 as possible, we have identified the following proposed print options:

<b>Option A</b>	<b>U.P. Mailer - Printed Monthly - 11 issues/year</b> Letter Size, matte, 2-color, 2 pages One 8-1/2x11 sheet mailed on 1st of each month November/December would combine in one issue	<b>\$51,000</b>
<b>Option B</b>	<b>U.P. Mailer - Printed Monthly - 11 issues/year</b> Letter Size, matte, 2-color, 4 pages One 11x17 sheet mailed on 1st of each month November/December would combine in one issue	<b>\$55,000</b>
<b>Option C</b>	<b>"Headlines" - Printed Bimonthly - 6 issues/year</b> Letter Size, matte, 2-color, 12 pages Three 11x17 sheets mailed on 1st of months January, March, May, July, September, November	<b>\$49,000</b>
<b>Option D</b>	<b>U.P. Magazine - Printed Quarterly - 4 issues/year</b> Letter Size, glossy, full color, 16 pages Mailed in February, May, August & November	<b>\$54,400</b>

The first three options assume a two-color print, black with the City's original blue. If a full color option is preferred, the costs would rise significantly and approximately another 50%, e.g. Option A would cost \$74,000.

Each of the options includes an electronic version available on or from the City's website, which would be scalable and viewable from a mobile device. A link would also be shared via Facebook (1,100 followers), Twitter (700 followers), and sent as an e-newsletter.

All of the options include continuing the use of the City's current copywriter, Kate McDermott, at a yearly cost of \$10,000.

For an additional \$600/year, a separate two-page e-newsletter could be sent on the 15<sup>th</sup> of each month. We would plan an outreach project to increase and validate our past email contact list. This list would then be used to distribute electronically both the print version on the 1<sup>st</sup> of the month and the separate e-newsletter on the 15<sup>th</sup> of the month.

In addition to the choices shown, we will continue with our other established communications methods, which include: Facebook, Twitter, the City's website, our electronic newsletter for Economic Development (Talking UP), University Place Television (UPTV), and YouTube. As in the past, the content and articles developed for the chosen print solution will provide material for the other communications methods. A print article may be shortened or expanded and then used as: A Facebook post, multiple Twitter messages, a website News article, or the basis for a UPTV program which later would be posted to YouTube.

This information is an initial touch. Staff is seeking general consensus of support of the Council for one of the options and will follow up with a later Study Session to finalize the print plan.