

## CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

March 31, 2017

Members of the City Council  
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

### CITY COUNCIL MEETINGS

The City Council's next meeting is on **Monday, April 3, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Presentation by Foundation for Edmonds School District; (2) Approval of Public Comment Policy; (3) Approval of Professional Service Agreements with BHC Consultants LLC, and West Coast Code Consultants, Inc. for Building Inspection and Plan Review Services; (4) Approval of 3<sup>rd</sup> of July Event Agreement; and (5) Public Hearing and Adoption of Low Impact Development (LID) Ordinance for Special Considerations for Town Center.

The City Council's next work/study session is scheduled for **Thursday, April 13, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Review Comprehensive Plan Amendments (Tentative); (2) Review of PUD Switch Vault Agreement (Tentative); (3) Review of Professional Services Agreement with Gray and Osborne Inc. for the Sewer Comprehensive Plan (Tentative); (4) Review of Professional Services Agreement with Gray and Osborne Inc. for the Stormwater Comprehensive Plan (Tentative); (5) 2016 Year End (Fourth Quarter) Financial Report and Performance Measures (Tentative); and (6) Review of Performance Measures Criteria (Tentative) and (7) Discussion on Edmonds Wastewater Treatment Plant Two-Year Extension.

### COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City:** Join City Officials for a casual conversation and a cup of coffee. Residents, business owners and others from the community are invited to hear what's going on in the city, provide input about city services and events, and ask questions. This casual monthly event is scheduled at the Recreation Pavilion, 5303 228<sup>th</sup> Street SW on Wednesday, April 12, 2017 from 6:00-7:00 p.m. in the Jungle Room.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- Due to staffing, we will be reducing our hours of operation for passport processing. Our new hours will be Wednesday and Friday 1-4 p.m. As in the past, passport processing is by appointment only.

- **City Hall Advisory Committee Update:** A strong turnout of 55 citizens attended the first community meeting with the City Hall Advisory Committee and ARC Architects on Tuesday, March 28.

ARC Architect Rex Bond and Community Relations Director Virginia Olsen spoke about the key project goal of developing an affordable concept design and cost estimate in support of a new City Hall at the Civic Center property. Some attendees shared why they voted for and against previous proposals; comments included total project cost, square footage cost, a focus on “just a city hall,” and clearer explanation of the actual cost for homeowners.

Bond asked attendees about their vision for City Hall at the Civic Center and how that can facilitate the vision and goals of the project. The most popular vision words were welcoming, common, functional, family, and community. A vision statement will be drafted for consideration at the next community meeting on April 20.

There was also discussion on a preferred site location comparing thoughts about siting City Hall closer to the corner of 232<sup>nd</sup> Street SW and 58<sup>th</sup> Avenue W, or further back and closer to the Police and Fire Stations and Veterans Memorial Park. The consensus was for the building to be located away from the corner.

ARC is currently preparing the results from space planning meetings in preparation for discussion with the City Hall Advisory Committee at their April 6 meeting. The space needs assessment, along with input from the committee and community, will determine the size of the project. From that, a preliminary layout will be developed and cost estimating will be done to form a recommendation for additional community input and eventually City Council consideration.

The next community meetings will be held on April 20 at the Mountlake Terrace Library, and May 10 at Cedar Way Elementary. Doors open at 6:00 p.m. and the program begins at 6:30 p.m. On June 5, the committee and ARC will hold an open house from 6:00 – 7:00 p.m. at Interim City Hall, followed by a recommendation to the City Council.

The committee is hosting neighborhood chats to talk to individuals and small groups in casual settings. The next neighborhood meetings will be Saturday, April 1 at Countryside Donut House from 9-11 a.m. and April 12 at Coffee with the City from 6:00-7:00 p.m. at the Pavilion.

For residents who cannot attend meetings this month, more are being scheduled for April and May as the project develops. In addition, an online comment form is available on our City Hall Advisory Committee webpage.

More neighborhood meetings are in the works and will be posted on the city Facebook page (City of Mountlake Terrace Government) and project webpage, [www.cityofmlt.com/1899](http://www.cityofmlt.com/1899). The April issue of *City Happenings* also has the dates of upcoming meetings.

For more information, please email [cityhall2017@ci.mlt.wa.us](mailto:cityhall2017@ci.mlt.wa.us) or call Community Relations Director Virginia Olsen at (425) 744-6206.

- **April City Happenings:** The April issue was mailed this week to all residents and businesses in the area. City Receives \$100,000 for Ballinger Park is featured on Page 1. The middle pages promote community involvement with an invitation to nominate a property for the Evergreen Awards, provide input for the City Hall community meetings, Comprehensive Plan Process and encourages dog owners to leash and pick up after their pets. Finally, the April issue includes important tips on how to protect our sewer system and how to protect Lake Ballinger and Puget Sound using natural yard care.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Comprehensive Plan Amendment Update:** The Planning Commission conducted a work session to review the proposed final docket of study items at their March 27, 2017 meeting.

The final docket, as determined by the City Council at their March 20 meeting, includes: (1) designating certain public lands as Park and Open Space; (2) expanding the “super-block” through possible amendments to the Town Center Plan; (3) amending Land Use Element text and maps for consistency with changed circumstances and related Town Center area plans; (4) amending the Recreation, Parks and Open Space Element for location of special parks and policies related to financing of parks; and (5) reviewing the actions to take to implement the Economic Vitality Element as well as other elements of the plan.

The Commission's discussion focused on the Town Center, how conditions have changed since the Plan was adopted 10 years ago, and what the near future opportunities could be for the downtown. A community open house is planned for late-April to obtain input from residents and businesses on any updates to the Town Center area.

- **Last Chance (April 5) to Help Name Your Future Station:** Time is running out! You have one last chance to send Sound Transit your suggestions for naming the stations along the Lynnwood Link light rail extension, including the 236<sup>th</sup> Street station in Mountlake Terrace. Take [this survey](#) to let Sound Transit know your thoughts on the narrowed list of the names Sound Transit has gathered so far, or add your own suggestion. For more information on the station naming criteria, please see Sound Transit's [Station Naming display board](#) (last in the file) from the November 2016 open houses.

Sound Transit received over 650 station name suggestions during its open houses in November 2016. The Sound Transit Board is expected to adopt station names this spring or summer, and will send out notifications with the results. Sound Transit received 136 station name suggestions from the open house (including online). Most common names: Mountlake Terrace, Ballinger, Gateway, Lake Ballinger.

- **Development Permit Activity Report:** Permit information is available and searchable on the [City's website](#).
  - Edmonds Orthopedic Center-Proliance Surgeons Inc., located at 6808 220<sup>th</sup> St SW-1<sup>st</sup> and 2<sup>nd</sup> floors- Tenant Improvements for ambulatory surgery suite and clinic.  
\$1,073,000 project - Permits issued on 3/29/17

- Merrill Gardens/Mountlake Plaza – 23303 58<sup>th</sup> Ave W-Tenant Improvement for elderly enhancement safety improvements.  
\$94,724 project - Plans submitted 3/24/17
- Banh Mi Bites – located at Arbor Village-23601 56<sup>th</sup> Ave W-Tenant Improvement for new sandwich shop- \$50,000 project - Plans submitted on 3/27/17.

### **RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES**

- **Espresso Special:** Next week's espresso special will be Caramel Macchiato. Come to the Recreation Pavilion April 3 - 9 and receive \$.50 off a 16oz.
- **Clearance Sale:** The Recreation Pavilion is having a clearance sale on aquatics merchandise. 50% off select men's, women's and kid's swim suits, lifejackets and more. Sale ends April 10.
- **Swimming Instruction & Registration:** Swim lesson registration for the first session of spring for the Mountlake Terrace Recreation Pavilion has started with pre-registration for those who are currently in swimming lessons. Pre-registration began March 27 for Mondays/Wednesdays; March 28, for Tuesdays/Thursdays; March 31, for Fridays. Pre-registration for Saturdays is April 1 and Sundays is April 2.

Registration for Mountlake Terrace Residents will be Wednesday, April 5 and open and online registration on April 6. Registration will remain open through the third lesson of the session. Mountlake Terrace Resident Walk-in Registration is available between 8 a.m. and 8 p.m., phone-in registration is available from 12 to 8 p.m. Online registration is available all day beginning at midnight on April 6 at [www.mltrec.com](http://www.mltrec.com), click on "Register Online Go". You will need to call the Pavilion to obtain your login and pass code prior to registering, if you don't already have one.

Classes will begin in April after Edmonds School District's Spring Break. Sessions will run as follows: Mondays/Wednesdays April 10-May 10; Tuesdays/Thursdays April 11-May 11; Fridays April 21-June 16; Saturdays April 22-June 17 and Sundays April 23-June 18. For more information, contact the Recreation Pavilion at (425) 776-9173 or for swim instruction information and schedules visit the city's web site at <http://www.cityofmlt.com/529/Swim-Instruction>.

- **Spring Break Schedule:** The [special spring break pool schedule](#) at the Mountlake Terrace Recreation Pavilion will begin April 3 and run through April 9. The schedule is available online and in the pavilion lobby. Extra Recreation Swims are scheduled for Monday through Friday 1:15-2:45 p.m. and 2:55-4:25 p.m., Mondays and Wednesdays 6:40-7:55 p.m., and Tuesdays and Thursdays 6:00-7:15 p.m.
- **Lifeguard Training:** Aquatics is offering a [Lifeguard Training class](#) April 3-7 Monday through Friday 2:00-8:00 p.m. Registration will remain open until the time of the first class.
- **April Pools Day:** Aquatic staff are busily planning April Pools Day to be held on Saturday, April 15 with a safety fair in the lobby from 9:00 a.m. to 1:00 p.m. and pool activities from

5:00 to 6:00 p.m. at the Mountlake Terrace Recreation Pavilion pool, 5303 228th Street SW in Mountlake Terrace. April Pools Day is a free, family event sponsored by Edmonds Family Medicine who has donated \$200 to cover the raffle prizes including the set of swimming lessons and lifejacket, Swedish Edmonds Hospital will bring their prize wheel and will be in the lobby, and the Mountlake Terrace Recreation Department will promote water safety and swimming as a healthy lifestyle. Other participating agencies include Mountlake Terrace Police Department and Fire District 1. Aquatic staff will help you prepare for water activities of all kinds. We are teaming up to provide participants with information and activities promoting water safety and life jacket use. To receive a free pass for a Recreation Swim at Mountlake Terrace pool participants must complete the water stations in the pool from 5:00 to 6:00 p.m. Participants who complete the stations will also be entered into a raffle for a set of swim lessons sponsored by Edmonds Family Medicine and a life jacket, that will be held at 6:00 p.m. (You must be present to win.)

- **Summer Dance Camps:** Registration starts March 15 online and at the front desk. We have dance camps this summer for ages 3-19. All styles are offered: Jazz, Ballet, Hip Hop, Creative Dance and even Cheer. Take a look at the schedule online at [www.crazedigital.org](http://www.crazedigital.org).
- **Spring Quarterly Dance & Fitness Classes:** Spring session begins April 10. Sign up now so you can dance and sweat your way to that summer figure. Flamenco with Wendy Kostecka Monday nights, Tap Dance, East Coast Swing, Yoga and Conditioning are all scheduled several times a week so you can make it work in your schedule. See it all in the Craze at [www.crazedigital.org](http://www.crazedigital.org). Sign up now or pay for a drop-in trial.
- **Summer Dance & Fitness Classes:** Registration is open for kids and adults for weekly dance & fitness classes this summer starting July 10 and running for 7 weeks. All your favorites like Children's Tap, Ballet, Jazz and Hip Hop, Teen Adult Ballet or Tap, Ballroom styles like Swing and the Night Club Hustle, Yoga, Zumba and Conditioning plus more are available to keep you looking great and having fun through the summer. Get signed up early with a friend so we can run the classes you want to take! [www.crazedigital.org](http://www.crazedigital.org)
- **Tennis Lessons:** The first session of tennis lessons begins on May 23. Come learn the basics of tennis or improve your skills. Lessons are taught by Brian Anderson, a professional tennis instructor. Lessons are held on Tuesdays and Thursdays for 3 weeks. Beginner and intermediate levels are available. For more information or to register call (425) 776-9173.
- **Kidz Love Soccer:** The spring session of Kidz Love Soccer begins on April 13. Kidz Love Soccer teaches kids the basics of the game using drills and games. Classes are available for 2.5-10 year olds. For more information or to register call (425) 776-9173.
- **Youth Programs Summer Camps:** Registration for summer camps is coming in, most camps are about 1/3 to 1/2 way full. Each week has a different theme. Each camp will go on a field trip or have a special guest/entertainment at camp. For more information about summer camps visit [www.mltrec.com/summer](http://www.mltrec.com/summer) or call (425) 776-9173.
- **Youth Programs Fall Kids Krew:** Fall registration for the school age sites is coming in as well. Pavilion Kids Krew has 42 registered, MLT Kids Krew is full, and Madrona Kids Krew

still has spaces available. Programs are filling quickly. For information or to register, call (425) 776-9173.

- **Girl Scouts Continue Projects at Bicentennial Park:** Girl Scout Troop 43752 has decided on their service projects for 2017. Troop Leader Brandy LeBlanc stated that the projects include donating gravel and volunteering to extend the pathway at Bicentennial Park as well as painting and cleaning benches and play equipment and maintaining birdhouses previously installed by the troop. The troop intends to begin work this spring.
- **Jack Long Park to get a “Little Free Library”:** Girl Scout Troop Leader Amy Wiskerchen has contacted staff about installing a “Little Free Library” at Jack Long Park. The libraries are small lending libraries installed at various areas and monitored by local groups. Currently there are a few throughout Mountlake Terrace including one at Bicentennial Park. The new one at Jack Long Park would be installed and monitored by Amy and her Troop.
- **Eagle Candidate Schedules Project:** Eagle Candidate Peter Bans is hoping to complete an Eagle Project at the Evergreen Ballfield Complex over the weekend of April 1. Peter is planning on replacing a railroad tie wall with concrete block as an extension of a project previously completed by Eagle Candidate Dustyn Stelter. Materials have been scheduled for delivery and park staff has removed the existing railroad ties. Peter should be working in the area over the weekend.
- **Park Services Hiring:** Park Services is looking for a part time Maintenance Aide to help cover weekends during the spring and summer. Interested applicants please visit [www.cityofmlt.com](http://www.cityofmlt.com) and click on the “Jobs” button.

**POLICE DEPARTMENT UPDATES**

Weekly Activity March 22-28, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	49	54	6	1	1	1	4	3
<i>YTD</i>	452	541	81	48	11	21	14	33

**Significant Incidents**

- On March 23, 2017 at 6:55 p.m., a Mountlake Terrace officer located an occupied stolen vehicle in the 21900 block of 66<sup>th</sup> Avenue West. The stolen vehicle was used to facilitate a vehicular assault five minutes earlier in the City of Edmonds. Officers attempted to stop the driver, who failed to comply and began to drive recklessly. A traffic pursuit was initiated and was discontinued by the shift supervisor after a pursuit intervention technique was deployed and was unsuccessful. Investigation is ongoing.
- On March 24, 2017 at 7:55 p.m., Mountlake Terrace officers responded to a welfare check of a 49-year-old Mountlake Terrace resident at his residence in the 22800 block of 44<sup>th</sup> Avenue W. After efforts to contact the subject were unsuccessful officers made entry into the residence through an unsecured window due to exigent health considerations. The resident was located

deceased. A deputy medical examiner responded to assist with processing the scene. Investigation is ongoing.

- Detectives were assigned a sex offense case in January 2017 involving a 16-year-old female victim. During the course of the investigation, probable cause was developed for the 18-year-old male suspect. On March 28, 2017, the suspect was arrested and booked into jail.

### **Detective Unit Update**

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| <ul style="list-style-type: none"> <li>• <b>Cases Assigned</b> <ul style="list-style-type: none"> <li>○ 2 – Sex Offenses</li> <li>○ 1 – Death Investigation</li> <li>○ 2 – Burglary</li> <li>○ 1 – Traffic Offense</li> <li>○ 1 – Fraud</li> <li>○ 1 – Missing Adult</li> <li>○ 1 – DUI</li> <li>○ 1 – Drug Violation</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Cases Cleared</b> <ul style="list-style-type: none"> <li>○ 1 – Kidnapping</li> <li>○ 3 – Missing Person</li> <li>○ 1 – Assault</li> <li>○ 1 – Robbery</li> </ul> </li> </ul> |
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### **Community Outreach & Directed Enforcement**

- Officers attended a luncheon/open house at the Masjid Umar Al-Farooq Mosque.
- Officers continue to visit assigned schools as part of the school liaison program.
- Officers have been conducting a speed emphasis on Cedar Way in part to address neighborhood concerns.
- Officers have been conducting regular patrols at the Recreation Pavilion in response to increased property crimes.
- Officers continue to conduct local business and area checks at the following locations: The old Roger's Market property, Studio 6 Motel, AM/PM, 7-11, local churches, Ballinger Park Rest Rooms, Interurban Trail, Boat Ramp, Park and Ride lot, Senior Center, Albertsons, QFC, the laundry room and parking lot of the Northern Lights Apartments, Lakeside Apartments, Taluswood Apartments, Markland Woods Apartments, Greenview Apartments, the Red Dragon Casino and the old Evergreen School site.
- Sergeant Pickard continues to identify various homeless person encampments.
- Officers Hatchel and Dunmire provided groceries to a mother and her children who recently found themselves homeless. Officer Hatchel provided the mother with access to additional resources to assist with finding long term housing and food.

### **Community Outreach & Directed Enforcement**

On March 1, 2017, Code Enforcement observed an inoperable vehicle parked on the front lawn on an unimproved surface and debris, including a mattress, leaning against the dwelling structure. The property was located near the 4900 block of 236<sup>th</sup> St SW. Code Enforcement documented the property violations with photos and issued a Notice of Violation to the property owner(s) for the following ordinances; 8.15.040.I – (Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), 8.15.050.B.1 – (All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure), 8.15.050.B.3 – (All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface) and 8.15.050.B.2 - (Motor vehicle's

belonging to a person other than a resident may not be stored on a property outside a fully enclosed structure). On March 21, 2017, Code Enforcement followed up and noted the junk vehicle and debris had been removed from the property.



### **Other Items of Interest**

- Public Safety Testing provided a sergeant assessment preparation center.
- Chief Wilson attended the WCIA quarterly police chief's forum regarding communication during critical incidents and lessons learned from recent officer-involved shootings in Pasco and Olympia.

### **NEWS RELEASES**

News releases can be found on the [City's webpage](#).

### **MARK YOUR CALENDARS**

- April 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 15, 9:00 a.m., April Pools Day, Recreation Pavilion
- April 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- April 22, 9:00 a.m., Earth Day Cleanup, Ballinger Park
- May 17, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 18, 5:30 p.m., Snohomish County Cities Meeting, TBD
- June 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver
- July 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- July 28, 29, and 30, Tour de Terrace, Evergreen Playfield
- August 1, 6:00 p.m., National Night Out, Evergreen Playfield
- August 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 17, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 13, 6:30 p.m., Annual Evergreen Awards, Ballinger Clubhouse
- September 21, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 22, 7:00 p.m., Arts of the Terrace Awards Reception, MLT Library
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 19, 5:30 p.m., Snohomish County Cities Meeting, TBD
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion

- November 16, 5:30 p.m., Snohomish County Cities Meeting, TBD
- December 1, 6:00 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 13, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill  
City Manager  
City of Mountlake Terrace