

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

June 1, 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, June 4, 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 Lynnwood Link Extension Project by Sound Transit; (2) Adoption of 2018-2020 City Council Goals; (3) Approval to Surplus Seized and Abandoned Firearms; (4) Approval of Agreement for On-Call Construction Material Testing Services; (5) Approval of KPG Contract Supplement No. 13 for Main Street Project; (6) Adoption of Public Works Fee Schedule Resolution; and (7) Public Hearing and Adoption of Water Comprehensive Plan Ordinance and Amendment to Comprehensive Plan.

The City Council's next work/study session is on **Thursday, June 14, 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 School Resource Officer Interlocal Agreement; (2) Review of Critical Areas Regulations Ordinance; (3) Review of Interim Parking Facilities Development Code Amendment; (4) Review of 2018 Budget Amendments and 2017 Budget Carryovers (Tentative); (5) Review of 2019-2020 Biennial Budget Schedule; (6) Review of First Quarter Financial Report; (7) Review of Contract with FCS to Conduct Water Rate Study; (8) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236th Street SW (Tentative); and (9) Review of City Council Subcommittee Recommendation for Board and Commission Member Appointments.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City Moved to June 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, June 6, 2018 from 6:00-7:00 p.m. in the Jungle Room. (This meeting was originally scheduled for June 13.)
- **City Officials Break Ground on Terrace Station Project:** City officials, contractors, staff and guests celebrated the start of the Terrace Station project with a groundbreaking ceremony

on Thursday evening, May 31. Mayor Jerry Smith introduced the City Council and exclaimed, "This is one of the best things that's ever happened to this city."

The event featured remarks by the Mayor, Roger Collins of Sierra Construction and City Manager Scott Hugill. About 30 guests attended the ceremony and took part in the ceremonial groundbreaking with shovels and hard hats provided by Sierra.

The Terrace Station project includes three new buildings with over 600 residential units and 80,000 square feet of commercial space as well as a new roadway into the project from 236th Street. Terrace Station, formerly known as the Gateway project, will be built on the former Evergreen Elementary School site adjacent to I-5 just north of the King-Snohomish County line. The project offers affordable housing close to mass transit and the future light rail station, shopping, cafés and other amenities.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Update on Civic Campus Project:** ARC Architect continues its work on design concepts that will be presented during a Wednesday, July 11, 2018 Open House. The public event will be held at the Senior/Community Center (23000 Lakeview Drive) at 6:00 p.m. Please add this date to your calendars and plan to join us!
- **June 2018 City Happenings:** The city newsletter was mailed this week and features an article about the community updating the Economic Vitality and Town Center plans. This issue also features articles on the opening of Banh Mi Bites, Main Street Project, Recreation programs and Summer Camps, 2018 Arts of the Terrace Call for Artists, and the 3rd of July Fireworks Show. Other articles include Light Rail Station Open House, Tour de Terrace, National Night Out, Stormwater Program Updates, and the Civic Campus Project. Ongoing items include Construction Updates, Council Highlights and Coffee with the City dates.
- **Public Disclosure Processes:** Kory Atcusion, Public Records Officer, met with the Police Records division last week and this week regarding public disclosure processes and how to respond to new tracking requirements mandated by the state last year. Together they developed a new process that will be utilized for tracking and reporting all requests, which will be compiled and reported to the state on an annual basis. We are required to report information for July 23, 2017 (the effective date of the new law) through December 31, 2017 to the Washington State Joint Legislative Audit and Review Committee by July 1 of this year.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **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. The development is designed per Town Center site and building design standards. Commercial spaces are located on the ground floor facing 56th Avenue W and 236th Street SW (none on 55th Avenue W). The project is eligible for tax abatement.

Status: City staff are currently reviewing revisions to building, civil and landscape plans, submitted May 3. Construction permits are expected to be issued for the upcoming construction season.

- **MLT 228** (22802 44th Avenue W): This project will construct two new two-story, commercial buildings on a corner lot, totaling 21,530 square feet, with one level of underground parking to supplement surface level parking. The buildings are to be connected on the second story. Access to the site will be from the northern portion of the parcel, off 228th Street SW. Improvements include pedestrian activity areas along both 228th Street SW and 44th Avenue W, consistent with the Community Business District Design Standards. Interior property line, and parking lot landscaping will be provided.

Status: City staff has provided the applicant with initial review comments on the project's consistency with zoning site and building design standards.

- **Wingate** (23209 56th Avenue W): This project will construct a new four-story, 48,920 square foot, mixed-use building with 42 residential units and underground parking. Access to the site will be from 56th Avenue W. Frontage improvements along 56th Avenue W include a pedestrian activity area and public plaza space. On-site landscaping will be provided pursuant to required ratios, and the building itself will be designed according to the Town Center District Design Standards (TCDS). The project is eligible 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.

- **PSI mini storage** (22209 70th Avenue W): This project is a 102,000 square foot mini storage facility consisting of three buildings and associated frontage and site improvements. Land use approval was obtained. Initial review of civic, building, and landscape construction permits has been completed for a response from the applicant.

Status: Recently, the applicant initiated a discussion with staff regarding changes to the project's design. The applicant had been asked to provide details of the proposed change(s), so that a determination can be made whether the change(s) constitutes a major, or minor revision, to the approved site plan. A major revision will require a new site development plan application review and approval process, and fees.

- **Terrace at Park West** (21309 48th Avenue W): This project, under construction, includes five townhome 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 27 townhome units is ongoing, with a large volume of building and site inspections taking place.

- **Mountlake Terrace Elementary School** (22001 52nd Avenue W): This project, under construction, is a new 63,800 square foot K-6 school facility.

Status: Framing and roofing inspections, as well as electrical, mechanical, and plumbing are on-going. Completion is projected for mid-July 2018. Construction crews are currently working seven days a week on the project.

- **Cedar Way Elementary School** (22222 39th Avenue W): Application has been made to add a second portable classroom to the school property. A 10 percent increase in the building's square footage, in existence at the time the CUP was approved, is permitted. This is an administrative review and approval process, concurrent with review and approval of the associated building permit.
- **Economic Vitality and Town Center Task Force**: Over the next several months, the Task Force and SCJ Alliance will conduct two more meetings, an open house and submit recommendations to the Planning Commission for their consideration and recommendation to the City Council before the end of 2018. Everyone is encouraged to participate in the discussion about the future of the community and the Town Center area. **The next Economic Vitality Strategy and Town Center Task Force meeting #4 will be held on June 12, 2018 at 6:00 p.m. in the Council Chambers of Mountlake Terrace City Hall (6100 – 219th Street SW, Suite 220); all meetings are open to the public.** For more information about the Economic Vitality and Town Center planning process, please visit the city's website at www.cityofmlt.com/1936 or contact Community and Economic Development at (425)744-6207.

Comprehensive Plans and their related elements are designed to be reviewed on a periodic basis by the community to assess the goals and visions contained within the plans and make adjustments to reflect changes for the future. The Town Center Subarea Plan was adopted over ten years ago and the city and region have experienced many changes over the last several years, including the approval to extend Sound Transit's light rail line northward into Snohomish County; a Mountlake Terrace Rail Station, located at 236th and Interstate 5, is scheduled to be operational in 2024.

- **Planning Commission to Hold Public Hearing on Proposed Critical Area Regulations**: On June 11, the Planning Commission will hold a public hearing and make a recommendation to the City Council on the adoption of the updated critical area regulations. The City Council is scheduled to review the Proposed Critical Areas Regulations Ordinance on June 14 with a public hearing and consideration on June 18. The update is to be completed by the end of June 2018.

The City Council had their first review of proposed updates to the city's critical areas regulations, Chapter 16.15 MTMC, at their May 3 work/study session. The critical areas code protects the functions and values of ecologically sensitive and hazardous areas, including streams and wetlands, flood prone areas, geologically hazardous areas, and aquifer recharge areas while allowing reasonable use of private property. The city's critical areas regulations were last updated in 2004 and are currently out of compliance with the Growth Management Act and other state law.

Regulation of critical areas helps to protect, conserve, and restore areas that support threatened or endangered fish (such as salmon), retain the important roles that critical areas play, and

protect life and property from damage. A major focus is on water resources and water quality. Updates include consistency in how wetlands are defined and delineated, requiring notices on property titles when critical areas are identified, specific fencing and signage to protect wetland and stream and buffers, details on activities exempt from a permit such as removal of noxious weeds (such as ivy), and clarification on procedures.

PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES

- **Interurban Trail Crossing Work on 212th:** The City of Lynnwood continues work on the Interurban Trail crossing on 212th. The work requires the intermittent use of detours onto the adjacent road network. City staff are working closely with Lynnwood's staff to address any issues arising from the use of the detours. The work is expected to last through September. There is a traffic alert on the city's website and social media updates have been made to alert the community. Our city also coordinated with City of Lynnwood to notify nearby major employers to ensure their commuters were aware of the project and associated detours.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Stop by the Recreation Pavilion espresso stand and check out our weekly special! June 4-10, save \$.50 off a 16oz Jungle Java Mocha. Delicious hot or iced.
- **Employment Opportunities:** Recreation is hiring two $\frac{3}{4}$ time site leaders and summer staff. For more information or to apply visit www.mltrec.com/Jobs.aspx
- **Staff Training:** Last week Recreation Coordinator, Mark Haug attended WCIA training titled Best Practices for Coaching, Counseling and Transitioning to Discipline. Mark learned the benefits of employee engagement and key elements of employee performance levels.
- **Dance Camp Summer Registration:** Don't wait to get signed up! Some camps are close to full but we still have lots of options to choose from. New this year is our Total Dance Immersion, 9:00 a.m. to 4:00 p.m. July 23 - 27 and July 30 - August 3. These longer camps are designed to teach a broad spectrum of styles, allow dancers more time to create their own dances and give families a childcare option. You can register for all the dance camps online. Go to www.mltrec.com and click on the Craze. Find page 14 to view camps or page 15 for weekly summer dance classes.
- **Mountlake Terrace Dance Academy:** Alice in Wonderland is coming to MLT High School Theater! Saturday, June 9 there will be two shows, 11:00 a.m. and 4:30 p.m. Tickets will be on sale through www.brownpapertickets.com May 14 - 31. After that, tickets will be sold at the theater during dress rehearsal and one hour before each show. Purchase tickets early! Shows have sold out in the past. The show is estimated to be about 2 hours with a 15 minute intermission. Hundreds of hours are put into this event by our excellent dance instructors. As you read this, their creative minds are planning and implementing age and level appropriate dances that fit into the storyline under the direction of Dance and Fitness Programmer Chloe Davenport. Come see your dance community shine!

- **Adult Softball:** Registration for summer softball is open! Men's and women's leagues are available. Summer leagues begin June 25. Games are played Sunday through Friday. There is a \$600 fee per team. [Click here for registration information](#) or call (425) 640-3105.
- **Aquatics Training:** Friday, June 1 is a lifeguard EXPO, the first 100 at the door will swim for free while the lifeguards practice their skills in scanning and responding to emergencies. The expo will take place from 4:45-6:00 p.m. This is part of an ongoing training program that lifeguards participate in to keep their skills sharp.
- **Wellness Committee:** The city employees have just completed participating in a wellness challenge called "Wandering the Wonders" sponsored by the Association of Washington Cities. Employees tracked their steps to go to 8 different wonders of the world. To complete the event, participants had to complete 150,000 steps from May 1-31. This event is part of the city's effort to earn the Wellcity award to help save on health benefits, cities awarded Wellcity earn a 2% deduction in their costs.
- **Mountlake Terrace Garden Club:** The Mountlake Terrace Garden Club cleaned and weeded six entry locations throughout Mountlake Terrace on May 28. They will plant all of the sites on June 1 at 6:30 p.m. starting at the Library (23300 58th Avenue W, Mountlake Terrace). The Mountlake Terrace Garden Club is looking for members to assist in running the club and maintaining the entry sites in Mountlake Terrace. The Mountlake Terrace Garden Club is a volunteer based community group that for 20 years has annually planted flowers and maintained six different sites throughout the city. If you are interested in joining the garden club or just helping out this spring please contact Parks Superintendent Ken Courtmanch at (425)-776-1811.
- **Calvary Church Volunteers:** Park staff met with Riley Taylor and Gabriella Barham from the Calvary Church with an interest in a service project in Mountlake Terrace. The Church expects 10-20 people out on June 9 for a volunteer effort along the Lakeview Trail.
- **Premera Volunteers:** Premera representative Tish Retana has contacted park staff with an interest in starting a volunteer program that would run into the summer. Tish has suggested that Premera employees offer 10-20 employees doing volunteer work every other Friday going forward until July. The first week 13 volunteers started at Ballinger Park on May 25. Work completed included general debris clean up, weeding and painting of picnic tables and benches.



POLICE DEPARTMENT UPDATES

Monthly Activity								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
YTD	720	1376	158	98	11	34	16	38

**Monthly activity is updated first week of each month*

Significant Incidents

- On May 23, 2018 at 5:13 a.m., an officer responded to the 4100 block of 222nd Street SW for a report of a car prowl in progress. The victim was reporting that someone in a white Jeep had entered his vehicle and took his backpack. The victim told the officer that he had been walking his dog in the park when he saw the suspect vehicle stop near his car, the suspect looked around the victim's car, at which point the victim noticed the light come on in his car. The victim tried to run to his car, but the suspects drove away before he could get any specific information on their car or physical characteristics. The victim did say that the backpack the suspect took only contained dog food and dog supplies.
- On May 23, 2018 at 12:29 p.m., an officer responded to the school in the 23600 block of 54th at the request of the principal. He had requested the officer be present while four students were interviewed about drugs being used and distributed at the school. The investigation is ongoing with several students being interviewed.
- On May 23, 2018 at 5:00 p.m., an officer responded to the 4600 block of 242nd Street for a burglary complaint. The victim reported that he left home at 6:30 a.m., and returned to find

that someone had been in his home. Various electronics in the home had been taken and the neighbors that were contacted did not see anything.

- On May 24, 2018 at 8:51 a.m., an officer responded to an unattended death in the 22600 block of 63rd Place W. The wife of the victim was reporting that her 86-year-old husband had died in the early morning hours. The deceased had serious health issues and based on his medical history, the medical examiner released the body to a funeral home. The officer assisted the family in calling the funeral home.
- On May 24, 2018 at 12:53 p.m., officers responded to a reported assault, vehicle theft and court order violation in the 21800 block of 66th Avenue W. The victim was reporting that her ex-boyfriend had come to her home uninvited on May 16, knocked her to the ground, covered her mouth and nose to the point of her nearly losing consciousness, and then took off in the car she had rented. The officer located a valid no-contact order in the system for the suspect. The officer was not able to contact the suspect but completed the necessary charging documents.
- On May 24, 2018 at 4:50 p.m., an officer took a sexual offence report about an incident that occurred at the Studio Six Motel on May 22, 2018, involving a diminished capacity thirty-year-old female. Detectives are investigating.
- On May 25, 2018 at 7:00 a.m., an officer on routine patrol stopped a vehicle for a malfunctioning light. During the stop a \$50,000 warrant for burglary was located in the system for the driver. The driver was arrested and booked on the warrant at the Snohomish County Jail.
- On May 25, 2018 at 6:11 p.m., officers responded to a custody dispute in the 5900 block of 212th Place W. The parties were separated and calm when the officers arrived. The officers were able to help the couple resolve their custody dispute until they could get a parenting plan in place.
- On May 26, 2018 at 2:59 a.m., patrols responded to a report of a rape that had happened at 10:08 p.m., on May 25, 2018, in the 24000 block of 56th Avenue W. The victim reported that while walking to her vehicle a bald white male between thirty-five and forty years of age attempted to rape her with a box knife in his hand. The suspect made several superficial cuts with the knife on the victim during the attempt. The victim was able to escape when a passerby "spooked" the suspect and he ran away. Detectives responded to investigate further.
- On May 27, 2018 at 10:10 p.m., a victim reported being sexually assaulted the previous evening while visiting a residence in Mountlake Terrace. The victim underwent a sexual assault examination. The suspect was known to the victim and the case has been assigned to detectives.
- On May 28, 2018 at 6:25 a.m., patrols responded to 4400 block of 231st Place SW for a 37-year-old female that was suffering from mental illness. Officers contacted the female outside her home and quickly determined that she needed to be involuntarily committed. The female was safely taken into custody after some mild resistance. One officer sustained minor scrapes from the incident and did not need any medical attention.

- On May 29, 2018 at 12:05 a.m., officers responded to a robbery at the 56th Avenue Market. Three suspects armed with handguns robbed the 56th Avenue Market just before closing. The three suspects had their faces partially covered. A K9 track was initiated and multiple witnesses were encountered on the track. The track and the witness information indicates the three suspects fled to the area of 23400 58th Avenue W where they entered a vehicle and left the area. One of the customers sustained a minor injury from a pistol that had been jammed in his ear. The injury did not require treatment.
- On May 29, 2018 at 3:51 p.m., officers were called to the area of the 22100 block of 42nd Avenue W. for a suspicious person walking around with a Nerf gun. Officers were told that the possible suspect was attempting to get into a house. The subject was found to be incoherent and appeared to be hallucinating. The subject was taken into custody and transported by the medics to Swedish Hospital for a mental evaluation.

Detective Unit Update

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|------------------|---------------|-----------------|--------------|
| • Cases Assigned | | • Cases Cleared | |
| ○ 18-8006 | Burglary | ○ 18-8738 | Assault 1 |
| ○ 18-8155 | Vehicle Prowl | ○ 18-7144 | AC Complaint |
| ○ 18-8189 | Sex Offense | ○ 18-926 | DWLS |
| ○ 18-8268 | Sex Offense | ○ 18-7320 | Fraud |
| ○ 18-8369 | Sex Offense | | |
| ○ 18-8401 | Theft | | |
| ○ 18-8437 | Robbery | | |
| ○ 18-8442 | Burglary | | |
| ○ 18-8441 | Burglary | | |

On May 29, 2018 at 10:30 a.m., after a lengthy investigation, Detectives were able to develop probable cause on an assault of a child case from April of this year. Detectives placed the suspect, the mother of the child, into custody for Assault of a Child 2nd Degree. She was booked into the Snohomish County Jail.

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 Evergreen Elementary property.
- Traffic enforcement in school zones and other areas as requested.
- Outreach materials are being distributed when appropriate.
- Officers have been spending time at their assigned schools for the liaison program.
- Sgt. Pickard met with the construction supervisors at the Evergreen School site to discuss contact information and emergencies.
- Sgt. Pickard met with a parks maintenance employee at Veterans Park to discuss the removal of some old camping debris.

CODE ENFORCEMENT PROPERTY OF THE WEEK

On April 12, 2018, Code Enforcement observed a property near the 23100 block of 59th Avenue W. involving a bus and multiple trailers with expired licenses, parked on unimproved surfaces, along with debris located in the front yard. Code Enforcement 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), 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk), 8.15.050.B.8-(Recreational or utility vehicles parked outside of a building shall be maintained in a clean, stable and well-kept state), 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface) and 8.15.050.B.4-(Recreational or utility vehicles stored in a front yard shall be parked on an improved surface, or on a maintained surface per MTMC 19.125.070). Code Enforcement was contacted by the property owner a couple weeks later. They voluntarily agreed to remove all inoperable vehicles and trailers from the property, along with removal of the debris. On May 23, 2018, Code Enforcement re-inspected the property, and noted it was in compliance with city nuisance codes.



Other Items of Interest



- Officer Brian Moss (middle with rifle) participated in the Mill Creek Memorial Day Parade as a member of the Honor Guard.
- Chief Wilson attended the WASPC conference in Spokane last week.

NEWS RELEASES

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

MARK YOUR CALENDARS

- June 6, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 12, 6:00 p.m., Economic Vitality and Town Center Task Force Meeting #4, Council Chambers
- June 26-29, AWC Annual Conference, Yakima Convention Center, 10 N 8th Street
- July 3, 3rd of July Family Celebration, Ballinger Park
- July 11, 6:00 p.m., Civic Campus Project Community Meeting, Ballinger Clubhouse
- July 18, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 27, 28, 29, Tour de Terrace, Evergreen Playfield
- August 7, 6:00-9:00 p.m., National Night Out, Evergreen Playfield
- August 8, 6:00 p.m., Economic Vitality & Town Center Task Force Meeting #5, Council Chambers
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 21, 6:00 p.m., Economic Vitality & Town Center Public Open House, Council Chambers
- September 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 26, 6:00 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