

CITY MANAGER'S WEEKLY REPORT

February 1, 2019

CITY COUNCIL MEETINGS

The City Council's regular meeting scheduled for Monday, February 4, 2019 is cancelled.

The City Council's next meeting is a special meeting on **Saturday, February 9, 2019** beginning at 10:00 a.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Review and Approval of City Council Interview Questions; (2) City Council Position No. 2 Candidate Interviews 10:45 – 3:40 p.m.; (3) Executive Session to Discuss Candidate Qualifications; and (4) Discussion and Appointment of Councilmember.

The City Council's next meeting is a Work/Study Session **Thursday, February 14, 2019** 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) Swearing in of City Councilmember Vacant Position No. 2; (2) Review of Draft 3rd of July Event Agreement; (3) Review of Professional Service Agreements Related to Town Center; (4) Review of Professional Service Agreement With BHC Consulting, LLC; and (5) Federal Legislative Agenda (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City February 6:** Join city officials for a casual conversation and a cup of coffee. Residents, business owners and others from the community are invited to hear what's going on in the city, provide input about city services and events, and ask questions. This casual monthly event is scheduled at the Recreation Pavilion, 5303 228th Street SW on Wednesday, February 6, 2019 from 6:00-7:00 p.m. in the Jungle Room.
- **Winter Gala Dance & Fundraiser:** Saturday, February 16 from 6-9 p.m., MLT Dance Academy and ROCKSTARS Performing Company are hosting a dance for the whole family! This fun-filled, semi-formal dance at the Ballinger Park Clubhouse (23000 Lakeview Dr.) will include dance performances, ballroom dance lessons, party games, photo opportunities, desserts and an open dance floor! Get your tickets in advance starting Monday, February 4 at the Pavilion from a ROCKSTARS company member or on-line at www.mltrec.com/432/Dance-Programs. Tickets will also be available at the event; \$5 per person or \$10 for a family of up to four. All proceeds go towards the Dance Scholarship Fund. Each semester several dedicated dancers benefit from these funds who otherwise might not get to participate in our city's MLT Dance Academy program. Contact Dance Director Chloe Davenport for more information or to volunteer! (425) 640-3107, cdavenport@ci.mlt.wa.us. It's going to be a Ball!

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Boards, Commissions, Committees Recognition Dinner:** City officials held an appreciation dinner for volunteers serving on city boards, commissions and a special task force on Wednesday, January 30 at Ballinger Clubhouse. There were 45 people in attendance.

Volunteers were treated to a home-cooked meal by Public Works Director Eric LaFrance who served dinner with other members of the city's leadership team. The city invited volunteers who have served over the past year on the Economic Vitality and Town Center Task Force, Arts Advisory Commission, Civil Service Commission, Planning Commission, Recreation and Parks Advisory Commission (RPAC), and Neighborhood Parks Improvement Subcommittee (NPIS).

Mayor Kyoko Matsumoto Wright, City Councilmembers and City Manager Scott Hugill thanked all the volunteers for their service. City officials shared the top highlights and achievements from the past year as well as stories about some of the long-term volunteers.

Community Relations Director Virginia Olsen and Parks Superintendent Ken Courtmanch highlighted the effort of volunteers to transform Bicentennial Park over the past decade to include building a trail and raising grant funds to pave it.



- **Civic Campus Redevelopment:** MacLeod Reckord will be visiting City Hall on February 5, 2019 to discuss Town Center Park/Plaza Concept 2. The purpose is to discuss specific design elements, costs associated with each, base elements/features that can be funded within available funding, potential modifications, design elements that could be phased as additional funds are identified, etc.
- **Enterprise Content Management (ECM):** This week, the Public Records Officer led a meeting to discuss user groups and folder structure within the ECM. The recent records inventory identified access requirements for documents and the city is working with Laserfiche

to build the system to implement by June 1, 2019. There were over 2,500 types of records identified in the inventory.

- **City Council Interviews:** A special meeting will be held on Saturday, February 9 to hold interviews for the vacant City Council position. There will be 11 residents interviewing for the position. The meeting begins at 10:00 a.m. at Interim City Hall and will be recorded and placed online Monday the 11th but will not be streamed live so applicants do not hear the questions ahead of time. (Please note the February 4 regular City Council meeting was cancelled and the Consent Calendar items were moved to the February 9 special meeting agenda.)
- **Website Redesign:** In February, the city will get its first look at the new design concept for the redesigned website. Last week, a gray scale layout and color scheme was approved. Departments are working to update content prior to March 1 when the current content will be migrated to the new website. That process takes about a month and the city will see the new website in early April. The anticipated launch date is in late April to give departments time to make any final updates, test links and modules and ensure it is ready for the public.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Town Center Plan Update Process:** The Planning Commission met on January 28, 2019 to discuss and consider the Economic Vitality and Town Center Task Force recommended draft Town Center Sub-area Plan (see Item 5 below). The Planning Commission agenda included the following:
 1. Submitted Applications Update
 2. Public Comment
 3. Town Center Subarea Plan Review
 - a. Chapter I-III – General Discussion
 - b. Chapter IV- Vision, Objectives and Town Center Boundaries
 4. Directors Report
 5. Miscellaneous Business

The next Planning Commission Meeting where the draft Town Center Subarea Plan will be discussed and considered will take place at a special meeting on February 19, 2019 at 7:00 p.m. at the Recreation Pavilion Jungle Room.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Milfoil Control Grant Awarded for Lake Ballinger:** The Department of Ecology has awarded Mountlake Terrace the full \$42,000 requested for control of Eurasian Watermilfoil, Fragrant Water Lily, and Curly Leaf Pondweed for Lake Ballinger. This amount will cover costs for approved herbicide application, as well as a free public workshop on how to control invasive weeds by hand. Ways to reduce the chance of spreading invasive aquatic weeds will also be covered.

It is anticipated that grant funding will be available by April 1, 2019, and that the first herbicide application of 25 percent of the lake will take place this summer. Stay tuned for an update on a date, time, and place for our workshop and public meeting on Lake Ballinger invasive weed control this spring/summer. A special thanks goes out to the Lake Ballinger invasive weed citizen steering committee, who worked hard this past summer to develop our control strategy.

For more background information, please see our Integrated Aquatic Vegetation Plan posted on the Mountlake Terrace website www.cityofmlt.com/DocumentCenter/View/18445/ or contact Laura Reed, Stormwater Program Manager at lreed@ci.mlt.wa.us or (425) 744-6226.



RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Swim Lesson Registration:** Registration for those currently registered for swimming lessons at the Mountlake Terrace Recreation Pavilion took place on Monday and Tuesday. For those who are interested in registering for the next session and are not currently in swimming lessons, Mountlake Terrace Resident Registration was Wednesday and Open Registration was Friday, January 31. The lesson schedule is available online at www.cityofmlt.com/529/Swim-Instruction. Registration can be completed online or in person at the Recreation Pavilion. The new swim lessons sessions will run: Monday/Wednesday, February 4 to February 27 and Tuesday/Thursday, February 5 to February 28.
- **Aquatic Staff In-Service:** The pool, spa, and sauna closed at 4:15 p.m. and canceled programs on Friday, February 1 for an all aquatic staff in-service training for all swim instructors, fitness instructors and lifeguards. The training, held from 4:15-6:30 p.m., focused on teaching swim skills.
- **Wellness Committee:** The Mountlake Terrace wellness committee had its first meeting of 2019 on January 23. Plans were developed for the activities that promote a healthy workplace.

Information on the benefits provided by the Association of Washington Cities Benefit Trust for the upcoming year was also handed out. These events help the city qualify for the 2020 WellCity Award. This award recognizes city accomplishments by awarding a 2% premium discount to the Trust medical plans. The Wellness Committee's first event was the Souper Bowl lunch/potluck at the Public Works facilities on Friday, February 1. Employees brought soup, stew, chili and side dishes to share at lunchtime.

- **Field Reservations:** Reservations are now being accepted for the 2019 season. If you are interested in renting one of the many fields in Mountlake Terrace for organized or drop-in sports, contact Kevin Witte at kwitte@ci.mlt.wa.us with your request.
- **Racquetball Tournament:** The first racquetball tournament of the year will be held Saturday, February 2. Players will compete for trophies and for fun! T-shirt and awards are included in the price. The next tournament is April 20. For more information call (425)220-0685.
- **Quarterly Adult / Teen, Dance & Fitness:** Physical activity helps fight the winter blues! Join any class anytime for a drop-in and when you find the one you love, register for the best hourly price. We offer Adult/Teen dance in Tap, Ballet & Jazz, plus ethnic dances like Flamenco and Clogging. We have Yoga and Tai Chi as well as Conditioning classes like Strong and Core de Force. To see all our Adult/Teen programs visit www.mltrec.com and use our interactive Craze pdf pages 14 & 15.
- **Quarterly Pre-School Dance (Ages 3-6):** These classes are scheduled in short sessions for participants that want to try something new or need a short term commitment. Also it allows the littlest dancers to have their turn in the studio even if they're not quite old enough to join our Academy Creative Dance. The next session begins Thursday, February 21. Classes are conveniently scheduled after pre-school so you can have a snack and then go to dance at 12:45 or 1:30 p.m. Get signed up and give your child dance time! To see all our Kids Quarterly Dance classes visit www.mltrec.com and use our interactive Craze pdf page 15.
- **Academy Dance Classes (Ages 4-19):** Second semester is here. There's still time to get into a class. Beginning Lyrical (ages 9+) and Teen Hip Hop (Ages 13+) will have their first class of the school year on Saturday, February 2. All other classes are a continuation and will build on what the dancers have learned since September. Those interested in joining the program are encouraged to take a trial lesson to be sure they're where they need and want to be. For more information, visit www.mltrec.com/435/Academy-classes, or for placement contact Chloe Davenport (425) 640-3107, cdavenport@ci.mlt.wa.us.
- **Youth Employment Opportunities:** Hiring for one ¾ time Preschool Lead teacher. Applicants must have 2 years of experience working with children. Hours are 7:00-2:00 p.m., Monday through Friday. For more information or to apply visit www.cityofmlt.com/Jobs.aspx?JobID=Preschool-Teacher-three-quarter-time-114.
- **Parent's Night Out:** Friday February 15 from 6:30-9:30 p.m. Space available! Valentine date night, Sign your child up for a night of swimming, pizza, movies and more. To register call

(425)776-9173

or

visit

<https://apps.dashplatform.com/dash/index.php?Action=ProgramFinder/index&company=mountlake&facilityID=1&seasonID=0&programID=6#team-2873>

- **Summer Camp Registration:** Registration packets will be made available at the Mountlake Terrace Recreation Pavilion on Monday March 4. We offer three camps that take place at the Pavilion site. Jr Kids Krew camp is for 3-5 year old children. Majors camp is for 1st and 2nd graders and All-Stars camp is for 3rd – 6th grade students. Before and after camp is also available for school age children. For more information call (425)776-9173.
- **Fall 2019 Childcare Registration:** Registration packets will be made available at the Mountlake Terrace Recreation Pavilion on Monday March 11. Before and after school care for school age children as well as two preschool options, T/TH preschool or Jr Kids Krew. We also offer a M/W/F Kindergarten Readiness class. For more information call (425)776-9173.
- **Espresso Special of the week:** Next week, the Recreation Pavilion's espresso special is a *Your Heart's Desire Latte*. This is a latte with any flavor of your choice. Stop by February 4-10 and receive \$0.50 off a 16 ounce.
- **Baseball:** The start of the baseball season is right around the corner. Park crews are working in conjunction with the MTYAA to apply a field conditioning material to the baseball fields. The material will be delivered in February and park staff will be applying prior to the opening of baseball season at the beginning of March.
- **Interurban Trail:** Park and Facilities staff have replaced all of the lighting in the tunnel under 220th Street SW on the interurban trail. The fixtures were replaced with heavy duty LED fixtures offering much more lighting in the tunnel. The tunnel was also painted once the light installation was completed.
- **Entry Sign:** Park staff removed the entry sign at 236th and I-5 in anticipation of work to begin in the intersection by Sound Transit and the city. The monument sign was removed and stored for future use possibly at the Mountlake Terrace Senior Center.

POLICE DEPARTMENT UPDATES

Activity Year-to-Date								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Month</i>								
<i>YTD</i>	2384	3915	549	294	40	110	46	141

**Activity is updated the first full week of each month*

Significant Incidents

- On January 23 at 9:27 a.m. patrol responded to a Child Protective Services (CPS) referral in the 22200 block of 38th Avenue W. The reporting person alleges being sexually abused by a relative. Investigation forwarded to detectives.
- On January 23 at 12:03 p.m. patrol responded to a theft report in the 21300 of 52nd Avenue W. The victim reported his racing bike was stolen off his patio. No suspect information. Investigation continues.
- On January 23 at 12:45 p.m. patrol responded to a fraud report in the 23900 block of 58th Avenue W. The victim reported placing outgoing check payments in her mailbox. She later discovered the checks were stolen, forged and cashed by unknown suspect(s). Investigation continues.
- On January 23 at 4:31 p.m. patrol responded to a disturbance in the 4500 block of 224th Place SW. Upon arrival the resident stated he was arguing with a roommate regarding the theft of the vehicle of another resident. Upon calling 911 the suspect fled. While on scene patrol spoke with an unknown female who said she was recently picked up by the suspect in the stolen vehicle. It was apparent the suspect and the female were using narcotics. In addition, investigation revealed the suspect had been at the residence in violation of a court order. The suspect was not immediately located. Charges forwarded to the prosecutor.
- On January 23 at 11:41 p.m. patrol located an unoccupied stolen vehicle in the 5200 block of 212th Street SW. Investigation revealed the vehicle to be associated with two subjects who were recently in the store. A K9 track was unsuccessful. Additional investigation identified two suspects. The vehicle was released to the owner. Investigation continues.
- On January 24 at 2:03 a.m. patrol contacted a male in the 20900 block of 53rd Avenue W. Investigation revealed the subject to have a warrant for his arrest. He was arrested and transported to Denney Youth Center where he was booked without incident.
- On January 23 at 7:14 a.m. patrol responded to an indecent exposure in the 21700 block of SR 99. The victim stated a regular customer conducted an inappropriate act in her presence. The victim recorded the suspect driving away. The responding officer prepared a photomontage and the suspect was identified by the victim. Charges forwarded to the prosecutor.
- On January 24 at 11:49 a.m. patrol responded to a narcotics complaint in the 21800 block of 44th Avenue W. A student stated she became sick after eating a cookie given to her and suspected it was baked with marijuana. She stated she did not know it had drugs in it. Further investigation revealed a student brought several cookies baked with marijuana to school and handed them out. The remaining cookies were seized. Several students were emergency expelled. The case is being handled administratively by school staff.

- On January 25 at 2:09 a.m. patrol responded to a theft in the 22800 block of 61st Avenue W. The victim stated he observed the suspect prowl his vehicle, stealing items. The suspect fled and left behind several pieces of stolen mail. Investigation continues.
- On January 25 at 3:30 p.m. patrol responded to a theft report in the 23300 block of 58th Avenue W. The victim stated a computer monitor was stolen recently, followed by a computer and now a third computer was damaged due to the suspect(s) attempting to open the case. There is no suspect information. Investigation continues.
- On January 26 at 3:53 a.m. patrol observed a subject in the 21300 block of 52nd Avenue W who they believed to be in violation of a no contact order by being at the location. Further investigation revealed the suspect was in violation of the order and was arrested. He was booked at the Snohomish County Jail without incident.
- On January 26 at 11:30 a.m. patrol was conducting a check of the Interurban Trail. A subject was located in the 21900 block and confirmed to have a warrant for his arrest. He was arrested and transported to the Snohomish County Jail where he was booked for the warrant without incident.
- On January 26 at 6:49 p.m. patrol stopped a vehicle in the 6000 block of 220th Street SW. Investigation revealed the driver to be unlicensed and have a warrant for her arrest. The suspect was cited for the driving offense and booked at the Snohomish County Jail for the warrant without incident.
- On January 27 at 3:09 a.m. patrol attempted to stop a vehicle for defective equipment in the 21700 block of 44th Avenue W. The vehicle sped up and began to drive erratically in an attempt to elude police. Officer(s) did not pursue the vehicle. Additional investigation revealed the vehicle to be stolen.
- On January 27 at 6:44 p.m. patrol responded to a burglary report in the 23500 block of Hedlund Avenue. The victim stated his guns had been stolen. The victim said they were locked in a cabinet and the lock was cut. Further investigation revealed a neighbor saw a suspicious truck outside the residence at 5:00 a.m. The description of the truck matches a vehicle associated with a local well known offender. Investigation continues.
- On January 27 at 10:01 p.m. patrol responded to a suicidal subject in the 4300 block of 236th Street SW. Patrol contacted the uncooperative subject at her front door and noted she was armed with a knife. She retreated back into the residence and officers followed. She went into the bathroom and while officers were attempting to talk to her she chose to place the knife to her throat and cut her neck. Due to the immediate exigency of the situation officers initiated contact with her, successfully disarmed her and began first aid. She was committed for a mental health evaluation.
- On January 28 at 7:58 a.m. patrol responded to a burglary report in the 4400 block of 228th Street SW. The victim reported suspect(s) broke into the building sometime over the weekend

and damaged the property. The scene was processed for evidence with no success. Investigation continues.

- On January 28 at 9:21 a.m. patrol was dispatched to a vehicle prowling in progress in the 6200 block of 222nd Street SW. Upon arrival a suspect was located and detained nearby. Investigation confirmed the vehicle was prowled and items stolen. The witness identified the suspect who was detained. Items taken from the vehicle were found in his possession in addition to a variety of drug paraphernalia. He was arrested and booked at the Snohomish County Jail for the crimes.
- On January 29 at 1:38 a.m. patrol responded to an unwanted person in the 21900 block of SR 99. Upon arrival the suspect was located nearby. Investigation revealed him to have a warrant for his arrest. He was issued a trespass notice and booked at the Snohomish County Jail for the warrant without incident.
- On January 29 at 6:24 a.m. patrol responded to a burglary in the 4400 block of 228th Street SW. Suspect(s) forced entry into the building by prying a door. Once inside the location was ransacked and vandalized. Unknown if anything was taken. The scene was processed for evidence without success. No suspect information, investigation continues.

Detective Unit Update

- Cases Assigned
- 19-1090 Vehicle Prowl
- 19-961 Theft
- 19-1148 Death Investigation
- 19-1248 CPS Referral/Sex Offense
- 19-1088 Burglary
- 19-183 Vehicle Prowl
- 19-1504 Burglary
- Cases Cleared
- 18-19377 Death Investigation

Detectives have been focusing efforts on investigating several burglary and theft cases likely linked to a single suspect. Some of these cases involved the theft of firearms. The suspect is becoming increasingly brazen and is believed to be displaying a firearm during some crimes.

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 marijuana dispensaries.
- Directed patrol of several apartment complexes and traffic enforcement in areas of concern.
- Outreach materials are being distributed as appropriate.
- Officers continue to have a presence in their assigned schools and provide traffic control in the area during commuting hours.
- Officers attended the city's Open House on Sound Transit's light rail project and interacted with community members.



- We had our annual Chief for the Day event. Chief Max won the temporary assignment at his elementary school.

-



Code Enforcement Property of the Week

On January 25, 2019, Code Enforcement observed multiple violations involving junk vehicles, inoperable vehicles parked on unimproved surfaces, garbage bags not in proper receptacles, trash/debris, and propane tanks unsecured in the front yard, located near the 4200 block of 222nd Street SW. Code Enforcement issued a civil notice of violation 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 in a fully enclosed structure), 8.15.050.B3 – (All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface. No more than two vehicles may be parked in the rear of the yard unless contained in a legal, fully enclosed structure), 8.15.040.I – (Debris and Trash. Accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure, in the front, back, or side yards of the property), 8.15.040.G.1 – (Garbage not kept in a proper receptacle with tight fitting lid), and 8.15.040.E.2 – (Toxic or Caustic Substances. Improper storing or keeping of any toxic, flammable, or caustic substances or materials). Code Enforcement will continue with the civil process until the property is compliant with the City nuisance ordinances.



Other Items of Interest

- Testing for the next generation of field training officers occurred. Seven officers participated in the process.
- After a few months of working with Premera, Sergeant Porter prepared a critical incident response plan for the facility.
- Staff attended the memorial service for Mayor Smith.
- Sergeant Pickard served as an interview panelist for new SMART candidates.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- February 6, 6:00 p.m., Coffee with the City, Recreation Pavilion
- February 13-14, AWC City Action Days, Olympia
- March 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 27, 9:00 a.m., Earth Day Park Clean Up, TBA
- May 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 25 – 28, AWC Annual Conference, Spokane
- July 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- December 11, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace