

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 7, 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 work/study session is scheduled for **Thursday, April 13, 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 Comprehensive Plan Amendments; (2) Review of Professional Services Agreement with Gray and Osborne Inc. for the Sewer Comprehensive Plan; (3) Review of Professional Services Agreement with Gray and Osborne Inc. for the Stormwater Comprehensive Plan; (4) 2016 Year End (Fourth Quarter) Financial Report and Performance Measures; and (5) Discussion on Edmonds Wastewater Treatment Plant Two-Year Extension.

The City Council's next meeting is on **Monday, April 17, 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) Community Transit Presentation; (2) Approval of Health District Rucker Building Interlocal Agreement (3) Approval of PUD Switch Vault Agreement (Tentative); (4) Approval of Professional Services Agreement with Gray and Osborne Inc. for the Sewer Comprehensive Plan; (5) Approval of Professional Services Agreement with Gray and Osborne Inc. for the Stormwater Comprehensive Plan; and (6) Follow-up From City Council Retreat.

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

- **Passport Processing:** Due to staffing, we will be reducing 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:** The next community meeting will be held on April 20 at the Mountlake Terrace Library. At this meeting, ARC Architects will have some information on a City Hall layout with a location away from the corner with a public plaza out front near the 232nd/58th intersection. Two other community meetings are scheduled for May 10 at Cedar Way Elementary (doors open at 6:00 p.m. and the program begins at 6:30 p.m.) and an open house on June 5, from 6:00 – 7:00 p.m. at Interim City Hall, followed by the committee's recommendation to the City Council as part of the Council meeting.

The committee is hosting neighborhood chats to talk to individuals and small groups in casual settings. The next neighborhood meetings will be Wednesday, April 12 from 2:00-5:00 p.m. at Azteca Mexican Restaurant, 22003 66th Ave. W, April 12 at Coffee with the City from 6:00-7:00 p.m. at the Recreation Pavilion, and Saturday, April 15 from 10:00 a.m. – 1:00 p.m. at the Pavilion during "April Pools Day."

At their April 6 meeting, ARC Architects presented the City Hall Advisory Committee with initial results from space planning meetings. The first look at space and cost estimates resulted in a rough estimate of about \$16.5 million based upon 22,864 square feet in a new City Hall. The cost figure includes about \$1.8 million for a remodel of the current Police Station. The committee provided direction to keep refining the space needs and efficiencies to get the early cost estimate down. On April 7, city leadership met to discuss department adjacencies as well as efficiencies and shared spaces for the initial layout concepts.

For residents who cannot attend meetings this month, more are being scheduled in April and May as the project continues to take shape. In addition, an [online comment form](#) is available on our City Hall Advisory Committee webpage. You can see a summary of public input through April 3 [here](#).

More neighborhood meetings are in the works and will be posted on the city Facebook page (City of Mountlake Terrace Government) and project webpage, www.cityofmlt.com/1899 along with project updates. The April issue of *City Happenings* also has the dates of upcoming meetings.

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

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Open House on Town Center Plan Amendment:** A community open house is planned for April 26, 6:30-8:30 p.m. at the Library, to obtain input from residents and businesses on potential updates to the City's Town Center area. A postcard advertising the open house will be mailed to all city residents and businesses. Posting in the usual places and other community outreach will take place to encourage participation in the discussion about the future of the Town Center area.
- **Comprehensive Plan Amendment Update:** The Planning Commission conducted a work session to review the proposed final docket of study items at their March 27, 2017 meeting.

The final docket, as determined by the City Council at their March 20 meeting, includes: (1) designating certain public lands as Park and Open Space; (2) expanding the “super-block” through possible amendments to the Town Center Plan; (3) amending Land Use Element text and maps for consistency with changed circumstances and related Town Center area plans; (4) amending the Recreation, Parks and Open Space Element for location of special parks and policies related to financing of parks; and (5) reviewing the actions to take to implement the Economic Vitality Element as well as other elements of the plan.

The Commission’s discussion focused on the Town Center, how conditions have changed since the Plan was adopted 10 years ago, and what the near future opportunities could be for the downtown. A community open house is planned for late-April to obtain input from residents and businesses on any updates to the Town Center area.

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

4/6/2017	Brian Dadvar	PPR-17-0008	5908 212 PL SW	9-lot SP under PUD option on 1.24 acres. Raising # of lots from 7 to 9 via publicly available open space that makes up 5% of the gross site area. Each lot is intended to have a 30’ x 40’ building pad. 23’ roadway provided to access each parcel. 2 parking spaces per lot.	4/20/2017
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RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **April Espresso Specials:** The Recreation Pavilion espresso stand will have some great specials in the month of April. Each week, receive \$.50 off a 16oz drink! April 3 – 9 is Caramel Macchiato, April 10-16 is White Chocolate Americano, April 17-23 is Coffee Nudge Mocha and April 24-30 is Coconut Sunset.
- **Free Swim Lessons for Third Graders:** Third grade students who live or attend school within the Edmonds School District boundaries have an opportunity to receive three sets of swim lessons free. The Verdant Health Commission provides the free swim lessons through a grant. New vouchers were distributed in October 2016 and expire August 31, 2017. Contact the Recreation Pavilion at (425) 776-9173 for more information.
- **Aquatic Staff Visits Schools:** Aquatic staff will be going into the elementary schools to give water safety presentations to the third graders and to encourage the use of the free swim lesson

vouchers. The week of April 10, on Tuesday, Thursday and Friday, staff will be presenting to four classes at Terrace Park Elementary.

- **Spring Swim Registration:** The first session of spring registration is underway. Classes begin Monday, April 10 and Tuesday, April 11 for weekday, twice a week lessons. Weekend lessons begin Friday, April 21, Saturday, April 22 and Sunday, April 23. Weekend lessons include one-8-lesson session and end June 17, 18 and 19. Monday/Wednesday and Tuesday/Thursday lessons will end May 10 and 11. There will be one more session before summer on weekdays. Registration is available for any open spots until the third lesson. Schedules can be found at: <http://www.cityofmlt.com/529/Swim-Instruction>.
- **April Pools Day, Saturday April 15:** Edmonds Family Medicine has donated EFM Beach Balls and \$200 for a session of swim lessons and prizes during the event. Swedish Edmonds will have staff on hand during both sessions of the event. This year the event has been split into two events. The Safety Information Fair will be in the pavilion lobby from 9 a.m. to 1 p.m. while swimming lessons are going on. Swedish Edmonds will have their prize wheel and Fire District 1 will have volunteers on hand to provide information. From 5:00 to 6:00 p.m., Aquatic staff will be conducting water safety stations in the pool and on the deck. Swedish Edmonds will have a fun activity in the teach pool that will culminate with a prize raffle after the stations are completed (before the Recreation Swim). Prizes include a child's life vest and one session of swimming lessons sponsored by Edmonds Family Medicine as well as other prizes. Anyone who participates and completes the Safety Stations will earn a free pass to the 6:15-7:45 p.m. Recreation Swim that follows. April Pools Day is a statewide water safety event that will be held at many participating pools through the month of April to educate everyone about how to be safe in, on and around the water.
- **Edmonds School District's Spring Break was April 3-7:** There were several Recreation Swims added throughout each day Monday through Friday. Recreation held a lifeguard training class with four participants. Three are currently employed swim instructors and one potential employee. We are currently going through applications on file to start the interview process for part time lifeguards and swimming instructors. On Friday, April 7, a lifeguard in-service was held from 4:15-6:30 p.m. This is the follow up to March's expo where staff will have the opportunity to work on some of the skills and information that need improvement based on the evaluations of the training.
- **Spring Pool Schedule:** The new schedule for the pool begins April 10 and is available online on the website at www.mltrec.com or in the pavilion lobby.
- **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 including Jazz, Ballet, Hip Hop, Creative Dance and even Cheer. Take a look at the schedule online at www.crazedigital.org.
- **Spring Quarterly Dance & Fitness Classes:** Spring session begin April 10. Sign up now so you can dance and sweat your way to that summer figure. Flamenco with Wendy Kostecka Monday nights, Tap Dance, East Coast Swing, Yoga and Conditioning are all scheduled several times a week so you can make it work in your schedule. There's, lots to choose from see it all in the Craze at www.crazedigital.org. Sign up now or pay for a drop-in trial.

- **Summer Dance & Fitness Classes:** Registration is open for kids and adult's weekly dance and fitness 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 the Night Club Hustle, Yoga, Zumba and Conditioning plus more are available to keep you looking great and having fun through the summer. Get signed up early with a friend so we can run the classes you want to take! www.crazedigital.org
- **MLT Dance Academy is Hiring:** The Dance Academy is looking for highly qualified and creative dance teachers for summer and next school year. Teachers with skills in all dance disciplines are welcome to apply. Send your resume and cover letter to Chloe Davenport (425) 640-3107, cdavenport@ci.mlt.wa.us.
- **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.
- **Spring Break:** Spring break camp is running this week and is full. The kids are having a wonderful time previewing some of the activities they will be doing during the 2017 summer camps.
- **Summer Camp Registration:** Summer camp registration is open for all programs. There is still space in the All Stars and Majors camp. Jr Kids Krew only has two spaces left. Camps are filling quickly. Registration is also open for dance camps, Aqua Kids, Skyhawks, and Tetra Brazil camps. For more information, or to register, call (425) 776-9173 or visit www.mltrec.com/summer.
- **Fall Youth Programs:** Registration is now open for Kids Krew and Jr Kids Krew for the 2017-18 school year. Mountlake Terrace Elementary is full (waitlist is open). Terrace Park School is about 90% full. Madrona still has space but is filling quickly.
- **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:** Spring leagues have begun. Summer softball registration opens April 13. Summer softball is expected to sell out. Summer registration information can be found here: <http://wa-mountlaketerrace.civicplus.com/DocumentCenter/View/901>
- **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 begin work this spring.

- **Jack Long Park to get a “Little Free Library”:** Girl Scout Troop Leader Amy Wiskerchen has contacted staff about installing a “Little Free Library” at Jack Long Park. The libraries are small lending libraries installed at various areas and monitored by local groups. Currently there are a few throughout Mountlake Terrace including one at Bicentennial Park. Amy and her Troop would install and monitor the new library at Jack Long Park.
- **Park Services Hiring:** Park services is looking for a part time Maintenance Aide position to help cover weekends during the spring and summer. Interested applicants should visit www.cityofmlt.com and click on the “Jobs” button.
- **Eagle Candidate Completes Project:** 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. Peter will be recognized at an upcoming Council Meeting.



POLICE DEPARTMENT UPDATES

Weekly Activity March 29- April 4, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	40	52	7	9	1	3	4	1
YTD	492	593	88	57	12	24	18	34

Significant Incidents

- On March 30, 2017, patrol received an anonymous tip regarding an unregistered sex offender possibly staying at YWCA Apartments. The subject was confirmed as a sex offender and discovered to have two felony warrants for his arrest. A perimeter was established around the apartment and upon contact at the front door, an officer watching the rear of the apartment observed the subject exit the apartment to the balcony and attempt to hide in the storage closet. Entry was made to the residence, after continued noncompliance by the tenant. The subject was arrested without further incident. It was later discovered he ingested morphine, methamphetamine, and sleeping pills to avoid being booked into jail. Hospital clearance was obtained. The subject was later booked into jail. Case forwarded to CPS.
- On April 2, 2017, patrol responded to a domestic disturbance. Upon arrival, patrol observed a male exit the back door to the balcony on the third level. He had his hand wrapped as though it was injured. Upon seeing police, the male retreated back inside. Arguing could be heard inside the residence. After several knocks, a female came to the door, but the male would not come out. It was discovered the male was at the residence in violation of a court order. Entry was made and the male suspect fled by jumping from the balcony. A K9 track commenced and the subject was located and arrested several blocks away. After receiving medical clearance, the male was booked for the violation and his multiple arrest warrants.
- On April 2, 2017, patrol responded to a five-car collision in the 5700blk of 236th Street. A female driver was eastbound on 236th in the 5700 block when she collided with the rear of a parked vehicle. The impact to the initial car struck moved it forward and ended up causing damage to four cars parked along the roadway. The road was shut down for about an hour to tow away a few vehicles and to clean up debris. The female driver was arrested for DUI, and eventually booked after a warrant blood draw, and clearance for booking was completed.
- On March 31, 2017, patrol responded to assist the fire department with CPR in progress at American Medical Response (AMR) on 70th Avenue. A woman was found unresponsive from a possible overdose. She had started an IV in her arm and drug paraphernalia was located nearby. It was later discovered the narcotics an ambulance had been tampered with. Medics transported her to Swedish Hospital. Swedish later advised that the patient was deceased. A deputy medical examiner responded to take custody of the deceased. Investigation assigned to detectives.
- On April 4, 2017, patrol responded to the Studio 6 for a strong-arm robbery. The incident started earlier in the day when the victim of a stolen dog and two of her male friends attempted to contact a female they suspected had their dog. They eventually were able to get the female with the dog to open the door. She was immediately struck in the face repeatedly and while incapacitated the dog was taken from her. The suspects fled in a vehicle. Investigation assigned to detectives.

Detective Unit Update

- **Cases Assigned**
 - 1 – VUCSA-Felony/Death Investigation
 - 1 – Sex Offense
 - 1 – Fraud
- **Cases Cleared**
 - 1 – Robbery
 - 1 – VUCSA/Trespass

Community Outreach & Directed Enforcement

- Officers continue to interact with children living at the Studio 6 to ensure they are being taken care of and progress is being made for obtaining long-term resources.
- Officers continue to visit assigned schools as part of the school liaison program.
- Officers have been conducting a speed emphasis on 226th Place and Cedar Way in part to address neighborhood concerns.
- 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 attended a local block watch meeting.
- Officers located an abandoned homeless encampment at property along 216th. The property owner has hired a crew to clean the site.

Community Outreach & Directed Enforcement

On March 17, 2017, Code Enforcement received a complaint forwarded by Patrol regarding people living in a tent in the backyard near the 4300 block of 222nd Street SW. This was forwarded to Zoning for follow up. Code Enforcement inspected the property for any other nuisance issues, and issued a Notice of Violation for the following; 8.15.040.I – (Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), 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.E.1 – (Repairing of any vehicles on private property is prohibited unless it is maintenance or repair of a vehicle registered to a resident of the property where the repair is taking place and the repairs may not exceed 30 days) and 8.15.040.H.1 – (All broken or discarded household furniture, furnishings, or equipment, or any appliances not in an approved enclosed structure). Code Enforcement will continue to follow up until the nuisance conditions are corrected.

**Other Items of Interest**

- Annual firearm qualifications for commissioned staff were conducted.

NEWS RELEASES

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

MARK YOUR CALENDARS

- April 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 15, 9:00 a.m., April Pools Day, 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 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
- 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
- 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
- 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