

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

April 27, 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, May 3, 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 Low Impact Development (LID) Ordinance Updates; (2) Review of Critical Areas Regulations; (3) Review of Comprehensive Plan Amendment Process and 2018 Preliminary Docket; and (4) Quarterly Discussion and Update of City Council Goals.

The City Council's next meeting is on **Monday, May 7, 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 2018 First Quarter Police Department Report; (2) Review of Sound Transit Access Enhancement Agreement; and (3) Adoption of 2018-2020 City Council Goals (Tentative).

### ADMINISTRATIVE SERVICES

- **Commute Trip Reduction Surveys are Due May 4, 2018:** As a major employer in Snohomish County, the City of Mountlake Terrace is committed to providing a commute trip reduction program that will meet the needs of employees and achieve the goals of the Washington State Commute Trip Reduction (CTR) law. One of the elements of the law requires the city to survey its employees about commute habits and work schedule.

Surveys will be distributed to staff on Monday, April 30. It takes a few moments to complete all twelve questions on the CTR Employee Questionnaire. Answers are confidential and help us better understand transportation needs and allow us to enhance the effectiveness of our Commute Trip Reduction program. We are required to have a minimum of 70 percent of the surveys returned to make this a valid survey.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Ribbon Cutting Ceremony:** Mark your calendars for Saturday, April 28 at 12:00 p.m. (noon) for a ribbon cutting ceremony for Banh Mi Bites located at 23601 56<sup>th</sup> Avenue W #600 (in Arbor Village). The restaurant features Vietnamese street food including bites, veggie and meat sandwiches, meatball skewers, smoothies, and coffee and tea specialty drinks.

- **Update on Civic Campus Project:** The city's Executive Leadership Team met with ARC Architects on April 13 to review the space needs assessment report and discuss arrangement of departments within the building. In follow up, the Executive Leadership Team met on April 24 to review potential programming of the new City Hall by floor as well as square footage of office and meeting spaces. Department Directors in City Hall met with their employees this week to review the space needs assessment report summary to provide feedback to the Architects.

The city needs to provide feedback on preliminary department layouts to ARC Architects in early May so they can develop concepts for the public to review at the July 11 community meeting. Particular emphasis is being placed on how to utilize space in the most efficient ways and to consider how spaces can serve multi-function roles. On April 27, some department directors and the Assistant City Manager toured Mukilteo City Hall since it is located nearby and is similar in size to the future Mountlake Terrace City Hall.

The next community meeting is scheduled for Wednesday, July 11 at 6:00 p.m. at the Senior/Community Center (23000 Lakeview Drive). Please add this date to your calendars and plan to join us!

- **Records Management Update:** At the City Council meeting on Monday, April 16, the City Clerk introduced new Public Records Officer Kory Atcuson who began work with the city on April 9. The City Clerk provided a summary of a records report prepared earlier this year by FreeDoc regarding the state of the city's records. In addition, the new Public Records Officer spent his first two weeks on the job assessing the impact of revisions to the Public Records Act and related bills (particularly related to the detailed tracking requirements of responding to public records requests) and prepared a "First Steps" report to the City Clerk for review.

As the city has now begun the design phase of the new City Hall, legal destruction of paper records that have reached their retention period is critical since there will not be enough space to store all the records that are currently housed in the Interim City Hall. The Public Records Officer and City Clerk are working on a Records Management Plan as well as developing and implementing improved records management policies and procedures. Following the creation of the Records Management Plan, the Public Records Officer will be conducting training with city staff to review legal requirements and best practices for records management as the city prepares to move into its new facility in about two years.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Open House held April 23 on 2018 Comprehensive Plan Docket and Critical Areas update:** A community open house was held on the 2018 Comprehensive Plan Docket and Critical Areas update in City Council Chambers, Monday, April 23, 6-7 p.m. Informational boards described the background, purpose and schedule for each action. Display maps illustrated the areas that are part of the proposed Comprehensive Plan docket, with a focus on Town Center in particular. Other maps showed areas within the city which have some type of important natural function and/or are environmentally sensitive, including streams and

wetlands, flood hazard areas, steep slopes and aquifer recharge areas. Approximately a dozen people attended the open house to learn more about, and share their interests, in the two topics.

- **Planning Commission reviews proposed Critical Area Regulations:** At their April 23 meeting, the Planning Commission reviewed the draft update to the city code regulations for critical areas, Chapter 16.15 MTMC. The critical areas code protects the functions and values of ecologically sensitive and hazardous areas, including streams and wetlands, flood prone areas, geologically hazardous areas, and aquifer recharge areas while allowing reasonable use of private property. Regulation of critical areas helps to protect, conserve, and restores areas that support threatened or endangered fish (such as salmon), retains the important roles that critical areas play, and protect life and property from damage. A major focus is on water resources and water quality. The city's critical areas regulations were last updated in 2004 and are currently out of compliance with the Growth Management Act and other state law. The update is to be completed by the end of June 2018. The City Council will review the draft regulations at a work session on May 3.
- **2018 Comprehensive Plan Amendment Docket Still Open:** The deadline for submitting formal applications to amend the City of Mountlake Terrace Comprehensive Plan is Monday, April 30, 2018 at 4:30 p.m. The applications can be submitted to the City of Mountlake Terrace Interim City Hall, Community & Economic Development Department. More information and the schedule can be found on the city's website.
- **Council Appoints the Economic Vitality and Town Center Task Force:** On April 2 the City Council appointed eleven individuals to serve on the Economic Vitality & Town Center Task Force to assist in the development of an update to the 2007 Town Center Plan (amended in 2009) and the city's Economic Vitality Strategy.

The Task Force's first meeting was held Tuesday, April 10. Task Force members were given a notebook with the background information and reviewed the history of the Town Center Plan. 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.

Over the next several months, the Task Force is expected to make recommendations for updates to existing codes and standards for the Planning Commission and City Council to consider. Consideration of possible changes to the plan could include expanding the Town Center core, increases in building height and residential density, and additional incentives to encourage redevelopment. Any changes would require amendments to Town Center development regulations and building and site design standards to implement plan updates as well as amendments to the city's Comprehensive Plan.

Visit [www.cityofmlt.com/1936/](http://www.cityofmlt.com/1936/) to find more information on the project. The City Council invites everyone to participate in the process and provide input for the updated plan. For more information about the Town Center Plan, please contact Community and Economic Development Services at (425) 744-6207.

- **Sound Transit 90 Percent Plan Review:** City staff has been asked to comment on the In-Progress 90 percent plans for three separate packages of Sound Transit's Lynnwood Link Extension: early work, stations and guideway. The early work package comments were due on Wednesday April 25. The other two package comments are due by May 9.
- **Public Hearing on Low Impact Development Ordinance:** The City Council is scheduled to hold a public hearing and make a decision on adoption of Low Impact Development (LID) codes on May 21, 2018.

The Planning Commission held a public hearing on Monday, March 26, 2018 to consider and make a recommendation to the City Council on proposed updates to the city's LID codes.

Effective December 31, 2016, the Washington State Department of Ecology (Ecology) required cities and counties that operate regulated municipal stormwater systems to make LID "the preferred and commonly used approach to site development." Ecology has granted the city an extension to June 29, 2018 to achieve compliance with all minimum standards.

The proposed LID ordinance is intended to increase protection of creeks, lakes (Lake Ballinger and downstream), and private property from flooding and pollutant loading. It is designed to create flexibility for implementing LID on a site-by-site basis, and emphasizes use of LID techniques such as bio-retention swales, reestablishment of healthy soils, and minimization of impervious surface. The code updates are intended to support increased LID in more locations, and to lower LID implementation costs for development.

### **PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES**

- **Interurban Trail Crossing Work on 212<sup>th</sup>:** The City of Lynnwood continues work on the Interurban Trail crossing on 212<sup>th</sup>. The work requires the intermittent use of detours onto the adjacent road network. City staff are working closely with Lynnwood's staff to address any issues arising from the use of the detours. The work is expected to last through September. There is a traffic alert on the city's website and social media updates have been made to alert the community. Our city also coordinated with City of Lynnwood to notify nearby major employers to ensure their commuters were aware of the project and associated detours.
- **Gas Main Construction at 236<sup>th</sup> & 56<sup>th</sup>:** Puget Sound Energy's (PSE) gas main upgrade along 236<sup>th</sup> Street SW from I-5 to 56<sup>th</sup> Avenue W has progressed into the 236<sup>th</sup> Street SW/56<sup>th</sup> Avenue West intersection. Construction in and near the intersection is expected to occur over the next several weeks. During this time, roadway lanes will shift and may be reduced to one travel lane with flaggers and the intersection controlled by police. This may cause delays. Alternate routes are strongly recommended and detours may occur. PSE's work is scheduled in anticipation of the city's "Main Street" reconstruction project. PSE's upgrading of their gas main will reduce the likelihood that later utility work will cut and patch the reconstructed 236<sup>th</sup> Street SW surface.

## **RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES**

- **Fall Child Care:** Fall Jr. Kids Krew has spots available on Monday, Wednesday and Fridays. There is one spot left for Pavilion Kids Krew in the morning. Madrona and Mountlake Terrace Elementary has several spots left both mornings and afternoons. For more information or to register call (425) 776-9173.
- **Summer Camps:** There are still spaces in the youth day camps. Majors' camps have about 5 sports a week left and All stars still have plenty of spots available at this time. Space will fill quickly. Other summer camps available include aqua kids, dance, sports and more. Visit [www.mltrec.com/summer](http://www.mltrec.com/summer) for more information and call (425) 776-9173 to register.
- **Adult Softball:** Registration for summer softball opens Monday, April 30. Men's, women and co-ed divisions are available. Games begin the week of June 25. For more information visit <http://wa-mountlaketerrace.civicplus.com/410/Softball> or call (425) 640-3105.
- **MLT Dance Academy:** June Recital preparations are underway for Alice in Wonderland! Hundreds of hours are put into this event by our excellent dance staff as their creative minds plan and implement age and level appropriate dances that fit into the storyline under the direction of Chloe Davenport. Dress rehearsal is June 3 and two performances are scheduled on June 9 at the Mountlake Terrace High School Theater. Stay tuned for ticket information and show times in May.
- **Quarterly Fitness and Dance:** Yoga, Tai Chi, Zumba, Strong by Zumba, Core de Force, Therapeutic Stott Pilates and Ballet, Tap, Jazz /Hip Hop, and Salsa all began a new session April 9. Drop-in attendance is welcome on a first come first serve basis after minimum registration has been met.
- **Adult Open-Gym:** Join a fun group of individuals for a fun time of volleyball or basketball. Adult volleyball is played on Thursday nights from 8:00-10:00 p.m. Basketball is played Saturday mornings from 9:00 a.m.-11:30 a.m. Click on the sport that interests you for the date schedule for each. [Volleyball here](#) or [Basketball here](#).
- **Employment Opportunities:** Hiring for two ¾ time site leaders and summer staff. Join an enthusiastic work force that loves working with children. For job descriptions and more information visit: <http://www.mltrec.com/Jobs.aspx>
- **Espresso Special:** Next week's espresso special will be Vanilla Latte. Come to the Recreation Pavilion espresso stand April 30 through May 6 and receive \$.50 off a 16oz, hot or iced!
- **Arts Commission/Friends of the Arts website:** The Mountlake Terrace Arts Commission and Friends of the Arts has a new website. For the latest information about the 40<sup>th</sup> annual Arts of the Terrace and monthly art exhibits, visit [www.mltarts.org](http://www.mltarts.org).
- **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 please contact Parks Superintendent Ken Courtmanch at (425)-776-1811.

- **Senior Center Improvements:** The Mountlake Terrace Senior Center is scheduled for some improvements to begin next week. Director Marlene Maier has acquired a Hazel Miller grant to replace the carpeting in the lobby with a hardwood laminate. At the same time Property Management has arranged to have the hardwood floors in the Lakeview Room refinished. Work is scheduled to begin on April 25.
- **Girl Scout Troop 43752:** Troop leader Brandy LeBlanc and Troop 43752 are working to continue the trail at Matt Hirvela/Bicentennial Park. The troop is using cookie sales to help complete the trail started in 2012. The troop is also partnering with the city to apply for a Snohomish County Small Capital Project Partnership (SCPP) grant to complete the paving as well. Work is expected to continue on May 12.
- **Girl Scout Troop 43866:** Troop leader Elliot Gustavson has contacted park staff to discuss a project with Troop 43866. The Girl Scout Troop has an interest in designing “Pack it in Pack it out” signs to place in the Mountlake Terrace Park system to assist in keeping our parks clean. The troop will submit ideas for the signs in the next week or two.
- **Premera Volunteers:** Premera representative Tish Retana has contacted park staff with an interest in starting a volunteer program that would run into the summer. Tish has suggested that Premera employees offer 15–16 employees at a time doing volunteer work starting May 25 and every other Friday going forward until July. Park staff will be meeting with Tish on May 3 to work out the details.
- **Earth Day:** In recognition of Earth Day the City of Mountlake Terrace held the annual Earth Day Clean Up event on Saturday, April 21. Forty to fifty people were in attendance to help pull invasive plants, clean up litter and weed flowerbeds at Ballinger and around the Mountlake Terrace Senior Center. Approximately 25 yards of debris was removed from the park. The Mountlake Terrace City Council served lunch following the event.



**POLICE DEPARTMENT UPDATES**

Weekly Activity								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>								
<i>YTD</i>	562	1041	118	81	8	28	14	29

*\*Monthly activity is updated first week of each month*

**Significant Incidents**

- On April 18, 2018 at 12:41 a.m., patrol attempted to stop a vehicle in the 22500 block of 57<sup>th</sup> Avenue W. The vehicle initially stopped and a passenger exited, but immediately returned to the vehicle. The vehicle then fled the traffic stop in a reckless manner. Due to the risks of attempting to apprehend the suspect the pursuit was terminated. Investigation continues.
- On April 18, 2018 at 1:40 a.m., patrol responded to a disturbance in the 21800 block of 66<sup>th</sup> Avenue W. Two subjects were located and confirmed to have been involved in a verbal altercation. No evidence of a crime was identified, however one of the subjects was discovered to have a warrant for his arrest. He was arrested and booked at the Lynnwood Jail without incident.
- On April 18, 2018 at 1:08 p.m., patrol responded to an assault report at Mountlake Terrace High School. Investigation revealed two students in a dating relationship were involved in a physical altercation, with the suspect pulling the victim's hair and pushing her to the floor. The suspect was later located at his residence. Booking was declined, case referred to the juvenile prosecutor.

- On April 18, 2018 at 8:56 p.m., patrol contacted a subject in the 23000 block of 58<sup>th</sup> Avenue W. Investigation revealed him to have a warrant for residential burglary. The suspect was arrested and booked at the Snohomish County Jail without incident.
- On April 18, 2018 at 11:42 p.m., patrol was requested to respond to Children's Hospital to investigate suspicious injuries to a 2-week-old child. The child resides with his parents in Mountlake Terrace. Staff was advised by the mother the child had fallen off a bed. Examination revealed redness, swelling and skin irritation on the leg, scratch mark(s) on the leg and bruising on the arm(s) and leg(s). The child was admitted to the hospital for further testing and observation. On April 19, 2018 at approximately 12:09 p.m., hospital staff notified the duty sergeant additional testing revealed the child sustained five fractured bones. Investigation was notified and responded to the hospital. The child was taken into protective custody and released to CPS. Investigation continues.
- On April 19, 2018 at 12:45 a.m., patrol responded to a disturbance in the 5000 block of 240<sup>th</sup> Place SW. Investigation revealed the homeowner had been arguing with his nephew, who the uncle stated had mental health issues and could not let the nephew stay in the home any longer. No crime had occurred. The nephew had a warrant for his arrest. He was arrested and custody was transferred to the Seattle Police Department.
- On April 19, 2018 at 1:42 p.m., patrol responded to a harassment complaint in the 21400 block of 52<sup>nd</sup> Avenue W. Investigation revealed a resident was walking his dog when he was accosted by another resident. The suspect referred to the victim with repeated racial slurs and pointed a BB gun at his dog threatening to shoot it. Charges referred to the Snohomish County Prosecutor for review.
- On April 19, 2018 at 9:02 p.m., patrol was dispatched to a collision in the 22800 block of 72<sup>nd</sup> Place W. The victim stated her vehicle was struck by a high speed vehicle and the driver, who appeared to be intoxicated, walked away despite repeated requests by the driver and a witness to stop. The witness recognized the suspect and told officers where she lived. Contact was made, however she refused to come out of the residence. After an hour of negotiation the suspect surrendered and was arrested. She was subsequently booked at the Lynnwood Jail without incident.
- On April 19, 2018 at 10:43 p.m., patrol was dispatched to a domestic altercation in the 5400 block of 212<sup>th</sup> Street SW. Investigation revealed the suspect and victim reside together and were in an argument. During the argument the suspect threatened to kill the victim and/or have her 'boys' take care of him. She was subsequently arrested and booked at the Snohomish County Jail for harassment without incident.
- On April 20, 2018 at 12:54 p.m., patrol stopped a vehicle on I-5 for registration violations. Investigation revealed the driver to have a suspended driver's license and a warrant for his arrest. The driver was arrested and booked at the Lynnwood Jail without incident.
- On April 20, 2018 at 10:29 a.m., patrol responded to a suspicious person complaint in the 4100 block of 222<sup>nd</sup> Street SW. The victims are students at Mountlake Terrace Elementary. They

stated over the past couple of days a suspicious adult male has been observed in the area of the school and appeared to be following and watching students. Investigation continues.

- On April 20, 2018 at 7:00 p.m., patrol responded to an assault in the 21800 block of 55<sup>th</sup> Avenue W. Investigation revealed two roommates were involved in an altercation over a cable box. When the victim attempted to retrieve the box the suspect grabbed her around the neck and slammed her against the wall. The suspect was arrested and booked at the Snohomish County Jail.
- On April 21, 2018 at 1:03 p.m., patrol was dispatched to a harassment complaint in the 21500 block of 48<sup>th</sup> Avenue W. The victim stated she and her roommate were involved in a verbal altercation and the suspect threatened to kill himself. She said she was calling the police and the suspect presented a knife, threatening to kill her. The suspect also pointed out he had a gun. She retreated to her bedroom and called 911. The suspect was arrested and booked at the Snohomish County Jail without incident.
- On April 23, 2018 at 9:00 p.m., patrol responded to a disturbance in the 23900 block of 60<sup>th</sup> Avenue W. Investigation revealed residents were arguing and the suspect broke out a window due to frustration. The suspect elected to leave the residence.

On April 24, 2018 at 12:01 a.m., patrol again responded to a disturbance in the 23900 block of 60<sup>th</sup> Avenue W. Investigation revealed the suspect from the previous incident initiated another confrontation and damaged multiple vehicles in the driveway before fleeing the residence. Case referred to the prosecutor's office for charging.

- On April 23, 2018 at 11:23 p.m., patrol responded to an assault in the 22800 block of 44<sup>th</sup> Avenue W. Investigation revealed a road-rage situation occurred between two vehicles and they stopped in a parking lot to confront one another. One of the involved reported the suspect pointed a gun at him, while the other denied it. Investigation continues.

#### **Detective Unit Update**

- Cases Assigned
  - 18-5984-Eluding
  - 18-6047 CPS
  - 18-6109 Suspicious Circumstances
  - 18-6301 Fraud
- Cases Cleared
  - N/A

#### **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.
- Parking enforcement around the mosque as requested by their leadership.
- Officers provided a presentation regarding dealing with emotional customers to the MTBA.

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

On February 28, 2018, Code Enforcement received a complaint involving cars, boats and trailers parked in the front of the property located in the 4300 block of 226<sup>th</sup> Street SW. After follow up, Code Enforcement documented the conditions, and issued Civil Notice of Violation to the above property owner 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), and 8.15.050.B.4 – (Recreational or utility vehicles stored in a front yard shall be parked on an improved surface, or on a maintained surface). On April 13, 2018, Code Enforcement returned to the location and noted the property was free of vehicle accumulation.



### **Other Items of Interest**

- The police department deployed two AED devices donated by the Everett Fire Department.
- Met with high school staff for a threat assessment regarding a student who attends Edmonds-Woodway High School.
- Crisis Intervention Training refresher for staff began.

### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- 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 11, 6:00 p.m., Civic Campus Project Community Meeting, Ballinger Clubhouse
- 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 26, 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