
CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 21, 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, April 27, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Snohomish County Tourism Bureau Annual Report and (2) Review of Performance Measures Criteria (Tentative).

The City Council's next meeting is on **Monday, May 1, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Recognition of Eagle Scout Candidates Peter Barns and Zachary Bush; (2) Approval of Snohomish County Interlocal Agreement for Ballinger Park Grant (Tentative); (3) Approval of Amended Tour de Terrace Agreement to Allow Extra Duty Officers From Other Jurisdictions; and (4) Update on City Hall Project.

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 228th 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:** A strong turnout of nearly 60 residents attended the second community-wide meeting with the City Hall Advisory Committee and ARC Architects on Thursday, April 20.

ARC Architect Rex Bond reviewed the goal of developing an affordable concept design and cost estimate in support of a new City Hall at the Civic Center. At the first community meeting on March 28, the public preferred locating a future City Hall further back from the corner of 232nd Street and 58th Avenue, closer to the Police and Fire Stations. ARC Architects took that direction and prepared some concepts of where the building, parking, entrances/exits, and connections could be located.

The City Hall Advisory Committee had previously asked for general cost estimates for the square footage that resulted from the space needs assessment. At the Committee's April 6 meeting, options ranged between \$12 and \$16.5 million and included a base model standalone City Hall, additional space for the Police Department, and a potential remodel of the current Police Station. Following that meeting, the city worked with ARC to refine the "soft costs" of those options including things like permits, environments surveys, traffic studies, impact fees, moving costs, borrowing costs, etc. Those figures were presented at the April 20 community meeting along with the concepts for a preliminary layout.

The audience asked questions and provided feedback on what they liked and did not like about the concepts. Some of the issues raised were security for City Hall and Police Station, traffic circulation at the Civic Center, connections through the site and with the library and Veterans' Memorial Park to the future light rail station, and interface of the building with the downtown.

Bond shared that a vision statement for the City Hall project was developed from the most popular vision words provided at the first community meeting. Those words were welcoming, common, functional, family, and community. Four vision statements were put online for community input and the following statement received 80 percent of the vote: "An efficient, functional City Hall and commons that is welcoming for families and the community."

Discussion ensued about next steps and the Committee decided to look into options if there were two separate ballot measures presented to voters: one for a standalone City Hall and one to address Police Department space needs. They asked the city to research what other cities have done and ways those could be presented either on the same ballot or at separate times. Additionally, the Committee asked the city to bring back more detail on the space needs assessment results including what spaces were added to the current square footage the city pays for in the Interim City Hall. They will discuss those items and ways to pare down the total project costs at their next meeting.

The next City Hall Advisory Committee meeting is scheduled for May 4 at 6:30 p.m. at the Interim City Hall, 6100 219th Street SW, Suite 220. The next community meeting will be May 10 at Cedar Way Elementary. Doors open at 6:00 p.m. and the program will begin at 6:30 p.m.

For residents who cannot attend meetings, an online comment form is available on our City Hall Advisory Committee webpage, www.cityofmlt.com/1899. We encourage everyone to complete a comment form whether or not you can attend a meeting.

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



City Hall Project Community Meeting #2 with ARC Architect Rex Bond

ENGINEERING & PUBLIC WORKS UPDATES

- **Backflow Prevention Device Testing:** To protect public health, state drinking water rules require public water systems to develop and implement Cross-Connection Control programs. Under these programs, some water system customers (property owners) may have to install backflow prevention assemblies. Backflow assemblies must be tested annually by a certified backflow assembly tester to make sure they work properly. These devices ensure contaminated water does not flow from a property back into the main public water system. The city sent out notifications to owners with backflow devices that annual tests were due to be reported to the city. Although we have made substantial progress in getting results back from owners, there are multiple accounts that have not provided test results following two notices. The city is in the process of sending final notice to these properties that termination of services will occur if we do not receive the required test results.
- **60th Ave & 228th Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip and sidewalk along 228th Street, connecting to existing sidewalk and north along 60th Avenue to existing sidewalk. The project is essentially complete with just punchlist items including some driveway repaving to be completed.

- **Main Street Reconstruction Project:** In the past week, formal condemnation proceedings have been filed with the courts on four parcels. Since passing of the condemnation ordinance, there has been significant progress in obtaining both final signatures and agreements for Possession and Use, which allows the city to move forward with the project and continue the negotiation process. Staff and the city's consultant continue to make design revisions to help finalize negotiations. The city's design consultant has submitted the necessary documents to WSDOT for approval of the design for the portion of 236th that is within WSDOT Limited Access. Additionally, Sound Transit continues to request modification to the 236th design in the area of the station, and the city is working with ST to ensure items the city installs are not torn out as part of the light rail project.
- **Sound Transit Lynnwood Link Light Rail:** Sound Transit has submitted their 60 percent design for the light rail station and guideway. Staff and the city's consultant, Otak, have begun review of the plans with the intent of having comments turned around in 30 days.

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 was mailed to all city residents and businesses. Posting in the usual places and other community outreach has been done 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](#).
- **Mini Storage Application:** 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 70th Avenue W at 222nd, 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.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Coconut Sunset Mocha. Come to the Recreation Pavilion April 24-30 and receive \$.50 off a 16oz.
- **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!
- **Swimming Lessons:** The final weekend session begins this weekend April 21, 22, & 23 and will run until June 16, 17 & 18 (lessons are not scheduled May 26, 27 & 28 which is Memorial Day Weekend). Limited space is available if anyone is interested in registering.
- **Third Grade Water Safety Presentations:** Robina Hamman has taken on the presentations that are part of the 3rd grade swim lesson voucher grant. She has been visiting 3rd grade P.E. Classes to talk about being safe in, on and around the water as well as reminding students to use their vouchers.
- **Student Career Fair:** Mark Feeney, Recreation Coordinator Aquatics, will be attending a student career fair at Edmonds Woodway High School on Thursday, April 20. He will be recruiting staff.
- **Youth Staff Training:** On Wednesday, April 12, during their monthly meeting, staff talked about the topic "A Great Place to Work." Staff took a survey on the work environment and what things they do now and what improvements could be made in the work place. At the meeting in May the staff will discuss the information from the data collected from the survey to see what things they can do better or improve on.

- **Youth Summer Camps:** Day camps are filling quickly! The last week of camp is full in Majors and All-Stars. Other weeks are filling fast and have limited space remaining. Minors camp is full on Tuesday, Wednesday and Thursdays. There are only a couple spots left for Monday and Friday care. To register for summer camps call (425)776-9173 x0 or visit www.mltrec.com/summer .
- **Fall Kindergarten Readiness:** The fall Kindergarten Readiness class only has one space remaining. Call (425)776-9173 x0 to reserve your space now.
- **Summer Adult Softball:** Summer softball registration is open now. Leagues are filling quickly. Games are played Sunday-Friday. Men's, women's, and co-ed are available. All games are double headers. For more information, or to register, call (425)776-9173 x0.
- **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. The troop has also combined with the city to apply for grant funding to continue paving the trail through a Small Capital Projects Partnership (SCPP) grant from Snohomish County.
- **Jack Long Park to get a "Little Free Library":** Girl Scout Troop 40060 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. Amy and her Troop will install and monitor the new Little Free Library at Jack Long Park.
- **Eagle Candidates Scheduled for Recognition:** Two Eagle candidates completed projects in the Mountlake Terrace Park System recently. 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. Eagle Candidate Zachary Bush completed a project over the weekend of April 15. Zachary and his crew extended the pathway at Bicentennial Park continuing a project that has been worked on by three other Eagle Candidates and Girl Scout Troop 43752. Zachary raised the funds to add the gravel to the pathway and spread the gravel to extend the trail. Both Scouts are scheduled to be recognized before the City Council at a regular Council meeting on May 1.



Eagle Candidate Peter Barns and Volunteers



Eagle Candidate Zachary Bush and Volunteers

POLICE DEPARTMENT UPDATES

Weekly Activity April 11- 18, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	38	22	9	2	0	3	4	0
YTD	578	666	104	64	13	29	24	41

Significant Incidents

- On April 15, 2017 at 8:22 p.m., Mountlake Terrace patrols responded to the Markland Woods Apartments for a third party report of a female in danger. Upon arrival, officers contacted a

male and female subject at their residence. Both subjects were separated and interviewed. The female reported that she was pushed, hit, slapped and thrown to the ground. During this altercation, she reported that she was grabbed by the neck and strangled to the point where she could not breathe for approximately 10 seconds. The female also reported that she was stabbed by the male subject a few months prior and she was afraid this would happen again. The male subject was taken into custody and booked for DV assault 2nd degree.

- On April 16, 2017 at 2:22 a.m., Mountlake Terrace patrols responded to a report of a domestic assault at the Maple Glen Apartments. It was reported through a third party that a male and female who had been in a dating relationship were in a physical altercation. Officers arrived and determined the male had fled the scene. The female reported that during the physical altercation she was kicked, pushed and strangled to the point where she could not speak or breath. An area check and broadcast for the suspect was performed with negative results. Later that evening the suspect was taken into custody and booked for assault 2 DV without incident.
- On April 17, 2017 at 10:20 a.m., Mountlake Terrace Patrol Officers were dispatched to the 4000 block of 212th Street SW the (YWCA Apartments) in regards to a domestic violence report involving a mother and her 20-year-old daughter. Prior to the officers arriving, it was reported that the daughter (suspect) had fled in a silver Honda type vehicle with a known male subject and the daughter's 19-month-old child. A vehicle matching the description was soon found parked unattended in a driveway at 3300 214th Street SW. A K-9 Officer from the Lynnwood Police Department responded to assist. Due to a 19-month-old child possibly being present with the female suspect, the sergeant requested the K-9 officer do a search around the vehicle to see if the dog could locate a possible direction of travel of the suspect(s) from the vehicle. Mountlake Terrace and Brier Police officers also searched the area but did not locate the suspect. The Brier Police Department had the vehicle removed from the driveway. A citation was completed for the female suspect.
- A Mountlake Terrace detective developed probable cause to arrest a male subject who was a suspect in many cases throughout south Snohomish County. (Theft, possession of stolen property, unlawful use of credit cards, vehicle prowling, etc.) Detectives became aware that the suspect might be at South District Court on April 18, 2017 at 2:00 p.m. for an arraignment unrelated to this case. Detectives and patrol arrived at SDC, located the suspect and took him into custody without incident. After his arraignment, the suspect was booked into Snohomish County Jail on Mountlake Terrace charges.

Detective Unit Update

- **Cases Assigned**
 - 2 – Death Investigations
 - 1 – Child Abuse
 - 1 – Burglary
- **Cases Cleared**
 - 2 – Sex Offenses
 - 1 – Commercial Burglary
 - 1 – Residential Burglary
 - 1 – Vehicle Recovery

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 226th 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 March 15, 2017, Code Enforcement responded to a nuisance property complaint located near the 22000 block of 56th Avenue W. Code Enforcement observed large amounts of trash not in receptacles, pallets and other debris located on the north and east sides of the property. Code Enforcement verified the residential rental license was current. There were also a couple of parking complaints associated with the same property. Code Enforcement issued a series of civil notices to all parties having interest in the property for the following; 8.15.040.I – (Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), 8.15.040.G.1 – (Garbage not kept in proper receptacle with a tight-fitting lid) and 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). On April 12, 2017, Code Enforcement noted the debris and trash had been removed from the property.



Other Items of Interest

- Officers O'Hagan and Officer Brecht attended Coffee with the City on April 12.

- A Police Sergeant Candidate assessment center was conducted on April 13. The testing of the six officers was administered by a local company, Public Safety Testing with assistance from 12 law enforcement administrators from Snohomish and King Counties.
- On April 18, Chief Wilson attended a community stakeholder meeting with the Verdant Health Commission/Hazel Miller Foundation to discuss the issues of homelessness and poverty as underlying contributors to overall health within South Snohomish County.

NEWS RELEASES

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

MARK YOUR CALENDARS

- 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 20th 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., 3rd 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