

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 22, 2017

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

CITY COUNCIL MEETINGS

The City Council's next work/study session for **Thursday, December 28, 2017** is cancelled.

The City Council's next meeting is on **Tuesday, January 2, 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) Administer Oath of Office to Newly Elected Councilmembers (Positions 1, 2, 3, and 4); (2) Election of Mayor for 2018-2019; (3) Election of Mayor Pro Tem for 2018; (4) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions; (5) Review Community Satisfaction Survey Results; and (6) Quarterly Discussion and Update of City Council Goals.

The City Council's next meeting is on **Monday, January 11, 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) Review of Tamblyn Townhomes Preliminary Fee Simple Unit Lot Subdivision (Tentative); (2) Review of Draft Water Comprehensive Plan; (3) Review of Agreements for Undergrounding Franchise Utilities for Main Street (Tentative); (4) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW (Tentative); (5) Discuss City Council Retreat Dates; (6) Review City Council Meeting Schedule and Snohomish County Cities Meeting Schedule; and (7) Review of Lodging Tax Advisory Committee 2018 Funding Recommendation.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Records Management:** In follow-up to new state public records legislation including tracking requirements and the Council's direction to digitize city records as we plan to move into a new City Hall, a team has been formed to work on next steps. The team, consisting of the City Clerk, Human Resources, Information Technology, Police Records Unit and Public Works began meeting with vendors this week to help us identify our records management and legal compliance needs.

Next steps include additional demonstrations from vendors, advertising for the Public Records Officer position, identifying the city's key areas of concerns, budgetary needs, and evaluating our records management processes and grant opportunities.

- **RFQ for Professional Architectural and Engineering Design Services for Construction of a New City Hall and Police Station Expansion:** On December 8, 2017, the city issued a request for Letters of Interest (LOI) and a Statement of Qualifications (SOQ) from interested, qualified firms (or groups) to work with the city and community to provide architectural design and engineering services for the construction of and improvements to the Civic Campus located at the intersection of 58th Avenue W and 232nd Street SW, including the following elements:
 - City Hall, including City Council Chambers, lobby and other city offices of approximately 18,000 square feet
 - Police Station expansion of approximately 3,100 square feet.Responses will be accepted until **Friday, January 26, 2018** at 12:00 p.m. Any firm that plans to submit should notify the city at llavoie@ci.mlt.wa.us and provide an email address in order to receive any RFQ updates. The full RFQ can be seen at <http://www.cityofmlt.com/bids.aspx>.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **PSRC soliciting public comment on VISION 2040, the Regional Transportation Plan, until January 31, 2018:** VISION 2040, the Regional Transportation Plan (Plan), is an action plan for the central Puget Sound region through the year 2040. The region covers King, Snohomish, Pierce and Kitsap Counties. During that time, the region is expected to grow by roughly 1 million people, and support more than 800,000 new jobs. These new people and jobs are expected to boost demand for travel within and through the region by 30 percent. The new draft Plan outlines a long-term template for how this region should invest in transportation, while at the same time embracing the need to be flexible and responsive to the ways people – and the world – will actually change. View the Executive Summary of the draft Plan at: <https://transportationplan.participate.online/executive-summary> To learn more about the draft Plan, and let PSRC know what you think, go to: <https://transportationplan.participate.online/>.
- **Public Hearings held on Comprehensive Plan Amendments for 2017:** The Planning Commission and City Council held a combined total of 19 public meetings to discuss proposed amendments to the existing Comprehensive Plan (adopted in 2015). The amendments reviewed included minor text changes, revisions to some figures and tables with more current data, principally economic data, amendments and additions to policies to further support economic development especially in the town center, and what actions to take to effectively implement the Plan. The changes affected the Economic Vitality, Land Use, Recreation, Parks and Open Space, and Transportation Elements (chapters). Amendments to the Town Center Subarea plan, such as building heights, boundaries and financing incentives, were determined to require more community outreach, input, and evaluation and are anticipated to be carried over into 2018.

The Planning Commission held a public hearing on December 13 and recommended to the City Council to adopt the proposed amendments. The Planning Commission also recommended that the City Council consider delaying adoption until more time could be given to evaluate the Town Center Plan building heights issues, development regulations and design standards so those could be adopted with the current amendments.

The City Council held a public hearing on Monday, December 18, 2017 to consider the record, the Planning Commission's recommendation, and take public testimony. The Council discussed sending the amendments back to the Planning Commission to make

recommendations on the Town Center subarea plan as part of the 2017 amendments, but in the end the Council chose to have the issue be a broader project with the community in 2018. A motion to proceed with adopting the ordinance after January 22, 2018 passed.

All meeting materials and audio are available on the City's webpage at:
<http://www.cityofmlt.com/129/Agendas-Minutes>.

A separate page was created for the 2017 Comprehensive Plan amendments, see:
<http://www.cityofmlt.com/1911/2017-Comprehensive>.

- **Community and Economic Development Director begins work January 2, 2018:** Christy Osborn will be the new Community and Economic Development Director, beginning January 2, 2018. Christy has over 25 years of experience working in all facets of land use planning, in both the public and private sector. She has worked in jurisdictions and agencies on the east and west sides of Washington state, including Chelan County, Leavenworth, Vancouver, Thurston County, and Lacey. Christy has a strong commitment to the benefits planning brings to a community and is looking forward to working for Mountlake Terrace. Areas of focus include economic development, especially in the Town Center. An opportunity for the community to meet Christy will be provided early in the new year.
- **2018 will be a very busy construction year:** During 2018, it is anticipated that construction will begin on developments that will create more than 660 new residential units. The residential unit count does not include proposals for which only a preapplication meeting has been held and no formal application yet made. More information about current development activities, including location, can be viewed at <http://www.cityofmlt.com/180/Development-Activities>
- **Permit Fees to Increase in 2018:** Civil construction and land use application and permit fees will increase in early 2018. The increases will reflect the annual consumer price index (CPI) for the Seattle-Bellevue region, which includes the City of Mountlake Terrace. The CPI for the 12-month period used for the adjustment was 2.7 percent (varies monthly). Building related fees are updated annually in February per the ICC Building Valuation Data.
- **Development Activity Update:** Projects that are either in review, have had a decision issued, or are either pending construction or under construction, will create more than 660 new residential units. (See <http://www.cityofmlt.com/180/Development-Activities> for a location map with more information on projects in development.) The residential unit count does not include proposals discussed at preapplication meetings, for which no formal application has been made (nor are these on the development activity map).

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Low Impact Development (LID) Stakeholders Meeting:** The City's Stormwater Program Manager, Laura Reed, recently led a stakeholders meeting discussing Low Impact Development (LID) with developers and residents. The purpose of the meeting was to hear from stakeholders about their concerns with any changes to the development code pertaining to LID. They were informed by staff that changes have not been drafted, and that we will be looking for input to any future changes. Draft ordinances are scheduled for early next year

along with additional stakeholder meetings. The process for ordinance adoption is slated to be completed by the end of June 2018.

- **Street Sweeping and De-Icing:** The cold weather is here and Operations staff have been busy. Street sweeping continues to focus on fall clean up. With the week of freezing temperatures, crews have been de-icing our larger streets and trouble areas such as hills.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Chai Nog Latte. Enjoy this delicious holiday treat December 26 – 30 and get \$.50 off a 16oz.
- **Swimming Lesson Registration is Open:** Mountlake Terrace resident registration will be available on Wednesday, December 20 and open registration will be Thursday, December 21. Registration will be open through the third lesson of the session. The first session of winter swim lessons will begin January 8 and 9 for weekday lessons and January 12, 13 and 14 for Friday, Saturday and Sunday swim lessons. Registration is available online at mltrec.com for both MLT residents and non-residents. To register set up an account with DASH. Go to www.cityofmlt.com/530/Recreation-Parks click on Online Registration to set up your account.
- **Winter Break Schedule** began Monday, December 18. The schedule is available in the Recreation Pavilion Lobby and online at <http://www.cityofmlt.com/531/Pool-Schedule>. There will be Recreation Swims added Monday through Friday from 1:15-2:45 p.m. as well as Tuesday and Thursday from 4:45-6:15 p.m. The Pavilion will be closing Monday through Thursday at 9 p.m. during this schedule and will close early on December 23 at 5:30 p.m. and December 30 at 7:15 p.m. and December 31 at 3:15 p.m. The Pavilion will be closed on December 24, 25 and January 1. For more information, call the Recreation Pavilion at (425) 776-9173.
- **Registration is open for Dog Obedience classes.** Basic Dog Obedience will begin January 8 and run through February 19. This class teaches the basics for dog 5 months or older. Commands include walking on a leash, sit, down, stand, stay and come. Fees are \$90 for residents and \$100 for non-residents. Class meets on Mondays from 7:30-8:30 p.m. Beyond Basic Dog Obedience is for dogs that have taken the basic class and it will pick up where basic left off. This class meets on Wednesdays from 7:30-8:30 p.m. from January 10 to February 7. Fees are \$85 for MLT residents and \$90 for non-residents.

Puppygarten: if you have a puppy between 8-16 weeks, this class will cover socialization and basic obedience including sit, down, come and walking on a leash. Class will be held January 11-February 15 on Thursdays from 7:00-8:00 p.m. Fees are \$85 for MLT residents and \$90 for non-residents. Registration is available online, in person or by phone at the Recreation Pavilion. Go to www.cityofmlt.com/530/Recreation-Parks click on Online Registration to set up your account. For questions, contact the Recreation Pavilion at (425) 776-9173.

- **Winter Break Care:** Children are enjoying holiday activities and games. There is still space for break care next week. For information, or to register, call (425) 776-9173.

- **Dance Academy:** Registration is open for second semester! Dance Academy courses beginning Monday, February 5. First semester runs through the end of January. If you do not want to wait until February to start, join first semester prorated! Come into the pavilion to pick up a dance packet and register at the front desk. For more information or placement, contact Chloe Davenport (425) 640-3107 cdavenport@ci.mt.wa.us or see the craze www.crazedigital.com.
- **Quarterly Dance & Fitness Classes:** Our next Dance & Fitness Session begins January 2. The winter blues and holiday meals can weight you down so register now and keep yourself active and in shape throughout the winter season. Get up and move with us in classes like Turbokick, Pop Pilates, Salsa or Ballet, to name just a few in the evening. Or, if you are an early riser come to Tai Chi or Silver Sneakers at 8:30 or 8:00 a.m. respectively. We offer so many things there's sure to be something that brings you joy and health within our fitness and dance programs. Check out the classes at www.crazedigital.org.
- **Winter/Spring CRAZE:** The newest edition of the CRAZE magazine is out now! The CRAZE lists all programs offered by Mountlake Terrace Recreation and Parks as well as programs from Edmonds Parks and Recreation. Look for your copy in your mailbox or view an online version by [clicking here!](#)
- **Adult Sports:** Registration for winter volleyball and basketball is now open. You can now register your team online by creating or logging into [your account](#).
- **Eagle Candidate Finishes Project:** Eagle Candidate Talal Mustafa extended the pathway around the perimeter of Bicentennial Park. Talal finished his project on December 16, 2017 and has brought the pathway one-step closer to completion.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	32	68	8	3	1	1	3	1
<i>YTD</i>	2001	2841	393	251	37	116	78	109

Significant Incidents

- On December 13, 2017 at 9:00 a.m., an officer responded to a business in the 7100 block of 220th Street SW regarding threats from a former employee. The officer was told that the former employee, a 59-year-old Lynnwood resident, was terminated the previous evening and that he had made threats towards his supervisor and the supervisor's family. The threats occurred in Mill Creek and were reported there. The business wanted Mountlake Terrace Police to be aware of the incident and to document any issues that may arise.
- On December 13, 2017 at 10:00 p.m., officers responded to the 5400 block of 212th Street SW for a physical dispute. The female was reporting that she had been punched in the chest by her boyfriend while they were arguing over finances. The boyfriend had left prior to the officers' arrival but was later located and arrested for DV Assault.

- On December 14, 2017 at 11:04 a.m., an officer responded to Bartell Drugs to speak with the Asset Protection District Manager about an employee that was suspected of fraud. The officer was told that the suspected employee had been making an inordinate number of returns so they had installed a video recording device to record her activity at the cash register. According to the manager, the suspect was seen on the video pocketing cash when there wasn't a customer around. The officer attempted to speak with the suspect but she requested a lawyer. A warrant was located in the system for the suspect who was arrested on the warrant. The suspect was trespassed from the store and booked at Lynnwood jail on the outstanding warrant. The manager sent the officer an email with video surveillance and a statement that indicated that the losses are nearly \$20,000 for the store. The case was forwarded to the detectives for further follow-up.
- On December 14, 2017 at 10:44 p.m., an officer responded to the 22300 block of 64th Avenue West for a malicious mischief report involving a broken window. The victim suspects that the window was broken by an ex-girlfriend due to their difficult break-up. The officer found no evidence to support this and the victim did not want the ex-girlfriend contacted. The victim just wanted the damage documented. The officer took a photo of the damage and the victim provided a written statement.
- On December 16, 2017 at 12:34 p.m., Mountlake Terrace patrols were dispatched to an armed robbery that had just occurred at a residence in the 21500 block of 52nd Place W. Dispatch advised that two male suspects had just robbed the victim at gunpoint of \$20,000 and fled north on 52nd Avenue W in a green Chevrolet Tahoe. As patrol was arriving on scene an Edmonds officer advised that they had located the suspect vehicle at the 6800 block of 196th St SW. The Edmonds officer advised that the vehicle stopped in the road and two male suspects fled south on foot as the vehicle then drove east on 196th St SW and turned north onto 68th Ave W. Containment was set and K9 was requested.

Simultaneously, dispatch advised that the victim was now at 40th Avenue W and Alderwood Mall Parkway. A Mountlake Terrace officer contacted the victim and confirmed that an armed robbery had occurred and that the suspects had entered the residence through a back window. An Edmonds K9 and an Everett K9 conducted a track for the suspects last seen by the Edmonds unit. The Edmonds K9 eventually located one of the suspects and he was taken into custody. The victim positively identified the suspect.

The second male suspect, the Green Tahoe and female driver were not located. It was later discovered that the suspects never found the victim's cash, but had robbed the victim of his car keys and cell phone. The car keys and cell phone were recovered in the area where the suspects had fled from the vehicle. The suspect was treated at Swedish Hospital before being interviewed by detectives (he chose not to speak with the detectives). The suspect was booked into the Snohomish County jail for robbery 1 and burglary 1.

- On December 17, 2017 at 10:57 p.m., officers were dispatched to the 23900 block of Cedar Way for a one-car collision. Officers located a white Dodge pick-up that had gone off the road into a ditch. A witness pointed out a male standing next to the truck as the driver of the truck. The male displayed the effects of having ingested intoxicants and was taken into custody for DUI. During his arrest, he was found to have a gun in his waistband, which was secured by

the officers. A search warrant to take the suspects blood was applied for and granted by the judge. The suspect was taken to Swedish Hospital for the blood draw. Charges are pending based upon the outcome of the blood tests.

- On December 18, 2017 at 2:42 p.m., an officer was dispatched to the Chez Grand Pere Bakery at 24007 56th Avenue West for a burglary complaint. The owner was reporting the back door had been broken open, an iPad taken, a bottle of wine and a small amount of cash were also missing. The owner showed the officer video of a white male in his twenties, clean-shaven and wearing a white colored hat entering and leaving the business around 7:00 p.m. the night before. Evidence was collected and the officer requested a copy of the security tape.
- On December 19, 2017 at 12:05 a.m., Mountlake Terrace officers responded to a vehicle theft at an apartment complex in the 21500 block of 48th Avenue West. The reporting party heard his vehicle start and saw the vehicle drive out of the complex onto 48th Avenue W. A short time later, officers located the vehicle driving south on 48th Avenue West in the 22800 block. Patrol units got behind the vehicle and attempted to stop the car. The car ended up turning into Fire Fighters Memorial Park. The driver and sole occupant of the stolen vehicle exited the car and ran south into the park. An Edmonds K-9 was able to track the suspect to the backyard of a residence in the 22800 block of 39th Pl W where he was found hiding under a deck. The suspect was taken into custody without incident and was booked into Snohomish County Jail on felony charges.

Detective Unit Update

- | | |
|--|---------------------|
| • Cases Assigned | • Cases Cleared |
| ○ 17-18240 Taking Motor Vehicle Without Permission | ○ 17-17560 Burglary |
| | ○ 17-15523 Burglary |
| | ○ 17-18050 Assault |
| | ○ 17-16225 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) and the Post Office.
- Traffic enforcement in various school zones and Lakeview Drive.
- Directed patrol of several apartment complexes.

Code Enforcement Property of the Week

On November 30, 2017, Code Enforcement followed up to a parking complaint involving a dark green Acura parked in a no parking area located at 22000 block of 64th Avenue W. When Code Enforcement arrived, they observed the vehicle parked in a signed no parking area. Code Enforcement chalked the rear driver's side tire, and issued a correction notice in violation of 10.10.050 – (No parking at any place where official signs prohibit parking). On December 4, 2017, Code Enforcement returned to the location and noted previously issued correction notice, chalk marks and police marker were intact. There had been no corrections made to the above vehicle. As a result, the vehicle was in violation of; 10.10.050 – (No parking any place where official signs prohibit parking). Code Enforcement requested a tow for a police impound. Shannon towing was dispatched, and the above vehicle was impounded and towed.



Other Items of Interest

- On December 18, 2017 at the Council meeting, Assistant Chief Caw introduced and did the swearing in of Police Officer Jesse Wright. Code Enforcement Officer Mike Padgett was also introduced to the council.

NEWS RELEASES

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

MARK YOUR CALENDARS

- January 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- January 24-25, City Action Days, Hotel RL Olympia by Red Lion, 2300 Evergreen Park Drive
- June 26-29, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8th Street

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace