

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

January 19, 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 1, 2018** 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 City Departments Performance Measures for July-December 2017: (a) Organizational Development/Human Resources; (b) City Council/City Manager/Community Relations; (c) Community and Economic Development; (d) Public Works/Engineering Services and Operations; and (e) Recreation, Parks, and Property Management; (2) Review of Transitional Uses Zoning Code Updates and (3) Review 3rd of July Event Agreement.

The City Council's next meeting is on **Monday, February 5, 2018** 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) Recognition of South Snohomish County Fire & Rescue Assistant Chief Brad Reading; (2) Update from Edmonds School District Superintendent Dr. Kristine McDuffy; (3) Approval of 3rd of July Event Agreement; and (4) Adoption of 2017 Comprehensive Plan and Zoning Map Amendments Ordinance.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Records Management:** The Records Management Team continues to follow up with 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. On January 18 and 19, the team worked with a vendor to conduct a comprehensive evaluation of records at Interim City Hall, Operations Facility (Parks and Public Works), Police Station, and the Recreation Pavilion. A report will be prepared by the end of January 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 is also working on updating records management 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.

Kudos to the Police Records Unit for undertaking a huge project to purge numerous boxes of records, some dating back over 40 years. With the assistance of the State Archivist and a

shredding/recycling service, this painstaking work took over four months to complete as the files within the boxes had to be examined per state retention guidelines.

On a parallel track, the Public Records Officer position was advertised on January 5 and it closes on January 26. The first review will take place in late January with interviews tentatively scheduled in February. With these efforts, the city is well-positioned to apply for grants that were just advertised by Washington State Archives for technology tools, file room equipment, and digital imaging. The grants are due at the end of February and to qualify, the projects must be completed by the end of May.

- **Civic Campus Project Update:** Thirteen architectural and engineering firms participated in a pre-submittal tour of the Civic Campus and Police Station on Wednesday. The optional tour was offered to parties interested in responding to the city's Request for Qualifications for the Civic Campus Project. Attendees met the Executive Leadership Team and other city staff at the Library and then toured the Police Station and site followed by a question and answer session.

Responses to the RFQ will be accepted until *Friday, January 26, 2018* at 12:00 p.m. Any firm that plans to submit should notify the city at llavoie@ci.mt.wa.us and provide an email address in order to receive any RFQ updates. The full RFQ can be seen at <http://www.cityofmlt.com/bids.aspx>.

- **Volunteer Appreciation:** Invitations to a recognition event for volunteers serving on city boards, commissions and committees on January 31 were mailed on Thursday, January 18. A dinner will be provided to the dozens of volunteers who have served over the past year including the City Hall Advisory Committee.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Tamblyn Townhome Project Approval:** On January 16, 2018, a public hearing was held for the preliminary approval of a 14-unit fee simple townhome development. The project is located on the southeast corner of 58th Avenue W and 230th Street SW, in District E of the Town Center, with access to the project occurring along 58th Avenue W. Construction will incorporate all aspects of the Town Center Design Standards, and include a pedestrian activity area, as well as angle-in parking along 230th Street SW.
- **PSRC soliciting public comment on VISION 2040, the Regional Transportation Plan, until January 31, 2018:** VISION 2040, the Regional Transportation Plan (Plan), is an action plan for the central Puget Sound region through the year 2040. The region covers King, Snohomish, Pierce and Kitsap Counties. During that time, the region is expected to grow by roughly 1 million people, and support more than 800,000 new jobs. These new people and jobs are expected to boost demand for travel within and through the region by 30 percent. The new draft Plan outlines a long-term template for how this region should invest in transportation, while at the same time embracing the need to be flexible and responsive to the ways people – and the world – will actually change. View the Executive Summary of the draft Plan at: <https://transportationplan.participate.online/executive-summary> To learn more about the draft Plan, and let PSRC know what you think, go to: <https://transportationplan.participate.online/>.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Main Street Project:** City staff continue to work toward advertising the Main Street project for construction. To help with construction management, the city recently hired Jenny Pearson. Jenny is a returning employee to the city, and last helped us with construction management on the Lakeview Trail project. Public Works is excited that she is able to bring her unique skill set to support Main Street. Hiring Jenny as an employee will save thousands of dollars compared to hiring consultants to perform the construction management.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Water Fitness Classes:** These classes are designed to improve cardiovascular fitness, tone muscles and increase flexibility. All classes are drop-in. Class offered include Shallow Water Fitness, Deep Water Fitness, River Fitness, Water Walk, LIFT (Low Intensity Fitness Training) and Arthritis Aquatics Fitness and Aqua Zumba. Lap swimming is available Monday through Friday from 6 a.m.-2:30 p.m., and Monday/Wednesday from 8-9:30 p.m. and Tuesday/Thursday from 8:30-9:30 p.m. On Saturdays laps are available from 7-8:30 a.m. and Sunday from 8 a.m.-1 p.m.
- **Pool and Room Rentals:** We have a variety of pool and room rentals every weekend. Contact the pavilion if you have a party or gathering coming up. We also offer after hours & overnight pool/room rentals for your group either for an overnight activity or for a smaller block of time on Fridays or Saturdays after closing. For more information about after hour rentals contact the Recreation Pavilion at (425) 776-9173.
- **Dance Academy:** Registration is open for second semester! Dance Academy courses begin Monday, February 5. First semester runs through the end of January. If you don't want to wait until February to start, join first semester prorated! 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 or see the craze www.crazedigital.org.
- **Quarterly Dance & Fitness Classes:** Our next Dance & Fitness Session begins February 5. However, classes that are currently running are open to new registrants and drop-in participants. The winter blues and holiday meals can weight you down so register now and keep yourself active and in shape throughout the winter season. Get up and move with us in classes like PiYo, Core de Force, Yoga, Salsa or Ballet, to name just a few in the evening. Or, if you are an early riser come to Tai Chi or Silver Sneakers at 8:30 or 8:00 a.m. respectively. We offer so many things there's sure to be something that brings you joy and health within our fitness and dance programs. Check out the classes at www.crazedigital.org.
- **Child Care:** The next non-school day is Friday, January 26. Care is available through the Kids Krew program. For more information or to register, call (425) 776-9173.
- **Espresso Special:** Next week's espresso special will be classic Chai Tea. January 15-21, receive \$.50 off a 16oz hot or iced chai.

- **Racquetball Tournament:** The next racquetball tournament is coming up on Saturday, January 27. Registration is open now. Men's and women's tournaments are available as well as singles and doubles. For more information or to register, call (425) 776-9173.
- **MLTDOG Volunteers:** The Mountlake Terrace Off Leash Dog Park (5303 228th St 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 will be February 4 from 10:00 a.m. to 2:00 p.m. If you would like to help out or get more information about other volunteer efforts or join the group they can be reached at 4mltdog@gmail.com.
- **Parks Staff Prepares for Sports Season:** Baseball is right around the corner and park staff is beginning to prepare for the upcoming season. Staff will be renovating infields, preparing pitching mounds, setting base pegs and adding surface materials over the next few weeks as teams gear up for play at the end of February.

POLICE DEPARTMENT UPDATES

Weekly Activity (January 10 – 16, 2018)								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>								
<i>YTD</i>								

**Activity is updated in the last week of the month*

Significant Incidents

- On January 10, 2018 at 7:28 a.m., officers responded to the 21800 block of 54th Avenue W for a domestic assault situation where the female victim was reporting that she had been pushed and scratched by her husband. They told officers that they had been arguing over videos the victim had taken of the suspect the night before and it turned physical. The male was arrested for DV assault and booked at the Lynnwood Jail.
- On January 10, 2018 at 10:02 a.m., an officer took a vehicle theft report from the 5600 block of 244th. The business there was reporting the theft of a flatbed truck. The victim/owner reported that a surveillance video showed two subjects getting into the truck and driving away at approximately 12:45 a.m. The vehicle was entered into the system as stolen.
- On January 10, 2018 at 9:56 p.m., officers were dispatched to a collision at 4600 236th Street SW. A vehicle had collided into a fire hydrant at that location. The driver of the car initially stated he lost control of his vehicle because he was on his phone. The officer noted signs of impairment during the interview and he questioned the suspect further. The suspect admitted to smoking THC oil two hours prior to driving. The suspect was arrested for DUI, and a warrant for a blood draw was written and approved. The suspect was taken to Swedish Hospital for the blood draw and once the toxicology returns a determination on charges will be made.
- On January 10, 2018 at 6:44 a.m., an officer responded to a business in the 7100 block of 220th Street SW for a burglary. The reporting employee told the officer that the 'broken glass' audible alarm for the front door went off around 3:15 a.m., and inside motion was also detected at that

time. The employee stated he did not receive the call from the owner about the alarm until around 6:10 a.m. The employee also stated that he found no foreign object that could have been used to break the door. Items reported missing were some power tools with an unknown value.

- On January 12, 2018 at 10:45 a.m., officers were dispatched to the Studio 6 for an unconscious and unresponsive female with what appeared to be a self-inflicted gunshot wound. Upon arrival, it was learned that the female's ex-boyfriend had discovered her deceased. The female was found lying on her back in the bed. She had a single gunshot wound to her chest and a loaded firearm was located nearby. A suicide note was located on the kitchen table. No signs of a forced entry or a struggle were observed. The detective sergeant responded to assist with the investigation. The Medical Examiner also responded and took custody of the deceased.
- On January 13, 2018 at 3:26 a.m., an officer responded to the 21400 block of 52nd Avenue West for a sexual assault report. The victim told the officer that she and the suspect had been drinking at a local tavern. The victim asked the suspect to give her a ride home and once there she allowed him into her apartment for "one drink." The suspect used her bathroom and afterwards came out exposing himself to the victim. The victim told the suspect she was uncomfortable with what he was doing and he covered himself. The suspect then continued to make physical contact with the victim, and continued despite the victim asking him repeatedly to stop. The victim said she was finally able to get the suspect to stop and told him to leave the apartment. She only knows the suspect's first name and had been reluctant to call 911. She called 911 at the urging of an ex-boyfriend. Further investigation pending.
- On January 14, 2018 at 10:46 p.m., officers responded to the Albertsons store for a disturbance. The disturbance involved a subject trying to use a fake ID card from the state of Illinois. The 19-year-old Brier resident admitting trying to use the fake card. The card was taken into evidence to be destroyed.
- On January 15, 2018 at 8:39 a.m., an officer responded to the Quartz Creek Apartments for a theft of mail and damage to the apartment's mailboxes. A maintenance supervisor told the officer he had found mail in the parking lot and in checking further he found mailboxes that had been broken into overnight. One of those mailboxes contained a money order valued at \$989.00 which was for a tenant's rent.
- On January 16, 2018 at 5:00 p.m., an officer responded to the 5500 block of 244th for a theft report. The 73-year-old victim was reporting that she was missing several items of jewelry. She told the officer that she noticed the items missing on January 12, 2018. She said she had not observed anything that would lead her to believe that her apartment had been burglarized and no one has access to her apartment. She provided a statement and a list of the missing items which were valued at \$1800. No suspects at this time. The case has been assigned to the investigations unit.

Detective Unit Update

- Cases Assigned
 - 18-00447 Assist to Other Agency
- Cases Cleared
 - 17-14779 Burglary
 - 17-16594 Burglary

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|------------|-------------------|------------|------------------------|
| ○ 18-00449 | VUCSA | ○ 17-17733 | Missing Person |
| ○ 18-00452 | Vehicle Theft | ○ 17-17976 | Missing Person |
| ○ 18-00463 | Misdemeanor Theft | ○ 17-18497 | Burglary |
| ○ 18-00786 | Felony Theft | ○ 17-18697 | Robbery |
| | | ○ 17-18850 | Assist to Other Agency |
| | | ○ 17-19007 | CPS |
| | | ○ 17-19037 | Burglary |
| | | ○ 18-00379 | Burglary |

Significant Cases:

- Put out a bulletin that led to the arrest of a robbery suspect.
- Detectives interviewed a suspect in a sex offense case.
- Assisted a Michigan law enforcement agency by arranging an interview with a victim in one of their sex offense cases.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On January 8, 2018, Code Enforcement followed up to a parking complaint located at 22000 block 70th Avenue W involving a gold Saturn and a silver GMC parked within 5 feet of a private driveway. When Code Enforcement arrived, they observed the vehicles and issued correction notices. On January 11, 2018, Code Enforcement followed up to the previous correction notices, and noted the vehicles were removed. During follow up, Code Enforcement observed four separate vehicles that were parked north of “No parking north of here” official signs. Code Enforcement determined that the four vehicles were in violation of 10.10.050 – (Parking prohibited any place where official signs prohibit). Code Enforcement issued parking citations to each of the vehicles.



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 on 48th Avenue W, Lakeview Drive and 226th Place SW.
- Directed patrol of several apartment complexes and homes where there have been repeated incidents.

- Officers continue to be proactive in locating homeless encampments. Sergeant Pickard met with the Washington Department of Transportation to start work on cleaning up an abandoned camp, and PUD to clean up the blackberry bushes along the trail.
- Officers have continued spending significant time surveilling marijuana stores in town due to multiple recent burglaries.

Other Items of Interest

- Commander Haynes made arrangements for several vehicles and personnel to represent the city at the funeral services in Tacoma for the Pierce County deputy killed in the line of duty.

NEWS RELEASES

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

MARK YOUR CALENDARS

- January 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- January 24-25, City Action Days, Hotel RL Olympia by Red Lion, 2300 Evergreen Park Drive
- June 26-29, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8th Street

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace