

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

December 15, 2017

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 meeting is on **Monday, December 18, 2017** 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) Introduction of Code Enforcement Officer Mike Padgett and Swearing in of New Police Officer Jesse Wright; (2) Approval of Three-Year Professional Services Agreement with The Johnston Group for Lake Ballinger/McAleeer Creek Watershed Forum and Amendment to Interlocal Agreement No. 3; (3) Approval of Professional Services Agreement with The Johnston Group for Federal Lobbying Services for 2018; (4) Approval of Verdant Health Commission Drowning Prevention Program Grant; (5) Approval of Interlocal Agreement Providing Police Services for the Town of Woodway (Tentative); (6) Approval of Oxford Engineering Professional Services Agreement Supplement No. 1; (7) Adoption of 2018 Legislative Agenda; (8) Public Hearing and Adoption of Comprehensive Plan and Zoning Map Amendments Ordinance; and (9) Approval of Gateway TOD Agreement Amendment.

The City Council's next work/study session for **Thursday, December 28, 2017** is cancelled.

The City Council's next meeting is on **Tuesday, January 2, 2018** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Administer Oath of Office to Newly Elected Councilmembers (Positions 1, 2, 3, and 4); (2) Election of Mayor for 2018-2019; (3) Election of Mayor Pro Tem for 2018; (4) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions; (5) Appoint 2018 Lodging Tax Advisory Committee; (6) Review Community Satisfaction Survey Results; and (7) Quarterly Discussion and Update of City Council Goals.

### **ADMINISTRATIVE SERVICES UPDATES**

- The city mailed 1,202 annual business license renewals for 2018. The business license renewals sent were for Commercial Businesses, Home Occupations, Residential Rentals and Taxi Cab Drivers.

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

- **RFQ for Professional Architectural and Engineering Design Services for Construction of a New City Hall and Police Station Expansion:** On December 8, 2017, the city issued a request for Letters of Interest (LOI) and a Statement of Qualifications (SOQ) from interested, qualified firms (or groups) to work with the city and community to provide architectural design and engineering services for the construction of and improvements to the Civic Campus located at the intersection of 58<sup>th</sup> Avenue W and 232<sup>nd</sup> Street SW, including the following elements:
  - City Hall, including City Council Chambers, lobby and other city offices of approximately 18,000 square feet
  - Police Station expansion of approximately 3,100 square feet.

Responses 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.mlt.wa.us](mailto:llavoie@ci.mlt.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>.

- **Lodging Tax Funds:** Four applications were received by the deadline for 2018 lodging tax funds. The Committee reviewed the applications at a meeting on Monday, November 27 and the City Council will review the recommendation on January 11, 2018.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Community Forum on Transitional Uses (Townhomes) near Town Center:** Over 50 people attended a community forum that was held Thursday, December 14, from 6:00 - 7:00 p.m. at the Interim City Hall to introduce residents and property owners to potential changes to the regulation of transitional uses on the single-family residential properties immediately surrounding the Town Center. Townhomes and accessory parking lots are permitted on the residential properties located across a street from the Town Center (Community Business Downtown) district. The intent is to provide a transition between the more intense development in the Town Center and less intensely developed residential neighborhoods. The forum provided information on the current code and some options for updating the dimensional, site and building design standards. Nearly 1,350 postcard invitations were mailed to residents and property owners within and near the transitional uses area.
- **New CED Director to Start January 2018:** Christy Osborn will be the new Community & Economic Development Director, beginning January 2, 2018. Christy has over 25 years of experience working in all facets of land use planning, in both the public and private sector. She has worked in jurisdictions and agencies on the east and west sides of Washington state, including Chelan County, Leavenworth, Vancouver, Thurston County, and Lacey. Christy has a strong commitment to the benefits planning brings to a community and is looking forward to working for Mountlake Terrace. An opportunity for the community to meet Christy will be provided early in the new year.
- **Permit Fees to Increase in 2018:** Civil construction and land use application and permit fees will increase in early 2018. The increases will reflect the annual consumer price index (CPI) for the Seattle-Bellevue region, which includes the City of Mountlake Terrace. The CPI for the 12-month period used for the adjustment was 2.7 percent (varies monthly). Building related fees are updated annually in February per the ICC Building Valuation Data.

- **Planning Permit Specialist Vacancy to be filled:** The Community & Economic Development department planning permit specialist position has been vacant since November 1, 2017. This position provides customer service for the Community & Economic Development Department, provides information on codes and application filing requirements, tracks statutory deadlines, reviews and issues basic land use permits, supports the building permit specialist and performs other planning-related administrative functions. Interviews will be held next week. The objective is to have the position filled early in 2018.
- **Development Activity Update:** Projects that are either in review, have had a decision issued, or are either pending construction or under construction, will create more than 660 new residential units. (See <http://www.cityofmlt.com/180/Development-Activities> for a location map with more information on projects in development.) The residential unit count does not include proposals discussed at preapplication meetings, for which no formal application has been made (nor are these on the development activity map).
- **Public Hearings held on Comprehensive Plan Amendments for 2017:** To date, the Planning Commission and City Council have held a combined total of 19 public meetings discussing proposed amendments to the existing Comprehensive Plan (last adopted in 2015). The amendments affect four elements of the Plan: Economic Vitality; Land Use; Recreation, Parks and Open Space; and Transportation. The amendments consist of minor text changes, amendments and additions to policies statements, updates to actions to take in the Economic Vitality and Land Use Elements, and revisions to some figures and tables with more current data, principally economic data. An amendment to the land use map, and concurrently the zoning map, are proposed to designate a total of six acres of certain city-owned properties as parks and open space. These properties were acquired to preserve sensitive areas and open space.

The Planning Commission held a public hearing on December 13 and recommended to the City Council to delay adoption of the amendments by ordinance. The Planning Commission further recommended that the City Council consider delaying the adoption of the ordinance until more time has been given to reevaluate the Town Center Plan building heights and boundaries, development regulations and design standards. The City Council will hold a public hearing on Monday December 18, 2017 to consider the record and the Planning Commission's recommendation and take public testimony before making a decision.

All meeting materials and audio are available on the City's webpage at:  
<http://www.cityofmlt.com/129/Agendas-Minutes>.

A separate page was created for the 2017 Comprehensive Plan amendments, see:  
<http://www.cityofmlt.com/1911/2017-Comprehensive-Plan-Amendments-and-U>.

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

- **Low Impact Development (LID) Stakeholders Meeting:** The City's Stormwater Program Manager, Laura Reed, recently led a stakeholders meeting discussing Low Impact Development (LID) with developers and residents. The purpose of the meeting was to hear from stakeholders about their concerns with any changes to the development code pertaining

to LID. They were informed by staff that changes have not been drafted, and that we will be looking for input to any future changes. Draft ordinances are scheduled for early next year along with additional stakeholder meetings. The process for ordinance adoption is slated to be completed by the end of June 2018.

- **Street Sweeping and De-Icing:** The cold weather is here and Operations staff have been busy. Street sweeping continues to focus on fall clean up. With the week of freezing temperatures, crews have been de-icing our larger streets and trouble areas such as hills.

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

- **Espresso Special:** Next week's espresso special will be a White Christmas Mocha. Come to the espresso stand at the Pavilion and receive \$.50 off a 16oz.
- **Swim Lessons:** This is the last week of swimming lessons. Weekday pre-registration took place on Monday and Wednesday. Weekend pre-registration will be this Friday, Saturday and Sunday. Mountlake Terrace resident registration will be available on Wednesday, December 20 and open registration will be Thursday, December 21. Registration will be open through the third lesson of the session. The first session of winter swim lessons will begin January 8 and 9 for weekday lessons and January 12, 13 and 14 for Friday, Saturday and Sunday swim lessons. Registration is available online at [www.mltrec.com](http://www.mltrec.com).
- **Winter Break Schedule begins Monday, December 18:** The schedule is available in the Recreation Pavilion Lobby and online at <http://www.cityofmlt.com/531/Pool-Schedule>. There will be Recreation Swims added Monday through Friday from 1:15-2:45 p.m. as well as Tuesday and Thursday from 4:45-6:15 p.m. The Pavilion will be closing Monday through Thursday at 9 p.m. during this schedule and will also close early on December 23 at 5:30 p.m. and December 30 at 7:15 p.m. and December 31 at 3:15 p.m. The Pavilion will be closed on December 24, 25 and January 1. For more information, call the Recreation Pavilion at (425) 776-9173.
- **Dance Academy Winter Concert:** Our Winter Dance Concert was a great success! Over 100 dancers of all ages and levels were enthusiastically received by a full house. From the littlest Creative Dancers to the most advanced Ballerinas *en pointe* all the students confidently performed their skills through creative choreographies by our excellent staff. This year our new performing company, ROCKSTARS, entertained the crowd with their debut performance on a proscenium stage. Teachers and adult students performed too, in a variety of styles including Funky Jazz/Hip Hop, Tap, Ballet, Flamenco and East Coast Swing. Congratulations dancers! The Mountlake Terrace Dance Academy is a welcoming and inclusive community with creative and practical curriculum that balances high standards of proficiency with fun! Second semester registration is open. See our programs at [www.crazedigital.org](http://www.crazedigital.org). For more information about how you or your kids can participate or get placement in classes, contact Chloe Davenport (425) 640-3107 [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us).
- **Dance Academy:** Registration is open for second semester! Dance Academy courses beginning Monday, February 5. First semester runs through the end of January. If you do not 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.mtl.wa.us](mailto:cdavenport@ci.mtl.wa.us) or see the craze [www.crazedigital.com](http://www.crazedigital.com).

- **Quarterly Dance & Fitness Classes:** Our next Dance & Fitness Session begins January 2. 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 Turbokick, Pop Pilates, 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](http://www.crazedigital.org).
- **Winter/Spring CRAZE:** The newest edition of the CRAZE magazine is out now! The CRAZE lists all programs offered by Mountlake Terrace Recreation and Parks as well as programs from Edmonds Parks and Recreation. Look for your copy in your mailbox or view an online version by [clicking here!](#)
- **Adult Sports:** Registration for winter volleyball and basketball is now open. You can now register your team online by creating or logging into [your account](#).
- **Child Care:** Winter Break is coming up soon! Kids Krew parents, do not forget to register for winter break care! Spots are still available, for information please call (425) 776-9173.
- **Holiday Giving:** The Youth Program Department coordinated the annual holiday giving tree. Families and customers of the Pavilion have donated several items for local families in need through the Pioneer Counseling Services. These gifts and donations are helping about 10 families this year. Items donated include: Diapers, learning toys, blankets, laundry soap, baby wipes, trucks, and baby dolls. These items will help these families in need. Thank you to all the families and patrons who donated this year!
- **Eagle Candidate to Begin Project:** Eagle Candidate Talal Mustafa has met with city staff to discuss a possible Eagle project for the City of Mountlake Terrace Parks Department. Talal has opted to extend the pathway at Bicentennial Park and be a part of the ongoing effort to complete the pathway around the perimeter of the Park. Talal has submitted his chosen project and has received approval from city staff and the Chief Seattle Council of the Boy Scouts of America. He intends on beginning his project on December 16, 2017, weather permitting.

**POLICE DEPARTMENT UPDATES**

Weekly Activity								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	38	98	8	6	0	6	0	0
<b>YTD</b>	1969	2773	385	248	36	115	75	108

### **Significant Incidents**

- On December 5, 2017 at 1:39 a.m., patrol responded to the 4100 block of 212<sup>th</sup> Street SW for a noise complaint. Upon arrival, the suspects were contacted regarding the violation. A records check revealed one of the subjects to have warrant(s) for his arrest. He was arrested and booked for the warrant.
- On December 6, 2017 at 2:15 a.m., patrol contacted a suspicious subject in the 22800 block of 44<sup>th</sup> Avenue W. Following the interview the subject was released with a warning. At 2:36 a.m., a caller reported the same subject abandoned a bag on the property. Upon inspecting the contents, it was discovered to contain a large amount of stolen mail. Investigation continues.
- On December 6, 2017 at 1:50 p.m., patrol responded to a residential burglary report in the 6400 block of 234<sup>th</sup> Place SW. The victim reported she is currently displaced from her home due to repairs. She checked on the home and discovered the front door kicked in and a variety of property was stolen. Investigation continues.
- On December 6, 2017 at 4:26 p.m. patrol responded to a residential burglary report in the 4300 block of 236<sup>th</sup> Street SW. The victim reported someone broke into his residence by forcing a bedroom window open. He discovered a variety of property stolen. Investigation continues.
- On December 6, 2017 at 6:10 p.m. patrol responded to a theft report in the 23000 block of 60<sup>th</sup> Avenue W. The victim stated a suspect stole multiple packages from his doorstep. The homeowner provided surveillance of the crime. Investigation continues.
- On December 6, 2017 at 6:50 p.m. patrol responded to a domestic disturbance in the 21400 block of 40<sup>th</sup> Avenue W. Investigation revealed the residents and their adult son were involved in an altercation over dogs. During the altercation, the suspect strangled his mother, attempted to whip her with a dog leash and pinned her down to prevent her from leaving the residence. His father was able to escape the residence and call 911 from a neighbor's phone. The suspect resisted arrest and had to be subdued. He was later booked into jail for the offenses.
- On December 7, 2017 at 1:42 a.m. patrol responded to a domestic disturbance in the 6300 block of St Albion Way. The victim stated her boyfriend is an alcoholic and has become increasingly violent during the past few weeks. She said he recently assaulted her while intoxicated. On this occasion, he wanted the car keys to drive somewhere and she declined due to his intoxication. She said he attempted to get the keys through force and threatened to harm her. The boyfriend was arrested for harassment and booked into jail.
- On December 7, 2017 at 2:51 p.m. patrol responded to a burglary report in the 21800 block of 66<sup>th</sup> Avenue W. The victim stated he was checking his storage unit when he discovered a new lock had been placed on the door. He cut the lock off and realized a variety of his property had been stolen. Investigation continues.
- On December 7, 2017 at 8:20 p.m. patrol responded to a domestic disturbance in the 22900 block of 57<sup>th</sup> Avenue W. Upon arrival, patrol located the suspect standing in the roadway. The suspect was verbally aggressive and refused to comply with direction. He was arrested without further incident. Investigation revealed the suspect, who has previously demonstrated mental

issues, become emotional without an obvious reason and assaulted the victim by striking him on the head with a lamp. The suspect was booked into jail for the offense.

- On December 8, 2017, patrol received a written statement from a juvenile alleging to be the victim of a sexual assault. The suspect is currently under investigation for several additional allegations of sexual assault from multiple victims. Investigation continues.
- On December 8, 2017 at 2:36 p.m., patrol received a complaint from City staff regarding an abandoned vehicle parked at the recreation pavilion. Investigation revealed the vehicle to be stolen out of Seattle. The vehicle was recovered and returned to the owner.
- On December 9, 2017 at 9:14 a.m., patrol responded to a domestic disturbance in the 21800 block of 54<sup>th</sup> Avenue W. The victim stated she had been arguing with her boyfriend all morning. She wanted to leave, however he would not allow it and slapped her phone out of her hand to prevent her from calling for a ride. She sat down on the floor and her boyfriend kicked her computer, which struck her in the face. The suspect was arrested and booked into jail for the crime.
- On December 9, 2017 at 9:23 a.m. patrol responded to an assault at the Red Dragon Casino. Upon arrival, witnesses stated a subject who fled in a vehicle had repeatedly struck another patron who was currently in the bathroom. The victim was contacted and had sustained multiple lacerations to his face from the assault. He was incoherent from the assault; however, with the assistance of employees the suspect and his vehicle were identified. This information was broadcast for other units and Lynnwood Police located the suspects and detained them. Investigation revealed the suspect had not followed house rules and was counseled by a dealer. The suspect was upset by this and tried to elicit support from the victim who did not provide it. An argument ensued with the suspect being escorted from the premises. The suspect then returned and attacked the victim from behind, striking him repeatedly on the head before fleeing. He was arrested for the crime, in addition to several warrants for his arrest and booked into jail.
- On December 9, 2017 at 11:39 p.m. patrol responded to sounds of a disturbance in the 5300 block of 244<sup>th</sup> Street SW. The caller reported he heard yelling and sounds of someone being assaulted in his roommate's bedroom. Patrol attempted to make contact without success. All points of access were locked. Due to concern for any occupant's safety, the decision was made to force entry. Upon doing so, the resident identified himself and said he did not answer previously because he was concerned they were not the police. He said his ex-girlfriend was in his room prior to police arrival. He said while in his room her current boyfriend came in without permission and began demanding money from him. The victim said he was assaulted repeatedly until he produced a knife. The suspect then exited the room and started to produce what he believed was a firearm. The victim closed and locked the door. He heard his ex-girlfriend pleading with him not to do anything more or he would go to jail "forever." Investigation continues.
- On December 10, 2017 at 11:49 p.m. patrol responded to a theft report in the 4300 block of 212<sup>th</sup> Street SW. Upon arrival, the suspect was located nearby. During this contact, he was found to be in possession of a variety of stolen mail. The suspect was released pending charges for the crime.

### Detective Unit Update

- Cases Assigned
  - 17-17720 Sex Offense
  - 17-18050 Burglary
  - 17-17877 CPS
  - 17-17973 CPS
- Cases Cleared
  - 17-17541 Burglary
  - 17-15183 Theft
  - 17-17121 Sex Offense
  - 17-17720 Theft
  - 17-16611 Robbery
  - 17-16890 Fraud
  - 17-10752 Death
  - 17-16521 CPS
  - 17-8104 Sex Offense

### 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 Post Office.
- Traffic enforcement in various school zones and Lakeview Drive.
- Sergeant Pickard worked with the property owner of Taylor's Landing, along with the city's Public Works Department and PUD in developing a plan to prevent further encampments from being established on the Taylor's Landing property.
- Officer O'Hagan and Victims Coordinator Singson worked collaboratively to provide a homeless family gift cards to purchase Christmas gifts for the kids, coats (which they did not have) and scheduled a Christmas dinner to be delivered on the holiday.
- Officers and staff participated in the Shop with a Cop event.





### **Code Enforcement Property of the Week**

On November 22, 2016, Code Enforcement responded to a property complaint involving junk vehicles, and debris on private property located near the 5100 block of 222<sup>nd</sup> St SW. After follow up, Code Enforcement documented the property conditions, and issued civil notice of violations to the property owner in accordance with; 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 surface per MTMC 19.125.070), 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), 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), 8.15.050.B.8-(Recreational or utility vehicles parked outside of a building shall be maintained in a clean, stable and well-kept state).

After issuing several civil notices including a Notice and Order, Code Enforcement was contacted by the property owner who requested more time to correct the issues. Over the next several months, Code Enforcement provided vehicle affidavits, which allowed the property owner to remove inoperable vehicles as scrap or as charity donations, while also working to remove much of the property debris. The property soon changed ownership, was vacated and the remaining junk and debris were removed.



**Other Items of Interest**

- Sergeant Porter provided two training sessions for employees on 'How to Deal with Emotional Customers'

**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 8<sup>th</sup> Street

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace