

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

November 30, 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 on **Monday, December 3, 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) Oath of Office for Interim Police Chief Pete Caw; (2) Economic Alliance Snohomish County Annual Report Presentation; (3) Approval of Professional Services Agreement for West Coast Code Consultants, Inc., for Plan Review and Inspection Services; (4) Adoption of 2019-2020 Biennial Budget Ordinance; (5) Public Hearing and Adoption of Creekside Meadows Preliminary PUD and Preliminary Plat; (6) Public Hearing and Adoption of Water Utility Rate Ordinance; and (7) Public Hearing and Adoption of Amendment to Impact Fees Ordinance.

The City Council's next meeting is a Work/Study Session **Thursday, December 13, 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) Review of Revisions to Wireless Telecommunication Facilities Code Amendments Including Small Cell Wireless Regulations; (2) Review of Main Street Revitalization Project Bids; (3) Review of 2018 Third Quarter Police Department Report; (4) Review of Contract with FreeDoc for Implementation of Laserfiche Enterprise Content Management System; (5) Review of 2019 Professional Services Contract with the Johnston Group for Federal Lobbying Services; and (6) Review of 2019 Professional Services Contract with Gordon Thomas Honeywell Governmental Affairs.

### **COMMUNITY MEETINGS AND EVENTS**

- **Town Center Plan Open House – December 4:** The public is invited to attend an open house on Tuesday, December 4 at 6:00 p.m. at Mountlake Terrace Library (23300 58<sup>th</sup> Avenue W). The city's volunteer Economic Vitality and Town Center Task Force has been meeting since April as part of the process to update the city's Town Center Plan. The Task Force is reviewing draft updates to the Plan and this open house is intended for the public to have an opportunity to review the draft Plan and provide comments and feedback. **On Monday, December 17,** the City Council will hold a special joint meeting with the Task Force and Planning Commission at the Mountlake Terrace Library beginning at 6:00 p.m. to discuss recommended updates and receive the public's input to date.

Beginning in January of 2019, the Planning Commission will begin holding work/study session followed by public hearings for additional input from the community. The Planning Commission will forward a recommend on the Plan for review and planned adoption by the City Council. For meeting information or questions, visit our website at [www.cityofmlt.com/1936](http://www.cityofmlt.com/1936) or contact Community and Economic Development Director Christy Osborn at [cosborn@ci.mlt.wa.us](mailto:cosborn@ci.mlt.wa.us) or Assistant City manager Stephen Clifton at [sclifton@ci.mlt.wa.us](mailto:sclifton@ci.mlt.wa.us) or (425) 744-6209.

- **Tree Lighting Ceremony – December 7:** Sincere thanks to Mountlake Terrace Plaza for sponsoring the 2018 Tree Lighting Ceremony scheduled for Friday, December 7 at 6:30 p.m. The event takes place at Evergreen Playfield and will feature local school choir students, a visit from Santa Claus and cookies and cocoa served by our stalwart Tour de Terrace volunteers. Mountlake Terrace Plaza held a grand reopening in August and recently won an Evergreen Award for their transformation. We appreciate their generous donation and support of our community!
- **Candy Cane Park Ribbon Cutting Event December 8:** Join us on Saturday, December 8 at noon for a ribbon cutting event on the new swing set at Terrace Creek “Candy Cane” Park. The park is located at 23200 48<sup>th</sup> Avenue West and the project included numerous scouts, their parents and a donation from Carstar Collision. See more information about the project in the Recreation Updates below.
- **Gateway Plaza Design Open House December 11:** The Recreation and Parks Advisory Commission (RPAC) will host a community meeting for public input into the design of the Gateway Plaza at 7:00 p.m. at the Mountlake Terrace Library (23300 58<sup>th</sup> Avenue W). The Gateway Plaza is adjacent to Sound Transit’s Mountlake Terrace Light Rail Station on the corner of 236<sup>th</sup> and the new street just east of the I-5 offramp. The city has contracted with Otak to design the Gateway Plaza. Aptly named, this plaza will serve as a “gateway” to Snohomish County (as Mountlake Terrace is the first stop in Snohomish County for light rail) as well as the gateway to Mountlake Terrace for people exiting light rail at the station. This approximately 2,000 square foot hardscaped area can serve as a welcoming area for passengers to take a moment to wait for their train or a ride home. Otak will present three conceptual designs for participants to assess and provide feedback that makes this site distinctly Mountlake Terrace.
- **Coffee with the City December 12:** 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 228<sup>th</sup> Street SW on Wednesday, December 12, 2018 from 6:00-7:00 p.m. in the Jungle Room.

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

- **Civic Campus Redevelopment Open House:** An online [comment form](#) for the new Town Center Park/Plaza located at the Civic Campus adjacent to the new City Hall now under design is available for the community to provide input. Over 60 residents attended a public open

house November 14 to view a presentation and drawings by ARC Architects on a final concept/scheme for the new City Hall and Police Station addition. Immediately afterward, the Recreation and Parks Advisory Commission meeting held a special meeting with the public in attendance for a presentation by Landscape Architects MacLeod Reckord on three concepts related to the public gathering space also known as Town Center Park/Plaza.

The new City Hall will be built on city-owned property located at the northeast corner of the Civic Campus at 232<sup>nd</sup> Street and 58<sup>th</sup> Avenue West and the Police Station addition is included as part of the project. For more information about the project, please visit [www.cityofmlt.com/1922](http://www.cityofmlt.com/1922) or contact Assistant City Manager Stephen Clifton at (425) 744-6209 or [sclifton@ci.mlt.wa.us](mailto:sclifton@ci.mlt.wa.us).

- **City Happenings:** The December issue of the city newsletter was mailed on Wednesday, November 28. The feature article is City Awarded \$1 Million for Evergreen Playfield. Updates on the Town Center Plan Open House, Transportation Master Plan and Shoreline Master Program are also included. Other highlights include the Evergreen Awards, Winter Fitness Programs at the Pavilion, Trunk or Treat photos and Tree Lighting Ceremony.
- **Website Redesign:** The Steering Committee has been asked to meet with departments for input on the redesign elements and design and will meet on December 3 to discuss. The goal of the new website is to improve navigation, make information easier to locate, and provide more convenient project updates. A refreshed design with new photos, graphics, color scheme are included as part of the project. The new website is anticipated to be ready in early spring of 2019.
- **Lodging Tax Funds:** The Lodging Tax Advisory Committee is meeting on Wednesday, December 5 to review applications and make a recommendation to the City Council for funding 2019 events/programs. The Council is expected to take action to allocate the funds in January.
- **Record Management:** The Enterprise Content Management (ECM) Steering Committee met this week to review contract documents with FreeDoc. In addition, the Committee discussed subject matter expert roles, scanner needs, user license allocations, project timeline, and training. The contract with FreeDoc is scheduled for approval at the December 17 City Council meeting. In addition, the Public Records Officer has met with all city departments to discuss the records inventory project that must be completed by mid-January. This project is a critical first step to identifying paper and electronic records in order to build the ECM system that will be launched by the end of May in 2019.

### **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Pre-application Conference Requests Continue:** To date, 19 pre-application conference applications have been submitted. The most recent requests are for:
  - A 15-lot formal plat of a 4.47 acre parcel on 214<sup>th</sup> Street SW. The site is vacant, but contains wetland buffers and the 100-foot wide PUD transmission lines easement. The proposal

includes a rezone from RS 8400 to RS 7200. A boundary line adjustment would precede the plat action to add more land to the subject site by shifting a property line;

- The interim temporary parking lot for Sound Transit, which is to be located on the former Roger's Market site, at 23120 56<sup>th</sup> Avenue W. The proposal is to create more than 200 temporary parking spaces on the 2.14 acre site while Sound Transit constructs temporary parking closer to the Transit Center on 236<sup>th</sup>. Includes demolition of the existing building, site lighting, and a larger commuter bus shelter on 56<sup>th</sup>.
- **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 219<sup>th</sup> St SW). This is the same building where the interim City Hall is located. The value of the work is listed at \$300,000. Additional permits, such as plumbing, electrical and mechanical, will also be needed.
- **Terrace Station:** Construction progress on the site is rapidly connecting the new roadway with 236<sup>th</sup> 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.

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

- **Main Street Revitalization Project:** The construction contract for Phase 1 of the Main Street Revitalization project is out for bid with the bid opening scheduled for early December.

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

- **Tree Lighting Ceremony:** The Annual Tree Lighting Ceremony is scheduled for Friday, December 7, 6:30 p.m., at the Evergreen Playfield Complex. Parks and Public Works crews will climb the tower to set up 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.
- **Restroom Maintenance:** Some of the park restrooms have been closed for maintenance. Repairs to be addressed include vandalism repair, painting, plumbing and fixture replacements.
- **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 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.

At the same time Eagle Scout Candidate Jared Popelka was interested in a park project for his Eagle candidacy and submitted a project to assist with the installation. Park staff removed the

old swing set and worked with Jared to install on Sunday November 18. Jared worked with approximately 25 volunteer Boy Scouts and Parents to complete the installation then returned to hang the swings on November 25. Jared and the Girl Scouts are planning a Ribbon Cutting for **Saturday, December 8 at 12:00 p.m.** and will be recognized at a Council meeting in January.



- **Winter Dance Concert:** Saturday, December 8 at 1:00 p.m. at the Mountlake Terrace High School Theater, MLT Dance Academy students will perform Jazz, Ballet, Pointe, Hip Hop, and Tap. The littlest Creative Dancers will charm you for sure. Adult classes are also participating in Tap, Jazz and Flamenco! Tickets are \$9 and available at the door. The box office opens at noon. For more information about the concert and joining our Academy or Quarterly dance programs contact Chloe Davenport at (425) 640-3107 or [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us). Don't miss this warm and festive community event!
- **Racquetball Tournament:** The next Racquetball Tournament is Saturday, December 15. Singles and doubles are available for men and women. Registration deadline is Monday, December 10. For more information or to register call (425) 220-0685 or email [donna.trimstra@frontier.com](mailto:donna.trimstra@frontier.com).
- **Youth Employment Opportunities:** The youth programs at Mountlake Terrace are hiring for one ¾ time Preschool Lead Teacher. For more information or to [apply click here](#).
- **Prize winners:** Results from the Pavilion's 50<sup>th</sup> birthday coloring and drawing contest are 5-year-old Evelyn, 7-year-old Emma, and 9-year-old Quinn. They won the coloring/drawing contest held at the 50<sup>th</sup> Birthday Party Celebration.

- **Espresso Special:** Next week, stop by the Recreation Pavilion espresso stand and receive \$.50 off a 16oz Peppermint Mocha or Hot Chocolate. This special will run December 3 - 11.
- **Winter Break:** There is still space available for winter break child care December 26-28 and January 2-4. For more information or to register, call (425) 776-9173.

**POLICE DEPARTMENT UPDATES**

Activity Year-to-Date								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Month</i>								
<i>YTD</i>	2030	3391	468	246	34	88	39	137

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

**Significant Incidents**

- On November 21, 2018 at 2:07 a.m., patrol stopped a vehicle for equipment violations in the 6200 block of 220<sup>th</sup> Street SW. The driver and passenger were subsequently arrested for outstanding warrants. A search of the passenger incident to arrest revealed that he was in possession of methamphetamine and narcotics paraphernalia. The driver was declined booking and released. The passenger was booked at the Snohomish County Jail for the new crimes in addition to his warrants without incident.
- On November 21, 2018 at 10:09 a.m., patrol responded to a mail theft in the 21700 block of 53<sup>rd</sup> Avenue W. The victim noticed several outgoing bills were missing from his mailbox. In addition, he noticed several mailboxes open in the area. Other residents in the area later reported mail thefts. Investigation continues.
- On November 21, 2018 at 10:52 p.m., patrol attempted to stop a vehicle for registration violations in the 6400 block of 219<sup>th</sup> Street SW. The driver failed to yield for a couple minutes while driving very slowly. The vehicle accelerated and officers initiated a brief pursuit until it was terminated by the duty supervisor. Investigation continues.
- On November 22, 2018 at 11:18 p.m., patrol responded to a malicious mischief complaint in the 22900 block of 57<sup>th</sup> Avenue W. The victim stated he heard noise outside his home and when he investigated he observed his former roommate armed with a hammer breaking out his vehicle windows. The suspect fled in his vehicle and was not located. Case referred to the prosecutor for charging.
- On November 23, 2018 at 11:36 a.m., patrol responded to a fraud complaint in the 4200 block of 224<sup>th</sup> Place SW. The victim said she was notified by her bank of suspicious activity on her checking account. Upon reviewing her account, she noted unauthorized transactions. It

appeared her debit card had been previously compromised. No suspect information. Investigation continues.

- On November 23, 2018 at 2:13 p.m., patrol responded to a fraud complaint in the 5200 block of 220<sup>th</sup> Street SW. The victim reported he received notices from banks regarding accounts he did not open and was receiving phone calls from creditors for accounts he did not open. Investigation revealed his financial identity was stolen. No suspect information. Investigation continues.
- On November 23, 2018 at 8:54 p.m., patrol responded to a malicious mischief complaint in the 24100 block of 48<sup>th</sup> Avenue W. The victim stated he gave a woman a ride to a nearby residence and while stationary in his vehicle a subject began to strike his car with a bat. Several windows were broken in addition to other damage being done. The suspect fled prior to police arrival and was not located. Suspect information exists. Investigation continues.
- On November 24, 2018 at 2:46 p.m., patrol responded to a harassment complaint in the 21300 block of 48<sup>th</sup> Avenue W. The victim stated her abusive ex-boyfriend and father of her child had been sending her text messages threatening to damage her property and cause her other problems. Case referred to prosecutor for review.
- On November 24, 2018 at 3:24 p.m., patrol responded to a burglary report in the 22700 block of 39<sup>th</sup> Avenue W. The victim reported her residence was broken in to over Thanksgiving. Forced entry to the residence was made via a back door and the residence was ransacked. Unknown if property was stolen due to the mess. Investigation continues.
- On November 25, 2018 at 12:48 a.m., patrol responded to an assault in the 4300 block of 212<sup>th</sup> Street SW. The victim stated he observed a male in a vehicle accosting a female walking in the parking lot and intervened. He engaged in a verbal altercation with the suspect who intentionally struck him with his vehicle then fled. Investigation continues.
- On November 25, 2018 at 8:32 p.m. patrol responded to suspicious persons in the 4600 block of 242<sup>nd</sup> Street SW. Upon arrival two subjects were located. Investigation revealed a no-contact order was issued prohibiting contact between the two. The male subject also had multiple warrants for his arrest. He was arrested and booked at the Snohomish County Jail for the new offense in addition to the warrants without incident.
- On November 26, 2018 at 3:40 a.m., patrol responded to a warrant subject in the 22200 block of Highway 99. Upon arrival the subject was confirmed to have a warrant for her arrest. She was arrested and booked at the Lynnwood Jail without incident.
- On November 26, 2018 at 7:37 a.m., patrol responded to a burglary report in the 4300 block of 212<sup>th</sup> Street SW. Entry to the business was made by breaking a window. Nothing appeared to have been stolen. There is no suspect information. Investigation continues.
- On November 26, 2018 at 10:30 a.m., patrol responded to a burglary report in the 21000 block of 44<sup>th</sup> Avenue W. Upon arrival the victim stated the business was broken into overnight.

Entry was made by breaking a window. Several items were stolen. The business was processed for evidence. There is no suspect information. Investigation continues.

- On November 26, 2018 at 5:52 p.m., patrol responded to a domestic assault in the 4000 block of 224<sup>th</sup> Place SW. The victim stated he and his son were recently involved a physical confrontation over the use of his video game console. During the fight the juvenile attempted to choke him, struck him in the head and attempted to arm himself with a knife. Investigation revealed the male to have been previously diagnosed with mental issues and had not been taking his medication. He was committed at Swedish Hospital for a mental health evaluation. The assault charge was referred to the prosecutor for review.
- On November 27, 2018 at 3:48 a.m., patrol observed a known subject loitering in a parking lot located in the 21200 block of 52<sup>nd</sup> Avenue W. Officers confirmed that there was a warrant for her arrest, contacted and arrested her. A search incident to arrest revealed that she was in possession of narcotics paraphernalia. She was booked at the Snohomish County Jail without incident.
- On November 27, 2018 at 12:20 p.m., patrol responded to a fraud complaint in the 23300 block of 53<sup>rd</sup> Avenue W. The victim stated he was contacted via Craigslist by the suspect who sent him checks, which he deposited into his account and sent proceeds back to the suspect. He was later notified the checks were fraudulent and was out the money he sent to the suspect. There is no suspect information.
- On November 27, 2018 at 4:09 p.m., patrol responded to a burglary report in the 6000 block of 219<sup>th</sup> Street SW. The victim stated the suspect entered his residence and stole several items. Unknown how entry was made. No suspect information. Investigation continues.
- On November 27, 2018 at 11:50 p.m., patrol stopped a vehicle for equipment violations in the 23700 block of 56<sup>th</sup> Avenue W. Investigation revealed the driver to be unlicensed and have a warrant for his arrest. He was arrested and booked at the Lynnwood Jail without incident.

#### **Detective Unit Update**

- Cases Assigned
- 18-18288 Fraud
- 18-18401 Missing Person
- 18-18407 Eluding
- 18-18426 Humane
- 18-18460 Child Abuse
- Cases Cleared
- 18-18142 Fraud
- 18-18215 Missing Person
- 18-8916 Robbery

#### **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), Creekside Church and marijuana dispensaries.

- Traffic enforcement in areas as requested, 44<sup>th</sup>, 214<sup>th</sup>, LVD, 48<sup>th</sup> & 65<sup>th</sup>.
- Outreach materials are being distributed when appropriate.
- Traffic emphasis in school zones. School liaison officers are making their school visits.

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

On November 14, 2018, Code Enforcement received an anonymous complaint of junk vehicles stored on a property located near the 23900 block of 60<sup>th</sup> Avenue W. When Code Enforcement arrived, they observed two junk/inoperable vehicles, with one of the vehicles parked on an unimproved surface. Code Enforcement issued a civil notice of violation for the following; 8.15.050.B.1-(All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure), 8.15.050.B.2-(Motor vehicle's belonging to a person other than a resident may not be stored on a property outside a fully enclosed structure) and 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface). Code Enforcement will continue to follow up until the vehicles are repaired, licensed, properly parked or removed.



### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- December 7, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 8, 12 Noon, Candy Cane Park Ribbon Cutting Event, Terrace Creek Park
- December 8, 1:00 p.m., Winter Dance Concert, MLT High School
- December 11, 7:00 p.m. Gateway Plaza Design Open House, MLT Library
- December 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace