

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

January 12, 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 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.

The City Council's next work/study session is on **Thursday, February 1, 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 City Departments Performance Measures for July-December 2017 (Tentative); (a) Presentation from Organizational Development; (b) Presentation from City Council/City Manager/Community Relations; (c) Presentation from Community and Economic Development; (d) Presentation from Public Works/Engineering Services and Operations; and (e) Presentation from Recreation, Parks, and Property Management; (2) Review Independence Day Event Agreement (Tentative); and (3) Review of Agreements for Undergrounding Franchise Utilities for Main Street (Tentative).

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Civic Campus Project Update:** Thirteen architectural and engineering firms participated in a pre-submittal tour of the Civic Campus and Police Station on Wednesday. The optional tour was offered to parties interested in responding to the city's Request for Qualifications for the Civic Campus Project. Attendees met the Executive Leadership Team and other city officials at the library and then toured the site followed by a question and answer session.

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>.

- **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. Anyone interested in donating funds or supplies for this year's event should contact Virginia Olsen at [volsen@ci.mlt.wa.us](mailto:volsen@ci.mlt.wa.us) or 425-744-6206.

- **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.

## **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/>.

- **Atlas 236:** An administrative site plan decision will soon be issued for a mixed use 211,042 square foot building with 151 residential units, 12,014 square feet of ground floor commercial space, and 189 parking stalls. Full Town Center Street improvements will be constructed along all frontages, and construction level permits for the project should be issued within the coming months. This project will provide contrast to the Town Center, as 5 stories, and 65 feet of building height is anticipated. The project will also bring much needed commercial tenants to the area, and focus on coordination with the City's Main Street improvements.
- **Tamblyn:** On January 8, 2018, the Planning Commission recommended preliminary approval as conditioned for the 14 unit townhome project located on the southeast corner of 230 ST SW and 58 AVE W (District E, Town Center). The project will be introduced to the City Council at the January 11, 2018 study session, and a Public Hearing will be held on January 16, 2018 to decide on the matter.
- **Work continues on design of Transitional Uses (Townhomes) near Town Center:** The Planning Commission continues to work on developing zoning code regulations to guide development of townhomes on residential properties immediately surrounding the Town Center or Community Business Downtown (BC/D) district. This transition area allows townhomes and accessory parking lots. The intent is to provide a transition between the more intense development in the Town Center and less intensely developed residential neighborhoods. A change to the zoning map would create the transitional uses area as a separate district with its own regulations.

Public input on how townhomes development should look and feel has been solicited through a community forum held December 14, 2017, a dedicated city webpage, city manager news, social media, and a number of public meetings. Nearly 1,350 postcard invitations were mailed to residents and property owners within and near the transitional uses area preceding the community forum. The public can submit comments and participate in a survey, both available from the webpage or at City Hall.

Some key issues include building setbacks, heights, and lot coverage, and building design standards such as front doors facing the street, sidewalk width, and interesting building faces. No decisions have been made to date.

More opportunity for public input will be possible at meetings by the Planning Commission and City Council in January and February. A community open house is also planned. The next steps will be to consider all public input, prepare and refine the regulations, issue SEPA, and hold public hearings on the code changes. The tentative schedule is posted on the webpage and is subject to change.

## **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 Fireside Mocha. Come to the Recreation Pavilion and warm up with this delicious blend of chocolate, almond and peppermint and receive \$.50 off a 16oz. This special runs January 15 – 21.
- **Rubber Ducks:** 2018 rubber ducks are here! We have many to choose from including Valentines ducks, St. Patrick's Day ducks, mermaid and unicorn ducks and many, many more.
- **Swimming Lessons began this week.** Weekday swimming lessons started on Monday and Tuesday. They will run through the end of January. Weekend lessons will start on Friday, Saturday and Sunday. Saturday and Sunday are at 90% capacity. There is some space still available. These lessons will run through mid-February.
- **Part-Time Lifeguard/Swim Instructors needed:** Aquatics is taking applications for part-time swimming instructors and lifeguards. Applications can be picked up at the Recreation Pavilion or completed and submitted online at: <http://www.cityofmlt.com/Jobs.aspx>
- **Martin Luther King Jr. Holiday on January 15:** The pool will be open and running on a regular schedule with swim lessons and water fitness classes meeting as usual.
- **Swimming Lesson Voucher Program:** The vouchers will be distributed to the third graders within the next week. They will span from January to December 2018. There are some exciting changes in the Swimming Lesson Voucher program through the Verdant Health Commission. The 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 city's aquatic facility in Mountlake Terrace, Lynnwood, and Edmonds. Each of the facilities will offer a free water safety event each quarter where vouchers will be distributed for non-swimmers. Watch for Mountlake Terrace's event coming up on April 7 during the April Pools Day event. 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:** During the Lifeguard In-service the Lifeguard of the Month named was: Tia Ovenell for picking up several shifts and subbing for others during the holiday schedule. The Instructor of the Month named was: Anton Teplouhov, for getting several requests, improving his instruction and picking up new instruction skills and levels. At the in-service, staff reviewed and practiced their rescue skills.

- **Staff Training:** Youth Programs staff will be attending their monthly staff meeting on Wednesday, January 10 to brainstorm summer camp themes, field trips and camp names. Registration for summer programs will begin in March.
- **Non-School Day Care:** The Kids Krew Program still has space available for the non-school day on Friday, January 26. Please call (425) 776-9173 for more information or to register.
- **Field Rentals:** Requests are now being accepted for field rentals for 2018. If you are interested in renting one of the many fields in Mountlake Terrace for sporting activities, call (425) 640-3105 or email Kevin Witte at [kwitte@ci.mlt.wa.us](mailto:kwitte@ci.mlt.wa.us).
- **Eagle Candidate to be Recognized:** 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 will be recognized before the City Council at the January 16 Council meeting.
- **Field Users Meeting:** Park and athletics staff held the annual field users meeting on January 9. Staff meets with primary field users annually to discuss the prior year and prepare for the upcoming seasons on the Mountlake Terrace athletic fields. Thirteen users attended from various sports groups to kick off the 2018 sports season.
- **Dog Park Group to Meet:** A few members from MLTDOG are planning to meet with local dog park patrons to discuss some possible upcoming volunteer efforts to help enhance the Mountlake Terrace Off-Leash Dog Park. Dates and times for the upcoming efforts are to be determined.

**POLICE DEPARTMENT UPDATES**

**To provide additional accuracy to Police activity reports, the city is moving to monthly report. The report will be posted on the first week of the month showing activity for the following month.**

Weekly Activity (Numbers will be added the first week of February)								
	Reports	Traffic Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>								
<i>YTD</i>								

*\*Activity is updated in the last week of the month*

**Significant Incidents**

- On January 2, 2018 at 8:58 p.m., patrol responded to an assault report in the 22800 block of 48<sup>th</sup> Avenue W. The victim stated he was involved in a road rage incident and the two vehicles stopped and the drivers confronted one another. The victim was calling 911 when the suspect hit the phone out of his hand and struck him. Investigation continues.

- On January 3, 2018, patrol assisted the Lynnwood Police Department with a burglary investigation. Officers responded to an area check for a vehicle associated with the suspect in the 4800 block of 216<sup>th</sup> Place SW. Upon arrival the vehicle was located and surveilled. The suspect eventually emerged and was successfully arrested for multiple warrants and detained for Lynnwood's burglary. A Lynnwood officer responded and took custody of the suspect.
- On January 4, 2018 at 12:09 p.m., patrol responded to a burglary report at a residence located in the 5500 block of 244<sup>th</sup> Street SW. The victim explained unknown suspect(s) entered her apartment sometime overnight and stole miscellaneous financial items. There was no forced entry. Investigation continues.
- On January 4, 2018 at 6:27 p.m., patrol assisted the Brier Police Department with a person passed out in a vehicle located in the 22600 block of Brier Road. Upon arrival officers were able to wake the person. She was subsequently arrested for warrant(s). During a search incident to arrest she was found to be in possession of narcotics. The suspect was booked at the Lynnwood Jail.
- On January 5, 2018, patrol responded to a domestic disturbance in the 21400 block of 52<sup>nd</sup> Avenue W. Upon arrival, Officers found the suspect had left on foot. The reporting person stated her adult daughter has been on methamphetamine for several days and behaving erratically. An area check for the suspect was performed and she was located nearby. The suspect was arrested for warrant(s). During a search incident to arrest she was found in possession of narcotics and paraphernalia. Post hospital clearance she was booked at the Snohomish County Jail.
- On January 6, 2018 at 12:40 p.m., patrol responded to a domestic disturbance in the 21300 block of 48<sup>th</sup> Avenue W. Upon arrival officers could hear sounds of an altercation. The female resident opened the door and denied anyone else was inside. It was apparent she was recently involved in an altercation and the residence was checked. The victim's boyfriend was located in a locked bathroom. Investigation revealed they were arguing and during the argument the suspect assaulted his girlfriend. He also had a warrant for his arrest. The suspect was arrested for the assault/warrant and booked at the Snohomish County Jail.
- On January 6, 2018 at 4:16 p.m., patrol responded to a domestic disturbance in the 22800 block of Lakeview Drive. Upon arrival patrol contacted the victim who exhibited signs of a recent assault. She said prior to calling 911 she had an argument with her boyfriend over his alleged infidelities. The victim stated he grabbed her hair and pulled her to the bed where he climbed on top of her and began to strangle her. She began to scream and he covered her mouth with his hand. The suspect then fled on foot. A K9 track for the suspect was unsuccessful. Investigation continues.
- On January 6, 18 at 11:33 p.m., patrol responded to assist Edmonds Police with a shooting/homicide in the 17700 block of 76<sup>th</sup> Avenue W. Upon arrival officers helped clear the residence making it safe for aid.
- On January 7, 2018 at 7:12 p.m., patrol responded to an assault in the 6400 block of 220<sup>th</sup> Street SW. Upon arrival investigation revealed the two drivers were involved in a road rage incident leading to a collision. The driver at fault tried to flee and was followed by the other

driver. The vehicles eventually stopped and engaged in an altercation where the suspect attacked the victim, punching him in the face. Investigation continues.

- On January 8, 2018 at 12:30 p.m., patrol responded to assist the RFA in the 23300 block of 58<sup>th</sup> Avenue W. Upon arrival life saving measures were performed without success. Investigation revealed the deceased was dealing with a variety of medical issues contributing to her death.

### **Detective Unit Update**

- Cases Assigned
  - 17-19007 CPS
  - 17-17121 Vehicle Theft
  - 18-00078 Missing Person
  - 18-00075 Missing Person
- Cases Cleared
  - 17-18712 Theft
  - 18-00078 Missing Person
  - 18-00075 Missing Person
  - 17-18797 Arson

### **Significant Cases:**

- Detectives are working a home invasion robbery where a second suspect has been identified. A third suspect is still at large.
- While monitoring jail phone calls, detectives discovered two subjects giving detail and names of suspects who committed a homicide in Edmonds. We are working with Edmonds to pass on this information.
- We have received information on two bulletins with suspect information. We will be tracking down the suspects.
- Detectives are attempting to locate a suspect identified in a theft/burglary investigation.

### **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, paying for her bus fare to get to her destination.
- Officers continue to be proactive in locating homeless encampments. These efforts have been successful in preventing encampments from becoming established. Sergeant Pickard has been diligent in working with various agencies to clear out vegetation in desirable locations for homeless encampments. He also met with DOT to start work on cleaning up an abandoned camp.
- Officers have been spending significant time surveilling marijuana stores in town due to multiple recent burglaries.

### **Code Enforcement Property of the Week**

On January 5, 2017, Code Enforcement received an MLT Anytime request involving junk vehicles, parking violations, and a possible vehicle repair business located near the 4400 block of 219<sup>th</sup> Street SW. The next day, Code Enforcement received an additional complaint regarding the property, possibly operating an auto repair business, and multiple junk vehicles stored on their property. During follow up, Code Enforcement observed four covered vehicles on the property,

one vehicle partially inside a carport appearing to be under repair, and three unlicensed vehicles on the public right of way. Code Enforcement issued multiple correction notices to those vehicles parked on the street. Code Enforcement issued a Notice of Violation to the property owner(s) in accordance with; 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.B.2 – (Motor vehicles belonging to persons other than a resident may not be stored on a property outside a fully enclosed structure), 8.15.050.E.1 – (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), 8.15.050.E.2 – (Vehicle repair is not in association with any licensed or unlicensed vehicle-oriented business unless the property is authorized and licensed by the City of Mountlake Terrace). Code Enforcement will continue to follow up until the property is compliant with city nuisance and parking ordinances.



- Several staff members participated in First Aid/CPR course taught by staff at the Recreation Pavilion.
- Officer Sheets and Johnson have begun their last phase of field training. Officer Wright has started his second phase.

**NEWS RELEASES**

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

**MARK YOUR CALENDARS**

- January 24-25, City Action Days, Hotel RL Olympia by Red Lion, 2300 Evergreen Park Drive
- February 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- March 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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