

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

February 16, 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, February 20, 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) Adoption of Resolution to Authorize City Manager to Execute Agreements for Undergrounding Franchise Utilities for Main Street, (a) Comcast, (b) Frontier, and (c) Wave Broadband; (2) Adoption of Resolution to Establish Town Center Task Force; (3) Public Hearing and Adoption of Transitional Uses Zoning Code Updates Ordinance; and (4) Review of 2017 Year End Police Department Report.

The City Council's next work/study session is on **Thursday, March 1, 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 Recreation & Park Advisory Commission's 2018 Work Program; (2) Review of Arts Commission's 2018 Work Program; (3) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW (Tentative); (4) Review of KPG Contract Supplements; (5) Overview of Telecommunications Updates Including Small Cell Wireless Standards and (6) Review of Contract for Design of Civic Campus Project (Tentative).

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Civic Campus Project Update:** Three architectural firms, selected as finalists, were interviewed by a panel of 11 staff representing all disciplines of the project. Each firm has experience with a number of civic projects. Currently the city is conducting reference checks before making a decision on the preferred firm to negotiate with on a contract. Approval of a contract with the preferred firm is tentatively scheduled for the March 5, 2018 City Council meeting.
- **Records Management:** The Records Management Team conducted initial interviews with the Public Records Officer candidates and final interviews will take place next. The position is part of the plan to follow up on City Council direction to digitize records as the city prepares to move into a new City Hall and comply with new state laws adopted last year.

FreeDoc prepared a comprehensive evaluation of records at Interim City Hall, Operations

Facility (Parks and Public Works), Police Station, and the Recreation Pavilion and a 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 present the report to the City Council at an upcoming meeting. In the meantime, the City Clerk will be working with the new Public Records Officer on a records management plan and policies to set the stage for creating a digital transformation strategy to modernize business processes and align with the design of a new City Hall.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **2017 Comprehensive Plan Adopted by City Council:** After a lengthy discussion, the City Council passed the 2017 Comprehensive Plan Amendments and Zoning Map Ordinance.
- **Help Shape the VISION 2050 Update:** VISION 2040 is the region's current long-term growth strategy, addressing land use, transportation, economic prosperity, and the environment. Puget Sound Regional Council (PSRC) is extending the region's growth plan to 2050. VISION 2050 will build on the region's existing plan to keep the central Puget Sound region healthy and vibrant as it grows and will consider updated information and perspectives about a changing region.

PSRC is seeking community input to shape the plan. What important regional issues should be the focus of the update? How should the region's growth strategy be updated to plan for 2050? What impacts and actions should be evaluated through environmental review?

The public comment period will run from Friday, February 2, 2018, through Monday, March 19, 2018. The plan scoping notice is available online at www.psrc.org/sites/default/files/v2050-scoping.pdf.

Information about the plan update and ways to comment will available on the project website: www.psrc.org/vision.

In addition to soliciting written comments, PSRC is holding listening sessions in King, Pierce, Snohomish and Kitsap counties to hear more input on the plan from jurisdictions, agencies, and the community:

- February 20, 2018 / 3-5 pm / Fife Community Center 2111 54th Avenue East, Fife
- February 22, 2018 / 3-5 pm / Lynnwood City Hall 9100 44th Avenue West, Lynnwood
- February 27, 2018 / 3-5 pm / Norm Dicks Government Center 345 6th Street, Bremerton

There will be many opportunities to provide input throughout the plan update process, including PSRC meetings, workshops, surveys, online open houses, and opportunities to comment on the draft plan and environmental review document.

The Growth Management Policy Board is expected to adopt a project scope later this spring.

More information on the plan update is available at www.psrc.org/vision.

- **Handy Mart Demolished:** Handy Mart, located at the intersection of 228th Street Southwest and 44th Avenue West, was demolished Thursday, February 8. The property was cleared in preparation for a proposed two-story commercial building.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Main Street Revitalization Project:** Work on the finishing design touches to the Main Street Revitalization project continues as staff address recent design change requests from the Washington State Department of Transportation (WSDOT).

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special is a Love-You-a-Latte. This is a caramel latte with caramel drizzle. February 19 – 25, come to the Recreation Pavilion's espresso stand and receive \$.50 a 16oz.
- **Swim Lesson Registration for Weekends:** Pre-registration will take place for weekend swimming lessons on Friday, February 16, Saturday, February 17 and Sunday, February 18. Mountlake Terrace registration will take place Wednesday, February 21 and Registration is open to all on Thursday, February 22. The schedule of lessons available is posted online at: www.cityofmlt.com/529/Swim-Instruction or can be picked up at the Recreation Pavilion.
- **Special Recreation Swim on Monday, February 19:** A special Recreation Swim has been added on February 19 from 2:30-4:00 p.m. The Pavilion is open for normal operation hours 6 a.m. to 9:30 p.m. with all programs meeting as usual.
- **American Red Cross Training:** Recreation Coordinator Roy Brooks will be attending the American Red Cross Instructor Trainer Academy at Bainbridge Pool, February 17 through 20. Roy will be training to become a trainer who will be able to certify individuals to become Lifeguard Instructors. Roy went through an interview and application process to be selected.
- **Dance Academy:** It's not too late to join our Dance Academy program for second semester. Registration is open and courses began Monday, February 5. You can come and take a trial lesson! Be sure to get involved right away so your kids will be eligible to perform in our June Recital. We're currently collecting costume money and taking dancers' measurements to prepare our costume order. 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, Strong by Zumba is happening Monday nights 7:30-8:30 p.m. with Danny Horovitz. This class isn't dance fitness. Instead it's a cardio and conditioning class with elements of kick boxing and is medium to high impact. Staff are brainstorming and preparing new things to keep your fitness classes fresh and interesting this spring. You can drop-in to Strong, 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 (425) 776-9173.
- **Job openings:** Youth programs is currently hiring for several positions. Site-leader, preschool assistant, and summer camp counselors are all available. These are part and full time positions. If you are interested in applying, visit [Jobs.aspx](#) or call (425) 776-9173.
- **Summer Camps:** Field trips are being booked for all youth camps for the summer. Field trips will include the Snohomish Aquatic Center, Woodland Park Zoo, Pump it Up and many more. Information about summer camps will come out at the end of February. Visit www.mltrec.com/summer or call (425)776-9173 for more information.
- **Early Release/Non-school Days:** Limited space is available at all sites for Early Release this Friday. Monday, February 19 non-school day only has 3 spots available. Tuesday, February 20 non-school day has 10 spots available. For information or to register, call (425)776-9173.
- **Adult Softball:** Registration for adult softball is currently open for the spring. Men's, women's and co-ed leagues are available. All games are double headers and it is a 10 game season. Games are played Sunday-Friday. For more information, visit 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 next volunteer effort at the dog park is scheduled for March 4 at 10:00 a.m. If you would like to help out and get more information about volunteer efforts or possibly join the group they can be reached at 4mltdog@gmail.com
- **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
- **Eagle Candidate Completes Project:** Eagle Candidate Keanon Johnson has completed his Eagle project in the City of Mountlake Terrace Park System. Keanon assisted in extending the pathway at Matt Hirvela\Bicentennial Park that has been the focus of many volunteers over the last few years. Keanon met with staff on several occasions, coordinated the volunteer event and completed his project over the weekend of February 10. Keanon is scheduled for recognition by the City Council at their regular Council meeting on April 2.

POLICE DEPARTMENT UPDATES

Weekly Activity (February 7 – 13, 2018)								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>								
<i>YTD</i>	172	278	39	25	2	8	4	6

**Activity is updated first week of each month*

Significant Incidents

- On February 7, 2018 at 12:15 a.m., an officer was in the QFC store buying some lunch when advised by the clerk that a female was currently shoplifting. The clerk explained that the suspect had taken items into the store restroom but returned empty handed. The suspect, a Mountlake Terrace resident, denied taking anything until she was told that there was video evidence. A check of the suspect's name showed she had a felony DOC warrant. She was arrested on the warrant, trespassed from the QFC and then booked at the Snohomish County Jail.
- On February 7, 2018 at 11:45 a.m., an officer responded to an abandoned vehicle complaint in the 21900 block of 49th Place West. Checking further the officer found that the car was reported stolen from Lake Forest Park. The registered owner was notified of the car's location and he advised that he would pick the car up later.
- On February 7, 2018 at 9:55 p.m., Mountlake Terrace patrol was dispatched to the Studio Six Motel on an assault with a weapon complaint. Dispatch advised that the nephew of a Studio Six employee had reported that a male pointed a handgun at him. Upon arrival, contact could not be made with the victim, who left the scene as police units were en route. Numerous efforts were made to contact the victim, including through his aunt, but all were unsuccessful and officers could not confirm the assault. Assistance was provided by Edmonds, Lynnwood, Mukilteo and Brier Police Departments.
- On February 8, 2018 at 10:00 a.m., an officer took a report from an employee of the city shop concerning a leaf blower that had been missing for some time. The model and serial number were entered into the system as stolen.
- On February 8, 2018 at 6:15 p.m., an officer responded to the Greenview Apartments for a theft and forgery complaint. A resident told the officer that he suspected a frequent female roommate of the crimes. He based this upon her access and knowledge of where the items had been taken. The suspect could not be reached and the case has been turned over to detectives for additional follow-up.
- On February 9, 2018 at 4:05 a.m., an officer conducted a traffic stop on 244th Street SW at I-5. The suspect vehicle was being driven recklessly by running a red light and nearly striking the officer's car. The driver of the car was identified and while the officer was running the suspect's name he suddenly left the traffic stop at a high rate of speed. The officer chose not to pursue the driver and has issued citations to be sent to the court.

- On February 9, 2018 an officer responded to the 4700 block of 242nd Street SW for a threats report. The reporting party had nearly an hour of video that she had recorded of her neighbors playing their music loud, shouting obscenities and making threats to harm. The reporting party did not want to prosecute but wanted the officer to document the event in case things escalated while they tried selling their home.
- On February 10, 2018 at 10:31 a.m., an officer took a vehicle prowling report at the Northern Lights Apartments. The victim was reporting that he had been parked near the office and had loaded two speakers and the speaker stands into the cab of his truck. He covered them with a sheet and then locked up the truck. He returned 10 minutes later to find the speakers and the stands gone. He told the officer there was no damage to the truck doors and he had no idea who took the speakers.
- On February 10, 2018 at 6:45 p.m., officers responded to the Mazatlan Restaurant for an assault report. The incident involved a fight between kitchen staff. The two involved staff members each claimed the other started the fight. One had a bloody nose and the other was claiming he had been hit in the arm and shoulder. There had been five other people in the kitchen during the fight but each denied seeing anything or who might have started the fight.
- On February 11, 2018 at 7:51 p.m., an officer responded to the 4000 block of 212th Street SW for a report of a vehicle taken without permission. The caller was reporting that she had allowed some friends to stay at her home and they took her rental car without permission. The car was entered into the system as stolen. The next day the sheriff's office recovered the stolen car and arrested the driver for possession of a stolen vehicle and eluding.
- On February 11, 2018 at 10:42 p.m., an officer conducted a traffic stop in the 6400 block of 220th Street SW. The driver was found to have a warrant for dangerous drugs. He was arrested and booked at the Snohomish County Jail.
- On February 12, 2018 at 11:30 a.m., Mountlake Terrace Patrol was dispatched to the 22800 block of 53rd Avenue West in regards to someone spray painting in the middle of the street. Upon arrival, the officers located a verbal domestic violence incident in front of the same house which turned out to be related to the spray painting in the street. Upon further investigation, it was determined that two adults (male and female) were arguing about their relationship. The male then went out to the street and spray painted a white supremacist slogan in silver spray paint. The male was contacted hiding in a backyard shed where he was arrested for malicious mischief and booked at Lynnwood Jail. Mountlake Terrace Public Works was requested to respond to paint over the spray paint.
- On February 13, 2018 at 6:19 p.m., officers responded to a residence in the 23100 block of 52nd Avenue W for a reported burglary. The house is listed for sale. On February 12 there was an open house at the home with 40-50 people viewing the home. On February 13, a neighbor saw two adult males at the home loading boxes into their vehicle. The neighbor questioned the suspects and one responded that he was the winning bidder on the home. The victim could not determine what, if anything, was stolen.

Detective Unit Update

Cases Assigned

- 18-1598 Suspicious
- 18-1884 Assault
- 18-1980 Fraud
- 18-2001 Sex Offense
- 18-2033 Vehicle Prowl
- 18-1928 Fraud
- 18-1979 APS
- 17-5955 Fraud
- 18-1429 Burglary

Cases Cleared

- 18-2033 Prowl
- 18-1726 Burg
- 18-1844 DV
- 18-1207 A/C
- 18-1761 APS

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 in school zones and 5400 block of 228th Street SW
- Registered sex offender checks were completed
- Officers continue to be proactive in locating homeless encampments, including regular foot patrol of the Interurban Trail and 236/I-5
- Officers have been proactive visiting schools and churches
- Outreach materials are being distributed when appropriate
- Patrol conducted walk-throughs of the two Marijuana stores.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On January 29, 2018, Code Enforcement received a parking complaint involving a red Ford Explorer with an expired license, located at the 5200 block of 238th Street SW. On February 2, Code Enforcement issued a correction notice and tagged the vehicle for impound in accordance with MTMC 10.10.230 – (Abandoned vehicles with expired license exceeding 30 days expired), 10.10.190 – (Storing vehicles on public street in excess of 72 consecutive hours prohibited), and 10.10.080 – (Parking against the authorized direction of travel). On February 9, Code Enforcement returned to the location and noted that previously issued correction notices had been removed, but chalk marks were still intact, indicating the vehicle had not moved. Code Enforcement determined the vehicle to be in violation of the parking ordinances. Towing was dispatched, and the vehicle was impounded and towed.



Other Items of Interest

- The department has two officers attending the advanced collision training class this week.
- This week we began the initial rollout and training for the PoliceOne online training program. PoliceOne has a huge number of online training videos available for our review/use.

NEWS RELEASES

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

MARK YOUR CALENDARS

- 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