

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

February 9, 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, February 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) Review of Planning Commission's 2018 Work Program (*Discussion with Planning Commission*); (2) Overview of Development Application Process; (4) Review of Agreements for Undergrounding Franchise Utilities for Main Street (Tentative); (a) Comcast; (b) Frontier; (c) Wave Broadband; (5) Review of Transitional Uses Zoning Code Updates Ordinance; and (6) Review Resolution to Establish Town Center Task Force.

The City Council's next meeting is on **Tuesday, February 20, 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 Agreements for Undergrounding Franchise Utilities for Main Street (Tentative), (a) Comcast, (b) Frontier, and (c) Wave Broadband; (2) Adoption of Resolution to Establish Town Center Task Force; (3) Public Hearing and Adoption of Transitional Uses Zoning Code Updates Ordinance; and (4) Review of 2017 Year End Police Department Report.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Civic Campus Project Update:** Five architectural firms submitted responses to the Request for Qualifications for professional architectural and engineering design services for construction of the Civic Campus project. The submittals were reviewed and three firms were selected as finalists and will interview on February 15. Approval of a contract with the preferred firm is tentatively scheduled for the March 5, 2018 City Council meeting.
- **Records Management:** The Records Management Team has followed up on the City Council's direction to digitize city records as we plan to move into a new City Hall and comply with new state laws adopted last year. Candidates for the newly created Public Records Officer position were interviewed on Thursday, February 8.

FreeDoc prepared a comprehensive evaluation of records at Interim City Hall, Operations Facility (Parks and Public Works), Police Station, and the Recreation Pavilion and a report that will help the city establish the requirements of an electronic records filing system and create a baseline understanding for scope of services necessary for implementation and delivery of an

enterprise content management (ECM) system. The City Clerk will present the report to the City Council at an upcoming meeting. In the meantime, the City Clerk will be working on a records management plan and policies to set the stage for creating a digital transformation strategy for business processes that will align with the design of a new City Hall.

- **Coffee with the City:** Nothing to do on Valentine's Day? Join the City Manager and have casual conversation about what's happening in Mountlake Terrace. Chat about projects, meetings, events or other topics of interest. Coffee with the City is on Wednesday, February 14 from 6:00 – 7:00 p.m. at the Recreation Pavilion (in the Jungle Room).

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Public Hearing on Transitional Uses Zoning Code Updates Ordinance:** On Monday, February 12, the Planning Commission will hold a public hearing on the Transitional Uses Zoning Code Updates Ordinance beginning at 7:00 p.m. in the Interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street S.W., Suite 220.
- **2017 Comprehensive Plan Adopted by City Council:** After a lengthy discussion, the City Council passed the 2017 Comprehensive Plan Amendments and Zoning Map Ordinance.
- **Help Shape the VISION 2050 Update:** VISION 2040 is the region's current long-term growth strategy, addressing land use, transportation, economic prosperity, and the environment. Puget Sound Regional Council (PSRC) is extending the region's growth plan to 2050. VISION 2050 will build on the region's existing plan to keep the central Puget Sound region healthy and vibrant as it grows and will consider updated information and perspectives about a changing region.

PSRC is seeking community input to shape the plan. What important regional issues should be the focus of the update? How should the region's growth strategy be updated to plan for 2050? What impacts and actions should be evaluated through environmental review?

The public comment period will run from Friday, February 2, 2018, through Monday, March 19, 2018. The plan scoping notice is available online at [www.psrc.org/sites/default/files/v2050-scoping.pdf](http://www.psrc.org/sites/default/files/v2050-scoping.pdf).

Information about the plan update and ways to comment will available on the project website: [www.psrc.org/vision](http://www.psrc.org/vision).

In addition to soliciting written comments, PSRC is holding listening sessions in King, Pierce, Snohomish and Kitsap counties to hear more input on the plan from jurisdictions, agencies, and the community:

- February 13, 2018 / 3-5 pm / Union Station, Ruth Fisher Board Room 401 South Jackson Street, Seattle
- February 20, 2018 / 3-5 pm / Fife Community Center 2111 54th Avenue East, Fife
- February 22, 2018 / 3-5 pm / Lynnwood City Hall 9100 44th Avenue West, Lynnwood
- February 27, 2018 / 3-5 pm / Norm Dicks Government Center 345 6th Street, Bremerton

There will be many opportunities to provide input throughout the plan update process, including PSRC meetings, workshops, surveys, online open houses, and opportunities to comment on the draft plan and environmental review document.

The Growth Management Policy Board is expected to adopt a project scope later this spring.

More information on the plan update is available at [www.psrc.org/vision](http://www.psrc.org/vision).

- **Handy Mart Demolished:** The demolition of Handy Mart, located at the intersection of 228th Street Southwest and 44th Avenue West, began early Thursday morning. The entire property was cleared in preparation for a proposed two-story commercial building.

### **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).
- **Traffic Engineer Position:** Engineering will be conducting interviews next week to fill the Traffic Engineer's position.

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

- **Espresso Special:** Next week's espresso special will be Love Potion #9. February 12-18, receive \$.50 off a 16oz, hot or iced.
- **Dance Academy:** Registration is open for second semester and courses begin Monday, February 5. You can come and take a trial lesson this week! Be sure to get involved right away so your kids will be eligible to perform in our June Recital. Come into the pavilion to pick up a dance packet and register at the front desk. For more information or placement, contact Chloe Davenport (425) 640-3107 [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us) or see the craze [www.crazedigital.org](http://www.crazedigital.org).
- **Quarterly Fitness:** Starting right now, Jamie Neill is teaching Core de Force the hottest new Mixed Martial Arts (MMA) kick boxing class Wednesdays 7:30-8:30 p.m. Core de Force is similar to Turbokick and is replacing it on the schedule. It's a great new perspective on how to sweat and work on self-defense moves. We have new teachers with interesting backgrounds joining our fitness department! Staff are brainstorming and preparing new things to keep your fitness classes fresh and interesting this spring. You can drop-in to 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.

- **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, visit [DocumentCenter/View/901](#) or call (425) 776-9173.
- **Job openings:** Youth programs is currently hiring for several positions. Site-leader, preschool assistant, and summer camp counselor are all available. These are part and full time positions. If you are interested in applying visit [Jobs.aspx](#) or call (425) 776-9173.
- **Youth Staff Training:** The youth staff held their monthly staff meeting on February 7 to discuss emergency preparedness and child abuse and neglect. The staff will use the information learned in the meeting in the programs they oversee.
- **Non-School Day Care:** there are still spots available for the non-school days coming up February 19-20. Children get to spend the day participating in games and crafts and even swim in the pool! For more information or to register, call (425) 776-9173.
- **MLTDOG Volunteers:** The Mountlake Terrace Off Leash Dog Park (5303 228<sup>th</sup> Street SW) is maintained with assistance from a small group of volunteers known as MLTDOG who are setting up some volunteer efforts to help with the maintenance of the park. The first of these for 2018 was held on February 4 and following efforts will be March 4 and approximately once a month thereafter. 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 to Continue Bicentennial Path:** Eagle Candidate Keanon Johnson has submitted his Eagle project and received approval from city staff. Keanon intends to continue the pathway at Bicentennial that has been the focus of many volunteers over the last few years. Keanon received final approval from the Boy Scouts of America and is scheduled to begin his project on February 10.
- **Mountlake Terrace Garden Club:** The Mountlake Terrace Garden Club is looking for members to assist in running the club and maintaining a number of entry sites in Mountlake Terrace. The Mountlake Terrace Garden Club is a volunteer based community group that for 20 years has annually planted flowers and maintained seven different sites throughout the city. If you are interested in joining the garden club or just helping out this spring, they may be contacted at: [mltgardenclub@gmail.com](mailto:mltgardenclub@gmail.com).

**POLICE DEPARTMENT UPDATES**

Weekly Activity (January 31 – February 6, 2018)								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	172	278	39	25	2	8	4	6
<b>YTD</b>	172	278	39	25	2	8	4	6

*\*Activity is updated first week of each month*

### **Significant Incidents**

- On January 31, 2018 at 11:27 a.m., patrol responded to a hit and run collision in the 6600 block of 220<sup>th</sup> Street SW. The victim stated she was behind the suspect vehicle when the driver decided to travel in reverse and strike her vehicle. The suspect driver initially stopped, but when she learned the police were called she fled the scene. Investigation continues.
- On February 1, 2018 at 2:00 a.m., patrol observed a vehicle traveling in the 6600 block of 220<sup>th</sup> Street SW with an associated warrant. The vehicle was stopped and the driver was confirmed to have a warrant for his arrest. The subject was arrested and released to the custody of Redmond Police.
- On February 1, 2018 at 2:49 a.m., patrol contacted two suspicious subjects in the 7000 block of 220<sup>th</sup> Street SW. One of the subjects had a warrant for her arrest. The subject was arrested and transported to the Snohomish County Jail where she was booked for the warrant without further incident.
- On February 1, 2018 at 12:40 p.m., patrol responded to a theft complaint in the 22300 block of 64<sup>th</sup> Avenue W. The victim reported he had a number of belongings secured in his carport. Sometime overnight suspect(s) entered the carport and stole two bicycles and additional items. Investigation continues.
- On February 2, 2018 at 9:56 a.m., patrol responded to a stolen vehicle recovery in the 5200 block of 238<sup>th</sup> Street SW. Code Enforcement officers were at the location investigating a code complaint and verified the motorhome in question was reported stolen. Officers cleared the motorhome and detained one individual inside. The subject stated he had been paying rent to the homeowner to live in the motorhome. The homeowner stated the vehicle was associated with his deceased father and he did not have knowledge it was stolen. No charges were filed based upon lack of probable cause for either subject. The vehicle was returned to the owner.
- On February 2, 2018 at 6:48 p.m., patrol responded to a burglary report in the 4200 block of 214<sup>th</sup> Street SW. The resident said she just returned home after being incarcerated for the previous two weeks and discovered miscellaneous property was missing. The victim stated her cousin was staying in the residence in her absence. The cousin was interviewed and denied any knowledge of the crime. Investigation continues.
- On February 3, 2018 at 5:04 a.m., patrol responded to a theft/unwanted subject at Albertson's. Upon arrival officers contacted the suspect who is well known to patrol. It was determined she was under the influence of narcotics and was in possession of a variety of drug paraphernalia. She was trespassed from the property and transported to the hospital by aid as a community caretaking decision based upon her inability to care for herself.
- On February 3, 2018 at 5:00 p.m., patrol responded to a malicious mischief complaint in the 22200 block of 67<sup>th</sup> Place W. The victim stated a male acquaintance sent her threatening text messages then showed up at her residence and broke a window out of her home. Upon doing so he fled in a vehicle. She was adamant there was no domestic relationship between the two of them and did not know why he was mad. She also declined to cooperate with prosecution.

- On February 3, 2018 at 8:07 p.m., patrol responded to a suspicious circumstances at a residence in the 6700 block of 228<sup>th</sup> Street SW. The resident was complaining people were on her roof and she had prepared firearms to defend herself. Upon interviewing the subject it was determined she was suffering from mental issues. Her son was contacted and took possession of the firearms. Further care of the female was deferred to her adult son.
- On February 3, 2018 at 8:48 p.m., patrol responded to assist the fire department at a residence located in the 22600 block of 48<sup>th</sup> Avenue W. Upon arrival aid personnel were performing life saving measures on a 4-month-old child. Unfortunately the efforts were unsuccessful. Investigation revealed the child had no known medical issues and was put in bed a couple hours earlier. The mother stated she was periodically checking on the child and discovered him to not be breathing and blue in color at approximately 8:40 p.m. Nothing suspicious was observed. A deputy medical examiner and detectives responded. Investigation continues.
- On February 4, 2018 at 12:25 a.m., patrol observed a vehicle in the 23200 block of Cedar Way with associated warrants. The vehicle was stopped and the subject with the warrants was confirmed to be a passenger in the vehicle. The driver was identified as having a no contact order with the passenger. He was arrested for the violation. Due to a child being in the vehicle the warrants were not served on the passenger. The driver was booked at the Snohomish County Jail.
- On February 5, 2018 at 2:06 a.m., patrol was dispatched to a burglary report in the 4400 block of 212<sup>th</sup> Street SW. Upon arrival the victim stated he came home to find his front door kicked in and miscellaneous items stolen including a handgun. The residence was processed for evidence. Investigation continues.
- On February 5, 2018 at 3:22 a.m., patrol responded to a disturbance in the 4300 block of 222<sup>nd</sup> Street SW. The victim stated he was invited into a residence at the location and was confronted by the homeowner about a disagreement over cigarettes. He said the suspect displayed a firearm insinuating a threat to harm him. The suspect was contacted and denied threatening the victim and had put the gun away prior to police arrival. No probable cause for a crime was identified.
- On February 6, 2018 at 7:19 a.m., patrol responded to a juvenile trespass at the Mountlake Terrace High School. Upon arrival school administration was contacted and explained a student was expelled from school the day before and showed up that morning. The juvenile refused to leave and was confrontational, challenging people to fight. Officers contacted the juvenile in a previously-evacuated classroom. The juvenile was confrontational and refused to comply with orders. The juvenile was notified he was under arrest and continued to be non-compliant. Officers attempted to detain him and he immediately began to actively resist arrest. He was placed on the ground where he was successfully handcuffed. The juvenile was booked at Denney Youth Center without further incident.
- On February 6, 2018 at 7:19 p.m., patrol responded to a residence in the 24200 block of 48<sup>th</sup> Avenue W for a warrant service. Upon arrival the subject was observed inside the residence, however he refused to come out. After approximately 10 minutes of persistent knocking, the subject's father answered the door and the subject surrendered. He was transported to the Snohomish County Jail where he was booked for the warrants.

- On February 6, 2018 at 9:21 p.m., patrol stopped a vehicle for a licensing violation. During the stop it was learned the subject had a warrant for his arrest. The driver was arrested without incident and custody was transferred to the King County Sheriff's Office.

### **Detective Unit Update**

- Cases Assigned
  - 18-1672 Death Investigation
  - 17-7273 Burglary
  - 18-1447 Weapons Violation
  - 18-1500 Unlawful Imprisonment
  - 18-1511 Traffic Offenses
  - 18-1525 Theft
  - 18-1235 Burglary
  - 18-1726 Burglary
  - 18-1726 APS Referral
- Cases Cleared
  - 18-1054 Burglary
  - 18-1525 Theft
  - 18-1500 Unlawful Imprisonment
  - 17-2778 Theft
  - 18-1447 Weapons Violation
  - 18-1312 Burglary

### **COMMUNITY OUTREACH & DIRECTED ENFORCEMENT**

- Officers conducted local business and area checks at the following locations: Northern Lights Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and the Evergreen Elementary property.
- Traffic enforcement in school zones and 5400 block of 228<sup>th</sup> Street SW
- Registered sex offender checks were completed
- Officers continue to be proactive in locating homeless encampments, including regular foot patrol of the Interurban Trail and 236/I-5
- Officers have been proactive visiting schools and churches
- Outreach materials are being distributed when appropriate

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

On January 29, 2018, Code Enforcement received a complaint involving several vehicles with expired licenses, and a recreational vehicle with no plates, all parked on the public right-of-way in the 5200 block of 238<sup>th</sup> Street SW. On February 2, 2018, Code Enforcement and patrol responded to property, and noted no plates were on the RV. Code Enforcement obtained the VIN off the side of the RV, and found the RV was reported stolen. The RV was returned to the original owner.

During follow up, Code Enforcement also observed seven other vehicles, six of which were in violation of MTMC 10.10.080 – (Facing the unauthorized direction of travel), and four vehicles in violation of MTMC 10.10.230 – (Abandoned inoperable vehicles having; expired license exceeding 30 days expired). Code Enforcement issued multiple correction notices and parking citations to the vehicles. Code Enforcement will continue to conduct future parking emphasis in the above area until vehicles are parked according to City parking ordinance.



### Other Items of Interest

- On January 31, 2018 a department meeting occurred which included:
  - Updated department photograph
  - Emotional Survival and Employee Wellness presented by retired Auburn Police Assistant Chief Bob Karnofski. The instruction was focused on the identification and management of stress.
  - 2018 department goals and 21<sup>st</sup> Century Policing
  - Lectures provided by sergeants on how to achieve 2018 department priorities:
    - Public Satisfaction
    - Quality of Life
    - Integrity
    - Community Relations
    - Administrative Efficiencies
    - Employee Satisfaction
  - Employee Recognition Review Board Awards
    - Certificate of Merit:
      - Domestic Violence Coordinator Danielle Singson
      - Officer Heidi Froisland

- Officer Carl Cronk
- Officer Eugene Shin
- Officer Victor Zuniga
- Officer Eric Jones
- Detective Pat Hatchel
- Detective Justin Mettler
- Sergeant Scott Burkett
- Sergeant Matt Porter
- Police Chief's Commendation
  - Officer Eric Jones
- Medal of Meritorious Service
  - Officer AJ Werfelmann

### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- February 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- March 21, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 26-29, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8<sup>th</sup> Street
- July 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace