

**CITY OF MOUNTLAKE TERRACE  
CIVIC FACILITIES ADVISORY TASKFORCE**

Saturday, June 21, 2008  
9:30 A.M.

City Council Chambers, City Hall  
23204 58<sup>th</sup> Avenue West

**ATTENDEES**

Present: Chairperson Vic Sood, Vice Chairperson Pat McMahan, Judy Ryan, Alice Kier, Gerald Conner, Steve Lahti, Al O'Brien, Robert Downing, Robert Dybing, Patrick Pierce and Yvonne Jones arrived at 9:48 A.M.

Staff: Shane Hope, Scott Hugill, Don Sarcletti, Christina Smith, and Leslie Lavoie

Council: Mayor Jerry Smith and Mayor Pro Tem Laura Sonmore

**CALL TO ORDER**

Chairperson Vic Sood called the meeting of the Mountlake Terrace Civic Facilities Advisory Taskforce to order at 9:29 A.M.

**INTRODUCTIONS**

Chairperson Vic Sood gave an overview of the attendees, which consist of representatives, past Councilmembers, Planning Commissioners, etc. He then asked each member to introduce themselves.

**WELCOME FROM MAYOR JERRY SMITH**

Mayor Jerry Smith welcomed the committee. He spoke on behalf of the City and City Council that this Taskforce committee has great members and that they are supported 100%.

Mayor Pro Tem Laura Sonmore welcomed the committee. She stated that the Taskforce membership reflected independent decision making ability.

Chairperson Vic Sood explained that City Manager John Caulfield is not present because he is out of town.

**CONTACT INFORMATION**

Christina Smith asked the Taskforce members to review their contact information to ensure it is correct.

Yvonne Jones arrived at 9:48 A.M. and introduces herself.

**CITY OF MOUNTLAKE TERRACE: CAPITAL INVESTMENT STRATEGY  
PRESENTATION**

Christina Smith provided an overview of the binder and what documents are under each tab. She then explained that the PowerPoint being presented today covers the City Manager's memo, under tab 4. The PowerPoint is in four parts: 1. introduction and overview; 2. background and planning process; 3. investments for the future; and 4. facilities.

Christina Smith presented part 1, introduction and overview, of the PowerPoint which covered

the City Council goal, and the capital investment process.

Steve Lahti asked the implementation period and what the current funding of \$49.2 million for the Capital Investment Strategy covers. Shane Hope responded that implementation of the Capital Investment Strategy addresses facility needs and services. This current amount of \$49.2 million also begins to address future investment needs. Alice Kier inquired why the Library is not included. Scott Hugill responded that the Library recently had a needs assessment and they feel they do not need to expand anytime soon.

Chairperson Vic Sood recommended that a future Taskforce meeting cover bonds and financing.

Scott Hugill presented part 2, background and planning process, of the PowerPoint which covered the types of plans and Capital improvement planning. He then continued onto part 3, investments for the future, of the PowerPoint which covered what the City is doing now and Capital infrastructure maps.

Chairperson Vic Sood spoke about the Transportation Master Plan and how it relates with the materials being presented today.

Don Sarcletti explained the Recreation, Parks and Open Space Master Plan.

Shane Hope presented part 4, facilities, of the PowerPoint which covers preliminary needs assessment, inventory of City facilities, synthesis of past reports and assessments concerning the Civic Center building, Civic Campus Master Plan, and financial analysis of Civic Center development options.

Christina Smith presented part 5, next steps, of the PowerPoint.

Chairperson Vic Sood called for a 10-15 minute recess at 10:57 A.M. Reconvened at 11:15 A.M.

### **REVIEW CAPITAL FACILITIES ADVISORY TASKFORCE RESOLUTION AND TIMELINE**

Christina Smith and the Taskforce members reviewed Resolution 663 establishing a Civic Facilities Advisory Taskforce through December 2008. She then reviewed the timeline.

### **COMMUNITY OUTREACH AND INFORMATION**

Christina Smith explained that this time is for a discussion for ways to approach community outreach, by brainstorming and coming up with ways to proceed. Current ideas: 1. gather info; 2. educate community; 3. inform; and 4. gain input and feedback from the community.

Discussion included the following comments from Taskforce members:

- Two community meetings – inform and input
- Reinforce the need to the community
- Educate – why we are proposing, safety and sufficiency, increase in land value
- Safety + security + efficiency = more productivity
- Avoid tendency to just focus on City Hall

- Break issues into categories by title and venue
- Consider the conditions of the facilities and first impressions
- Not a lot of time – should begin outreach soon
- Recommendations = facilities that last longer
- Utilize all methods of communication easy to find information (i.e., website)
- Consider delivery of services not just aesthetics
- Consider services the community needs, not just wants
- Expandable facilities (with little money)
- Consider public safety and energy efficiency
- Assess case studies and other examples
- Hold four public meetings and other special meetings at the Library, Golf Course, High School and TBD
- Taskforce facilitate community meetings
- Community meeting questionnaire
- Zero in on community survey
- Community meeting- talking points and PowerPoint presentations for Taskforce members
- Staff=PTA, service org, H.O.A., what have in City
- Community meeting visual presentation (representation)
- Prioritize: safety first, go green, combine facilities with community wants
- Less bureaucracy
- Adequate facilities = productivity and better services
- Taskforce role: questioning consultants, gather info from community
- Consider subcommittees
- Taskforce members distribute information to boards and bring back suggestions
- Community meetings in other locations
- Community meetings on civic campus to see the grounds
- National Night Out brochure and tour
- Banner display at community events, ballparks, etc
- Taskforce = seasoned members.

There was discussion on creating a banner, having more public meetings, citizen's survey and the timeline.

**NEXT MEETING-CITY FACILITIES TOUR (DATE/TIME/LOCATION: TBD)**

Chairperson Vic Sood reviewed the next meeting dates, July 9, July 27 and August 13.

There was discussion on the meeting schedule, ClearPath, and that Taskforce members will e-mail Christina Smith their personal schedules.

**REMARKS FROM THE CHAIR: MEETING NOTES, WEBSITE, ETC**

Chairperson Vic Sood thanked everyone for attending and for their hard work.

**ADJOURN**

Chairperson Vic Sood adjourned the meeting at 12:35 P.M.