

CITY MANAGER'S WEEKLY REPORT

February 22, 2019

CITY COUNCIL MEETINGS

City Council Special Work/Study Session, **February 23, 2019, 9:00 a.m.**: The City Council will hold their annual goal setting meeting this Saturday at Interim City Hall. The meeting begins at 9:00 a.m. and is anticipated to last several hours. The agenda is posted [online](#).

The City Council's next meeting is a Work/Study Session **Thursday, February 28, 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) Review of Arts Commission's 2018 Accomplishments and 2019 Work Program; (2) Review of Recreation & Park Advisory Commission's 2018 Accomplishments and 2019 Work Program; (3) Review of Snohomish Health District Interlocal Agreement; (4) Update on Sound Transit Permitting; and (5) Review of 2019 Tour de Terrace Agreement.

The City Council's next meeting is on **Monday, March 4, 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) Approval of Interlocal Agreement with Department of Social and Health Services (State of Washington) for Community Settings Respite Care (Tentative); (2) Approval of Interlocal Agreement with Department of Social and Health Services (State of Washington) for Recreational Opportunities (Tentative); (3) Approval of Snohomish Health District Interlocal Agreement; (4) Approval of 2019 Tour de Terrace Agreement; and (5) Adoption of 2019-2021 City Council Goals.

COMMUNITY MEETINGS AND EVENTS

- **Shoreline Master Program Open House, Monday, February 25, 6:00-7:00 p.m.**: The City of Mountlake Terrace will host an open house on proposed updates to its Shoreline Master Program (SMP) on Monday, February 25, 2019 from 6:00 to 7:00 p.m. at Interim City Hall, 6100 219th Street SW, Suite 220. Public input, questions, and comments regarding Lake Ballinger and the shoreline are welcome and encouraged. A formal presentation on the update will be made at the Planning Commission meeting at 7:00 p.m. after the open house. More information and ability to comment is available on the city's Shoreline Master Program webpage at: www.cityofmlt.com/247 or call (425) 744-6207.
- **RPAC Meeting Rescheduled for February 26**: The Recreation and Park Advisory Commission (RPAC) regular meeting scheduled for February 12 was cancelled due to inclement weather. The Commission has rescheduled the meeting for February 26 at the Recreation Pavilion at 7:00 p.m.

- **Coffee with the City March 13:** 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, March 13, 2019 from 6:00-7:00 p.m. in the Jungle Room.

ADMINISTRATIVE SERVICES

- **City Temporarily Suspends Passport Services:** The City of Mountlake Terrace is suspending passport services until further notice due to a staffing shortage. Passport services may be found in other nearby locations including the City of Lake Forest Park (206) 957-2834, City of Brier (425) 775-5452, City of Mill Creek (425) 924-5743, Edmonds Municipal Court (425) 771-0210, USPO – Lynnwood (425) 775-3745 or (800) 275-8777, City of Bothell (425) 487-5587, and City of Shoreline (206) 296-9200. After new staff are hired and trained, the city plans to resume passport services. For more information, please contact Accountant Sarah Gordon at (425) 744-6205 or via email at sgordon@ci.mlt.wa.us.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Website Redesign:** The Steering Committee continued to provide feedback on the new design concept for the redesigned website. Departments are working to update content prior to March 1 when the current content will be migrated to the new website. The new site will make it easier to get a permit or business license, find project or meeting information, and will better highlight the most popular webpages. The city will see the new website in early April and 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.
- **Enterprise Content Management (ECM):** City staff began training this week on the new Laserfiche ECM system that is a significant undertaking to add to current projects. Over the next five weeks, multiple training sessions will be held each week for general users and subject matter experts to learn various aspects of the software. The Public Records Officer and IT Manager have been working diligently with FreeDoc behind the scenes to prepare for this major project in the first half of 2019. On the back end, our system is being built using the information gathered during our records inventory so legal disposition can be assigned to our records through this system. Implementation must be complete by the end of May per the terms of the Washington State Archives grant that is helping to pay for the system.
- **Solid Waste Collection:** Collection resumed this week with Waste Management (WM) picking up double collections of trash, recycling and yard waste. Because our city is divided by 228th Street for recycling and yard waste, there was some confusion even though the correct information was posted by the city and provided by Waste Management. Residents that had recycling collection this week will have yard waste collected next week and vice versa. There is no extra charge for the extra materials placed outside. To help lessen the burden of excess trash, the city coordinated with Waste Management last week and had two dumpsters at the Civic Campus for over 72 hours last week for residents' use.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Interim Temporary Parking Lot:** Applications have been submitted to redevelop the site at 23120 56th Ave W (formerly Roger's Market) as an interim temporary parking lot for Sound Transit, consistent with city code, MTMC 19.50.075. This includes review and approval for land use, civil work, bus shelter, and lighting. The applications were submitted January 8, 2019 and deemed incomplete February 1. The applicant will need to submit additional materials and revise plan drawings. The interim parking use would be for 12 months. One 6-month time extension can be requested and approved.
- **Conditional Use Permit (CUP):** A CUP application is in review on the light rail station and guideway impacts to the environment and properties from the proposed demolition and construction at 13 locations within the city. The 30-day public comment period on the complete application ended January 30, 2019. Review for consistency with the CUP criteria is ongoing. A public hearing before a Hearing Examiner is scheduled in the spring.
- **Sound Transit Construction Plans:** City staff continue to review the civil construction plans and provide comments and corrections to Sound Transit for the light rail construction through Mountlake Terrace. The intent is for construction plans to be ready for issuance soon after a decision on the CUP is issued.
- **Town Center Plan Update Process:** The Planning Commission conducted their third meeting on February 19, 2019 to discuss and consider the Economic Vitality and Town Center Task Force's recommended draft Town Center Subarea Plan. The Planning Commission agenda included the following discussion items:
 - Presentation of rationale for reducing the number of zoning districts from six to three
 - Goals and Policies including:
 - land use patterns
 - streets/circulation/parking, and
 - urban design

The next meeting when the Town Center Planning efforts will be discussed and considered will be on March 11, 2019 at the Mountlake Terrace Interim City Hall.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Winter Gala:** The Mountlake Terrace Dance Academy and the ROCKSTARS performing company hosted a semi-formal dance to raise dance scholarship funds on February 16 at the Ballinger Club House. The evening started with a short and inspiring performance by our MLT Academy students and teachers. Then all ages had fun learning to salsa and swing mixed in with the open dance floor. The DJ took requests enabling a variety of music so there was something for everyone to enjoy. Professionally made cakes were donated for a raffle and the party hosts donated drinks and baked sweet things to serve guests. This first time event successfully replenished the scholarship funds baseline and the MLT Dance Academy's goal

of building community through dance. Each year several dancers receive financial support allowing them to participate in dance programs. Contributions can be made year round. Contact Chloe Davenport: cdavenport@ci.mlt.wa.us, (425) 640-3107.

- **Dance Academy:** Dance classes that were cancelled due to snow closures will be rescheduled. If these closures affected your child's class please stay alert to notices handed out to students for your makeup schedules.
- **Quarterly Dance & Fitness:** Winter Session 2 began February 18 and runs through March 30. Participants can join any ongoing class at any time, space allowing. Call (425) 776-9173 for more information.
- **Youth Employment Opportunities:** Hiring for one ¾ time Preschool Lead teacher. Must have 2 years of experience working with children. Hours are 7:00-2:00 p.m. Monday through Friday. To apply <http://wa-mountlaketerrace.civicplus.com/jobs.aspx?jobID=Preschool-Teacher-three-quarter-time-114>
- **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.
- **Fall 2019 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, Tuesday/Thursday preschool or Jr Kids Krew. We also offer a Monday/Wednesday/Friday Kindergarten Readiness class.
- **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.
- **Swimming Lesson Registration:** Weekend registration is open. Mountlake Terrace resident registration was held February 20 and open registration, February 21. These lessons begin February 22, 23 and 24 and will run until March 29, 30 and 31. Weekday registration will begin on February 25 for Monday/Wednesday pre-registration for those currently enrolled. Tuesday/Thursday pre-registration will be on February 26. For those wanting to start swimming lessons Mountlake Terrace resident registration will be on February 27 and registration is open to everyone on February 28. To find out what classes are offered go to www.cityofmlt.com/529/Swim-Instruction for the current swim lesson schedule for the specific days and times classes are held. These schedules are also available in the lobby of the Recreation Pavilion. If unsure what level to enroll a child into, a swim evaluation can be scheduled with one of our aquatic coordinators, call (425) 776-9173 ext. 1120 or 1106.

- **Pool Schedule Changes:** Now that Edmonds School District swim team season is completed there will be some changes of swim times. Lap Lanes: Monday through Thursday will run through 4:30 p.m. and on Friday through 4:15 p.m. Friday Recreation Swim time change: the Recreation Swim on Friday nights will now start at 4:30 and run until 6:00 p.m. A new swim schedule has been posted online (www.cityofmlt.com/531/Pool-Schedule) and is available in the Pavilion Lobby, it will run through March 31. Watch for a Spring Break Schedule that will run from April 1-7.
- **Espresso Special:** Next week’s drink special at the Recreation Pavilion will be a “Luxury Hot Chocolate”. This hot chocolate comes with marshmallow syrup and whipped cream. February 25-March 3 receive \$.50 off a 16oz.
- **Edmonds School District Technical Student Event:** On Friday, February 22 from 12-2 p.m. Edmonds School District Middle schools were each represented by teams of technical students who took part in a cardboard boat building competition. They built their boats at Terrace Park Elementary and then brought their creations to the pool to test the floatability or seaworthiness.
- **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 applied by park staff prior to the opening of baseball season at the beginning of March.
- **Debris Clean up:** Parks and Public Works crews are working to clean up debris after the two week snow storm that hit the region. Downed trees and branches are being removed throughout the parks and other public access areas.

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>	223	326	55	16	3	10	5	17

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

Weekly Patrol Synopsis

- On February 13 at 12:22 p.m., an officer responded to a reported hit and run collision in the parking lot of the businesses in the 22000 block of 64th Avenue W. The victim owns a business in the complex and reported a van had backed into his overhead sign. The victim had a license plate number for the van and the officer was able to locate the driver. The driver had been unaware that he had backed into the sign with all the noise, snow and ice in the parking lot. The officer was able to give the proper information to the victim regarding the driver, insurance and owner of the van.

- On February 14 at 2:18 a.m., an officer was dispatched to meet with a King County Sheriff's Officer on the county line for a subject in custody for a Mountlake Terrace warrant. The subject was taken into custody and then transported to the Snohomish County Jail.
- On February 14 at 11:15 a.m., an officer was dispatched to a vehicle prowler report in the 7100 block of 226th Place SW. The victim told the officer that unknown suspects prowled her unlocked car during the evening hours. She told the officer that she was missing sunglasses, a Leatherman tool and approximately \$5 in change.
- On February 14 at 9:30 p.m., an officer responded to the Albertsons Store for a possible shoplift. The witness was reporting that he saw a male subject with a backpack full of groceries leave the store without paying. The officer checked with the store manager, who was unaware of the theft, but promised to review the store's video surveillance. The alleged suspect was not located.
- On February 15 at 4:01 a.m., Mountlake Terrace officers responded to assist Edmonds Police with a robbery at the QFC on Hwy 99. The robbery suspects fled in a black hatchback southbound on Hwy 99. A Mountlake Terrace officer was on an area check at 7600 244th Street SW when he located a vehicle matching the suspect vehicle description at the gas pumps of the 76 Gas Station at that location. The officer provided the vehicle plate and began a high risk stop. Other officers responded to assist at his location. The vehicle was listed in the system as stolen and it was occupied. Eventually, four occupants of the vehicle were detained and identified as being involved in the robbery.
- On February 15 at 2:45 p.m., an officer was in the Studio 6 parking lot when he saw a vehicle he knew was being driven by a suspended driver. The vehicle was stopped and the driver contacted. The officer learned that the driver had been at the location to get drugs from a "friend" at the motel. A consent search of the car was conducted and the officer located a small plastic baggie containing suspected meth. The officer brought the substance to the Police Station for testing and confirmed that it was methamphetamine. The officer will be following up on drug charges with the driver and provider.
- On February 16 at 2:09 p.m., officers were dispatched to a vehicle theft from a residence in the 4000 block of 212th Street SW. The victim told the officers that she parked her car the previous afternoon and just discovered it was gone. She said that no one had permission to have the car and that she has no idea who could have taken it.
- On February 17 at 12:27 a.m., officers responded to the 4300 block of 236th Street SW for a verbal domestic. The residents had been in a verbal dispute. The argument was over the belief that the caller had been seeing his ex-girlfriend. There was no evidence of a crime and the caller decided to spend the evening with his parents.
- On February 17 at 4:55 p.m., a Mountlake Terrace officer responded to a home in the 23300 block of 46th Avenue W for a fraud report. The victim was reporting that he had noticed three withdrawals from his debit card account on February 16, 2019. The victim said he received a call from the fraud prevention department and immediately cancelled his debit card. He has no

idea who accessed his card and has never given anyone permission to use his card. Further investigation is necessary.

- On February 17 at 8:14 p.m., a Mountlake Terrace officer responded to assist the fire department at an adult family home in the 22800 block of 66th Avenue W for CPR in progress on an elderly male. It was discovered the patient had a “do not resuscitate” order along with multiple medical issues. Fire pronounced the patient deceased.
- On February 18 at 8:11 a.m., an officer responded to the 4600 block of 216th Street SW for a vehicle theft complaint. The victim told the officer the car had been stolen from the apartment parking lot. When the officer went to enter the car as a stolen, dispatch advised that the car had already been located in a Bothell apartment complex. The officer transported the victim to Bothell to collect his car.
- On February 18 at 2:00 p.m., an officer responded to the Mazatlan Restaurant for a “dine and dash” complaint. The reporting parties told the officer that two females approximately 40-50 years old driving a purple Saturn sedan came into the restaurant and ordered almost \$60 worth of food. The suspects ate the food and then left. The waiter confronted the women on the way out and they told him they had left money on the table. The waiter did not find any money on the table but was able to get a license number for their car which expired in 2015 and did not have a current address for the owner.
- On February 18 at 9:56 p.m., Mountlake Terrace patrol responded for report of a single vehicle vs. fence collision. Witnesses observed the female driver get into another vehicle and flee. The vehicle and female were located nearby. Through investigation, probable cause was established for Hit & Run and DUI. While seated in the back of the patrol car, the suspect kicked an officer in the hand. The officer responded by moving the suspect's legs back into the patrol vehicle. While en route to the hospital, the suspect began banging her head against the inside of the vehicle. At the hospital, a leg restraint device was applied in the parking lot to prevent the suspect from further injuring herself. She was treated, a DUI warrant was obtained for blood and she was booked into Snohomish County Jail for Hit and Run, DUI and Assault 3rd degree. The collision caused damage to a city-owned guard rail.
- On February 19, 2019 at 8:30 p.m., officers responded to a residence in the 4300 block of 239th Place SW for a call of CPR in progress. An officer arrived on the scene and took over CPR which was being administered by a relative. Fire responded and continued lifesaving efforts which were unsuccessful. The male resident suffered from multiple medical conditions and had consumed an excessive amount of alcohol. The Medical Examiner responded and took custody of the body.

Detective Unit Update

Cases Assigned

- 19-2506 Identity Theft

Cases Cleared

- 18-19519 Dangerous Dog
- 19-961 Theft
- 19-1504 Burglary
- 19-403 Harassment
- 18-18386 Theft

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.
- Outreach materials are being distributed as appropriate. Several homeless outreach contacts this week due to inclement weather. Several welfare checks on local elderly residents.
- Patrol has been working an emphasis assignment on a suspected narcotics trafficking residence.
- Officers continue to have a presence in their assigned schools and provide traffic control in the area during commuting hours.
- Officer Froisland responded to a call where an elderly female stated she was stuck in her community (Mountain View Mobile Home Park) due to the amount of snow on the road and was not able to get to the store to get much needed medications and groceries. Officer Froisland gave her a ride to a store where she was able to get a few groceries and her medications. Officer Froisland then gave her a ride home. The elderly female called for a supervisor the next day and talked about how great Officer Froisland and the Mountlake Terrace Police Department were.
- Sergeant King and Officer O'Hagan helped free a vehicle that was stuck in the snow in an apartment complex.
- Officer Shin and Code Enforcement Officer Padgett helped a female with a young child dig out her vehicle which was buried in snow so she could get the child to school.
- After a welfare check on a family, Officer Froisland bought two gallons of milk for them due to their financial situation and inability to get to the store. The family (with three kids) had food which had been provided to them from the food bank but they were lacking milk.
- Officer Zuniga assisted someone by changing a tire at the QFC store.

Code Enforcement Property of the Week

On December 13, 2018, Code Enforcement received a "MLT Anytime" request involving abandoned vehicles, junk and garbage located on a residential property located near the 4400 block of 242nd Place SW. When Code Enforcement arrived, they observed two inoperable vehicles, vehicle parts, and construction debris stored outside. Code Enforcement issued civil notices for the following; 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.E-(Building and construction materials accumulations, stacks, or piles of building or construction materials not associated with a current in-progress project including metal,

wood, wire, electrical or plumbing materials in disarray or exposed to the elements on the property), 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.2-(Motor vehicle's belonging to a person other than a resident may not be stored on a property outside a fully enclosed structure). The property occupant(s) immediately worked with Code Enforcement to bring the property into compliance with city nuisance codes. On January 23, 2019, Code Enforcement inspected the property and noted all nuisance conditions had been abated.



Other Items of Interest

- On February 19, Command staff gave a 2018 year-end review to the City Council which included a presentation by Detective Sergeant Lowe on the four robberies/arrests that occurred in early January and led to arrests within three days after the first of the incidents.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- February 25, 6:00-7:00 p.m., Shoreline Master Program Open House, Interim City Hall
- February 26, 7:00 p.m., RPAC Meeting, Recreation Pavilion
- 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