

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

March 10, 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 work/study session is scheduled for **Thursday, March 16, 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 of Ordinance(s) Regarding Condemnation for Main Street Revitalization Phase I Right-of-Way; (2) Development Activities Update; (3) Discussion on Proceeds of Health District Rucker Building; (4) Review of Public Comment Policy; and (5) Review of City Council Subcommittee Recommendation for Interim Recreation & Parks Advisory Commissioner.

The City Council's Special Work/Study Session is on **Saturday, March 18, 2017** beginning at 10:00 a.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Introduction and Meeting Overview; (2) Discuss Town Center Vision; (3) Team Building; (4) Discuss Economic Development; (5) Discuss Affordable Housing Options; (6) Brainstorming; and (7) Wrap-up Discussion.

The City Council's next meeting is on **Monday, March 20, 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) Fire District 1 Update; (2) Approval of Public Comment Policy; (3) Approval of City Council Subcommittee Recommendation for Interim Recreation & Parks Advisory Commissioner (4) Public Hearing and Adoption of Ordinance(s) Regarding Condemnation for Main Street Revitalization Phase I Right-of-Way; and (5) Review of Comprehensive Plan Amendments Study List.

### **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**

- **City Hall Project:** The City Hall Advisory Committee will begin community outreach next week with three neighborhood chats with 2-3 members of the committee to get the conversation started about a new City Hall. A community meeting with the committee and ARC Architects has been scheduled for Tuesday, March 28 at 6:00 p.m. at Ballinger Clubhouse. The formal program will begin at 6:30 p.m. More details about the meeting will be available in next week's report. A postcard mailing will be sent with four community meeting dates (March 28, April 20, May 10 and June 5). The dates are also included in the April issue of *City Happenings*.

### Upcoming Neighborhood Meetings:

- Senior Center at Ballinger Clubhouse, March 15, 1:00 p.m. - 4:00 p.m.
- Vineyard Park Lobby, March 16, 2:00 p.m. - 4:00 p.m.
- Grand Pere Bakery, March 18, 9:00 a.m. - 12:00 p.m.
- MLT Library Small Conf Room, March 24, 2:00 p.m. - 6:00 p.m.
- Pavilion "Coffee with the City", April 12, 6:00 p.m. - 7:00 p.m.
- Pavilion "April Pools Day", April 15, 10:00 a.m. - 1:00 p.m.
- Ballinger Clubhouse "Earth Day", April 22, 11:00 a.m. - 2:00 p.m.

Stay tuned for additional meeting dates that will be posted on our website at [www.cityofmlt.com/1899](http://www.cityofmlt.com/1899).

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Calvary Tabernacle Church Demolition:** Demolition of the former Calvary Tabernacle Church site at the NE corner of 236<sup>th</sup> ST SW and 56<sup>th</sup> Ave W started on March 8, 2017 as the City has issued demolition permits to remove the church, administrative facility and three single-family homes. The owner, Acacia Terrace LLC, is preparing the site for a multi-story mixed-use development that has not yet been formally submitted to the City.
- **No Comprehensive Plan Amendment Applications Submitted by deadline:** The deadline to submit a formal application to amend either the Comprehensive Plan land use map or text was March 3, 2017. Although there had been interest from the private sector to amend the Comprehensive Plan, no applications were received by the filing deadline on March 3, 2017.

This means the 2017 Comprehensive Plan amendment process will consist of items the Council selects for study in this year's amendment cycle. The study list or final docket will come from the preliminary docket previously identified by the Planning Commission and City Council as presented or modified. The final docket could also include other items the Council determines are appropriate for consideration this year.

- **Development Permit Activity Report:** Permit information is available and searchable on the [City’s website](#).

Recent Pre-Application Submittals				
Submittal Date	Applicant	Permit Number	Site Address	Description
3/2/2017	James Deal	PPR-17-0006	4926 212 <sup>th</sup> ST SW	Change of Use tenant improvement converting a house into an office building from 1,770 square feet to 3,540 square feet.

**ENGINEERING UPDATES**

- **60<sup>th</sup> Avenue & 228<sup>th</sup> Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip and sidewalk along 228<sup>th</sup> Street, connecting to existing sidewalk and north along 60<sup>th</sup> Avenue to existing sidewalk. The contractor has completed installation of curb/gutter and grading for sidewalks. Weather has hindered pouring of the sidewalk and ADA ramps; however, sidewalks should be poured within the next week.
- **Sewer and Storm Comprehensive Plans:** City staff have completed interviews and are recommending Gray and Osborne Inc. to update both the sewer and storm comprehensive plans. Staff are currently working on scope, fee and schedule. Both plans will identify necessary capital improvements based on system deficiencies and projected growth as well as include rate studies to establish the overall financial health of the utilities.
- **220<sup>th</sup> Adaptive Signals:** In partnership with the City of Edmonds and WSDOT, the city received an Innovative Safety grant to improve signal coordination along the 220<sup>th</sup> corridor between Edmonds and the I-5 ramps. Signal coordination and timing will be an extension of the adaptive signal program City of Lynnwood has completed. Staff held a kick off meeting with all parties and in-house design has begun. The associated signal improvements will be constructed in 2018.

**PUBLIC WORKS**

- **Water Discoloration Information:** Water system flushing, firefighting activities, extremely high system demand, and the start-up or shutdown of water system facilities can increase the velocity at which water travels through water mains faster than normal. If the water’s speed becomes great enough, iron and manganese sediment lying on the bottom of the mains may be stirred up, resulting in discolored water. During such episodes, your water continues to meet all State and Federal drinking water standards for public health and safety. If your drinking water becomes discolored, avoid using your washing machine and dishwasher until the water clears. To remove the discoloration, flush the pipes in your house using the following procedure:

1. Run the outside front hose faucet at full force for a few minutes or until the water clears.
2. If the water does not clear after a few minutes, wait another hour and repeat the process until the water is clear at the outside front hose faucet.
3. Flush the cold-water faucets throughout the house. Start by flushing the cold-water faucet in the bathtub.
4. After the tub or backyard faucet runs clear, flush all of the other cold water household faucets; starting from the front of the house (nearest the street), then the rest of the cold water faucets within the home.
5. If necessary, remove faucet aerators and clear any particles, and then reinstall them.

If the water still fails to clear, contact the Public Works Department at (425) 670-8261 between 7:00 a.m. and 3:30 p.m. weekdays or call 425-775-3000 during off hours. (This is SNOCOM's non-emergency number, which handles Public Works' after-hours notifications.)

- **Potholes:** Repair work is underway to address potholes that have surfaced throughout the city. The majority of these potholes were caused by inclement weather conditions including longer periods of snow and ice. Thank you for your patience as crews continue to identify and patch potholes. Weather permitting we expect this work will continue throughout the month of March.

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

- **Espresso Special:** Next week's espresso special will be **Fool's Gold Latte**. This is a delicious latte with caramel, hazelnut and honey. Come to the Recreation Pavilion March 13-19 and receive \$.50 off a 16oz.
- **Free Swim Lessons for Third Graders:** If you have a third grader who resides or goes to school within the boundaries of the Edmonds School District – you have this great opportunity to receive three sets of swim lessons free provided through a grant from the Verdant Health Commission. The new vouchers were distributed in October 2016. The new vouchers will expire August 31, 2017. Contact the Recreation Pavilion for more information at (425) 776-9173.
- **Swimming Lesson Registration:** A new session of swimming lessons started Monday, March 6 and Tuesday, March 7 and will run until March 30 and 31. The next registration for weekend classes that meet on Fridays, Saturdays and Sundays was February 22 and 23 with the classes starting on February 24, 25 and 26. These classes will meet until March 30, April 1, and 2. Registration for aquatic classes will remain open through the third lesson for anyone who wants to sign up for open spots. If parents are not sure what class children should register for, the Aquatic Coordinators are available for placement evaluations in the pool. Participants must come prepared to get into the pool.
- **Marlins Swim Team:** Registration opened up on Monday, March 6 for those interested in getting their swimmers into a Recreational Summer Swim Team. The Marlins meet from June 28 through August 12 and will swim against other teams in the area, including Lynnwood, Edmonds, Shoreline, Snohomish County, Kirkland, Snohomish Aquatic Center and

Everett. To join the team there is criteria that swimmers must meet. To arrange a swim evaluation with Head Coach Marisa Gruhn contact the Recreation Pavilion at (425) 776-9173 to set up an appointment.

- **Lifeguard Training:** The pool closed at 4:15 p.m. on Friday, March 3 for Lifeguard in-service. This in-service was an Expo where 120 patrons attend for Free to fill in space for lifeguards to practice simulated rescues in a realistic setting. There were 60 participants from the public in attendance. Staff was able to practice rescues in a manner that would be more realistic.
- **Water Fitness Classes:** These classes are designed to improve cardiovascular fitness, tone muscles and increase flexibility. All classes are drop-in. Classes offered include Shallow Water Fitness, Deep Water Fitness, River Fitness, Water Walk, LIFT (Low Intensity Fitness Training) and Arthritis Aquatics Fitness and Aqua Zumba. The second River Fitness class added from 9:45-10:45 a.m. has been consistently getting 4-6 participants.
- **Swim Schedule:** Lap swimming is available every day of the week. Lap lanes have recently expanded during the week. Monday through Thursday, there are lanes available from 6 a.m.-4:00 p.m., and Monday/Wednesday from 8-9:30 p.m. and Tuesday/Thursday from 8:30-9:30 p.m. On Saturdays, laps are available from 7-8:30 a.m. and Sunday from 8 a.m.-1 p.m. During modified and holiday schedules lanes will also open up. Rental Times Available: One hour Lane Rentals are now available Monday through Friday from 2:30-3:30 and 3:30-4:30 p.m. Fees will be \$35 MLT Residents \$40 Non Residents.
- **After Hours & Overnight Pool/Room Rentals:** Rentals are available for your group either for an overnight activity or for a smaller block of time on Fridays or Saturdays after closing. Other opportunities available during these times include gaining points towards merit badges or water safety skills practice. For more information about after hour rentals, contact the Recreation Pavilion at (425) 776-9173.
- **Dog Training Classes:** The Dog Obedience classes started last week. The current schedule is as follows: Basic Dog Obedience meets Monday nights from 7:30-8:30 p.m. March 6-April 17; Intermediate Dog Obedience class meets Wednesdays from 7:30-8:30 p.m. March 8-April 5 and Puppygarten a beginning class for puppies 8-16 weeks old meets on Thursdays from 7:30-8:30 p.m. March 9-April 13. All Dog Obedience and Training classes meet in the Jungle Room at the Recreation Pavilion. The Instructor for our dog obedience classes is Caren Malgesini, CPDT (Certified Professional Dog Trainer). The next session will begin in May.
- **Training:** Mark Feeney, the new Recreation Coordinator for Aquatics attended Supervisory Skills 101 on February 28 and Supervisory skills 201 on March 7 through WCIA. Both classes were held in Tukwila at the WCIA headquarters.
- **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 what we have to offer online at [www.mltrec.com](http://www.mltrec.com).

- **Summer Dance & Fitness Classes:** We have weekly dance 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 Salsa, Yoga, Zumba and PiYo plus more are available to keep you looking great and having fun through the summer. Get signed up early so we can run the classes you want to take!
- **MLT Dance Academy Classes:** The Dance Academy is looking for highly qualified and creative dance teachers for this semester, summer and next school year. Currently there are positions open for Tap and Hip Hop instruction. People with skills in other dance disciplines are welcome to apply too. Second Semester began January 30 and registration is open until April 30. Dancers are always welcome to join and will be pro-rated from the time they begin. Call Dance and Fitness Programmer Chloe Davenport for more information and placement. (425) 640-3107. Or come in and register with the front desk staff.
- **Quarterly Teen/Adult Dance Classes:** Get your heart racing in Salsa with Catherine Abaya. Instruction includes timing, footwork, leading, following, and spins. No partner necessary. Also new on the schedule is Flamenco for teens and adults with Wendy Kostecka Monday nights. Tap Dance and East Coast Swing are now scheduled earlier in the day for those folks who want an afternoon workout! Check it out in the Craze at [www.crazedigital.org](http://www.crazedigital.org). Winter session began January 3, but you can join any time. Sign up now or pay for a drop-in trial.
- **Quarterly Teen/Adult Fitness Classes:** Join our fitness classes with a friend and hold each other accountable. We have Tai Chi, and Yoga for building strength, balance and finding peace of mind. Or fast paced cardio workouts like PiYo, Zumba and INSANITY. Register online or with the front desk. [www.mltrec.com](http://www.mltrec.com) Click on the Craze magazine and turn to page 14.
- **We're Hiring:** Mountlake Terrace Recreation is hiring for all types of positions! Full-time, part-time, and seasonal positions are available. Jobs include: Preschool Lead Teacher, Before and After School Assistant, Summer Camp Counselor, Tennis Assistant Coach (camps/team), Dance teachers, lifeguards, swim instructors and front desk staff. For more information about open positions, visit [www.cityofmlt.com](http://www.cityofmlt.com) and click on the "Jobs" button or call (425) 776-9173.
- **Youth Programs:** Summer camp registration is open! Fall Kids Krew registration begins March 13. Register early as classes fill quickly! For more information, or to register, call (425) 776-9173.
- **Field Rentals:** Reservation requests are now being accepted for 2017. Evergreen Playfields 1, 2, 3, 4, 5, 6, and Ballinger Playfield are all available to rent. Field space is filling quickly. To request a field, contact Kevin Witte at (425) 640-3105 or [kwitte@ci.mlt.wa.us](mailto:kwitte@ci.mlt.wa.us).
- **Adult Sports:** Registration for spring softball, basketball, and volleyball is open now! Softball: Men, women, and co-ed divisions are available. Games are played Sunday-Friday. Basketball: Men's only. Games played Monday and Wednesday. Volleyball: Co-ed, matches played on Tuesdays. For more information, or to register, call (425) 776-9173 x0.

- **MTYAA Work Party:** The Mountlake Terrace Youth Athletics Association (MTYAA) held a work party at Forest Crest Ballfield Complex over the weekend of March 4-5. The volunteers consisted of coaches and parents and work completed included work to the skinned infields, such as removing plant material, adding soil mixes and repairing pitching mounds.
- **Eagle Projects at Two Parks:** Park staff met with two eagle candidates to begin Eagle projects in the Mountlake Terrace Park System. Peter Barns has received approval from the City and the Boy Scouts of America to begin a retaining wall project at the Evergreen Playfield Complex and Zachary Bush has submitted for approval to continue a pathway at Bicentennial Park. Both projects are expected to begin this spring.
- **Grant Application for Bicentennial Park:** Park staff is working with Girl Scout Troop 43752 to receive a grant to extend a pathway at Bicentennial Park. The grant is through Snohomish County and would be used to continue paving a pathway being created by the Girl Scout Troop and various Eagle Candidates.

**POLICE DEPARTMENT UPDATES**

Weekly Activity March 1 – 7, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	44	28	10	2	0	2	0	1
<b>YTD</b>	327	377	61	36	9	17	7	26

**Significant Incidents**

- On March 2, 2017 at midnight, Mountlake Terrace Patrol was dispatched to Cinebarre for a disruptive intoxicated female refusing to leave. The female became combative and resistive to officers. De-escalation techniques were attempted, but failed. The female kicked and bit one officer and attempted to bite another officer. The female was taken into custody and while in the back of the patrol car, attempted to kick out the back driver’s side window. During transport, the female was able to get out of her handcuffs and hobble restraint. She was eventually booked into the Snohomish County Jail.
- On March 5, 2017 at 4:16 p.m., Mountlake Terrace Patrol was dispatched to the 21300 block of 60th Avenue West for a welfare check of a person in a tent in the greenbelt area directly above the Snohomish County Transfer Station. A female caller reported that she went to check on the father of their child who she knew was staying in a homeless person encampment there. Upon her arrival, she contacted the known 30-year-old male subject and learned he was unresponsive and cold to the touch. Patrol along with medics soon arrived and medics pronounced the male subject deceased. No signs of trauma were located. The female caller stated that the male subject had a history of drug use but had been clean recently. Several pieces of drug paraphernalia and a small amount of narcotics were located near the deceased.

**Detective Unit Update**

- **Cases Assigned**
  - 1 – Theft
  - 2 – Death Investigations
  - 7 – Vehicle Prowl
  - 1 – Court Order Violation
- **Cases Cleared**
  - CPS Referral
  - Runaway
  - Assault
  - Rape
  - Fraud
  - Burglary
  - Child Molestation
  - DUI Hit and Run

**Community Outreach & Directed Enforcement**

- Mountlake Terrace Police Officers in the school liaison program continue to visit their assigned schools.
- Mountlake Terrace Police 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, and the old Evergreen School site.
- Sergeant Pickard continues to identify various homeless person encampments throughout the city as well as work on cleanup efforts.

**Code Enforcement Property of the Week**

In response to a parking complaint, Code Enforcement observed a silver Chevy Geo Prizm which had an expired license of December 25, 2015, and was parked at 4500 block of 237<sup>th</sup> Place SW. Code Enforcement chalked the rear driver's side tire and issued a correction notice and parking citation in violation of 10.10.230 – (Abandoned vehicles with expired license exceeding 30 days expired). On March 3, 2017, Code Enforcement returned to the above location and noted the previously issued correction notice, parking citation, police marker and chalk marks were intact. Code Enforcement found this vehicle to be in violation of 10.10.230 – (Abandoned vehicles parking ordinance). SNOCOM was contacted, and an impound tow was requested. Towing was dispatched, and the vehicle was impounded and towed.



**Other Items of Interest**

- Background investigations have been assigned and are ongoing. All three candidates are progressing quickly with anticipated academy start dates of April and May.
- A new personal safety seminar has been scheduled for March 29 in the Mountlake Terrace City Council Chambers.

**NEWS RELEASES**

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

**MARK YOUR CALENDARS**

- March 15, 1:00-4:00 p.m., City Hall Advisory Committee Neighborhood Meeting, Senior Center at Ballinger Clubhouse
- March 16, 5:30 p.m., Snohomish County Cities Meeting, TBD
- March 18, TBD, City Council Retreat, Interim City Hall
- March 27-29 (Tentative), Legislative Trip to Washington DC
- April 12, 6:00 p.m., Coffee with the City, 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 10, 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
- 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