

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 11, 2014

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Council Members:

COUNCIL MEETINGS

City Council's next meeting is a **special work/study session scheduled for Wednesday, April 16, 2014** beginning at 7:00 PM in the interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220. City Council agenda items will be: 1) Housing Profile and 2015 Comprehensive Plan Update; 2) Sustainability Performance Report; and 3) Review of Amending Ordinance to MTMC Chapter 2.85 Concerning Service of Process.

City Council's next regular meeting is scheduled for Monday, April 21, 2014 beginning at 7:00 p.m. in the interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220. City Council agenda items include: 1) 2014 Legislative Update; 2) Adoption of Amending Ordinance to MTMC Chapter 2.85 Concerning Service of Process; 3) Public Hearing (continued from April 7, 2014) and Adoption of F/T Zoning Code Ordinance.

COMMUNITY MEETINGS, EVENTS & VOLUNTEER EVENTS

- **April Pools Day:** This Saturday, April 12 is April Pools Day here at the Pavilion. April Pools Day is a free, family event sponsored by Swedish/Edmonds Hospital, Edmonds Family Medicine, and the Mountlake Terrace Recreation Department to promote swimming safety and swimming as a healthy lifestyle. This event will be held from 9:15 am to noon. In the lobby for the whole event will be booths with free logo items and information Event schedule:
 - 9:15-10:45 in the pool: four water safety stations educating participants on Heat Emergencies, Cold Emergencies, Life Jackets and Reaching and Throwing Assists. Swedish/Edmonds Emergency Department will have a water activity in the pool at this same time.
 - 10:45-11am there will be drawings for Lifejackets sponsored by Swedish/Edmonds and a session of Swimming Lessons sponsored by Edmonds Family Medicine (must be present to win any raffle items).
 - 11am to noon will be a FREE Recreation Swim.
- **Volunteers to Gather April 26 to Celebrate Earth Day at Evergreen Playfield:** The City of Mountlake Terrace is recognizing Earth Day with a volunteer park cleanup event, Saturday, April 26 from 9 a.m. until 1 p.m. Volunteers should meet at the Evergreen Playfield parking lot, 22205 56th Ave W, at 9 a.m. in comfortable work clothes, with gloves and tools in hand (no power equipment please), to get their assignment. This year's projects include general clean up, brush and debris removal, and painting of buildings and benches (weather permitting). Following the work party, the City Council will host an appreciation

lunch for the volunteers. For more information, or to register, citizens or groups can contact Parks and Facilities Superintendent Ken Courtmanch at (425) 776-1811.

- **Coffee with the City:** Citizens, business owners and others from the community are welcome to attend and ask questions or have a casual conversation with city officials. Feel free to drop in and enjoy a cup of coffee and 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 as follows:
 - Wednesday, May 14, 2014 from 8:00 to 9:00 AM in the Jungle Room
 - Wednesday, June 11, 2014 from 6:00 to 7:00 PM in the Jungle Room
 - Wednesday, July 9, 2014 from 8:00 to 9:00 AM in the Jungle Room
- **Evergreen Awards:** The City opened nominations for its 6th Annual Evergreen Awards program that builds community pride, enhances the city's image, and promotes conservation on April 1, 2014. Nomination forms are available online at www.cityofmlt.com and at city facilities; they will be accepted through May 23, 2014. Anyone can submit a nomination and a property owner may nominate their own home or business. Properties being marketed for sale are not eligible. Properties will be photographed for judging and for a presentation at the awards ceremony that takes place in September. This program was established in 2009 to recognize property owners who take great care of their properties. Citizens are encouraged to help us find those hidden gems that have been significantly improved, especially over the past year. There are five categories of awards: Best Maintained Residence, Best Maintained Business, Best Maintained Multifamily Property, Most Sustainable Property, and Best Transformation. Nominees are judged against properties within the same neighborhood: Cedar Terrace, Gateway, Lake Ballinger, Melody Hill, Cascade View, and Town Center. Best Maintained Awards reflect the efforts of the owners or occupants whose high standards for building and yard maintenance contribute to the overall character of the neighborhoods and city. The Transformation Awards recognize neglected properties renovated to become assets to the community. The Sustainable Award honors property owners who best utilize green features such as solar heating, natural cooling and native landscaping to help protect and preserve the environment.

ADMINISTRATIVE SERVICES UPDATES

- **2013 Audit:** Auditors from the State Auditor's office will arrive on Monday to begin their audit of the City's 2013 Financial Statements and Internal Controls. This year's audit will include an Accountability Audit that involves testing the City's internal policies and procedures. As a result of many years of finding no problems or issues in this area, the Accountability Audit is performed every other year by the State Auditor's office, thus reducing the City's fees and time involved.

Since the City received over \$500,000 of Federal Grants in 2013, a Single Audit will be performed on selected grants. The Single Audit involves a very thorough review and testing of the selected Grant Expenditures and Revenues to ensure to the Federal Government that their funds are properly spent and accounted for.

The Auditors will be requesting an Entrance Conference in a few weeks and when the time and date is set for that meeting, the Mayor and Council will be invited to attend.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Bill Trimm Interim Community and Economic Development Director:** Trimm is sole proprietor of an urban planning firm specializing in town planning and economic development. He established his firm in 2010 following his retirement from the City of Mill Creek as the Director of Community Development since 1988. He worked in the private sector as Director of Planning for a Vancouver, BC urban planning and design firm. From 1982 to 1986, Trimm was the Planning Director for Whatcom County. His experience prior to that extends to Montana, Colorado and Oregon. He has managed planning and development projects in numerous cities and counties throughout the West. His efforts have been recognized as outstanding achievements by state, regional and local planning and economic development organizations. Trimm has been recognized by the Washington State House of Representatives for his outstanding achievements in urban planning, is a contributing author to the American Planning Association publication Planning and Urban Design Standards book and is a Fellow of the American Institute of Certified Planners.
- **Community and Economic Development Director Recruitment:** The City is currently recruiting for the Community and Economic Development Director position. The position has been posted on the American Planning Association/Washington Chapter website, the Association of Washington Cities website and regional newspapers. In addition, an informational brochure announcing the position and City facts will be sent to the planning/human resources departments of AWC member cities.
- **Regional Travel Study to begin soon:** Puget Sound Regional Council will again be surveying households throughout the four Central Puget Sound counties to collect personal and household information about travel behavior and patterns. The survey will be conducted the second week of April through the middle of June. The travel behavior survey will update the 2006 survey data and be used to support regional system planning including the region's long-range transportation plan. To assure citizens of the survey's legitimacy, PSRC has requested jurisdictions authorize use of their logo, or other endorsement, on the project website. The City is supportive of the survey and the analytical and planning work PSRC is able to conduct with the results. PSRC's goal is to achieve completed surveys from 5,000 households. More information on the 2006 regional household survey can be found at <http://www.psrc.org/data/surveys/2006-household/>.

ENGINEERING SERVICES UPDATES

- **Puget Sound Energy (PSE) Natural Gas Main:** The PSE gas main extension project on 56th Avenue W is complete with the exception of the final pavement overlay. Construction of the final pavement overlay is scheduled for the summer of 2014.
- **228th/Cedar Way Overlay and Rechannelization Project:** Expect lane closures and detours this week and next. Work will continue on 228th Street SW and then move to 44th Avenue W. Detours will be in place. Normal work hours are 7am to 7pm Monday through Friday. **Expect delays of 20 minutes during that time. Using alternate routes is recommended.** There may also be nighttime lane closures. This work is weather dependant.

Work continues on the 228th/Cedar Way Overlay and Rechannelization Project. This project will restore the roadway pavement and re-channel 228th Street SW from 39th to 44th

Avenues West and Cedar Way from 227th to 232nd Streets SW. Work includes pavement milling, pavement repairs, and asphalt overlay. In selected areas, the roadway will be widened by relocating the curb and sidewalk. New channelization will provide bike lanes on 228th and on 44th/Cedar Way. Other work includes minor upgrades to drainage facilities, adding or upgrading curb ramps, and traffic signal modifications at 228th and 44th. Rectangular Rapid Flashing Beacons (RRFBs) will be installed at 229th Place & 44th and at 228th & 42nd Place. Beginning April 7, expect lane closures and detours. Grinding and overlay will begin on 228th Street SW with road closures between 38th and 44th. The intersections at 228th/38th and 228th/44th will be open. A detour will be in place. When 228th is opened, the grinding and overlay work will move to 44th/Cedar Way. Detours will be in place. There might be nighttime lane closures. There will be an officer and flaggers to direct traffic during the work. **Using alternate routes is recommended.** Normal work hours are 7am to 7pm Monday through Friday. This work is weather dependent, but may be completed within two weeks.

- **Town Center Stormwater Detention Vault Project:** Construction continues on the Town Center Stormwater Facility project that will build a regional stormwater infiltration facility under the parking lot next to the Mountlake Terrace Library and Veterans Memorial Park (232nd Street SW & 58th Avenue W). The Library is open regular hours during construction. Concrete curbs and sidewalks are being poured. This will close the temporary ADA parking stalls off of 58th Ave W. They have been relocated to the temporary parking lot north of the site and temporarily signed.
- **Decant Facility:** Construction has been completed on the decant facility at the Public Works Operations Center and it will begin to be utilized by Public Works shortly. A rockery wall Contractor is being selected from the Small Works Roster and will begin work to complete the rockery wall along the northern portion of the site in April. The decant facility will be used to settle wet sediments collected during maintenance activities for the water, sewer, and stormwater utility systems. The decanted water is then discharged to the sanitary sewer for treatment at a wastewater treatment plant. The sediments are reused or sent to a landfill if contaminated. The decant facility improvements include the decant basins, a three-sided metal building, outside material storage areas and site paving.

RECREATION UPDATES

- **Spring Break Camp** at the Recreation Pavilion was fun for all involved! Campers created personalized baseball cards, decoded invisible messages, played Rock Band, swam and enjoyed hot dogs on the south patio. The sun's well-timed appearance allowed for outdoor games and activities as well. Not only was Spring Break Camp a success, it was a great preview of Summer Camp programming for local families.
- **WRPA Annual Conference:** Recreation and Parks staff attended the WRPA (Washington Recreation and Park Association) Conference this week at Magnuson Park in Seattle. The keynote speaker was Bill Stainton from Almost Live fame as well as many other Hollywood connections. There were classes including communications classes, facility management, public speaking, strategic planning, asset management, and staffing issues. In the evening staff attended an Awards Dinner where retired Recreation and Parks Director Don Sarcletti was awarded Distinguished Service in the field of Recreation and Parks by the state association.

- **Parent/Toddler Creative Dance** is starting again at the Pavilion on Friday April 18 10:30 – 11:15 am. This 8-week session gives 18-month to 3-year-olds and their caregivers an opportunity to explore music, props, and how to move their bodies to music. Children register and bring their favorite adult. Our wonderful instructor Philippa Myler will guide you through a stimulating and fun 45 minutes of activities with your little one.
- **Zumba Kids Jr.** - Is your little dancer ready to move on to a pre-school dance class? Zumba Kids Jr. for 4-6 yr olds is happening Saturdays 9:15-10:00 am. Our fun-loving instructor Jeannette Nolander will put on some party music and dance the time away with those little movers and shakers that need an outlet for all their excitement. Come join the Spring session now!

PARK SERVICES AND PROPERTY MANAGEMENT UPDATES

- **The Recreation Park Advisory Commission (RPAC)** is scheduled to participate in the “Spot Light” program at the Recreation Pavilion on Saturday, April 19. Commissioners will be on hand from 10:00 to 2:00 to discuss the role of the RPAC and invite participants to the upcoming Earth Day Volunteer event on April 26.
- **The Neighborhood Park Improvement Subcommittee (NPIS)** met on Tuesday, March 25, to review proposals for play equipment for Firefighters Memorial Park and a gazebo for Matt Hirvela Bicentennial Park. A recommendation of three standalone play equipment pieces from various vendors was recommended for Firefighters Memorial Park as well as a twenty-four foot pentagon gazebo for Matt Hirvela Bicentennial Park. Park Staff is getting final cost estimates and will order once completed. Funding for these projects is from a Park Improvement Grant through Snohomish County.

VOLUNTEER PROJECTS

- **Eagle Candidate Aaron Cox** has completed his Eagle project in the Mountlake Terrace Park system. His project consisted of designing and building a mount for a memorial to Matt Hirvela at the Matt Hirvela Bicentennial Park as well as installing a bench and concrete pad. The plaque for the memorial is being created by the NPIS. The Mountlake Terrace City Council recognized Aaron on Monday, April 7.
- **Eagle candidate Ryan Clemens** has expressed an interest in completing his eagle project in the Park system for the City of Mountlake Terrace. Ryan is currently discussing possible installation of a new flagpole at Matt Hirvela Bicentennial. Ryan has submitted his proposal to Park Services Staff and will submit for approval with the Mount Baker Council of the Boy Scouts of America.
- **Nathan Jennings from the Boy Scout Jaguar Patrol** has contacted Park Services with an interest in a service project for his Patrol group. Staff will work with Nathan to generate a list of possible projects for the troop to consider and implement this spring.

POLICE DEPARTMENT UPDATES

(April 2, 2014 thru April 8, 2014)

Agency Assists	Brier	Edmonds	Lynnwood
Year to Date	19	16	8
Week	3	1	1

Patrol Statistics	Week	Year to date
Police Reports	59	924
Arrests / Misd. / Felony	12	267
Traffic Infractions	101	1215
Verbal Warnings	98	1108
Traffic Collisions	3	64
DUI's	0	8
FIR'S	21	322

Burglaries	Commercial	Residential
22200 51st Ave W		X
4200 223 rd St SW		X

Investigations	Assigned / Week	Closed / Week	Assigned YTD	Closed YTD
Cases (Including DV)	4	4	91	77

Vehicle Thefts/Recoveries/Prowls

- 22300 66th Ave W Vehicle Theft
- 23400 67th Ave W Vehicle Theft
- 6500 222nd St SW Theft from Vehicle
- 6100 St Albion Way Theft from Vehicle
- 6700 235th St SW Theft from Vehicle

Significant Incidents:

- On 4-1-14 at 10:15 p.m., Mountlake Terrace officers responded to a robbery that had just occurred in the 23300 block of 44th Ave West. The two victims, a 21-year-old Edmonds man and a 21-year-old Lynnwood man, told officers they had been visiting at the residence when a known subject confronted them outside the residence. The suspect damaged a necklace worn by one of the victims and took cash from the other victim. Detectives have been assigned to the case.

Detective Unit Update:

- The homicide investigation continues with detectives writing warrants, locating and interviewing other witnesses and gathering further evidence. The suspect remains in custody.

Other items of interest:

- On April 2, Chief Wilson and Assistant Chief Caw attended the Law and Justice Council meeting in Everett.
- April 3, Assistant Chief Caw attended the SERS Board meeting in Edmonds.
- April 8, Chief Wilson and Assistant Chief Caw attended WCIA sponsored training in Arlington covering “Succession Planning a Risk Management Approach.”

Code Enforcement Property of the Week:

In August 2013, Code Enforcement received a complaint of a property located in the 5300 block of 230th ST SW, having multiple code violations. Miscellaneous junk, debris and trash was observed in the front yard of the property. Items included several bags of trash, several shopping carts, an old bicycle and other miscellaneous items. A code violations case was opened and notice sent to the property owners.

Code Enforcement did not receive a response from the owners and several more inspections were performed with no improvements having been made to the property condition. On September 18, 2013, a Notice and Order was issued to the property owners for the violations. On October 1, 2013, Code Enforcement performed a follow up inspection and observed that the trash and debris had been cleaned up but the vegetation remained unmaintained. Code Enforcement performed several more follow up inspections and made several attempts to contact the property owners with no luck. On November 13, civil citations were issued to the property owners for violation of MTMC 8.15.040A1-vegetation exceeding 12 inches in height (exclusive of plants and flowers within a flower bed or container, shrubbery, or trees) located in any front, back, or side yard, adjacent public right-of-way or planting strip, or any vacant property.

After a civil hearing, where the hearing examiner found that the violation had been committed, Code Enforcement received no response from the property owners and there still had been no improvement to the property condition. In March 2014, Code Enforcement contacted the property owners and advised them that the remaining violations need to be corrected immediately to prevent a criminal citation being issued. The property owners responded quickly and stated that the violations would be corrected within a week. On April 4, Code Enforcement observed that all violations on the property had been corrected and the case was closed.



NEWS RELEASES

The following news releases issued this week can be found [here](#):

- Council Recognizes Eagle Scout Aaron Cox
- Parks Volunteer Project at Evergreen Playfield April 26
- Officer Placed on Leave

MARK YOUR CALENDARS:

- April 22, 2:00 to 3:30 PM, Lake Ballinger/McAleer Creek Watershed Forum Meeting, Edmonds City Hall, 3rd Floor Brackett Room, 121 5th Ave N, Edmonds, WA 98020
- April 26, 9:00 AM to 1:00 PM, Earth Day -- Volunteer Clean-Up Day.
- June 17 - 20, AWC 's Annual Conference, Spokane
- July 25 to July 27, Tour de Terrace, Evergreen Playfield
- August 5, 6:00 PM, National Night Out Against Crime, Evergreen Playfield
- September 13, 9:00 AM, National Day of Service -- Park Cleanup Day,
- September 17, 6:30 PM, 6th Annual Evergreen Award Program, Ballinger Clubhouse

Sincerely,

ARLENE FISHER
City Manager
City of Mountlake Terrace