

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

August 17, 2018

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 meeting is on **Monday, August 20, 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) Approval of Agreement with the Recreation Conservation Office (RCO) for Aquatic Land Enhancement Account (ALEA) Grant; (2) Review and Acceptance of Request for Annexation at 3922 214th Street SW; (3) Review of 2019-2020 Biennial Budget Schedule; (4) Review of First Quarter Financial Report; and (5) Review and Approval of Addendum #2 to Professional Services Agreement Between City of Mountlake Terrace and ARC Architects, Inc.

The City Council's next meeting is a Work/Study Session on **Thursday, August 30, 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) Update on Stormwater Comprehensive Plan; (2) Update on Lake Ballinger Invasive Aquatic Vegetation Management; (3) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW (Tentative); (4) Review of Geotechnical Engineering On Call Contracts; (5) Review of 2019-2024 Six-Year Transportation Improvement Program (TIP) Ordinance; (6) Review of Amendment to Sound Transit Staffing Agreement (Tentative); (7) Review of Second Quarter Financial Report; (8) Review of Six-Year Financial Forecast; and (9) Review of Financial Policies.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City September 12:** 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, September 12, 2018 from 6:00-7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **City Hall and Police Station Addition Update:** City and ARC staff, along with ARC sub-consultants, toured the Police Station to conduct inspections of the roof, HVAC system, cabling, information technology, electrical system, etc. to gain an understanding of the

building's structural integrity, overall heating and cooling system, and electrical and communications equipment.

- **Evergreen Awards:** The Community Relations Division has begun notifying winners about the Evergreen Awards Program Reception that will take place on Wednesday, September 26. Property owners from six neighborhoods will be recognized in five different categories including Best Maintained Residence, Best Transformation, Most Sustainable, Best Maintained Multi-Family Property, and Best Maintained Business.
- **Records Management:** The Public Records Officer has drafted an updated Public Records Policy that is currently being reviewed by the City Attorney and City Clerk. The policy will be on an agenda this fall for Council review and consideration. Updated policies and the creation of a records management plan are in alignment with Washington State Archives' best practices to establish an agency-wide policy and standard procedures for managing records according to the provisions of the Public Records Act (RCW 40.14) as well as other state and federal statutes and regulations.

Records management, including digitization, will be a key focus for the remainder of 2018 and a highlight in the 2019-2020 Biennial Budget as the city prepares to transition some of its services into the digital era. Additionally, it is imperative to reduce the number of physical records that have passed their legal retention as the city plans to move into a new City Hall with less space for records storage in two years.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Public Education on Critical Areas Provided at NNO:** As part of a public outreach effort on how critical area designations and regulations might affect residents, the Community & Economic Development Department staffed an information booth at National Night Out on August 7, with two display boards. One board showed all the known mapped critical areas in the City (wetlands, streams, floodways, and geologic hazards). The second board was about trees in critical areas on residential lots. Staff responded to residents' questions nearly continuously during the event. While a few were interested in tree issues, most were surprised by and interested in the South Whidbey Island Fault (earthquake) lines which bisect the city. There was also high interest in the light rail station and Terrace Station construction.
- **Creekside Meadows Subdivision and PUD:** A revision to a proposed development on a nine-acre site located at 70th Avenue W and 226th Place SW has been received. The revision increased the number of single-family homes from 49 to 56 by changing the building type mix (narrower homes). The proposal clusters many of the homes around a common green. Some of the design changes include more homes with direct access to the common green, an improved and comprehensive pedestrian circulation system and a double-loaded alley to access garages. On-site stream and wetland buffers on Hall Creek are being enhanced. An open house on the proposal is planned, and public meetings/hearings for preliminary approval are scheduled toward the end of the year.
- **Terrace Station:** Construction progress on the site is rapidly connecting the new roadway with 236th Street SW (although it will not be open for some time to come). 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.

- **Mountlake Terrace Elementary:** The school is moving toward completion with issuance of a temporary certificate of occupancy anticipated next week. Screening of and/or design integration of emergency sheds and dumpster fencing is being worked out.
- **New proposal in Town Center:** A pre-application conference application has been submitted to discuss a redevelopment proposal for the former Pet Care Clinic on the corner of 56th Avenue W and 235th Street SW. The site is located in District B, which allows structures up to five stories in height for property that is larger than this one. The proposal appears to be is a three-story commercial building with frontage improvements on 56th and 235th.
- **Atlas 236** (5503 236th Street SW): This project is a 217,619 square foot, five story mixed-use building including 151 residential units, and 9,797 square feet of ground floor commercial space. Commercial spaces are located on the ground floor facing 56th Avenue W and 236th Street SW (none on 55th Avenue W). The project has been approved for tax abatement.

Status: Civil and landscape plans have been approved.

- **Wingate** (23209 56th Avenue W): This project will construct a new four-story, 48,920 square foot, mixed-use building with 42 residential units, 9,063 square feet of commercial space, and underground parking. Access to the site will be from 56th Avenue. Frontage improvements along 56th Avenue include a pedestrian activity area and public plaza space. The project has been approved for tax abatement.

Status: City staff has provided the applicant initial review comments on the project's consistency with TCDS, including revisions. The applicant anticipates construction in 2019.

- **Terrace at Park West** (21309 48th Avenue W): This project, under construction, includes five buildings containing a combined total of 27 townhome units. Associated vehicle circulation road, utilities, landscaping, and pedestrian amenities will surround each building.

Status: The construction of the townhome units is ongoing, with a large volume of building and site inspections taking place.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Bike2Health:** The cities of Edmonds, Lynnwood and Mountlake Terrace are working together to improve access to health and wellness choices within their communities, make bicycling safer, and increase connectivity by completing 11 critical missing links of the regional bicycle network. This collaboration, called Bike2Health, is funded by a grant from the Verdant Health Commission. More information is available [online](#) and [here](#). The community events and education portion of the program have many opportunities in 2018, with the following events taking place:
 - **Fall Family Rides:** The entire family can explore local neighborhood routes and destinations. These rides emphasize safety, fun and learning to be a predictable rider. [Pre-](#)

[registration](#) is required. Rides are set up for 5:30 p.m. September 12 in Lynnwood, September 19 in Mountlake Terrace and September 26 in Edmonds.

- **Lake Ballinger Citizen Steering Committee Public Meeting:** In recent years, Lake Ballinger residents and users have reported that they can no longer enjoy activities such as boating, kayaking, canoeing, swimming and fishing due to the thick aquatic plant beds that cover most of the nearshore area of the lake. The overly dense aquatic plant growth also greatly impairs habitat and water quality for fish and other aquatic species. An aquatic plant survey completed in June 2018 found that the non-native invasive species Eurasian watermilfoil (a Class B noxious weed in Snohomish County) and Fragrant Water Lily (a Class C noxious weed in Washington State) dominate the aquatic vegetation community in Lake Ballinger. Native aquatic plant species are being shaded out by the dense stands of non-native invasive plants.



In order to address the issue, a steering committee of residents has established management goals and recommended a control strategy involving cutting/raking of the vegetation, burlap barriers along the bottom of the lakeshore, and small amounts of aquatic herbicide applied to 25 percent of the lake May through July 2019. The draft strategy will be discussed at a public meeting at 7:00 p.m., September 11, at the Mountlake Terrace Senior Center (23000 Lakeview Drive, Mountlake Terrace.)

We'd like to hear your comments and concerns, and input will be integrated into the final plan. Please join us!

- **Wash Vehicles and Avoid Water Pollution:** It's been a hot, dry summer and many vehicles may need to be washed. It's very important to wash your vehicle sensibly while keeping soap, oil, heavy metals, and other pollutants from running into local creeks, Lake Ballinger or other waterways. Even using biodegradable soaps can harm local water bodies, since just like standard soaps, biodegradable soaps can injure fish gills and skin.

Car wash water that runs into a yard drain or street catch basin does NOT go to a sewer treatment plant like wastewater from your house. Because of this, it is not uncommon for the city to receive complaints that a creek is full of soap suds, especially when it rains after a dry period. In most cases, people washing their cars are not aware that the storm drain where their wash water ended up was connected directly to the creek.

What can we all do instead? Use a commercial car wash, where the wash water drains to the sanitary sewer, or wash on grass or a landscaped area, where the water can filter into the ground. If your driveway drains to an area where the wash water can infiltrate, that works too. Use a hose with a shut-off valve to reduce runoff and dump the soapy water out in the sink.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Junior Lifeguarding:** A Junior Lifeguarding class will be offered August 20-23 from 12:30-4:30 p.m. In this course participants ages 11-14 will develop swimming skills that are part of the Lifeguard course pre-requisites. Participants will also be introduced to the lifesaving skills and rescues included in the Lifeguarding course. This is not a certification course. Fees are \$68 for MLT residents and \$75 for non-residents. Registration is available online at www.mltrec.com. Or call the Recreation Pavilion at (425) 776-9173.
- **MLT Fall Swim Lesson Registration Begins August 25:** Registration for fall swimming lessons at the Mountlake Terrace Recreation Pavilion for those currently enrolled begins during the week of August 27. Saturday participants will be able to pre-register on August 25, Sunday participants on August 26, Monday/Wednesday evening participants on August 27, Tuesday/Thursday evening participants on August 28. Participants of morning daily swim lessons will be able to pre-register for the morning and Friday preschool swim lessons on August 29. Registration for those not currently in swimming lessons begins September 5 for Mountlake Terrace Residents and September 6 for anyone not currently enrolled in swimming lessons. Registration is available both online and in person at the Recreation Pavilion. Mountlake Terrace Resident Registration is available online and walk-in between 8 a.m. to 8 p.m. phone-in registrations is available from 12 to 8 p.m. Open registration is also available online and for walk-in registration from 8 am to 8 pm. For more information contact the Recreation Pavilion at (425) 776-9173 or for a complete listing of swim schedules and times click on the City's [website](#). To register an account must be created online in our [registration software](#).
- **American Red Cross Adult & Pediatric CPR, AED & First Aid:** This class will be using the Blended Learning Format: First Aid/CPR/AED program helps participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The courses in this program teaches the knowledge and skills needed to give immediate care to an injured or ill person and to decide whether advanced medical care is needed. Complete all lessons of the online learning session and pass the online assessment with a score of at least 80 percent. Participate in all course activities, demonstrate competency in all required skills, and successfully complete the Putting It All Together Assessment Scenarios. Certifications are valid for 2 years. The skill session will meet on Saturday, August 25 from 2:00-4:00 p.m. Fees are R\$60 and N\$66. Registration is available online at www.mltrec.com.
- **Summer Swimming Lessons:** The last session of daily swimming lessons begins on Monday, August 20 and will run through August 31. Registration is currently open and is available online by setting up an account in our registration software or in person. For more information, contact the Recreation Pavilion at (425) 776-9173 or for a complete listing of swim schedules and times click on the City's website at <http://www.cityofmlt.com/529>.
- **Espresso Special:** Next week's espresso special is a blended Chunky Monkey Mocha. August 20-26, receive \$.50 off a 16oz.
- **Mountlake Terrace Dance Academy:** Registration started August 6 for fall dance. Evaluations and registration packets are being created to mail to past participants. Even if you

don't have your packet you can still register. You don't have to wait! Call (425) 776-9173 or come into the Pavilion for more information.

- **Youth Employment Opportunities:** Hiring for one full-time and two ¾ time site leaders and site assistants for 2018/19 school year as well as summer camp staff. For job descriptions or to apply visit www.cityofmlt.com/Jobs.aspx.
- **Adult Sports:** Registration for adult softball, volleyball and basketball is open now. Compete in recreational or competitive divisions. For more information call (425) 640-3105 or visit <http://www.mltrec.com/391/Athletics>.
- **Ballfields:** Park staff is working to return the ballfields to playable condition following the recent special events at the Evergreen Playfield Complex. Crews are dragging infields and repairing turf surfaces as well as watering them in after the heavy use over the last few weeks. The intention is to have them prepared for the upcoming fall sports seasons.
- **More Premera Volunteers:** Premera volunteer efforts alone have provided approximately 284 hours of volunteerism to the Mountlake Terrace Park system so far in 2018. The last volunteer effort in this series was August 3, however park staff has been contacted by another Premera volunteer group that hopes to put together an effort in September.
- **Calvary Church Volunteers:** Park staff has been contacted by the Calvary Church with an interest in a volunteer event on August 25. The group had completed an event earlier in the year with approximately 75 hours of volunteer work and helped pull weeds along the Lakeview Trail prior to the Independence Day Celebration. This time the volunteers are targeting two locations in the park system including Veterans Memorial Park and Terrace Creek Park. The work to be completed includes painting benches and tables, general debris clean up and ivy removal.
- **ESD Cross Country Volunteers:** The Edmonds School District will be holding cross country meets at Ballinger Park in the fall this year. Coach Alan Bonney has contacted park staff to have cross country team members hold a volunteer event on August 28 to help clean and prepare the area for the event. This will be the third annual event of this nature.
- **Seattle Jr. Totems Hockey:** Park staff has been contacted by representatives of the Seattle Jr. Totems Hockey team with an interest in doing some community projects in the Mountlake Terrace park system. The team plays out of the Olympic View Ice Arena in Mountlake Terrace and is looking for ways to give back to the community.

POLICE DEPARTMENT UPDATES

Activity Year-to-Date Through July								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>YTD through July</i>	1417	2554	311	158	21	69	29	84

Significant Incidents

- On August 8, 2018 at 12:17 a.m. patrol responded to domestic dispute in the 4200 block of 214th Street SW. Investigation revealed a family member became angry when he discovered his heroin and paraphernalia had been taken from him. During the altercation he threatened to harm his family. He was arrested for harassment and booked at the Snohomish County Jail.
- On August 8, 2018 at 5:56 p.m. patrol responded to a disturbance in the 22900 block of 53rd Avenue W. Investigation revealed several individuals were involved in a road rage incident. The suspect followed the victims and when they stopped, retrieved a weapon from his trunk and approached them while threatening harm. The victims drove away and called 911. Officers later located the suspect and arrested him for unlawful display of a weapon and disorderly conduct. He was booked at the Lynnwood Jail.
- On August 10, 2018 at 1:05 a.m. patrol stopped a suspicious vehicle in the 6000 block of 236th Street SW. Investigation revealed the driver to have a warrant for his arrest. He was arrested for the warrant and booked at the Lynnwood Jail.
- On August 10, 2018 at 2:58 a.m. patrol responded to a burglary in the 6600 block of 244th Street SW. A custodian observed two subjects in masks forcibly removing an ATM from the building. Officers arrived and searched the building without locating any suspects. Investigation continues.
- On August 10, 2018 at 9:05 p.m. patrol responded to a burglary report in the 5600 block of 236th Street SW. The reporting person stated two suspicious persons attempted to force entry into multiple storage units/doors, damaging several of them. Investigation continues.
- On August 10, 2018 at 11:40 p.m. patrol contacted a subject in the 4000 block of 214th Street SW. Investigation revealed the subject had a warrant for his arrest. During the contact the subject reported his vehicle was just prowled by a known subject, and he had recorded the prowl on his cell phone. The subject was booked at Lynnwood Jail for the warrant. Investigation continues regarding the vehicle prowl.
- On August 11, 2018 at 12:23 p.m. patrol responded to a burglary report in the 5600 block of 236th Street SW. The victim stated he had just repaired damage to doors from a previous burglary and found them damaged again a few hours later. Investigation continues.
- On August 11, 2018 at 2:12 p.m., patrol responded to a burglary report in the 4300 block of 219th Street SW. The victim stated she arrived home and found her rear door ajar. Further investigation revealed suspect(s) had gone through the residence and stolen a variety of property. Investigation continues.
- On August 11, 2018 at 4:02 p.m., patrol responded to an assault in the 6300 block of St Albion Way. The victim stated she was arguing with her boyfriend over texts she received from another male. During the argument her boyfriend pushed her against the wall by pushing her neck. Visible injury was consistent with her statement. The boyfriend was arrested for the assault and booked at the Lynnwood Jail.

- On August 11, 2018 at 9:47 p.m., patrol stopped a vehicle for registration violations. Investigation revealed a passenger had multiple warrants for his arrest. He was taken into custody and booked at the Snohomish County Jail.
- On August 12, 2018 at 1:28 p.m., patrol observed a known subject in the 23500 block of 56th Avenue W. A records check revealed her to have multiple warrants for her arrest. She was contacted, arrested for the warrants and booked at the Snohomish County Jail.
- On August 13, 2018 at 12:10 a.m., patrol contacted a subject in the 21900 block of Highway 99. Investigation revealed the subject to have multiple warrants for his arrest. The subject was arrested and custody transferred to the Lynnwood Police Department.
- On August 13, 2018 at 10:21 a.m., patrol responded to a court order violation in the 23600 block of 56th Avenue W. The victim stated she had a protection order against a former partner, and the partner had violated the order and contacted her via electronic means. Attempts to locate the suspect were negative. Charges forwarded to the prosecutor.
- On August 13, 2018 at 12:35 p.m., detectives observed a vehicle matching the description of a vehicle used in an active theft/fraud investigation in the 23100 block of 44th Avenue W. The vehicle was stopped and the driver was identified as matching the description of the suspect pictured in surveillance of the previous crime. The suspect was arrested for a warrant and later released to the custody of the King County Sheriff's Office. His vehicle was seized as evidence. The initial case is pending additional investigation.
- On August 13, 2018 at 10:28 p.m., patrol observed a known subject in the 24000 block of 56th Avenue W. Investigation revealed the subject to have a warrant for his arrest. He was contacted, arrested and booked at the Snohomish County Jail.
- On August 13, 2018 at 11:35 p.m., patrol responded to an assault in the 4300 block of 236th Street SW. The victim stated her boyfriend punched her in the face and pulled her hair out during an argument. The victim had then left and called 911. Officers located the suspect sleeping in the apartment, who denied the allegations. A portion of the victim's hair was located on the floor, consistent with the victim's description of events. The suspect was arrested and received medical clearance due to his elevated level of intoxication before being booked at the Snohomish County Jail.
- On August 14, 2018 at 1:01 a.m., patrol responded to an assault in the 4200 block of 236th Street SW. The victim stated he was involved in an altercation with his roommate over a missing cell phone. During the altercation the suspect tackled the victim and held him in a headlock. The victim bit the suspect and was released. He then armed himself with a knife, followed by a frying pan. The suspect decided to reengage the victim and tackled him again. The victim was able to free himself, fled the apartment and called 911. The suspect was located on foot nearby. He was intoxicated and found the matter humorous. The suspect resisted arrest, but was controlled with minimal force. He was booked at the Snohomish County Jail for the crime.

Detective Unit Update

- Cases Assigned
 - 18-13200 Possess Stolen Property
 - 18-13019 CPS
 - 18-13408 Burglary
 - 18-13128 Theft
 - 18-13061 Humane
 - 18-13190 Theft
- Cases Cleared
 - 18-13200 Possess Stolen Property
 - 18-3671 Fraud
 - 18-9120 Death Investigation
 - 18-11724 Robbery
 - 18-12237 Burglary

***All detectives are working multiple fraud / forgery cases.**

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.
- Traffic enforcement in areas as requested. Emphasis on 48th Avenue W.
- Outreach materials are being distributed when appropriate.
- 12 community outreach contacts this week.
- Officers attended the ribbon cutting ceremony for Mountlake Terrace Plaza.
- Chief Wilson and Sergeant Pickard met with a social worker regarding collaborative efforts for providing services to people in need of assistance.
- Officers attended a block party in the 22100 block of 42nd Avenue W.
- Officer Johnson attended Coffee with the City.
- Officers attended a charity fundraiser at Red Onion Burgers.
- Sergeant Pickard met with representatives from the Mountlake Terrace Community Foundation regarding working together to meet outreach goals.
- Officers worked grant-funded Target Zero shifts, focused on driver safety and education.
- Officer Johnson participated in a sexual assault awareness panel meeting.

Code Enforcement Property of the Week

On July 22, 2018, Code Enforcement received a property complaint involving multiple junk, wrecked and inoperable vehicles located on residential property near the 22900 block of 44th Avenue W. Code Enforcement arrived, verified the property violations and issued a civil notice of violation for the following; 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), and 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk).

Code Enforcement was contacted by the property owner(s) who indicated the wrecked Ford F250 had been removed from the property, and both the Buick and Chrysler were now currently licensed. Code enforcement re-inspected the property, and confirmed the property was in substantial compliance with City nuisance codes.

Other Items of Interest

- Patrol worked with detectives to locate a fraud suspect. They were able to safely locate and apprehend the suspect using a ruse.

- Sage training and qualifications.
- Officer O'Hagan is currently attending SRO School in preparation for the upcoming school year.
- Officer Brecht is currently attending grant funded National DRE training.

NEWS RELEASES

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

MARK YOUR CALENDARS

- ~~August 21, 6:00 p.m., Economic Vitality & Town Center Public Open House, Council Chambers~~ **CANCELED**
- September 11, 7:00 p.m., Lake Ballinger Citizen Steering Committee Public Meeting, Mountlake Terrace Senior Center, 23000 Lakeview Drive
- September 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 26, 6:30 p.m., Evergreen Awards, Mountlake Terrace Senior Center
- October 17, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 24, Recreation Pavilion 50th Birthday, Recreation Pavilion
- December 7, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace