

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

September 15, 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, September 18, 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) Introduction of Mountlake Terrace Community Senior Center Director Marlene Maier; (2) Approval of Interlocal Government Agreement Amendment No. 1 Regarding In-Service Training Sessions (Police Skills Refresher); (3) Approval of Bike2Health Project Contract; (4) Approval of Interlocal Agreement Assigning Fire District 1 contract to South Snohomish County Fire & Rescue (RFA); (5) Approval of the Indirect Change in Control of Astound Broadband, LLC DBA Wave Ordinance; and (6) Report on Economic Development Strategy.

The City Council's next work/study session is scheduled for **Thursday, September 28, 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 Ordinance for Final Plat Process (Tentative); (2) Review of Development Process; (3) Discussion of Zoning on 236th Street; (4) Quarterly Discussion and Update of City Council Goals; and (5) City Council Training - Open Meetings Act.

ADMINISTRATIVE SERVICES – ORGANIZATIONAL DEVELOPMENT

- **Flu Shots:** In conjunction with Regence, Group Health and several other insurance providers, Seattle Visiting Nurse Association (SVNA) was available on September 13 to administer flu shots to employees and dependents. Eighteen employees and their dependents received flu shots from SVNA. This event is covered by employees' insurance, and counts towards the city's efforts to be designated as a "WellCity" by the Association of Washington Cities (AWC), which provides the city's medical insurance. Attaining the WellCity designation is an element of the City Council's workplan, and once attained results in a two percent reduction in medical insurance premiums.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Annual Evergreen Awards:** Over 75 guests attended the 2017 Evergreen Awards reception that featured 25 properties. The city would like to thank Snohomish Pie Company and other local businesses including Mark Hopkins Photography for helping with this event as well as the Mountlake Terrace Garden Club and Mountlake Terrace Community Senior Center for their assistance.
- **Proposition No. 1:** The city is meeting with MLTNews.com on some public education efforts on the Civic Campus ballot measure that includes an expansion of the Police Station with construction of a new City Hall. We plan to create a public education video to discuss the project that will be put online for the community. The city would like to thank all the people who took time to attend meetings and events and provide input about the project. In total, there were four citywide meetings with the architect, 12 neighborhood chats with the City Hall Advisory Committee, six City Council meetings, and dozens of online comment forms submitted. The proposal was shaped by the community during the public process with decision points at each of the citywide meetings along the way that resulted in the City Hall Advisory Committee's recommendation and ultimately, the proposal submitted by the City Council for the ballot.

PUBLIC WORKS & ENGINEERING UPDATES

- **Sound Transit:** Sound Transit continues to evaluate measures to bring the ST2 project back to estimated costs. On Monday, Sept. 18, ST is having an all-day meeting with Mountlake Terrace, Shoreline, Lynnwood and WSDOT to discuss and review a list of proposed reductions and how they may affect each jurisdiction. The City Council's goal is to ensure a quality light rail station for the community.
- **Bike-to-Health:** The Bike-to-Health project received one bid slightly higher than engineers estimate but below the allocated grant amount. The award of the project will be before the City Council for consideration on September 18. The grant-funded project provides directional signage to destinations for bicycle traffic in an effort to increase multimodal uses within Mountlake Terrace and surrounding cities.
- **Main Street Reconstruction:** Just one parcel remains in which a Possession and Use agreement of formal Settlement Agreement has not been reached. To preserve the timeline, the city will be moving forward with condemnation on this parcel to ultimately ensure Right-of-Way Certification from WSDOT allowing the project to move forward in time for the state's funding of the project. Staff continue to finalize plans with the city's consultant KPG and have continuously explored cost saving measures due to increased construction costs.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **234th Street Townhomes:** The 234th street townhomes is a 5-unit townhome project located on 234 Street SW, east of the town center, along 55th Avenue W, in the transitional portion of the city's RS 4800 residential zone. The parcels adjacent to the town center are permitted to support townhome development, as a function of transition from commercial and town center

based development, to the single-family homes adjacent to the town center. The project currently has summary approval for the site's configuration. Engineered design of the project and application for construction level permits will be the next step for this project. When the construction level permits are issued for the site, it will contribute a significant amount of construction, as there are two additional projects to the south that are planned for construction around the same time. Vertical construction of the townhomes can only occur after the entitlement portion, which establishes individual ownership for the townhomes, is recorded. Building permits are issued for that stage.

- **Application submitted for the 216th Townhomes Preliminary Fee Simple Unit Lot Subdivision:** On September 1, applicant Studio 19 Architects submitted a Preliminary Fee Simple Unit Lot Subdivision to establish 12 lots for constructing townhomes at 4907 216th PL SW. The 0.6 acre site is zoned Medium Density Multi Household (RMM) and is currently under completeness review by city staff before it is formally noticed for public comment.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Swimming Lessons:** All days of swimming lessons are in full swing. Registration will remain open until the third lesson of the session for each day. There are still limited spots available. To register contact the Recreation Pavilion at (425) 776-9173. For those who are unsure what level to sign up for the Coordinators on deck can evaluate swimmers to ensure they go to the right spot.
- **Taking Applications:** Aquatics is taking applications for Swimming Instructors. This is for anyone with an interest in teaching swimming and enjoys working with children. No experience is necessary we train in house. Applications are also being taken for Lifeguard/Swim Instructors. For this position, candidates must hold a current lifeguard certification and be willing to teach swimming lessons. Applications are available at the Recreation Pavilion or online-- <http://www.cityofmlt.com/Jobs.aspx?CID=98>
- **Training:** On Friday, September 8, Aquatics had an all staff in-service training on instruction both for fitness and swimming instruction. Topics included going over Emergency Procedures including bad weather closures and power outages, customer service, passing criteria for swimming lessons and some team building exercises. At the end of training, Supervisors treated staff to a pizza party. Lifeguard of the Month is Juliana Epoch for picking up extra shifts. Instructor of the Month is Will Day for being an instructor in demand and getting several requests.
- **Dog Obedience:** Classes are starting this week. The basic obedience class for adult dogs is full. The intermediate class, which will undergo a name change to beyond basics, has room for more participants, they meet Wednesdays from 7:30-8:30 p.m. and Puppygarten has room on Thursdays from 7:00-8:00 p.m. Contact the Recreation Pavilion for registration information (425) 776-9173.
- **We're Hiring:** Youth Programs is looking for qualified staff for school age and preschool-age programs. There are openings for a ¾-time site lead at Madrona Elementary School. For more

information about open positions, visit <http://www.mltrec.com/Jobs.aspx> or call (425) 776-9173.

- **Mountlake Terrace Dance Academy 2017-18:** Registration is now open. The schedule is visible online and in our Craze brochure. Our excellent instructors provide a structured approach to dance, with emphasis on technique, creativity, and building self-esteem. Our yearly Dance Academy program is based on a full school year's curriculum. It begins with children who are 3.5 years of age as of September 15, 2017. We offer Ballet, Jazz, Tap, Hip Hop, Lyrical, Creative Dance, combination classes and Irish Step Dance. Students dancing in the fall have the opportunity to perform in the semi – produced Winter Dance Concert. Second Semester dancers are invited to dance in the fully produced Spring Dance Recital. For more information, contact Chloe Davenport at (425) 640-3107.
- **Costume Carnival:** Save the date! October 28 is our annual Costume Carnival fundraiser at the Terrace Park Gym. It's a family favorite with games and entertainment and brings in much needed funds for dance scholarships.
- **Adult Sports:** Softball, basketball and volleyball have all begun the fall season. Registration for winter basketball and volleyball will begin mid-November. For information, call (425) 776-9173.
- **Espresso Special:** Next week, stop by the Recreation Pavilion espresso stand and receive \$.50 off a 16oz Blended White Chocolate Covered Raspberry Mocha. This special will run September 18 - 24.
- **Fall Clean Up Event:** The Mountlake Terrace annual fall clean up in honor of the National Day of Service will be on September 16 at the Recreation Pavilion at 9:00 a.m. Work to be completed will include general clean up and debris removal as well as planting to beautify around the Pavilion. For information, contact Ken Courtmanch at (425) 776-1811.
- **Local Business Volunteers:** A Mountlake Terrace company has contacted Park staff to schedule a volunteer effort this September. Crystal Commerce has an interest in volunteering as a team building exercise at Ballinger Park this year. About 15 Crystal Commerce volunteers worked at Ballinger Park last year and have offered to continue the tradition. City staff and company representatives are working out the details of a work plan and schedule for mid-September.
- **Pool Closure Completed:** Facilities and Park Staff completed a three-day pool closure on September 7 at the Recreation Pavilion. Staff worked to completely replace the air ducting in the natatorium as well as cleaning out the intake housing to offer better airflow throughout the pool area. Recreation staff also completed some deep cleaning and other items in the rest of the Pavilion.



Facilities Staff Hanging Ducting at the Pavilion

POLICE DEPARTMENT UPDATES

Weekly Activity August 31 – September 5, 2017								
	Reports	Traffic Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	43	64	5	6	1	2	2	0
YTD	1463	2085	286	167	29	84	56	77

Significant Incidents

- On September 6 at 1:00 p.m., a victim reported her credit card was used to make purchases she did not authorize. She was uncertain how the card was compromised, but suspects it has something to do with a recent computer repair. Investigation continues.
- On September 6 at 7:15 p.m., Mountlake Terrace patrol assisted the Brier Police Department with the service of a narcotics search warrant at a residence located in Brier.
- On September 6 at 8:56 p.m., Mountlake Terrace patrol responded to the 22500 block of 25th Avenue West in Brier for a domestic assault. Upon arrival, officers investigated the complaint on behalf of Brier Police who were busy elsewhere. The case was forwarded to Brier for prosecution.
- On September 7 at 1:42 a.m., patrol observed a vehicle traveling the 21600 block of 52nd Avenue W committing various traffic violations. Upon stopping the vehicle and contacting the driver, it was apparent she was under the influence of intoxicants. The driver was subsequently arrested and processed for DUI.

- On September 7 at 7:40 a.m., patrol responded to a burglary in the 21000 block of 44th Avenue W. Upon arrival, two businesses were identified as being broken in to overnight by prying the back door open. Various items were taken. Investigation continues.
- On September 8 at 10:00 p.m., patrol responded to a vehicle theft report in the 4700 block of 212th Street SW. While enroute, a person matching the suspect description was located and detained. Investigation revealed the victim confronted an unknown female in his vehicle trying to start it. She fled on foot. Tools and damage to the ignition were visible in the vehicle. The victim identified the person detained as the suspect. She was booked at the Snohomish County Jail.
- On September 9 at 11:04 p.m., patrol responded to the 21800 block of 66th Avenue W for a disturbance. Upon arrival, the resident stated her ex-boyfriend had assaulted her 12-year-old son. The suspect then exited the residence and was detained for investigation. It was learned the suspect was at the residence in violation of a no contact order and assaulted the caller's son. In addition, he had a warrant for his arrest. After medical clearance, due to injuries from a previous fight with the neighbor, the suspect was booked at the Snohomish County Jail.
- On September 11 at 10:52 a.m., patrol responded to a death investigation in the 23100 block of 61st Avenue W. The resident was located and confirmed to be deceased. Investigation indicated the death was related to medical issues.
- On September 12 at 2:06 a.m., patrol contacted a suspicious vehicle in the 4400 block of 212th Street SW. The occupants were identified and investigation revealed a no-contact order was issued between two of the individuals. The suspect was arrested and booked at the Snohomish County Jail.

Detective Unit Update

• Cases Assigned

- 17-7368 Burglary
- 17-12040 Theft
- 17-13276 Suspicious
- 17-13370 Runaway
- 17-13173 Assault
- 17-13329 Theft
- 17-13440 Theft

• Cases Cleared

- 17-11222 CPS
- 17-9610 DV Assault
- 17-11268 Robbery
- 17-9651 Robbery
- 17-12542 Assault
- 17-12359 Fraud
- 17-12975 A/C Complaint
- 17-4908 Sex Offense
- 17-12869 Runaway

Community Outreach & Directed Enforcement

- Officers emphasized local business and area checks at the following locations: Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library), Mountlake Terrace High School, Park and Ride lot, Evergreen school site, and the Recreation Pavilion.

- Officers have been working with staff at Albertsons to help prepare them better for dealing with incidents occurring at the store. This is due to a significant increase in criminal activity recently.
- Officers have resumed their roles as school liaisons.
- ACO McKee has been conducting a leash emphasis at Ballinger Park to educate dog owners.
- Officers provided bicycle helmets to a family with several kids who could not afford them.

Code Enforcement Property of the Week

On June 22, 2017, Code Enforcement followed up to a parking complaint involving a silver Dodge Caravan with an expired license appearing abandoned, located at 21700 block of 58th Avenue W. Code Enforcement chalked the rear driver's side tire, and issued a correction notice in accordance with; 10.10.190 – (Storing vehicles on the public street over 72 consecutive hours prohibited), and 10.10.230 – (Abandoned vehicles). On August 15, 2017, Code Enforcement returned to the location and noted the previously-issued correction notice, police marker and chalk marks were still intact. Towing was dispatched, and the above vehicle was impounded and towed.



Other Items of Interest

- **UPDATE**....The tips that helped name the suspect in the shooting at the gas station at 66th and 220th came through a Washington's Most Wanted episode that was arranged by Sgt. Lowe. *On Monday, September 11, the suspect in this shooting turned himself in and he was booked at the Snohomish County Jail for Assault in the First Degree.*
- On Tuesday, September 12, Deputy Chief Caw was an assessor for Lynnwood's promotional test for commander.

NEWS RELEASES

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

MARK YOUR CALENDARS

- September 16, 9:00 a.m., Annual Fall Cleanup, Recreation Pavilion
- September 20, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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