

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

March 18, 2016

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Council Members:

COUNCIL MEETINGS

The City Council's next regular meeting is scheduled for **Monday, March 21, 2016** 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) Approval of ILA with Edmonds School District for Emergency Access to School Facilities, and (2) Review of 2016-2018 City Council Goals.

The City Council's next **special meeting is scheduled for Wednesday, March 23, 2016** 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) Public Hearing and Adoption of Atworth Commons Final PUD, Final Plat and Zoning Map Amendment.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City:** Residents, business owners and others from the community are invited 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 on Wednesday, April 13, 2016 from 6:00 to 7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Congratulations:** City Clerk/Community Relations Director Virginia Olsen was elected as Vice President of the Washington Municipal Clerks Association (WMCA) and was sworn in at their annual conference in Spokane this week. Virginia has served on the WMCA Executive Committee since 2008 as a Boardmember and two terms as Secretary. Currently she chairs the Northwest Clerks Institute Education Committee and will resume as WMCA Education Committee chair in 2016-17.
- **Website:** One of the benefits of the city's new website is the addition of video capability. This week, we added two helpful videos from the U.S. Department of State to the [passports page](#) on our website. The first is "How to Apply for a U.S. Passport" and the other is "How to Apply for Your Child's Passport." As we become more familiar with the new tools our website offers, we can look for ways to utilize them including using the opinion poll module. Although not a scientifically valid survey, collecting opinions through the website does provide another way for the city to seek and receive input from the community on a wide variety of topics. So far, we have received very positive feedback from the community about how the website is easy to use and find information. Staff is still cross training to learn how

to use all of the modules such as the calendar, news flash, jobs, alert center, bid postings and document center. We are also using the sharing tools to add news releases to our social media sites.

- **Website Photos:** The city is encouraging people to submit photos for the new website. We are looking for nice springtime photos of our community such as cherry blossoms, birds, spring flowers, etc. Photos must be sized to 2000 x 627 pixels. Please email images with your name, and contact information to cityhall@ci.mlt.wa.us and if image is more than 10MB, please call (425) 744-6203 to make other arrangements. Please email only one image at a time due to file size and storage limits in our email system. Please visit our website at <http://www.cityofmlt.com/>
- **Evergreen Awards:** Nominations for our seventh Evergreen Awards program are open. The program builds the community's pride, enhances the community's image, and promotes sustainability. Nomination forms are available online at www.cityofmlt.com and at city facilities; they will be accepted through May 28, 2016. As soon as the weather improves, we will be in the field taking photos of the nominated properties. Since last year's program was postponed for budgetary reasons, all 2015 nominees will be considered this year.
- **Community Videos:** The Community Relations Division will be working with CGI Communications based out of New York to develop a series up to five videos to play on the city website. We are hoping to get on the schedule for filming in June. Community Relations Director Virginia Olsen will be working with Department Directors to develop a script for the videos that will promote the city, its parks and recreational opportunities and economic development. A "coming soon" link will appear on the city's website and businesses in our community will receive a letter from CGI and the city about advertising opportunities on the community videos. This project is funded through these advertisements.

COMMUNITY AND ECONOMIC DEVELOPMENT UPDATES

- **Gateway TOD Binding Site Plan and Gateway Place BSP Amendment:** The application for the Gateway Place TOD, and its related application for the Gateway Place Binding Site Plan Amendment, have both been deemed complete. Application for the project was originally submitted in July 2015. However, the code defines for each type of project what is minimally needed to consider the application complete. Once application is made, the city is responsible to inform the applicant that the submittal is either complete or incomplete. If the application is incomplete, the city must inform the applicant what additional information is needed. Accordingly, the city provided a detailed list of what additional information was needed soon after the original 2015 submittal, and we have provided continued updates to the developer on the status of his application.

Under regulatory reform laws, the city must render a decision within 120 days of the submittal of a complete application. Accordingly, the city is now working on rendering a final decision on the binding site plan application. A decision is expected to be issued once the 30-day public comment period has expired, which will be the first week in April.

- **Mountlake Terrace Elementary School:** The Edmonds School District is proposing to demolish the existing Mountlake Terrace Elementary School building at 22001 52nd Avenue W, and replace it with a new, modern, two-story public elementary school. The facility will

use, to the extent possible, existing site infrastructure, but will improve the frontage along 52nd Avenue W. Design for the new facility is ongoing, and a pre-application meeting has been held with city staff on the subject. Additionally, a conditional use permit will be required for the proposal, as the use is conditional in residential zones. The district plans to utilize the existing facility through 2016, and start construction as early as 2017.

- **Construction of new single-family homes is up:** The city is seeing a high level of single-family home construction this spring. The construction activity is stimulated by the demolition of older residences and the building of a new, contemporary residence on the site, together with short platting of larger single-family zoned properties. Currently, seven short plats, creating between 1 to 3 new lots, are in some stage of land use approval or civil construction. A net total of 12 new lots have or will be created (in addition to the 7 existing lots). Fifteen new homes will be built as a result of this short platting activity (three of the existing homes were removed and will be replaced). In addition, at least six older homes have been removed from existing lots throughout the city, and new homes are under construction. Reconstruction and platting activity are contributing a significant number of new homes to the city's housing stock.

ENGINEERING SERVICES UPDATES

- **Lakeview Trail Project:** This project is essentially complete with only minor punch list items remaining along Lakeview Drive with minor traffic impacts. Normal work hours are 7:00 a.m. to 6:00 p.m., Monday through Thursday.
- **Edmonds' 228th Street SW Corridor Improvement Project:** The City of Edmonds continues construction of an extension of 228th Street SW from 76th Avenue W to SR99. This project will include new traffic signals at SR99/228th and at 76th/228th, and will also include reconstructing 228th Street/Lakeview Drive from 73rd Place W to the Ballinger Playfields. Edmonds' contractor is expected to be working in the City of Mountlake Terrace portions of the project through the winter. The majority of the work in Mountlake Terrace has been completed, but there is still some minor cleanup work. Expect lane closures but no detours on 228th Street SW/Lakeview Drive in this area. Typical work hours will be Monday through Friday from 7:00 a.m. to 5:00 p.m. Expect longer delays during the construction activity. Motorists should consider using alternate routes. Residential, pedestrian, and business access will remain open throughout the project. The project is scheduled to be completed in spring 2016.
- **227th Street SW Sidewalk Improvements (56th to 58th Avenues):** This project will construct curb, gutter and sidewalk on the south side of 227th Street SW between 56th and 58th Avenues W. This project includes ADA ramps, a planter strip, and roadway and drainage improvements on the south side of the roadway. During the week of March 21, the contractor will be pouring concrete curb, gutter, and sidewalk. Expect intermittent delays between 56th and 58th Avenues W during construction. Construction is expected to be complete this spring.
- **PSE gas main replacements:** PSE is replacing a gas main on 44th Avenue SW from 224th Place SW to 224th Street SW. Only minor restoration remains with minor traffic impacts. A grind and overlay of the affected travel lanes on both 44th and 48th is expected in late April.

- **Lynnwood Emergency 212th Water Main Project:** The water main repair work is continuing for a broken water main on 212th Street SW. **Until approximately May 15, 2016, 212th from 52nd to 63rd Avenues is anticipated to have only one lane opened to traffic while a new water main is installed.** Delay is expected during construction work hours from 6:00 a.m. to 6:00 p.m. All lanes will be opened to traffic during weekends and off-construction work hours from 6:00 p.m. to 6:00 a.m. Monday – Friday.
- **Scriber Creek Apartments Sewer Main Project:** Work has begun on the Scriber Creek Apartments Sewer Main project, which will install a new sewer main in 212th St. SW between Larch Way and 41st Ct. W. This is an Alderwood Water & Wastewater District sewer line located partially in the City of Mountlake Terrace. During the week of March 21, expect occasional lane closures. An alternate route along Poplar Way, 214th Street SW and 44th Avenue W is advised.

RECREATION, PARKS AND PROPERTY MANAGEMENT UPDATES

- **Summer Camps:** Have you heard the news? The Mountlake Terrace Recreation Pavilion offers awesome summer programs! Registration is open for Aqua Kids, All-Stars and Majors full day camps, Jr. Kids Krew – MLT Minors camp, dance camps, Skyhawks, tennis and more. Go to www.mltrec.com/summer for dates, details and forms. Camps fill quickly. Check it out today!
- **Fall Programs Now Open for Registration!** Fall Preschool, Kindergarten Readiness, Jr. Kids Krew and Kids Krew before and after school care registration has begun. Don't hesitate to reserve your spot, many programs and classes fill quickly! Program details can be found online at www.mltrec.com and www.crazedigital.org.
- **Adult Basketball/Volleyball:** Spring registration is open! Recreational and intermediate Basketball is open to men's teams. Games are played Monday and Wednesday. The cost is \$600 per team. League begins on April 11. Coed Volleyball matches are played on Tuesdays. Upper and lower divisions are available. The cost is \$310 per team. Leagues begin on April 5. For more information, or to register, call Kevin at (425) 640-3105.
- **Mountlake Terrace Dance Academy:** Announcing "The Wizard of Oz!" Dorothy and her companions will travel through Oz in search of answers to their individual questions about life and family. The director and dance teachers are busy picking songs and costumes for dances about flying monkeys, munchkins, the yellow brick road and more. Performances will be June 11 mid-morning and mid-afternoon at the Mountlake Terrace High School Theater. Stay posted for specific times.
- **Spring Break Soccer Camp:** New for 2016, Skyhawks is offering a youth soccer camp during spring break! Kids will learn the fundamentals of soccer and improve their skills and knowledge of the game. Camp will be held April 4-8 on Evergreen Playfield #6 from 9:00 a.m.-12:00 p.m. Fees are \$135 for residents and \$144 for non-residents. To register, call (425) 776-9713 x0.
- **New Certification:** Recreation Supervisor Kevin Witte successfully completed the examination to become a Certified Parks and Recreation Professional (CPRP). Certification is through the National Recreation and Parks Association. The exam assesses core

knowledge of job-related tasks and operations. The exam covers content including finance, human resources, operations, and programming. Congratulations to Kevin on achieving his status as a CPRP!

- **Weekly Espresso Special:** The Recreation Pavilion’s espresso stand is offering a delicious special next week. March 20 - 27, come by and get \$.50 off the 16oz Special!
- **Swimming Lesson Registration:** A new session of swimming lessons started Monday, March 7 and Tuesday, March 8 and will run until March 30 and 31. The next registration for weekend classes that meet on Fridays, Saturdays and Sundays will be April 6 and 7 with the classes starting on April 15, 16 and 17. Registration for aquatic classes will remain open through the third lesson for anyone who wants to sign up for open spots. If parents are unsure what class children should register for the Aquatic Coordinators are available for placement evaluations in the pool; participants must come prepared to get into the pool.
- **Dog-Training Classes:** Basic Dog Obedience meets Monday nights from 7:30-8:30 p.m. March 7-April 18; Intermediate Dog Obedience class meets Wednesdays from 7:30-8:30 p.m. March 9-April 6 and Puppygarten (a beginning class for puppies 8-16 weeks old) meets on Thursdays from 7:30-8:30 p.m. March 10-April 14. All dog obedience and training classes meet in the Jungle Room at the Recreation Pavilion. The next dog first aid/CPR class is scheduled for April 9 from 9:30 a.m.-12 p.m. The instructor for our dog obedience and dog first aid classes is Caren Malgesini, CPDT (Certified Professional Dog Trainer).
- **Marlins Swim Team Registration:** Registration opened on Monday, March 7 for the Marlins, a Recreational Summer Swim Team. The Marlins meet from June 27 through August 13 and will swim against other teams in the area, including Lynnwood, Edmonds, Shoreline, Snohomish County, Kirkland, Snohomish Aquatic Center and Everett. To join the team there are criteria that swimmers must meet. To arrange a swim, check with Head Coach Marisa Gruhn and contact the Recreation Pavilion at (425) 776-9173 to set up an appointment. Those previously on the team last summer pre registered on March 4.

POLICE DEPARTMENT UPDATES

(March 9 - 15, 2016)

WEEKLY ACTIVITY								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	35	83	6	4	0	6	1	0
YTD	415	923	61	48	5	23	12	35

Significant Incidents:

- On March 11, 2016, the Edmonds Police Department contacted the Mountlake Terrace Police Department in regards to a possible sexual assault report involving a teenaged female victim. The victim reported two unknown males entered her Mountlake Terrace

apartment in the afternoon of March 11, 2016. Soon after arriving, one male suspect left the apartment and the other male suspect remained with the victim. Later that afternoon, that same suspect left the apartment leaving the female victim alone in the apartment. The victim did not recognize the two male suspects. The suspects have not been identified. The Mountlake Terrace Police Detective Unit has been assigned to investigate this matter.

- On March 14, 2016 at 9:00 a.m., a Mountlake Terrace Patrol Officer attempted to stop a green Subaru Outback for traffic violations in the 23000 block of Lakeview Drive. The vehicle failed to yield as the officer attempted to stop it. Once the reason for the stop was broadcasted, along with the reckless driving of the vehicle, the Mountlake Terrace Patrol Sergeant terminated the pursuit. The pursuing patrol officer terminated the pursuit and advised that the vehicle had turned off its lights and continued into Edmonds from 220th Street SW and 78th Avenue West. The Edmonds Police Department soon located the vehicle and initiated a pursuit with the vehicle, which they eventually terminated. The suspect and the vehicle were not located.
- On March 15, 2016 at 6:32 p.m., Mountlake Terrace Patrol Officers were dispatched to a damaged traffic signal in the area of 236th Street and 58th Avenue West. It was reported that a semi-truck and trailer combination was traveling east bound on 236th Street SW at 58th Avenue West struck the 4-way flashing signal that is centered over the intersection. It is likely the signal was hanging low after a recent windstorm. The driver of the vehicle was located and stated he was unaware of the collision. Damage to the signal was significant and Public Works was called out to fix it.
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Detective Unit Update:

CASES ASSIGNED:

- 1- Theft
- 1- Sex Offense
- 1- Possession of Stolen Property
- 1- Missing Person
- 1- Burglary

CASES CLEARED:

- 1- Death
- 2- Sex Offenses
- 3- Frauds
- 2- Thefts

Directed Enforcement:

- Mountlake Terrace Patrol Officers continue to work on a complaint of speeding vehicles in the 23000 block of 56th Avenue West. The speed-monitoring trailer has been deployed at the same location.
- Mountlake Terrace Patrol Officers continue to monitor transit related problems and vehicles prowls in the 6000 block of 244th Street SW.

Code Enforcement Property of the Week:

On March 15, 2016, Mountlake Terrace Police Department Code Enforcement observed the following municipal violations located near the 4800 block of 219th Street SW involving a junk vehicle, garbage receptacles overflowing with trash, and accumulation of debris and vehicle parts (tires). Mountlake Terrace Police Department Code Enforcement documented the violations with photos and issued a Notice of Violation 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.D – (All vehicle parts and accessories including, but not limited to, containers of oils and fluids must be appropriately stored in an approved structure), 8.15.040.G.1 – (Garbage not kept in proper receptacle with a tight-fitting lid) 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, in the front, back, or side yards of the property). Mountlake Terrace Police Department Code Enforcement will continue to follow up to ensure City ordinances are adhered to.



NEWS RELEASES

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

- Sonja Lang Photography Exhibit Opens April 1
- Recreation and Parks Advisory Commission Report to Council

MARK YOUR CALENDARS

- April 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 16, 9:00 a.m., April Pools Day, Recreation Pavilion Pool
- April 21, 5:30 p.m., Snohomish County Cities Meeting, TBD
- April 23, 9:00 a.m., Earth Day Park Clean Up, Ballinger Park
- May 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 19, 5:30 p.m., Snohomish County Cities Meeting, TBD
- June 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 21, 5:30 p.m., Snohomish County Cities Meeting, TBD
- July 29, 30, 31, Tour de Terrace, Evergreen Playfield

- August 2, 6:30 p.m., National Night Out, Evergreen Playfield
- August 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 18, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 7, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 14, 6:00 p.m., Annual Evergreen Award Program, Ballinger Clubhouse
- September 15, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 17, 9:00 a.m., National Day of Service, Ballinger Park
- October 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- November 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 10, 5:30 p.m., Snohomish County Cities Meeting, TBD
- December 2, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 14, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

SCOTT HUGILL
Interim City Manager
City of Mountlake Terrace