

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

July 13, 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, July 16, 2018** 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 Legislative Agenda; and (2) Approval of Interlocal Agreement with Edmonds School District for Facility Access.

The City Council's next meeting is a Work/Study Session on **Thursday, August 2, 2018** 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 2018 Second Quarter Police Department Report; (2) Review of Interim Parking Facilities Development Code Amendment; (3) Review of City Departments Performance Measures for January-June 2018; (4) Review of Design and Construction Agreement for Main Street Revitalization Project and Lynnwood Link Project Improvements at 236<sup>th</sup> Street SW (Tentative); and (5) Review On Call Survey Contracts.

### COMMUNITY MEETINGS AND EVENTS

- **City Hall Update:** The City of Mountlake Terrace hosted an open houses on July 11, 2018 at the Mountlake Terrace Senior Center. Approximately 50 people attended to hear ARC Architects (ARC) present information on two schemes/concepts for a new City Hall at the Civic Campus.

ARC Architects began their presentation by reviewing what took place during the first open house on April 5, 2018. Specifically, ARC described how display boards were used to gauge the public's preferences on materiality, building form, colors, textures, transparency, entries, etc. ARC then described how comments received during the first open house were used to help ARC prepare concepts/schematic drawings.

ARC then presented two schematic designs. Four display boards were used for each scheme. Board 1 depicts the overall site plan for the civic campus. Board 2 depicts the internal floor layouts of public spaces, i.e., lobby, Council chambers and conference room. Board 3 illustrates a view of the building's exteriors from the south side, while Board 4 depicts views of the east side (the area of a future public plaza). Images of the display boards can be found on the [city's website](#).

ARC asked attendees to provide comments on the strongest attributes of schemes, attributes that should be further strengthened, attributes to be re-envisioned and what would attendees not like to see in the schemes. Residents provided many comments for ARC to consider as they move forward with a refined design which will be presented during a third open house to be held in October of this year.

- **Town Center Task Force:** The City of Mountlake Terrace reached out to real estate professionals, developers, economic development professionals, and architects as part of creating a panel discussion to talk about economic development and opportunities. Four individuals from varied backgrounds accepted an invitation to participate on the panel. The event took place on July 12 in the Mountlake Terrace Council Chambers and the topics discussed included what these professions take into consideration when identifying development opportunities, planning and implementing projects, facilitating economic vitality, and creating livable and lively environments.

The meeting began with a brief introduction of each speaker. Panelists included Chris Fiori, Principal and Project Director of Heartland LLC; Bob Tiscareno, AIA, Design Principal and Founder of Tiscareno Associates; Joe Ferguson, Co-founder and principal of Lake Union Partners; and Brynn Estelle Telkamp, Designated Broker and Retail Brokerage Consultant with BeRetail. This was followed by the speakers providing opening remarks, a question and answer session, and open discussion.

### **CITY CLERK AND COMMUNITY RELATIONS UPDATES**

- **Coffee with the City Moved to July 18:** Due to the Civic Campus Open House, Coffee with the City was moved from Wednesday, July 11 to July 18. Residents, business owners and others from the community are invited to join city officials 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 228<sup>th</sup> Street SW from 6:00-7:00 p.m. in the Jungle Room.
- **Mountlake Terrace Plaza Grand Re-Opening:** The Community Relations Director met with Rosita Sandell, the new Executive Director of Mountlake Terrace Plaza on Friday. She asked the City Council and city officials to participate in their grand re-opening to celebrate their remodel on Thursday, August 9 at 5:00 p.m. Under new management by MBK Senior Living and ownership by Capital Seniors Housing, Mountlake Terrace Plaza (formerly known as Merrill Gardens) is planning a big casino event that same day. Rosita said they have begun a Johnny Carson-like talk show once a month from 2:00-3:00 p.m. in the afternoon and she would welcome speakers from within the community to come and talk to their residents.
- **Records Management Update:** The Public Records Officer and City Clerk are working to prepare a grant application for technology tools with Washington State Archives. The application is due on July 31. The grant application is part of a larger plan to propose a request for an electronic content management solution as part of the 2019-2020 Biennial Budget. If approved and as referenced in the February 2018 report prepared by FreeDoc, the system will move the city forward in its digital transformation. The budget request is in alignment with the City Hall Advisory Committee's recommendation and City Council's direction to move

toward paperless business processes. In 2019-20, the city will be implementing records management best practices and transform the way we operate from a paper-centric workplace to a digital environment. On a parallel track, the city will also be working to address the backlog of paper documents currently stored in city facilities due to the limited space in the new City Hall for records storage.

- **Arts Commission Vacancy:** The Arts Advisory Commission currently has a vacancy. The Arts Commission is comprised of seven members and five of them are required to be residents of the city while two may live outside of the city. Currently one of the members is not a resident so the vacancy may be filled by either a resident or non-resident. The term would begin upon appointment and expire on June 30, 2021. Thanks to long-time Arts Commissioner Carol McMahan for her service on the Arts Commission!

### **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. Commercial spaces are located on the ground floor facing 56<sup>th</sup> Avenue W and 236<sup>th</sup> Street SW (none on 55<sup>th</sup> Avenue W). The project has been approved for tax abatement.

Status: Civil and landscape plans have been approved. Construction permits are expected to be issued for the upcoming construction season.

- **Wingate** (23209 56<sup>th</sup> 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 56<sup>th</sup> Avenue. Frontage improvements along 56<sup>th</sup> 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.

- **Mountlake Terrace Elementary School** (22001 52<sup>nd</sup> 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.

## **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**

- **Premera Volunteers:** In Premera's latest volunteer program effort, a large group of about 40 volunteers cleaned up at the Evergreen Playfield Complex on July 10 to help the city prepare for the Tour de Terrace festival scheduled for July 27-29. Thanks to Premera for helping to beautify this community!



- **Eagle Projects:** Park staff has been contacted by three Eagle Candidates interested in completing their projects in Mountlake Terrace.
  - Theo Armentrout met with staff and is planning a project for Terrace Ridge Park and is considering attending an NPIS meeting to discuss adding a volley ball court to the park.
  - Tyler Mudaliar has met with staff and is considering a project at Bicentennial Park adding some benches to the newly completed trail.
  - Ian Andrews has met with staff and is considering assisting in updating the entry sign at Ballinger Park. Ian will be attending an RPAC meeting and intends to meet with the Mountlake Terrace Senior Center to discuss possibilities.

All projects are expected to be completed by the end of this year.

- **Girl Scout Projects:** Girl Scout Troop 43752 worked with the city to apply for a Snohomish County Small Capital Partnership Program grant (SCPP). The troop received notice that they have been awarded \$5,000 to help cover paving the final stage of the Bicentennial Trail Project. The city will help cover a match and work is expected to begin in early fall.

Park staff has been in conversations with Troop Leader Heather Margo who has a number of Girl Scouts working toward a Bronze Award. The group has an interest in updating the swing at Terrace Creek Park also known as "Candy Cane Park" and is scheduled to meet with park staff on July 18 to discuss the project.

- **Daily Swimming Lessons:** The second session of daily lessons started on Monday, July 9. This session will run through July 20.
- **Program Cancellations:** Friday, July 13, the 2:45-4:15 p.m. and the 4:30-6:00 p.m. Recreation Swims will be canceled due to the home swim meet at 4:00 p.m. Staff will be setting up the pool for the swim meet. These swims will be canceled on Friday, July 20 as well, when the Marlins host their second home meet.
- **Marlins Swim Team:** The Marlins will have their first meet this Friday, July 13 at the Recreation Pavilion. They will be swimming against the Snohomish County/McCollum Frogs. The meet will begin at 4:30 p.m. with warm ups at 4:00 p.m.
- **Dog Obedience:** A new session of Basic dog Obedience began on Monday, July 9 (full course), Beyond Basic began July 11.
- **Facebook Pool and Room Rental Offer:** A discount offer was posted on Facebook on Monday, July 9 for Summer Pool & Room Rentals. You will receive \$20 off when you rent the pool and a room and \$10 off when you rent only a room. Mention the promo code **Summer Rental 18** when you are booking your room or pool rental. This offer will expire on September 2, 2018.
- **Lifeguard In-Service:** On Friday, July 6 the Lifeguard In-Service focused on administering CPR and working as a team. Lifeguards of the Month are Cody Danson and Juliana Epoch. Both are seasoned staff who have picked up many of the afterhours scuba rentals, the Swim Instructor of the Month is Sandra Hart, a newer staff who received positive customer feedback for her swim instruction in reinforcing her students confidence in the water. Congratulations to the Aquatic Employees of the Month.
- **Espresso Special of the Week:** Stop by the Recreation Pavilion espresso stand and check out our weekly specials! July 16-22, save \$.50 off a 16oz "twisted toffee blended coffee."
- **Summer Tennis:** Tennis camps for ages 7-13 are now running weekly! Professional tennis instructor Brian Anderson teaches kids the basics of tennis using fun games and drills. Each kid gets a camp T-shirt. For more information or to register, call (425) 776-9173.
- **Skyhawks Sport Camps:** There are a few remaining spots in the upcoming Skyhawks sport camps. Camps include soccer, flag football, multi-sport and mini-hawks. Kids learn the

fundamentals of each sport in a fun and supportive environment. For more information or to register, call (425) 776-9173.

- **Dance Immersion Camp:** We still have several spaces for this camp. During the immersion, dancers will study several forms of dance including Ballet, Lyrical, Modern, Hip Hop and Improvisation. Participants will be guided in creating their own choreography alone and with other dancers. Our creative process will finish with a presentation to friends and family on Friday from 3:15-4:00 p.m. This week's camp participants are invited to march in the Tour de Terrace Parade on Friday evening. For more information visit our interactive Craze pdf at [www.crazedigital.org](http://www.crazedigital.org).
- **Youth Employment Opportunities:** Recreation is seeking 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](http://www.cityofmlt.com/Jobs.aspx).
- **Fall Child Care:** Kindergarten Readiness and Junior Kids Krew are full but waitlist option is available. Half day preschool has availability. Before care at Madrona is full, Pavilion am/pm are full, as well as pm care at Mountlake Terrace Elementary site. For information or to register call (425) 776-9173.
- **Summer Camp Registration:** Registration is available for both the All-Stars and Majors summer camps! Majors camp, (children entering 1st/2nd grade) have limited availability weeks 4, 5 and 7. All-Stars camp have availability in week 9 only. Summer day camps are available for ages 3-13. Summer day camps include field trips and activities for all involved. Other camps include sports, dance and aqua kids. For more information visit [www.mltrec.com/summer](http://www.mltrec.com/summer)<<http://www.mltrec.com/summer>>. To register call (425) 776-9173.

**POLICE DEPARTMENT UPDATES**

Monthly Activity								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>June</i>								
<i>YTD</i>	1185	2102	261	131	16	59	28	72

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

**Significant Incidents**

- On July 4, 2018 at 12:30 p.m., an officer responded to the Red Dragon Casino for a reported theft. The victim told the officer that he locked his bicycle to the handrail in front of the casino and when he went to leave, the bike was missing. Casino security is reviewing their video surveillance.
- On July 4, 2018 at 3:06 p.m., officers responded to the Northern Lights Apartments for a disturbance. The disturbance involved a couple in the midst of dissolving their relationship and

they were having a verbal argument. The male told the officer that the female was very emotional about the break-up and did not want to leave until the male dialed 911.

- On July 5, 2018 at 1:53 a.m., an officer responded to the Studio Six for a burglary report. The clerk told the officer that he had run an errand and when he left the office, he accidentally left the doors unlocked. When the clerk returned to the office, he found a male requesting a replacement for a lost key and an unknown female outside. When the clerk checked the cash register, there was a large amount of cash missing. At approximately 8:56 a.m., an officer followed up to collect video evidence. The officer developed probable cause to arrest the male who had been requesting the replacement key. The subject was arrested and booked at the Snohomish County Jail for theft.
- On July 5, 2018 at 9:30 a.m., an officer responded to the 4300 block of 236<sup>th</sup> Street SW for a welfare check. The reporting party was calling about a depressed employee who had not come into work. Officers contacted the subject's apartment and spoke with a person who wanted to report the depressed subject as missing. Officers attempted a 'ping' of the subject's cell phone and it indicated a location in Seattle. Seattle Police were asked to make a check of the location for the missing subject. A few hours later officers were informed that the subject was on his way home.
- On July 6, 2018 at 12:21 a.m., officers responded to the 6400 block of 234<sup>th</sup> Place for a physical domestic. The call involved two brothers physically fighting. At the home, the father told the officers that he had tried to break-up the fight but was pushed back by the one son who had left before the officers arrived. Officers were unable to locate the aggressive son but arrested the other son on an unrelated warrant. A criminal citation for DV-Assault 4 was completed and will be mailed to the aggressive brother.
- On July 6, 2018 at 4:17 a.m., Patrols were dispatched to the 22800 block of 44<sup>th</sup> Avenue W to assist the fire department. A passerby had reported a male lying in the parking lot and unresponsive. Patrol arrived and found a 55-year-old male lying next to his vehicle unresponsive. Evidence of narcotic use was present and officers deployed two doses of narcan in an attempt to revive him. Paramedics then arrived and were able to stabilize the patient allowing transport to the hospital. Follow-up investigation revealed that the patient most likely was attempting suicide and was involuntarily committed.
- On July 7, 2018 at 2:33 a.m., officers responded to Ballinger Way to speak with a female about a domestic dispute that had occurred at a residence in the 21300 block of 48<sup>th</sup> Avenue W. The female had left the residence and had been speaking to an officer in Lake Forest Park. After speaking with the female and determining that the dispute had been verbal, the female decided to stay at a relative's home until things cooled off.
- On July 7, 2018 at 10:36 a.m., officers responded to the Recreation Pavilion for a report of a grass fire east of the tennis courts. Upon arrival, officers contacted Pavilion employees who had extinguished most of the fire with a fire extinguisher. Fire arrived on scene and extinguished the remaining four-foot by four-foot section of grass that was still on fire. There were reports of fireworks heard in the area but no evidence was located at the scene. Fire personnel determined the cause of the fire as unknown.

- On July 7, 2018 at 10:15 p.m., an officer conducted a traffic stop on a vehicle with an expired license plate. The officer learned the female driver was suspended, had a previous VUCSA conviction and developed cause to impound the vehicle for a narcotics search warrant. The vehicle was impounded to the police department to await a search warrant.
- On July 8, 2018 at 7:55 a.m., an officer doing a routine check of the Albertsons parking lot came upon a suspicious occupied vehicle in the lot. Checking further he found a male in the front seat with what appeared to be drug paraphernalia. The officer obtained a consent to search and found more paraphernalia but no narcotics. The driver admitted to dealing heroin at one point, but could not continue because of his addiction. The officer disposed of the paraphernalia.
- On July 8, 2018 at 9:30 p.m., an officer saw a known felony warrant subject in the 24200 block of 52<sup>nd</sup> Avenue W. The warrant suspect was taken into custody for multiple arrest warrants and was transported to the Snohomish County Jail.
- On July 9, 2018 at 2:47 a.m., an officer was dispatched to assist a Brier officer with a warrant subject he had stopped. The subject had a warrant for driving while license suspended in the 3<sup>rd</sup> degree. She was placed under arrest and booked at the Snohomish County Jail.
- On July 9, 2018 at 5:30 a.m., an officer responded to Sorelli's Pizza for a burglary complaint. The owner was reporting that sometime overnight unknown person(s) broke into his business, ransacked his safe and the cash drawer. Entry was made by smashing out the front door. The owner told the officer that there wasn't much taken because he does not leave anything of value at the business.
- On July 9, 2018 at 11:28 a.m., an officer responded to the 4400 block of 242<sup>nd</sup> Street SW for a reported harassment. The officer was able to quickly discern that the suspect who had made the threats was a neighbor of the victims. The victims did not want to pursue any charges at this time and the suspect was told if he thought he had a problem in the future to call the police to help him deal with the issues appropriately.
- On July 10, 2018 at 2:33 a.m., an officer responded to the 22100 block of 64<sup>th</sup> Avenue W for a vehicle theft report. The victim told the officer his car was taken from where he parked it earlier due to a repair issue. The officer took a statement and entered the vehicle into the system as a signed stolen vehicle.
- On July 10, 2018 at 9:46 p.m., officers responded to the 23900 block of 48<sup>th</sup> Avenue W for a suicide call that involved a firearm. Upon arrival, a 22-year-old male was located deceased from a gunshot wound. During the investigation, a hand grenade and rocket propelled grenade (RPG) round were located. For safety, the residence was evacuated and the bomb squad was summoned. Once the devices were safely removed, the medical examiner's office responded and took possession of the deceased. As officers continued their investigation, another hand grenade was discovered. The home was again evacuated and the bomb squad responded for a second time. That device was also safely removed. Bomb squad personnel advised that all the

devices were inert but due to the nature of the explosives ATF and FBI were notified by their department.

### **Detective Unit Update**

- Cases Assigned
  - 18-10724 Burglary
- Cases Cleared
  - 18-8578 Fraud
  - 18-10096 Burglary
  - 18-10730 Missing Person
  - 18-9298 Theft
  - 18-9224 Vehicle Prowl
  - 18-9253 CPS

### **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 areas as requested.
- Outreach materials are being distributed when appropriate.
- Officers conducted the assigned sex offender checks.
- Foot patrols of schools and Creekside Church property.
- Frequent “pot shop” patrols.

### **Code Enforcement Property of the Week**

On June 6, 2018, Code Enforcement received a complaint from multiple city employees regarding an abandoned vehicle in the Cinebarre Mountlake 8 parking lot. Code Enforcement verified the complaint and issued a civil notice of violation to the commercial property owner(s) 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). Over the course of a few weeks and multiple civil notices, Code Enforcement was contacted by the property owner that the vehicle had been impounded and removed from the commercial property parking lot.



### **Other Items of Interest**

- Sgt. Pickard provided a law enforcement presentation at the Recreation Pavilion with 40 to 50 preschoolers and elementary aged children.
- Officer Wright played some basketball with some kids at the Recreation Pavilion.
- On July 9 and 10 Chief Wilson was the primary instructor for the Washington State Criminal Justice mid-management class in Kennewick, Washington.
- The police department was visited by the compliance monitor for the Office of Juvenile Justice and Equity and found to be in compliance with all of the OJJ requirements.

### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- 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, Council Chambers
- August 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 9, 5:00 p.m., Mountlake Terrace Plaza Ribbon Cutting Event
- 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 50<sup>th</sup> 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