

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

April 14, 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 17, 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) Community Transit Presentation; (2) Approval of Health District Rucker Building Interlocal Agreement (3) Approval of Professional Services Agreement with Gray and Osborne Inc. for the Sewer Comprehensive Plan; (4) Approval of Professional Services Agreement with Gray and Osborne Inc. for the Stormwater Comprehensive Plan; and (5) Follow-up From City Council Retreat.

The City Council's next work/study session is scheduled for **Thursday, April 27, 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 PUD Switch Vault Agreement (Tentative); (2) Review of Performance Measures Criteria (Tentative); (3) Review of Building Code Amendments (Tentative); (4) Review Comprehensive Plan Amendments; and (5) City Council Training (a) Open Meetings Act, (b) Public Records Act and (c) Council Protocols.

### 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, May 17, 2017 from 6:00-7:00 p.m. in the Jungle Room.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Passport Processing:** 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:** The next community meeting will be held on April 20 at the Mountlake Terrace Library. At this meeting, ARC Architects will have some

information on a City Hall layout with a location away from the corner with a public plaza out front near the 232<sup>nd</sup>/58<sup>th</sup> intersection. Two other community meetings are scheduled for May 10 at Cedar Way Elementary (doors open at 6:00 p.m. and the program begins at 6:30 p.m.) and an open house on June 5, from 6:00 – 7:00 p.m. at Interim City Hall, followed by the committee's recommendation to the City Council as part of the Council meeting.

The committee is hosting neighborhood chats to talk to individuals and small groups in casual settings. The next neighborhood meeting is Saturday, April 15 from 10:00 a.m. – 1:00 p.m. at the Pavilion during "April Pools Day."

At their April 6 meeting, ARC Architects presented the City Hall Advisory Committee with initial results from space planning meetings. The first look at space and cost estimates resulted in a rough estimate of about \$16.5 million based upon 22,864 square feet in a new City Hall. The cost figure includes about \$1.8 million for a remodel of the current Police Station. The committee provided direction to keep refining the space needs and efficiencies to get the early cost estimate down. On April 7, city leadership met to discuss department adjacencies as well as efficiencies and shared spaces for the initial layout concepts.

The April 20 community meeting will include a review of the March 28 community meeting, Town Center Plan overview, siting options for a new City Hall (preferred back from the corner), programming results including square footage and parking needs, a vision statement from which to analyze the options, and three options with cost estimates. The public will be asked for input on the pros and cons of each option and a preferred option will be discussed. The public can participate on selecting a [vision statement](#) through 9am on Wednesday, April 19. We also encourage the public to complete the [online comment form](#) with seven questions about the project. Although discussion took place about potentially adding space if the Mountlake Terrace Post Office were interested in leasing in the building, it has recently been determined that the U.S. Post Office does not wish to be included in this project.

For residents who cannot attend meetings this month, more are being scheduled in April and May as the project continues to take shape. In addition, an [online comment form](#) is available on our City Hall Advisory Committee webpage. You can see a summary of public input through April 3 [here](#).

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) along with project updates. 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.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Open House on Town Center Plan Amendment:** A community open house is planned for April 26, 6:30-8:30 p.m. at the Library, to obtain input from residents and businesses on potential updates to the City's Town Center area. A postcard advertising the open house will

be mailed to all city residents and businesses. Posting in the usual places and other community outreach will take place to encourage participation in the discussion about the future of the Town Center area.

- **CED Now Using Customer Comment Cards:** In an effort toward constant improvement, the CED counter staff began using the new customer comment cards on Wednesday, April 5. The department has been involved in ongoing customer service training and now look to our citizens to comment and suggest ways we could improve our service. Although the source of the cards is CED, they do not call out CED specifically as our customers are here to receive services and information from 'the City.'
- **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. As noted above, a community open house is planned for April 26 to obtain input from residents and businesses on any updates to the Town Center area.

- **Development Permit Activity Report:** Permit information is available and searchable on the [City's website](#).
- **PSI MLT :** A Major Scale Site Plan application and SEPA Checklist (PSD-17-0001, PSE-16-0004) have been submitted to construct three two-story mini storage buildings of approximately 100,000 gross square feet and associated site improvements on a vacant lot. The 5.2 acre site is located in the Light Industrial/Office Park (LI/OP) Zoning District on 70<sup>th</sup> Avenue W at 222<sup>nd</sup>, across from the ice arena. The site is wooded with steep slopes. A Notice of Application was sent March 11, 2017 with the public comment period expiring May 11, 2017. The project location can be viewed on the City's development activity map at: <http://www.cityofmlt.com/180/Development-Activities>
- **Demolition of Vacant Home:** A demolition permit has been issued for a vacant residence located on at 22509 52nd Avenue W. The home is associated with an approved 3-lot short plat. Staff has previously received complaints about the condition of the unsecured structure and debris on the property. A site inspection has been arranged for Thursday, April 13 to evaluate the status of removal of house and debris, and termination of utilities to assure appropriate actions have been taken to secure the site and meet the conditions of the demolition permit.

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

- **Espresso Special:** Come in next week, April 17-23 and receive \$.50 off a 16oz Coffee Nudge Mocha! This is a delicious chocolate mocha with hazelnut and caramel sauce drizzle.
- **2017 Golden Teddy Awards:** It's that time of year again! ParentMap brings back their annual Golden Teddy Awards. Nominate US, Mountlake Terrace Recreation and Parks! Along with showing your support, you'll be entered to win fantastic prizes! Visit [parentmap.com/golden-teddy](http://parentmap.com/golden-teddy)!
- **Third Grade Presentations:** Robina Hamman one of our Head Lifeguard/Swim Instructors has started visiting third grade P.E classrooms to present the water safety information as part of the Verdant grant. First up is Terrace Park School, 4 classrooms will be visited to talk about being safe around the water as well as reminding them about using the free swim vouchers.
- **April Pools Day is Saturday April 15:** There will be a safety information fair from 9 a.m. to 1 p.m. in the pavilion lobby featuring the Swedish Edmonds Hospital prize wheel. The in-water activity stations will take place from 5-6 p.m. in the pool. Those who participate in the safety stations will earn a free swim pass to the recreation swim following the event. There will also be a raffle for swimming lessons and a lifejacket sponsored by Edmonds Family Medicine.
- **Training:** Coordinator Mark Feeney attended a WCIA training, Building Supervisory Skills 301 at Lacey Parks & Recreation on Tuesday, April 11.
- **Staff Recognition:** On Friday, April 7, the Lifeguard and Swim Instructor of the Month were named at the Lifeguard In-Service. Lifeguard of the Month is Victor Hoehnle and Swim Instructor of the Month is Will Day. Lifeguards practiced their rescue skills as a follow up to the Lifeguard Expo held in March.
- **Lifeguard Training Class:** During Spring break, April 3-7, Recreation Supervisor Rose Ploeg taught a Lifeguarding Class. One class participant was hired as a Lifeguard after the class and three of the participants were swim instructors on staff and will now be able to lifeguard after they complete the Lifeguard Orientation for MLT.
- **Seattle Schools Spring Break:** This week is Spring Break for Seattle schools. We have groups visiting the pool each day, Tuesday through Friday, from Ballard Boys & Girls club and Laser Child Care.
- **Summer Camp Registration:** Summer camp registration is open for all programs. There is still space in the All Stars and Majors camp. Jr Kids Krew only has two spaces left. Camps are filling quickly. Registration is also open for dance camps, Aqua Kids, Skyhawks and Tetra Brazil camps. For more information, or to register, call (425)776-9173 or visit [www.mltrec.com/summer](http://www.mltrec.com/summer).

- **Fall Youth Programs:** Registration is now open for Kids Krew and Jr Kids Krew for the 2017-18 school year. Mountlake Terrace Elementary is full (waitlist is open). Terrace Park School is about 90% full. Madrona still has space and is filling quickly.
- **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 Softball:** Summer softball registration opens April 13. Summer softball is expected to sell out. Summer registration information can be found here: [http://www-mountlaketerrace.civicplus.com/DocumentCenter/View/901](http://www.mountlaketerrace.civicplus.com/DocumentCenter/View/901)
- **NPIS Appointment:** The Recreation Parks Advisory Commission (RPAC) appointed Adam Bettcher to represent The Evergreen Play Area on the Neighborhood Park Improvement Subcommittee NPIS at the regular meeting on Tuesday, April 11. The NPIS is comprised of Mountlake Terrace residents that live within a half mile of the park they represent. Adam is a welcome addition and his appointment fills the last vacancy in the subcommittee.
- **Eagle Candidate to Continue Bicentennial Trail:** Eagle Candidate Zachary Bush is scheduled to begin his Eagle project at the Matt Hirvela\Bicentennial Park. Zachary will be extending a trail that has been constructed by various Eagle Candidates and Girl Scout Troops. Zachary will be working on the trail over the weekend of April 15.
- **Eagle Candidate Completes Project:** Eagle Candidate Peter Barns completed an Eagle Project at the Evergreen Ballfield Complex over the weekend of April 1. Peter replaced a railroad tie wall with concrete block as an extension of a project previously completed by Eagle Candidate Dustyn Stelter. Peter has been scheduled for recognition by the City Council at the May 1 Council Meeting.

**POLICE DEPARTMENT UPDATES**

| Weekly Activity April 5- 11, 2017 |         |         |         |            |       |            |                |                |
|-----------------------------------|---------|---------|---------|------------|-------|------------|----------------|----------------|
|                                   | Reports | T-Stops | Arrests | Collisions | DUI’s | Burglaries | Vehicle Thefts | Vehicle Prowls |
| <i>Week</i>                       | 48      | 51      | 7       | 5          | 1     | 2          | 2              | 7              |
| <i>YTD</i>                        | 540     | 644     | 95      | 62         | 13    | 26         | 20             | 41             |

**Significant Incidents**

- On April 5, 2017, an officer began an investigation involving three residents of the Vineyard Park Retirement Complex, who reported to staff members that some of their personal items were stolen from their rooms. The stolen items included miscellaneous jewelry and a perfume bottle. One of the victims declined to be involved in the investigation for personal reasons. On April 6, 2017, a detective identified a suspect who was an employee of the complex. This same employee also pawned some of the stolen items at a local pawnshop. The officer

successfully recovered several of the stolen items from a local pawnshop. On April 6, 2017, the officer interviewed the employee/suspect who admitted to the thefts.

- On April 5, 2017 at approximately 1:30 p.m., detectives became aware of a transaction where a victim was attempting to purchase an item that was stolen from him. This transaction was set up through OfferUp and the victim had planned to meet the suspect in the 6000 block of 244<sup>th</sup>. Patrol and detectives arrived in the area of the "sale" prior to the transaction. The suspect arrived, was detained, and eventually arrested for possession of stolen property after the victim made a positive identification of the property. Investigation is continuing.
- On April 9, 2017 at approximately 5:34 a.m., Mountlake Terrace officers heard several rapid-fire gunshots east of the police station. While officers were conducting an area search, several callers to 911 reported the shots originated in the 4500 block of 237<sup>th</sup> Place. Officers arrived on scene and located several expended shell casings in the roadway on 237<sup>th</sup> Place. The roadway was closed until after photographs were taken and evidence was collected. There was no indication that anything was struck by the discharged rounds.

### **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>○ 1 – Vehicle Prowl</li> <li>○ 1 – Robbery</li> <li>○ 1 – Theft</li> <li>○ 1 – Death Investigation</li> <li>○ 1 – Vehicle Recovery</li> <li>○ 1 – Suspicious Circumstance</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Cases Cleared</b> <ul style="list-style-type: none"> <li>○ 1 – Burglary</li> <li>○ 1 – Eluding</li> <li>○ 1 – Vehicle Prowl</li> <li>○ 2 – Malicious Mischief</li> <li>○ 1 – Fraud</li> <li>○ 1 – Sex Offense</li> </ul> </li> </ul> |
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### **Community Outreach & Directed Enforcement**

- Officers continue to visit assigned schools as part of the school liaison program.
- Officers have been conducting a speed emphasis on 226<sup>th</sup> Place and Cedar Way in part to address neighborhood concerns.
- Officers continue regular patrol of the Recreation Pavilion in response to increased property crimes.
- Officers continue to conduct local business checks and patrol areas on foot known for homeless encampments and various nefarious activity.
- Officers continue to check the Post Office for transients.
- Officers are regularly checking the Interurban Trail.

### **Code Enforcement Property of the Week**

On April 6, 2017, in response to a parking complaint, Code Enforcement observed a black Mercedes Benz with temporary plates, parked in a properly signed and marked disabled parking stall located near the 5500 block of 240<sup>th</sup> St SW. This vehicle did not have an ADA parking permit displayed. Code Enforcement immediately issued a correction (tow) notice and parking citation in violation of *10.10.060B- (Make disabled parking space inaccessible.)* Code Enforcement returned to the above location over the next week to ensure the vehicle was removed from the ADA space,

and no longer using the space. To date, this vehicle had not returned and parked in the ADA parking stall since the initial response to the parking complaint.



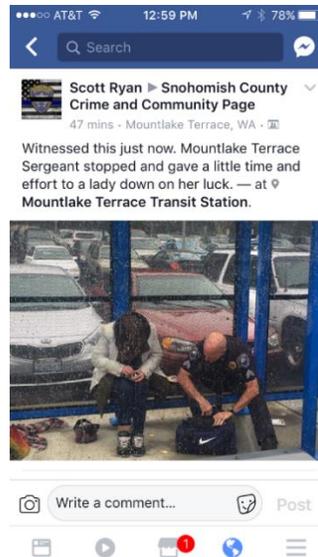
### Other Items of Interest

- Six members of the patrol staff participated in an all-day sergeant's assessment center at City Hall on Tuesday, April 11. The testing process was conducted by Public Safety Testing to create a list of candidates for an open sergeant's position and acting sergeants.
- People Power is part of an ACLU nationwide grassroots member-mobilization project to engage volunteers in building local communities that affirm American values of respect, equality and solidarity. People Power activists organize to ensure local law enforcement officials defend – not threaten – community members. The ACLU drafted for these groups nine state and local law enforcement policies and rules intended to prevent the discrimination, deportation, and surveillance of immigrant communities. The ACLU also provided activists with specific direction in contacting law enforcement when setting up meetings and provided activists with an agenda of what should be covered during these meetings.

On April 6, Chief Wilson and Deputy Chief Caw met with a group from the “Snohomish County People Power.” All in attendance were Mountlake Terrace residents. Group members were very complimentary of the City and the police department and cited several examples of positive interactions and witnessing professionalism with the department. Chief Wilson provided an in-depth background on the culture of the police department and presented group members a slideshow on “21<sup>st</sup> Century Policing,” and how the police department has stayed abreast of changes to the profession. Chief Wilson and Deputy Chief Caw covered specific policies already in place addressing concerns of discriminatory treatment, and that the police department's mission of serve, support and defend is tightly woven in the fabric of the department.

The Snohomish County People Power also expressed a sincere desire to get involved and support the department's Community Outreach Supply and Resource Program.

- On Wednesday, April 5, we were made aware of a social media post involving Sergeant Pickard's assistance to a woman at the transit station who needed help. Below is the picture we were sent.



### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- April 15, 9:00 a.m., April Pools Day, Recreation Pavilion
- April 20, Doors Open at 6:00 p.m., Presentation at 6:30 p.m., City Hall Advisory Committee Community Meeting, Mountlake Terrace Library
- April 22, 9:00 a.m., Earth Day Cleanup, Ballinger Park
- April 26, 6:30-8:30 p.m., Open House on Town Center Plan Amendment, Mountlake Terrace Library
- April 29, 2:00-5:00 p.m., Senior Center's 20<sup>th</sup> Anniversary Reception and Celebration, Senior Center/Ballinger Clubhouse
- May 10, Doors Open at 6:00 p.m., Presentation at 6:30 p.m., City Hall Advisory Committee Community Meeting, Cedar Way Elementary School
- May 17, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 18, 5:30 p.m., Snohomish County Cities Meeting, TBD
- June 5, 6:00 p.m., City Hall Advisory Committee Community Meeting, Interim City Hall City Council Chambers
- June 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver
- July 3, 3:00 p.m., 3<sup>rd</sup> of July Family Celebration, Ballinger Park
- 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
- 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

- 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