

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

August 31, 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 **Tuesday, September 4, 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) Proclamation for Constitution Week 2018 (September 17-23); (2) Update From Senior Center Board; (3) Adoption of Frontier Cable Franchise Extension Ordinance; (4) Approval of Interlocal Agreement with Edmonds for Adaptive Signal Project; (5) Public Hearing and Adoption of 2019-2024 Six-Year Transportation Improvement Program (TIP) Ordinance; and (6) Adoption of Resolution Encouraging Voluntary Reduction in Use of Single-Use Plastics.

The City Council's next meeting is a Work/Study Session on **Thursday, September 13, 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 Budget Amendments Ordinance; (2) Update of Town Center Plan Process (Tentative); (3) Review of Interlocal Agreement with Army Corps of Engineers for Ballinger Park Feasibility Study; (4) Review of Geotechnical Engineering On Call Contracts; (5) Review of Amendment to Sound Transit Staffing Agreement (Tentative); (6) Review of Agreements with Department of Commerce for Main Street Phase 1 Funding; (7) Review of Otak Contract Supplement for Pedestrian Plaza for Sound Transit's Light Rail Station (Tentative); (8) Review of Monopole Land Lease Agreement (Tentative); and (9) Discussion of Salary Commission.

### COMMUNITY MEETINGS AND EVENTS

- **Economic Vitality and Town Center (EV&TC) Task Force Meeting #6:** A couple of adjustments to the process have been made following the panel discussion and we have been working to obtain and generate additional information related to updating the Town Center Plan, Economic Vitality Strategy and Codes/Standards.

Due to Labor Day this Monday and moving the Council meeting to Tuesday, the next EV&TC Task Force meeting will be on Thursday, September 6 at 6 p.m. in the interim City Hall Council Chambers. During the meeting, the Task Force will discuss draft maps depicting conceptual land use scenarios, building heights, general land use districts, and street/pedestrian grid/connections. Development incentives will also be discussed.

- **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 228<sup>th</sup> 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 staff, along with a representative from Comcast and ARC sub-consultant Stantec, toured the Police Station to conduct a review of the existing cable system, and discuss loads and capacity of the existing generator.
- **Evergreen Awards:** The Community Relations Division has notified 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**

- **Creekside Meadows Subdivision and PUD:** A revision to a proposed development on a nine-acre site located at 70<sup>th</sup> Avenue W and 226<sup>th</sup> 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 236<sup>th</sup> 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.
- **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 56<sup>th</sup> Avenue W and 235<sup>th</sup> 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 56<sup>th</sup> and 235<sup>th</sup>.

### **PUBLIC WORKS (ENGINEERING & OPERATIONS) UPDATES**

- **212<sup>th</sup> Interurban South Trail Project:** The city of Lynnwood continues work along 212<sup>th</sup> at the Interurban Trail, with traffic impacts that include a detour for westbound traffic. Intermittent traffic impacts at the intersections of 212th & 61st PL W and 63rd Ave W. The eastbound 212th St SW traffic may be directed through the work zone by flaggers or diverted at times to the 66th Ave W to 208th St SW detour which has been signed and established. Local access to businesses will be provided and maintained.

Lynnwood crews hope to be working on the pavement markings, new asphalt must cure before application. Crews then plan to work on signage and mailboxes and working toward completion of remaining contract items.

Following the completion of the pavement markings/stripping the city anticipates opening up the entire 212th St SW roadway allowing both Eastbound and Westbound traffic. Still to come: Signage, mailboxes and pedestrian rails.

- **Lake Ballinger Citizen Steering Committee Public Meeting at 7:00 p.m., September 11, at the Mountlake Terrace Senior Center (23000 Lakeview Drive, Mountlake Terrace.):** 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 would like to hear your comments and concerns, and input will be integrated into the final plan. Please join us!

- **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.
- **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**

- **Pavilion Labor Day Weekend Schedule:** The Pavilion will have a modified schedule on September 1 and 2. Opening hours will be the usual hours for both Saturday (7 a.m.) and Sunday (8:30 a.m.) with normal drop in programs meeting. Both days will end after the completion of the 1:15-2:45 p.m. Recreation Swims.

**PLEASE NOTE:** On Monday, September 3 the Pavilion will be closed in observance of the Labor Day holiday. The modified schedule can be found online at: <http://www.cityofmlt.com/531/Pool-Schedule>. For more information contact the Recreation Pavilion at (425)776-9173.

- **Swim Registration:** Registration for swimming lessons will open to Mountlake Terrace residents on Wednesday, September 5, registration is available online or in person at the Recreation Pavilion from 8 a.m.-8 p.m. Registration will be open to everyone on Thursday, September 6 both online and in person from 8 a.m. to 8 p.m. The swim lesson schedule can be found online at: <http://www.cityofmlt.com/529/Swim-Instruction>. Lessons will begin with the weekend swimming lessons starting with daytime lessons on Friday, September 7, Saturday, September 8 and Sunday, September 9. Twice a week lessons will begin with Monday/Wednesday lessons on Monday, September 10 and Tuesday/Thursday lessons on Tuesday, September 11. To register online an account must be set up online at: <http://www.cityofmlt.com/373/Recreation> either on your computer or smartphone or at the Pavilion at one of the available terminals.
- **Fall Pool Schedule begins September 4:** The Fall schedule for the swimming pool at the Pavilion will begin on Tuesday, September 4. Drop in programs that were moved earlier will return to the later times that they meet during the school year. The schedule is posted online at <http://www.cityofmlt.com/531/Pool-Schedule> or can be picked up at the Recreation Pavilion.
- **ROCKSTARS Dance Company:** Free Try-Outs, Sunday September 9 10 a.m. – 12 p.m.: ROCKSTARS is a Jazz/Lyrical performing company that gives dedicated dancers an extra opportunity to get out in the public eye. This group will perform at conventions, festivals, parades, and our Academy's Winter Concert and Spring Recital. The group is inclusive, that means anyone with the will and dedication is accepted after a placement try-out. Try-out will consist of a warm up and a couple of choreographies as well as some creative movement assignments. You've got nothing to lose. Just some friends to make! Please sign up for our free try-out class as a way to RSVP so we're prepared for every inspired dancer. Do this through your dash account. No account yet? Go to this link to create your account in a couple of minutes <https://apps.dashplatform.com/dash/index.php?Action=Auth/login&company=mountlake>. For more information contact Chloe Davenport, Dance programmer at (425) 640-3107 or [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us).
- **Mountlake Terrace Dance Academy Registering Students:** Housed at the Recreation Pavilion, the Mountlake Terrace Dance Academy is currently registering students for the 2018-19 school year classes. To register, you can pick up a packet at the Pavilion's front desk or go online to print them yourself. Visit our Dance Academy page at [www.mltrec.com/435/Academy-Classes](http://www.mltrec.com/435/Academy-Classes) and scroll to the bottom of the page for the links to registration information. You can also read about our instructors on the Teacher Biographies page.
- **Adult/Teen Dance and Fitness:** Registration is open for the next session of adult/teen dance and fitness classes that begin September 10. You can register in person, on the phone or online for these quarterly classes. Go to [www.crazedigital.org](http://www.crazedigital.org) and turn to page 14 and 15. We have

some new programs you'll want to check out; Monday's Family clogging ages 8+, White Tiger Martial arts and Strong by Zumba on Saturdays, plus all the old favorites like Zumba, Core de Force, Yoga, Tai Chi, Flamenco, Tap and more.

- **Fall Open Gym Schedule:** Schedules for adult and senior open gym basketball and volleyball are out now! Senior volleyball takes place Tuesdays from 5:00-7:00 p.m. Adult volleyball is Thursdays from 8:00-10:00 p.m. Adult basketball is Saturday from 9:00-11:30 a.m. For more information visit <http://www.mltrec.com/391/Athletics>
- **Youth Employment Opportunities:** Hiring for one full-time and one ¾ time site leaders and site assistants for the 2018/19 school year. For job descriptions or to apply visit [www.cityofmlt.com/Jobs.aspx](http://www.cityofmlt.com/Jobs.aspx)
- **Fall Child Care:** Kindergarten Readiness is full but waitlist option is available. Space available at all Kids Krew sites (Madrona, MLT and Pavilion) but very limited. Monday/Tuesday/Thursday/Friday availability for Junior Kids Krew. Half day preschool has 10 available spots. For information or to register call (425) 776-9173.
- **Summer Camp:** Camp ended on Wednesday August 29. Looking forward to moving into the new schools for Madrona and MLT Elementary.
- **Espresso Special:** Come to the Recreation Pavilion and check out the espresso special of the week. September 3-9, receive \$.50 off a 16oz Latte. Enjoy this delicious beverage iced or hot!
- **ESD Cross Country Volunteers:** The Edmonds School District will be holding cross country meets at Ballinger Park this year. The first cross country track meet will be Friday August 31. Coach Alan Bonney has contacted park staff to have cross country team members hold a volunteer event to help clean the area. Due to the air quality over the last few weeks the cleanup event has been moved to September 21. This will be the third annual event of this nature. The team has also contacted Senior Center Director Lisa Norton to help with other events at the Senior Center.
- **Girl and Boy Scout Project:** Eagle Scout Ian Andrews and Girl Scout Troop 41246 are working together to complete a project in the Mountlake Terrace Park System. Ian has elected to install a new swing set at Terrace Creek (Candy Cane) Park as his Eagle project. Ian has submitted his project for approval and is awaiting final approval from the Mount Baker Council of the Boy Scouts of America. Girl Scout Troop 41246 leader Heather Margo along with Girl Scouts Stephanie Kha, Neeva Shrestha, Holland Hornaday, and Jessie Tong are working for their Silver Award and have opted to paint the swing set to keep the "Candy Cane" theme. The troop will tape mask the swing set and have secured a donation from Allstar Collision to professionally paint the set prior to installation. Final installation will be scheduled for the end of September.
- **Calvary Church Volunteers:** Riley Taylor and Gabriella Yee of the Calvary Church coordinated with park staff for 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 targeted Veterans Memorial Park and Terrace Creek Park. Twenty-five volunteers arrived and work completed included painting benches and tables, debris clean up and extending a gravel trail.



**POLICE DEPARTMENT UPDATES**

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

**Significant Incidents**

- On August 22, 2018 at 10:47 a.m., patrol contacted a juvenile in the 4800 block of 237<sup>th</sup> Street SW. It was discovered the juvenile was a missing person and had a warrant for her arrest. The juvenile was taken into custody and booked at the detention center.
- On August 22, 2018 at 4:04 p.m., patrol responded to a court order violation in the 6400 block of 218<sup>th</sup> Street SW. The reporting person said her friend is staying with her due to fear of her ex-boyfriend. A few minutes earlier the boyfriend was at the residence trying to locate the victim. While talking to the petitioner, the suspect called her telephone in violation of the order. An area check located the suspect approximately one block from the residence. He was arrested for the offense and booked at the Snohomish County Jail without incident.

- On August 22, 2018 at 8:45 p.m., patrol responded to a vehicle collision in the 4300 block of 212<sup>th</sup> Street SW. Upon contacting the at-fault driver, officers became suspicious he was under the influence of intoxicants. Probable cause for DUI was developed. The driver was arrested and booked at the Lynnwood Jail for the crime without incident.
- On August 23, 2018 at 9:30 a.m., patrol responded to a sexual assault report in the 5100 block of 242<sup>nd</sup> Street SW. During the investigation the victim disclosed her ex-boyfriend had recently raped her on two separate occasions. One of the assaults occurred in Seattle, while the second occurred in Mountlake Terrace. Case assigned to detectives for additional investigation.
- On August 25, 2018 at 11:51 p.m., patrol stopped a vehicle for speeding in the 6600 block of 236<sup>th</sup> Street SW. During the detention, the officer became suspicious the driver was in violation of a court order. The passenger was confirmed to be the petitioner in the court order, while the driver was the respondent. While attempting to arrest the driver for the offense he was uncooperative and drove away, dragging the officer for several feet. The suspect was able to elude immediate apprehension. Investigation continues, charges forthcoming.
- On August 26, 2018 at 8:51 a.m., patrol contacted a suspicious occupied vehicle in the 6000 block of 244<sup>th</sup> Street SW. Investigation revealed one of the subjects to have a warrant for his arrest. He was subsequently arrested for the warrant and found to be in possession of identification not belonging to him. The suspect was booked at the Snohomish County Jail for the warrant without incident. Investigation regarding the identification continues.
- On August 26, 2018 at 2:52 p.m., patrol responded to a vehicle prowling report in the 22800 block of Lakeview Drive. The victim stated several tools were stolen. The vehicle was processed for evidence and several fingerprints were collected. Investigation continues pending identification of the evidence.
- On August 26, 2018 at 5:13 p.m., patrol responded to a domestic disturbance in the 24300 block of 59<sup>th</sup> Avenue W. Upon arrival investigation revealed the adult son who resides at the residence was verbally aggressive towards his parents and made threats to harm himself. Due to a history of assault and mental episodes the subject was taken into protective custody and transported to the hospital for evaluation.
- On August 27, 2018 at 1:30 p.m., patrol assisted the Department of Corrections with locating and arresting a subject in the 4700 block of 242<sup>nd</sup> Street SW. A search of the vehicle revealed the suspect to have been in possession of heroin. Due to filing requirements for drug possession in Snohomish County the narcotics were seized for destruction.
- On August 27, 2018 at 10:24 p.m., patrol responded to a domestic disturbance in the 5500 block of 220<sup>th</sup> Street SW. Upon arrival the parents stated their adult son has been abusing alcohol, becoming increasingly violent and they suspect he may be suffering from an undiagnosed mental illness. The male left prior to police arrival. Approximately 45 minutes later he was located walking nearby the residence. Based on injuries inflicted upon himself

and conversation confirming the mental stability of the individual was questionable, he was taken into protective custody and committed for a mental evaluation.

- On August 28 at 8:45 a.m., patrol contacted suspicious subjects in the 6600 block of 220<sup>th</sup> Street SW. Investigation revealed one of the individuals was wanted for escape. He was arrested and booked at the Snohomish County Jail post medical clearance without incident.
- On August 28, 2018 at 10:45 a.m., patrol responded to a fraud complaint in the 22200 block of 68<sup>th</sup> Place W. The victim stated he recently hired a contractor for remodel work and paid approximately \$14,000 dollars up front. Over the past several weeks the suspect has repeatedly failed to show up for the contracted services and has declined to refund payment. Investigation continues.
- On August 28, 2018 at 2:29 p.m., patrol responded to a strong-arm robbery attempt in the 6000 block of 244<sup>th</sup> Street SW. The victim stated a subject assaulted her and attempted to steal her purse. An area check for the suspect was negative. Possible suspect information was obtained. Investigation continues.
- On August 28, 2018 at 8:26 p.m., patrol responded to a domestic assault in the 4500 block of 243<sup>rd</sup> Place SW. Patrol had committed the suspect in this event for a mental evaluation hours earlier. Upon being released he returned home and had an argument with his girlfriend over communication he was having with other women. During the argument the suspect attacked the victim and began choking her preventing her from being able to breathe. A witness at the location intervened and was able to free the victim from the suspect's grip. The suspect was located and arrested for the crime. He was later booked at the Snohomish County Jail without incident.

#### **Detective Unit Update**

- Cases Assigned
  - 18-13610 Harassment
  - 18-13236 Theft
  - 18-13757 AOA
  - 18-13791 Sex Offense
  - 18-13974 Order Violation/Assault
- Cases Cleared
  - 18-7258 Theft
  - 18-10133 Sex Offense

#### **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 48<sup>th</sup> Avenue W.
- Outreach materials are being distributed when appropriate.
- Officers attended the New Sound Community Church BBQ.
- Officer Jones met with staff at St. Pius to discuss school security.

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

On July 3, 2018, Code Enforcement received a property complaint involving junk vehicles parked on unimproved surfaces, and overgrown vegetation located near the 23100 block of 66<sup>th</sup> Avenue W. Code Enforcement verified the complaint and issued a civil notice of violation for the following; 8.15.040.A.1 – (Vegetation exceeding 12 inches in height located in front, back, or side yard adjacent to public property), 8.15.050.B.2 – (Motor vehicles belonging to other persons than the resident may not be stored outside a fully enclosed structure), 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 8.15.050.B.3 – (All motor vehicles shall be parked on an improved surface anywhere on a property, or a maintained surface, with no more than two vehicles parked in the rear yard).

On August 24, 2018, Code Enforcement returned to the location and noted the vegetation was cut back, and the junk vehicles were removed from the property.



### **Other Items of Interest**

- Commissioned staff completed quarterly firearms training.
- Command Staff and Sergeant Pickard met with representatives from Sound Transit to discuss potential construction issues related to homeless encampments, security and off duty work.
- Command staff met with Representative Kloba to discuss BLEA funding.

### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- 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 15, 9:00 a.m., Annual Fall Cleanup, 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 20, 4:00 – 7:00 p.m., 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