

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

February 23, 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, March 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 Recreation & Park Advisory Commission's 2018 Work Program; (2) Review of Arts Commission's 2018 Work Program; (3) Review of KPG Contract Supplements; (4) Overview of Telecommunications Updates Including Small Cell Wireless Standards and (5) Review of Contract for Design of Civic Campus Project.

The City Council's next meeting is on **Monday, March 5, 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) Approval of KPG Contract Supplements for Main Street Project; and (2) Award of Contract for Design of Civic Campus Project.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Town Center Task Force:** The Mountlake Terrace City Council seeks interested residents, property owners and business owners to serve on a Town Center Task Force to assist in updating the Town Center Plan. The plan was adopted in 2007 to create a Town Center that reflects the community's values and identity, and provides a stimulus for growth and redevelopment. The plan was amended in 2009 and can be found on the city's website at [www.cityofmlt.com/documentcenter/view/750](http://www.cityofmlt.com/documentcenter/view/750).

The original plan gathered the community's thoughts on what the Town Center should look like in 20 years (2026), and put those thoughts into a vision that was subsequently adopted into Chapter 19.50 (the zoning code for the Town Center) that states "The purpose of this chapter is to provide for a vibrant downtown (or "Town Center") area where businesses thrive and people of all ages enjoy gathering. A vibrant downtown is pedestrian-oriented, provides efficiently for multiple modes of transportation, and contains a mix of uses, including commercial and residential uses..."

The city has been investing in infrastructure to facilitate the plan. However, due to the slow pace of redevelopment caused by the Great Recession, and few large parcels available for sale, relatively little private development has taken place towards the vision. The city has contracted

with SCJ Alliance to update the city's economic profile, gather community input, and update zoning and/or design standards. In addition, the City Council will be selecting an 11-member Task Force to represent a balance of backgrounds from Mountlake Terrace residents, property owners and business owners that would meet in the evening, about three times per month from mid-March through possibly December with some weekend meetings possible.

As part of the update the city will have extensive community outreach and neighborhood meetings to receive citywide input and answer questions about the Town Center Plan.

Applicants must be current residents of Mountlake Terrace or own a business or property in Mountlake Terrace, at least 18 years of age, and able to attend evening and some weekend meetings in 2018. Ideal candidates will include those familiar with land use, design standards, small business operations or marketing. Individuals interested in serving should submit an application (available online at [www.cityofmlt.com/1936](http://www.cityofmlt.com/1936) or at City Hall) by 5:00 p.m. on Wednesday, February 28 to the City of Mountlake Terrace, City Manager's Office, 6100 219<sup>th</sup> Street SW #200, Mountlake Terrace, WA 98043 or via email at [cityhall@ci.mlt.wa.us](mailto:cityhall@ci.mlt.wa.us). To have a form emailed to you or for any questions, contact the City Manager's Office at [cityhall@ci.mlt.wa.us](mailto:cityhall@ci.mlt.wa.us) or (425) 744-6266.

- **Civic Campus Project Update:** After conducting reference checks on the top firms, ARC Architects has been selected as the initial firm for design of the Civic Campus project. The City Council will discuss the selection at the March 1 work/studysession. ARC Architects has a wealth of experience with public projects, particularly City Halls and Police Stations. Staff is currently negotiating the scope and contract terms with ARC with approval of a contract tentatively scheduled for the March 5, 2018 City Council meeting. It is anticipated that community outreach will begin very soon.
- **Records Management:** A second round of interviews was completed with the Public Records Officer finalists and a letter of offer has been extended to the top candidate. The City Clerk attended a training this week called "Making Records Management Work in Your Agency" and she has obtained model policies and procedures from Washington State Archives for developing a records management program. She will continue to work with the Records Management Team as well as the Executive Leadership Team to develop and implement the program and the new Public Records Officer will help get this program up and running.

The City Clerk is working on a plan to address space needs and the backlog of paper records in anticipation of moving into the new City Hall in less than three years. Additionally, the Records Management Team is researching options for technology tools to help the city comply with new state records laws adopted last year, applying retention schedules to paper and electronic records, and improving business practices.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Building Permit Activity for January 2018:** During the month of January, 111 permits were issued. These include:
  - 48 Building Permits
  - 16 Mechanical Permits

- 30 Electrical Permits
- 9 Plumbing Permits
- 8 Fire Permits

The valuation of the work to be performed under those permits is \$5,485,323 (not all permits are based on value so they do not need to provide that information).

- **Update on Transitional Uses Area District Code Amendments:** The Transitional uses area allows townhomes and parking lots in on properties between the existing Town Center District and abutting single household (family) residential districts. The intent is to allow uses that are less intense than in the Town Center to create a buffering transition. The amendments create a new residential district with a new set of development regulations and design standards.

The Planning Commission held a public hearing on February 12 on the proposed amendments. The Commission recommended that the City Council adopt the proposed text and zoning map amendments. The City Council held a public hearing on February 20, that has been continued to March 19 to provide additional opportunity for discussion and input.

- **Demolition of the Handy Mart:** The Handy Mart building, located at 22802 44<sup>th</sup> Avenue W, has been demolished. Demolition consists of removing all building debris from the site. The concrete building pad is also to be removed. An application has been submitted to redevelop the site with a two 2-story commercial buildings (12,500 GSF total), connected on the second floor fronting 44<sup>th</sup> Ave W. Surface parking is provided on the west side of the property, behind the building, with access to below-grade parking. Site development will include landscaped areas, paved surface parking, and pedestrian hardscape areas.
- **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](#). Information about the plan update and ways to comment will available on the project website: [www.psrc.org/vision](http://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](http://www.psrc.org/vision).

### **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 will be a London Fog! February 26 – March 4 receive \$.50 off a 16oz.
- **Swim Instruction:** New weekend swimming lessons start February 23, 24, and 25. Open registration is Thursday, February 22 and will remain open until the third lesson. Pre-registration will begin on Monday, February 26 and Tuesday, February 27 for weekday swimming lessons that meet on Monday/Wednesday or Tuesday/Thursday. Mountlake Terrace registration will begin on February 28 and open registration will be March 1. Swim Lessons schedules can be found on the website at: <http://www.cityofmlt.com/529/Swim-Instruction> or can be picked up at the recreation pavilion.
- **New Free Swim Lesson Voucher Program:** If you have a third 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. The new vouchers were distributed in January 2018 and will expire December 31, 2018. In addition to the Third Grade Vouchers there is an opportunity for non-swimmers in grades K-12 to take beginning swimming lessons by attending an evaluation session with a Recreation Coordinator. There will be Free Water Safety Events planned throughout the year to participate in the evaluation. The first event at Mountlake Terrace will be April 7 during April Pools Day. Non-swimmers will receive vouchers to get started on learning to swim for level 1 swimming or beginning teen adult swimming depending on their age. These both voucher programs are made possible through a grant from Verdant Health Commission. For information, contact the pavilion at (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](http://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](http://www.mltrec.com/summer) or call (425)776-9173 for more information.

- **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, call (425) 776-9173.
- **Kidz Love Soccer:** The next session of Kidz Love Soccer begins March 25. Kidz Love Soccer teaches children about team work, technical skills and the game of soccer. Classes run Sundays for ages 2-10. For more information or to register, call (425) 776-9173.
- **MLTDOG Volunteers:** The Mountlake Terrace Off Leash Dog Park (5303 228<sup>th</sup> 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](mailto: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](mailto: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.
- **Parks Staff Prepare Fields:** Baseball is right around the corner. Park staff has been grooming the infields and preparing for the start of the baseball season in early March. Crews have leveled all the fields and added base pegs, home plates and pitching rubbers. Staff will be adding a polymer to the infields to assist in drying the fields after heavy rains. This is an annual application in conjunction with the Mountlake Terrace Youth Athletics Association (MTYAA).

**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 14, 2018 at 6:30 a.m., patrol responded to a residence in the 23400 block of 52<sup>nd</sup> Avenue W. A resident of the address identified a subject wanted for various crimes as staying at the location. Upon arrival entry was granted and the subject was located sleeping on the couch. He was arrested without incident and released to the custody of the King County Sheriff's Office.
- On February 14, 2018 at 12:50 p.m., patrol contacted a resident and business owner in the 6500 block of 233<sup>rd</sup> Place SW regarding a fraud complaint. The victim reported a former employee had stolen money from his business account. It was determined the employee was able to deposit the same payroll check 5 times using a mobile application on his phone and changing the check number each time. Investigation continues.
- On February 14, 2018 at 11:08 p.m., patrol contacted a suspicious vehicle in the 6000 block of 244<sup>th</sup> Street SW. The occupant provided false information about his identity. Using available resources patrol was able to confirm he was being deceptive. He was subsequently arrested for the crime. Upon confirming his true identity he was discovered to be wanted by the Seattle Police Department for attempted murder. Custody was transferred to the Seattle Police Department.
- On February 15, 2018 at 6:46 p.m., patrol was dispatched to a possible DUI driver in the 22800 block of 44<sup>th</sup> Avenue W. Upon arrival the vehicle was located and the driver was contacted. Investigation revealed her to be showing obvious signs of impairment and was subsequently arrested and processed for DUI. She was booked at the Snohomish County Jail for the crime following hospital clearance.
- On February 16, 2018 at 2:37 p.m., patrol responded to a malicious mischief report in the 4700 block of 216<sup>th</sup> Street SW. The victim said a male threw a rock through her kitchen window, breaking it and damaging additional property in her residence. An area check found the suspect and he was detained pending positive field identification. Upon questioning the subject admitted to the crime and exhibited signs of mental impairment. Charges were forwarded to the city prosecutor.
- On February 16, 2018 at 10:08 p.m., patrol stopped a vehicle in the 24300 block of Cedar Way. Investigation revealed the passenger to have a warrant for her arrest. She was arrested without incident and booked at the Snohomish County Jail.
- On February 17, 2018 at 1:44 a.m., patrol observed a recklessly driven vehicle at 220<sup>th</sup> Street SW and Interstate 5. Upon attempting to stop the vehicle the driver continued to drive in a reckless manner in an obvious attempt to elude apprehension. The officer discontinued his effort to stop the driver due to safety considerations. The suspect vehicle was located a few minutes later abandoned. A K9 track commenced with negative results. Investigation continues.
- On February 18, 2018 at 2:46 a.m., patrol observed a suspicious vehicle in the 22000 block of 56<sup>th</sup> Avenue W. Upon contacting the occupant it was discovered he had a warrant for his arrest. The subject was arrested without incident and booked at the Snohomish County Jail.

- On February 18, 2018 at 12:45 p.m., patrol responded to a residence in the 4300 block of 236<sup>th</sup> Street SW for a burglary complaint. The victim stated someone entered his residence and stole property. Investigation indicated no forced entry. Investigation continues.
- On February 18, 2018 at 6:30 p.m., patrol responded to a residence in the 5600 block of 216<sup>th</sup> Court SW for a burglary report. The reporting person said entry to the residence was made by forcing a window. Once inside, property was stolen. Investigation continues.
- On February 19, 2018 at 12:17 a.m., patrol was dispatched to a residence in the 6300 block of Albion Way for an assault. Upon arrival the residents were both heavily intoxicated and uncooperative. Investigation revealed the male assaulted the female by punching her in the chest. He was subsequently arrested and booked at the Snohomish County Jail for the crime without incident.
- On February 20, 2018 at 12:48 a.m., patrol observed a vehicle traveling in the 6200 block of 220<sup>th</sup> Street SW associated with an assault having occurred previously in the city of Granite Falls. The vehicle was stopped and the driver was confirmed to be wanted for the crime. He was subsequently arrested and custody was transferred to Granite Falls Police.

### **Detective Unit Update**

#### Cases Assigned

- 18-2266 Prowl
- 18-2557 Burglary

#### Cases Cleared

- 18-1598 Sex Offense
- 17-12271 Death Investigation
- 18-463 Theft
- 18-2266 Theft
- 17-18923 Burglary
- 18-1980 Fraud
- 17-18923 Burglary

### **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 other areas as requested.
- An emphasis on being present at schools was conducted following the events in Florida.
- A homeless person was observed exposed to the elements. Rapport was established and officer(s) purchased the individual a sandwich, chips and a cup of coffee.
- Officers attended Coffee with the City and established a good rapport with the community members who turned out.
- Outreach materials are being distributed when appropriate. Several positive contacts during this period.
- Patrol assisted an elderly resident by carrying her groceries home for her.
- Patrol conducted walk-throughs of the two marijuana stores.

## **CODE ENFORCEMENT PROPERTY OF THE WEEK**

On January 25, 2018, Code Enforcement observed abandoned exercise equipment and debris located on the public right of way near the 21800 block of 55<sup>th</sup> Avenue W. After follow up, Code Enforcement documented the conditions, and issued civil notice of violation to the adjacent property owner in accordance with 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure must be removed and disposed of). On February 12, 2018, Code Enforcement returned to the location and noted the right of way was free of debris accumulations.



### **Other Items of Interest**

- The North Sound Metro SWAT Team Executive Board nominated Chief Wilson to continue his service as the Board Chair.
- Several supervisors attended Diversity Day Training presented by the Seattle Police Department.

### **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
- April 21, 9:00-12, Earth Day Park Clean Up, Ballinger Park
- 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 8<sup>th</sup> Street
- July 3, 2018, 3<sup>rd</sup> of July Family Celebration, Ballinger Park
- July 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 27, 28, 29, Tour de Terrace, Evergreen Playfield
- August 7, 6:00-9:00 p.m., National Night Out, Evergreen Playfield
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 12, 6:00 p.m., Evergreen Awards, Mountlake Terrace Senior Center
- October 10, 6:00 p.m., Coffee with the City, Recreation Pavilion

- November 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 24, Recreation Pavilion 50<sup>th</sup> Birthday, Recreation Pavilion
- December 7, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace