

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

March 3, 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, 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) Review of Recreation & Park Advisory Commission's 2018 Work Program; and (3) Review of Arts Commission's 2018 Work Program.

The City Council's next work/study session is on **Thursday, March 15, 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) Development Activities Update; (2) Review of Memorial Road Sign Program; (3) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236<sup>th</sup> Street SW (Tentative); (4) Review of Contract for Design of Civic Campus Project; (5) 2018 Tour de Terrace Agreement; and (6) Review Town Center Task Force Applicants.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Town Center Task Force:** The city received 11 applications for appointment to the Town Center Task Force by the 5:00 p.m. deadline on February 28. Following an interview process, the City Council will appoint six members to the Task Force; the remaining five positions are to be identified by the CLEAR group.

The purpose of the Task Force is to assist in the development of an update to the 2007 Town Center plan (amended in 2009). The Task Force will serve to bring the community together to discuss the wants and needs of residents and Mountlake Terrace business owners and balance them with development feasibility to help generate economic development. The Task Force is expected to make recommendations for updates to existing codes and standards for the Planning Commission and City Council to consider.

- **Civic Campus Project Update:** Work continues on the fee agreement and scope of services with ARC Architects for design of the Civic Campus project. The contract and scope is tentatively scheduled for City Council discussion on March 15 with approval tentatively scheduled for March 19. At the March 1 City Council work/study session, the Assistant City Manager and Community Relations Director provided an update on the process to date. It was

noted that pending approval of the agreement, the first community meeting would be held on Thursday, April 5 at 6:00 p.m. at the Mountlake Terrace Library. The remainder of the public process will be laid out once the scope of services is finalized.

- **Records Management:** The letter of offer extended to the Public Records Officer candidate was accepted and the start date will be April 9. The City Clerk will be working in concert with the Public Records Officer on a records management plan and evaluating options for applying for a State Archives technology grant. The City Clerk is also 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.

### **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **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.

### **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, the Recreation Pavilion espresso special will be Almond Latte. Come in between March 4 and 10 and receive 50 cents off a 16 oz.
- **Popcorn sales:** In the first two months of 2018, Recreation Support Services staff have sold over 2,000 bags of popcorn!
- **MLT Swim Lesson Registration Opens February 28 & March 1:** The next swim lesson pre-registration began on Monday & Tuesday of this past week. MLT resident and open registration will take place on Wednesday, February 28 and Thursday, March 1 respectively. Mountlake Terrace resident and open registrations are both available online and in person at the Recreation Pavilion. Online Registration starts at 8:00 a.m. on the listed dates. Monday/Wednesday classes will begin March 5 and run through March 28, Tuesday/Thursday classes run March 6 - 29. Those who have third graders in the Edmonds School District are reminded to use their vouchers for free swimming lessons. These vouchers went out in January and will expire on December 31, 2018. In addition, anyone with a non-swimmer in grades K-12 (excluding 3<sup>rd</sup> graders) can come to the pavilion for an evaluation by an Aquatic Coordinator

to receive vouchers for Level 1 swimming lessons or teen/adult lessons for students 13 and older. The vouchers are part of a grant sponsored by Verdant Health Commission. For more information, contact the Recreation Pavilion at (425) 776-9173 or for a complete listing of swim schedules and times visit the [city's website](#).

- **Swimming with Mermaids:** On February 24 the Recreation Pavilion was able to help out with a wish for a young girl battling leukemia who wanted to be a mermaid. The Seattle Mermaids made her wish come true during a Recreation Swim by swimming with her and having a photo shoot with her afterwards. KING 5 was in attendance and reported on the event.
- **Lifeguard In-Service Training:** On Friday, March 2 the pool, spa and sauna will close at 4:15 p.m. for a Lifeguard In-Service. This month's in service will focus on CPR and has been planned by the Head Lifeguard/Swim Instructors to give them experience in planning training.
- **Shorewood Water Polo:** For the next two weeks the Shorewood Girls Water Polo team has rented the lane space that was previously occupied by Edmonds School District, now that swim team seasons have ended. Monday through Thursday for the next two weeks they will practice while Shoreline Pool is closed for maintenance. After the rental ends the space will go back to 2 lap lanes and will be available for lane rentals.
- **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).
- **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.
- **Ballfields Open on March 1:** 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. The fields will be open for play as of Thursday, March 1.
- **Garden Club Work Party:** The Mountlake Terrace Garden Club will begin preparation of entry sites this weekend on Saturday, March 3. 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. 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. If you are interested in joining the garden club or just helping out this weekend they may be contacted at [mltgardenclub@gmail.com](mailto:mltgardenclub@gmail.com).

- **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.
- **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.
- **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](http://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.

**POLICE DEPARTMENT UPDATES**

Weekly Activity (February 21 – 27, 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 21, 2018 at 12:28 a.m., a patrol officer checking a vehicle in the 5800 block of 244<sup>th</sup> Street SW attempted a traffic stop on a violator. The vehicle sped off eluding the officer in the area of 56<sup>th</sup> and 222<sup>nd</sup> Street SW.
- On February 21, 2018 at 11:29 a.m., officers responded to the 4400 block of 242<sup>nd</sup> Street SW for an assault that had just occurred. A 35-year-old male was reporting that he was in the area to build a fence. He was approached by a twenty-to-thirty-year-old male who asked him a question and then, without warning, punched him in the face. Officers took his report and checked the area without locating the suspect.
- On February 21, 2018 at 1:49 p.m., an officer was called to the Recreation Pavilion for an unwanted subject. The male subject had been previously trespassed from the Pavilion for a

year. The officer made contact with the suspect, cited him for criminal trespass and reminded him that he is not allowed to be at the pavilion.

- On February 22, 2018 at 1:04 p.m., an officer responded to the 5900 block of 242<sup>nd</sup> Street SW for a stolen vehicle recovery. The vehicle had been stolen from King County and left in our city. The vehicle was towed at the owner's request.
- On February 22, 2018 at 6:00 p.m., a subject came to the Police Station to report that he was having a dispute with a roommate over some property at the residence. Officers did a check on the roommate and located a valid felony warrant for his arrest. Officers went to the home in the 6600 block of 225<sup>th</sup> Place and attempted to serve the arrest warrant but were unable to locate the subject.
- On February 23, 2018 at 8:40 a.m., officers were requested to assist the Edmonds Police Department with a theft that just occurred at the Family Fun Center at 220<sup>th</sup> Street SW and Highway 99. The description and the last known location of the vehicle was dispatched by Snohomish County 911. A Mountlake Terrace officer coming to assist observed the suspect vehicle eastbound on 220<sup>th</sup> Street SW with two subjects inside. A stop of the vehicle was conducted at 64<sup>th</sup> Avenue West and 220<sup>th</sup> Street SW where the two subjects were safely detained. Edmonds Police arrived and took custody of the subjects. Further investigation by Edmonds Police revealed that the subjects possibly cut a hole into a fenced yard where several Go-Karts and metal debris were stored.
- On February 23, 2018, 2018 at 3:30 p.m., an officer responded to a vehicle prowling complaint in the 23400 block of Lakeview Drive. The victim was reporting that her car and storage area had been gone through. After a careful check the only thing missing was a collapsible cart. No suspects at this time.
- On February 24, 2018 at 9:24 a.m., patrol was dispatched to the Boulders Apartments for an assault between an adult female and her 20-year-old brother-in-law. Prior to officers arriving, the suspect had fled the area on foot. The victim said that the suspect had picked her up by tightly grabbing her throat and pushing her head against a wall. Medical assistance was declined. With the help from neighboring agencies and an Everett K9, a track was conducted with negative results. An attempt to locate was broadcast by dispatch with the suspect wanted on Assault 2DV.
- On February 24, 2018 at 5:45 p.m., an officer responded to the QFC store to contact the asset protection person regarding some past thefts. The first theft occurred on January 30 and the loss was over \$1700. The second theft occurred on February 1, 2018 with a loss of over \$980. The store was able to give the officer video of the suspects but no other information was available.
- On February 25, 2018 at 2:13 a.m., an officer checking traffic in the 6000 block of 244<sup>th</sup> Street SW made a stop on a violator. The driver, a 27-year-old female, had a DUI warrant in the system from Seattle. The officer took the female to the Snohomish County Jail to book her on the warrant but the jail declined to take her for medical reasons. Seattle PD was contacted and they also declined to meet on their warrant. With no one willing to take the subject she was released by the officer. The warrant was returned to the system.

- On February 25, 2018 at 5:05 p.m., officers were dispatched to an unattended death at a residence in the 22200 block of 37<sup>th</sup> Avenue W. A female caller was reporting that she had gone to check on her 65-year-old widowed neighbor and found her deceased in the bathroom. Officers said the conditions were consistent with a natural death. The officers had the medical examiner respond and contacted a sister-in-law who was going to advise other family members.
- On February 26, 2018 at 1:24 a.m., officers responded to a physical domestic in the 23000 block of La Pierre Drive. A male was reporting that he had been assaulted by his adult son during an argument. The argument had been about the son's use of drugs. The son admitted to kicking his father in the leg during their argument. The son was arrested for assault in the fourth degree and due to his acute narcotics intoxication was booked at the Snohomish County Jail.
- On February 26, 2018 at 11:42 p.m., an officer pulled over a traffic violator in the 21800 block of St. Albion Way. The driver gave a false name but the dispatcher was able to locate an associated name that came back with two local warrants. The driver's ID and the warrants were confirmed. The driver was arrested and booked at the Snohomish County Jail on her warrants.
- On February 27, 2018 at 10:25 p.m., officers were on surveillance for a felony warrant subject in the 21800 block of 66<sup>th</sup> Avenue W. A male matching the suspect's description was contacted while walking his dog. The male subject fled prior to being detained. The fleeing subject was identified as the warrant suspect. Officers from surrounding agencies responded to assist and a K9 track was initiated. The suspect was not located.

### **Detective Unit Update**

- Cases Assigned
  - 18-2421 Traffic
  - 18-2969 Theft
  - 18-2699 Runaway
  - 18-2738 ID Theft
  - 18-2894 Theft
  - 18-2953 Death
- Cases Cleared
  - 17-18641 Fraud
  - 18-2399 Sex offenses
  - 18-1979 Adult Protection Services
  - 18-1928 Theft
  - 18-926 VUCSA, Violation of Uniformed Controlled Substances Act
  - 18-1429 Burglary/Theft
  - 17-17121 Theft
  - 17-16058 Death Investigation
  - 18-2001 Sex Offense

### **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.
- Outreach materials are being distributed when appropriate. Several positive contacts during this period.
- An officer provided hand warmers to a stranded motorist while she waited for a ride and her car to be towed.

- A detective is working with a memory care facility regarding allegations of abuse and mistreatment.
- A detective is working on a few registered sex offender cases where they have failed to properly register. He is also working with the Marshal's service to locate another offender who may be living in our city.
- Officers conducted COP visits at St. Pius and Terrace Park Schools.
- Two officers worked the morning "Target Zero Team" traffic emphasis on Friday, February 23.

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

On January 15, 2018, Code Enforcement received an MLT Anytime request regarding debris and trash in the driveway of a property located near the 22000 block of 67<sup>th</sup> Avenue W. After following up to this request, Code Enforcement documented the conditions, and issued a notice of violation to the 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 improved enclosed structure must be removed and disposed of). Code Enforcement returned to the location and noted the property was free of trash and debris accumulations.



### **Other Items of Interest**

- On February 21, Chief Wilson and Commander Haynes attended the Mountlake Terrace Business Association luncheon. Chief Wilson spoke briefly about community outreach and crisis intervention training for the association members to be provided during the April meeting.



- February 22-23, Commanders Hansen and Haynes attended a two-day FEMA sponsored training at the Seattle Police Department training facility. The training, “Critical Decision Making for Complex Coordinated Attacks,” was taught by instructors from the National Center for Biomedical Research and Training (NCBRT) at Louisiana State University.

### **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 a.m.-12:00 p.m., 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, AWC Annual Conference, Yakima Convention Center, 10 N 8<sup>th</sup> Street
- July 3, 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., Evergreen Awards, Mountlake Terrace Senior Center
- September 19, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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