

## CITY MANAGER'S WEEKLY REPORT

### April 12, 2019

#### CITY COUNCIL MEETINGS

The City Council's next regular meeting is on **Monday, April 15, 2019** 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) Well City Award Presentation; (2) Swearing in Police Commander Pat Lowe; (3) Swearing in Police Sergeant Justin Mettler; (4) Proclamation to Celebrate Arbor Day; and (5) Review of Fourth Quarter 2018 Financial Report.

The City Council's next meeting is a Work/Study Session **Thursday, May 2, 2019** 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) Update on ECM Project; (2) Review of Updated Public Records Policy; (3) Review of Sound Transit Construction Agreement for Main Street Project; (4) Review of ADA Transition Plan Contract; (5) Review of Monopole Land Lease Agreement (Tentative); (6) Review of City Council Salary Commission Ordinance; and (7) Review Unfunded Capital Projects.

#### COMMUNITY MEETINGS AND EVENTS

- **Main Street Groundbreaking Ceremony:** Join us Saturday, April 20 at 3:00 p.m. to “officially” break ground on the Main Street Revitalization Project that will connect our transit facilities with downtown Mountlake Terrace. U.S. Representative Rick Larsen has confirmed his attendance and members of our state delegation may attend if they are not scheduled to vote in Olympia that day. The event takes place on the new roadway known as Gateway Boulevard located at 236<sup>th</sup> Street SW, just east of the I-5 offramp across from the Mountlake Terrace Transit Center.
- **Sound Transit Open Houses on Upcoming Construction:** Sound Transit is hosting two open houses regarding the Lynnwood Link Extension light rail upcoming construction near neighborhoods that will be most impacted. Folks can learn more about upcoming construction, ask questions and meet the people that will provide ongoing information. The **Mountlake Terrace open house is Thursday, April 18, from 6 to 8 p.m.** at Nile Shrine Golf Center, 6601 244<sup>th</sup> St. SW. The **Lynnwood open house is on Thursday, April 25, from 6 to 8 p.m.** at the Lynnwood Convention Center, 3711 196<sup>th</sup> St. SW, Lynnwood. Both open houses include a presentation that begins at 6:15 p.m. Information about upcoming construction activities can be found online at [www.soundtransit.org/system-expansion/lynnwood-link-extension](http://www.soundtransit.org/system-expansion/lynnwood-link-extension).
- **Earth Day & Arbor Day Park Clean-Up on April 27:** The city is looking for volunteers (individuals, families and groups) to donate three or four hours on Saturday, April 27 to spruce up Ballinger Park. The City Council will provide lunch following the work party. If you have

a group who would like to participate, please contact Parks and Property Management Superintendent Ken Courtmanch at (425) 776-1811 to register in advance so we know we have enough food and supplies. All interested volunteers should meet at 9:00 a.m. on April 27 at Ballinger Clubhouse, 23000 Lakeview Drive, for a brief meeting and warm up with coffee. Common activities include pruning, trash removal, and raking. Ballinger Park can be very wet this time of year, so please wear boots if possible and we encourage you to bring work gloves. If you're able to bring along rakes and non-electric pruning tools, it will help our effort so we have enough to go around.

### **ADMINISTRATIVE SERVICES**

- **City Temporarily Suspends Passport Services:** Due to a staffing shortage, the city has suspended 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](mailto:sgordon@ci.mlt.wa.us).

### **CITY CLERK AND COMMUNITY RELATIONS UPDATES**

- **Evergreen Award Nominations are Open:** Nominations for our tenth Evergreen Awards program are open. The program builds the community's pride, enhances the community's image, and promotes sustainability. Nomination forms will be accepted through May 31, 2019 and are available online at [www.cityofmlt.com/481](http://www.cityofmlt.com/481). When the weather is good, we will be in the field taking photos of the nominated properties.
- **National Night Out:** Planning has begun for the city's annual National Night Out Against Crime event that takes place on Tuesday, August 6. The city has reached out to potential sponsors and is happy to announce that Premera Blue Cross has continued as the event's signature sponsor. Thank you to Premera and the city's other partners who participate in this event that unites our community!
- **Website Redesign:** City departments are updating webpages and working with CivicPlus to work out technical and design issues. This week, several department coordinators attended a four-hour training class to learn about the updated site. The new website will launch this spring.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **City Hall & Police Station Addition:** ARC Architects continues working with city administration to coordinate communication and direction on a number of issues, e.g., police station electrical, PA system, monitors, and foundations, in addition to City Hall and Police Station Addition lighting, trash receptacles, signage, interior finishes, including lighting elements, and plaza art lighting and water element, etc. City staff met with McCleod Reckord to discuss the type of water feature that will be most affordable while providing an attractive and engaging design feature; additionally, how could the city incorporate a water feature into the plaza at some point in the future.
- **Sound Transit:** Interim temporary parking lot site plan for the former Roger's Market and parking lot is still under review. Sound Transit has resubmitted application materials to achieve a determination of complete application on the site plan proposal. A Conditional Use Permit application review for Sound Transit continues.
- **216<sup>th</sup> Townhomes:** The Planning Commission held a public hearing on Monday, April 8 for a 12-unit/lot townhome development comprised of two 3-story buildings, with six single-family residential units in each. The 0.6 acre lot was previously developed with one single-family home that has since been demolished.
- **Creekside Meadows:** A 56-unit PUD located at 7011 226<sup>th</sup> Pl SW, has resubmitted civil construction plans for review, to be consistent with the preliminary plat and PUD approval received in December 2018.
- **Town Center Plan Update Process:** The Planning Commission met on Monday, April 8, 2019 (meeting #6) to discuss and consider the Economic Vitality and Town Center Task Force's recommended draft Town Center Sub-area Plan. The meeting took place in the Mountlake Terrace Interim City Hall (6100- 219<sup>th</sup> Street SW).

The Planning Commission agenda included a draft update of the Mountlake Terrace Municipal Code to achieve the community's vision for the Town Center. The next Planning Commission meeting where this item will be discussed will take place at 7 p.m. on Monday, April 22, 2019 (meeting #7) in the Mountlake Terrace Interim City Hall (6100- 219<sup>th</sup> Street SW).

As part of the Town Center Subarea Plan update process, a Supplemental Environmental Impact Statement (EIS) is being prepared which will supplement the existing Mountlake Terrace Town Center Planned Action and Zoning Regulations Final Environmental Impact Statement (Final EIS), published in August 2007, and the Town Center Planned Action Final EIS Addendum, published in April 2013.

The city has identified several areas for discussion in the EIS including: land use patterns and policies, aesthetics, public services (e.g., fire protection, parks, and schools), and transportation. Two alternatives will be reviewed: (1) No Action (representing the plan as of the 2013 Addendum); and (2) the Proposed Action, which would reflect the updated Town Center Plan and associated development regulations.

Per Washington Administrative Code 197-11-408 and Revised Code of Washington 43.21C.440(3)(b), the City invites the public, agencies, and tribes to a community meeting to discuss the EIS scoping and potential planned action:

Monday, April 22: 6:00-7:00 p.m.

Mountlake Terrace City Hall Council Chambers

6100 219th Street SW #220

Mountlake Terrace, WA 98043

- **Shoreline Master Program Update:** A joint public hearing on updates to the Shoreline Master Program (SMP) plan was held by the Planning Commission and Department of Ecology on Monday, April 8, 2019. A joint City and Ecology 30-day public comment period on the SMP will conclude on April 24. Comments can be submitted on the City Shoreline Planning webpage: <https://www.cityofmlt.com/247/Shoreline-Planning>. A determination of nonsignificance (DNS) was issued March 22. The SMP will be considered by the City Council in May and June.

## HUMAN RESOURCES

- **Engineering Student Intern:** Temporary full-time position responsible for researching and applying engineering principles for planning, designing, constructing, and maintaining public works infrastructure (street, water, sewer, and storm water improvements). Details can be found online here: [Engineering Student Intern](#).
- **Gym/Ballfield Attendant:** Part-time evening and weekend position responsible for setting up for rentals and preparing fields for games. Details can be found online here: [Gym/Ballfield Attendant](#).
- **Parks Maintenance Aide:** Limited-duration part-time position carries out assigned park and/or building maintenance tasks within the Recreation and Park Department. The position would be scheduled to work up to three days a week including Saturdays and Sundays. Details can be found online here: [Parks Maintenance Aide](#).
- **Preschool Teacher:** Three-quarter time position in a state licensed childcare facility responsible for developmentally appropriate activities such as arts and crafts, games/sports, language/literacy, math/science, special events and leisure activities for ages 3 to 5 years old. Details can be found online here: [Preschool Teacher](#).
- **Public Works Maintenance Aide(s):** Temporary full-time position that assists maintenance workers perform the maintenance of city streets and drainage, traffic control, sanitary sewer system and water system, and related work. Details can be found online here: [PW Maintenance Aide](#).
- **Public Works Maintenance Worker I:** Full-time position that, under supervision, performs maintenance of city infrastructure including (but not limited to), streets, sewer systems, storm water systems and water systems as required to provide a clean, safe, and functional environment for the community. Details can be found online here: [PW Maintenance Worker I](#).

You can also subscribe to job posting notifications to be automatically alerted of the latest career opportunities by clicking on the Notify Me® button [here](#). If you have questions about job opportunities please contact Human Resources at [HRCity@ci.mt.wa.us](mailto:HRCity@ci.mt.wa.us) or 425.744.6225.

### **PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES**

- **Main Street Construction Update:** The city's Main Street Phase I contractor is expected to continue utility work that closes 236<sup>th</sup> Street SW between 58<sup>th</sup> Avenue W and 56<sup>th</sup> Avenue W except for local traffic from 9:00 a.m. and 4:00 p.m. each weekday. This closure ended Friday, April 12 and will begin again on Monday, April 22. Stay tuned for more information next week.

Bus stops along 236<sup>th</sup> Street SW will also continue to be affected during construction and Community Transit and King County Metro Transit will continue to detour around this closure. Stay up to date throughout the project by visiting the Main Street project website ([www.cityofmlt.com/263](http://www.cityofmlt.com/263)), the Construction Updates & Projects website for weekly traffic impacts of this and other construction projects (<http://www.cityofmlt.com/208>), or following the city's social media sites.

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

- **Summer Camp:** Summer camp registration is ramping up, still have spots available in Majors, and All Stars camps.
- **Youth Programs:** Kindergarten Readiness classes and Jr Kids Krew classes are full for fall, with a wait list.
- **Early Release Days:** April 12 and April 26 are early release days and there are still spots available at all sites, to register please call (425) 776-9173.
- **Summer Dance Classes and Camps:** Registration is open for all summer dance classes and camps. Try out something new in dance or stay in shape with the style you love best. Weekly classes and camps are happening throughout the summer so you can plan a regular workout or tailor your families dancing days around other camps and vacations. The department is excited to be offering two opportunities for Total Dance Immersion camp again. This camp is a week-long childcare option and so much fun for the dancers. Kids get to take classes in multiple disciplines including Ballet, Jazz, Lyrical, yoga and more. Dancers will be led through a choreographic project with a performance of all their works on Friday. For more information about what activities are offered see the Summer Craze online at [https://issuu.com/crazeedmmlt/docs/craze\\_summer\\_2019\\_full](https://issuu.com/crazeedmmlt/docs/craze_summer_2019_full)
- **Quarterly Dance:** Our adult and teen dance classes run throughout the year. Our current session for Beginning and Intermediate Ballet, Funky Jazz, Tap I, Tap II, Clogging, Flamenco and Salsa began after spring break on April 8.
- **Quarterly Fitness:** Get ready for the days of summer with shorts and tank tops by working on that muscle tone now! Spring session 1 runs through May 18 and spring session 2 runs May

20 – June 29. Zumba, Strong by Zumba, Core de Force, Yoga, Tai Chi and Therapeutic Stott Pilates give you a wide variety of opportunities and intensities. Drop-in or register for the best hourly rate.

- **Dance Academy Classes:** Students are preparing for their end of the year production at the Mountlake Terrace High School Theater. Take note, the date of performances recently changed and are now being held Saturday, June 15! This year's theme is PNW Icons and the show will be full of Salmon, Sasquatch and Seahawks! Stay tuned to the website and Facebook page for show times and ticket sales information.
- **Fall Registration for 2019-2020 Dance Academy Classes:** Registration will begin August 1. Current participants will receive a registration packet via mail during the summer with student evaluations and placement recommendations. Registration packets will also be available at the pavilion and as pdf on the website. ROCKSTARS company members and anyone wishing to audition for ROCKSTARS must attend their Season Opening for 2019-2020 school year on August 24 from 10:00-1:00 p.m. All other classes begin the week of September 9.
- **Espresso Special:** Next week's espresso special will be a Hazelnut Latte. Stop by the Recreation Pavilion espresso stand April 15 - 21 and receive \$.50 off a 16oz.
- **Rotary 5030 Volunteers:** On Saturday, April 13, the Rotary Clubs from Shoreline, Edmonds, Lynwood and Alderwood/Terrace are combining to hold a volunteer effort to clean up litter along the Interurban Trail. The event will kick off at the Ballinger Commons Leasing Office, 2405 N. 202nd Place in Shoreline at 10:00 a.m. and the groups will disperse from there to clean up along their perspective portions of the trail.
- **Veterans Park Volunteers:** Park staff have been contacted by Kory Rigler with an interest in holding a volunteer clean up event in Veterans Memorial Park. According to Kory, members of his family were involved in the original opening of the park and he has an interest in doing some volunteer work in the park with his family and the Vetoga organization. Kory will be coordinating with staff in hopes to have an effort organized with a target timeline toward the end of May.
- **Earth Day/Arbor Day:** The City of Mountlake Terrace is recognizing Earth Day and Arbor Day this year with a Volunteer Park Clean Up event on Saturday, April 27 from 9 a.m. to 12 p.m. at Ballinger Park. Volunteers should meet at the Ballinger Park Clubhouse parking lot, 23000 Lakeview Drive, at 9 a.m. in comfortable work clothes, with gloves and hand tools. Each Family or group will receive a free one gallon tree in honor of Arbor Day and the Mountlake Terrace City Council will provide lunch following the event. For more information or to register, citizens or groups can contact: Ken Courtmanch, Parks Superintendent at (425) 776-1811.



**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>	563	1042	133	61	11	18	14	53

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

**Weekly Patrol Synopsis**

- On April 3, 2019 Officers were on patrol at the 5900 block of 220<sup>th</sup> St. SW when an officer recognized a subject who had a warrant for his arrest. After the subject was stopped and the warrant was confirmed, he was arrested and booked into jail on the warrant.
- On April 3, 2019 officers responded to a burglary at the 23400 block of 56<sup>th</sup> Avenue W. The victim arrived home and found all of his doors open and his home was ransacked. The victim stated that the suspects stole \$20,000 worth of tools and \$5,000 worth of hardwood flooring.
- On April 3, 2019 at the 22100 block of 58<sup>th</sup> Avenue W, it was reported that unknown subjects damaged some property and stole a Honda generator.
- On April 4, 2019 an officer performed a traffic stop at the 6000 block of 244<sup>th</sup> St. SW. The driver of the vehicle advised the officer that she did not have a valid driver's license, valid insurance or any vehicle registration. Also, during the stop the officer saw drug paraphernalia in plain view in the vehicle. After performing a records check of the driver it was discovered that she had a warrant for her arrest for forgery. During a search of the suspect after her arrest

officers found more paraphernalia and heroin. The suspect was booked into jail for her warrant, possession of drug paraphernalia and possession of a controlled substance.

- On April 4, 2019 Officer Brecht assisted the Edmonds Police Department with a DUI. Officer Brecht is a Drug Recognition Expert and occasionally assists other agencies with her DRE services.
- On April 4, 2019 at about 6:15 p.m., there was a report of a lewd person at the Nile Country Club. Upon officers' arrival they found the subject and immediately recognized him from several previous law enforcement contacts. During this contact the officers did not witness the lewd conduct, but did find him with drug paraphernalia. The subject was cited for possession of drug paraphernalia and criminally trespassed from the golf course.
- On April 5, 2019 officers responded to a report of a vehicle prowl. The victim advised that a Remington handgun had been stolen from his vehicle. The victim also advised that he keeps his handgun in his vehicle and gives many rides to people so he is not sure who might have taken the handgun.
- On April 7, 2019, Patrol responded to the 4400 block of 212<sup>th</sup> for a stolen vehicle recovery. Officers recovered a white 1999 Honda that had been left at that location.
- On April 7, 2019, while performing directed patrol at the Studio Six Motel, officers found an occupied stolen vehicle. Officers were able to safely take two suspects into custody. During the investigation officers found a large amount of heroin on the suspects. Other items from inside the vehicle were seized pending a search warrant. This case has been assigned to investigations.
- On April 9, 2019 at 10:19 a.m. an officer attempted to perform a traffic stop for a routine traffic violation. The violator did not yield to the officer, accelerated and fled from the officer. The officer did not engage in a pursuit. The initial investigation revealed a possible suspect. Investigation is ongoing.
- On April 9, 2019 at 5:30 a.m. a vehicle prowl occurred at the 22600 block of 73<sup>rd</sup> Place W. Nothing was stolen.
- On April 8, 2019 at 4:36 p.m., a rear license plate was stolen from a vehicle at the 4000 block of 214<sup>th</sup> Street SW.
- On April 8, 2019 at 6:11 a.m. a local convenience store reported that a known customer attempted to pay with a counterfeit \$100 bill. The bill was collected and the customer did not realize the bill was counterfeit.

### Detective Unit Update

#### Cases Assigned

- 17-16075 Assault 3
- 19-5360 Fraud
- 19-5337 VUCSA
- 19-4894 Vehicle Prowl
- 19-5032 Malicious Mischief

#### Cases Cleared

- 19-4294 Theft
- 19-3954 CPS
- 19-4914 Assault
- 19-4356 CPS
- 17-16075 Assault 3
- 19-2961 Burglary
- 19-2724 Theft
- 19-4743 CPS
- 19-5337 VUCSA

### Community Outreach & Directed Enforcement

- Officers continue to 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.
- The School Liason program is going strong with officers checking on their schools now that spring break is over.
- Extra patrols at the Library and Veterans Park due to increased concerns in the area.
- During some collision investigations Officer Brecht has been handing out police stickers and talking with children who were involved.
- 15 Community Outreach Contacts were reported in this week.

### CODE ENFORCEMENT PROPERTY OF THE WEEK

On January 11, 2019, Code Enforcement received an anonymous complaint of junk vehicles and debris stored on a property located near the 23400 block of 52<sup>nd</sup> Avenue W. When Code Enforcement arrived, they observed multiple junk/inoperable vehicles in the front and backyard with expired licenses, in disrepair and parked on unimproved surfaces. There were also large amounts of debris located in the backyard. Code Enforcement issued a civil notice of violation for the following: 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), 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained), 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), 8.15.050.E.1-(Repairing of any vehicles on private property is prohibited unless it is maintenance or repair of a vehicle registered to a resident of the property where the repair is taking place), 8.15.050.D-(All vehicle parts and accessories including, but not limited to, containers of oils and fluids must be appropriately stored in an approved 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).

Code Enforcement returned to the location, and noted one junk vehicle had been removed from the front of the property, along with removal of yard debris and proper re-parking of a boat. Code Enforcement will continue to follow up regarding property violations located in the backyard.



### **OTHER ITEMS OF INTEREST**

- Sergeant King started his new position as the Detective Sergeant. He will be learning on the job and continue his training with Commander Lowe who held that position previously.
- Commander Lowe started his new assignment as the Command Services Commander.
- Sergeant Porter attended Police Skills Refresher training in Everett.
- Sergeant Burkett is finishing up a lateral police officer background investigation.
- Records Specialist Newgard attended Marijuana and Opioid Use Training. This will help her and other records staff members when dealing with customers who come to the counter while experiencing the effects of using these types of drugs.
- Officer Froisland attended two days of training for Advanced Roadside Impaired Driving Enforcement (ARIDE).
- Officers have been working as traffic control officers to assist with the construction work at the intersection of 236<sup>th</sup> St. SW and 56<sup>th</sup> Avenue W.
- Sergeant Matt Porter has been assisting at the Basic Law Enforcement Academy with first level supervision instruction. During one of his classes he was able to get former Seahawk quarterback Jim Zorn to talk about leadership.
- Doug Hansen celebrated his 38 years of employment at the Mountlake Terrace Senior Center on his last day!



## **NEWS RELEASES**

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

## **UPCOMING MEETINGS AND EVENTS**

- April 18, 6-8 p.m., Sound Transit Open House, Mountlake Terrace, Nile
- April 20, 3:00 p.m., Main Street Groundbreaking Ceremony, near Transit Center
- April 25, 6-8 p.m., Sound Transit Open House, Lynnwood, Convention Center
- 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 8, TBA, Dance Recital, Mountlake Terrace High School
- June 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 25 – 28, AWC Annual Conference, Spokane
- July 3, 3:00 p.m., 3<sup>rd</sup> of July Celebration, Ballinger Park
- July 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 26, 27, 28, Tour de Terrace, Evergreen Playfield
- 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 14, 9 a.m., National Day of Service, 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