

1. 8:30 A.M. City Council Special Meeting Materials

Documents:

[01-22-22 SM.PDF](#)
[AGENDA 01-22-22.PDF](#)

Note: Times are approximate and subject to change.

PUBLIC NOTICE

The University Place City Council will hold its scheduled meetings to ensure essential city functions continue. There will be no in-person attendance at this time. Members of the public can virtually attend City Council meetings by dialing in to listen audio-only at +1 509-342-7253 United States, Spokane (Toll), Conference ID: 116252344#. The meeting invitation begins at 8:15 a.m. for technical setup. City Council members and the public may dial in and/or connect at this time. However, the meeting does not officially begin until 8:30 a.m.

AGENDA

- 08:30 a.m. **CALL MEETING TO ORDER**
- MAYOR’S REMARKS**
- Introduction of Michael Pendleton, Pendleton Consulting LLC
 - [Ground Rules of Process and Procedures](#)
- 08:45 a.m. **ASSIGNMENT OF COUNCIL ROLES**
- [Revisit Committee and Representative Assignments](#)
- 09:00 a.m. **COUNCIL RULES/PROCESS**
- Communications Availability and Protocol
 - Virtual Meeting Policies
 - Finance Committee Chair
 - Council Absences
- 09:45 a.m. **EVENTS**
- 10:15 a.m. **BREAK**
- 10:20 a.m. **CITY ADVISORY COMMISSIONS**
- [Park Commission Work Plan](#)
 - Regular Commission Reports
- 10:50 a.m. **BREAK**
- 10:55 a.m. **COUNCIL VALUES DISCUSSION**
- Process
 - Communication
 - Engagement
 - Level of Service and Efficiency
- 12:30 p.m. **LUNCH**
- 01:00 p.m. **[COUNCIL GOALS DISCUSSION](#)**
- 02:30 p.m. **BREAK**
- 02:45 p.m. **COUNCIL GOALS DISCUSSION (Continued)**
- 04:30 p.m. **WRAP-UP**
- Council and City Manager Comments
 - Closing Remarks – Mayor

05:00 p.m.

ADJOURNMENT

*PRELIMINARY CITY COUNCIL AGENDA

February 7, 2022

Regular Council Meeting

February 22, 2022

Regular Council Meeting

March 7, 2022

Regular Council Meeting

March 21, 2022

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**

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 – 2021**

**Council Committees/Sub-committees
Representatives**

City Council Committees/Liaisons	Belleci	Figuroa	Flemming	Keel	Lee (Grassi)	McCluskey	Worthington
Legislative and Intergovernmental*	XX						X
Community Connector Program (16 th CAB)*	XX						X
Pierce County Cities & Towns*	XX						X
Pierce County Mayors & Executive*	XX						X
Pierce County Regional Council			XX		X	XX	X
Rainier Communications Commission			X				XX
Association of Washington Cities***	X	X	X	X	X	X	X
AWC Board of Directors***				XX			
Pierce Transit Board				XX	X		
Zoo Trek Authority Board						XX	
Sound Transit***				XX			
City Commission Interview Committee	X		X		X		
25 th Anniversary Celebration Subcommittee	XX	X			X		
Community Vision Subcommittee				X		X	XX

- XX** = Designates Chair or Lead Responsibility
- X** = Designates Representation
- ***** = Non-U.P. Assignment

**CITY OF UNIVERSITY PLACE
COMMITTEES AND REPRESENTATIVES ASSIGNMENTS – 2022**

City Council Committees/Liaisons	Worthington	Figueroa	Flemming	Keel	McCluskey	Wood	Belleci
Legislative and Intergovernmental*							
Community Connector Program (16 th CAB)*							
SSHA ³ P*							
Pierce County Cities & Towns*							
Pierce County Mayors & Executive*							
Pierce County Regional Council							
Rainier Communications Commission							
Association of Washington Cities***							
AWC Board of Directors***							
Pierce Transit Board							
Zoo Trek Authority Board							
Sound Transit***							
City Commission Interview Committee							

- XX** = Designates Chair or Lead Responsibility
- X** = Designates Representation
- *** = Designates Mayor or Designee
- ***** = Non-U.P. Assignment

Park Advisory Commission (PAC) 2021 Work Plan and Goals

January	February	March	April	May	June	July	August	September	October	November	December
2. Recommend marketing strategies to promote UP parks, resulting in increased park awareness, usage and satisfaction of UP citizens											
3. Continue discussions as needed or requested by Council											

PAC Goals	
1	<p>2021 Goals</p> <ol style="list-style-type: none"> 1 Review of smoking, vaping, and drone policy in UP Parks. 2 Review GGLO consultant draft plan for integration of Homestead Park into the greater Town Center development. 3 Review Consultant white paper re: Park Restrooms <p style="text-align: center;"><i>Topics below will be reviewed and prioritized by PAC the first quarter of 2021</i></p> <ul style="list-style-type: none"> • Build a permanent restroom at Curran Apple Orchard Park as requested by the CORE Group • Recommend a usage plan for the one acre UP Park which is located at the corner of 27th Street W. and Elwood Drive W • Build pickleball, basketball and tennis courts and another picnic shelter at Cirque Park • Build a splash pool and additional play ground options for children ages 6 - 12 at Cirque Park • Promote the development of a connection trail between Adrianna Hess Park and Paradise Pond Park • Request a professional master planning firm be hired to assist the UP Parks Director in the development of Creekside Park, making it available for community use* • Promote a trail development and bridge installation from the Alameda Drive side of Creekside Park to cross Leach Creek and connect the trail to the Cirque Street • Build parking lots and picnic shelters for use at Riconosciuto Park and for the 4 acre park just north of Creekside Park

*Note: In 2013 PARC held two public meetings to listen to the residents of that area. From this a "vision" was developed. UP Parks Director, Gary Cooper, now recommends refinement & design of that vision including a grading plan which will require assistance from a professional "master planning" firm.

2	<p>Recommend marketing strategies to promote UP parks, resulting in increased park awareness, usage and satisfaction of UP citizens</p> <p>Note: The following are EXAMPLES of possible enhancements that PAC may continue to discuss.</p> <ul style="list-style-type: none"> • Promote a "Park of the Month" program and information through sources such as the UP Monthly Headlines Newsletter and other locations of the UP website • Offer occasional public tours of the parks lead by PAC Commissioners • Collaborate with other organizations and events, such as National Trails Day and Washington Trails Day, to increase awareness of UP parks and trails • Initiate a "UP Walking Club" led by UP volunteers. Walkers might meet initially meet at a location(s) in the UP Town Center and include walks that pass or travel through UP parks as part of the walking routes. • Add signage to parks as needed to increase visibility, awareness and community pride • Add information on the UP website about each park to include location, size, photos, available trail access and other park amenities • Post trail maps in parks with trails to promote easier navigation and additional usage (e.g. Paradise Pond Park and Riconosciuto Park have trails that are not easy to use without trail maps)
---	--

Relationship to 2019-2020 University Place Council Goals and Priorities
<p>The proposed 2020 Work Plan of the Park Advisory Commission is closely aligned with the following UP Council Goals and Priorities established in 2019:</p> <ol style="list-style-type: none"> 1. Related to business retention and recruitment <ul style="list-style-type: none"> • Business that can thrive with UP's geographic, social and quality of life assets PAC Goals 1 and 2 help make the UP community more livable and improve the quality of life for UP citizens 2. Implement an electronic citizens/public communications strategy. PAC Goal 2 10. Understand and define citizen involvement and value of volunteers/events on community image and desirability PAC Goals 1, 2 and 3 15. Increase staff awareness/education of Council's direction of service to the community. <u>"Service that results in citizen trust and confidence."</u> PAC Goals 1, 2 and 3

Park Advisory Commission (PAC) 2022 Work Plan and Goals

January	February	March	April	May	June	July	August	September	October	November	December
2. Recommend marketing strategies to promote UP parks, resulting in increased park awareness, usage and satisfaction of UP citizens											
3. Continue discussions as needed or requested by Council											

PAC Goals	2022 Goals
1	<p>1 Review of Cirque Park Master Plan, provide findings and recommendations to City Council</p> <p>2 Continued Restrooms at UP Parks discussions, provide City Council with findings and recommendations</p> <p>3 Recommended marketing strategies to promote UP Parks, resulting in increased Park awareness, usage and satisfaction of UP citizens</p> <p>4 Continue discussions as needed or requested by City Council</p> <p style="text-align: center;">Topics below will be reviewed and prioritized by PAC the first quarter of 2022</p> <ul style="list-style-type: none"> • PAC to review restroom options at Curran Apple Orchard Park as requested by the CORE Group and provide findings and recommendations to City Council • PAC to review options for the one acre UP Park which is located at the corner of 27th Street W. and Elwood Drive W and provide findings/recommendations of this parcel to Council • Build a splash pool and additional play ground options for children ages 6 - 12 at Cirque Park • Promote the development of a connection trail between Adrianna Hess Park and Paradise Pond Park • Request a professional master planning firm be hired to assist the UP Parks Director in the development of Creekside Park, making it available for community use* • Review options for master planning of un-developed Park properties (Paradise Pond, Creekside Park, Riconosciuto, Colegate Parks). Provide City Council recommendations and a • Build picnic shelters for use at Riconosciuto Park and for the 4 acre park just north of Creekside Park

*Note: In 2013 PARC held two public meetings to listen to the residents of that area. From this a "vision" was developed. UP Parks Director, Gary Cooper, now recommends refinement & design of that vision including a grading plan which will require assistance from a professional "master planning" firm.

2	<p>Recommend marketing strategies to promote UP parks, resulting in increased park awareness, usage and satisfaction of UP citizens</p> <p>Note: The following are EXAMPLES of possible enhancements that PAC may continue to discuss.</p> <ul style="list-style-type: none"> • Add signage to parks as needed to increase visibility, awareness and community pride • Recommendation to Council for PAC to collaborate with other organizations and events, such as National Trails Day and Washington Trails Day, to increase awareness of UP parks and trails • Recommendation to Council to add information on the UP website about each park to include location, size, photos, available trail access and other park amenities • Post trail maps in parks with trails to promote easier navigation and additional usage (e.g. Paradise Pond Park and Riconosciuto Park have trails that are not easy • PAC Support and Promotion of City Park Clean Up Events and Other Volunteer Efforts
---	---

Relationship to 2019-2020 University Place Council Goals and Priorities
<p>The proposed 2022 Work Plan of the Park Advisory Commission is closely aligned with the following UP Council Goals and Priorities established in 2019:</p> <ol style="list-style-type: none"> 1. Related to business retention and recruitment <ul style="list-style-type: none"> • Business that can thrive with UP's geographic, social and quality of life assets <ul style="list-style-type: none"> PAC Goals 1 and 2 help make the UP community more livable and improve the quality of life for UP citizens 2. Implement an electronic citizens/public communications strategy. <ul style="list-style-type: none"> PAC Goal 2 10. Enhance citizen involvement and increase value of volunteers/event with an emphasis on community image and desirability <ul style="list-style-type: none"> PAC Goals 1, 2 and 3 15. Increase staff awareness/education of Council's direction of service to the community. <u>"Service that results in citizen trust and confidence."</u> <ul style="list-style-type: none"> PAC Goals 1, 2 and 3

2019 – 2020 Council Goals and Priorities

3715 Bridgeport Way W
University Place WA 98466
PH: 253.566.5656 FAX: 253.566.5658

1. Utilize a targeted business retention/recruitment strategy, complete a Strength, Weakness, Opportunities and Threats (SWOT) analysis priorities:
 - Business that can thrive with University Place'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 University Place Business SWOT Analysis 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 State Environmental Policy Act process, when applicable, so that certain high return business construction impacts are balanced with their long term positive net cost for government services.
 - Further develop strategies to market "Opportunity Properties." Pay particular attention to attracting mid-sized employers looking to be near the boom in King County.
2. Implement an electronic citizens/public communications strategy.
 - Virtual communication and social media.
 - Complete and implement e-communication to the public.
 - Complete/enhance what we have, create new e-platforms.
 - Develop a comprehensive communication strategy and implement by end of biennium.
3. Hold citywide 25-year anniversary celebration that will highlight accomplishments and which can be used as a foundation to identify future needs/expectations in a process which involves University Place residents in a meaningful way to recraft the community vision for the next long-term planning horizon.
4. Conduct a detailed review of public safety needs with commissions, community, and business input and develop long range planning document.
5. Complete and implement action plans for the Subarea Plans.
6. Identify and sell unneeded City property, returning it to tax paying purposes.
7. Explore partnering with University Place School District to do an advisory bond measure to hire additional police officers for school and neighborhood safety.

2019 – 2020 Council Goals and Priorities

Page 2

3715 Bridgeport Way W
University Place WA 98466
PH: 253.566.5656 FAX: 253.566.5658

8. Increase strategic reserves 1% each budget cycle until reserves reach an amount of 13% of the operating budget.
9. Explore establishing and funding a part-time community/volunteer position.
10. Enhance citizen involvement and increase value of volunteers/events with an emphasis on community image and desirability.
11. Continue conservative forecasting and expenditures to ensure debt reduction.
 - Continue our conservative financial business practices.
 - Continue to look for opportunities to pay down principle and reduce interest rate.
12. Develop a policy for prioritizing one time and excess revenues to support police and transportation based on identified planning documents.
13. Lower Park Impact fees and Stormwater Management fees.
14. Establish a viable homeless action plan and partner with existing services, particularly in those areas better equipped to aid the transition away from homelessness.
15. Increase staff awareness and education of Council's direction on overall service to the community with an emphasis on providing service that results in citizen trust and confidence.
16. Work on a solution with the University Place School District for ½ days and support youth centric services i.e., open gyms along with programs.
17. Develop a City value statement which includes transparency and integrity in the City's actions and communications. Use the value statement.

**UNIVERSITY PLACE CITY COUNCIL
Special Council Meeting Agenda
Saturday, January 22, 2022, 8:00 a.m.**



Note: Times are approximate and subject to change.

PUBLIC NOTICE

The University Place City Council will hold its scheduled meetings to ensure essential city functions continue. There will be no in-person attendance at this time. Members of the public can virtually attend City Council meetings by dialing in to listen audio-only at +1 509-342-7253 United States, Spokane (Toll), Conference ID: 116252344#. The meeting invitation begins at 8:15 a.m. for technical setup. City Council members and the public may dial in and/or connect at this time. However, the meeting does not officially begin until 8:30 a.m.

AGENDA

- 08:30 a.m. **CALL MEETING TO ORDER**
- MAYOR’S REMARKS**
- Introduction of Michael Pendleton, Pendleton Consulting LLC
 - Ground Rules of Process and Procedures
- 08:45 a.m. **ASSIGNMENT OF COUNCIL ROLES**
- Revisit Committee and Representative Assignments
- 09:00 a.m. **COUNCIL RULES/PROCESS**
- Communications Availability and Protocol
 - Virtual Meeting Policies
 - Finance Committee Chair
 - Council Absences
- 09:45 a.m. **EVENTS**
- 10:15 a.m. **BREAK**
- 10:20 a.m. **CITY ADVISORY COMMISSIONS**
- Park Commission Work Plan
 - Regular Commission Reports
- 10:50 a.m. **BREAK**
- 10:55 a.m. **COUNCIL VALUES DISCUSSION**
- Process
 - Communication
 - Engagement
 - Level of Service and Efficiency
- 12:30 p.m. **LUNCH**
- 01:00 p.m. **COUNCIL GOALS DISCUSSION**
- 02:30 p.m. **BREAK**
- 02:45 p.m. **COUNCIL GOALS DISCUSSION (Continued)**
- 04:30 p.m. **WRAP-UP**
- Council and City Manager Comments
 - Closing Remarks – Mayor

05:00 p.m.

ADJOURNMENT

*PRELIMINARY CITY COUNCIL AGENDA

February 7, 2022

Regular Council Meeting

February 22, 2022

Regular Council Meeting

March 7, 2022

Regular Council Meeting

March 21, 2022

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**