CITY MANAGER’S WEEKLY REPORT
March 1, 2019

CITY COUNCIL MEETINGS

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) Oath of Police Chief Pete Caw (2) Approval of Interlocal Agreement with Department of Social and Health Services for Community Settings Respite Care; (3) Approval of Interlocal Agreement with Department of Social and Health Services for Recreational Opportunities; (4) Approval of Snohomish Health District Interlocal Agreement; (5) Approval of Amendment No. 4 to the Professional Services Agreement with ARC Architects, Inc. and (6) Approval of 2019 Tour de Terrace Agreement.

The City Council’s next meeting is a Work/Study Session Thursday, March 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) Review of Sewer Comprehensive Plan for Submittal to Department of Ecology; (2) Review of Planning Commission’s 2018 Accomplishments and 2019 Work Program (Discussion with Planning Commission); (3) Review of 2018 Comprehensive Plan Performance Measures (Discussion with Planning Commission); and (4) Review of Development Activities.

TOPICS OF INTEREST

Mountlake Terrace Earns a 2019 WellCity Award: The city has earned the designation of 2019 WellCity from the Association of Washington Cities (AWC). The city will receive a two percent (2%) premium discount on AWC Employee Benefit Trust 2020 medical premiums, which is significant in today's economy.

COMMUNITY MEETINGS AND EVENTS

- **Town Center Plan Update Process, March 11:** 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 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.

- **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.
• **Community Solar Open Houses Announced By Snohomish County PUD:** Mark your calendar if you would like to learn more about this exciting opportunity to participate in local renewable energy generation! Construction at Snohomish County PUD’s Community Solar site in Arlington begins this month and the PUD is preparing to open up solar unit sales in April. Learn more during any of the open houses below. **All open houses are from 5:30-7 p.m., with short presentations at 5:30 and 6:15.** Come to whichever works best for your schedule!

  o **March 12:** Snohomish PUD Main Headquarters (Electric Building), Commission Room, 2320 California Street, Everett 98201

  o **March 14:** Mountlake Terrace Library, 23300 58th Ave West, Mountlake Terrace 98043

  o **March 21:** Lakewood/Smokey Point Library, 3411 169th Place NE Suite A, Arlington 98223

  For more information on SnoPUD’s Community Solar project, click [here](#).

**ADMINISTRATIVE SERVICES**

• **City Temporarily Suspends Passport Services:** Due to a staffing shortage, the city is having to suspend passport services until further notice. Passport services may be found in other nearby locations including:
  • City of Lake Forest Park (206) 957-2834
  • City of Mill Creek (425) 924-5743
  • City of Edmonds (425) 771-0210
  • 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**

• **City Council Goalsetting Retreat:** The City Council met at Interim City Hall for six hours on Saturday, February 23 to discuss their short, medium and long term goals. The City Manager met with the Executive Leadership Team on Wednesday this week and will follow up with the City Council at a future work/study session to draft their goals and prepare them for formal adoption.

• **Boards and Commissions Update:** Two of the recent candidates who applied for the City Council vacancy have now been appointed to various boards/commissions. Congratulations to Isaac Harrison who is now serving on the Civil Service Commission (that recently held a meeting) and Erin Murray who was just appointed by the Recreation and Parks Advisory Commission (RPAC) to serve on the Neighborhood Park Improvement Subcommittee (NPIS) as the representative for Forest Crest Park. Erin replaces long-time volunteer Miriam Terry.
who recently resigned after serving since 2002! Miriam was the first representative for Forest Crest Park.

Interviews will be scheduled in the coming weeks with the City Council Subcommittee to find a replacement for the now-vacant RPAC position created when Commissioner Woodard was selected to serve on the City Council.

- **Enterprise Content Management (ECM):** About two dozen staff continued with week two of training on the new Laserfiche ECM system. This week staff learned how to set up retention schedules, apply retention in the ECM system, and set up workflow processes. Over the next three weeks, training sessions will continue to focus on other applications of the software.

- **Website Redesign:** The new design concept was revealed at the recent City Council retreat and received a favorable response. The new blue, green, gray and white color scheme compliments the colors used in the city newsletter. Starting next week the content on the current website will be migrated to a new site and will be finished 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 public use.

- **City Hall & Police Station Addition:** ARC Architects met with city administration on February 25, 2019 to discuss options for interior finishes. Options for, and samples of, carpets, tiles, linoleum, countertops, cabinet facing, etc., were provided for review. Based on comments provided, ARC will be providing additional options and prepare a color board for review.

**COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **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 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.
PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Street Sweeping to Remove Sand:** Public Works crews are currently sweeping all of the priority routes/mains which received the majority of the sand during the recent snowstorm. After that, crews will start sweeping other areas of the city. It could take approximately 4 to 6 weeks to make a complete circuit throughout the city.

- **Main Street Construction Begins Next Week:** On Thursday, February 28, 2019 the city issued a “Notice to Proceed” to Interwest Construction, Inc. (ICI) to begin Main Street Revitalization Phase 1 construction.

  Phase 1 of the Main Street Revitalization Project reconstructs the deteriorating pavement along 236th Street SW from I-5 to 56th Avenue W. Once completed, the roadway will provide one travel lane in each direction, a two-way center turn lane, and bike lanes. The improvements also include wider sidewalks with trees, decorative LED pedestrian and street lighting consistent with Town Center standards, and relocating existing overhead utilities underground. The project also upgrades the 236th/56th Avenue traffic signal, installs a new signal at Gateway Boulevard, as well as underground facilities for the future traffic signal at the intersection of 236th Street and 58th Avenue.

  ICI expects to begin onsite activities as early as Monday, March 4. Initial activity is anticipated to occur along the north side of 236th Street SW between I-5 and 58th Avenue. Additionally, ICI will stage construction materials at the Civic Campus site, 23204 58th Avenue W., until City Hall construction begins later this year.

  ICI will also upgrade sewer facilities in the next few weeks along 56th Avenue at and near 236th Street to accommodate future Town Center development. This sewer work will minimize potential later impacts to the new 236th Street pavement. Construction work will expand later along the remainder of the 236th Street corridor.

  Construction of Phase 1 is expected to continue throughout 2019 and into early 2020. Both directions of 236th Street will typically remain open throughout construction but full closures of the roadway (with local access coordinated with each property) will occur at various times.

  Bus stops along 236th Street SW will be affected during construction and Community Transit and King County Metro Transit will provide any necessary service alerts. Stay up to date throughout the project by visiting the Main Street project website (www.cityofmlt.com/263), the Construction Updates & Projects website for weekly traffic impacts of this and other construction projects (www.cityofmlt.com/208), or following the city’s social media sites.
• **Stormwater Rate Study**: We now have a fully executed agreement with FCS Group to prepare a stormwater rate study for Mountlake Terrace. City financial and planning data is being collected to be delivered for analysis by FCS. The kickoff meeting for the project has been scheduled for March 13.

• **Lake Ballinger Milfoil Control**: A citizen steering committee met last week to discuss a new option for herbicide to control Eurasian water milfoil in Lake Ballinger. The new herbicide option (ProcellaCOR) has been approved by the EPA for use in potable water sources, and is scheduled to be approved by the Washington Department of Ecology April 2019. In light of this new approval, the invasive weed control strategy for Lake Ballinger is being revised, and the updated approach will be brought back before the steering committee for review and approval.

• **Stormwater Facilities Inspection**: Annual inspection of city-owned stormwater facilities began this week.

• **Hall Creek Restoration Project**: Water level and Hall Creek flow monitoring is ongoing at Ballinger Park to support the Army Corps of Engineers feasibility study. Survey work in the park is scheduled to be completed this week.

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

• **Swim Lessons**: Registration for the Fall 3 session of swim lessons begins this week. Pre-Registration for the Monday & Wednesday lessons began on Monday, February 25, Tuesday & Thursday started on Tuesday, February 26. Registration for Mountlake Terrace residents
started Wednesday, February 27, and Open Registration began Thursday, February 28. Please call or visit the Recreation Pavilion for more information (425) 776-9173.

- **Summer Swim Team:** Registration for Marlins Summer Swim Team also begins this week. Those who were in Marlins last year can pre-register starting Thursday, February 28. Those currently in Advance or Competition level swim lessons can pre-register starting Friday, March 1. Open Registration for Marlins begins Monday, March 4. Please call or visit the Recreation Pavilion for more information (425) 776-9173.

- **Pool Schedule:** On Friday, March 1 the Pool, Sauna, and Therapy Pool will close at 4:15 p.m. for the monthly Lifeguard In-service.

- **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.

- **Spring Adult Sports:** Registration is now open for spring men’s basketball and co-ed volleyball leagues. Spring leagues begin in early April. Basketball is played on Monday or Wednesday nights and volleyball is played on Tuesday nights. For more information or to register, call (425) 640-3105.

- **Espresso Special:** Next week's drink special at the Recreation Pavilion will be a "Crème de Menthe Mocha". March 4-10 receive $.50 off a 16oz.
• **Swimwear and Gear:** The 2019 swimwear and accessories order is here! The Recreation Pavilion has a large variety of men’s, women’s, children’s and infant swimwear as well as swim caps, goggles, ear plugs, nose plugs and more!

• **Neighborhood Park Improvement Subcommittee:** A new member has been appointed to the Neighborhood Parks Improvement Subcommittee (NPIS) which is comprised of 10 citizen volunteers appointed by the Recreation Park Advisory Commission (RPAC). Each of the representatives must live within a half mile of the park they represent. Erin Murray was appointed to represent Forest Crest at the last RPAC meeting. The NPIS is scheduled to conduct their annual tour of the Mountlake Terrace Parks on March 23.

• **Grass Fields Open March 1:** Grass turf ball fields will be opened for play as of March 1. The grass fields are generally closed for use between the first of November and the end of February to give the fields a chance to heal after heavy sports play throughout the rest of the year. Team baseball practices will be starting throughout early March.

### POLICE DEPARTMENT UPDATES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year-to-Date</th>
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<tr>
<td>Reports</td>
<td>Traffic Stops</td>
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<td>Month</td>
<td>YTD</td>
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*B*Activity is updated the first full week of each month*

**Weekly Patrol Synopsis**

• On February 20 at 10:16 a.m. patrol responded to a court order violation in the 22600 block of 73rd Place W. Upon arrival officers contacted bail enforcement agents who had arrested a subject on multiple warrants. It was confirmed the suspect was violating a court order by being at the location. Officers took custody of the subject and booked him at the Snohomish County Jail for the offense in addition to his warrants.

• On February 20 at 11:07 a.m. patrol responded to a malicious mischief report in the 7000 block of 220th Street SW. The victim stated someone had been drilling holes in the fuel tanks of company vehicles. He said he had recently terminated some employees, but did not have a particular suspect. Investigation continues.

• On February 20 at 2:19 p.m. patrol contacted a suspicious subject in a parking lot located in the 6000 block of 244th Street SW. Investigation revealed the subject to have multiple warrants for his arrest. During the encounter the subject reached for his waistband. The officer was able to control his hands and place him in handcuffs. During this process a ‘BB gun’ intended to look like a pistol fell from his waistband. The suspect was later transported to the Lynnwood Jail and booked for his warrants without incident.
On February 21 at 5:27 p.m. patrol responded to a theft report in the 23400 block of Lakeview Drive. The victim said while she was in the hospital her niece was staying at her residence. Upon returning home the victim discovered money was stolen from her purse, she added her niece is a drug user. Investigation continues.

On February 22 at 6:56 a.m. patrol responded to a vehicle prowl report in the 22700 block of Lakeview Drive. The victim stated sometime overnight his vehicle was broken into and several items including his checkbook were stolen. There is no suspect information. Investigation continues.

On February 22 at 9:49 a.m. patrol responded to a vehicle prowl report in the 23500 block of 66th Avenue W. The victim stated sometime overnight her vehicle was broken into and several items were stolen, including money and credit cards. There is no suspect information. Investigation continues.

On February 22 at 4:08 p.m. patrol responded to a theft in progress in the 22800 block of 64th Place W. The victim stated she observed two subjects in a vehicle stealing mail in the area. An area check for the suspects was negative. The victim was able to get a photograph of one of the suspects. Investigation continues.

On February 22 at 7:35 p.m. patrol responded to a vehicle prowl report in the 6400 block of 233rd Place SW. The victim said sometime overnight suspect(s) broke into her vehicle and stole money. There is no suspect information. Investigation continues.

On February 23 at 10:35 a.m. patrol contacted a subject in the 2900 block of 228th Street SW. The subject was discovered to have a warrant for his arrest. The subject was arrested and booked at the Lynnwood Jail without incident.

On February 23 at 12:04 p.m. patrol responded to a hit-and-run collision in the 5800 block of 220th Street SW. The victim stated upon entering the intersection the suspect vehicle did not stop as required and struck his vehicle. The driver then fled without stopping. There is no suspect information.

On February 23 at 6:59 p.m. patrol responded to a suspicious circumstances complaint in the 23200 block of 65th Place W. The reporting person said a subject possibly armed with a firearm was on their property. The suspect was described as having tried to break in previously. Upon arrival an area check for suspect(s) was conducted with negative results. The residents said they do not know the subject or why he is attempting to access their residence. Investigation continues.

On February 24 at 4:29 a.m. patrol responded to a robbery just occurred in the 4300 block of 212th Street SW. Upon arrival the victim said he confronted a shoplifter who assaulted him by punching him repeatedly. The subject then fled on foot with the stolen property. An area check was negative. Suspect information was obtained as he dropped his wallet during the confrontation. Investigation continues.
• On February 24 at 7:12 a.m. patrol responded to an assault just occurred in the 4700 block of 242nd Street SW. Upon arrival patrol observed a variety of broken items in the residence and contacted the involved persons. The victim was bleeding from her head due to injuries caused by the suspect during the fight, likely caused by striking her with a television. The suspect was arrested and post hospital clearance was booked at the Snohomish County Jail without incident.

• On February 24 at 11:16 p.m. patrol attempted to stop a vehicle for registration violations in the 4800 block of 219th Street SW. The vehicle was speeding and could not be located. With some investigation officers discovered the associated residence and driver. The driver had warrants for his arrest. Upon arrival the subject with the warrant fled into the residence. Residents were not accommodating to the officers on scene. The subject later called 911 and surrendered. He was arrested and booked at the Snohomish County Jail without incident.

• On February 25 at 1:25 a.m. patrol stopped a vehicle for equipment/registration violations in the 6000 block of 244th Street SW. Investigation revealed the driver to have warrants for his arrest. He was subsequently arrested and booked at the Lynnwood Jail without incident.

• On February 25 at 4:00 p.m. patrol responded to a vehicle prowl in the 24200 block of 57th Avenue W. The victim stated suspect(s) broke in to her vehicle sometime overnight and stole her wallet. Subsequently the suspect(s) attempted to use her stolen credit card to make purchases at nearby businesses. There is no suspect information. Investigation continues.

• On February 25 at 6:24 p.m. patrol assisted Edmonds Police with a theft. The suspect vehicle was registered to a Mountlake Terrace address. Officers responded to the residence and waited for the suspect vehicle to arrive. Within a few minutes the suspect arrived. The stolen property was visible in the vehicle. Further investigation revealed the driver to be unlicensed and required to have an ignition interlock, which she did not have. She was cited for the traffic violations and released to the Edmonds Police Department for the theft offense occurring in their jurisdiction.

• On February 25 at 7:12 p.m. patrol responded to a hit-and-run collision in the 6000 block of 220th Street SW. Upon arrival the victim reported while stopped for a red light the suspect vehicle ran into her, then drove around her and through the red light, fleeing the scene on I-5. A witness was able to obtain the suspect license plate. Investigation continues.

• On February 25 at 10:56 p.m. patrol responded to a sex offense report. Upon arrival the victim reported a known subject nearly twice her age who had been residing in the residence had been sexually assaulting her for years as a juvenile. Investigation forwarded to detectives.

• On February 26 at 7:10 a.m. patrol responded to a death investigation in the 4200 block of 221st Street SW. Investigation revealed nothing suspicious as the deceased had been diagnosed with some health issues.

• On February 26 at 10:25 a.m. patrol responded to a harassment complaint in the 4100 block of 212th Street SW. The victim stated he had suspected an acquaintance of burglarizing his
brother’s residence and reported this to the police. The suspect was aware of the report, and confronted the reporting party at a local residence. During the confrontation the suspect threatened to assault the victim and cause damage to his property. An area check for the suspect was negative. Case referred to the City Prosecutor for charging.

- On February 26 at 10:38 a.m. patrol responded to a fraud complaint in the 6700 block of 234th Place SW. The victim said she received an email asking for iTunes gift cards from someone she believed was her employer. She sent the cards to the person as requested and received a second request. She became suspicious and verified the person was in fact not her employer. Investigation continues.

**Detective Unit Update**

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<th>Cases Assigned</th>
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<tr>
<td>19-2605 Death Investigation</td>
<td>19-183 Theft</td>
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<tr>
<td>19-2618 Assault</td>
<td>19-549 Theft</td>
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<tr>
<td>19-2724 Theft</td>
<td>19-1088 Burglary</td>
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<tr>
<td>19-2982 Sex Offense</td>
<td>19-391 Assault</td>
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<tr>
<td>19-2969 Theft</td>
<td>18-14868 Sex Offense</td>
</tr>
</tbody>
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**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.
- Officers continue to have a presence in their assigned schools and provide traffic control in the area during commuting hours.
- Traffic enforcement emphasis on 48th this week.
- Officer Elrod provided a personal safety presentation for the SHAG residents.
- Officer Jones provided a public assist to a resident whose vehicle was stolen and later recovered in Bothell. In lieu of impounding the vehicle Officer Jones gave the victim a ride as the individual had no other means of responding.
- Officer Froisland attended the Mountlake Terrace Business Association luncheon.
- Patrol emphasis on recent nefarious activities in the 6000 block of 244th Street SW.
- Patrol emphasis on suspected narcotics residence in the 22100 block of 67th Place W.
- There was a Facebook post regarding some examples of outreach efforts by officers. The post was followed by several positive posts from community members.
March 1, 2019

**City Manager’s Weekly Report**

**Code Enforcement Property of the Week**

On February 15, 2019, Code Enforcement followed up to a parking complaint involving a white Ford F-150 parked on the public street exceeding 72 consecutive hours. Code Enforcement verified the complaint and issued a correction notice in accordance with 10.10.190 – (Storing vehicles on a public street in excess of 72-consecutive hours prohibited). On February 18, 2019, Code Enforcement returned to the location and noted no changes were made to the vehicle. Code Enforcement contacted Snohomish County 911 and requested an impound tow. Towing was dispatched and the vehicle was impounded and towed.
Other Items of Interest

- Following a promotional testing process Detective Sergeant Lowe was selected to replace retiring Commander Hansen. He will assume the position on April 5. The vacancy created by the promotion will be filled subsequent to a testing process in the near future.

- Commander Haynes participated in the Tri-County Complex Coordinated Terrorist Attacks committee meeting sponsored by King County DEM, funded by a federal grant. The intent of the program is to develop a unified approach to responding to such an incident amongst law enforcement, fire and radio in Pierce, King and Snohomish Counties. We are committed to participation in the program.

NEWS RELEASES
News releases can be found on the city’s webpage.

UPCOMING MEETINGS AND EVENTS

- March 11, 7:00 p.m., Town Center Plan Update, Interim City Council Chambers
- March 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 6, 5:00 p.m., April Pool’s Day, 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 & Arbor Day, Ballinger Park
- 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 6, 6:00-9:00 p.m., National Night Out, Evergreen Playfield
- August 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 20, 7:00 p.m., Arts of the Terrace Juried Art Show, Library
- 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 6, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 11, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace