

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 28, 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:** ARC Architects have progressed the building massing to a point they feel it meets the goals of the city. Building model and base files have been posted to consultants so that they can hit the ground running after the holiday break.

ARC has updated the layout of public restrooms to ensure that there are enough amenities to accommodate guests during public events. In order to design a floor layout that is as efficient as possible, a building form design change has been made which straightens/squares the outer walls of the office portion of City Hall; site plans will need refinement due to updating building footprints related to this change.

As designed, the approximate square footages of City Hall and the Police Station Addition are 18,222 sq. ft. and 3,100 sq. ft. respectively. Additionally, ARC is proposing to replace the earlier designed gable roof forms on the office portion with a series of shed roof forms (simpler structure and more cost effective) that reduce the amount of wall/siding area. City staff is currently reviewing and the city must approve the proposed modification before redesign of the office portion.

- **Town Center Plaza (TCP) Masterplan:** Macleod Reckord is in the process of refining a design related to TCP Option 2 and estimates being able to present a final concept in early February that is hopefully within budget (preliminary cost estimating exercise is underway). There are several milestones for the TCP project (e.g. defining an on-budget design and city approval for an additional amendment related to design drawings and construction). The goal is to eventually combine the TCP and City Hall/PD projects into one bid (still assuming the bid package will have the General Contractor split the costs into two separate line items). The current schedule has these two project timelines meeting at bidding. There would be a cost/time savings in combining these.
- **Website Redesign:** The city 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.
- **Records Management:** The contract with Compulink Management Center/Laserfiche was approved at the December 17 City Council meeting. 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 at 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 hearing an overview/highlights of the Draft Town Center Subarea Plan as recommended to the Planning Commission by the Economic Vitality and Development Task Force.

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. The City Council approved award of the contract 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.mt.wa.us.
- **Espresso Special December 31-January 6:** Next week at the Recreation Pavilion espresso stand, the special of the week will be Arctic Mocha. December 31-January 6, enjoy a 16oz version of this delicious winter time treat and receive \$.50 off.
- **Parent Night Out:** On Friday, December 21, parents registered their children for late evening care to get last minute holiday preparations done. The children had a great time swimming and doing holiday activities. The next parent night out will be coming in the New Year!
- **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 December 28, and January 3 from 4:45-6:15 p.m. 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 through 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 $\frac{3}{4}$ time Preschool Lead Teacher. For the complete job description and to apply visit www.cityofmlt.com/Jobs.aspx?UniqueId=101&From=114
- **Winter Break:** Space is available all days, 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 19, 2018 at 1:45 p.m., an officer on patrol came upon a vehicle that had a registered owner with a driving status that was suspended. A traffic stop was conducted and during a check the driver was found to have a felony warrant. While being booked at the jail, the booking officer found heroin wrapped in tin foil in the suspect's sock. The officer located a small baggie of cocaine that the suspect left in the backseat of the patrol car. Additional drug charges were filed on the suspect as a result of the items located on him and in the car.
- On December 19, 2018 at 1:09 p.m., an officer was dispatched to the 23300 block of 56th Avenue West for a stolen vehicle report. The victim was reporting that a van was stolen from the back lot of his office. According to the victim, he checked with a neighbor who has video cameras and around 3:00 a.m., two subjects were seen driving the van away. The van was entered into the system as stolen with further investigation needed.
- On December 19, 2018 at 6:46 p.m., officers responded to the 5300 block of 244th for a disturbance. A resident of the home reported being threatened by other members of the house. The house manager told the officer that the victim is difficult and often starts arguments himself. Interviews were conducted with other house members and it was determined that there had been an argument but no threats were heard.
- On December 20, 2018 at 12:30 a.m., a 66-year-old male was discovered deceased by caregivers at an adult family home. No attempts at CPR were attempted by staff as the patient had a do-not-resuscitate order in place. Nothing suspicious was found.
- On December 20, 2018 at 8:45 a.m., an officer responded to an unwanted guest complaint in the 21400 block of 48th Avenue W. The situation involved the breakup of a relationship and the female wanted the male removed from the home. The male had already begun packing his belongings and left the residence without further incident.
- On December 20, 2018 at 8:48 p.m., officers responded to a court order violation in the 21300 block of 48th Avenue W. The victim was reporting that her ex-husband had violated the order by texting her several times with belittling comments. She is afraid that he will hurt her one day and that he is still angry over their breakup. The officer attempted contact with the suspect but was not able to connect. A citation for the violation of the "No Contact Order" was completed for submission to the court.

- On December 21, 2018 at 9:57 a.m., an officer responded to a home in the 23900 block of 56th Avenue W. for a theft complaint. The victim told the officer that she was scammed after responding to a Craigslist house rental ad. She went through the process of renting the house including wiring \$2,000 for the first and last month rent to a California bank. She then found out that the person posting the ad did not own the home, is now out of town and will not communicate with her. The victim never met with the suspect. Detectives will investigate.
- On December 21, 2018 at 1:51 p.m., an officer responded to the 21400 block of 52nd Avenue W., for a burglary report. The victim told the officer that he left his home around 9:00 a.m. and returned around 1:00 p.m. to find things out of place. The victim found \$200 in cash missing from his drawer and several items out of place in the home. There is no suspect information at this time.
- On December 22, 2018 at 1:02 p.m., an officer was dispatched to the 22400 block of 42nd Place West for a malicious mischief report. The victim was reporting that on several occasions, over the course of the past few days, someone had cut the wires on her Christmas lights. No one was seen or heard.
- On December 22, 2018 at 5:55 p.m., an officer responded to a report of a physical domestic which occurred at the Red Dragon Casino. The victim was currently at the King County Sheriff's office in Shoreline. She recounted a series of incidents that included being chased, grabbed by the suspect, locked in the car, injured in a hit-and-run in Edmonds and finally escaped from the suspect by running from the vehicle and the suspect in Shoreline where she was found by officers. During the interview it was learned that the suspect had been arrested by Seattle Police for DUI. Charges for assault Domestic Violence (DV) and unlawful imprisonment will be forwarded to the court.
- On December 23, 2018 at 2:41 a.m., officers responded to a 9-1-1 call of a female crying in the background. With the assistance of the language line, it was learned that a physical domestic had occurred at the Andorra North Apartments. The female told the officer that her intoxicated boyfriend had become upset when she questioned why he had come home so late. She told the officers that he had kicked her in the stomach and pushed her off the bed causing her pain. The boyfriend was arrested and booked at the Lynnwood Jail for assault 4 DV.
- On December 23, 2018 at 10:47 a.m., an officer responded to the 22800 block of 58th Avenue W. for a theft report. The victim was reporting that there were gifts missing that he had placed under his Christmas tree. He told the officer the items were placed under the tree on December 17, 2018 and several people had been in and out of his home during that time. The victim is estranged from his wife, who has drug problems, and his son had friends over to the home. The victim did not want to give the wife's personal information and he was told that by not doing so it would hinder the investigation.
- On December 23, 2018 at 12:10 p.m., officers took a sexual assault report at the Police Station from a homeowner that lives in the 6500 block of 225th Place SW. The reporting party told officers that his girlfriend's child had been 'touched' by an adult male they had living in their

home. They have told the suspect he can no longer live at the home and believe he has gone to his parent's home. Detectives are investigating.

- On December 24, 2018 at 2:02 a.m., an officer responded to a DUI on the I-5 NB off ramp at 220th Street. The officer found a vehicle with a male subject stopped in the right turn lane of the exit and slumped over the wheel. The subject was checked and obviously under the influence. After failing some voluntary field sobriety tests the subject was placed under arrest for DUI and transported to the Lynnwood Police Department jail for a breath test and booking. After providing a breath sample that was nearly twice the legal limit the subject was cited and booked at the jail. During the booking process LPD staff located a pill in the right coin pocket of the suspect's pants. The pill ended up being a drug that the suspect did not have a prescription for and he was charged for that offense as well.
- On December 24, 2018 at 3:42 a.m., officers responded to a domestic dispute at a home in the 3600 block of 224th Place SW. The male was calling because his girlfriend was being physical and throwing things out the front door. The female was calling because the male had locked her out of the home. Both subjects were intoxicated and had been drinking while watching the Seahawk game at a local bar. The argument had started when the male had left his wallet home and the female had to pay their bar bill. Both parties stated that nothing physical had occurred. The male decided to spend the night elsewhere and each were given DV resource pamphlets.
- On December 24, 2018 at 10:26 a.m., an officer took a burglary report from a resident who is remodeling a home in the 21700 block of 52nd Avenue W. The victim was reporting that numerous tools, fixtures and appliances were stolen from the home. Neighbors were contacted and no one had seen anything that morning.
- On December 25, 2018 at 9:31 a.m., officers responded to a disturbance at the Jackson Shell Station at 66th and 220th Street SW. The clerks were reporting that a male subject wanted to pay for gas with a \$50 bill. When the clerk began checking the bill (standard procedure) to make sure it wasn't counterfeit, the male subject became upset. The yelling escalated to a threat to shoot the clerk. No weapons were seen and the subject left heading east bound on 220th. The clerk just wanted the incident documented in case the subject returned and caused any further problems.
- On December 25, 2018 at 12:34 p.m., an officer responded to a vehicle theft report in the 23300 block of 53rd Avenue W. The victim was reporting that his 2013 Dodge Ram pickup was stolen during the night. A neighbor who was up late wrapping gifts said that around 2:30 in the morning she happened to look out and see someone get into the truck. She was unable to provide much of a suspect description.
- On December 25, 2018 at 7:37 p.m., officers responded to a domestic assault in the 5300 block of 240th Street SW. A couple visiting the home had been in an altercation. During the visit the female had become abusive towards her boyfriend and struck him several times in the face causing a split lip. The boyfriend then left the gathering to go home leaving the girlfriend behind. The female was asked to leave by the homeowner and she responded by hitting him in

the face causing an injury to his lip. The female was arrested for domestic violence assault and was booked at the Snohomish County Jail.

Detective Unit Update

- | | |
|------------------------|---------------------------|
| • Cases Assigned | • Cases Cleared |
| • 18-19396 Harassment | • 18-14076 Theft |
| • 18-19975 Sex Offense | • 18-19099 Sex Offense |
| | • 18-18334 CPS |
| | • 18-17488 Hit & Run |
| | • 18-16601 Sexual Assault |
| | • 18-18883 Burglary |

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.
- School liaison officers are making their school visits.
- Extra patrol in high drug use/activity locations.

Code Enforcement Property of the Week

On December 12, 2018, Code Enforcement followed up to a parking complaint involving a brown Honda Accord with front end damage, stored on a public street. The vehicle was located at 23600 block of 58th Avenue W. Code Enforcement issued a correction notice, and tagged the vehicle in accordance with 10.10.190 – (Storing vehicles on a public street), and 10.10.230 – (Abandoned inoperable vehicles prohibited on public right of way). On December 18, 2018, Code Enforcement returned to the location and noted the previously issued correction notice and chalk marks were intact, indicating the vehicle had not moved. Code Enforcement determined the vehicle was in violation of the ordinances. Towing was dispatched, and the vehicle was impounded and towed.



Other Items of Interest

- Photo from a Mountlake Terrace High School staff vs Lynnwood staff charity basketball game. The event raised \$370 for the Washington Kids in Transition organization, which helps provide basic needs for homeless children in Washington. Officer O'Hagan is in the front row with the headband and kneeling.



- Members of the SWAT team doing training at the Creekside Church Building.



- Last Friday we helped facilitate a connection between the SHAG retirement community and a local family. Below are some great pictures of this experience. Huge thank you to Officer Moss and Officer Froisland for bringing this community and the family to our attention. And thank you to Sergeant King, Officer Jones, Officer Brecht and A/C Officer McKee for taking time out of their day to make the season brighter for everyone involved.



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
- January 23, 6:00-8:00 p.m., Sound Transit LLE Open House, Ballinger Clubhouse
- January 30, 6:00 p.m., Boards and Commissions Recognition Event, Ballinger Clubhouse

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace