

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 13, 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 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.

The City Council's next meeting is a **Special Meeting on Tuesday, April 24 – Wednesday, April 25, 2018 in Washington D.C.**, as the time and place for the purpose of **Legislative Meetings**.

The City Council's next work/study session is on **Thursday, May 3, 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) Update on SCJ Alliance Work; (2) Review of Low Impact Development (LID) Ordinance Updates; (3) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW (Tentative); and (4) Quarterly Discussion and Update of City Council Goals.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **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.

- **Update on Civic Campus Project:** In follow up to the April 5 community meeting, the city is working on updates to the webpages to include visual displays and a summary of comments provided by the public. The city's Executive Leadership Team met with ARC Architects on April 13 to review the space needs assessment report and discuss arrangement of departments within the building. Previous information gathered from tours of other local city halls has been helpful to determine how to utilize space in the most efficient ways and to consider how spaces can serve multi-function roles.

The information from the community meeting and meetings with city staff will help the architect team 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. at the Senior/Community Center (23000 Lakeview Drive). Please add July 11 to your calendars and plan to join us!

- **Records Management Update:** On Monday, April 9, new Public Records Officer Kory Atcuson began working for the city. On Tuesday, April 10, he attended a training called "Records Management 101: An Introduction to the 10 Leading Practices for Effective Records Management" that was provided by Washington State Archives. The City Clerk and Human Resources Manager also attended the training. The City Clerk will provide a records management report to the City Council at their April 16 meeting.

With the design of the new City Hall occurring now, it is imperative that this team find ways to reduce records storage space needs and eliminate paper records that are no longer legally required to be kept under the state retention laws. The city can accomplish this goal by developing and implementing improved records management policies and procedures. Following the creation of a records management plan, the Public Records Officer will be conducting training with city staff to review legal requirements and best practices for records management as the city prepares to move into its new facility in a couple of years.

- **Ribbon Cutting Ceremony:** Mark your calendars for Saturday, April 28 at 12:00 p.m. (noon) for a ribbon cutting ceremony for Banh Mi Bites located at 23601 56th Avenue W #600 (in Arbor Village). The restaurant features Vietnamese street food including bites, veggie and meat sandwiches, meatball skewers, smoothies, and coffee and tea specialty drinks.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Critical Areas – Community Open House to be held on April 23, 2018:** A community open house, on amendments to the City's current Critical Areas regulations will be held at 6:00 p.m., on April 23, 2018, at the Interim Mountlake Terrace City Council Chambers located at 6100 219th Street SW, Suite 220.

Critical areas include wetlands and streams, aquifers, fish and wildlife habitat, frequently flooded and geologically hazardous areas. Regulation of critical areas is important to protect people and property, and to preserve and protect anadromous fisheries, such as salmon.

The city's critical areas regulations, Chapter 16.15 MTMC, were adopted in 2004 and have not been updated since. The city is past due for a review and update of its critical area development regulations as required by the Growth Management Act. The amendments will assure consistency with changes in state law since 2004, the city's current Comprehensive Plan, and GMA requirements.

The community open house will provide information on the proposed updates to the critical areas regulations. It will also be an opportunity for the public to ask questions and provide input.

The open house will be followed by a Planning Commission work session meeting at 7:00 p.m. A short presentation will be made by staff. A schedule of upcoming public meetings and hearings, together with more information about the critical area amendments, is available on the city's webpage at: <http://www.cityofmlt.com/1860/Critical-Areas---Update>. For more information, contact Edith Duttlinger, Senior Planner, at eduttlinger@ci.mlt.wa.us.

- **Public Hearing on Low Impact Development Ordinance:** The City Council is scheduled to hold a public hearing and make a decision on adoption of the ordinance on May 21, 2018.

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.

- **2018 Comprehensive Plan Amendment Docket Still 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 continues work on the Interurban Trail crossing on 212th. 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 16 – 22 Coffee Nudge Mocha, and April 23 – 29 Caramel Chai Tea Latte.
- **April Pools Day, Saturday, April 7:** We had a very successful April Pools Day this year. We had almost 50 participants (including parents) come to the event. This was a huge increase over last year which saw 11 participants (including parents). Our most popular station was the canoe rides, with many of the kids going back for a second and third turn. By making swim evaluations one of the stations we were able to get everyone evaluated. We gave out 10 sets of beginner swimmer vouchers as well as helping parents get a more accurate assessment of what their children need practice on in order to move onto the higher levels. Compared to last year we added three more marketing strategies. A Facebook event, a constant contact email, as well as handing out event postcards to swim lessons in the weeks leading up to the event.
- **Swimming Lessons:** Swim lessons started this week. The weekday lessons are 83% full with the weekends being 90% full. There are a few spots available at various levels.
- **Lifeguard Training:** During the week of April 2-6, a Lifeguard training class was held, there are 3 newly certified staff and 2 potential employees. On April 6 a lifeguard in-service was held where staff practiced spinal turns and back boarding techniques in the very shallow water areas of the pool. During the in-service the Lifeguard of the Month was named: Agata Pyszkiewicz and Instructor of the Month: Ericka Lorbiecki.
- **Other spring breaks:** This week with other surrounding schools on spring break, there will be two groups coming in to swim, one Laser childcare and one from North Seattle Boys & Girls Club.

- **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, Therapeutic Stott Pilates and Ballet, Tap, Jazz /Hip Hop, Salsa and East Coast Swing all begin a new session April 9. Don't wait to register. Some classes fill to capacity! Drop-in attendance is welcome on a first come first serve basis after minimum registration has been met.
- **Racquetball Tournament:** Registration for the May 19 racquetball tournament is open! Men and women's divisions are available as well as singles and doubles. For more information or to register visit [View/1247](#) or call (425) 776-9173.
- **Spring Sports:** Spring basketball and volleyball leagues have begun. The next season will begin at the end of June. Summer sports available are basketball and softball. For more information visit www.mltrec.com/391/Athletics.
- **Employment opportunities:** Hiring for two ¾ time site leaders and summer camp staff. Join a group of creative individuals who love working with children. For more information visit www.mltrec.com/Jobs.aspx.
- **Fall Child Care:** Fall registration is ongoing and enrollment is getting limited. Kindergarten Readiness is full but accepting waitlist. Few spots available for Junior Kids Krew. All other programs have availability, but limited for Pavilion before care and MLT site for both before and after care.
- **Summer Camp Registration:** Registration is now underway for all summer camps! 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 [/1794/Summer-Camps](#) to register call (425)776-9173.
- **Mountlake Terrace Garden Club:** The Mountlake Terrace Garden Club is looking for 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 please contact Parks Superintendent Ken Courtmanch at (425)-776-1811.

- **Two Girl Scout Troop Projects:** Girl Scout Troop 43752 is working to continue the trail at Matt Hirvela/Bicentennial Park. The troop is using cookie sales to help 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 on May 12.

Troop Leader Elliot Gustavson has contacted park staff to discuss a project with Troop 43866. The Girl Scout Troop has an interest in designing “Pack it in Pack it out” signs to assist in keeping our parks clean. The troop will submit ideas for the signs in the next week.

- **Premera Volunteers:** Premera representative Tish Retana has contacted park staff with an interest starting a volunteer program that would run into the summer. Tish has suggested that Premera employees offer 15–16 employees at a time doing volunteer work starting May 25 and every other Friday going forward until July. Park staff will be meeting with Tish next week to work out the details.
- **Earth Day:** The City of Mountlake Terrace is recognizing Earth Day with a Volunteer Park Clean Up event on Saturday, April 21 at 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
<i>Week</i>								
<i>YTD</i>	562	1041	118	81	8	28	14	29

**Activity is updated first week of each month*

Significant Incidents

- On April 4, 2018 at 8:39 a.m. patrol responded to a burglary/theft report in the 4100 block of 212th Street SW. The victim stated her car, television and computer were stolen by a known suspect who spent the night at her residence. The suspect was later contacted and returned the laptop and car. He said he was returning the television to the victim, but stated he believed it was his, he reported it stolen in January when his residence was burglarized. The victim stated the television was given to her in January by her boyfriend. Investigation continues.
- On April 4, 2018 at 11:59 a.m. patrol responded to a court order violation in the 4100 block of 212th Street SW. During the course of a burglary/theft investigation the victim stated he had been in contact with his girlfriend in violation of the order. The girlfriend was located and arrested. She was booked at the Snohomish County Jail without incident.
- On April 4, 2018 at 11:21 p.m. patrol observed a known warrant subject driving in the 6600 block of 220th Street SW. The vehicle was stopped and the driver arrested for his warrants. The passenger in the vehicle was also recognized as having warrants and also was arrested. Both subjects were booked without incident.
- On April 5, 2018 at 5:55 p.m. patrol responded to a burglary report in the 5400 block of 212th Street SW. The victim stated someone broke into his garage and stole several items. Investigation continues.
- On April 5, 2018 at 8:18 p.m. patrol responded to a possibly suicidal subject in the 6600 block of 235th Street SW. The reporting person stated her adult son made comments about his life being over. While investigating, it was determined the adult son had been in contact with his wife in violation of a court order. Charges forwarded to the city prosecutor.
- On April 5, 2018 at 9:36 p.m. patrol responded to an assault in the 21800 block of 51st Avenue W. The victim stated that during a verbal altercation her boyfriend threw her to the ground and stomped on her head. She had injuries consistent with the described assault. The suspect left prior to arrival and an area check was negative. Charges forwarded to the city prosecutor.
- On April 6, 2018 at 5:12 p.m. patrol responded to an assault in the 5300 block of 212th Street SW. Investigation revealed the suspect and victim to both be developmentally delayed. The suspect assaulted the victim, however no injury was sustained. Due to the suspect not being able to discern his actions as criminal and no injury sustained by the victim no charges were filed.

- On April 6, 2018 at 7:24 p.m. patrol responded to a death investigation in the 23500 block of Lakeview Drive. Investigation revealed the deceased to be a 62-year-old cancer patient. Nothing suspicious was discovered and the death was expected by family.
- On April 6, 2018 at 11:02 p.m. patrol located a suspicious vehicle in the 22400 block of 70th Avenue W. Upon contacting the occupants it was determined they were all under age and in possession of and under the influence of marijuana. The marijuana was seized for destruction and the juveniles were released to the custody of their guardians.
- On April 7, 2018 at 1:45 a.m. patrol stopped a vehicle in the 21200 block of Interstate 5 for moving violations. Upon contacting the driver it was apparent he was under the influence of intoxicants. He was arrested, processed for DUI and booked at the Lynnwood Jail without incident.
- On April 7, 2018 at 11:02 a.m. patrol responded to a missing person report in the 6000 block of 244th Street SW. The reporting person stated a guest has been living at the location for over a year and is never late paying rent until this month. She said she began communicating with someone on the missing person's cell phone and became suspicious. She received a text stating the missing person had been in an accident and could not talk. An officer called the cell phone and spoke with a subject briefly, but the person disconnected and refused to answer additional calls. Investigation continues.
- On April 7, 2018 at 9:21 p.m. patrol responded to an assault in the 6300 block of 232nd Street SW. Upon arrival the victim stated he was involved in an altercation with his girlfriend because she believed he was cheating on her. During the argument the female threw a glass at him, striking him the leg. The suspect was heavily intoxicated and denied the allegation. She was arrested and booked at the Lynnwood Jail without incident.
- On April 8, 2018 at 1:22 p.m. patrol stopped a vehicle in the 6000 block of 244th Street SW for licensing violations. The driver was determined to be driving with a suspended license and the passenger was revealed to have warrant(s) for her arrest. The passenger was arrested and custody was released to the Shoreline Police Department.
- On April 9, 2018 at 3:28 a.m. patrol responded to a residential fire in the 24200 block of 54th Avenue W. Fire responded and located the unconscious resident inside. Lifesaving efforts were unsuccessful. Detectives and deputy medical examiner responded to investigate. Nothing suspicious has been identified, and the fire appears to have been caused accidentally. Investigation continues.
- On April 9, 2018 at 4:27 p.m. patrol responded to a burglary report in the 5100 block of 239th Place SW. The victim stated the suspect(s) forced entry into his shop and stole several items. Investigation continues.
- On April 10, 2018 at 7:26 a.m. patrol responded to a death investigation in the 21600 block of 54th Avenue W. Upon arrival the deceased was discovered to have hung himself due to a recent cancer diagnosis. Detectives and deputy medical examiner responded to investigate further. Investigation continues.

Detective Unit Update

- Cases Assigned
 - 18-5557 Burglary
 - 18-5529 Death Investigation
 - 18-5450 Missing Person
 - 18-5294 Theft
 - 18-5084 Fraud
- Cases Cleared
 - 18-3734 Burglary

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.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On March 30, 2018, Code Enforcement received a parking complaint involving a gold Ford Focus with an expired license, located at the 21400 block of 48th Avenue W. Code Enforcement issued a correction notice and tagged the vehicle for impound in accordance with 10.10.230 – (Abandoned vehicles with expired license exceeding 30 days expired), and 10.10.190 – (Storing vehicles on public street in excess of 72 consecutive hours prohibited). On April 4, 2018, Code Enforcement returned to the location, and noted that previously issued correction notice had been removed, but chalk marks were still intact, indicating the vehicle had not moved. Code Enforcement determined the vehicle to be in violation of the above parking ordinances. Towing was dispatched, and the above vehicle was impounded and towed.



Other Items of Interest

- Sergeant King, Commander Haynes, DC Caw and Chief Wilson attended FBINAA training regarding lessons learned from a recent active shooter event.
- Department firearms qualifications began.
- Officer Cronk began his new assignment as a detective.

NEWS RELEASES

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

MARK YOUR CALENDARS

- 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