

## CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

October 20, 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 is scheduled for **Thursday, November 2, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Review of City Department Performance Measures for January-June 2017 (Administrative Services, and City Council/City Manager/Community Relations); (2) Review of Terrace at Park West Preliminary Fee Simple Unit Lot Subdivision (Tentative); (3) Review of Development Process; (4) Presentation by City Attorney (Public Records Act and Council Protocols); (5) Review of Interlocal Agreement for SNOCOM/SNOPAC Consolidation; and (6) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236<sup>th</sup> Street SW.

The City Council's next meeting is on **Monday, November 6, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Update from Edmonds School District Superintendent Dr. Kristine McDuffy; (2) Approval of Interlocal Agreement for SNOCOM/SNOPAC Consolidation; (3) Approval of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236<sup>th</sup> Street SW; (4) Approval of Verdant Water Safety Evaluation & Education Grant Agreement (Tentative); (5) Public Hearing and Adoption of Ordinance to Amend Final Plat Review Process; and (6) Public Hearing and Adoption of Resolution to Approve Terrace at Park West Preliminary Fee Simple Unit Lot Subdivision (Tentative).

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Proposition No. 1:** The Police Chief and City Manager provided the first informational presentations for Proposition 1 this week: Monday night prior to the City Council meeting at Interim City Hall, with the Mountlake Terrace Business Association on Wednesday afternoon and a community meeting at the library on Thursday night. In addition, the city responded to questions about Prop. 1 live on Facebook on Tuesday night.

In addition to the [informational video](#) posted two weeks ago, *City Happenings* newsletter and postcard mailing, our Community Relations Division has taken great steps to get the word out about the community meetings and finding information about the proposal. The meetings have also been announced via the Pavilion's electronic sign, a poster in the library lobby, the cover photo on the city's Facebook page, flyers distributed around the city, social media posts, a

news release, website announcements, and on the printed PowerPoints handed out at the meetings.

There are two more community meetings for those who still desire information about Proposition 1:

- Tuesday, October 24, 6-7:30 p.m., Ballinger Clubhouse, 23000 Lakeview Drive
- Thursday, October 26, 6-7:30 p.m., Cedar Way Elementary, 22222 39<sup>th</sup> Ave. W.

Proposition 1 is a 30-year capital bond measure for \$12.5 million to fund an expansion of the Police Station with construction of a new City Hall. If approved, the cost of the levy in the first year of the bond is anticipated to be \$0.27 per \$1,000 of assessed value. If a home is valued by the county at \$300,000, the cost would be about \$81 the first year. As new development in the city occurs and the current rent payments go away, the cost will go down more.

The city has been renting Interim City Hall since 2009 at a cost of over \$400,000 per year. Three previous bond measures did not reach the 60 percent required by state law for passage. The City Hall Advisory Committee, comprised of nine residents, worked with the community on a recommendation for the City Council that they felt the community would support. Previous proposals for \$25 million received 53 percent (in 2013), 57 percent (in 2012) and a \$37.5 million proposal (in 2010) received 47 percent of the vote.

Proposition 1 is on the November 7 General Election ballot. Snohomish County Elections mailed ballots and the voter pamphlets on October 18.

- **New Ballot Drop Box:** After years on the waiting list pending funding, Snohomish County Elections has provided a ballot drop box in the City of Mountlake Terrace! Installed in early September, the new ballot drop off box is located at the Civic Campus property located at the northeast corner of 232<sup>nd</sup> Street SW and 58<sup>th</sup> Avenue W. It is accessible to those walking or driving. Those wishing to drop off ballots in vehicles, please enter the Civic Campus from 58<sup>th</sup> Avenue W, make the first right turn into the parking lot of the former City Hall, deposit your ballot in the drop box on the left, and exit onto 232<sup>nd</sup> Street SW.

Traffic can build up at ballot drop boxes as election dates approach and especially on election date deadlines. The next election date is November 7 so please note that there could be congestion in this area and waiting times to use the drop box.

- **Trunk or Treat:** The Mountlake Terrace Business Association is hosting "Trunk or Treat" on Halloween from 5-7pm. The event is located in the parking lot near the Espresso Break drive through coffee stand on 56<sup>th</sup> Avenue. The Business Association provides the event as a safe zone for kids to trick or treat with candy distributed from decorated trunks of vehicles. The City of Mountlake Terrace will participate with two vehicles and we are coordinating with South Snohomish County Fire and Rescue. Thanks to the Mountlake Terrace Business Association for sponsoring this event for our community.
- **Tree Lighting Ceremony:** Yes, it seems early but plans are underway for this year's Tree Lighting Ceremony that will be held Friday, December 1 at 6:30 p.m. Thank you to Vineyard Park for stepping up again to provide the funding for this event held each year at Evergreen

Playfield. Also thanks to the Tour de Terrace organization who provides the volunteer labor for this event and has led it for 35 years!

- **Lodging Tax Grants Available:** The city issued a news release last week to advertise \$25,000 in lodging tax funds being available to qualified applicants for projects and events that promote tourism in 2018. Lodging tax funds come from the taxes collected from the Studio 6 Hotel located in Mountlake Terrace. Lodging tax funds must be used for marketing or operation of special events and festivals designed to attract tourists. They may also support the operations of tourism-related facilities owned or operated by nonprofit organizations according to law.

The program or event should have the potential to increase overnight visits to the city's hotel and/or create a positive economic impact. These funds have helped support events such as 3<sup>rd</sup> of July Fireworks, Tour de Terrace and Arts of the Terrace. You may download an [application](#) from the city's website at [www.cityofmlt.com](http://www.cityofmlt.com) on the City Happenings/Community Grant Funds page or contact Community Relations Director Virginia Olsen at (425) 744-6206, or [cityhall@ci.mlt.wa.us](mailto:cityhall@ci.mlt.wa.us). Application materials must be received by 4:30 p.m. on Thursday, November 16, 2017.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Park Lane Townhome Project Receives Preliminary Approval:** The City Council approved the preliminary fee simple unit lot subdivision application for Park Lane Townhomes (now referred to as Terrace Park Estates) on October 16, 2017. The project is an 18-unit townhome development on a one-acre site situated just south of the intersection at 52<sup>nd</sup> Avenue W and 212<sup>th</sup> Street SW. The project will take direct access off 52<sup>nd</sup> Avenue W, by way of a private access driveway, and include frontage improvements along 52<sup>nd</sup> Avenue W. Three townhome buildings, containing three and four units each, will be located on the north and south sides of the access drive, with a fourth building, containing seven townhomes, along the western portion of the site, adjacent to the hammerhead turnaround area. A number of open spaces are planned to complement the built infrastructure. With the preliminary approval, the applicant can now pursue construction level permits to construct the improvements as conditioned by the preliminary approval. The project is located in an area surrounded by a mix of commercial land uses and several multi-family buildings.
- **PSI Mini Storage Submits for Permits:** On October 13, 2017, Insight Engineering applied for civil site construction, landscaping, and retaining wall permits. The applicant plans to construct site improvements for three two-story mini storage buildings at the five-acre vacant lot south of the intersection of 70<sup>th</sup> Avenue W and 220<sup>th</sup> Street SW (across from the ice arena).
- **Atlas 236 Receives Building Comments:** The initial review of the mixed-use application (Permit #B-17-0169) for Atlas 236 (structural and non-structural) review is completed. This project is located on the northeast corner of 56<sup>th</sup> and 236<sup>th</sup>, and consists of five stories with 151 residential units with ground floor commercial. Comments were sent to the applicants on October 11, 2017. A response to these comments is required within 90 days.

## **ENGINEERING & PUBLIC WORKS UPDATES**

- **Main Street Reconstruction:** Two parcels remain for which an agreement for right-of-way has not been reached. To preserve the timeline associated with the grant dollars that have been awarded for the project, the city will be moving forward with condemnation of the necessary right-of-way on these properties.

## **RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES**

- **Espresso Special:** Next week, stop by the Recreation Pavilion espresso stand and receive \$.50 off a 16oz Orange Spice Chai. This delicious fall inspired special will run October 23 - 29.
- **Youth Programs:** Kindergarten Readiness and Preschool classes have field trips this week to the Pumpkin Patch at Craven Farm in Snohomish. They get to sit in on story time with the Craven Farm Harvest Witch, visit the Animal Barn and pick out their own pumpkins.
- **Costume Carnival:** On Saturday, October 28 from 5:00 to 9:00 p.m., the Mountlake Terrace Dance Academy and Kontagious Performing Company will host their 12th annual Costume Carnival dance scholarship fundraiser. The event is located at Terrace Park School Gym 5409 228th Street S.W. adjacent to the Recreation Pavilion. This carnival includes games, food, dance performances, and a costume contest. There'll be performances by Kontagious and MLT Dance Academy and possibly a couple of guest companies joining in. Tickets will be available at the door and admission fee is \$5 per person or \$10 per family up to four people. Pre-sale tickets are available through [albee@kontagious.net](mailto:albee@kontagious.net). All proceeds will benefit the Mountlake Terrace Dance Academy Scholarship Fund and the Kontagious Arts Foundation. Additional donations are greatly appreciated. Dress in your finest, fanciest or funniest outfit, prepare to be entertained and join in the fun!
- **Quarterly Dance Classes:** Sign up now for the new session starting October 31 and running until winter break. By popular request our newest class, Hip Hop/Jazz for adults is here Mondays 7:00-8:00 p.m. We still offer Tap 55+ and Tap Teen/Adult on Tuesdays. Adult Ballet beginning and intermediate is Wednesdays and Tuesdays respectively. Flamenco is going strong on Mondays and you can learn how to move in social dance circles with Salsa and Swing on Wednesdays. No matter what you pick, all of our teachers are professionals who are excited about their specialties. You're sure to learn a lot and have fun while making new friends. For more information, see the craze at [www.crazedigital.org](http://www.crazedigital.org) and turn to page 33.
- **Quarterly Fitness Classes:** Wow does the Pavilion have great work out options for you including PiYo, Turbokick, Pop Pilates, Zumba and a personal trainer on staff to work with you individually. If you're looking for Yoga or Tai Chi as a way to balance fitness and peace of mind MLT fitness department is the best in town. M, T & Th you can take Yoga at 7:30 p.m. and our Tai Chi instructor is reliably inspiring on Saturday morning at 8:30 p.m. For more information, see the craze at [www.crazedigital.org](http://www.crazedigital.org) and turn to pages 32.
- **Kids Quarterly and Academy Dance:** MLT dance offers quarterly Creative Dance and Creative Pre-Ballet on Thursdays after pre-school starting November 2 at 12:45 p.m., Little movers and shakers get a chance to explore their large and small motor skills and the elements of dance with music, props and curriculum based on Anne Green Gilberts creative dance book.

These classes are great for kids who love to use their imagination. The Dance Academy is still enrolling kids for first semester or the whole year. Those classes have already started but it's not too late to get involved. For more information see the craze at [www.crazedigital.org](http://www.crazedigital.org) and turn to pages 33-35 or contact Chloe Davenport for placement. [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us)<<mailto:cdavenport@ci.mlt.wa.us>>, (425) 640-3107.

- **We're Hiring!:** Youth programs are hiring for a ¾ time site lead for MLT Elementary and a site assistant for programs at the Pavilion. These positions get to work directly with the children in the program and help create a memorable experience for them! For more information visit [www.mltrec.com](http://www.mltrec.com)<<http://www.mltrec.com>> or call (425) 776-9173.
- **Racquetball Tournament:** The next racquetball tournament is October 28. Registration cut off is Monday, October 23. Men's and women's divisions are available as well as singles and doubles. For information, or to register, call (425) 776-9173.
- **Kidz Love Soccer:** The final session of Kidz Love Soccer for this year begins October 29. Classes are held indoor at the Terrace Park School gym. Registration is open now! Kids will learn the basics of soccer and practice their skills in a friendly environment. For more information, or to register call (425) 776-9173.
- **Weekday Swimming lessons are underway:** The second session of swimming lessons began on Monday, October 16 and Tuesday, October 17 for the weekday swimming lessons that meet twice a week. These lessons will run through November 8 and 9. Registration will remain open until the third swimming lesson for this session.
- **Weekend Swim lesson Pre-registration:** Will take place on Friday, October 20, Saturday October 21 and Sunday October 22. This will also be the last day of class. Those currently enrolled will be able to register when they arrive for class over the weekend. Those who are not currently registered will be able to register on Wednesday, October 25 for Mountlake Terrace Residents and Thursday, October 26 for everyone, online registration will open up as well. These lessons will run from October 28, 29 & 30 through December 15, 16 & 17. The weekend of Thanksgiving, no lessons have been scheduled. For registration information contact the recreation pavilion at (425) 776.9173, lesson schedules are available online at: <http://www.mltrec.com/529/Swim-Instruction>
- **Dog Obedience Classes:** Registration is open for the next session of dog obedience classes. There will be a Basic Dog Obedience and Puppygarten that will be offered. Contact the Recreation Pavilion at (425) 776.9173 for more information. Check our website or the craze for class descriptions <http://www.crazedigital.org/i/855847-fall-2017>
- **Garden Club Cleans Up Entry Sites:** The Mountlake Terrace Garden Club continues the fall cleanup of entry sites throughout the city. The Mountlake Terrace Garden Club is a volunteer based community group that for over 20 years has annually planted flowers and maintained seven different sites throughout the city. If you are interested in joining the garden club or just helping out please visit their website at: <http://www.mltgardenclub.com/>
- **Jack Long Park to get a "Little Free Library":** Girl Scout Troop Leader Amy Wiskerchen has contacted staff about installing 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. The new Library at Jack Long Park will be installed and monitored by Amy and her Girl Scout Troop 40060.

- **Fields Being Prepped For Fall:** Park Staff is beginning to prepare the grass ballfields as we head into the colder season. Irrigation is being shut down and winterized, and fields have received fall fertilizers. Grass playfields will be closed down as of November 1 to give the fields a chance to rest and be ready for baseball at the end of February next year.

**POLICE DEPARTMENT UPDATES**

Weekly Activity October 11 – October 17, 2017								
	Reports	Traffic Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	36	42	3	8	0	2	0	5
<i>YTD</i>	1670	2321	324	200	31	98	64	92

**Significant Incidents**

- On October 11, patrol responded to a theft report at the Mountlake Terrace Senior Center. The victim stated she was volunteering and left her purse under a table. Upon retrieving her purse, she discovered cash and Starbucks gift cards were stolen. The cards were used at a local Starbucks. Investigation continues.
- On October 11, patrol responded to a domestic complaint in the 5200 block of 238<sup>th</sup> Street SW. Upon arrival, patrol contacted the involved parties, the resident and her adult daughter. During the investigation, the daughter presented a package of heroin and a scale to an officer and said it belonged to her mother. The mother denied ownership. No probable cause was developed due to possession issues. The drugs were seized and placed in evidence for destruction.
- On October 11, patrol responded to a motor vehicle prowl at the Andorra Apartments. The victim stated he discovered his vehicle was broken into overnight and his cell phone and a knife were stolen. The victim activated GPS tracking for the phone. The signal led to a subject passed out near the tennis courts. Next to him was the stolen knife. Patrol sent a ring signal to the phone and it rang inside the suspect’s pocket. He was woken and admitted to breaking into the vehicle and stealing the phone/knife.
- On October 12, patrol responded to a fraud complaint in the 6600 block of 220<sup>th</sup> Street SW. Upon arrival, the reporting person explained he was checking the gas pumps and discovered unusual electronics. Further examination revealed them to be unauthorized credit card readers. The scanners were removed and collected as evidence. Surveillance of the suspects was collected. Investigation continues.
- On October 13, patrol responded to a fire assist in the 5900 block of 232<sup>nd</sup> Street SW. A resident was on her way to the hospital with her husband who was complaining of not feeling well. While on the way, he slumped over and was non-responsive. She diverted to the police department and notified staff of the emergency. Life-saving measures were performed until aid arrived and took over. Unfortunately, the passenger did not survive.

- On October 15, patrol responded to a burglary report in the 21900 block of 66<sup>th</sup> Avenue W. Upon arrival, the victim stated someone accessed his storage unit and stole a rifle in addition to several thousand rounds of ammunition. Investigation indicated the lock of the unit was defeated with a crowbar or similar object. Investigation continues.
- On October 15, patrol observed a suspicious vehicle in the 4300 block of 212<sup>th</sup> Street SW. The vehicle had broken windows with broken glass around it on the ground and two subjects working under the hood. Investigation revealed both subjects were wanted by other agencies. They were both arrested and taken to jail.
- On October 16, patrol responded to a domestic assault in the 6300 block of 232<sup>nd</sup> Street SW. Upon arrival, the victim stated he was in an argument with his girlfriend over him flirting with another female when she assaulted him. The victim had a number of small lacerations on his chest, back and face. The suspect was arrested and taken to the hospital prior to jail due to her level of intoxication. Post clearance she was booked at the Snohomish County Jail.
- On October 17, patrol responded to a fire assist in the 22800 block of 66<sup>th</sup> Avenue W. Upon arrival, fire was performing lifesaving efforts on the resident. The efforts were unsuccessful. Investigation revealed the subject died as a result of medical conditions.
- On October 17, patrol responded to the 23000 block of Lakeview Drive for a burglary report. The victim reported someone broke into her garage and stole items. It appeared entry was made by forcing the locking mechanism.
- On October 17, patrol responded to a welfare check. A female had made threats to harm herself. Her cell phone was pinged and indicated she was likely in the area of Ballinger Park. Patrol located the female who had sustained non-life threatening self-inflicted wounds. She was transported to the hospital for a mental health evaluation.

### **Detective Unit Update**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Cases Assigned</b> <ul style="list-style-type: none"> <li>○ 17-13273 CPS</li> <li>○ 17-15144 Theft</li> <li>○ 17-15122 Missing Person</li> <li>○ 17-15242 Fraud</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Cases Cleared</b> <ul style="list-style-type: none"> <li>○ 17-14821 VUCSA</li> <li>○ 17-5605 Fraud</li> <li>○ 17-13674 Burglary</li> <li>○ 17-14199 Theft</li> <li>○ 17-14888 APS</li> </ul> </li> </ul> |
|--|--|

### **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 Recreation Pavilion.
- Traffic emphases in school zones and bus stops. The traffic trailer has been well received and proved to be a valuable tool.
- Directed patrol at Terrace Ridge Park, Markland Woods and Northern Lights due to complaints of property crime and transient activity.
- Outreach bags continue to be beneficial in contacts with area homeless population.

**Code Enforcement Property of the Week**

On October 16, 2017, Code Enforcement followed up to a complaint involving debris and vehicles stored on the right of way and adjacent property located near the 21800 block or 55<sup>th</sup> Avenue W. After follow up, Code Enforcement documented the conditions, and issued a civil notice of violation to the adjacent property owner in accordance with: 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), 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface per MTMC 19.125.070), 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), and 8.15.040.G.1-(Garbage not kept in proper receptacles with a tight-fitting lid). Code Enforcement also issued several parking citations and tow notices to vehicles at the location.



**Other Items of Interest**

- Chief Wilson and Deputy Chief Caw attended the October 16 council meeting in regards to Code Enforcement Officer Appreciation week.
- Officer Cronk attended Honor Guard training in Vancouver, WA.
- Officer Brecht attended Crisis Intervention Instructor training.

**NEWS RELEASES**

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

**MARK YOUR CALENDARS**

- October 24, 6:00 p.m., City Hall Civic Campus Informational Presentation Ballinger Clubhouse
- October 26, 6:00 p.m., City Hall Civic Campus Informational Presentation, Cedar Way Elementary School
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 16, 5:30 p.m., Snohomish County Cities Meeting, TBD
- December 1, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- January 24 – 25, 2018, Hotel RL Olympia by Red Lion, 2300 Evergreen Park Drive
- June 26 – 29, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8<sup>th</sup> Street

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace