

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 14, 2018

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor Pro Tem and Councilmembers:

Mayor Jerry Smith passed away at home in his sleep following the December 13 City Council meeting. Mayor Smith had been on the Mountlake Terrace City Council since 2002, serving as Mayor since 2004.

No one can deny that Mountlake Terrace is far better for his years of service, including his role in youth sports, Tour de Terrace, the Senior Center and much more. My condolences to the family.

CITY COUNCIL MEETINGS

The City Council's next meeting is a Special Joint Meeting with the Planning Commission and the Economic Vitality & Town Center Task Force on Monday, December 17, 2018 beginning at 6:00 p.m. in the Mountlake Terrace Library, 23300 58th Avenue W. The City Council agenda includes: (1) Joint Meeting with the Planning Commission and Economic Vitality & Town Center Task Force; (2) Approval of Contract with Compulink Management Center, Inc. for the purchase and implementation of the Laserfiche Enterprise Content Management System; (3) Award Construction Contract for the 220th Adaptive Signal Project; (4) Adoption of 2018 Budget Amendments; (5) Approval of 2019 Professional Services Agreement with The Johnston Group for Federal Lobbying Services; (6) Approval of 2019 Professional Services Agreement with Gordon Thomas Honeywell Governmental Affairs; (7) Approval of Interlocal Cooperation Agreement with Edmonds School District for Electronic Reader Board Sign; (8) Public Hearing and Adoption of Stormwater Comprehensive Plan; (9) Award of Construction Contract for Main Street Revitalization Project; and (10) Adoption of State Business License Ordinance.

The City Council's next meeting is a Work/Study Session **Thursday, January 3, 2019** 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) Election of Mayor Pro Tem for 2019; (2) Sound Transit Light Rail Update; (3) Review of Revisions to Wireless Telecommunication Facilities Code Including Small Cell Wireless Regulations; (4) Review of Lodging Tax Advisory Committee 2019 Funding Recommendation; (5) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions; and (6) Quarterly Discussion and Update of City Council Goals.

COMMUNITY MEETINGS AND EVENTS

- **Economic Vitality and Town Center Task Force:** The Economic Vitality and Town Center (EV&TC) Task Force conducted their 11th meeting on Wednesday, December 12. Topics discussed included a follow-up discussion about the December 4, 2018 Town Center Subarea Plan Open House, responses to comments from the public and task force regarding the Draft Town Center Subarea Plan, and a discussion related to future refinements/revisions to Town Center Plan. At the conclusion of the meeting, the Task Force expressed support to forward the draft Town Center Subarea Plan to the Planning Commission, with an understanding that amendments would be made to the plan prior to formally submitting it to the Commission in 2019.

The December 17, 2018 City Council meeting will take place in the Mountlake Terrace Library beginning at 6 p.m. A portion of the Council agenda includes a joint meeting with the Planning Commission for the purpose of hearing a presentation on the Draft Town Center Subarea Plan. This will be followed by a question and answer period.

- **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 took place at Evergreen Playfield and featured 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:** Saturday, December 8, about thirty people attended a ribbon cutting event for the new swing set at Terrace Creek “Candy Cane” Park. The park is located at 23200 48th Avenue West and the project included numerous scouts, their parents and a donation from CARSTAR Collision.
- **Gateway Plaza Design Open House December 11:** The Recreation and Parks Advisory Commission (RPAC) hosted a community meeting for public input into the design of the Gateway Plaza at 7:00 p.m. at the Mountlake Terrace Library (23300 58th Avenue W). The Gateway Plaza is adjacent to Sound Transit’s Mountlake Terrace Light Rail Station on the corner of 236th and the new street just east of the I-5 off-ramp. 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 presented three conceptual designs for participants to assess and provide feedback that makes this site distinctly Mountlake Terrace.
- **Coffee with the City January 9:** 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, January 9, 2019 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 232nd Street and 58th 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 or contact Assistant City Manager Stephen Clifton at (425) 744-6209 or sclifton@ci.mlt.wa.us.

- **Website Redesign:** The Project Team held a meeting with CivicPlus to discuss design preferences. In the next month, the new website will have a draft layout and color scheme. Meanwhile Department Coordinators have received a site map and must update all content prior to March 1. In March, all of the current content will be migrated to a new site with the anticipated launch date in late April.
- **Lodging Tax Funds:** The Lodging Tax Advisory Committee met on Wednesday, December 5 to review applications and make a recommendation to the City Council for funding 2019 events/programs. The Committee requested additional information from the applicants and met again on December 13 to form their recommendation. The Council is expected to review their recommendation on January 3 with formal allocation tentatively scheduled for January 7.
- **Record Management:** The contract with Compulink Management Center/Laserfiche 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. The inventory 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

- **Creekside Meadows development proposal approved:** The preliminary plat and planned unit development of Creekside Meadows will create 56 single-family lots, with homes, on a 9.9 acre site located at 7011 226th Place SW. Planning Commission recommended approval to City Council on November 26. The residential neighborhood proposal was approved by City Council following a public hearing on December 3. Public testimony included concerns about

increases in traffic volume, traffic safety, and potential impacts to abutting property owners with respect to construction work on steep slopes. Special studies evaluated and addressed possible mitigation during construction, assuring slope stability. Street design and traffic standards will be met as well. The proposal can now proceed to the civil construction phase.

- **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 Street 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 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.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES)

- **Main Street Revitalization Project:** Bids for construction of Phase 1 of the Main Street Revitalization project were opened. Of seven bids received, one was below the engineer's estimate. Staff reviewed the bids and recommended that the City Council, at the December 17 meeting, move to award the contract for the Main Street Revitalization Project Phase I in the amount of \$9,057,386.14 to Interwest Construction, Inc., and authorize the City Manager to execute the contract, and assign project acceptance authority to the City Engineer.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Swimming Lesson Registration:** Pre-registration is available for weekday classes and will take place Friday, Saturday and Sunday. Swimming lessons end this week and will resume the week of January 7. Registration for Mountlake Terrace residents will take place December 19 and will open to everyone on December 20. Registration remains open until the third lesson of the series. Swimming lesson sessions will begin on January 7 for Monday Wednesday lessons; January 8 for Tuesday, Thursday lessons, January 11 for Friday lessons, January 12 for Saturday and January 12 for Sundays.
- **Winter Break Schedule:** The week of December 17-21 will follow the regular drop in schedule with added time for lap lanes. Lap lanes will be available from 4:30 to 9:30 p.m. Monday through Thursday. The winter break schedule begins on December 22, 2018. The schedule is available online at <http://www.cityofmlt.com/531/> or in the lobby of the Recreation Pavilion. There are added Recreation Swims from 1:15-2:45 p.m. during the weekdays. There are also extra evening Recreation Swims on Wednesday, December 27 and Thursday, December 28 and January 3 from 4:45-6:15 p.m. The Pavilion will have a late start on December 26 and earlier closing times on the December 23, 26 and 27. For the bulk of the schedule, the start times will be as usual. There are no swimming lessons scheduled during the time from December 17, 2018 to January 6, 2019.

- **Safety Courses During Winter Break:** Aquatics will offer a Lifeguard Training Course, it will be in the blended learning format where part of the class is online and the physical skills are in water. There is a swim skills pre-course test that must be completed before the first day of class. This course will run from December 17-21 from 4:30-8:30 p.m. Registration is available online at www.mltrec.com. For questions contact the pavilion at (425)776-9173. For anyone with a current Lifeguard Training Certification, there will be a Lifeguard Review course on December 22 and 23 from 9 a.m. to 2:30 p.m. This course is all on site and will recertify Lifeguards for two more years. For information call (425)776-9173. To register online go to www.mltrec.com or call.
- **Adult and Pediatric CPR/AED and First Aid:** Classes will be held on Friday, December 28 from 4:30-6:30 p.m. This is a blended learning format class. Participants must complete the online portion before attending the skills session. Register online at www.mltrec.com or call (425)776-9173.
- **Winter Dance Concert:** 110 dancers performed a sold out show at the Mountlake Terrace High School Theater last Saturday the December 8. Dancers ages 3.5 to 68 presented 24 numbers in a variety of styles including Ballet, Pointe, Jazz, Tap, Hip Hop, Irish Step, Creative Dance and Flamenco. This semi produced community event included full lighting and stage usage with costumes borrowed from the Dance Academy closet. All the student performers presented themselves with grace and confidence. Dance Director Chloe Davenport is very proud and inspired by the dedication and commitment these students show and the caring instruction and creativity her staff bring to the department. If you're interested in participating in dance programs, registration is open for the Dance Academy's second semester and all quarterly dance classes beginning in January. You can contact her at (425) 640-3107 or cdavenport@ci.mlt.wa.us.
- **Fitness Programs:** Did you know that physical activity helps fight the winter blues? We have so many choices in our fitness department. Find the instructor and activity that's right for you by dropping in to classes. When you discover the one you love, register for a session for the best hourly rate. Our Yoga and Tai Chi instructors are all long standing with a dedicated following. Come find out why their regulars come back every time. New on staff we have Danny Horovitz teaching Strong by Zumba on Saturday mornings and Jamie Neill teaching Core de Force Live on Monday nights. Both of these classes are conditioning classes that focus on strength building and cardiovascular fitness. Christy Oliver is teaching Therapeutic Stott Pilates for the morning 'larks' at 6:00 a.m. Wednesdays and also on Tuesday evenings. Zumba Classic and Silver Sneakers are also offered at various times during the week. Visit www.mltrec.com and use our interactive [Craze pdf](#) page 14 to view the options.
- **Youth Employment Opportunities:** The Recreation Pavilion is looking to hire one ¾ time Preschool Lead Teacher. For the complete job description and to apply visit </Jobs.aspx?UniqueId=101&From=114>
- **Early Release Friday, December 14:** Space available at MLT and Madrona sites for early release care. To register call (425)776-9173.

- **Parent's Night Out:** Friday, December 21 from 6:30-9:30 p.m. Get your last minute holiday shopping done or just a night out without the kids. Sign your child up for a night of swimming, pizza, movies and more. To register, call (425)776-9173.
- **Winter Break:** Space available all days, December 26-28 and January 2-4. Children will swim, play games and do various activities. To register call (425)776-9173.
- **Espresso Special:** Next week, the Recreation Pavilion Espresso special will be and an Eggnog Latte. Come in December 17-23 and receive \$.50 off a 16oz.
- **Tree Lighting Ceremony:** The Annual Tree Lighting Ceremony, sponsored by Mountlake Terrace Plaza, was held Friday, December 7 at the Evergreen Playfield Complex. Public Works crews installed and tested the tree the last week of November. Park and Facilities crews cleaned the area as well as painted and cleaned restrooms in preparation for the event. Volunteers from the Tour de Terrace, the Recreation Park Advisory Commission and the Neighborhood Park Improvement Subcommittee assisted with the event. Between 500 and 600 people were in attendance as The Jazz group "Four of a Kind" performed to start the event off followed by elementary school choirs and an appearance by Santa.
- **Restroom Maintenance:** Some of the park restrooms have been closed for maintenance. Repairs to be addressed include vandalism repair, painting, as well as plumbing and fixture replacements.
- **RPAC Holds Open House:** The Recreation and Parks Advisory Commission (RPAC) held an open house on December 11 to discuss possible concepts for a Gateway Plaza. Residents were able to see preliminary concepts for the plaza to be located at I-5 and 236th Street SW, and offer input to possible designs. There will be another opportunity for input in January 2019.
- **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 for the project.

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.

A ribbon cutting was held Saturday December 8 at 12:00 noon with representatives from the Girl Scout Troop, the Boy Scouts, CARSTAR Collision, City Council and city staff. The Troop and Jared will be recognized at a Council meeting on January 7.



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>	2193	3587	505	268	35	98	41	140

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

Significant Incidents

- On December 5 at 1:25 p.m., patrol took a theft report in the 22700 block of 56th Avenue W. The victim reported items were taken from his carport. Later in the day the victim's property was observed for sale on a local website. Patrol attempted to facilitate a transaction, however the suspect did not show. Suspect information exists and investigation continues.
- On December 5 at 2:24 p.m., patrol responded to a sex assault report in the 4400 block of 212th Street SW. The victim explained while attending a Halloween party in October she was sexually assaulted by the resident. A second attendee was also assaulted by the same subject, which was previously reported. Investigation continues.
- On December 5 at 3:14 p.m., patrol responded to an assault report in the 4200 block of 221st Street SW. The victim said known subjects confronted her while walking home regarding previous gossip allegations. The victim was punched in the face and her property was intentionally broken by the suspect. Case referred to the prosecutor's office for filing.
- On December 6 at 1:47 a.m., patrol stopped a vehicle for speeding in the 22700 block of 56th Avenue W. Investigation revealed the passenger to have multiple warrants for her arrest. She was arrested for the warrants and found to be in possession of drug paraphernalia and heroin. She was booked at the Snohomish County Jail without incident.

- On December 6 patrol responded to a hit and run collision report in the 23600 block of 56th Avenue W. The victim was able to provide the suspect's vehicle license. The suspect was later located and admitted to leaving the scene. Charges pending additional investigation.
- On December 6 at 9:36 a.m., patrol responded to a harassment report. The victim reported she believed she was conversing online with a friend and sent sexually explicit photographs of herself; the victim later learned the friend's account was compromised and she was sending photographs of herself to an unknown person. The suspect threatened to post the photographs online if she did not continue to provide additional pictures. Investigation continues.
- On December 7 at 3:41 p.m., patrol responded to a theft report in the 22000 block of 66th Avenue W. The victim reported upon returning to his business he observed a suspicious person exiting who appeared to be concealing stolen property. He realized his iPad and other property was taken and gave chase. The suspect was able to elude apprehension.
- On December 7 patrol responded to a theft report in the 5800 block of 225th Place SW. The victim said sometime overnight suspect(s) went into his fenced backyard and stole his property. There is no suspect information, investigation continues.
- On December 8 at 11:56 p.m., patrol stopped a vehicle for displaying a stolen license plate in the 3900 block of 228th Street SW. Investigation determined the subject to be driving the vehicle as the suspect and she was cited for possession of stolen property.
- On December 8 at 7:45 a.m., patrol responded to a theft report in the 4800 block of 243rd Street SW. The victim stated suspect(s) entered his carport and stole his property. There is suspect information, investigation continues.
- On December 9 at 12:21 a.m., patrol responded to a fraud report in the 5900 block of 237th Street SW. The victim reported he discovered his rental property was listed for rent on Craigslist by someone other than himself. Investigation continues.
- On December 10 at 3:04 a.m., patrol contacted a suspicious vehicle in the 22800 block of 44th Avenue W. Upon identifying the occupant it was discovered she had a warrant for her arrest. She was arrested and custody was transferred to the Bellevue Police Department.
- On December 10 at 3:53 p.m., patrol stopped an occupied stolen vehicle in the 20400 block of 44th Avenue W. The driver was arrested and booked at the Snohomish County Jail without incident. The vehicle was returned to its owner.
- On December 10 at 1:33 p.m., patrol stopped a vehicle for erratic driving in the 4600 block of 244th Street SW. Investigation revealed the driver to be DUI. He was arrested, processed and booked at the Lynnwood Jail for the crime.

- On December 10 at 3:17 p.m., patrol contacted a subject in the 19300 block of 44th Avenue W. The subject had multiple warrants for his arrest. He was arrested and booked at the Snohomish County Jail without incident.
- On December 10 at 9:23 p.m., patrol responded to a theft report in the 4000 block of 212th Street SW. The victim stated a subject who was staying at her residence stole personal property and was holding the property ransom. The suspect is well known to local law enforcement, investigation continues.
- On December 11 at 11:35 a.m., patrol responded to a burglary report in the 21500 block of 48th Avenue W. The victim reported his storage shed was broken into and property was stolen. The suspect(s) accessed the shed by breaking the door lock. No suspect information, investigation continues.
- On December 11 at 2:43 p.m., patrol attempted to stop a vehicle for moving violations in the 23200 block of 56th Avenue W. The vehicle failed to yield and when the siren was activated the vehicle fled in a reckless manner in an attempt to elude the officer. The officer did not pursue the suspect. Investigation continues.

Detective Unit Update

- | | |
|-----------------------------|------------------------|
| • Cases Assigned | • Cases Cleared |
| • 18-18883 Burglary | • 18-12200 Fraud |
| • 18-18727 Traffic Offenses | • 18-14924 Robbery |
| • 18-18941 Sex Offense | • 18-18460 Assault |
| • 18-19024 Harassment | • 18-18444 Fraud |
| • 18-19099 CPS | • 18-15467 Theft |
| • 18-18983 Theft | • 18-15523 Sex Offense |
| • 18-18987 Sex Offense | |

Detectives are working with federal prosecutors in preparation for an upcoming trial.

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, 44th, 214th, Lakeview Drive, 48th & 65th. Emphasis on school zones, 54/228 and 52/220.
- Outreach materials are being distributed when appropriate. Officer Shin purchased some food for a hungry individual.
- School liaison officers are making their school visits. Officer O'Hagan was able to aid in the capture of an Edmonds PD homicide suspect due to rapport with a student who knew him.
- Extra patrol in high drug use/activity locations.

Code Enforcement Property of the Week

On September 18, 2018, Code Enforcement received a forwarded complaint from patrol involving property debris, inoperable vehicles parked on unimproved surfaces, unsanitary conditions, and fire hazards located near the 23200 block of 65th Place W. Upon follow up, Code Enforcement observed an inoperable vehicle, a vehicle parked on an unimproved surface, and exercise equipment, water heater and miscellaneous debris stored in the front yard.

Weeks later Code Enforcement fielded multiple complaints of debris in the back yard as well, vehicles blocking driveways in the cul-de-sac possibly associated with the above property. Code Enforcement issued civil notices for the following; 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), 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface), 8.15.040.E-(Building and construction materials accumulations, stacks, or piles of building or construction materials not associated with a current in-progress project including metal, wood, wire, electrical or plumbing materials in disarray or exposed to the elements on the property), 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).

Code Enforcement was contacted by property management, and the property concerns were addressed. On November 28, 2018, Code Enforcement noted the exercise equipment, debris and junk vehicle had been removed from the property, and majority of the debris removed from the backyard. Code Enforcement will continue to monitor.



Other Items of Interest

- Public Safety Testing facilitated a promotional exam for Sergeant.
- Target Zero Team hosted an awards event where Mountlake Terrace staff were acknowledged for their participation in the program.
- Staff attended the annual Tree Lighting festival. Photos are of Officer Shin racing with several kids at the event.



- Officer Marshall took his Oath of Office:



NEWS RELEASES

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

MARK YOUR CALENDARS

- January 9, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace