

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

May 5, 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, May 11, 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 Comprehensive Plan Amendments; (3) Discuss Final Plat Approval Legislation (4) 2017 First Quarter Police Department Report; and (5) Review Extra Duty Police Services Contract.

The City Council's next meeting is on **Monday, May 15, 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) Approval of Contract for Janitorial Services at the Recreation Pavilion (Tentative); (2) Approval of Contract for Janitorial Services Contract at the Operations Facility and Police Department (Tentative); (3) Approval of PUD Switch Vault Agreement (Tentative); (4) Approval of Edmonds Wastewater Treatment Plant Two-Year Extension; and (5) Introduction of MCI Franchise Agreement (Tentative).

### **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**

- **City Hall Advisory Committee Update:** At the Committee's May 4 meeting, consensus was identified on items to present at the May 10 meeting for community input. In an effort to reduce and costs, the Committee reduced 552 SF in meeting room space from the proposal, removed LEED silver documentation and the public "plaza" or gathering space. The Committee's desire is for the city to phase in the public gathering space at a later date. These changes decreased the total estimated project cost for the "base model" by more than \$1.2 million.

Additional decisions included moving forward in seeking community input on May 10 about the idea of two separate measures on the November general election. The first proposition would be for the base model stand-alone City Hall (currently estimated at about \$11.6 million). A second proposition, contingent upon the passage of the City Hall proposal, would ask voters if they would approve an additional amount to fund 3,100 square feet of additional space for the Police Department. Finally, the Committee expressed their desire for the city to save money for a future remodel of the current Police Station and potentially utilize future park impact fees and other revenue sources to construct a public gathering space at a later date.

Three new preliminary layouts were also presented in follow up from feedback received on previous concepts discussed at the April 20 community meeting. ARC Architect Rex Bond presented this next iteration and reviewed how traffic flow, parking and safety measures were incorporated as well as discussion about the topography challenges.

The next community meeting is Wednesday, May 10 at Cedar Way Elementary School lunchroom (22222 39th Avenue W). Doors open at 6:00 p.m., program begins at 6:30 p.m. An additional neighborhood "chat" with Committee members is scheduled at Sorelli Pizza (22402 44<sup>th</sup> Avenue W) on Wednesday, May 17 from 6:30 p.m. to 8:00 p.m. The Committee's next regular meeting is scheduled for Thursday, May 18, 6:30 p.m., at Interim City Hall. It is anticipated they will finalize their recommendation for the City Council at this meeting and present that to the community and Council on June 5.

For residents who cannot attend the meetings, an online comment form is available on our City Hall Advisory Committee webpage, [www.cityofmlt.com/1899](http://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](mailto:cityhall2017@ci.mlt.wa.us) or call Community Relations Director Virginia Olsen at (425) 744-6206.

## **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. **Final 10-day notices have been sent to approximately 100 customers. If tests are not submitted to the City within that timeframe, shut-offs will begin.**
- **Everett Transmission Main Repair:** Everett will be performing repair to one of their water transmission mains the week of May 15. To do the necessary repairs they are anticipating a 48-hour shutdown. In preparation for this work, Public Works will be topping off the reservoir, which has adequate capacity to cover this timeframe and longer should the work go longer than anticipated.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **New Businesses in Town Center:** A new tenant improvement application has been submitted for a sandwich shop, Banh Mi Bites, in Arbor Village, located in the southeast corner of 236<sup>th</sup> and 56<sup>th</sup>. Banh Mi are a popular Vietnamese open-faced sandwich. The application is for a space of approximately 785 sq. ft., valued at around \$50,000. In addition, inquiries have been made by a potential second new restaurant tenant, a possible brewpub/brewery.
- **Sound Transit Link Light Rail Open House - June 28:** Sound Transit is hosting an open house on the 60% design of the City of Mountlake Terrace light rail station, 6:00 to 8:00 p.m, on Wednesday, June 28. The open house will take place at the Nile Shrine Country Club, located at 6601 244<sup>th</sup> Street SW. Drawings and illustrations of the station will be on display. This open house will be the last real opportunity for the public to tell Sound Transit what they want included in the design of the station and plaza areas below the station.
- **Development Permit Activity Report:** Permit information is available and searchable on the [City's website](#).

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

- **The Recreation Pavilion is on Facebook:** Sign-up and become our "Friend" for timely updates and announcements!
- **May Espresso Specials:** Staff Favorites! The Recreation Pavilion espresso stand will have some great specials in the month of May celebrating our staff's favorites. Each week, receive \$.50 off a 16oz drink! May 1-7 Renee's Triple Espresso (or 16oz Americano); May 8 - 14 Roy's White Chocolate English Toffee Breve; May 15 - 21 Chloe's Latte; May 22 – 28 Barb's Aloha Hot Chocolate; and May 29 – June 4 Jeff's Raspberry Mocha.
- **Free Swim Lessons for Third Graders:** If you have a third grader who lives or goes to school in the Edmonds School District, your child has an opportunity to receive three sets of swim lessons free. The free swim lessons are provided through a grant from the Verdant Health Commission. The new vouchers were distributed in October 2016 and expire August 31, 2017. Contact the Recreation Pavilion at (425) 776-9173 for more information. Aquatic Staff is wrapping up water safety talks with third grade P.E. classes as part of this program. Head Lifeguard/Swim Instructor Robina Hamman has presented this important information to classrooms at Terrace Park Elementary, Maplewood Elementary and Mountlake Terrace Elementary.
- **High School Career Fair:** Recreation Coordinator Mark Feeney attended a Career Fair at Edmonds-Woodway High School on April 20 that so far has resulted in six new applications for swim instructors.
- **Aquatic Staff Training:** On Friday, May 5, aquatic staff had an all-aquatic in-service with the focus on instruction and customer service for lifeguarding, swimming lessons and water fitness. The pool, spa, sauna closed to the public at 4:15 p.m.

- **May 14 is Mother's Day:** Any mom who attends any Recreation or Leisure Swim will be admitted free with a paying child.
- **Marlins Swim Team:** Coaches will be present May 3 – 7 to let swimmers try on suits so they can place their order for the summer season. The suits and jammers have a blue and green swirl pattern, the same suit as last year. This year's shirt or sweatshirt will be green and white tie dye with the Marlins logo on front and back. Order forms are available at the front desk or from the aquatic office. The deadline for ordering suits is May 13 so they can be delivered in time for the first swim meet. Practices begin June 28. The first meet is at Peter Kirk Pool in Kirkland on July 7 at 4:00 p.m. Information can also be found on the team webpage at: <http://www.cityofmlt.com/1791/Swim-Team> There is still some room available for those who may be interested in getting involved in this Recreational Swim Team that is part of the craze league. The Marlins will swim with teams from Kirkland, Edmonds, Lynnwood, Snohomish County, Snohomish Aquatic Center, Shoreline and Everett. A swim evaluation may be necessary for placement and can be set up with Head Coach Marisa Gruhn on Tuesday or Thursday evenings. Contact the Recreation Pavilion at (425)776-9173 to schedule an evaluation.
- **Aqua Kids Summer Camp:** Aqua Kids Camp will meet weekly at the Pavilion from 9 until noon. Each week has a different theme and includes play in the leisure pool, a snack, games, crafts and stories. On Fridays, the camp meets at the boat launch at Lake Ballinger for a barbeque and canoeing on the lake. Registration is open.
- **Swim Lesson Registration:** The second session of spring weekday swimming lessons registration will take place on May 8 and 9 for those currently in swimming lessons. Registration will open to Mountlake Terrace residents on May 10 and to everyone via online and in person on May 11. Classes will begin May 15 for Monday/Wednesday lessons and Tuesday, May 16 for Tuesday/Thursday lessons. This will be last session before transitioning to summer. Schedules are posted on the website at: <http://www.cityofmlt.com/529/Swim-Instruction>
- **WRPA Aquatic Network Meeting:** On Thursday, May 11, Mountlake Terrace will host the WRPA Aquatic Network meeting from 10:30 until noon. Aquatic professionals throughout the region attend this meeting to share information and ideas. The Aquatic Network will be hosting an Aquatic Skillbuilder Training in Renton on June 17 on how to become a better trainer for lead staff. The speaker will be Pete DeQuincy, Aquatics Manager from East Bay Regional Park District. Recreation Supervisor-Aquatics, Rose Ploeg has been part of the committee that has organized this training, and recruited Pete to speak at the Annual WRPA Conference May 2-5 in Spokane.
- **Memorial Day Schedule:** The Memorial Day weekend schedule has been posted online at <http://www.cityofmlt.com/531/Pool-Schedule>. It is also available in the lobby of the Recreation Pavilion. There are no swimming lessons scheduled for this weekend, May 26-29. The Recreation Pavilion will be closed in observance of the Memorial Day Holiday.
- **Dog Training Classes:** The Dog Obedience classes are having another good year, and classes are continuously filling up. A new session of each of the levels of obedience began May 8 for

Basic Obedience, May 10 for Intermediate and May 11 for Puppygarten. Information is available in the Craze, which is available online <http://www.crazedigital.org/i/803223-summer-2017> or in the Pavilion Lobby.

- **Staff Training:** Recreation Supervisors Rose Ploeg and Kevin Witte attended the Washington Recreation and Parks Association Annual Conference from May 2-5 in Spokane, WA. The conference includes keynote speakers and educational sessions on trending topics in recreation.
- **Lakeview Trail Wins Award:** The Lakeview Trail was selected as the Washington Recreation and Parks Association's (WRPA) Spotlight Award winner for the trails and pathway's category. The award is intended to "recognize outstanding achievements by parks and recreation agencies." The award nomination included details about the project from beginning to completion, how it met a need in the community, and how it encourages recreation and access to recreation. The award was presented to the City at the annual WRPA Awards Banquet that takes place at the WRPA Annual Conference. The conference was held in Spokane this year. Recreation Supervisor and author of the award nomination Kevin Witte was on hand to accept the award on behalf of the city.
- **Staff Award:** Recreation Supervisor Kevin Witte was recognized at the Washington Recreation and Parks Association's Annual Conference as the 2017 Young Professional of the Year. Award winners demonstrate a consistent commitment to the field of parks and recreation, service to his or her community and assist in furthering the goals of WRPA. In addition, they have made contributions in the following areas: demonstrated emerging leadership skills and shown initiative; held appointed and/or elected positions in their community and/or with WRPA; presented at conferences, assemblies, meetings or other such gatherings to promote parks and recreation; contributed significantly to their community; repeatedly accepted and eagerly welcomed leadership responsibility within WRPA.
- **Summer Dance Camps:** We have dance camps this summer for ages 3-19. All styles are offered including Jazz, Ballet, Hip Hop, Creative Dance and even Cheer. Take a look at the schedule online at [www.crazedigital.org](http://www.crazedigital.org).
- **Summer Weekly Dance Classes:** Children's Tap, Ballet, Jazz and Hip Hop, Teen Adult Ballet and Tap, plus multiple Ballroom styles are happening this summer and you can register now. Summer Session runs July 10 - August 24.
- **Spring and Summer Fitness:** Give yourself a workout schedule that will help you spring to life with the season. Classes like Yoga, Tai Chi, and Zumba are ongoing through the spring and into summer. You can register for a session, or pay a drop in anytime.
- **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 Tuesdays, Wednesdays 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](http://www.mltrec.com/summer).

- **Fall Kindergarten Readiness/Preschool:** The fall KR class is full. If interested, join the program wait list. Fall Preschool still has space available but is filling quickly. 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 joined with the city to apply for grant funding to continue paving the trail through a Small Capital Projects Partnership (SCPP) grant from Snohomish County and recipients will be announced in May.
- **Cache in Trash Out:** The geocache community held a “Cache in Trash Out” volunteer effort at Ballinger Park over the weekend of April 29. Dave Chambers and a group of 12 geocache volunteers were out on Saturday morning to pick up litter and remove invasive materials at Ballinger Park. Dave and his group are interested in having another event in August at Terrace Creek Park.
- **Eagle Candidates Recognized At May 1 City Council Meeting:** Two Eagle Scout 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 worked on a section at a time 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 were recognized before the City Council at the regular Council meeting on May 1.

**POLICE DEPARTMENT UPDATES**

Weekly Activity April 11- 18, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	50	40	6	6	0	3	0	2
<b>YTD</b>	664	752	117	73	13	33	25	44

**Significant Incidents**

- On April 27 at 12:44 p.m., patrol was dispatched to a welfare check. A neighbor said she received three phone calls from the 79-year-old resident who sounded as though she was

in distress. The neighbor indicated the resident recently suffered a stroke. Officers arrived and observed the resident's vehicle in the driveway. Multiple efforts were made to contact any occupants of the house and/or family without success. Forced entry was made by breaking a window. A search of the home verified it was not occupied.

- On April 29 at 12:37 a.m., patrol responded to a residential burglary that just occurred. The resident arrived home and observed the interior lights were on. As they parked, the lights were turned off. The victim approached her residence and observed two subjects flee out the door. Suspect entry was made to the residence by breaking a window. Officers were unable to locate the suspects. Evidence was collected at the scene and sent to the crime lab for processing. Investigation continues.
- On April 29 at 11:17 p.m., patrol was dispatched to a fight at Ringers. Upon arrival, officers discovered the fight was over and identified some of the participants. One male suffered an apparent broken nose and lost some teeth. Although everyone on scene was uncooperative with the investigation, officers were able to confirm the fight began after a dispute over whether UW is a good college. The report was forwarded to the liquor control board for investigation regarding potential over service at Ringers.
- On April 30 at 6:10 a.m., patrol responded to a commercial burglary. Entry was made to the unmonitored business at 3:30 a.m. by breaking a front window. Video surveillance captured the suspect searching the building and stealing the locked cash register drawer. Investigation continues.
- On April 30 at 10:50 a.m., patrol was dispatched to a death investigation. Upon arrival, officers contacted the adult son of the deceased who said his 61-year-old mother was suffering from medical complications. Subsequent investigation determined manner of death was due to natural causes.
- On May 1 at 6:39 a.m., patrol was dispatched to a commercial burglary at Studio 6. Investigation revealed at 4:58 a.m. a suspect made entry to the office by prying the front door. The suspect was able to access the safe and cash drawer, removing a large amount of cash. While on the scene, management also reported on April 27 two suspects made entry to the office with a master key card. They were captured on surveillance trying to access the safe via a code without success. An employee arrived and interrupted the suspects who fled out the door. Investigation continues.
- On May 1 at 11:27 a.m., patrol responded to a harassment complaint. Upon arrival, the victim reported his roommate, who is currently on DOC probation for murder, threatened to kill him due to calling the police earlier regarding issues they were having. The victim also stated the suspect was storing a stolen motorcycle at the residence, which was removed prior to police arrival the second time. Patrol conducted an area check and located the suspect nearby in a vehicle. He was arrested for harassment and upon searching him, methamphetamine was found in his pocket. A witness contacted police and said they observed the same suspect move the stolen vehicle from a garage to a nearby parking lot. Officers located the vehicle and confirmed it was previously reported stolen. The suspect

was booked at Snohomish County Jail for harassment DV, possession of a stolen vehicle and possession of a controlled substance.

### **Detective Unit Update**

#### **• Cases Assigned**

- 17-5484 Burglary
- 17-5580 Theft

#### **• Cases Cleared**

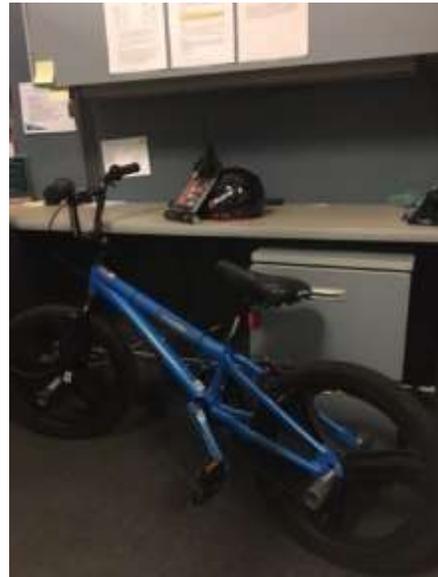
- 16-14782 Sex Offense
- 17-247 Sex Offense
- 17-4460 Robbery
- 17-5101 Assault

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

- Officers continue to visit their assigned schools.
- Officers conducted local business and area checks at the following locations: Studio 6 Motel, AM/PM, 7-11, Creekside Church, Ballinger Park Rest Rooms, Interurban Trail, Boat Ramp, Mountlake Terrace High School, Park and Ride lot, Senior Center, Albertsons, QFC, the laundry room and parking lot of the Northern Lights Apartments, Taluswood Apartments, Markland Woods Apartments, Greenview Apartments, and the old Evergreen School site.
- Officers have increased patrol of the LDS church at 220<sup>th</sup> and 48<sup>th</sup> in response to property crimes reported in the area.
- Officers continue to monitor the area around the Romanian Orthodox Church 64<sup>th</sup> and 226<sup>th</sup> in response to a neighbor complaint of parking issues. Sergeant Pickard spent several hours on service days monitoring the issue.
- Officers have been assigned to monitor excessive speed on Lakeview Drive and 226<sup>th</sup> Place West in response to information provided by City Traffic Engineering.
- Officers continue foot patrol in undeveloped areas of the city looking for homeless encampments. Several were located, all of which were unoccupied.
- Sergeants Lowe and Elrod provided a fraud/personal safety presentation to the Merrill Gardens residents.



- On April 26, a young man had his new BMX bicycle stolen from his residence. The bicycle was very important to him, providing him the opportunity to be outdoors engaging in an activity he enjoyed. Unfortunately replacing the bicycle was not an option for his family. Officer Hoeth and ACO McKee, with the assistance of the MTPOA acquired a replacement bicycle in addition to a new helmet and bicycle lock for the victim.



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

On April 21, 2017, Code Enforcement responded to a property complaint forwarded from Patrol. The property was located near the 6600 block of 222<sup>nd</sup> Street SW. When Code Enforcement arrived, they observed multiple vehicles parked on an unimproved surface, junk or inoperable vehicles and debris accumulations. 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), 8.15.040.A.6 – (Woodpiles that are not properly stacked or accumulations of wood debris), 8.15.050.B.3 – (All motor vehicles shall be parked on an

improved surface anywhere on a property, or on a maintained surface), 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) and 8.15.040.G.1 – (Garbage not kept in proper receptacle with a tight-fitting lid.)



### Other Items of Interest

- Sergeant Pickard went to Little Hawks Pre-School and interacted with the children by reading them a book, "Police Car", and participating in regular activities with the kids.
- CEO Jenkins toured the city with traffic engineering to study parking issues.
- Detective Froisland represented the police department and city for National Drug Take Back Day on April 29.
- Mountlake Terrace Police Department hosted the Snohomish County Sheriff and Police Chiefs meeting at Diamond Knot on April 27.

### NEWS RELEASES

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

### MARK YOUR CALENDARS

- 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, Glen Eagle Golf Course

- 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