

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 21, 2018

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor and Councilmembers:

CITY COUNCIL MEETINGS

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) Review of Revisions to Wireless Telecommunication Facilities Code Including Small Cell Wireless Regulations; (3) Review of Lodging Tax Advisory Committee 2019 Funding Recommendation; (4) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions; (5) Quarterly Discussion and Update of City Council Goals; and (6) Discussion of Process to Fill City Council Vacancy.

The City Council's next meeting is on **Monday, January 7, 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) Girl Scout and Eagle Scout Recognition; (2) Update from Snohomish Health District; (3) Approval of Interlocal Agreement with Participating Agencies and US Department of Agriculture for the 2019-2023 Waterfowl Management Program; (4) Public Hearing and Adoption of Revisions to Wireless Telecommunication Facilities Code Amendments Including Small Cell Wireless Regulations; and (5) Adoption of Lodging Tax Advisory Committee 2019 Funding Recommendation.

COMMUNITY MEETINGS AND EVENTS

- **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 was approved 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

- **Economic Vitality and Town Center Task Force:** The December 17, 2018 City Council meeting took place in the Mountlake Terrace Library beginning at 6 p.m. A portion of the Council agenda included a joint meeting with the Planning Commission for the purpose of listening to City staff and consultant team present an overview/highlights of the Draft Town Center Subarea Plan as recommended to the Planning Commission by the Economic Vitality and Development Task Force. The Economic Vitality and Town Center Task Force was invited to attend the meeting.

Bill Trimm, contractor for the City of Mountlake Terrace, provided a broad overview of the Town Center Plan update process which included:

- Background information, existing conditions and identifying the issues
- Outreach, e.g., Task Force public open houses and visual preference survey
- Visioning: guiding principles/ objectives

- Development of plan alternatives, i.e., Plan A, Plan B and Task Force preferred alternative
- Goals and Policies: relating to land use, circulation, urban design, and development incentives, and
- Potential implementation related to zoning and design standards.

As outlined during the presentation, next steps include:

City Staff Work Program:

- Updating Draft Town Center Subarea Plan
- Updating Town Center Planned Action Ordinance-Supplemental Environmental Review
- Preparing New Zoning Ordinance Incorporating Design Standards
- Department of Commerce-60 Day Review:
 - Subarea Plan
 - Zoning Ordinance

Planning Commission:

- Review Subarea Plan
- Review New Zoning and Design Standards
- Review Economic Vitality Element
- Conduct Open Record Hearing on Concurrent Plan and Zoning Ordinance
- Recommend to City Council

Following the presentation, City Council and Planning Commission liaisons to the Economic Vitality and Town Center Task Force spoke about the overall process from their perspective.

- **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. The 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 the City Council approved award of the contract for the Main Street Revitalization Project Phase I at its December 17 meeting in the amount of \$9,057,386.14 to Interwest Construction, Inc.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Winter Dance Concert:** 110 dancers performed a sold out show at the Mountlake Terrace High School Theater Saturday December 8. Performers ages 3.5 to 68 presented 24 dances in a variety of styles including Ballet, Pointe, Jazz, Tap, Hip Hop, Irish Step, Creative Dance and Flamenco. This semi-produced, community event included professional lighting and sound on stage with costumes borrowed from the Dance Academy closet. All the performers presented themselves with grace and confidence. Dance Director Chloe Davenport is very proud and inspired by the dedication and commitment these students and volunteers show to the dance department and the caring instruction and creativity her staff bring to the community. 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.
- **Espresso Special December 26-30:** Next week at the Recreation Pavilion espresso stand, the special of the week will be White Christmas Mocha. December 26-30, enjoy a 16oz version of this delicious winter time treat and receive \$.50 off.
- **Swimming Lesson Registration:** Registration for swimming lessons opened to Mountlake Terrace Residents on Wednesday, December 19 and to everyone on Thursday, December 20. Registration can be done either online or in person. Swim lesson schedules are available online at <http://www.cityofmlt.com/529/Swim-Instruction> or can be picked up in the Recreation Pavilion Lobby. To create a new account, go to www.cityofmlt.com/373/Recreation and follow the directions. Or go to the Apple App Store or Google Play to download the DASH App. The lessons will begin on January 7 and 8, for weekday lessons and January 11, 12 and 13 for weekend lessons. For anyone unsure of what level to place their children in, Aquatic staff will conduct a swim skill evaluation for correct placement. Contact the Recreation Pavilion at (425)776-9173.
- **Winter Break Schedule:** The modified winter break schedule begins on Saturday, December 22, 2018. The schedule is available online at <http://www.cityofmlt.com/531/Pool-Schedule> 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, 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 December 23, 26 and 27. For the bulk of the schedule, the start times will be as usual. There are no swimming lessons scheduled through January 6, 2019.

- **Fitness Programs:** 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 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.
- **Quarterly Dance Programs:** For all those little dancers inspired to twirl, wiggle and skip to the music we have Quarterly Creative Dance mid-day after pre-school. Children should be 3 by the class start date. Our next session begins Thursday, January 10 at 12:45 p.m. Adult / Teen Tap, Ballet, Jazz, Flamenco and Salsa all start up again in the week of January 7. Whether you're interested in being part of our future performances or just want to have fun and stay fit in class you're welcome to join our Adult/Teen classes. Get registered now or give the gift of dance and register your loved one. Visit www.mltrec.com and use our interactive Craze pdf page 14 to view the options.
- **Academy Dance Classes:** Academy dance classes are taking a winter break December 24 – January 6. However, first semester isn't over yet! It continues until the fourth week of January and then second semester begins right away on January 28. Second semester is open for registration. Thanks to Ms. Tiffani, one of our new and fabulous teachers we've been able to add some new classes to the schedule. Beginning Lyrical and Teen Hip Hop will have their first class of the school year on Saturday, February 2. All other classes are a continuation and will build on what the kids have learned since September. Dancers interested in joining the program can take a trial lesson to be sure they're where they need and want to be. If you'd like to join you don't have to wait till January 28. Start January 7 and get first semester pro-rated at the same time you register for second semester. For more information, visit www.mltrec.com/435/Academy-classes, or for placement contact Chloe Davenport (425) 640-3107, cdavenport@ci.mlt.wa.us.
- **Giving Tree:** A shout out to the parents in the Kids Krew programs for helping out three families from the "Pioneer Counseling Services." They were able to get all the gifts that the families asked for. These gifts help families in need. Thank you to all the families who supported this program.
- **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 www.cityofmlt.com/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.
- **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.
- **Jack Long Park "Little Free Library":** Girl Scout Troop Leader Amy Wiskerchen, with the help of the Mountlake Terrace Community Foundation, has installed a "Little Free Library" at Jack Long Park. The libraries are small lending libraries installed at various areas and monitored by local groups. Currently there are a few throughout Mountlake Terrace including one at Bicentennial Park and Fire Fighters Park. The new Library at Jack Long Park will be monitored by Amy and her Girl Scout Troop 40060.



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 12, 2018 at 12:51 a.m., an officer responded to the 4100 block of 227th Place SW for a malicious mischief complaint. The reporting party told the officer that a loud noise was heard outside and when they went outside to investigate, they found one of their vehicles had been vandalized with a window broken out and two tires slashed. They did not see anyone around the vehicle.
- On December 12, 2018 at 7:07 p.m., an officer was dispatched to a vehicle theft at the church in the 22000 block of 48th Avenue West. The reporting party had called because a trailer from the church's parking lot had been stolen. The trailer contained about \$5000 worth of camping supplies and youth activity equipment. The officer was given a list of the items contained in the trailer and was told no one had seen the trailer since November 22, 2018.
- On December 12, 2018 at 9:53 p.m., officers responded to a disturbance at the Lakeside Apartments. A neighbor was reporting some yelling coming from another apartment. Officers located the source of the disturbance and spoke with a female. The female admitted that she had been having a verbal argument with her boyfriend and the boyfriend told the officers nothing physical happened. He told officers they were both in finals week and not handling the stress very well.
- On December 13, 2018 at 1:49 a.m., officers responded to the 6600 block of 235th Street SW. for a suicide with a weapon. A female was reporting that her boyfriend had just committed suicide with a gun while in her presence. Officers found the male deceased in a downstairs bedroom from a gunshot to the head. The medical examiner and chaplain both responded to the scene.
- On December 13, 2018 at 10:56 a.m., officers responded to a home in the 21300 block of 52nd Avenue West for a verbal domestic. The couple at the home told the officers that nothing physical occurred. They were arguing about personal documents that neither could locate but both needed. The male decided to leave for the day and let things cool down.
- On December 13, 2018 at 3:55 p.m., an officer recovered a stolen vehicle in the 5900 block of 244th Street SW. The vehicle had been stolen out of King County and was towed at the owner's request.
- On December 14, 2018 at 9:08 a.m., Mountlake Terrace Patrol Officers were dispatched to a bomb threat at 1st Security Bank – 6920 220th Street SW. The threat had come in to their email system at 8:07 a.m. and the building had been evacuated prior to officers arriving. The on-call Washington State Patrol Bomb Squad Sergeant was contacted and he explained that it was consistent with several other bomb threats nationwide and the FBI is investigating. The bank management chose not to have a bomb dog search the building. A walk through with officers and bank managers yielded no suspicious objects.
- On December 14, 2018 at 5:11 p.m., Mountlake Terrace Patrols were investigating a suspicious circumstance involving someone transferring property from a semi-truck into a U-Haul

trailer. A subject that was contacted had a nationwide extradition warrant for a sexual offense and was arrested.

- On December 14, 2018 at 11:47 p.m., an Edmonds Patrol Officer reported shots-fired over the radio. A “help-the-officer” call was initiated by dispatch. The Edmonds Officer then reported an active-shooter situation and requested mutual aid. Mountlake Terrace patrol units responded to help. Mountlake Terrace patrol units assisted with a high-risk traffic stop with a suspect vehicle and provided scene security for a short time. Edmonds Police investigation determined that a homicide had occurred.
- On December 15, 2018 at 1:29 a.m., a male reported to police that he had been robbed while walking down the road in the 5100 block of 240th Place SW. The victim alleged that two masked men got out of a vehicle and surrounded him. The suspects began taunting and harassing him. The suspects started asking the victim what he had in his pockets. This placed the victim in imminent fear of assault so he handed the suspects his wallet. No weapon was used or implied in this incident. No assault occurred. The suspects fled in a vehicle. Investigation on-going.
- On December 15, 2018 at 11:59 p.m., officers on routine patrol stopped a vehicle at 64th and 220th for failing to stop at a red traffic signal. The driver displayed signs of intoxication and was placed under arrest for DUI. The subject was taken to the Lynnwood Jail, he was allowed to speak to an attorney and given a breath test which he failed. The subject was booked for DUI and cited for failing to stop.
- On December 16, 2018 at 3:01 a.m., officers responded to the Studio 6 for a theft report. The victim was reporting that he met a girl through an online dating website. They went on a date and returned to the Studio 6 at approximately 12:30 a.m. At around 2:30 a.m. the victim said he woke up and found his debit and credit cards, as well as his cell, phone were stolen and his “date” was missing. Investigation continues.
- On December 16, 2018 at 11:09 a.m., an officer took a theft report from a resident in the 23300 block of Cedar Way. The victim was reporting that she had ordered some items online and they had been shipped to her home. She was not home when FedEx delivered the items and when she returned to her home they had been taken.
- On December 16, 2018 at 11:14 p.m., officers were dispatched to a domestic violence incident at a home in the 4300 block of 236th Street SW. The female and male at that home had been arguing about their dog. Nothing of a physical nature that would arise to an arrest situation occurred. The couple were counselled and they were given a domestic violence pamphlet with their case number.
- On December 17, 2018 at 12:09 a.m., an officer stopped a vehicle for having a license that expired in 2016. The driver was run through the system during the stop and came back with a license that was suspended. The driver also had a felony warrant for Possession of a Controlled Substance. The driver was cited for driving with license suspended (DWLS) and booked on the \$5000 warrant at the Snohomish County Jail.

- On December 18, 2018 at 1:10 a.m., an officer responded to a residence in the 4900 block of 241st Street SW for a report of a missing person. A husband was reporting that his wife usually came home by 6:30 p.m. but she had not returned and he was unable to contact her on her cell phone. He told the officer his wife has admitted to being depressed and was also anxious about some medical news her sister was dealing with. The officer completed a database form so the information could be entered into the system.

Detective Unit Update

- | | |
|-------------------------------------|-------------------------------------|
| • Cases Assigned | • Cases Cleared |
| • 18-19438 Death Investigation | • 18-19204 Harassment |
| • 18-19519 Dangerous dog | • 18-18864 A/C |
| • 18-19245 Suspicious | • 18-18727 Fail to Obey |
| • 18-19377 Death Investigation | • 18-18617 Burglary |
| | • 18-18560 Burglary |
| | • 18-18699 Death Investigation |
| | • 18-16610 Death Investigation |
| | • 18-15941 Death Investigation |
| | • 18-15679 Death Investigation |
| | • 18-18407 Eluding |
| | • 18-18288 Fraud |

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, LVD, 48th & 65th. Emphasis on school zones, 54/228 and 52/220.
- Outreach materials are being distributed when appropriate.
- School liaison officers are making their school visits.
- Extra patrol in high drug use/activity locations.

Code Enforcement Property of the Week

On November 15, 2018, Code Enforcement received a complaint regarding a property near the 4000 block of 226th Place SW involving debris and trash accumulations in the driveway. Code Enforcement verified the complaint, and noted there was a junk vehicle in the driveway covered by a tarp. Code Enforcement issued a notice of violation in accordance with 8.15.040.I – (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), and 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). On December 14, 2018, Code Enforcement returned to the location and noted all trash and debris had been removed, and the junk vehicle was recovered. Code Enforcement

will continue with the civil process until the property is compliant with the City's nuisance ordinances.



Other Items of Interest

- The top three sergeant candidates were interviewed by the command staff this week.
- Command staff also had interviews with three possible new hires this week.

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