

## **CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL**

January 5, 2018

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 on **Thursday, January 11, 2018** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Review of Tamblyn Townhomes Preliminary Fee Simple Unit Lot Subdivision; (2) Review of Draft Water Comprehensive Plan; (3) Discuss City Council Retreat Dates; (4) Review City Council Meeting Schedule and Snohomish County Cities Meeting Schedule; (5) Review of Lodging Tax Advisory Committee 2018 Funding Recommendation; and (6) Review of SCJ Alliance Contract for Economic Development Implementation Plan.

The City Council's next meeting is on **Tuesday, January 16, 2018** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Recognition of Eagle Scout Candidate Talal Mustafa; (2) Presentation by Snohomish County Emergency Radio System (SERS); (3) Public Hearing and Adoption of Resolution to Approve Tamblyn Townhomes Preliminary Fee Simple Unit Lot Subdivision; (4) Authorization to Submit Draft Water Comprehensive Plan to Department of Health; (5) Appoint 2018 Lodging Tax Advisory Committee; (6) Adoption of Lodging Tax Advisory Committee 2018 Funding Recommendation; and (7) Approval of SCJ Alliance Contract for Economic Development Implementation Plan.

### **CITY CLERK AND COMMUNITY RELATIONS UPDATES**

- **Records Management:** In follow-up to new state public records legislation and the City Council's direction to digitize city records as we plan to move into a new City Hall, the newly created Public Records Officer position was advertised on January 5. Meanwhile, the Records Management Team continues to make progress on this project.

On January 18 and 19, the city will have a comprehensive professional review conducted of city shared drives and file rooms. Prior to that, the team will be taking inventory of some of the records stored in city facilities other than Interim City Hall and the Police Department. The firm will prepare a report on the current state of the city's records and position the city for adoption of best practices for public records administration and open access to public information. In addition, the report will help the city establish the requirements of an electronic records filing system and create a baseline understanding for scope of services necessary for implementation and delivery of an electronic records management system.

The team will also be reviewing upcoming grant opportunities offered by Washington State Archives in the Secretary of State's Office for technology tools, file room equipment, and digital imaging.

- **National Night Out Award:** The City of Mountlake Terrace was recently selected as a National Award Winner for its outstanding participation for National Night Out Against Crime," a crime, drug and violence prevention program by the National Association of Town Watch. Organized by the city and aided by volunteers and business owners, National Night Out emphasizes meeting neighbors, reducing crime, and celebrating community.

Premera Blue Cross, the city's largest employer, has been the primary sponsor of this event for 21 years. Dozens of local businesses also provide donations to cover the costs of the free food and entertainment provided for the community.

"Thanks to Premera's generosity and the support of many local businesses, the City of Mountlake Terrace is able to provide this wonderful family-friendly event for our community," stated Community Relations Director Virginia Olsen.

- **Volunteer Appreciation:** A recognition event for volunteers serving on city boards, commissions and committees is being planned for January 31. A dinner will be provided to the dozens of volunteers who have served over the past year including the City Hall Advisory Committee.
- **RFQ for Professional Architectural and Engineering Design Services for Construction of a New City Hall and Police Station Expansion:** On December 8, 2017, the city issued a request for Letters of Interest (LOI) and a Statement of Qualifications (SOQ) from interested, qualified firms (or groups) to work with the city and community to provide architectural design and engineering services for the construction of and improvements to the Civic Campus located at the intersection of 58<sup>th</sup> Avenue W and 232<sup>nd</sup> Street SW, including the following elements:
  - City Hall, including City Council Chambers, lobby and other city offices of approximately 18,000 square feet
  - Police Station expansion of approximately 3,100 square feet.

On January 10, the city will be providing a Civic Campus tour including walk through in the Police Station for firms interested in submitting a response to the RFQ.

Responses to the RFQ will be accepted until *Friday, January 26, 2018* at 12:00 p.m. Any firm that plans to submit should notify the city at [llavoie@ci.mlt.wa.us](mailto:llavoie@ci.mlt.wa.us) and provide an email address in order to receive any RFQ updates. The full RFQ can be seen at <http://www.cityofmlt.com/bids.aspx>.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **PSRC soliciting public comment on VISION 2040, the Regional Transportation Plan, until January 31, 2018:** VISION 2040, the Regional Transportation Plan (Plan), is an action plan for the central Puget Sound region through the year 2040. The region covers King, Snohomish, Pierce and Kitsap Counties. During that time, the region is expected to grow by

roughly 1 million people, and support more than 800,000 new jobs. These new people and jobs are expected to boost demand for travel within and through the region by 30 percent. The new draft Plan outlines a long-term template for how this region should invest in transportation, while at the same time embracing the need to be flexible and responsive to the ways people – and the world – will actually change. View the Executive Summary of the draft Plan at: <https://transportationplan.participate.online/executive-summary> To learn more about the draft Plan, and let PSRC know what you think, go to: <https://transportationplan.participate.online/>.

- **2018 will be a very busy construction year:** During 2018, it is anticipated that construction will begin on developments that will create more than 660 new residential units. The residential unit count does not include proposals for which only a pre-application meeting has been held and no formal application yet made. More information about current development activities, including location, can be viewed at <http://www.cityofmlt.com/180/Development-Activities>
- **Atlas 236 Project:** There were three separate permits for the Atlas 236 project. They include:  
Mechanical permit #M-17-0285 Valuation of \$403,979.00 Permit fee total \$4,956.97  
Plumbing permit #P-17-0142 Valuation of \$1,327,191.00 Permit fee total \$14,096.77  
Electrical permit #E-17-0433 Valuation of \$1,197,135.00 Permit fee total \$12,189.20

#### **PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES**

- **Main Street Project:** City staff have submitted the final Plans, Specifications and Estimate for the Main Street project for Washington State Department of Transportation (WSDOT) approval. This is a required step in fulfilling our grant obligations, with WSDOT approval needed before the city can advertise the project for bids.

#### **RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES**

- **Espresso Special:** Next week's espresso special will be a Skinny Vanilla Latte. Stick to your New Year's resolution and receive \$.50 off a 16oz version of this low fat, sugar free drink. This special will run January 8 – 14.
- **Swimming Lesson Voucher Program:** There has been a change in the Swimming Lesson Voucher program through the Verdant Health Commission. The voucher program has been expanded to include any non-swimmers in grades 1-12 in the Edmonds School District for beginning level swimming as well as our adaptive lesson program. These vouchers will be presented by each participating aquatic facility including Mountlake Terrace, Lynnwood, and Edmonds. The Dale Turner YMCA will participate for Edmonds during the spring and fall as well as Yost Pool in the summer.

Each facility will offer a Free Water Safety Event each quarter where vouchers will be distributed for non-swimmers. The 3rd grade voucher program will continue for 3rd graders who live or attend school within the boundaries of the Edmonds School District. Children can receive 3 sets of swim lessons for free for youth/school age levels 1-4. Contact the Recreation Pavilion for more information at (425) 776-9173.

The vouchers for the 2018 school year may be used from January through December 2018. They will be distributed through the Edmonds School District to all 3rd graders the first week of January. During the spring of 2018 all three aquatic departments will take part in presenting

the Water Safety Presentations to the third graders. These swim lesson and water safety opportunities are provided through a grant from the Verdant Health Commission.

- **Lifeguard In-Service Training January 5:** The pool, spa and sauna will close early for a Lifeguard Staff training on January 5 from 4:15-6:30 p.m. Congratulations to our newest Lifeguards on staff. As of December 21, Swim Instructors Evie Small, Agata Pyszkiewicz, Anton Teplouhov, Krystin Johnson and Kendra Jory all passed the American Red Cross Lifeguarding Course and will be oriented to become Lifeguards after some additional training on policy and procedures.
- **Swim Lessons:** The first session of 2018 will begin the week of January 8 through 14. Registration is still available for any open spots which depending on the day may be limited. If parents are unsure of what level to place their child in they should arrange an evaluation with one of the Coordinators. Weekday swim lessons meet twice a week: Monday/Wednesday lessons will run January 8 to January 31; Tuesday/Thursday will run January 9 to February 1. Weekend lessons meet once a week and will meet as follows: Fridays, January 12 to February 16; Saturdays, January 13 to February 17 and Sundays, January 14 to February 18.

For those not enrolled in the first session, registration for the second session of 2018 for Weekdays will be January 31 for Mountlake Terrace Residents and February 1 for open registration. Both are now available online. For weekends Mountlake Terrace registration will be February 21 and open registration will be February 22. Participants currently enrolled in the first session will have the opportunity for priority registration before it opens up to those not currently enrolled.

- **Martin Luther King Jr. Day Holiday:** On January 15, the pool will be open and running on a regular schedule with swim lessons meeting as usual.
- **Dog Training Classes:** The Basic Dog Obedience class meets every Monday night at the Recreation Pavilion from 7:30-8:30 p.m. The next class will begin on Monday, January 8. This class teaches commands for walking on a leash, sit, down, stand, stay and come. Behavior problems and proper equipment are discussed. The Intermediate Dog Obedience class has had a name change to Beyond Basics and picks up where the Basic Class leaves off. Beyond Basics prepares dogs for the AKC Canine Good Citizen test that is given on the last night of class. This class meets Wednesdays from 7:30-8:30 p.m. The next class starts on January 10. Puppygarten is a beginning class for puppies 8-16 weeks old that works on socialization and basic obedience. Housebreaking and other basic behavior issues are discussed as well. This class meets on Thursdays from 7:00-8:00 p.m. and will start a new class session on January 11. Registration is open for all these classes and room is available. All our Dog Obedience classes are taught by Caren Malgesini who is a Certified Professional Dog Trainer (CPDT).
- **Adult Sports:** Winter basketball and Volleyball leagues have begun. Registration for spring sports will begin in February. Basketball, volleyball and softball are available in spring.
- **Child Care:** The next non-school day is Monday, January 15. Care is available. Call (425) 776-9173 for information or to register.

- **Field Rentals:** The 2018 Field User meeting is Tuesday, January 9 at 6:00 p.m. If you are interested in renting fields in Mountlake Terrace, come to the Pavilion for this informational meeting and to request field times.
- **Dance Academy:** Registration is open for second semester! Dance Academy courses begin Monday, February 5. First semester runs through the end of January. If you do not want to wait until February to start, join first semester prorated! Come into the pavilion to pick up a dance packet and register at the front desk. For more information or placement, contact Chloe Davenport (425) 640-3107 [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us) or see the craze [www.crazedigital.com](http://www.crazedigital.com).
- **Quarterly Dance & Fitness Classes:** Our next Dance & Fitness Session begins January 2. The winter blues and holiday meals can weight you down so register now and keep yourself active and in shape throughout the winter season. Get up and move with us in classes like Turbokick, Pop Pilates, Salsa or Ballet, to name just a few in the evening. Or, if you are an early riser come to Tai Chi or Silver Sneakers at 8:30 or 8:00 a.m. respectively. We offer so many things there's sure to be something that brings you joy and health within our fitness and dance programs. Check out the classes at [www.crazedigital.org](http://www.crazedigital.org).
- **Eagle Candidate Finishes Project:** Eagle Candidate Talal Mustafa extended the pathway around the perimeter of Bicentennial Park. Talal finished his project on December 16, 2017 and has brought the pathway one-step closer to completion. Talal has had his project signed off for completion and is hoping to have all items completed as he works toward Eagle status in the next few weeks. Talal will be recognized before the City Council at the January 16 Council meeting.
- **Holiday Tree:** Parks and Public Works crews will be climbing the water tower to take down the iconic tree weather permitting in the next few days.

**POLICE DEPARTMENT UPDATES**

Weekly Activity (Through the end of 2017)								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	47	53	11	7	2	3	1	2
<b>YTD</b>	2078	2948	410	275	39	119	81	112

**Significant Incidents**

- On December 27, 2017 at 8:27 p.m., patrol responded to a fire assist in the 5000 block of 243<sup>rd</sup> Street SW. Upon arrival, the 49-year-old resident was found unresponsive. Lifesaving measures were performed by officers until aid arrived and assumed control. Unfortunately the efforts were unsuccessful. Investigation indicated the death to be unexpected, however nothing suspicious was observed. Investigation continues.
- On December 27, 2017 at 10:09 p.m., patrol responded to a suspicious vehicle in the 6000 block of 244<sup>th</sup> Street SW. Upon arrival, officers contacted the occupants who were in possession of drug paraphernalia and under the influence of intoxicants. The vehicle was impounded pending a search warrant. The vehicle was later searched, and additional

paraphernalia and narcotics were discovered. Charges were forwarded to the Snohomish County Prosecuting Attorney.

- On December 27, 2017 at 11:03 p.m., patrol viewed a theft in progress from a business in the 4300 block of 212<sup>th</sup> Street SW. Officers tried to detain the suspects, but they fled on foot. One subject was apprehended immediately and the second was located shortly thereafter. Upon identifying the subjects, it was discovered a no contact order was issued previously. Both subjects were booked for theft, resisting and one for violation of the no contact order.
- On December 28, 2017 at 1:43 a.m., patrol responded to a burglary in progress at Rainier Cannabis. Suspect(s) were observed remotely attempting to force entry. Upon arrival, the suspect was not located and damage to the business was discovered. Investigation continues.
- On December 28, 2017 at 1:51 a.m., patrol responded to a commercial alarm at Fweedom Cannabis. Upon arrival, forced entry to the business was discovered. Video of the crime was observed and confirmed the suspect broke out a window and stole an unknown quantity of marijuana before fleeing. Investigation continues.
- On December 28, 2017 at 1:53 p.m., patrol responded to a theft in progress in the 4300 block of 212<sup>th</sup> Street SW. Upon arrival, the suspect was arrested for the crime in addition to several warrants for his arrest. During the arrest process the suspect notified officers he left his 1-year-old child strapped to a high chair at his apartment without supervision. Officers responded to the residence and located the child unharmed. Child Protective Services was contacted. The suspect was booked for theft, warrants and abandonment of a child.
- On December 28, 2017 at 10:10 p.m., patrol responded to a vehicle collision in the 24300 block of 56<sup>th</sup> Avenue W. Upon arrival, the driver at fault was located and determined to be under the influence of intoxicants. The driver was arrested and processed for DUI.
- On December 29, 2017 at 5:18 p.m., patrol responded a malicious mischief complaint. Upon arrival, the victim was contacted and explained she was traveling on 228<sup>th</sup> Street SW when another motorist began following her too closely and driving erratically. While driving, her back window was shattered. Officers discovered the suspect threw a tire iron through the window. The suspect was not located.
- On December 29, 2017 at 4:29 a.m., patrol stopped a vehicle in the 21700 block of 52<sup>nd</sup> Avenue W for moving violations. Investigation revealed a court order between the two occupants. The driver was arrested for making false statements and a warrant for her arrest. In addition, she was found to be in possession of drug paraphernalia. The passenger was arrested for violating the court order. He was taken to the hospital for medical clearance due to recent drug use. While at the hospital the subject attempted to escape custody and challenged the officer. Both subjects were later booked for the offenses.
- On December 29, 2017 at 7:00 a.m., patrol responded to a death investigation in the 22400 block of 53<sup>rd</sup> Avenue W. Upon arrival, officers verified the resident was deceased. Investigation indicated the death to likely be due to natural causes.
- On December 29, 2017 at 2:00 p.m., patrol responded to a theft report in the 4100 block of 212<sup>th</sup> Street. The victim stated she had a party and later discovered a valuable ring missing.

Patrol worked with investigations and discovered the ring was pawned in Seattle by the victim's son's girlfriend. The ring was returned to the owner. Investigation continues.

- On December 30, 2017 at 1:26 p.m., patrol responded to an attempt to locate a stolen vehicle in the 21700 block of 51<sup>st</sup> Avenue W. The vehicle was located and the occupants captured by the Lynnwood Police Department. Officers learned the suspects also rammed another vehicle at a nearby residence and burglarized the home. Investigation continues.
- On December 31, 2017 at 4:30 a.m., patrol responded to a suspicious vehicle in the 6000 block of 236<sup>th</sup> Street SW. The vehicle was reported to be driving recklessly and struck a curb before coming to rest. Upon arrival, the vehicle and driver were located. Investigation revealed the driver to be under the influence of intoxicants. She was arrested and processed for DUI.
- On December 31, 2017 at 4:11 a.m., patrol responded to a domestic issue in the 6100 block of St. Albion Way. The victim stated her boyfriend threatened to kill her and stole her cell phone and vehicle title. The suspect was later contacted and denied the allegations. He alleged she had stolen \$500 from him. Due to conflicting statements and lack of additional evidence the case was referred to the prosecutor for review.
- On January 1, 2018 at 1:40 a.m., patrol stopped a vehicle in the 5200 block of 220<sup>th</sup> Street SW for an equipment violation. The driver was identified and it was discovered he had multiple warrants for his arrest. He was arrested and booked at the Snohomish County Jail.
- On January 1, 2018 at 4:07 a.m., patrol responded to an assault in the 6000 block of 219<sup>th</sup> Street SW. Investigation revealed one of the individuals involved was attempting to escort an unruly subject from the party when he was attacked and punched. The suspect was located and arrested. Due to her intoxication level she was transported to the hospital for clearance prior to jail booking.
- On January 2, 2018 at 11:54 p.m., patrol responded to a domestic disturbance in the 4200 block of 214<sup>th</sup> Street SW. Upon arrival, the resident said her boyfriend was intoxicated and acting weird. She asked him to leave, which he did after throwing meat on the floor. Upon his exit she locked the door. He began to scream and kicked in the door, then fled on foot. While in the area patrol located the suspect. He was arrested for the crime, in addition to a warrant for his arrest, and booked at the Snohomish County Jail.

### Detective Unit Update

- Cases Assigned
  - 17-18850 Fraud
  - 17-18641 Fraud
  - 17-18911 Death
  - 17-18922 Burglary
  - 17-18923 Burglary
  - 17-19037 Burglary
- Cases Cleared
  - 17-13440 Theft
  - 17-17189 Robbery 1
  - 17-17164 Assault
  - 17-15972 Burglary
  - 17-18285 Theft
  - 17-14737 Burglary
  - 17-14090 Death

**Community Outreach & Directed Enforcement**

- Officers conducted local business and area checks at the following locations: Northern Lights Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and the Evergreen Elementary property.
- Traffic enforcement on 48<sup>th</sup> Avenue W, Lakeview Drive and 226<sup>th</sup> Place SW.
- Directed patrol of several apartment complexes.
- Officers located and helped a homeless subject located at the Recreation Pavilion.

**NEWS RELEASES**

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

**MARK YOUR CALENDARS**

- January 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- January 24-25, City Action Days, Hotel RL Olympia by Red Lion, 2300 Evergreen Park Drive
- June 26-29, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8<sup>th</sup> Street

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace