

CITY MANAGER'S WEEKLY REPORT

January 18, 2019

CITY COUNCIL MEETINGS

The City Council's next meeting is on **Tuesday, January 22, 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) Introduction of Snohomish County Prosecuting Attorney Adam Cornell; (2) Approval of Third Amendment to Office Lease with Redstone WA Property, LLC; (3) Adoption of Stormwater Comprehensive Plan Ordinance; and (4) Discussion of Council Salary Commission.

The City Council's next meeting is a Work/Study Session **Thursday, January 31, 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) Review of Professional Service Agreement for Economic Development Project with Bill Trimm; (2) Review of Professional Service Agreement With BHC Consulting LLC; (3) Review of City Departments Performance Measures for July-December 2018; (a) Recreation, Parks, and Property Management; (b) Community & Economic Development; (c) Public Works/Engineering Services and Operations; (d) Organizational Development; and (e) City Council/City Manager/Community Relations.

COMMUNITY MEETINGS AND EVENTS

- **“Beloved Community” – Tribute to Dr. Martin Luther King, Jr.:** Edmonds Center for the Arts and Edmonds Diversity Commission Member Donnie Griffin have programmed two January 21 events in our neighboring city in tribute to the legacy of Dr. Martin Luther King, Jr. These are multi-city events that the city of Mountlake Terrace supports. “Martin Luther King Jr. talked about a Beloved Community, where you do care, where you do respect and love your neighbors,” Griffin said. “In this premier event, we seek to encourage, engage and inspire the audience through avenues of song, spoken word and dance to be caring citizens by loving our neighbors as ourselves and promoting a community standard free of hatred, injustice and poverty.”

While the events will be held at Edmonds Center for the Arts (410 Fourth Avenue North), the goal is to involve neighbors from cities in North King and South Snohomish counties in both a free morning program for families, children and young people, and an evening tribute featuring dance, song and storytelling.

The evening program begins at 7:30 p.m. and includes Sound of the Northwest choral ensemble, storytelling from published author and inspirational speaker Dr. Gloria Burgess (an Edmonds resident), dance performances from Barclay Shelton Dance Center and Price Arts Dance, and featured vocalist Josephine Howell, a Pacific Northwest gospel, R&B and jazz singer.

The evening show is produced in partnership with the Edmonds Center for the Arts. General admission tickets are \$10; \$5 for students; and \$12 day of the event. The free morning program for children, youth and families will run from 10 a.m. to noon also at the Edmonds Center for the Arts. It will feature Kaleidoscope Dance Company and Northside STEP. Learn more or purchase tickets at <https://www.edmondscenterforthearts.org/events> or visit their Facebook page.

- **Gateway Plaza Open House, January 15:** Over 20 people from the community attended the open house hosted by the city of Mountlake Terrace on January 15. Three conceptual design options for the Gateway Plaza were presented by OTAK at the first open house in December. “This meeting focused on selection of styles, materials and options for furnishings including bench styles, sign options, and hardscape landscape materials, such as pavers or cast-in place concrete,” said Recreation and Parks Director Jeff Betz. All have their pros and cons. If anyone from the community would like to give input on the three decision points or find more information, please visit www.cityofmlt.com/1976/Gateway-Plaza. This input form will be active for about one week or until January 22, 2019.
- **Sound Transit Light Rail Stations and Guideway Open House January 23:** In preparation for a public hearing with the Mountlake Terrace Hearing Examiner, a public open house will be hosted by the city of Mountlake Terrace. This event will take place on Wednesday, January 23, 2019 from 6:30 – 8:30 p.m. at the Ballinger Clubhouse (Senior Community Center), 23000 Lakeview Drive. Public comment is encouraged and can be submitted at the meeting or until January 30, 2019. Opportunities for further public comment will also be available later in the process.

The city is currently conducting a land use review process to review construction of the Sound Transit Light Rail Station, project elements and guideway location. The public hearing is anticipated to be conducted in the spring of 2019.

Elements of the project will be located in and around properties within Mountlake Terrace. Site development information, construction staging and graphics will be provided. The city received application materials for the review of a Conditional Use Permit, Site Development Permit, and Reasonable Use Exemption on September 20, 2018; deemed a complete application December 18, 2018.

Further information will be provided as part of the ongoing public review process. Questions or comments can be directed to Christy Osborn, Community and Economic Development Director at cosborn@ci.mlt.wa.us (425) 563-8687, or at 6100 219th Street S.W., Suite 200, Mountlake Terrace, WA 98043.

- **Coffee with the City February 6:** 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, February 6, 2019 from 6:00-7:00 p.m. in the Jungle Room.

- **Winter Gala Dance & Fundraiser:** Saturday, February 16 from 6-9 p.m., MLT Dance Academy and ROCKSTARS Performing Company are hosting a dance for the whole family! This fun-filled, semi-formal dance at the Ballinger Park Clubhouse (23000 Lakeview Dr.) will include dance performances, ballroom dance lessons, party games, photo opportunities, desserts and an open dance floor! Get your tickets in advance starting Monday, February 4 at the Pavilion from a ROCKSTARS company member or on-line at www.mltrec.com/432/Dance-Programs. Tickets will also be available at the event; \$5 per person or \$10 for a family of up to four. All proceeds go towards the Dance Scholarship Fund. Each semester several dedicated dancers benefit from these funds who otherwise might not get to participate in our city's MLT Dance Academy program. Contact Dance Director Chloe Davenport for more information or to volunteer! (425) 640-3107, cdavenport@ci.mlt.wa.us. It's going to be a Ball!

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Records Management:** Staff have submitted records inventory material to the Public Records Officer for review. Staff reviewed tens of thousands of documents representing all records the city maintains, compiling types of records into an inventory. All levels of the organization were involved and together inventoried approximately 2,500 types of records, inventorying them from both a functional standpoint and associated Disposition Authority Numbers (DANs). The completed records inventory is the integral foundation for the implementation of the Enterprise Content Management System. While completing the inventory, staff have reorganized certain records, with the goal of reducing the physical space necessary to store them.



Results of the disposition of old records from the closet at Interim City Hall.

- **Enterprise Content Management (ECM):** The Project Kickoff Meeting was held on Thursday between FreeDoc and staff. Staff will be working with FreeDoc to prepare the Laserfiche software for implementation with staff training beginning in mid-February after initial components are installed and functional. Implementation of the ECM, in accordance with the Washington State Archives grant, must be completed by May 31, 2019.

- **Mountlake Terrace Seeks City Council Applicants:** The Mountlake Terrace City Council continues to seek applicants to fill the vacancy created after Mayor Jerry Smith passed away in December. Applications are available at www.cityofmlt.com/469 or at Interim City Hall located at 6100 219th Street SW #200. **Applications will be accepted through Tuesday, January 22, 2019 at 4:30 p.m.. Interviews will be scheduled for either Monday, February 4 or Saturday, February 9.** The date will be determined at the January 22 City Council meeting depending upon the number of candidates.

To qualify as a City Council candidate, interested parties must be at least 18 years of age, a United States citizen without any felony convictions, and a registered voter who has lived within the city for at least one year prior to the appointment. The term runs until the November 2019 election is certified and the appointee would need to stand for election in November 2019 to continue to serve for the remainder of the four-year term through December 31, 2021.

For more information, see the [news release](#) on the city's website or contact City Clerk/Community Relations Director Virginia Olsen at (425) 744-6206 or via email at cityhall@ci.mlt.wa.us.

- **Website Redesign:** In February, the city will get its first look at the new design concept for the redesigned website. Last week, a gray scale layout and color scheme was approved. Departments are working to update content prior to March 1 when the current content will be migrated to the new website. That process takes about a month and the city will see the new website in early April. The anticipated launch date is in late April to give departments time to make any final updates, test links and modules and ensure it is ready for the public.
- **Boards, Commissions, Committees Recognition Dinner:** The City Clerk's Office is working with Public Works Director "Chef" Eric LaFrance to plan a recognition dinner for its board and commission members as well as the Economic Vitality and Town Center Task Force volunteers. The event will take place on January 30 and due to limited funds, it is by invitation only.
- **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 the project estimate. 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.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Open House on Sound Transit Light Rail Project, January 23:** A public open house, hosted by the city of Mountlake Terrace, will be conducted on January 23, 2019 from 6:30 – 8:30 p.m. Construction of the Sound Transit Light Rail Station, project elements and guideway

location will be discussed. Additionally, public comment will be gathered. This public open house will take place at the Ballinger Clubhouse (Senior Center), 23000 Lakeview Drive.

The open house is part of a land use review process for the Sound Transit Lynnwood Light Rail Extension (LLE). Elements of the project will be located in and around properties within the city of Mountlake Terrace. Site development information, construction staging and graphics will be provided. The City received application materials for the review of a Conditional Use Permit, Site Development Permit, and Reasonable Use Exemption on September 20, 2018; deemed a complete application December 18, 2018. In preparation for a public hearing with the Mountlake Terrace Hearing Examiner, the City is currently conducting a land use review process. The public hearing is anticipated to be conducted in the spring of 2019.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Water Main Break on King/Snohomish County Line:** An old cast iron water main broke early in the morning of January 17 in Mountlake Terrace on the King/Snohomish County line (205th Street NE/244th Street SW) at 43rd Place W. The water travelled under the asphalt, undermining the road and resulting in two sinkholes.

Road closures included 244th Street SW between 45th Avenue W and Cedar Way in Mountlake Terrace, and 205th Street NE between 33rd and 37th Avenues in Lake Forest Park.

Crews made repairs to the water main on January 17, and paving was done today to restore the road, which was reopened for the Friday afternoon commute.



One large sinkhole resulted where the water main break occurred on the north side of the street; a second sinkhole was created on the south side of the street with the water main exposed.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Aquatics:** Mountlake Terrace will be hosting and participating in an American Red Cross Lifeguard Instructor/Instructor Trainer Recertification on Friday, January 18 from 2:00-7:00 p.m. This course is for Lifeguard Instructors (LGI) and Instructor Trainers (LGIT) to update their water skills and review the course in water content of the Lifeguarding course. Coordinators Roy Brooks, Mark Feeney and Chris Barker will be updating their LGI and Aquatic Supervisor Rose Ploeg will be updating her LGIT certification.
- **Schedule for Dr. Martin Luther King Jr. Day:** The Recreation Pavilion will run on the regular schedule on Monday, January 21. Swim Lessons will meet as normal.
- **Rubber Ducks:** The Recreation Pavilion has many rubber duckies to choose from. Stop by and pick up a Valentine's duck for your sweetheart.
- **Recreation Pavilion Espresso special:** Next week, the espresso special of the week will be London Fog. Order a 16oz and receive \$.50 off!
- **Quarterly Dance & Fitness Programs:** Physical activity helps fight the winter blues! Join any class anytime for a drop-in and when you find the one you love register for the best hourly price. To see our programs visit www.mltrec.com and use our interactive Craze pdf page 14.
- **Academy Dance Classes:** Second semester is coming up fast. Get registered now. Beginning Lyrical (ages 9+) and Teen Hip Hop (Ages 13+) 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 dancers have learned since September. Those interested in joining the program are encouraged to take a trial lesson to be sure they're where they need and want to be. For more information, visit www.mltrec.com/435/Academy-classes, or for placement contact Chloe Davenport (425) 640-3107, cdavenport@ci.mlt.wa.us.
- **Parent Night Out:** The next Parent Night Out is coming up on February 15 from 6:30 p.m.-9:30 p.m. Enjoy a night out for Valentine's Day while you children get to swim in the pool at the Pavilion, eat pizza, and play games and do activities. Registration is open now and is \$20 for residents, \$22 for non-residents. Call (425) 776-9173 to register or for more information.
- **Early Release and Non-School Days:** There is still space in the upcoming non-school and early release day child care programs. Upcoming non-school days are January 21 and 28 and early release day on January 25. To register call (425) 776-9173.
- **Racquetball Tournament:** The next racquetball tournament is Saturday, February 2. Registration is due by Monday, January 28. For registration information and tournament details visit <http://wa-mountlaketerrace.civicplus.com/DocumentCenter/View/1247/Racquetball-Tournament-Flyer?bidId=>

- **Fly Tying Class:** Chironomid fishing is one of the latest and fastest growing techniques in fly fishing today. Join us to learn what they are, how to tie them yourself, and how to fish them. Class runs on Thursdays in March from 6:00 p.m.-7:30 p.m. Call (425) 776-9173 to register!
- **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.
- **Gateway Plaza Open House:** An open house meeting to discuss conceptual plans for the Gateway Plaza was held on Tuesday January 15 at 7:00 p.m. in the Mountlake Terrace Senior Center at the Mickey Corso Clubhouse (23000 Lakeview Dr.). About 20 residents were in attendance as representatives from architect consultant OTAK presented design concepts for discussion and input.
- **Baseball Season:** The start of the baseball season is right around the corner. Park crews will be renovating infields and preparing for the upcoming season by the end of February. Park and Athletics staff held a field users meeting to get ready for the upcoming season on January 17. Representatives from various field user groups including baseball, soccer and ultimate disc discussed the upcoming needs for maintenance and scheduling for the ballfields for the 2019 sport seasons.

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>	2384	3915	549	294	40	110	46	141

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

Significant Incidents

- On January 9 at 3:19 a.m. patrol responded to a theft in the 4300 block of 212th Street SW. The victim stated she observed two males steal multiple bottles of liquor. An area check was negative. Additional investigation pending receipt of surveillance.
- On January 9 at 2:27 p.m. patrol responded to investigate an Adult Protective Services (APS) referral in the 23000 block of 56th Avenue W. Investigation revealed a resident had struck another resident a couple of times. Facility staff confirmed they are aware of the incident and had a plan to prevent further issues. Due to the age and mental health issues of the involved persons, no enforcement action was taken. Case referred back to APS.
- On January 10 at 2:01 p.m. patrol responded to a theft report in the 24300 block of 52nd Avenue W. The victim stated he ordered a cell phone online, and upon retrieving the package from his locked mailbox he noted the package was tampered with and the cell phone was missing. Investigation continues.

- On January 10 at 7:31 p.m. patrol responded to a no contact order violation in the 21300 block of 48th Avenue W. The victim stated her ex has been sending her harassing communications via text and showed them to the officer. The officer contacted the suspect via telephone and he explained he was aware of the order and its restrictions, but was frustrated regarding other issues. Case referred to the city prosecutor for charging.
- On January 10 at 9:08 p.m. patrol responded to a domestic disturbance in the 22800 block of 53rd Avenue W. The victim stated her boyfriend showed up to the house, threatened her and proceeded to break property in the residence. An area check for the suspect located him hiding behind a nearby tree. He was arrested and booked at the Lynnwood jail for the crimes without incident.
- On January 11 at 4:12 a.m. patrol responded to prowlers in the 4300 block of 222nd Street SW. The victim stated two subjects he did not know were on his property. Two subjects well known to patrol were located nearby and stated they thought the house belonged to a friend. Both subjects were trespassed.
- On January 11 at 1:32 a.m. patrol responded to a theft in the 22800 block of 44th Avenue W. The victim stated she recently discovered several vials of a controlled substance were stolen from a business safe. She said employees have access to the safe. Investigation continues.
- On January 11 at 11:03 p.m. patrol stopped a vehicle for speeding in the 6900 block of 220th Street SW. Upon contacting the driver, the odor of marijuana was detected. The driver admitted to recently smoking marijuana. Probable cause for DUI was developed and he was arrested. A warrant was served to collect a sample of his blood and he was subsequently booked for the crime at the Lynnwood jail.
- On January 12 at 3:40 a.m. patrol responded to a domestic assault in the 4700 block of 216th Street SW. The victim stated her intoxicated boyfriend came home late. She expressed her displeasure with the situation and he attacked her, punching and biting her repeatedly. The suspect was located in the bedroom passed out. He was woken, found to be uncooperative and arrested. He was booked at the Lynnwood jail without incident.
- On January 12 at 7:47 a.m. patrol responded to a vehicle theft report in the 5700 block of 236th Street SW. Upon arrival the victim stated one of his vehicles was stolen, the other was prowled. The vehicle was processed with negative results. The stolen vehicle was entered into a national database as such. Investigation continues.
- On January 12 at 8:07 a.m. patrol responded to a fraud complaint in the 4100 block of 212th Street SW. The victim stated she befriended a male she met recently and had given him over \$4,000 for various work which was not performed. The victim has not been able to contact the suspect and it became apparent he had defrauded her. Investigation continues.

- On January 12 at 2:04 p.m. patrol contacted a subject in the 22100 block of 43rd Avenue W. It was discovered the subject had multiple warrants for his arrest. He was arrested and booked at the Snohomish County Jail without incident.
- On January 12 at 6:09 p.m. patrol responded to a burglary in the 6300 block of 213th Place SW. Upon arrival the suspect could not be located. Surveillance was obtained and the suspect was observed fleeing as officers were arriving. Investigation continues.
- On January 13 at 12:57 a.m. patrol responded to a suspicious vehicle in the 5700 block of 215th Place SW. Upon arrival the subjects in the vehicle were contacted. One of the subjects was found to have multiple warrants for his arrest. He was subsequently arrested and booked at the Snohomish County jail without incident.
- On January 13 at 7:47 a.m. patrol responded to a verbal domestic in the 21300 block of 52nd Avenue W. Patrol had been to the residence repeatedly over the previous day for arguments between the resident and her adult son. After some negotiation with the Lakewood Police Department, the subject was arrested for a non-extraditable warrant and transported to Nisqually jail where he was booked without incident.
- On January 13 at 3:40 p.m. patrol responded to a domestic assault in the 4300 block of 236th Street SW. Upon arrival the victim stated his brother assaulted him during an argument. Further investigation revealed the suspect to have some mental health issues due to multiple surgeries. Based upon the presence of a third party and confirmation of medical issues playing a role in the incident the decision was made to refer the case to the city prosecutor for review in lieu of immediate enforcement action.
- On January 13 at 6:43 p.m. patrol responded to a trespass complaint in the 22800 block of 44th Avenue W. The victim stated a subject who previously stole from the store and was trespassed was back in the store. She confronted the subject and he initially refused to leave. The complainant called 911 and the subject fled. An area check was negative. Case forwarded to the city prosecutor for charging.
- On January 13 beginning at 6:26 p.m. patrol responded to multiple calls regarding a subject being a general nuisance. Each time they contacted him investigation did not indicate he had committed a crime and there was no reason to detain him. At 10:54 p.m. patrol responded to St. Pius for a malicious mischief. The same subject began to randomly break things on the property. This time he was arrested and found to be in possession of narcotics paraphernalia and methamphetamine. He was booked at the Snohomish County Jail for the crimes without further incident.
- On January 14 at 3:55 a.m. patrol responded to a malicious mischief complaint in the 4500 block of 243rd Place SW. The victim stated someone just poured black paint on his vehicle while parked unoccupied in his driveway. The victim explained he and a nearby neighbor have issues and the subject has been repeatedly harassing him. Investigation continues.

- On January 14 at 1:03 p.m. patrol responded to an attempted burglary report in the 22600 block of 48th Avenue W. The victim said suspect(s) attempted to break into her home. Pry marks and damaged weather-stripping was observed on the back door. There is no suspect information, investigation continues.
- On January 15 at 5:53 a.m. patrol responded to theft in progress in the 6200 block of St Albion Way. The victim stated he interrupted two males in the process of stealing his wheels and tires. An area check for the suspects was negative. Suspect information was obtained, investigation continues.
- On January 15 at 1:45 p.m. patrol responded to a domestic disturbance in the 6000 block of 244th Street SW. Upon arrival patrol contacted the subjects and determined the situation was verbal only. A court order prohibiting them from having contact was discovered and the respondent was arrested for the violation. He was booked at the Snohomish County jail without incident.
- On January 15 at 8:42 p.m. patrol responded to a domestic disturbance in the 4100 block of 212th Street SW. The victim stated her adult son is not allowed at the residence due to drug use. Earlier in the day he arrived and attempted to break a window to get in. When confronted he fled on foot. An area check was negative. Case referred to the city prosecutor for charging.

Detective Unit Update

- Cases Assigned
- 19-391 Assault
- 19-549 Theft
- 19-609 Fraud
- Cases Cleared
- 18-20049 Threats
- 19-71 Robbery
- 18-19971 Burglary
- 18-19245 Theft
- 18-14502 Fraud
- 18-18987 Sex Offense
- 18-18941 Sex Offense
- 18-20082 Humane
- 18-20326 Robbery
- 18-18030 Fraud
- 19-155 Robbery
- 18-18510 Assault

Community Outreach & Directed Enforcement

- Officers conducted local business and area checks at the following locations: Northern Lights Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and marijuana dispensaries.
- Directed patrol of several apartment complexes and traffic enforcement in areas of concern.
- Outreach materials are being distributed as appropriate. Many homeless contacted this week in the downtown area.
- Officers continue to have a presence in their assigned schools and provide traffic control in the area during commuting hours.

- Checks of registered sex offenders continued this week.
- Patrol attended Coffee with the City.
- Sergeant Pickard and Chief Caw assisted the Mayor in providing a presentation at the United Way in Everett regarding how the city of Mountlake Terrace interacts with the homeless community.
- Commander Haynes met with the local chapter president of the Neighbor Brigade to discuss how the organization and the police department can work together.
- Sergeant Lowe spent some time with a group of kids at a local early learning center speaking about personal safety/when to call 911.



Code Enforcement Property of the Week

On December 13, 2018, Code Enforcement received a complaint involving a property with a vehicle on jacks, trash and debris against the south side of the home, located near the 22600 block of 73rd Pl W. Code Enforcement verified the complaint and issued a civil notice of violation in accordance with 8.15.40.I – (Accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure, in the front, side, or back yards of the property), and 8.15.050.F – (Leaving vehicles unattended on jacks, or otherwise elevated above the ground is prohibited). On January 9, 2019, Code Enforcement returned to the location and noted the trash and debris was removed, and the vehicle was removed from the jacks.



Other Items of Interest

- Several officers attended a three-day comprehensive crisis intervention training seminar sponsored by Verdant Health Commission.
- The department firearm and defensive tactics instructors developed the foundation for the 2019 department mandatory training plan.
- Sergeant Porter attended crisis training for employees at Premera.
- The police department completed their file inventories to accommodate the paperless upgrade.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

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

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace