

**City of DuPont
1700 Civic Drive
DuPont, WA 98327**

**Workshop
City Council Meeting
Tuesday, September 20, 2016**

6:00PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION ITEMS

- a) Sequalitchew Creek Review (J. Wilson, G. Karg);
- b) Special Events and Recreation Program Review (B. Sheehan, A. Walker);
- c) Community Policing Update (B. Sheehan);
- d) Street Trees and Sidewalk Pilot Study Update (G. Lim).

4. QUESTIONS/COMMENTS

5. EXECUTIVE SESSION

6. ADJOURNMENT

Regular Council Meeting - September 27, 2016 @ 7PM

Regular Council Meeting - October 11, 2016 @ 7PM

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MEETING DATE: September 20, 2016 **Agenda Item # 3b)**

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

Recreation Review

Department: Parks and Recreation	Discussion Date:
Originator: Staff	First Reading Date:
Assigned to: Amy Walker	Public Hearing Date:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

City Council has approved and helped create a 3-5 Strategic Business Plan for Parks & Recreation. The next step in the process is review current recreation programs to assure they represent the Parks & Recreation Strategic Business Plan.

RECOMMENDATION:

Staff is recommending Council to provide feedback on current programs and make recommendations for programs moving forward.

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MEETING DATE: September 20, 2016 **Agenda Item # 3c)**

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

Community Policing Update

Department: Administration	Date of First Reading:
Originator: Staff	Date of Second Reading:
Assigned to: Bob Sheehan, Police Chief	Date of Public Hearing:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted		
Additional Required		

DETAILED SUMMARY STATEMENT:

In January 2016, the Community Policing Village Program was implemented after a series of community meetings. We are still in the beginning stages of the program but we are progressing steadily. Attached to this cover letter is the documented program, which is an addendum to the Police Department Business Plan.

RECOMMENDATION:

Staff recommends option "A" or adopting an ordinance

DuPont Police Department Program Description

Community Policing Village Program



Program Overview

Community-based police departments across the country recognize that the police alone cannot effectively deal with issues that affect community safety, but must partner with others who share a mutual stake and responsibility for resolving and preventing community problems. Community policing stresses prevention, early identification and timely intervention to deal with issues before they become unwieldy problems. Establishing and sustaining positive police-community relations and partnerships are critical to public safety and effective crime prevention/reduction strategies. To that end, the DuPont Police Department is committed to building community crime prevention programs that promote effective communication, information sharing, education, proactive problem solving, high trust and strong relationships. DPD is dedicated to working cooperatively with the citizens, businesses, public and non-profit organizations to create and sustain a high quality, livable community for the City of DuPont.

Purpose of the Community Policing Village Program

The objective of the program is to create a systematic and organized structure within DuPont so that:

- Each village can respond effectively and efficiently to safety and emergency situations.
- Village members are proactively involved in safety planning, problem solving, crime prevention, disaster preparedness.
- Members can work together to address specific neighborhood concerns, reduce neighborhood risks, report any unusual or suspicious activities to the department, as well as look out for their neighbors.
- Village-specific crime data can be used to develop a targeted village approach to crime management.

The Community Policing Village Program is aimed at giving citizens control of their neighborhoods through innovative partnerships between and among governmental agencies, citizen groups, the business community and others.

Guiding Principles/Beliefs

- **Active partnership and collaboration** among all stakeholders is key to a successful village program. A team effort where all City entities are working together (i.e. government organizations, businesses, non-profits, and citizen groups) creates a synergy in the village program that: 1. increases the likelihood of preventing and reducing crime, 2. builds trusting relationship, and 3. produces a high quality of life for the community. A strong and active citizen-police partnership is essential for an effective village program.
- **Prevention** is fundamental to creating and sustaining healthy and safe villages. Village members need to create strategies to assure they are proactively managing the needs and interests of their neighborhoods. It is important that villages get out in front of issues and pre-empt any problems *before* they occur.
- **Structure and initiative.** A strong community policing approach requires a clear structure and processes for effective planning, communication, coordination of resources and services between police, city services and community members. DuPont's village system provides a natural structure for organizing the community. Without a clear structure it is hard for village members to know how best participate in steering their community in the direction they desire.
- **Neighborhood-centered.** Every neighborhood has its own unique character and demographics; one size does not fit all. Giving citizens the ability to guide the development and improvement of their neighborhood creates commitment and ownership. Village community members must steer the village organizing program to assure their needs and priorities are met.

Expected Outcomes* of Community Policing Village Program

- Increased community satisfaction, sense of safety and security.
- Enhanced community relationships/increased community attachment.
- Increased trust between police and citizens.
- Improved accessibility to city resources.
- Better informed/educated citizens about DPD, other city departments, safety issues and practices.
- Capable pool of volunteer connectors.
- Reduced crime rate.
- Better communication/management of crime data.
- Village-driven and village-specific prevention and problem-solving strategies.

*The above outcomes will be tracked and measured via DuPont Police's annual survey, crime data and monthly reports to assure results are being realized and the program is continuously improved and upgraded.

Structure and Roles

- **DuPont's village system** provides a natural structure for organizing the community. DuPont's village plan is organized according to the 8 designated villages or reporting districts: (See attached maps.)
 1. Hoffman Hill
 2. Yehle
 3. Palisade
 4. Historic
 5. Edmonds
 6. DuPont Station (business district)
 7. El Rancho Madrona
 8. Bell Hill
- **Critical Village Roles:**
 - Community Connector – at least 2 within each village (volunteer community members who may include neighborhood leaders, parents, business people, community volunteers and youth).
 - Village Community Members
 - Designated Village Police Officer - 1 for each village
 - Community Resource Officer
 - Detective
 - Sergeant
 - Lieutenant
 - Chief
 - City Administrator
 - City Departments
 - Partners:
 - Safe Streets
 - Residential Owners Association
 - DuPont Business Association
- **Role Responsibilities**
 - **Community Connector:**
The community connector is a voluntary position selected by village members and has the following responsibilities:

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- Is the “voice of the village” - i.e., the first point of contact for village residents’ concerns, issues, and opportunities for improvements.
 - Educate village members on the purpose and structure of the community policing village program.
 - Organize and conduct regular meetings with their fellow village members to discuss village issues and opportunities, and to educate members on crime prevention and other village improvements strategies.
 - Assure village concerns are regularly identified and prioritized.
 - Facilitate village problem-solving and planning.
 - Educate village members on how to report crime and other suspicious activities.
 - Facilitate effective communication, including the effective use of social media between village members, police and city services so that community public safety and other village needs are effectively met.
 - Follow-through and up on village needs and requests, making appropriate contacts where necessary.
 - Actively team with the village-designated officer and other City resources to support the needs of the village and promote community improvement projects.
 - Participate in designated connector trainings (e.g., neighborhood patrol training, crime prevention through environmental design [CPTED], GIS regional mapping workshop, project planning and follow-up)
 - Attend police-sponsored community connectors’ meetings every other month to share progress and learn from others.
 - Maintain an up-to-date contact list of village residents to assure efficient communication of community issues and emergencies.
 - Is a positive, open-minded community advocate.
 - Actively solicit feedback and is willing to learn and constantly improve on how to best represent their village.
- **Village Community Member**
 - Participate in monthly meetings.
 - Contribute his or her talents, skills and knowledge in the best service of their village.
 - Voice their concerns and ideas.
 - Listen to and learns from others’ concerns and ideas.
 - Engage in productive problem-solving and planning.
 - Work within the agreed upon village structure
 - **Village Police Officer**

In addition to regular patrol officer duties, the village officer has the following responsibilities:

 - Make regular contact with village community members building trusting relationships and partnerships between village members and the DuPont Police Department to create a safe and secure environment; spend 25% of shift time within their designated village.
 - Work as a liaison between their village and the Police Department in addressing quality of life issues and resolving community safety problems.
 - Participate in monthly village meetings conducted by community connectors.
 - Actively team with the community connector(s) to facilitate positive changes within their neighborhood. Serve as a referral source when needed to citizens in need of services.
 - Support the education of their village on safety and crime prevention strategies.
 - Listen and support village members in their safety concerns and issues.
 - Complete and submit a monthly activity report documenting their village-related activities.
 - Help coordinate and participate in village events, such as National Night Out.
 - Keep the Community Resource Officer (CRO) regularly informed of village safety issues and concerns.

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- **Community Resource Officer (CRO)**
 - Work as a liaison between the DuPont Police department and the community to resolve and reduce community problems, strengthen community relations, and promote a safe and secure environment for the City.
 - Proactively and effectively address quality of life issues in the community that reduce the need for patrol officer response. (The CRO is responsible for issues and concerns in a neighborhood that are ongoing or simply demand more attention or time than can be reasonably allotted during the course of a routine police patrol call.)
 - Assist with the coordination of other city services and departments to promote a professional response to the citizens' needs.
 - Provide safety and security awareness education to neighborhood associations, businesses, churches, and local government personnel.
 - Provide village officers the resources and training they need to be effective in their role.
 - Liaison and partner with local schools.
 - Coordinate various community events which promote crime prevention and awareness such as:
 - Citizen Academy
 - National Night Out
- **Detective**
 - *Need description of their role within community policing village program. What are they responsible for with regard to this program?*
- **Sergeant**
 - Assure village designated officers are spending 25% of their time connecting with their villages.
 - Hold village officers accountable for follow-up and follow-through on their village commitments.
 - Assure village officers are competent in relationship-building, listening, collaboration, communication, and problem-solving skills.
- **Lieutenant –**
 - Assure village program is up-to-date and constantly improving.
 - Assure CRO actively partners with the community on quality of life issues.
 - Assure **villages' plans** are implemented and requests are met. *(We need to discuss the idea of a plan more. Do you expect villages to have plans? Should attach a sample)*
 - Monitor village program performance indicators to track progress and results; make recommendations to the Chief on how to improve the program.
- **Police Chief**
 - Set the tone for a village-driven approach.
 - Make community policing a priority among law enforcement staff.
 - Assure all police staff has basic competencies needed to support a village-driven approach, including relationship-building, listening, collaboration, problem-solving and planning.
 - Build relationships with community and other City entities.
 - Monitor progress and results; make adjustments to support a successful program as needed.
- **City Administrator**
 - Make a village-driven approach a core DuPont value and a priority in the management of resources.
 - Hold city staff accountable for building a strong relationship with the citizens of DuPont, listening to their needs and following-up on village requests.

- **City Departments**
 - Follow-up on village requests.
 - Build relationships with the villages by listening to their needs.
 - Solicit feedback from villages.
- **Safe Streets**
 - Provide education and training to community connectors as needed to assure efficient and effective organizing, collaborating, planning and problem solving
 - Provide ongoing consultation in crime prevention strategies and best practices as needed. .
 - Partner with police where appropriate to assure each village has a well thought-out, implementable plan???

Systems/Processes

- **Selection of community connectors**
 - Community connectors are selected from a pool of volunteer village members after reviewing the program description, understanding the program's purpose, principles and responsibilities and agreeing to fulfill the commitments of the community connector role.
- **Meetings**
 - **Monthly village meetings (typical agenda)**
 - Introductions and strategies for building membership and participation.
 - Village crime statistics review.
 - Check-in: Gather village members' updates (i.e. what's currently working within our village? What's not? What's causing problems? How can we resolve issues?).
 - New ideas: Solicit suggestions for new ideas and programs that would increase village safety and quality of life.
 - Training updates.
 - Wrap up: Agree to follow-up actions (Who, what, by when).
 - **Monthly community connector-police meetings (typical agenda)**
 - Check-in: Updates from community connectors - i.e., overview/highlights of village meetings, issues, ideas (What's working in our village, challenges we're having/areas where we need help, ideas other connectors might benefit from).
 - DuPont crime statistics (Provided by Detective).
 - Training updates.
 - Social.
- **Reporting**
 - Village Officer Activity Form (attached). *needs better instructions and a sample*
 - *Other reporting? Forms?*
- **Community Connector Training**
 - How to conduct/facilitate a village meeting
 - Problem-solving, project planning and follow-up
 - Neighborhood Patrol Training
 - Crime Prevention Through Environmental Design (CPTED)
 - GIS Regional Mapping workshop
 - 9-1-1 – South Sound 911 sheet
 - Establishing a Phone tree

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- How to describe a suspect
 - How to describe a vehicle
 - Sample house watch form
 - Nuisance/blight checklist
 - Example letter
 - Livable Neighborhood Checklist
 - Productive use of use social media
- **Program Measurement and Evaluation** *(Need to match with expected outcomes)*
 - Discuss with Sheehan – how often evaluate? Create a form?*
 - Community members' overall satisfaction rating *(need to clarify satisfaction of what)* as measured by annual City of DuPont **Citizen Survey? Police survey?** *(Does the City do a survey separate from DPD's?)*
 - Community members' sense of safety and security rating as measured by annual City of DuPont **citizen? Police?** survey
 - Trust rating between citizen and police
 - # of citizens participating in village meetings
 - # of volunteer coordinators
 - Community/village Connector's satisfaction rating
 - Crime rate/statistics (Village and City-wide)
 - Discuss with Sheehan – how often evaluate? Create a form?*

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Add:

- Comprehensive Plan Map of City of DuPont villages (*how to merge into this document?*)
- Map of each village w/ demographics – total # of residents, # of rentals, etc. (*where do I get?*)

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MEETING DATE: September 20, 2016 **Agenda Item # 3d)**

- Consent Agenda
- Discussion Item
- Unfinished Business
- New Business
- Other _____

TITLE:

Update to Street Tree and Sidewalk Pilot Study

Department: Public Works	Date of First Reading:
Originator: Staff	Date of Second Reading:
Assigned to: Gus Lim, Public Works Director	Date of Public Hearing:

BUDGET IMPACT: Yes No

FUND:

Amount Budgeted	\$50,000.00	Street
Additional Required		

DETAILED SUMMARY STATEMENT:

1. Background:

a. Root Crown Survey 2,317 "Mature" Street trees in Palisade Village, DuPont Station, and about 1/3 of Yehle Park Village. The survey is to identify which trees can survive root pruning and can be saved.

b. 5 sites with a total of 15 trees will receive root barrier installation, and soil improvements in the planting strip. This to develop a future production rate applied over the 4K+ street trees (located in front of private property) for future work.

2. Project Cost Estimate: \$49,815

a. Survey: \$38,350

b. Root Barrier and Planting Strip Improvement: \$10,465

c. Minor Changes as needed: \$1,000

3. Survey and Pilot work is completed. Development of the report and survey data is being finalized. Sidewalk Sucker purchase and operationally tested. To be used in sidewalk test end of September at one of the 5 sites.

4. Early Lessons Learned:

a. Use of air tools assisted in excavation.

b. Roots that are impacting the side walk are not deep, root pruning shallow.

c. Irrigation systems in planting strip impacted ability to install root barrier.

RECOMMENDATION:

Update briefing, future recommendations to be provided. Upcoming test use of Sidewalk Sucker (end of September) will provide additional information on ability to correct street tree and sidewalk conflicts.