

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

October 26, 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) Review of Amendment No. 1 to Sound Transit Staffing Agreement; (3) Review of On-Call Geotechnical Engineering and Environmental Services Contracts; (4) Update on Transportation Master Plan; (5) Introduction of Creekside Meadows PUD and Plat; (6) Review Updates to Development Code to Allow Daycare Centers, Preschools, Recreation and Entertainment Facilities; (7) Review Final Water Rate Study Findings; and (8) 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 On-Call Geotechnical Engineering and Environmental Services 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 Amendment No. 1 to Sound Transit Staffing Agreement; (4) Approval of Interlocal Cooperation Agreement Between Snohomish County and City of Mountlake Terrace Concerning Acquisition of Property with Conservation Futures Funds; (5) Approval of Correction of Scrivener Errors for Amendment No. 1 and Amendment No. 2 to the Professional Services Agreement with ARC Architects, Inc.; (6) Approval of Amendment No. 3 to the Professional Services Agreement with ARC Architects, Inc.; (7) Approval of Washington State Archive Technology Tools Grant for Records Management (Tentative); (8) Adoption of 2019-2023 Recreation and Park Fees Resolution; (9) Public Hearing and Adoption of Update to Development Code to Allow Daycare Centers, Preschools, Recreation and Entertainment Facilities; and (10) Executive Session: City Manager Annual Performance Evaluation, Per RCW 42.30.110(1)(g) .

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

- **Website Redesign:** The city has commenced a redesign of its website to improve navigation, make information easier to locate, and provide more convenient project updates. New photos, graphics, color scheme and design are included as part of the project. Online payment options are also being considered and a web distribution portal for access to public records will be added when the city completes the implementation of the Enterprise Content Management System. The new website is anticipated to be ready in early spring of 2019.

Do you have photos you would be willing to share? In order to give the website a fresh look, new photos are desired and the city encourages the public to participate in this project as well. Along those lines, opportunities to provide feedback on what you would like to see improved will be offered on our Facebook page (City of Mountlake Terrace Government) over the coming weeks. Please submit photos to cityhall@ci.mlt.wa.us by December 1, 2018. We are looking for scenic photos, seasonal photos, event photos and any photos of iconic Mountlake Terrace businesses, places, signs or landmarks. If the photos are used on the homepage banner, they must be over 1 MB and 2200 pixels wide. Upon request, photo credits will be displayed for any photos used.

- **Enterprise Content Management (ECM) System Project:** An agreement with the State of Washington to accept the \$30,000 grant to help fund the Enterprise Content Management System is moving forward for City Council approval. Last week, the newly formed ECM Steering Committee met and were tasked with making recommendations to the City Manager about the design and framework of the ECM system, developing the scope of work and project timeline, and finalizing 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.

- **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

- **Sound Transit Conditional Use Permit:** Sound Transit submitted conditional use permit materials in late September for a determination of complete application. The application was deemed incomplete on October 18. Reasons for the determination include the need for security and site lighting information (especially off-site spill over and glare), proposed site plan improvements (at the same scale as existing improvement site plans) and site specific geotechnical information when there are sensitive slopes and significant cut or fill activities.
- **Mountlake Terrace Transit Center Interim Parking Lot:** A pre-application conference request has been submitted for the proposed interim temporary parking lot for the former Roger's Market site. This parking would replace the more than 200 parking spaces at the existing Community Transit Park and Ride that contractor staging will displace during early work in the Transit Center upper surface parking lot.
- **Sound Transit Office:** Sound Transit is proceeding with plans to open an office in the city. A building permit application has been submitted to make tenant improvements (TI) to more than 19,000 square feet of space on the third floor of the Redstone Building (6100 219th St SW). This is the same building where the interim City Hall is located. The value of the TI (building permit only) is listed at \$300,000. Additional permits, such as plumbing, electrical and mechanical, will also be needed.
- **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.

- **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

- **50th Birthday:** The Recreation Pavilion turns 50 and we want you to come celebrate it with us! Tuesday, November 20 from 4-7 p.m. join in on the fun! Official cake cutting and ceremonial words will be at 6 p.m. Stay tuned for additional information which will include door prizes, games, and free swimming!
- **Espresso Special of the Week:** Next week at the Recreation Pavilion espresso stand, the special of the week will be Pumpkin Pie White Chocolate Mocha. October 29-November 4, enjoy a 16oz version of this delicious fall treat and receive \$.50 off.
- **New Dog Obedience Class to Begin:** Puppygarten for puppies 8-16 weeks old is a beginning course that will cover basic obedience such as sit, down, come and walking on leash. It meets Thursdays in the Jungle room from 7:00-8:00 p.m. and will run November 1-December 13 (class will not meet November 22). Registration is currently open online or in person at the Recreation Pavilion. The instructor is Certified Professional Dog Trainer, Caren Malgesini. New sessions of all levels of the Dog Obedience classes will begin in January 2019.

- **Swimming Instruction:** A new session of weekend swimming lessons begins this weekend October 25, 26 and 27. Registration for Mountlake Terrace Residents began Wednesday October 24 and open registration started Thursday, October 25 and will remain open until November 10 and 11. This will be the final weekend session of 2018. There will be one more Weekday Session for Monday/Wednesday or Tuesday/Thursday that will run from November 12 and 13 to December 12 and 13 registration for this session will be November 7 and 8.
- **Pool and Room Rentals:** Pool and Room Rentals are available during the weekends for those special family gatherings or end of season team events. There are several room choices that can be rented throughout the day. Rooms can be rented before or after pool rentals. Options for pool rentals include a half pool rental for smaller parties or full pool rentals for larger ones. Contact the Recreation Pavilion for availability and booking at (425)776-9173.
- **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 current 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 current session begins October 29 and runs until winter break December 22.
- **Winter Dance Concert:** MLT Dance Academy students are preparing for their Concert at the MLT High School 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
- **Child Care:** The next half-day and non-school day are coming up November 9 and 12. Care is available for each. Children will play games and do activities throughout the day. Call (425) 776-9173 to register.
- **Racquetball Reservations:** The racquetball courts at the Pavilion have newly refinished floors and can be reserved up to a week in advance. Court rentals can be done online or by calling (425) 776-9173.
- **Tree Lighting Ceremony:** The Annual Tree Lighting Ceremony is scheduled for Friday, December 7 at the Evergreen Playfield Complex. Parks and Public Works crews will climb the tower to mount and test the well-known tree in November. Park and Facilities crews are blowing and cleaning the area in preparation for the event. Volunteers from the Tour de Terrace, the Recreation Park Advisory Commission and the Neighborhood Park Improvement Subcommittee will assisted with the event.

- Garden Club Cleans Up Entry Sites:** The Mountlake Terrace Garden Club began the fall cleanup of entry sites throughout the city this week. The Mountlake Terrace Garden Club is a volunteer-based community group that for over 20 years has annually planted flowers and maintained seven different sites throughout the city. If you are interested in joining the garden club or just helping out please visit their website at: <http://www.mltgardenclub.com/> or contact Parks and Facilities Superintendent Ken Courtmanch at (425)776-1811 or kcourtmanch@ci.mlt.wa.us.
- Girl and Eagle Scout Project:** Girl Scout 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 a new swing set to be installed at Terrace Creek Park to keep the "Candy Cane" theme. The troop taped and masked the swing set and Carstar Collision donated a professional paint job to the set. The troop worked with staff to deliver it to be painted and the set has been received by the parks department. 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.



New swings for Terrace Creek Park

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

**Activity is updated first week of each month*

Significant Incidents

- On October 17 at 12:29 a.m., patrol responded to an assault in the 22400 block of 44th Avenue W. Investigation revealed the victim and suspect's sister have a child. The victim arrived at the residence to return/retrieve keys when he was attacked by the suspect, punched, bitten and scratched. The suspect also caused damage to his vehicle by kicking it repeatedly. The suspect was gone upon arrival and could not be located. Case referred to the city prosecutor.
- On October 17 at 3:30 a.m., patrol responded to a theft in progress in the 21200 block of 44th Avenue W. Upon arrival the suspect was located and surrendered the stolen items. The suspect was trespassed from the store.
- During the morning of October 17 patrol responded to multiple vehicle prowls and vehicle theft reports occurring overnight. Various property was stolen from the victim vehicles. Investigation continues.
- On October 17 at 8:17 p.m., patrol contacted an unconscious person in a vehicle in the 22000 block of 66th Avenue W. Narcotics paraphernalia was visible inside the vehicle. The suspect was arrested and found to be in possession of heroin. He was released pending additional investigation.
- On October 17 at 9:01 p.m., patrol responded to an assault in the 23300 block of 56th Avenue W. The victim was located on the ground, suspects were gone on arrival. Initial investigation indicates the victim was pointing a laser pointer at people and was assaulted multiple times. Additional information obtained revealed the victim may have armed himself with a knife and may have been more culpable than he was willing to admit.
- On October 18 at 11:35 a.m., patrol responded to a theft in the 5200 block of 238th Street SW. The victim stated someone in her home stole her wallet and made several unauthorized purchases using her credit card. Investigation continues.
- On October 18 at 9:24 p.m., patrol responded to a display of a firearm in the 22000 block of 64th Avenue W. The victims stated they were walking home when the suspects stopped next to them in a vehicle, displayed the firearm, laughed and drove to Rainier Cannabis. An area check for the suspects was negative. Investigation continues.
- On October 19 at 12:06 a.m., patrol responded to a domestic disturbance in the 23900 block of 60th Avenue W. Upon arrival the homeowner stated his son's girlfriend was intoxicated, lost her temper and began to destroy his property. He stated the suspect broke windows and damaged doors, then left on foot. The suspect was located after a successful area check. Due to injuries and intoxication she was taken by aid to the hospital. Case referred to the city prosecutor.
- On October 19 at 12:30 a.m., patrol responded to a theft in the 22800 block of 44th Avenue W. The victim stated the suspect took multiple bottles of alcohol and fled. An area check was negative. Suspect information obtained, investigation continues.

- On October 20 at 2:04 a.m., patrol contacted a suspicious person in the 21200 block of 44th Avenue W. He was subsequently arrested for warrants. A search of his person incident to arrest revealed that he was in possession of heroin and a variety of merchandise he had stolen moments prior to his detention. The suspect was booked at the Snohomish County Jail for the crimes and warrants without incident.
- On October 20 at 12:21 p.m., patrol contacted a subject in the 6000 block of 244th Street SW. He was subsequently arrested for multiple warrants. He was transported to the Snohomish County Jail where booking was denied due to drug use.
- On October 20 at 4:00 p.m., patrol responded to a vehicle theft/kidnapping complaint in the 6300 block of St. Albion Way. Washington State Patrol had previously recovered the vehicle and believed the passenger to have been kidnapped. Investigation revealed the suspect to be known to the family and stayed temporarily at the residence. The suspect took the family vehicle without permission, however the passenger, child of the vehicle owners, left voluntarily with the suspect. Case referred to WSP for additional investigation.
- On October 20 at 9:05 p.m., patrol responded to a suicidal subject with a firearm in the 22100 block of 60th Avenue W. Upon arrival patrol observed two males in the garage. They were identified as having a step father/son relationship. The victim stated his mother (who had left prior to patrol's arrival), was suicidal and had armed herself with a gun. The son said he successfully took the gun from her and she went outside. He said he followed to try and talk to her. Moments later his step father started yelling at him from the garage. The son said he went back to the garage and his stepfather tried to shoot him. He said he immediately physically engaged the suspect in a fight over the gun. During this the suspect attempted to shoot the son a second time. The victim was able to wrestle the gun away. The suspect was arrested. The female was later located at a nearby bar and committed to the hospital for a mental evaluation. The suspect was booked at the Snohomish County Jail for 1st degree assault. Detectives responded and executed a search warrant on the residence for evidence. Investigation continues.
- On October 21 at 11:10 a.m., patrol responded to an assault in the 6000 block of 244th Street SW. The suspect and victim were observed fighting by staff. Upon arrival they were located in a room. Both had injuries, but were uncooperative. The suspect was arrested for the crime and booked at the Snohomish County Jail without incident.
- On October 21 at 12:45 p.m., patrol responded to a theft report in the 4300 block of 212th Street SW. Upon arrival the victim and an Everett officer were on scene. The Everett officer stated he arrested a subject found in possession of a large amount of stolen alcohol from the store, which the subject was intending to sell on the streets. Video surveillance confirmed the crime. The suspect was booked at the Snohomish County Jail without incident.
- On October 21 at 9:27 p.m., patrol responded to a hit and run/malicious mischief in the 6600 block of 244th Street SW. The victims stated people broke into the facility through a fence to avoid paying admission to an event. Security had located a vehicle involved and attempted to

detain it. The suspect then struck two security officers and fled the area by driving over a golf course causing several thousand worth of damage. The suspect vehicle was later located abandoned. A suspect was identified. Investigation continues.

- On October 22 at 1:17 a.m., patrol responded to an assault in the 6200 block of St. Albion Way. The victim stated his wife attempted to break into his residence and when confronted tried to hit him. The suspect was located nearby. She admitted to hitting her husband in response for the manner in which he behaved at her place of work recently. She was arrested and booked at the Lynnwood Jail for the crime without incident.
- On October 22 at 9:32 p.m., patrol responded to a fraud complaint in the 24000 block of 50th Place W. The victim stated she had been in a relationship with a subject over the internet for the past three years. During this time she has sent him approximately \$100,000. She is now without money and owes the IRS a large sum. Investigation continues.
- On October 22 at 11:15 a.m., patrol responded to a disturbance in the 21400 block of 52nd Avenue W. Upon arrival the victim stated her adult drug-addicted daughter was in her residence causing a disturbance despite being trespassed previously. The daughter was arrested for the offense, medically cleared and booked at the Snohomish County Jail without incident.
- On October 22 at 7:24 p.m., patrol responded to a suicidal subject in the 5500 block of 214th Place SW. Investigation revealed the subject was suicidal and attempted to arm himself with a knife. A witness was able to keep him from the knife until police arrived and placed him into handcuffs. The subject was transported to the hospital via aid, during which time he bit an officer on the elbow. Post hospital clearance the subject was booked for assault 3 without incident.
- On October 23 at 10:24 p.m., patrol responded to a disturbance in the 5200 block of 238th Street SW. Investigation revealed a fight occurred over a bicycle. One of the subjects contacted had a warrant for her arrest. She was arrested and found to be in possession of narcotics. She was booked at the Snohomish County Jail without incident.

Detective Unit Update

- Cases Assigned
 - 18-16513 Burglary
 - 18-16610 Death Investigation
 - 18-16620 Fraud
 - 18-16687 Fraud
 - 18-16743 Missing Person
 - 18-16818 Theft
 - 18-16842 Weapons Violation
 - 18-16925 Kidnapping
- Cases Cleared
 - 18-15303 Fraud
 - 18-16578 Assault
 - 18-15981 Burglary
 - 18-16315 Theft

Significant Cases:

- Detectives were called back to duty for a theft/kidnapping investigation and an assault 1st degree with a firearm investigation during this period.
- Detectives apprehended the suspect in a purse snatching incident after posting on Washington's Most Wanted.
- Detectives have identified a suspect in a recent armed robbery who is currently listed as Washington's Most Wanted "Top Fugitive."

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.
- Traffic enforcement in areas as requested, 48th & 65th.
- Outreach materials are being distributed when appropriate.
- Traffic emphasis in school zones. School liaison officers are making their school visits.
- Coffee With the City
- Sergeant Pickard spent some time at the Recreation Pavilion.

Code Enforcement Property of the Week

On July 9, 2018, Code Enforcement observed what appeared to be multiple junk vehicles, with junk and debris on the west side of a property, located near the 6600 block of 225th Place SW. After follow up, Code Enforcement documented the conditions, and issued civil notice of violation to the adjacent property 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.2 - (Motor vehicles belonging to persons other than a resident may not be stored on a property outside a fully enclosed structure), 8.15.050.F - (Leaving vehicles unattended on blocks, jacks, ramps or otherwise elevated above the ground is prohibited), and 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). On October 23, 2018, Code Enforcement returned to the location and noted all vehicles have been removed from the driveway, and the property was now free of junk and debris.



Other Items of Interest

- Several officers attended department range qualifications.
- Commander Haynes and Sergeant King attended the Washington State Fusion Center Crime and Safety Conference.
- Sergeant Pickard attended DICO Biohazard Exposure training at South County Fire & Rescue headquarters.
- Officer Brecht attended pre-supervisor training.
- Command developed a timeline for completing tasks in preparation for 2019 re-accreditation.
- Chief Wilson attended a Police Chief forum sponsored by the Washington Cities Insurance Authority discussing the impact of I-940, police use of deadly force and criminal liability, and training requirements associated with this initiative.
- Chief Wilson attended the SERS Budget Subcommittee meeting.

NEWS RELEASES

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

MARK YOUR CALENDARS

- 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