

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 6, 2018

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 on **Thursday, April 12, 2018** 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) Review of UTGO Bond Ordinance for Civic Campus Project; (2) Review of Fourth Quarter 2017 Financial Report; (3) Review of KPG Contract Supplement No. 12 for Main Street Project; (4) Review of Proposed State Grant Funded Parks Projects; and (5) Review Senior Center Lease Agreement.

The City Council's next meeting is on **Monday, April 16, 2018** 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) Approval of KPG Contract Supplement No. 12 for Main Street Project; (2) Adoption of Resolution to Apply for Land Water Conservation Fund (LWCF) Grant for Ballinger Park; (3) Adoption of Resolution to Apply for Youth Athletic Facilities (YAF) Grant for Evergreen Playfield #1; (4) Adoption of Resolution to Apply for Washington Wildlife Recreation Program (WWRP) Local Parks Grant for Evergreen Playfield #1; (5) Adoption of 2018 Federal Legislative Agenda; (6) Approval of Senior Center Lease Agreement; (7) Adoption of UTGO Bond Ordinance for Civic Campus Project; and (8) Review Records Management Report.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Town Center Task Force:** At their April 2 meeting, the City Council appointed eleven individuals to serve on an 11-member Town Center Task Force. The purpose of this Task Force is to assist in the development of an update to the 2007 Town Center Plan (amended in 2009). The Task Force will serve to bring the community together to discuss the wants and needs of residents and Mountlake Terrace business owners and balance them with development feasibility to help generate economic development.

The Task Force's first meeting will be held at 6:00 p.m. on Tuesday, April 10 in the Council Chambers at Interim City Hall, 6100 219th Street SW. Over the next several months, the Task Force is expected to make recommendations for updates to existing codes and standards for the Planning Commission and City Council to consider.

- **Update on Civic Campus Project:** City Council approved a Professional Services Agreement with ARC Architects related to design/engineering services for a new City Hall and addition to the existing Police Station building at their April 2 meeting.

On Thursday, April 5, the first community meeting was held at Mountlake Terrace Library. Over 40 people were there to discuss the project's vision and look at images that were meant to stimulate conversation about what resonates for the Mountlake Terrace Civic Campus Redevelopment. Imagery included building form, materials, color/texture, transparency, landscaping features, and welcoming lobby/service center areas.

The discussion sparked ideas and provided some general direction to the architect team to develop design options and concepts to bring back for review and discussion at the second community meeting scheduled for Wednesday, July 11 at 6:00 p.m. Thanks to everyone who took time to participate! Please add July 11 to your calendars and plan to join us!

- **Earth Day Park Clean-Up on April 21:** The city is looking for volunteers (individuals, families and groups) to donate three or four hours on Saturday, April 21 to spruce up Ballinger Park. The City Council will provide lunch following the work party. If you have a group who would like to participate, please contact Parks and Property Management Superintendent Ken Courtmanch at (425) 776-1811 to register in advance so we know we have enough food and supplies. All interested volunteers should meet at 9:00 a.m. on April 21 at Ballinger Clubhouse, 23000 Lakeview Drive, for a brief meeting and warm up with coffee. Common activities include pruning, trash removal, and raking. Ballinger Park can be very wet this time of year, so please wear boots if possible and we encourage you to bring work gloves. If you're able to bring along rakes and non-electric pruning tools, it will help our effort so we have enough to go around.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Public Hearing on Low Impact Development Ordinance:** The Planning Commission held a public hearing on Monday, March 26, 2018 to consider and make a recommendations to the City Council on proposed updates to the city's Low Impact Development (LID) codes.

Effective December 31, 2016, the Washington State Department of Ecology (Ecology) required cities and counties that operate regulated municipal stormwater systems to make LID "the preferred and commonly used approach to site development." Ecology has granted the city an extension to June 29, 2018 to achieve compliance with all minimum standards.

The proposed LID ordinance is intended to increase protection of creeks, lakes (Lake Ballinger and downstream), and private property from flooding and pollutant loading. It is designed to create flexibility for implementing LID on a site-by-site basis, and emphasizes use of LID techniques such as bio-retention swales, reestablishment of healthy soils, and minimization of impervious surface. The code updates are intended to support increased LID in more locations, and to lower LID implementation costs for development.

The Council is scheduled to hold a public hearing and make a decision on adoption of the ordinance on May 21, 2018.

- **2018 Comprehensive Plan Amendment Docket Now Open:** The deadline for submitting formal applications to amend the City of Mountlake Terrace Comprehensive Plan is Monday, April 30, 2018 at 4:30 p.m. The applications can be submitted to the City of Mountlake Terrace Interim City Hall, Community & Economic Development Department. Further announcements about the process are forthcoming.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Interurban Trail Crossing Work on 212th:** The City of Lynnwood began work on the Interurban Trail crossing on 212th last week. The work requires the intermittent use of detours onto the adjacent road network. City staff are working closely with Lynnwood's staff to address any issues arising from the use of the detours. The work is expected to last through September. There is a traffic alert on the city's website and social media updates have been made to alert the community. Our city also coordinated with City of Lynnwood to notify nearby major employers to ensure their commuters were aware of the project and associated detours.
- **Main Street Revitalization Project:** Work on the finishing design touches to the Main Street Revitalization project continues as staff address recent design change requests from the Washington State Department of Transportation (WSDOT).
- **Gas Main Construction at 236th & 56th:** Puget Sound Energy's (PSE) gas main upgrade along 236th Street SW from I-5 to 56th Avenue W has progressed into the 236th Street SW/56th Avenue West intersection. Construction in and near the intersection is expected to occur over the next several weeks. During this time, roadway lanes will shift and may be reduced to one travel lane with flaggers and the intersection controlled by police. This may cause delays. Alternate routes are strongly recommended and detours may occur.

PSE's work is scheduled in anticipation of the city's "Main Street" reconstruction project. PSE's upgrading of their gas main will reduce the likelihood that later utility work will cut and patch the reconstructed 236th Street SW surface.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Receive \$.50 off when you order a 16oz special of the week at the Recreation Pavilion espresso stand. April Espresso Specials April 2 – 8 Caramel Macchiato, April 9 – 15 White Chocolate Americano, April 16 – 22 Coffee Nudge Mocha, and April 23 – 29 Caramel Chai Tea Latte
- **Free Swim Lessons for Third Graders and Non-swimmers:** Third graders who live or attend school within the boundaries of the Edmonds School District have an opportunity to receive three sets of swim lessons for free. Free swim lessons are provided through a grant from the Verdant Health Commission. New vouchers were distributed in January 2018 and expire December 31, 2018. Contact the Recreation Pavilion at (425) 776-9173 for more

information. Aquatic staff will be going into the elementary schools after spring break to give water safety presentations to the third graders and encourage the use of the vouchers.

Free swim lessons for non-swimmers in grades K-12 (excluding 3rd graders) is an additional part of this year's grant. Any non-swimmer can come in for an evaluation to receive these vouchers for Level 1 swimming and for those over 12 - Teen/Adult lessons. Coordinators will be available to evaluate potential students, please call (425) 776-9173 in advance to set up a time to come in.

- **Spring Swim Registration is Underway:** Classes will begin Monday, April 9 and Tuesday, April 10 for weekday twice a week lessons. Monday/Wednesday and Tuesday/Thursday lessons will end May 9 and 10. Weekend lessons will begin Friday, April 13, Saturday, April 14 and Sunday, April 15. Weekend lessons will have one 8-lesson session and will end June 15, 16 and 17. There will be one more session before summer on weekdays. Registration will be taken for any open spots until the third lesson. Schedules can be found at: <http://www.cityofmlt.com/529/Swim-Instruction>
- **April Pools Day is Saturday, April 7:** We have two sponsors. Virginia Mason/Edmonds Family Medicine has donated \$200 for a session of swim lessons and prizes during the event. Swedish Edmonds will have staff on hand during both sessions of the event. The event will take place from 5-6 p.m. Aquatic staff will be conducting water safety stations in the pool and on the deck. Swedish Edmonds will have a fun activity in the teach pool and it will culminate with a prize raffle after the stations are completed (before the Recreation Swim). Prizes include a child's life vest and one session of swimming lessons sponsored by Edmonds Family Medicine as well as other prizes. Anyone who participates and completes the safety stations will earn a free pass to any future recreation swim. Staff will also be conducting evaluations for the non-swimmers vouchers for any student K-12 in the Edmonds School District. April Pools Day is a statewide water safety event that will be held at many participating pools throughout the month of April to educate everyone about how to be safe in, on and around the water. This is the 25th year of April Pools Day.
- **Edmonds School District's Spring Break was April 2-6:** Several recreation swims were added throughout each day Monday through Friday. A lifeguard training class was held with six participants, four are currently employed as swim instructors and one potentially will be employed. Summer is quickly approaching. More lifeguards are needed throughout all the schedules. We are reviewing applications on file to start the interview process for part time lifeguards and swimming instructors. On Friday, April 6 there will be a lifeguard in-service from 4:30-6:30 p.m. This training will focus on preventative lifeguarding and rescues.
- **Aquatic Facility Operator Training:** Barry Dolan, Floyd Garrigues and Mark Feeney will be attending an Aquatic Facility Operator Certification class at Lynnwood Pool on April 26 and 27. The instructor is Lynnwood's Aquatic Manager, Bill Haugen. This class is for pool operators and includes information on water chemistry, disinfection, mechanical systems, operations, healthy pools and safety. This is a 5-year certification.
- **Youth Employment Opportunities:** Positions are open for two ¾ time site leaders and summer camp staff. For job descriptions or to apply visit www.mltrec.com/Jobs.aspx

- **Fall Child Care:** Fall registration began in March and enrollment is still increasing. Kindergarten Readiness is full, however, a waitlist option is available. Junior Kids Krew has 7 spots available. All other programs have availability, but limited at MLT site for both before and after care. For information or to register call (425) 776-9173.
- **Summer Camp Registration:** Registration is available for both the All-Stars and Majors Summer Camps! Minors is waitlist only. Summer day camps are available for ages 3-13. Summer day camps include field trips and activities for all involved. Other camps include sports, dance and aqua kids. For more information visit www.mltrec.com/summer. To register call (425) 776-9173.
- **MLT Dance Academy:** June Recital preparations are underway. Costumes have been ordered, music is being selected and choreographies are being taught for this year's production of Alice in Wonderland. Hundreds of hours are put into this event by our excellent dance staff as their creative minds plan and implement age and level appropriate dances that fit into the storyline under the direction of Chloe Davenport. Dress rehearsal is June 3 and two performances are scheduled on June 9 at the MLT High School Theater. Stay tuned for ticket information and show times in May.
- **Summer Dance Camp Registration:** We have options for ages 3-19. In addition to our favorite camps like Mermaids and Pirates, Trolls and Moana, we're offering two weeks of full-day dance camp called Dance Immersion, 9:00 a.m. to 4:00 p.m. July 23 - 27 and July 30 - August 3. These longer camps are designed to teach a broad spectrum of styles, allow dancers more time to create their own dances and give families a childcare option. You can register for all the dance camps online. Go to www.mltrec.com and click on the Craze. Find page 14 to view camps.
- **Quarterly Fitness and Dance:** Yoga, Tai Chi, Zumba, Strong by Zumba, Core de Force, Stott Pilates aka Daily Therapy and Ballet, Tap, Jazz /Hip Hop, Salsa and East Coast Swing all begin a new session April 9. The Twilight Room floor was refinished during spring break. Come take Yoga on Monday night, Swing or Ballet on Wednesday night, our newest fitness class Daily Therapy on Thursday night to experience our beautiful new surface. Drop-in attendance is welcome after minimum registration has been met.
- **Library and Police Station Cleaning:** Property Management staff has completed the arranged cleaning of the Police Station and Library. Both buildings have been pressure washed and had the roofs cleaned and treated.
- **Mountlake Terrace Garden Club:** The Mountlake Terrace Garden Club is looking for new members to assist in running the club and maintaining a number of entry sites in Mountlake Terrace. The Mountlake Terrace Garden Club is a volunteer-based community group that for 20 years has annually planted flowers and maintained seven different sites throughout the city. If you are interested in joining the garden club or just helping out this spring, contact the Garden Club at mltgardenclub@gmail.com.

- **Girl Scouts to Continue Trail:** Girl Scout Troop 43752 is working to continue the trail at Matt Hirvela/Bicentennial Park. The troop is working on cookie sales in hopes to complete the trail started in 2012. The troop is also partnering with the city to apply for a Snohomish County Small Capital Project Partnership (SCPP) grant to complete the paving as well. Work is expected to continue in late April.
- **Earth Day:** The City of Mountlake Terrace is recognizing Earth Day with a Volunteer Park Clean Up event on Saturday, April 21, 9 a.m. to 12 p.m. at Ballinger Park. Volunteers should meet at the Ballinger Park Clubhouse parking lot, 23000 Lakeview Drive, at 9 a.m. in comfortable work clothes, with gloves and tools in hand. For more information or to register, citizens or groups can contact: Ken Courtmanch, Parks Superintendent, at (425)776-1811.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	217	403	50	31	4	14	6	7
YTD	562	1041	118	81	8	28	14	29

**Activity is updated first week of each month*

Significant Incidents

- On March 28, 2018 at 1:26 a.m. patrol attempted to stop a vehicle for a registration violation. The vehicle failed to yield and continued to travel at low speeds for an extended period. The driver eventually pulled into a business, coming to rest in the back lot. Upon stopping, the driver immediately fled on foot from the traffic stop. The suspect was not apprehended. Investigation continues.
- On March 28, 2018 at 5:44 p.m. patrol responded to a malicious mischief complaint in 23000 block of 63rd Place W. The victim stated the convertible top of her vehicle had been slashed and wires were cut. Although there was no obvious suspect information available, the victim believed her ex-boyfriend to be responsible for the crime. Investigation continues.
- On March 29, 2018 at 3:41 a.m. patrol stopped a vehicle for defective equipment in the 21500 block of 66th Avenue W. The driver was subsequently arrested for outstanding warrants. While securing his vehicle, officers located a firearm hidden under the driver seat. Further investigation confirmed the suspect was prohibited from possessing a firearm per court order. The vehicle was seized as evidence. Investigation continues.
- On March 30, 2018 at 3:54 p.m. patrol responded to a fraud complaint in the 24000 block of 56th Avenue W. The victim stated he mailed a rent check to his landlord, which was not received by the intended recipient. His bank confirmed the check was deposited into a fraudulent bank account. Investigation continues.
- On March 30, 2018 at 3:50 p.m. patrol responded to a theft complaint in the 21800 block of 44th Avenue W. The victim stated someone had stolen her iPhone from her backpack. The

phone was tracked using an application to the 23000 block of 60th Avenue W before being deactivated. Investigation continues.

- On March 30, 2018 at 7:16 p.m. patrol responded to a suspicious person call in the 22800 block of 44th Avenue W. The reporting person stated she was following her adult son who had a warrant for his arrest. She stated he had skipped bail, which was in her name, and she did not want to forfeit the money. The suspect was located and verified to have a warrant for his arrest. He was arrested and booked at Lynnwood Jail without incident.
- On March 31, 2018 at 11:14 a.m. patrol responded to an assault report in the 5700 block of 224th Street SW. Upon arrival the victim stated her husband was out of control and had assaulted her by grabbing her arm, leaving a bruise. The suspect acknowledged the assault and was angry due to a spill in the garage. Due to significant medical issues he was transported to the hospital in lieu of jail. Charges were forwarded to the city prosecutor.
- On March 31, 2018 at 4:38 p.m. patrol responded to a fraud complaint in the 21800 block of 54th Avenue W. The property owner reported someone had posted his residence for rent on Craigslist without his permission. The posting was confirmed to be a scam in an effort for the suspect to represent him/herself as the property owner and defraud potential renters. Investigation continues.
- On March 31, 2018 at 9:25 p.m. patrol responded to an assault complaint in the 24200 block of 56th Avenue W. A neighbor called to report two adult brothers fighting in the yard of their residence. Upon arrival the fight had ended and both brothers were contacted. Both displayed obvious signs of being assaulted. Investigation revealed they recently were playing one another in a tennis match and it became very competitive. This escalated into a verbal confrontation and ultimately a physical fight. The primary aggressor was arrested for assault and booked at the Lynnwood Jail without further incident.
- On April 2, 2018 at 1:19 a.m. patrol contacted a suspicious vehicle in the 24200 block of 54th Avenue W. The occupant was identified and confirmed to have a warrant for her arrest. During a search incident to arrest she was found to be in possession of methamphetamine. She was booked into the Snohomish County Jail without further incident.
- On April 2, 2018 at 9:37 a.m. patrol responded to a theft report in the 6600 block of 220th Street SW. The victim stated someone had stolen her purse. Video of the crime was obtained. Shortly thereafter patrol contacted a male who arrived at the police department to claim property. It appeared to be the same individual pictured on the surveillance. The subject admitted to being at the location during the period when the crime occurred, but denied taking the purse. Investigation continues.
- On April 2, 2018 at 10:08 p.m. patrol stopped a vehicle for defective equipment in the 6600 block of 220th Street SW. The driver was determined to be driving while license suspended and had an arrest warrant. She was arrested for the warrant and booked at the Lynnwood Jail without further incident.

- On April 3, 2018 at 2:46 p.m. patrol stopped a vehicle for a moving violation in the 5800 block of 225th Street SW. Upon attempting to contact the driver, the vehicle fled. Officers did not attempt to pursue the vehicle. Another officer was familiar with the vehicle and was able to assist in identifying the suspect. It appears the suspect fled due to being a fugitive from justice. New charges forwarded to the city prosecutor.

Detective Unit Update

- Cases Assigned
 - 18-4969 CPS
 - 18-5175 Missing Person
 - 18-5028 CPS
 - 18-4949 Weapons Violation
- Cases Cleared
 - 18-4434 Fraud
 - 18-3186 Death Investigation
 - 18-4841 Missing Person

Community Outreach & Directed Enforcement

- Officers conducted local business and area checks at the following locations: Northern Lights Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and the Evergreen Elementary property.
- Traffic enforcement in school zones and other areas as requested.
- Outreach materials are being distributed when appropriate.
- Officers attended the Easter celebration at Evergreen Playfield.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On March 6, 2018, Code Enforcement observed junk vehicles parked on an unimproved surface, and debris accumulations on a residential property near the 23700 block of 56th Ave W. Code Enforcement documented the property conditions, and issued a civil notice of violations to the property owner in accordance with; 8.15.050.B.1-(All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure), 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface per MTMC 19.125.070), and 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure). On March 27, 2018, during follow up to the civil notice, Code Enforcement noted the junk vehicles and debris were removed from the property.





Other Items of Interest

Representatives attended several meetings with Verdant Health Commission in an effort to better understand services provided and how to connect those in need with these services.

NEWS RELEASES

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

MARK YOUR CALENDARS

- April 10, 6:00 p.m., Town Center Task Force Meeting, City Council Chambers
- April 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 21, 9:00 a.m.-12:00 p.m., Earth Day Park Clean Up, Ballinger Park
- May 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 26-29, AWC Annual Conference, Yakima Convention Center, 10 N 8th Street
- July 3, 3rd of July Family Celebration, Ballinger Park
- July 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 11, 6:00 p.m., Civic Campus Project Community Meeting, Ballinger Clubhouse
- July 27, 28, 29, Tour de Terrace, Evergreen Playfield
- August 7, 6:00-9:00 p.m., National Night Out, Evergreen Playfield
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 26, 6:00 p.m., Evergreen Awards, Mountlake Terrace Senior Center
- October 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 24, Recreation Pavilion 50th Birthday, Recreation Pavilion
- December 7, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace