

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

March 17, 2017

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

CITY COUNCIL MEETINGS

The City Council's Special Work/Study Session is on **Saturday, March 18, 2017** beginning at 10:00 a.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Introduction and Meeting Overview; (2) Discuss Town Center Vision; (3) Team Building; (4) Discuss Economic Development; (5) Discuss Affordable Housing Options; (6) Brainstorming; and (7) Wrap-up Discussion.

The City Council's next meeting is on **Monday, March 20, 2017** 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) Fire District 1 Update; (2) Approval of City Council Subcommittee Recommendation for Interim Recreation & Parks Advisory Commissioner (3) Public Hearing and Adoption of Ordinance(s) Regarding Condemnation for Main Street Revitalization Phase I Right-of-Way; and (4) Review of Comprehensive Plan Amendments Study List.

The City Council's next work/study session is scheduled for **Thursday, March 30, 2017** 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) Presentation on SNOCOM and SNO PAC Consolidation (Tentative); (2) Review of PUD Switch Vault Agreement (Tentative); (3) 2016 Year End (Fourth Quarter) Financial Report and Performance Measures; (4) Review of Performance Measures Criteria (Tentative); (5) Review of Low Impact Development (LID) Ordinance; and (6) Review of Public Comment Policy.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City:** Join City Officials for a casual conversation and a cup of coffee. Residents, business owners and others from the community are invited to hear what's going on in the city, provide input about city services and events, and ask questions. This casual monthly event is scheduled at the Recreation Pavilion, 5303 228th Street SW on Wednesday, April 12, 2017 from 6:00-7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **City Hall Advisory Committee Update:** Community outreach and space planning for this project is now in full swing. ARC Architects met with city staff this week about space needs now and as the population grows over the next few decades. Meanwhile, the committee started their community outreach program speaking to about 25 people at Ballinger Clubhouse and Vineyard Park on Wednesday and Thursday. On Saturday, they will meet at Grand Pere Bakery. Next Friday (March 24), the committee has a chat planned at the Mountlake Terrace Library in the small conference room from 2-6 p.m.

Monthly meetings have been scheduled in four different neighborhoods of the city (March 28 at Ballinger Clubhouse, April 20 at the Library, May 10 at Cedar Way Elementary, and June 5 at Interim City Hall). These meetings are publicized in the April *City Happenings* that will be sent at the end of the month via postcard mailing that will be printed this week.

Topics for the March 28 community meeting include project goals, why voters did or did not support previous measures, the public’s perception of a town center, zoning, public input received so far this year, and the Civic Center site. A vision statement will be created to establish options for the April 20 community meeting. Click [here](#) for information including meeting dates, times and locations. The online comment form is linked [here](#). We hope everyone participates!

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Development Permit Activity Report:** Permit information is available and searchable on the [City’s website](#).

Recent Pre-Application Submittals				
Submittal Date	Applicant	Permit Number	Site Address	Description
3/9/2017	ACACIA TERRACE LLC	PPR-17-0002	23511 56 th AVE W	Construction of a 5-story, 151 residential unit mixed use building of approximately 217,600 square feet and 9,800 square feet of commercial space with 191 parking spaces and associated site improvements.

ENGINEERING UPDATES

- **60th Avenue & 228th Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip and sidewalk along 228th Street, connecting to existing sidewalk and north along 60th Avenue to existing sidewalk. The contractor has completed

installation of curb/gutter and grading for sidewalks. Weather has hindered pouring of the sidewalk and ADA ramps; however, sidewalks should be poured within the next week.

- **Sewer and Storm Comprehensive Plans:** City staff have completed interviews and are recommending Gray and Osborne Inc. to update both the sewer and storm comprehensive plans. Staff are currently working on scope, fee and schedule. Both plans will identify necessary capital improvements based on system deficiencies and projected growth as well as include rate studies to establish the overall financial health of the utilities.
- **220th Adaptive Signals:** In partnership with the City of Edmonds and WSDOT, the city received an Innovative Safety grant to improve signal coordination along the 220th corridor between Edmonds and the I-5 ramps. Signal coordination and timing will be an extension of the adaptive signal program City of Lynnwood has completed. Staff held a kick off meeting with all parties and in-house design has begun. The associated signal improvements will be constructed in 2018.

PUBLIC WORKS

- **Potholes:** Repair work is underway to address potholes that have surfaced throughout the city. The majority of these potholes were caused by inclement weather conditions including longer periods of snow and ice. Thank you for your patience as crews continue to identify and patch potholes. Weather permitting we expect this work will continue throughout the month of March.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Irish Cream Dream. Come to the Recreation Pavilion March 20-26 and receive \$.50 off a 16oz.
- **April Pools Day:** Aquatic Coordinators are currently planning April Pools Day scheduled to take place on Saturday, April 15. There will be a Free Safety Fair in the Lobby from 9:00 a.m. to 1:00 p.m. and Pool Activities from 5:00 to 6:00 p.m. This is a free, family event sponsored by Edmonds Family Medicine, Swedish Edmonds Hospital, and the Mountlake Terrace Recreation Department to promote swimming safety and swimming as a healthy lifestyle. To learn your way to a free Recreation Swim, participants must complete the basic water safety stations from 5:00-6:00 p.m. There will also be a raffle for a set of swim lessons, a life jacket and other prizes sponsored by Edmonds Family Medicine's generous donation.
- **Summer Dance Camps:** Registration starts March 15 online and at the front desk. We have dance camps this summer for ages 3-19. All styles are offered: Jazz, Ballet, Hip Hop, Creative Dance and even Cheer. Take a look at what we have to offer online at www.mltrec.com.
- **Summer Dance & Fitness Classes:** We have weekly dance classes this summer starting July 10 and running for 7 weeks. All your favorites like Children's Tap, Ballet, Jazz and Hip Hop, Teen Adult Ballet or Tap, Ballroom styles like Swing and Salsa, Yoga, Zumba and PiYo plus

more are available to keep you looking great and having fun through the summer. Get signed up early so we can run the classes you want to take!

- **MLT Dance Academy Classes:** The Dance Academy is looking for highly qualified and creative dance teachers for this semester, summer and next school year. Currently there are positions open for Tap and Hip Hop instruction. People with skills in other dance disciplines are welcome to apply too. Second Semester began January 30 and registration is open until April 30. Dancers are always welcome to join and will be pro-rated from the time they begin. Call Dance and Fitness Programmer Chloe Davenport for more information and placement. (425) 640-3107. Or come in and register with the front desk staff.
- **Quarterly Teen/Adult Dance Classes:** Get your heart racing in Salsa with Catherine Abaya. Instruction includes timing, footwork, leading, following, and spins. No partner necessary. Also new on the schedule is Flamenco for teens and adults with Wendy Kostecka Monday nights. Tap Dance and East Coast Swing are now scheduled earlier in the day for those folks who want an afternoon workout! Check it out in the Craze at www.crazedigital.org. Winter session began January 3, but you can join any time. Sign up now or pay for a drop-in trial.
- **Quarterly Teen/Adult Fitness Classes:** Join our fitness classes with a friend and hold each other accountable. We have Tai Chi, and Yoga for building strength, balance and finding peace of mind. Or fast paced cardio workouts like PiYo, Zumba and INSANITY. Register online or with the front desk. www.mltrec.com Click on the Craze magazine and turn to page 14.
- **We're Hiring:** Mountlake Terrace Recreation is hiring for all types of positions! Full-time, part-time, and seasonal positions are available. Jobs include: Preschool Lead Teacher, Before and After School Assistant, Summer Camp Counselor, Tennis Assistant Coach (camps/team), Dance teachers, lifeguards, swim instructors and front desk staff. For more information about open positions, visit www.cityofmlt.com and click on the "Jobs" button or call (425) 776-9173.
- **Field Rentals:** Reservation requests are now being accepted for 2017. Evergreen Playfields 1, 2, 3, 4, 5, 6, and Ballinger Playfield are all available to rent. Field space is filling quickly. To request a field, contact Kevin Witte at (425) 640-3105 or kwitte@ci.mlt.wa.us.
- **Adult Sports:** Registration for spring softball, basketball, and volleyball is open now! Softball: Men, women, and co-ed divisions are available. Games are played Sunday-Friday. Basketball: Men's only. Games played Monday and Wednesday. Volleyball: Co-ed, matches played on Tuesdays. For more information, or to register, call (425) 776-9173 x0.
- **Youth Staff Training:** On Thursday March 9, Tracie Neal attended a director's forum. It was the third series of three classes. The topic was "A Great Place To Work." They talked about what changes need to be made within the environment of the work place and how to improve moral. The training also covered how staff can be a part of making their place a great place to work.
- **Youth Program Registration:** Registration is underway for summer camps and for the 2017/18 school year. Jr. Kids Krew is almost full on Tuesdays and Thursdays for summer.

Pavilion Kids Krew is filling up fast, and Mountlake Terrace Kids Krew has two spots left in the afternoons for fall. For more information, or to register, call (425) 776-9173.

- **Baseball Season Gets Underway:** Baseball has started in the Mountlake Terrace park system, as practices get underway for the 2017 season. The City’s Parks Services staff have been working to prepare the fields and have added a soil surface treatment to the skinned infields in conjunction with the Mountlake Terrace Youth Athletic Association (MTYAA). This treatment helps the fields dry out quicker and allow for play at this time of year.
- **Subcommittee Tour:** The Neighborhood Park Improvement Subcommittee (NPIS) will be conducting an annual tour of all Mountlake Terrace parks on Saturday, March 25. The group is a subcommittee of the Recreation Park Advisory Commission (RPAC) and is comprised of residents who represent each park in the system. Each member lives within a half mile of the park they represent and makes recommendations for improvements to the RPAC.
- **Park Services Hiring:** The Park Services Department is looking for a part time Maintenance Aide position to help cover weekends during the spring and summer. Interested applicants please visit www.cityofmlt.com and click on the “Jobs” button.

POLICE DEPARTMENT UPDATES

Weekly Activity March 1 – 7, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	46	24	8	6	0	1	2	3
<i>YTD</i>	373	401	69	42	9	18	9	29

Significant Incidents

- On March 11, 2017 at 2:25 p.m., two officers from Mountlake Terrace were dispatched to assist the Edmonds Police Department at an apartment in the 20900 block of 76th Avenue West in Edmonds in regards to a suspicious person. Mountlake Terrace Officers assisted with traffic control and evacuation of nearby residences as the Edmonds Police Department dealt with the suspect who had forced his way into an apartment and locked out the renter of the apartment. The suspect had barricaded himself in the apartment and began breaking items. The suspect also displayed a knife and handgun to the police. The SWAT team eventually responded and after a protracted standoff, gas applications and several shots being fired, the subject surrendered.
- On March 13, 2017 at 8:30 a.m., Mountlake Terrace Patrol Sergeant Pickard assisted personnel from the Snohomish County Transfer Station as they cleaned out a vacant homeless encampment on their property in the 21300 block of 60th Ave West. The operations supervisor for the transfer station reported that they had cleaned out approximately 18 cubic yards of garbage from the old camp.

Detective Unit Update

- **Cases Assigned**
 - 1 – Theft
 - 1 – Runaway
 - 2 – Malicious Mischief
 - 7 – Vehicle Theft
 - 1 – Rape
 - 1 – Theft
 - 1 – Civil Complaint
- **Cases Cleared**
 - Assault
 - Fraud
 - Possession of Stolen Property/Drug Case

Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers in the school liaison program continue to visit their assigned schools.
- Mountlake Terrace Police Officers continue to conduct local business and area checks at the following locations; The old Roger's Market property, Studio 6 Motel, AM/PM, 7-11, local churches, Ballinger Park Rest Rooms, Interurban Trail, Boat Ramp, Park and Ride lot, Senior Center, Albertsons, QFC, the laundry room and parking lot of the Northern Lights Apartments, Lakeside Apartments, Taluswood Apartments, Markland Woods Apartments, Greenview Apartments, and the old Evergreen School site.
- Sergeant Pickard continues to identify various homeless person encampments throughout the city as well as work on cleanup efforts.

Code Enforcement Property of the Week

On December 19, 2016, Code Enforcement followed up to an anonymous complaint regarding a junk vehicle and debris located on private property near the 21900 block of 42nd Place W. Code Enforcement documented the property violations with photos, and issued a Notice of Violation to the property owner(s) / occupant(s) in violation of the following ordinances; 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), and 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). On March 8, 2017, after a civil notice process, Code Enforcement re-inspected the property, and noted the junk vehicle and debris had been removed. The property is now compliant with City nuisance codes.





Other Items of Interest

- At the March 8 quarterly Washington State Criminal Justice Training Commission (WSCJTC) meeting, the Commission appointed Chief Wilson to serve as a hearing panel member.
- March 5-9, 2017 Commander Mike Haynes completed the Northwest Law Enforcement Command College that is sponsored by the FBI and the Washington State Criminal Justice Training Commission.



- Background investigations for officer positions have been assigned and are ongoing with anticipated academy start dates of April and May.
- A new personal safety seminar has been scheduled for March 29 in the Mountlake Terrace City Council Chambers.

NEWS RELEASES

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

MARK YOUR CALENDARS

- March 18, 10:00 a.m.-4:00 p.m., City Council Retreat, Interim City Hall
- March 28-29, Legislative Trip to Washington DC
- April 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

- April 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- April 22, 9:00 a.m., Earth Day Cleanup, Ballinger Park
- May 17, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 18, 5:30 p.m., Snohomish County Cities Meeting, TBD
- June 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver
- July 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- July 28, 29, and 30, Tour de Terrace, Evergreen Playfield
- August 1, 6:00 p.m., National Night Out, Evergreen Playfield
- August 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 17, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 13, 6:30 p.m., Annual Evergreen Awards, Ballinger Clubhouse
- September, 21 5:30 p.m., Snohomish County Cities Meeting, TBD
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 19, 5:30 p.m., Snohomish County Cities Meeting, TBD
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 16, 5:30 p.m., Snohomish County Cities Meeting, TBD
- December 1, 6:00 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 13, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace