

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 28, 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 next meeting is on **Monday, May 1, 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) Recognition of Eagle Scout Candidates Peter Barns and Zachary Bush; (2) Approval of Snohomish County Interlocal Agreement for Ballinger Park Grant; (3) Approval of Amended Tour de Terrace Agreement to Allow Extra Duty Officers From Other Jurisdictions; and (4) Update on City Hall Project.

The City Council's next work/study session is scheduled for **Thursday, May 11, 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) Review of PUD Switch Vault Agreement (Tentative); (2) Review Comprehensive Plan Amendments; (3) 2017 First Quarter Police Department Report; and (4) Review Interlocal Agreement for Extra Duty Police Officers.

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, May 17, 2017 from 6:00-7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Passport Processing:** Due to staffing changes, we have temporarily reduced our hours of operation for passport processing. Our new hours will be Wednesday and Friday 1-4 p.m. As in the past, passport processing is by appointment only.
- **City Hall Advisory Committee Update:** A strong turnout of nearly 60 residents attended the second community-wide meeting with the City Hall Advisory Committee and ARC Architects on Thursday, April 20.

ARC Architect Rex Bond reviewed three conceptual layouts of where the City Hall building, additional space for the Police Department, parking, entrances/exits, and connections could be located on the Civic Center property as a result of the space needs assessment.

Initial cost estimates between \$12 and \$16.5 million were presented based upon the space needs assessment and review of soft costs for a base model stand-alone City Hall, City Hall with additional space for the Police Department, and City Hall, additional Police Department space, and a potential remodel of the current Police Station.

Discussion ensued about next steps and the Committee asked for more information to discuss if there were two separate ballot measures presented to voters: one for a stand-alone City Hall and one to address Police Department space needs. They asked the city to research what other cities have done and ways those could be presented either on the same ballot or at separate times. Additionally, the Committee asked the city to bring back more information about the difference in square footage the city currently pays for in the Interim City Hall versus the proposed new City Hall as a result of the space needs assessment. The Committee will discuss those items and ways to potentially pare down the total project costs at their next meeting. ARC Architects will also present new conceptual layouts: one drawing of a stand-alone City Hall and one new scheme with a City Hall attached to the Police Station. Each concept will explore three different vehicular traffic scenarios.

The next City Hall Advisory Committee meeting is scheduled for May 4 at 6:30 p.m. at Interim City Hall, 6100 219th Street SW, Suite 220. The next community meeting will be May 10 at Cedar Way Elementary. Doors open at 6:00 p.m. and the program will begin at 6:30 p.m.

For residents who cannot attend meetings, an online comment form is available on our City Hall Advisory Committee webpage, www.cityofmlt.com/1899. We encourage everyone to complete a comment form whether or not you can attend a meeting.

For more information, please email cityhall2017@ci.mlt.wa.us or call Community Relations Director Virginia Olsen at (425) 744-6206.



City Hall Project Community Meeting #2 with ARC Architect Rex Bond.

ENGINEERING & PUBLIC WORKS UPDATES

- **Monopole / Cellular Facilities Relocation:** The city has advertised a Request for Proposals to lease city property to construct, maintain and operate a wireless communications facility. This will relocate the existing cellular facilities from the city's water reservoir to a newly constructed monopole on the same site. The new pole may allow additional service providers to lease space. Completion of this work will then allow the city to advertise the project to recoat the reservoir exterior and interior.
- **220th Adaptive Signals:** Having received an innovative safety grant through WSDOT, the city has partnered with the City of Edmonds and WSDOT to design and construct an adaptive signal system along 220th between Edmonds and the WSDOT interchange. This will help accommodate better peak hour congestion based on actual traffic demands. The city has forwarded a prospectus for approval to WSDOT "Local Programs" after which internal design will begin.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **New Businesses in Town Center:** A new tenant improvement application has been submitted for a sandwich shop, Banh Mi Bites, in Arbor Village, located in the southeast corner of 236th and 56th. Banh Mi are a popular Vietnamese open-faced sandwich. The application is for a space of approximately 785 sq. ft., valued at around \$50,000. In addition, inquiries have been made by a potential second new restaurant tenant, a possible brewpub/brewery.
- **Sound Transit Link Light Rail Open House - June 28:** Sound Transit is hosting an open house on the 60% design of the City of Mountlake Terrace light rail station, 6:00 to 8:00 p.m, on Wednesday, June 28. The open house will take place at the Nile Shrine Country Club, located at 6601 244th Street SW. Drawings and illustrations of the station will be on display. This open house will be the last real opportunity for the public to tell Sound Transit what they want included in the design of the station and plaza areas below the station.
- **Open House on Town Center Plan Amendment:** About 50 people attended a community open house April 26, 6:30-8:30 p.m. at the Library to provide input on potential updates to the city's Town Center area. A postcard advertising the open house was mailed to all city residents and businesses. Posting in the usual places and other community outreach was done to encourage participation in the discussion about the future of the Town Center area.
- **Development Permit Activity Report:** Permit information is available and searchable on the [City's website](#).

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week, the special of the week is Renee's Triple Espresso! Try it iced or hot and add a flavor for fun! Come by the Recreation Pavilion May 1-7, and receive \$.50 off a 16oz!

- **Golden Teddy Award:** Voting is now open! Vote for Mountlake Terrace Recreation and Parks in the "Out + About" category at www.parentmap.com-golden-teddy. Voting ends April 30.
- **Career Fair at Edmonds-Woodway High School April 20:** Mark Feeney, Recreation Coordinator/Aquatics attended a career fair to recruit for swim instructors and lifeguards at the pavilion. He felt it was a successful endeavor as the participants were interested in finding part-time positions. Aquatics has received nine applications so far.
- **Memorial Day Pool Schedule:** The Memorial Day schedule has been posted online. The Pavilion will be closed on Monday, May 29 in observance of Memorial Day. There will be plenty of swimming opportunities on Friday, Saturday and Sunday. Friday will be a regular schedule. Saturday and Sunday will be modified with added Recreation swims in the morning, shorter lap swim times and ending with a special happy hour recreation swim.
- **Creating Community Connections (CCC):** Recreation Supervisors Rose Ploeg and Kevin Witte attended the last CCC meeting of the year at Edmonds School District headquarters with other community organizations to share health and wellness programs in the community.
- **Third Grade Water Safety Presentations:** Presentations are scheduled for Mountlake Terrace Elementary and Maplewood Elementary in the next two weeks to help promote water safety and using the third grade free swim vouchers funded by Verdant.
- **Staff Training:** Next week, Recreation Supervisors Rose Ploeg and Kevin Witte will be attending the 2017 Washington Recreation and Parks Association's Annual Conference. The conference includes keynote speakers and educational sessions about trending topics in recreation.
- **Summer Adult Softball:** Summer softball registration is open now. Leagues are filling quickly. Games are played Sunday-Friday. Men's, women's, and co-ed are available. All games are double headers. For more information, or to register, call (425)776-9173 x0
- **Youth Summer Camps:** Day camps are filling quickly! The last week of camp is full in Majors and All-Stars. Other weeks are filling fast and have limited space remaining. Minors camp is full on Tuesday, Wednesday and Thursdays. There are only a couple spots left for Monday and Friday care. To register for summer camps call (425)776-9173 x0 or visit www.mltrec.com/summer.
- **Non-School-Day Child Care:** The Edmonds School District has a no-school day on May 12. The Youth Programs at the Pavilion offers non-school-day childcare for school age children. There is plenty of space available. The fee for the day is \$30 Resident and \$33 Non Resident. For more information, or to register, call (425)776-9173.
- **Summer Dance Camps:** We have dance camps this summer for ages 3-19. All styles are offered including Jazz, Ballet, Hip Hop, Creative Dance and even Cheer. Take a look at the schedule online at www.crazedigital.org.

- **Summer Weekly Dance Classes:** Children's Tap, Ballet, Jazz and Hip Hop, Teen Adult Ballet and Tap, plus multiple Ballroom styles are happening this summer and you can register now. Summer Session runs July 10 - August 24.
- **Spring and Summer Fitness:** Give yourself a workout schedule that will help you spring to life with the season. Classes like Yoga, Tai Chi, and Zumba are ongoing through the spring and summer. You can register for a session, or pay a drop-in anytime.
- **Eagle Candidates Complete Projects and are Scheduled for Recognition:** Two Eagle candidates completed projects in the Mountlake Terrace Park System recently. Eagle Candidate Peter Barns completed an Eagle Project at the Evergreen Ballfield Complex over the weekend of April 1. Peter replaced a railroad tie wall with concrete block as an extension of a project previously completed by Eagle Candidate Dustyn Stelter. Eagle Candidate Zachary Bush completed a project over the weekend of April 15. Zachary and his crew extended the pathway at Bicentennial Park continuing a project that has been worked on by three other Eagle Candidates and Girl Scout Troop 43752. Zachary raised the funds to add the gravel to the pathway and spread the gravel to extend the trail. Both Scouts are scheduled to be recognized before the City Council at a regular Council meeting on May 1.
- **Girl Scouts Continue Projects at Bicentennial Park:** Girl Scout Troop 43752 has decided on their service projects for 2017. Troop Leader Brandy LeBlanc stated that the projects include donating gravel and volunteering to extend the pathway at Bicentennial Park as well as painting and cleaning benches and play equipment and maintaining birdhouses previously installed by the troop. The troop intends to begin work this spring. The troop has also combined with the city to apply for grant funding to continue paving the trail through a Small Capital Projects Partnership (SCPP) grant from Snohomish County. Recipients will be announced on May 3.
- **Earth Day:** On Earth Day, Saturday, April 22, between 40-50 volunteers braved the wind and rain and removed over 15 yards of overgrowth and debris at Ballinger Park. The hearty group of volunteers removed invasive plant material throughout the park and enjoyed a lunch served by the Mountlake Terrace City Council.



POLICE DEPARTMENT UPDATES

Weekly Activity April 11- 18, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	36	46	7	3	0	1	1	1
YTD	614	712	111	67	13	30	25	42

Significant Incidents

- On April 18, 2017 at 2:23 p.m., Mountlake Terrace Patrols responded to the Regence/Blue Cross facility located at 6700 block of 220th Street in reference to a suspicious package mailed to the facility. Once on scene officers were provided with a Manilla envelope that was sealed in tape. It was addressed to Regence but directed to "All courts, the Treasury Department and States." It had random statements written on it. The bomb squad was notified and they responded to the scene. The Bomb Squad X-rayed the package and determined it was not dangerous. They opened the package on site and it contained random documents and handwritten ramblings.
- On April 20, 2017 at 12:39 a.m., Mountlake Terrace Patrols responded to the 24100 block of 60th Avenue W for a report of a "gun fight" with multiple rounds fired. While en route, dispatch advised that there was possibly one subject down and a vehicle had fled the area. Upon arrival, officers found the area clear of suspects or victims. Multiple spent shotgun shells were located as well as multiple spent 9mm rounds. A witness reported that one of the shooters, described as a white male wearing a red hoodie, fled south on foot on 60th Ave W. A K9 track was conducted with negative results. At the same time that officers were arriving at the scene, Edmonds Police had a report of shots fired with a hit and run accident. As information was collected, it appears that the two incidents are related. The suspects in the Edmonds assault fled the area and were not located after a lengthy K9 track. The suspect vehicle was recovered by Edmonds Police along with firearms. Investigation continues.
- On April 20, 2017 at 6:30 p.m., Mountlake Terrace officers assisted the Regional Narcotics Task Force with a warrant service at 24000 block of 53rd Avenue W. The warrant was successfully served and one subject was taken into custody. Heroin, Cocaine, prescription medications, and a firearm were recovered during a search of the premises.
- On April 22, 2017 at 11:52 p.m., Mountlake Terrace officers responded to assist fire units at Cedar Way Elementary for a possible portable toilet on fire. Upon arrival, a portable toilet on the south side of the school was still on fire and burned to the ground. Firefighters quickly extinguished it. A police K-9 track was conducted but it was unsuccessful. No viable evidence was located. Witnesses saw the flames but were unable to provide any suspect information.

Detective Unit Update

- **Cases Assigned**
 - 1 – Sex Offenses
 - 1 – Weapon Violation
- **Cases Cleared**
 - 1 – Mail Theft
 - 1 – DV Assault
 - 1 – Theft/Forgery

- 1 – Rape
- 1 – Burglary

Community Outreach & Directed Enforcement

- Officers continue to visit assigned schools as part of the school liaison program.
- Officers have been conducting a parking emphasis on 52nd at the 24300 block.
- Officers continue regular patrol of the Recreation Pavilion in response to increased property crimes.
- Officers continue to conduct local business checks and patrol areas on foot known for homeless encampments and various nefarious activity.
- Officers continue to check the Post Office for transients.
- Officers are regularly checking the Interurban Trail.

Code Enforcement Property of the Week

On April 3, 2017, in response to a parking complaint, Code Enforcement arrived at Forest Crest Park and observed a Toyota Camry with expired out-of-state plates. Code Enforcement and SNOCOM dispatch was unable to get any license or VIN returns, and the vehicle was not reported stolen. A tow notice was issued to the vehicle in violation of 10.10.230 – (Abandoned vehicles with expired license exceeding 30 days expired), and 10.10.190 – (Storing vehicles on public property). On April 11, 2017, Code Enforcement returned to the above location and noted previously issued correction notice, police marker and chalk marks were intact. SNOCOM was contacted, and an impound tow was requested. The vehicle was impounded and towed.



Other Items of Interest

This week officers attended range qualification and training on Tuesday, April 25, at the Snohomish County Sheriff's Range.

NEWS RELEASES

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

MARK YOUR CALENDARS

- April 29, 2:00-5:00 p.m., Senior Center's 20th Anniversary Reception and Celebration, Senior Center/Ballinger Clubhouse
- May 10, Doors Open at 6:00 p.m., Presentation at 6:30 p.m., City Hall Advisory Committee Community Meeting, Cedar Way Elementary School
- May 17, 6:00 p.m., Coffee with the City, Recreation Pavilion

- May 18, 5:30 p.m., Snohomish County Cities Meeting, TBD
- June 5, 6:00 p.m., City Hall Advisory Committee Community Meeting, Interim City Hall City Council Chambers
- June 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver
- July 3, 3:00 p.m., 3rd of July Family Celebration, Ballinger Park
- 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
- 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
- September 22, 7:00 p.m., Arts of the Terrace Awards Reception, MLT Library
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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