

Note: Times are approximate and subject to change.

**Town Hall Meeting Room
3715 Bridgeport Way West**

- 5:00 pm 1. **CALL SPECIAL MEETING TO ORDER**
2. **COUNCIL GOAL SETTING WORKSHOP**
- 9:00 pm 3. **ADJOURNMENT**

*PRELIMINARY CITY COUNCIL AGENDA

May 7, 2018
Regular Council Meeting

Council Consideration: Community Commercial Design Standards
Study: Fireworks

May 21, 2018
Regular Council Meeting

June 4, 2018
Regular Council Meeting

June 18, 2018
Regular Council Meeting

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

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

2019-2020 COUNCIL GOALS AND OUTCOMES

GOAL	OUTCOMES	
SAFER, MORE LIVABLE COMMUNITY	▪ Increased neighborhood awareness programs.	JF
	▪ Increased D.A.R.E. programs.	JF
	▪ Work on a solution with the UPSD for ½ days and support youth centric services – open gyms along with programs: Dance/Sports	DM
	▪ Establish a viable homeless action plan and partner with existing services.	DM
	▪ Explore partnering with UPSD do an advisory bond measure to hire additional police officers for school and neighborhood safety.	KK
	▪ Conduct a detailed review of public safety needs with commission, community, and business input and develop long range planning document.	CB
	▪ Develop a policy for prioritizing one time and excess revenues to support police and transportation based on identified planning document.	CB
INCREASED ECONOMIC VITALITY	▪ Further develop strategies to market “Opportunity Properties.” Pay particular attention to attracting mid-sized employers looking to be near the boom in King County.	KK
	▪ Work with Pierce County and their contractor to complete new construction at Chambers Bay Golf Course.	KK
	▪ Establish a Farmer’s at Narrows Plaza and growth of strategic partners and programs – create a jazzy city slogan.	DM
	▪ Establish “Foodie” centric attractions around 27 th Biz and start cleaning up the City’s eyesores such as 27th/Grandview.	DM
	▪ Subarea Plan is fully implemented, including all necessary code revisions and commission/community feedback, within next two years.	CB
	▪ Complete and implement action plans for the Subarea Plans.	JF
	▪ Lower Park Impact fees and SWM fees.	JF
	▪ A targeted business retention/recruitment strategy, complete a Strength, Weakness, Opportunities and Threats (SWOT) analysis which prioritizes: <ul style="list-style-type: none"> - Business that can thrive with UP’s geographic, social and quality of life assets. - Select business types that have the optimum ratio between tax revenue and the cost to provide local government services to that business type. - Use the UP Business SWOT Analyst to prioritize business types in certain zoning districts in the overlay district and other zoning actions. - Consider optimum tax to cost of service impacts in the SEPA process when applicable so that certain high return business construction impacts are balanced with their long term positive net cost for government services. 	SW
▪ Target business that provide optimum ratio between tax revenue and cost to provide government services.	SW	

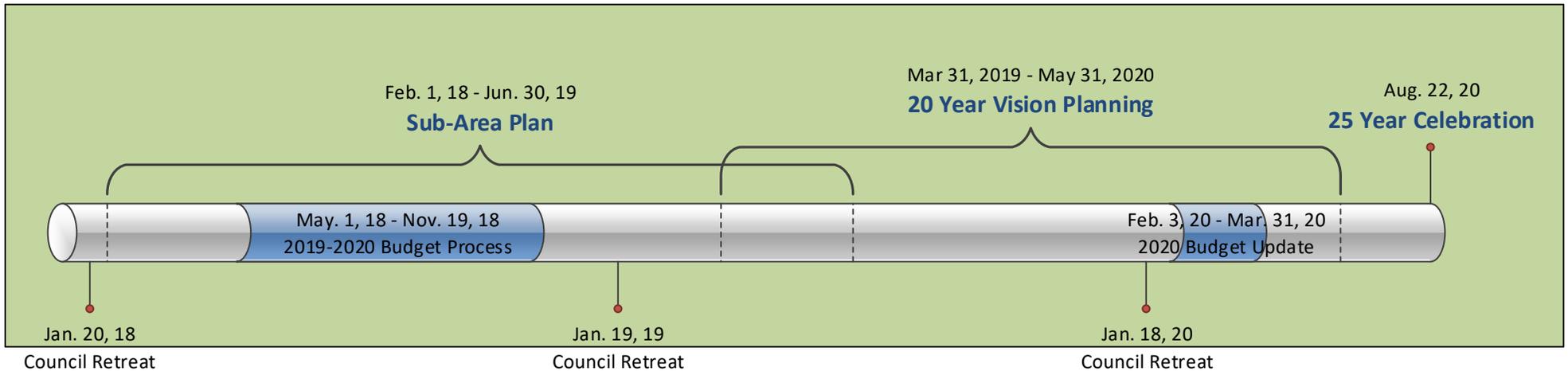
2019-2020 COUNCIL GOALS AND OUTCOMES

GOAL	OUTCOMES	
STRONG FINANCIAL CONDITIONS	▪ Approve TBD fee to \$32.	JF
	▪ Revamp the health plan(s) for employees and contribution to spouse plans increase from 10% to 20%.	JF
	▪ Conduct a detailed review of public safety needs with commission, community, and business input and develop long range planning document.	CB
	▪ Develop a policy for prioritizing one time and excess revenues to support police and transportation based on identified planning document.	CB
	▪ Conservative forecasting and expenditures to ensure debt reduction.	DM
	▪ Forecast to realistically check and balance expectations of quality services, beautification and maintenance (H. Richardson). Tree maintenance and green canopy sustained throughout the winter season.	DM
	▪ Continue our conservative financial business practices.	KK
	▪ Continue to look for opportunities to pay down principle and reduce interest rate.	KK
	▪ Increase strategic reserves 1% each budget cycle until reserves reach a best practice standard of 13% of GF.	SW
	▪ Apply budget policies which are meaningful, accurate and reviewed by the City Council early in the budget process and later when the budget is being finalized.	SW
	▪ Unneeded city property is sold, returning it to tax paying purposes.	SW
GREATER CITIZEN TRUST AND CONFIDENCE	▪ Implement an electronic citizens/public communications strategy.	KK
	▪ Hold citywide 25-year celebration that will highlight accomplishments and solicit future needs/expectations.	KK
	▪ Virtual communication and social media.	DM
	▪ Platform to display events and community gatherings.	DM
	▪ Increase staff awareness/education of Council's direction on overall service to the community. "Service that results in citizen trust and confidence."	JF
	▪ Complete and implement e-communication to the public.	JF
	▪ Complete/enhance what we have, create new e-platforms.	JF
	▪ Part-time community/volunteer position.	CB
	▪ Understand and define citizen involvement and value of volunteers/event on community image and desirability.	CB
	▪ Develop a comprehensive communication strategy and implement by end of year.	CB
	▪ Develop a city value statement which includes transparency and integrity in the cities actions and communications. Use the value statement.	SW
	▪ Produce a survey(s) of UP Citizens which recognizes budget constraints while prioritizing services.	SW
	▪ UP citizens involved in meaningful way to recraft the community vision for the next long-term planning horizon. (Comp Plan update)	SW

City of University Place

Draft High-level Notional Plan

20 Year Visioning



Things we have to deliver

Deliverables

- New Zoning
- Property Owner Engagement
- Citizen Engagement
- Plan to create Vision
- Plan to create Celebration
- 2040 Vision
- 25 Year Celebration

Things we have to achieve

Milestones

- Town Center Progress
- Chambers Bay Resort
- Chambers Bay Waterfront
- 27th & Grandview
- 19th St Boat Launch
- Mildred Corridor
- Major Employer(s)
- Increased Business

Writing S.M.A.R.T. Goals

Developing sound goals is critical to managing your own and your employees' performance. Each year you will ask your employees to set goals for the upcoming year/evaluation period. When you ask your employees to write their goals, teach them to create S.M.A.R.T. goals that support your own goals for the same period.

A S.M.A.R.T. goal is defined as one that is specific, measurable, achievable, results-focused, and time-bound. Below is a definition of each of the S.M.A.R.T. goal criteria.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Specific is the What, Why, and How of the S.M.A.R.T. model.

Example: By August 1, 2009, implement a new performance management system for Classified Staff, A& P Faculty, and University Staff using clearly defined processes and guidelines so employees and managers can more competently evaluate performance and develop their careers.

Explanation of Example:

“Implement a new performance management system for Classified Staff, A& P Faculty, and University Staff” = what

“using clearly defined processes and guidelines” = how

“so employees and managers can competently evaluate performance and develop their careers = why

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal.

Example: By August 1, 2009, implement a new performance management system for Classified Staff, A& P Faculty, and University Staff using clearly defined processes and guidelines so employees and managers can more competently evaluate performance and develop their careers.

Explanation of Example:

The essential metric is whether or not the system is operational by August 1st.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

You can meet most any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. On the other hand, if a goal is impossible to achieve, you may not even try to accomplish it. Achievable goals motivate employees. Impossible goals demotivate them.

Example: By August 1, 2009, implement a new performance management system for Classified Staff, A& P Faculty, and University Staff using clearly defined

processes and guidelines so employees and managers can more competently evaluate performance and develop their careers.

Explanation of Example:

In order for you to reach this goal, you must have a skill set, in this case in the area of performance management, that allows you to understand the nature of the goal, and the goal must present a large enough challenge for you to remain interested in and committed to accomplishing it.

Results-focused: Goals should measure outcomes, not activities.

Example: By August 1, 2009, implement a new performance management system for Classified Staff, A& P Faculty, and University Staff using clearly defined processes and guidelines so employees and managers can more competently evaluate performance and develop their careers.

Explanation of Example:

The result of this goal is a process that allows employees and managers to more competently evaluate performance and develop their careers, not the individual activities and actions that occur in order to make the goal a reality.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

Example: By August 1, 2009, implement a new performance management system for Classified Staff, A& P Faculty, and University Staff using clearly defined processes and guidelines so employees and managers can more competently evaluate performance and develop their careers.

Explanation of Example:

August 1, 2009 provides you with a time-bound deadline.

The concept of writing S.M.A.R.T. goals is very important for accomplishing individual goals, which in turn are linked to department, division, and University goals. It is also critical for ensuring good communication between employees and supervisors so there are no surprises during annual performance evaluations.

The following questionnaire will assist you in creating S.M.A.R.T. goals. Begin by writing your goal as clearly and concisely as possible. Then answer the related questions. Conclude by revising your goal, in the space allotted.

Should you have any questions or require assistance, please contact UHR, Employee Development.

S.M.A.R.T. Goal Questionnaire

Goal:

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

2. **Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

4. **Results-focused.** What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

Revised Goal:

S.M.A.R.T. Goals Template

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language, but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

Initial Goal (*Write the goal you have in mind*):

1. Specific (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?*)

2. Measurable (*How can you measure progress and know if you've successfully met your goal?*):

3. Achievable (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

4. Relevant (*Why am I setting this goal now? Is it aligned with overall objectives?*):

5. Time-bound (*What's the deadline and is it realistic?*):

S.M.A.R.T. Goal (*Review what you have written, and craft a new goal statement based on what the answers to the questions above have revealed*):
