

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

February 2, 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 **Monday, February 5, 2018** 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 South Snohomish County Fire & Rescue Assistant Chief Brad Reading; (2) Update from Edmonds School District Superintendent Dr. Kristine McDuffy; (3) Approval of 3rd of July Event Agreement; and (4) Adoption of 2017 Comprehensive Plan and Zoning Map Amendments Ordinance.

The City Council's next work/study session is on **Thursday, February 15, 2018** 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 Planning Commission's 2018 Work Program (*Discussion with Planning Commission*); (2) Review of 2017 Comprehensive Plan Performance Measures (*Discussion with Planning Commission*); (3) Discussion of Development Review Process; (4) Review of Agreements for Undergrounding Franchise Utilities for Main Street (Tentative); (a) Comcast; (b) Frontier; (c) Wave Broadband; (5) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW (Tentative); and (6) Review of Transitional Uses Zoning Code Updates Ordinance (Tentative).

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Civic Campus Project Update:** Five architectural firms submitted responses to the Request for Qualifications for professional architectural and engineering design services for construction of the Civic Campus project. The submittals were reviewed and three firms were notified that they will be finalists and invited to present their approach to work with the community. Interviews are scheduled for February 15 and approval of a contract with a firm is tentatively scheduled at the March 5, 2018 City Council meeting.

- **Volunteer Appreciation:** Over 50 guests attended a recognition event for volunteers serving on city boards, commissions and committees that was held on Wednesday, January 31 at Ballinger Clubhouse. A dinner was provided to the volunteers who have served over the past year including the City Hall Advisory Committee, Arts Advisory Commission, Community Policing Board, Civil Service Commission, Planning Commission, Recreation and Parks Advisory Commission, and Neighborhood Parks Improvement Subcommittee.

Our sincere thanks to our wonderful volunteers who devote hundreds of hours each year to improve our city. Many of these volunteers give time to many other causes such as the Seniors Group, Garden Club, American Legion, Mountlake Terrace Community Foundation, Friends of the Arts, Tour de Terrace and Friends of the Library.

- **Records Management:** The Records Management Team has followed up on the City Council's direction to digitize city records as we plan to move into a new City Hall and comply with new state laws adopted last year. On February 8, the team will be interviewing potential candidates for the newly created Public Records Officer position.

FreeDoc has prepared a comprehensive evaluation of records at Interim City Hall, Operations Facility (Parks and Public Works), Police Station, and the Recreation Pavilion and sent a draft report that 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 enterprise content management (ECM) system. The City Clerk will be working on updating records management policies to set the stage for creating a digital transformation strategy for business processes that will align with the design of a new City Hall.

- **Historical Records:** The family of Stan and Jeannie Krahn have donated several boxes of historical records to the city. Stan was a member of the Mountlake Terrace Historical Committee and had over 50 years of service to the Police Department and his wife, Jeannie, was known to clip newspaper articles about the city and organize them into notebooks over the years. The Records Management Team will be reviewing the records and logging them into the system. Thank you to Tim Krahn and his family for sharing these documents so they can be archived.
- **February City Happenings:** The city newsletter was mailed on January 26 and features information about a \$2.4 million grant for Main Street. This issue also features an article on the National Night Out Award, Special Event Permits, and Ballinger Park Spotlight on Volunteer Projects. Other articles include Low Impact Development Code Updates, What's Next for the Civic Campus Project, Registration for Swim Lessons, Spring Sports and Summer Camps, Townhome Development, Code Updates for Transitional Uses Areas, Earth Day Cleanup, and grant for the Shoreline Management Plan Update. Ongoing features such as Construction Update, Council Highlights and Coffee with the City dates round out this issue.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Terrace at Park West Permits Issued:** Fees were collected for buildings at Terrace at Park West.

Building A included permits for six (6) separate new single-family residences plus six water meter and side sewer permits. The total fees collected were \$53,909.50.

Building B included permits for four (4) separate new single-family residences plus four water meter and side sewer permits. The total fees collected were \$36,523.06.

Building C included permits for four (4) separate new single-family residences plus four water meter and side sewer permits. The total fees collected were \$36,523.06.

Building D included permits for five (5) separate new single-family residences plus five water meter and side sewer permits. The total fees collected were \$45,143.88

Building E included permits for eight (8) separate single-family residents plus eight water meter and side sewer permits. The total fees collected were \$70,739.50.

Also, an Irrigation Meter (1") for Building A = Fees of \$4,615.00

TOTAL Fees for all 5 buildings: \$247,454

- **Gateway TOD project moves forward:** The final binding site plan for Gateway TOD has been recorded. This action means that legal building lots have been created for the three 5-story buildings planned for the site. It also creates 4 tracts, including one tract that will become Gateway Boulevard, completing the connection between 244th and 236th Street SW. The construction of the intersection of Gateway Boulevard with 236th will be coordinated with the city's Main Street construction project.

Civil construction plans have been approved and are ready to issue. The full scope of work includes reinforcement of the Gateway Bridge, stream and wetland restoration, significant landscaping, a pedestrian trail near the stream, and dedication of property to the city for inclusion in a city entry park on 236th by the Transit Station. Groundbreaking on Phase 1 of the site master plan is expected in March 2018. The building permit for Building 1 is also ready for issuance.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Proposed Changes to the Low Impact Development Codes:** This week Stormwater Program Manager Laura Reed held the second in a series of meetings with a developers stakeholders group to review the proposed changes to the Low Impact Development codes. The group expressed their appreciation of the process that is giving them a chance to participate early in the code revisions.
- **Water System Comprehensive Plan Open House:** Next week, February 6 from 4-6 p.m. at City Hall, the Public Works Operations Manager (Peter Dressel) will be leading a public meeting to discuss the Comprehensive Water System Plan and review the City's Water Efficiency Program.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Free Swim Lessons for Third Graders:** If you have a 3rd grader who either resides or goes to school within the boundaries of the Edmonds School District – you have this great opportunity to receive 3 sets of swim lessons for free. This free swim lesson opportunity is provided through a grant from the Verdant Health Commission. The new vouchers were distributed in January 2018. The new vouchers will expire December 31, 2018. Contact the Recreation Pavilion for more information.
- **Free Beginner Swimming lesson vouchers for Edmonds School District grades 1-12:** A new component of the Verdant Health Commission grant has been added to ensure that non-swimmers are given the opportunity to receive swimming lessons. Any student who is a non-swimmer can receive a voucher for beginning swimming lessons, these are only for beginning swim level 1. These vouchers are available at the participating facilities: Mountlake Terrace, Lynnwood and Edmonds/Yost (during the summer). The facilities will host a free water safety fair where swim placement evaluations will take place. Mountlake Terrace will hold their first event on April 7 during April Pools Day from 5-6 p.m. There will be water safety stations.
- **Swimming Lesson Registration:** A new session of swimming lessons will start Monday, February 5 and Tuesday, February 6 and will run until March 1 and 2. The next registration for weekend classes that meet on Fridays, Saturdays and Sundays will be February 16, 17, and 18 with the classes starting on February 23, 24, and 25. These will meet until March 30, 31 and April 1. Registration for aquatic classes will remain open through the third lesson for anyone who wants to sign up for open spots. Aquatic Coordinators are available by appointment for placement evaluations in the pool, if parents are unsure about what class children should register for. Participants must come prepared to get into the pool. Call (425) 776-9173 to ensure that staff is available.
- **Schedule Change for Staff Training:** The pool will be closing at 4:15 p.m. Friday, February 2 for All Aquatic Staff in-service. Staff will be working on instruction skills to ensure consistency and to improve their teaching repertoire.
- **Aquatic Staff in Training:** Recreation Supervisor/Aquatics Rose Ploeg is attending the Association of Aquatic Professionals conference on a scholarship she applied for and received in September. This conference is being held in St. Pete's Beach, Florida. Recreation Coordinator/Aquatics/ Mark Feeney attended the WRPA Risk Management School in Federal Way on January 24 and 25.
- **Staff Training:** Youth Programmer Tracie Neal and Aquatics Coordinator Mark Feeney attended the Washington Recreation and Parks Associations Risk Management School. Tracie and Mark attended sessions over two days regarding managing risk in the recreation department and programs. They will be using what they learned in training other staff and making improvements to programs.
- **Racquetball Tournament:** The first racquetball tournament of 2018 was Saturday, January 27. Over 15 people competed in singles and doubles tournaments. All participants received a

t-shirt and played at least 2 matches. Trophies were awarded to top finishers. The next tournament will be Saturday, March 24. For more information call (425) 776-9173.

- **Dance Academy:** Registration is open for second semester and courses begin Monday, February 5. You can come and take a trial lesson this week! Be sure to get involved right away so your kids will be eligible to perform in our June Recital. 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 or see the craze www.crazedigital.org.
- **Quarterly Fitness:** Starting right now, Jamie Neill is teaching Core de Force the hottest new Mixed Martial Arts (MMA) kick boxing class Wednesdays 7:30-8:30 p.m. Core de Force is similar to Turbokick and is replacing it on the schedule. It's a great new perspective on how to sweat and work on self-defense moves. We have new teachers with interesting backgrounds joining our fitness department! Staff are brainstorming and preparing new things to keep your fitness classes fresh and interesting this spring. You can drop-in to Core de Force and any ongoing classes and/or register for the session beginning February 12. To register go to the Craze at www.mltrec.com and find page 32.
- **Quarterly Dance:** There are some amazing teachers giving excellent instruction in Ballet, Tap, Jazz and Hip Hop. Also charismatic and fun Ballroom teachers at the Pavilion each week teaching Salsa, East Coast Swing and in the spring Waltz and Fox Trot. If you're an absolute beginner or a veteran who just wants a recreational outlet and to stay in shape we have a place for you. For more information call Chloe (425) 640-3107 or go to the Craze at www.mltrec.com and go to page 33.
- **Job openings:** Youth programs is currently hiring for several positions. Site-leader, preschool assistant, and summer camp counselor are all available. These are part and full time positions. If you are interested in applying visit <http://wa-mountlaketerrace.civicplus.com/Jobs.aspx> or call (425) 776-9173.
- **MLTDOG Volunteers:** The Mountlake Terrace Off Leash Dog Park (5303 228th Street SW) is maintained with assistance from a small group of volunteers known as MLTDOG who are setting up some volunteer efforts to help with the maintenance of the park. The first of these for 2018 will be February 4 from 10:00 a.m. to 2:00 p.m. If you would like to help out, or get more information about other volunteer efforts and possibly join the group, they can be reached at 4mltdog@gmail.com.
- **Eagle Candidate to Continue Bicentennial Path:** Eagle Candidate Keanon Johnson has submitted his Eagle project and received approval from city staff. Keanon intends to continue the pathway at Bicentennial that has been the focus of many volunteers over the last few years. Keanon is awaiting final approval from the Boy Scouts of America and hopes to begin his project in mid-February.
- **Mountlake Terrace Garden Club:** The Mountlake Terrace Garden Club is looking for members to assist in running the club and maintaining a number of entry sites in Mountlake Terrace. The Mountlake Terrace Garden Club is a volunteer based community group that for 20 years has annually planted flowers and maintained seven different sites throughout the city.

If you are interested in joining the garden club or just helping out this spring they may be contacted at: mltgardenclub@gmail.com



POLICE DEPARTMENT UPDATES

Weekly Activity (January 14 – 30, 2018)								
	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 24, 2018 at 8:24 a.m., an officer responded to the apartments in the 21400 block of 48th Avenue West for a vehicle theft report. The victim was reporting that sometime during the night his 1996 Honda Accord was stolen from the parking lot. The victim has no idea who might have taken his car. A data sheet was faxed to dispatch for entry into the system.
- On January 24, 2018, at 12:33 p.m., an officer responded to the high school to take a threats report. The victim, a student at the school, was reporting that a known subject had threatened to find him and kill him. The victim was afraid of the suspect and told the officer he feared what the suspect might do. The officer was able to contact the suspect by phone and he gave various versions of what had occurred. Statements were taken for the prosecutor to review.
- On January 24, 2018 at 6:07 p.m., officers responded to a report of a small child trying to hitchhike in the area of 4800 212th Street SW. Officers found an eight-year-old male in the area and the child told the officers he had run away from home because his mother took away “his stuff.” The child was returned to his home. His mother was admonished for allowing her

son to be out on a cold rainy night and for failing to call us in a timely fashion. A copy of the case was sent to CPS for their review.

- On January 24, 2018, Seattle Police requested the assistance of Mountlake Terrace Police with a residential warrant service scheduled for 6:00 a.m. on January 25, 2018 in the 21200 block of 60th Avenue W. Seattle Police previously developed probable cause to arrest a robbery suspect living at the location, identified as a male 25-year-old Mountlake Terrace resident. Mountlake Terrace Police assisted with the warrant service and successfully apprehended the suspect. During the subsequent evidentiary search of the residence a large number of dogs were discovered. Mountlake Terrace animal control and detectives responded to assist with removing the dogs from the residence and collect evidence of potential crime(s) related to the animals. Investigation continues.
- On January 25, 2018 at 12:45 p.m., an officer responded to the Grand Pere Bakery for a burglary report. The owner was reporting that someone had unplugged the business's surveillance system, came in through a bathroom window and stole an air compressor and a pressure washer. At this time there are no known suspects.

Also, on January 26, 2018 at 8:38 p.m., officers responded to a burglary complaint at the same location. The owner told the officer that the crime occurred in the last 2 hours and that the suspect came in through a window. Missing was a tablet of unknown value. Although the suspect disconnected the video surveillance system some good quality video was obtained. Investigation continues.

- On January 26, 2018 at 5:12 p.m., patrol officers responded to a hit and run in the 21200 block of 48th Avenue W. The driver of the fleeing vehicle was arrested for DUI and had 3 DUI convictions in the past 10 years. A warrant for blood was obtained. At the hospital, the suspect complained of injury from the handcuffs. The suspect was cleared at Swedish Edmonds with no injuries. He was booked into Snohomish County Jail for Felony DUI and multiple misdemeanors.
- On January 27, 2018 at 8:29 p.m., officers responded to the Axis condos for a verbally abusive neighbor with some damage being done. The victims reported that the neighbor has been harassing them since last year. On this date the neighbor was seen messing with their propane tank and knocking over their potted plants. The offending neighbor was contacted and complained about the neighbors using their BBQ all the time. She was warned about coming onto their property and advised to address civil complaints (like the barbecuing) with their Home Owners Association.
- On January 28, 2018 at 7:00 p.m., an officer responded to the Greenview Apartments for a vehicle prowling report. The victim said that the car was parked outside the apartment for a little over an hour and when she came outside found the window had been broken out. The victim said she did not find anything missing or out of place in the vehicle.
- On January 29, 2018 at 4:13 p.m., officers responded to the Boulders Apartments for a reported burglary. A neighbor was reporting that a next door unit had been broken into. Officers found the door had been forced to the point of knocking the deadbolt off the frame. The apartment was checked and no suspects were located. The officers attempted to contact the renter and

call the apartment complex's emergency number without success. They left a note asking the renter to contact them when he returned.

- On January 30, 2018 at 12:32 a.m., patrol officers were dispatched to the Taluswood Apartments for a shots fired call. Multiple residents were reporting hearing a gunshot. Upon arrival, officers could see a bullet hole in the reporting party's door. From the door, the bullet's path went into the victim's apartment and struck a wall on the far side of the living room. A resident was in the room on the couch when the bullet entered the apartment. An exit hole was seen in the suspected apartment's door directly across from the victim's unit. Edmonds patrol officers had responded to assist and with their help the suspected apartment was contacted. One intoxicated male was taken into custody. The suspect admitted accidentally firing his gun. He was booked into Snohomish County Jail.

Detective Unit Update

- Cases Assigned
 - 18-1054 Burglary
 - 17-17121 Theft
 - 18-1327 VUCSA
- Cases Cleared
 - 17-17558 Burglary
 - 18-00449 VUCSA
 - 17-18334 Rape
 - 17-14307 Death
 - 17-18539 Fraud
 - 17-18683 Rape of a Child

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 48th Avenue W, Lakeview Drive and 226th Place SW.
- Directed patrol of several apartment complexes and homes where there have been repeated incidents.
- Officers continue to be proactive in locating homeless encampments.
- Officers met with a homeless subject and offered outreach materials and resource guidance.
- Officers have been proactive visiting schools and churches. Officers have been working with school administrations to develop response to emergency kits.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On January 9, 2018, Code Enforcement followed up to a parking complaint involving a red Chevrolet Lumina parked in the 4100 block of 214th Street SW. When Code Enforcement arrived, they issued a correction notice, and tagged the above vehicle for impound in accordance with MTMC 10.10.190 – (Storing vehicles on a public street of 72 consecutive hours prohibited). On January 19, 2018, Code Enforcement returned to the location and noted the previously issued correction notice and police marker were intact, indicating the vehicle had not been moved. Code Enforcement determined the above vehicle to be in violation of the above parking ordinance. Towing was dispatched, and the vehicle was impounded and towed.



Other Items of Interest

- Chief Wilson received a Life Member Award from the International Association of Chiefs of Police for 20-years of active membership.
- Commander Haynes assisted Edmonds Police Department with a promotional assessment center.
- Officers Sheets and Johnson successfully completed their field training.

NEWS RELEASES

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

MARK YOUR CALENDARS

- February 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- March 21, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 26-29, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8th Street
- July 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace