

CITY MANAGER'S WEEKLY REPORT

February 15, 2019

CITY COUNCIL MEETINGS

The City Council's next meeting is on **Tuesday, February 19, 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 Professional Services Agreements Related to Town Center with Community and Economic Development Project: (a) Coordinator Bill Trimm; (b) Makers Architecture & Urban Design; and (c) Berk LLC; (2) Approval of Professional Services Agreement With BHC Consulting, LLC; (3) Approval of Professional Services Agreement with FCS Group for Stormwater Rate Study (tentative); (4) Approval of 3rd of July Event Agreement; and (5) Review of 2018 Year End Police Department Report.

The City Council's next meeting is a special meeting on **Saturday, February 23, 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) Introduction and Meeting Overview; (2) Discussion of Councilmember Ideas, Goals and Workplan; and (3) Wrap-up Discussion.

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 Recreation & Park Advisory Commission's 2018 Accomplishments and 2019 Work Program; (2) Review of Arts Commission's 2018 Accomplishments and 2019 Work Program; (3) Review of Planning Commission's 2018 Accomplishments and 2019 Work Program; (4) Review of 2018 Comprehensive Plan Performance Measures; (5) Review of Snohomish Health District Interlocal Agreement; and (6) Review of 2019 Tour de Terrace Agreement.

COMMUNITY MEETINGS AND EVENTS

- **Town Center Plan Update Process:** The Planning Commission will meet on **Tuesday, February 19, 2019** to discuss and consider the Economic Vitality and Town Center Task Force's recommended draft Town Center Sub-area Plan (see Item 2 below). **NOTE LOCATION CHANGE:** The meeting will begin at 7 p.m. and take place in the **Mountlake Terrace Recreation Pavilion Jungle Room** (5303 – 228th Street SW).

The Planning Commission agenda includes the following:

1. Call to Order - Roll Call
2. Meeting #3 Town Center Draft Sub-Area Plan Review and Consideration
3. Public Comment
4. Adjournment

- **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, in Mountlake Terrace. 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.
- **Recreation and Parks Advisory Commission (RPAC) Meeting Rescheduled:** The Recreation and Park Advisory Commission (RPAC) regular meeting scheduled for February 12 was cancelled due to inclement weather. The Commission will reschedule a meeting in February with a date to be determined.
- **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.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **City Council Interviews:** A special meeting was held on Saturday, February 9 and ten applicants were interviewed for the vacant City Council position. The Council was very pleased with the qualifications of the pool of candidates and ultimately selected Dr. Steve Woodard, who has been serving as Chair of the Recreation and Parks Advisory Commission. Councilmember Woodard was sworn in on Thursday, February 14. His [bio and photo](#) are now on the city's website and a [news release](#) was issued last Saturday to announce his selection. Congratulations and welcome to Councilmember Woodard!
- **Website Redesign:** This week the Steering Committee provided feedback on the new design concept for the redesigned website and will provide final approval on design in about a week. The City Council will get a look at the design concept at their upcoming retreat. 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.
- **Enterprise Content Management (ECM):** City staff will begin training next week on the new Laserfiche ECM system that is a significant undertaking. 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 hard with FreeDoc behind the scenes to prepare for this major project in the first half of 2019. Implementation must be complete by the end of May per the terms of the Washington State Archives grant.

- **Solid Waste Collection:** Per the contract with Waste Management (WM), when collections are missed in two consecutive weeks due to weather, dumpsters are brought in to help lessen the burden of excess trash. WM coordinated with the City Manager's Office and on Wednesday morning, two large containers were brought to the Civic Campus and remained through midday on Saturday. Collection will resume next week with double/triple loads of trash, recycling and yard waste collected at no extra charge. Recycling and yard waste will be on their usual schedule.



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 Update:** 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

- **Public Works Crews Worked Around the Clock Deicing and Plowing Streets:** Crews began Sunday afternoon, February 3, putting down deicer and sand/salt before the snow started. Two crew members were brought in at 3:30 a.m. on Monday morning February 4 to start plowing and sanding the roads. Monday, crews plowed and sanded primary and secondary routes. Three crew members stayed late on Monday evening until 8:00 p.m. Three crew members were brought in at 4:00 a.m. to make sure roads were safe for travel on Tuesday morning, February 5. Public Works used about 60 tons of salt, 120 tons of sand, and 1250 gallons of deicer.

In preparation for the second snow event, the city brought in 90 tons of salt, 150 tons of sand and 5000 gallons of deicer. Four crew members stayed Friday for swing shift, and four crew members returned for graveyard shift and four crew members returned Saturday morning, February 9 for day crew.



- **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

- **Presidents Day Recreation Swim:** There will be a special Recreation Swim on Monday, February 18 from 2:30-4:00 p.m. The Pavilion will run on a regular schedule, and swimming lessons are scheduled to meet as usual.
- **Weekend Swimming Lessons:** Friday, Saturday and Sunday swimming lessons will end February 15 through 17; registration for those currently enrolled will take place those days. For those not currently enrolled, Mountlake Terrace resident registration is February 20 and registration opens to everyone on February 21. Registration is available both online and in person between the hours of 8 a.m. and 8 p.m. The lesson schedule is available online at www.cityofmlt.com/529/Swim-Instruction or in the lobby of the pavilion. These lessons will begin February 22, 23 and 24. For questions, contact the Recreation Pavilion at (425)776-9173.
- **Espresso Special:** Next week's expresso special is Love-You-a-Latte. Save \$.50 off a 16oz version of this delicious caramel beverage February 18-24.
- **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.

- **Parent's Night Out:** Due to low enrollment for this event, Parent's Night out was cancelled Friday, February 15.
- **Non School Days:** Space is still available for Monday February 18 and Tuesday February 19 for non-school day care. To register or for more information call (425)776-9173.
- **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.
- **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.
- **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. The monument sign was removed and stored for future use, possibly at the Mountlake Terrace Senior Center.
- **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.
- **Pavilion Lighting:** Facilities staff has been replacing lighting throughout the building with updated LED lights. Staff replaced all of the lobby lighting two weeks ago and have been replacing the lights throughout the pool natatorium a few at a time prior to opening. The LED bulbs are much more efficient and last longer, creating savings on both energy use and staff time.
- **Quarterly Adult / Teen, Dance & Fitness:** Physical activity helps fight the winter blues! A new session is beginning Monday September 18. 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, Flamenco, Clogging, 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 and 15.

- Quarterly Pre-School Dance (Ages 3-6):** A new session is beginning Thursday, September 21. 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. Classes are conveniently scheduled after preschool 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.

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*

Significant Incidents

- On February 6 at 4:08 p.m. patrol responded to a death investigation report in the 22500 block of 51st Avenue W. Officers contacted the reporting person who stated she arrived to check on her husband and found him deceased. Nothing suspicious was observed. Investigation revealed the deceased to have some known medical issues. The deputy medical examiner took custody.
- On February 6 at 10:02 p.m. patrol responded to a hit and run vehicle collision in the 22000 block of 42nd Avenue W. The suspect was located subsequent to an area check. Investigation culminated in the driver being arrested for hit and run and DUI. A search warrant for his blood was served. Post medical clearance the suspect was booked at the Snohomish County Jail without incident.
- On February 7 at 2:40 p.m. patrol responded to a fraud report in the 22800 block of 66th Avenue W. The victim stated he discovered someone unknown to him used his personal information to open an unauthorized account with Verizon. There is no suspect information. Investigation continues.
- On February 7 at 6:48 p.m. patrol responded to a hit and run vehicle collision in the 21200 block of 44th Avenue W. The victim reported a truck hit her vehicle while she was stationary. Upon trying to exchange information, the driver of the truck became hostile and refused to identify himself and fled in the suspect vehicle. Investigation continues.

- On February 7 at 10:58 p.m. patrol observed an occupied stolen vehicle in the 5800 block of 220th Street SW. While waiting for additional officers, the vehicle fled at a high rate of speed and a pursuit was initiated by a neighboring agency, which was ultimately terminated due to reckless driving. Within a short period of time the vehicle was located a second time and spike strips were successfully deployed disabling the vehicle. The suspect fled on foot and was not located. Investigation continues.
- On February 8 at 10:30 a.m. patrol observed a suspicious vehicle in a parking lot located in the 4300 block of 212th Street SW. Investigation revealed the driver to have a warrant for his arrest and to be unlicensed. He was arrested for the warrant and transported to the Snohomish County Jail where he was booked without incident.
- On February 8 at 4:39 p.m., patrol responded to a malicious mischief complaint in the 5400 block of 228th Street SW. The victim stated the rear window of her vehicle had been broken. There is no suspect information, investigation continues.
- On February 9 at 12:48 a.m. patrol responded to a vehicle prowling in the 21900 block of SR99. The victim stated he was working in the kitchen when someone stole his jacket, which contained his vehicle keys. Upon checking his vehicle he realized it was prowled and several items were taken. Surveillance of the suspect was obtained. Investigation continues.
- On February 9 at 5:55 p.m. patrol responded to suspicious circumstances in the 21400 block of 52nd Avenue W. Upon arrival the reporting person gave officers a pistol and said her 11-year-old son found it. Upon discussing it with the child he stated he observed a subject fire the pistol into the air multiple times, drop it and run. It appeared the child was not telling all he knew. The gun was collected and booked into evidence for safekeeping.
- On February 12 at 12:44 a.m. patrol responded to a trespass/burglary in the 6300 block of 213th Place SW. Upon arrival patrol coordinated containment of the business and deployed a K9. No suspect(s) were located. It did not appear anything was disturbed.
- On February 12 at 2:25 a.m. patrol responded to a disturbance in the 4200 block of 242nd Street SW. Upon arrival patrol observed a lot of broken property and contacted two subjects. The female subject appeared to have been injured, however she was uncooperative with officers. Her husband was also uncooperative with officers. Investigation revealed the female was likely involved in a physical confrontation with her adult son, however without any cooperation, officers were not able to identify what happened.
- On February 12 at 10:03 p.m. patrol responded to a harassment complaint in the 4100 block of 212th Street SW. The victims stated a subject who got his vehicle stuck in the snow was angry and threatened to cause property damage/injury to them once he was able to free his car. The suspect is well known to police and was located nearby. He was subsequently arrested for the crime and booked at the Lynnwood Jail without incident.

Detective Unit Update

Cases Assigned

- 19-1991 Death Investigation
- 19-2033 Traffic Offenses

Cases Cleared

- 19-63 Assault
- 19-189 Robbery

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 Elrod took a reporter from KOMO for a ride along:
<https://komonews.com/news/local/snohomish-storm-brews-kindness>
- Officer Brecht provided a SFST presentation to students at the high school.
- A lot of community outreach contacts this period, particularly stranded motorists, and occasionally stranded officers:



Code Enforcement Property of the Week

On January 24, 2019, Code Enforcement observed a late model tan Toyota Corolla with out of state plates, appearing to be abandoned and stored on a public right of way. The vehicle was located

in the 22100 block of 60th Ave W. Code Enforcement chalked the rear driver's side tire, and issued a correction notice in accordance with 10.10.190 – (Storing vehicles on the public street over 72 consecutive hours), and 10.10.080 – (Parking against authorized direction of travel prohibited).

On January 29, 2019, Code Enforcement returned to the location, and noted the vehicle had not moved as indicated by the rear driver's side and passenger side tire chalk marks intact. Also, the previously issued correction notice was intact on the vehicles windshield. Code Enforcement determined the vehicle was in violation of the above parking ordinances. Wowing was dispatched, and the vehicle was impounded and towed.



Other Items of Interest

- Officers and limited commission department members participated in quarterly defensive tactics training. The training included an extensive review and discussion regarding the use of force and included some skill refreshers pertaining to restraint, baton and pepper spray techniques.
- Commissioned staff participated in annual firearms qualifications including: duty pistol, duty rifle, back up/off duty weapons and shotgun.
- Officer Marshall completed phase 2 of his field training and has moved to the final phase prior to solo patrol.
- Officers attended grant funded training regarding emerging drug trends.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- February 16, 6:00-9:00 p.m., Winter Gala Dance & Fundraiser, Ballinger Clubhouse
- February 19, 7:00 p.m., Town Center Plan Update Process, Recreation Pavilion Jungle Room
- February 25, 6:00-7:00 p.m., Shoreline Master Program Open House, Interim City Hall
- 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