

RESOLUTION NO. 490

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
ESTABLISHING AN CAPITAL STRATEGY ADVISORY TASK FORCE THROUGH  
MAY 31, 2006**

WHEREAS, the City Council's Capital Strategy goal calls for the development of a strategy to address the City's capital needs with regard to Parks, Recreation, and Open Space; Community / Senior Center; Streets; Transportation; Arterial & Neighborhood Lighting; Storm Drainage; and Other Municipal and/or Recreation Facilities; and

WHEREAS, on March 23, 2005, the City of University Place issued a Request for Qualifications (RFQ) from firms or individuals to begin a community-wide outreach effort soliciting feedback to assist in developing the City's capital strategy for the next 6 to 12 years, and

WHEREAS, the City seeks to determine what level of support exists in the community for capital investment (including a dollar level), and, where the community's capital investment priorities lay, and

WHEREAS, Citizen involvement in capital needs assessment and prioritization is desired by both the City Council and the residents of University Place, and

WHEREAS, the City Council has hired a nationally recognized consultant, GreenPlay, LLC, with expertise helping local governments gather and interpret data from residents and other stakeholder interest groups to enhance community planning, and

WHEREAS, In lieu of routing this initiative through the City Council's four advisory commissions and committees (COPS, Economic Development, PARCS, and Planning), which could become quite cumbersome, the City Council wishes to form a Capital Strategy Advisory Task Force that would be supported with City staff and consultation services, and

WHEREAS, The Task Force, which should represent a wide range of community stakeholders, will advise the City Council on the development of a comprehensive capital needs assessment to include a prioritization of those needs and the identification of viable funding alternatives, NOW, THEREFORE,

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

Section 1. Capital Strategy Advisory Task Force Established. The City Council hereby establishes a Capital Strategy Advisory Task Force.

Section 2. Purpose. The purpose of the Capital Strategy Advisory Task Force is to guide and advise the City Council on the development of the community's Capital Strategy Action Plan.

Section 3. Membership. There shall be between eleven (11) and twenty-five (25) members of the Capital Strategy Advisory Task Force. Membership shall consist primarily of city residents, representing stakeholder groups such as neighborhood or homeowner associations, public and private schools, the police and fire departments, the library district, art groups, business interest groups, and social or sports clubs and organizations. The Capital Strategy Advisory Task Force is appointed by and serve at the discretion of the City Council.

Section 4. Compensation. The Capital Strategy Advisory Task Force shall serve without compensation.

Section 5. Compliance with Statute, Ordinances, and Policies. The Capital Strategy Advisory Task Force shall comply with Open Public Meetings Act, the Code of Ethics for Municipal Offices and other applicable laws, ordinances, and city policies. All meetings of the Capital Strategy Advisory Task Force shall be in City Hall.

Section 6. Vacancies and Removal of Members. Vacancies occurring otherwise than through the expiration of terms shall be filled for the part of the term not yet expired. Members may be removed, after Council review, for inefficiency or nonperformance of duty, misconduct, or malfeasance in office. A Capital Strategy Advisory Task Force member may be removed for having more than three unexcused absences, or four excused absences, during the term of this Task Force.

Section 7. Organization. The City Council shall appoint the Capital Strategy Advisory Task Force chairperson. The Capital Strategy Advisory Task Force shall elect its own vice-chairperson, and create and fill such other offices as it may determine it requires. The vice-chairperson shall preside in the absence of the chairperson. The chairperson and vice-chairperson shall be voting members of the Capital Strategy Advisory Task Force. The Capital Strategy Advisory Task Force will meet as required from July 2005 to May 2006. A majority of the members of the Capital Strategy Advisory Task Force shall constitute a quorum. The Capital Strategy Advisory Task Force shall keep a written record of its meetings, findings, and determinations, which shall be a public record.

#### **Capital Strategy Advisory Task Force Member Responsibilities**

- Regularly attend Capital Strategy Advisory Task Force meetings and contribute constructively to Capital Strategy Advisory Task Force discussion. Consider and discuss issues from a system-wide perspective, as well as that of particular stakeholders.
- Understand and be able to articulate the Capital Strategy Advisory Task Force's purpose, responsibilities, and work plan.
- Communicate and coordinate with the member's constituent group to (a) represent the group's perspective on key issues; and (b) convey information from the Capital Strategy Advisory Task Force back to stakeholders.
- Participate in the Capital Strategy Advisory Task Force's community outreach efforts, as research is conducted and proposals are developed.
- Review and provide comments on reports and recommended actions.
- Provide feedback to the Capital Strategy Advisory Task Force chair and project staff on Capital Strategy Advisory Task Force process and progress.

#### **Capital Strategy Advisory Task Force Operating Principles**

- The Capital Strategy Advisory Task Force will operate by consensus. All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
- Capital Strategy Advisory Task Force will communicate questions, issues and suggestions to its staff liaison, the Special Projects Manager, who will coordinate actions and responses among staff, and the Capital Strategy Advisory Task Force chair.
- Capital Strategy Advisory Task Force meetings will start and end on time.

- Meeting summaries will be prepared following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary.
- Email communications among Capital Strategy Advisory Task Force members shall be conveyed to the Special Projects Manager, in order to coordinate information sharing among Task Force members. No communication intended to reach a consensus on any issue shall be sent via e-mail.
- The Capital Strategy Advisory Task Force will be “principals only” – unless an alternate representative has been approved by the City Council.

Section 8. Voting. A majority vote of those members present constitutes a quorum at an open meeting of the Capital Strategy Advisory Task Force shall be necessary to legally act on any matter before the Capital Strategy Advisory Task Force.

Section 9. Expenditures. Any expenditures of the Capital Strategy Advisory Task Force shall be within the amounts appropriated for that purpose by the City Council.

Section 10. Consultants and Advisors. The Capital Strategy Advisory Task Force will be assisted by the City's Capital Strategy consultant, GreenPlay LLC. GreenPlay will assist the Task Force in its studies, surveys and reviews. In addition, the Capital Strategy Advisory Task Force, through its chairperson, may request formal opinions or recommendations from the Deputy City Manager, on any matter pending before it.

Section 11. Powers and Duties. The Capital Strategy Advisory Task Force will assist and advise the Council on the following:

- A. Task 1. Review relevant, existing materials concerning the community's current and future capital investment needs
- B. Task 2. Public Outreach / Community Engagement
  - Inform and update the community about the City's various planning documents, including the Parks, Recreation and Open Space Plan (PROS), SWM Comprehensive Plan, Sewer Services Strategy, Transportation Improvement Plan (TIP), and Pavement Management and Rehabilitation Plan.
  - Reach out to community residents and the diverse stakeholder groups in UP through a series of community meetings, focus groups, UPTV and the City's website to ascertain the community's attitudes and opinions about UP's capital investment needs
  - Design and administer a community survey.
- C. Task 3. Develop Preliminary Action Plan Goals and Implementing Strategies
  - Evaluate current and ongoing capital investment opportunities.
  - Identify community priorities and areas of greatest need.
  - Assess the financial implications of the identified priorities.
  - Develop a preliminary action plan that includes a comprehensive capital needs assessment, prioritization of needs and identification of viable funding alternatives.
  - Present the preliminary action plan to the public for comment.
- D. Task 4. Develop Final Capital Strategy Action Plan, including recommendations and alternatives to finance implementation of action plan.
  - Summarize the plan into an accessible, policy-level report and presentation package.

Section 12. Staff Support. The Deputy City Manager shall be (or shall appoint) the staff liaison coordinator to support Capital Strategy Advisory Task Force assignments, and shall hire consultants to support on technical needs as funds are budgeted.

Section 13. Term. All appointments are through May 31, 2006. Reappointment, or appointment, of other Capital Strategy Advisory Task Force members thereafter shall be subject to action of the City Council.

Section 14. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL ON THE 11<sup>TH</sup> OF JULY 2005.

  
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Ken Grassi, Mayor

ATTEST:

  
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Sarah Ortiz, CMC, City Clerk