

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

October 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 meeting is a Work/Study Session **Thursday, November 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 Design Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW; (2) Update on Transportation Master Plan; (3) Introduction of Creekside Meadows PUD and Plat; (4) Review Updates to Development Code to Allow Daycare Centers, Preschools, Recreation and Entertainment Facilities; (5) Review Final Water Rate Study Findings; (6) Review of Third Quarter Financial Report; and (7) Review of Proposed 2019-2020 Biennial Budget.

The City Council's next meeting is on **Monday, November 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) Approval of Geotechnical Engineering On Call Contracts; (2) Approval of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW; (3) Approval of Interlocal Cooperation Agreement Between Snohomish County and City of Mountlake Terrace Concerning Acquisition of Property with Conservation Futures Funds; (4) Adoption of 2019-2023 Recreation and Park Fees Resolution; and (5) Public Hearing and Adoption of Update to Development Code to Allow Daycare Centers, Preschools, Recreation and Entertainment Facilities.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City November 7:** 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, November 7, 2018 from 6:00-7:00 p.m. in the Jungle Room.
- **Civic Campus Redevelopment:** A public open house is scheduled for November 14, 2018 and will consist of two parts. ARC Architects will begin with a presentation of a final design concept/scheme for the new City Hall. This will be followed by the Recreation Parks Advisory

Commission hosting a presentation by MacLeod Reckord who will present up to three concepts related to the public gathering space aka Town Center Park/plaza.

The meeting will begin at 6:00 p.m. and take place in the large library meeting room located at 23300 58th Avenue W, Mountlake Terrace, WA 98043.

NOTE: A Call for Artists was issued in September and the application deadline is October 28, 2018. The Call For Artist was posted on the Call For Entry aka CaFE website, City of Mountlake Terrace website and referenced on other websites.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Enterprise Content Management (ECM) System Project:** Thursday, October 18, the newly formed ECM Steering Committee met to discuss the project. The Steering Committee will make recommendations to the City Manager regarding the design and framework of the ECM system, develop the scope of work and project timeline, and finalize an agreement with FreeDoc to help implement the project. Since the city received a grant from the State of Washington to help fund the ECM software, the deadline to implement the ECM is May 31, 2019. The ECM will allow the city to capture, define, store, share and dispose of records in a manner designed to ensure proper retention and more efficient records management. The ECM project will also include a web distribution portal so individuals seeking records and information would be able to find these documents on our website.
- **Website Redesign:** The city will kick off its website redesign with Civic Plus later this month. There will be both training for new employees needing to update their department's pages and refresher training for employees currently updating information on a regular basis. The redesign process is anticipated to take 6-7 months.
- **Lodging Tax Grants Available:** \$25,000 in lodging tax funds is available to qualified applicants for projects and events that promote tourism in 2019. Lodging tax funds come from the taxes collected from the Studio 6 Hotel located in Mountlake Terrace.

You may download an [application](#) from the city's website at www.cityofmlt.com on the City Happenings/Community Grant Funds page or contact Community Relations Director Virginia Olsen at (425) 744-6206, or cityhall@ci.mlt.wa.us. Application materials must be received by 4:30 p.m. on Thursday, November 15, 2018.

The city's Lodging Tax Advisory Committee will review the applications and make a recommendation to the City Council based upon certain criteria and state law. Allocation of the funds is tentatively scheduled for the January 7, 2019 City Council Meeting.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Town Center Subarea Plan and Development Regulations:** During the October 15 City Council meeting, the Assistant City Manager and Community Economic Development Director presented an update on the Town Center Subarea Plan and Development

Regulations. During the presentation, they mentioned that to date, an open house, Economic Development Opportunities Panel discussion and seven Task Force meetings have been held, the most recent of which took place on October 9.

Regarding next steps, draft updates to the Town Center Subarea Plan and related documents will need to be prepared and submitted to the Task Force for review. Revisions by the Task Force are likely to be made or proposed and a public open house will need to be held to allow the public an opportunity to review proposals and provide comments or feedback. A revised draft extended schedule has been provided to Task Force members that includes additional meeting dates.

One idea shared on October 15 is the possibility of hosting a joint Planning Commission and City Council work session in mid-December. The purpose of this meeting is to have SCJ introduce Task Force recommended updates to the City Council and Planning Commission at the same time. This will give the Council and Commission more time to review information prior to additional Planning Commission and Council workshops and public hearings being held in January and February of 2019.

NOTE: The October 23 Task Force Meeting is scheduled for 6:00 p.m. in the City Council Chambers. The Task Force Meeting agenda includes the following items:

- Summary of Visual Preference Survey Rating from October 9
 - Visual Tour of Selected Town Center Development Districts
 - Preferred Design Themes: Buildings, Streetscapes, Landscaping
 - Reaffirming Guiding Principles
- **Creekside Meadows Subdivision and PUD:** A revision to a proposed development on a nine-acre site located at 70th Avenue W and 226th Place SW has been received. The revision increased the number of single-family homes from 49 to 56 by changing the building type mix (narrower homes). The proposal clusters many of the homes around a common green. Some of the design changes include more homes with direct access to the common green, an improved and comprehensive pedestrian circulation system and a double-loaded alley to access garages. On-site stream and wetland buffers on Hall Creek are being enhanced. An open house on the proposal is planned, and public meetings/hearings for preliminary approval are scheduled toward the end of the year.
 - **Terrace Station:** Construction progress on the site is rapidly connecting the new roadway with 236th Street SW. The building permit for the first of three buildings has been issued, and the foundation for the box culvert over the onsite tributary to McAleer Creek has been poured.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Swim Instruction:** This week starts a new session of swimming lessons for Monday/Wednesday and Tuesday/Thursday or our weekday lessons. Aquatics is struggling with maintaining enough staff to meet demand as are all other pools in the area. Applications are being accepted and interviews taking place as they come in. This weekend, October 19, 20 and 21 will be pre-registration for Weekend classes with MLT resident registration taking

place on October 24, Open registration on October 25 and classes starting October 26, 27 and 28 and will run through mid-December.

- **Halloween Schedule Change:** On October 31 there will be no swimming lessons after 4:00 p.m. Lessons were not scheduled due to low attendance in past years. The pool will operate on a regular schedule from 6 a.m. to 4:00 p.m. The pool will close at 4:30 p.m. when Edmonds Swim Team Practice is completed. All aquatic programs after 4:00 p.m. are canceled. The Pavilion will close at 6:30 p.m.
- **AWC Forum:** Recreation Supervisor/Aquatics Rose Ploeg attended an Association of Washington Cities Forum to evaluate the progress of the wellness committee in achieving the 2019 WellCity award. Well Cities place employee well-being among their core values and demonstrate that belief by developing healthy workplace cultures. The Trust provides consultation, training, and programs to help each city earn AWC's WellCity Award. The reward is a 2% discount on medical premiums. The committee has been meeting since December of 2017 to establish goals, developing programs to meet these goals and the requirements to achieve this award.
- **Quarterly Fitness Classes:** It's never too late to start taking care of yourself. Join any of our ongoing fitness classes like Core de Force, Strong by Zumba, Tai Chi and Yoga. Drop-in and give it a try. When you discover you love it, you'll want to get registered for the best hourly rate. Our next session begins October 29 and runs until winter break December 22.
- **Quarterly Dance Classes are Ongoing:** From the littlest beginners to the experienced ballet dancers we offer dance for the whole family. Anyone can drop-in to adult/teen classes to give them a try. Broaden your ethnic horizon with Flamenco and Salsa or go back to the classics with Beginning or Intermediate Ballet, Tap and Jazz. We have lots of choice. When you discover you love it, you'll want to get registered for the best hourly rate. Our next session begins October 29 and runs until winter break December 22.
- **Dance Academy Scholarship Fundraiser:** Mountlake Terrace Dance Academy won't be having a Costume Carnival this year. Instead our ROCKSTARS performing company will host a Semi Formal Dance, with choreographed dances as part of the entertainment in February for this annual event. Stay tuned for more information as we move into the winter months.
- **Winter Dance Concert:** MLT Dance Academy students are preparing for their Concert at the MLT HS Theater on December 8 at 1:00 p.m. Tickets will be available at the door. Box office will open at noon. For more information about the Concert and joining our Academy program contact Chloe Davenport at (425) 640-3107 or cdavenport@ci.mlt.wa.us
- **Youth Programs:** On Thursday, October 18 from 10:00-12:30, the Kindergarten Readiness and all Preschool classes will be going on a field trip to the Pumpkin Farm. Everyone will meet at the Farm and go through their scheduled tour. Then the kids can pick out a pumpkin!

- **Preschool:** The ½ Day Preschool Program still has spots available. Children will learn how to prepare for grade school in a fun and friendly environment. Please call the front desk at (425) 776-9173 to Register.
- **Espresso Special of the Week:** Stop by the Recreation Pavilion espresso stand and check out our weekly specials! October 22-28, save \$.50 on a 16oz "Orange Spice Chai."
- **Halloween Rubber Ducks:** Halloween is right around the corner! Forget about candy for Trick-or-Treaters, the Recreation Pavilion has many Halloween themed spooky rubber ducks to choose from!
- **Girl and Eagle Scout Project:** Troop 41246 leader Heather Margo along with Girl Scouts Stephanie Kha, Neeva Shrestha, Holland Hornaday, and Jessie Tong are working for their Silver Award and have opted to paint the swing set to keep the "Candy Cane" theme. The troop taped and masked the swing set and secured a donation from Carstar Collision to professionally paint the set. The troop worked with staff to deliver it to be painted and will assist in final delivery prior to installation. The troop is working with Eagle Scout Candidate Jared Pepolka who has submitted his Eagle project to assist with the installation and will be sending his final submittal to the Mount Baker Council of the Boy Scouts of America for approval this week.
- **Seattle Jr. Totems Volunteers:** The Seattle Jr. Totems Hockey team started a volunteer program in the Mountlake Terrace Parks. The team practices out of the Sno-King Ice Arena in Mountlake Terrace and is interested in a volunteer program with its members. The group started on Wednesday, October 10 at the Mountlake Terrace Senior Center and followed up on October 17. The group intends to have volunteers work in the parks once a week throughout the season which will extend through the end of March.
- **Eagle Project at Bicentennial:** Eagle Candidate Tyler Mudaliar has completed his Eagle Project at Bicentennial Park. Tyler installed three new benches along the new trail at Bicentennial Park. Tyler secured donations for the lumber and concrete and installed the benches on September 22. His project is one of many at Bicentennial Park and city staff is working on a grand opening next spring and intend to invite those who have volunteered for this project. Tyler was recognized by the City Council on October 15.



POLICE DEPARTMENT UPDATES

Activity Year-to-Date Through September								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Month</i>								
<i>YTD</i>	1772	3179	403	211	31	77	33	105

Significant Incidents

- On October 10, 2018 at 2:04 a.m., an officer observed a vehicle that was associated with a warrant. The officer stopped the vehicle and found that the driver was the warrant suspect and that he was driving with a suspended license. Once the warrant was confirmed the suspect was placed under arrest and booked at the Snohomish County Jail.
- On October 10, 2018 at 5:20 p.m., patrol officers were dispatched to the 6500 block of 232nd Street SW for a missing person report. A 22-year-old female with developmental disabilities ran away from the location. The female's disability was described as being developmentally delayed having the mental capacity of an eight-year-old child. Due to the vulnerability of the female, Snohomish County Search & Rescue was deployed with multiple K9 teams. A track led searchers to the 22700 block of Lakeview Drive and then became cold. Coordinated efforts were made with surrounding agencies to attempt locating the female. Search efforts continued through the next day and media releases were issued to all the local news agencies. The young woman was eventually located in Everett by a person who had seen her picture on the news. She was returned to her family.
- On October 10, 2018 at 5:32 p.m., an officer was dispatched to an attempted burglary in the 21500 block of 52nd Avenue West. The victim told the officer that he left for work around 7:30 a.m. and when he came home he noticed two window screens removed from his house. The officer was able to lift prints from one of the windows and he took pictures of the scene. No entry was gained.
- On October 11, 2018 at 2:53 p.m., an officer was called to the 23900 block of 59th Place West for a vehicle prowl report. The vehicle owner was reporting that unknown person(s) entered his vehicle and stole various paperwork. He remembered seeing a non-descript subject riding away on a bicycle.
- On October 11, 2018 at 7:03 p.m., an officer responded to the Lakeside Apartments for a vehicle theft complaint. The victim told the officer that the car had been in the lot earlier but it was now missing and no one had permission to take the car. At approximately 10:07 p.m. the victim called again to report that he had located his car a short distance from the apartment complex. The officer was unable to locate anything that would lead to the suspect and the car was released to the victim.

- On October 12, 2018 at 7:55 a.m., Animal Control was dispatched to the 4800 block of 221st Street SW for an aggressive dog running at large. The dog was found at the front of the residence, loose, agitated and at one point lunging at the officer. It took several moments to get someone from the home to respond and take control of the dog. Due to past warnings and citations the owner was charged with a fourth offense through the court.
- On October 12, 2018 at 4:14 p.m., officers were dispatched to the Red Dragon Casino for a disturbance involving a male subject in his 30s. The suspect became belligerent and attempted to throw a drink at an employee. The suspect had left just prior to officers arriving but management asked that he be trespassed if located.
- On October 12, 2018 at 11:50 p.m., officers were dispatched to a verbal domestic in the 23900 block of 55th Avenue W. The caller was reporting his ex-girlfriend had returned from a bar. She had been drinking and was now attempting to drive away. An officer managed to locate both parties and confirmed that this had been a verbal argument. The couple are on the verge of breaking up and the female half opted to stay at another location for the night.
- On October 13, 2018 at 10:14 a.m., an officer was dispatched to the 22400 block of 58th Avenue W for a vehicle theft report. The victim told the officer that sometime during the night her Ford truck was stolen from the front of her home. A signed stolen report was taken and the vehicle was entered into the system.
- On October 13, 2018 at 4:56 p.m., an officer responded to a burglary report at an apartment in the 23300 block of Cedar Way. The victim was reporting that he had left his apartment around 11:25 a.m. and returned to find the apartment had been ransacked, the rear sliding glass door open and the downspout pulled from the outer wall. Old prescription bottles, a work computer and game system had all been stolen. The victim had no idea who took his property.
- On October 13, 2018 at 11:25 p.m., officers contacted a known subject in the 21200 block of 44th to serve arrest warrants. The subject had two \$10,000 arrest warrants from our city. He was arrested without incident and booked at the Snohomish County Jail.
- On October 14, 2018 at 1:51 p.m., officers were dispatched to the Taluswood Apartments in regards to a welfare check of a 48-year-old female who failed to show up to work and had threatened suicide in the past. No one answered the locked door. All other attempts to contact the female yielded negative results. The door was forced open and the female was found semi-conscious in the bath tub with self-inflicted cuts on both of her wrists. She also admitted to taking several different kinds of prescription pills in an attempt to end her life. The female was transported to Swedish Hospital in Edmonds for a mental health evaluation.
- On October 14, 2018 at 3:48 p.m., an officer responded to the QFC store for a theft complaint. The manager of the store told the officer that a male subject had left the store with a cart full of groceries and never paid. The suspect loaded the groceries into a red Dodge and just drove away. Based upon the information given by the manager, the officer was able to locate the car and the subject. The subject was arrested and booked at the Snohomish County Jail for theft in the third degree.

- On October 15, 2018 at 10:00 a.m., a business owner from the 22400 block of 70th Avenue W came in to report that he had an employee that was stealing items from his inventory. The business had recently installed video cameras because of missing items and opened boxes in their warehouse. The victim told the officer that he had reviewed the video and found that an employee was removing items and shipping them out of the warehouse with a return address that comes back to the suspect's home. The case was forwarded to detectives for further investigation.
- On October 15, 2018 at 2:00 p.m., officers responded to a welfare check at the Taluswood Apartments. The reporting party called requesting a check on her son who had not been contacted in five days. A key was obtained from management and entry made into the apartment. Her son, a 71-year-old male, was found deceased in the bathroom. There were no signs of trauma. The medical examiner responded.
- On October 16, 2018 at 2:15 p.m., an officer responded to a storage facility for a reported burglary. The victim told the officer that she had last been in her storage unit in late September and returned after the business called her to tell her the lock had been cut off. The victim said that she found the unit ransacked and she was missing two televisions and a computer. The victim did not have serial numbers and had no idea who cut the lock off or took her property.
- October 16, 2018 at 8:14 p.m., officers responded to an apartment in the 4300 block of 236th Street SW for a domestic situation. The female victim told the officer that she had been arguing with her boyfriend. During the argument he had thrown hot pizza at her and told her that she did everything wrong and that she was garbage. As officers attempted to arrest the male suspect he began to actively resist and had to be taken to the floor. The suspect was booked at the Snohomish County Jail for assault DV in the 4th degree and for resisting arrest.

Detective Unit Update

- | | |
|---------------------------|-----------------------------------|
| • Cases Assigned | • Cases Cleared |
| ○ 17-18390 Robbery | ○ 18-15492 Theft |
| ○ 18-16018 Vehicle Theft | ○ 18-15762 Fail to Register |
| ○ 18-16196 Dangerous Dog | ○ 18-15992 Theft |
| ○ 18-16315 Vehicle Prowl | ○ 18-13048 Burglary |
| ○ 18-16338 Missing Person | ○ 18-15124 Hit and Run |
| ○ 18-16578 H&R DV | ○ 18-15845 Criminal Impersonation |
| ○ 18-16598 Theft | ○ 18-14567 Theft |
| ○ 18-16601 CPS | ○ 18-8401 Burglary |
| ○ 18-16620 Fraud | ○ 18-15642 ID Theft |
| | ○ 12-2091 Firearm |

Significant Cases:

1. Detectives are working on identifying two robbery suspects as well as locating them.
2. Detectives worked with Search & Rescue as well as media to locate a missing and endangered female.
3. Detectives are attempting to track down a hit-and-run suspect in Everett.

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 in the area of 64th and 220th.
- Traffic enforcement in areas as requested. Emphasis on 48th Avenue W and school zones, specifically 44th Avenue W and 56th Avenue W.
- Traffic emphasis in school zones. School liaison officers are making their school visits.
- Outreach materials are being distributed when appropriate. Officer Nguyen made contact with a shirtless male in the street practicing his karate. The subject was under the influence of narcotics, didn't know where he was and had nowhere to go. He was given a t-shirt and involuntarily committed at Swedish Hospital. Officer Moss made contact with a homeless person near Veterans Park and offered outreach materials but they were declined.
- Officers spent some time with students at the Mountlake Terrace High School Homecoming Dance.

Code Enforcement Property of the Week

- On October 2, 2018, Code Enforcement followed up to a parking complaint involving a white Ford Econoline being stored on the street. The vehicle was located at 21500 block 48th Avenue W. Code Enforcement issued a correction notice, and tagged the above vehicle in accordance with 10.10.190 – (Storing vehicles on a public street). On October 11 Code Enforcement returned to the location and noted the previously issued correction notice and chalk marks were intact, indicating the vehicle had not moved. Code Enforcement determined the vehicle to be in violation of parking ordinances, and towing was dispatched to impound and tow the vehicle.



Other Items of Interest

- On October 16, 2018 department administrators and supervisors attended the WCIA liability update at the Criminal Justice Training Center in Burien.
- Reserve Officer Mike Ellis resigned to pursue an opportunity with the Arlington Police Department.
- New Reserve Officer Darryl Lee was sworn in.



- Oral boards for defensive tactics instructor occurred on Friday.
- Several officers attended and taught at regional police skills refresher training.
- Chief Wilson provided a 90 minute course on ethics and managing organizational change to the supervisory staff at SNO911.
- The Mountlake Terrace Police Department participated in the national Coffee with a Cop event.



NEWS RELEASES

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

MARK YOUR CALENDARS

- October 23, 6:00 p.m., Economic Vitality and Town Center Task Force, Council Chambers
- November 7, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 8, 5:30 – 7:00 p.m., Neighborhood Night, MLT Fire Station 19
- November 14, 6:00 p.m., Civic Campus Redevelopment Open House, MLT Library
- November 20, 4:00 – 7:00 p.m., Recreation Pavilion 50th Birthday, Recreation Pavilion
- December 7, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace