

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

September 22, 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, September 28, 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 Ordinance for Final Plat Process; (2) Review of Development Process (Tentative); (3) Discussion of Zoning on 236<sup>th</sup> Street; (4) Quarterly Discussion and Update of City Council Goals; and (5) Open Meetings Act Presentation by City Attorney.

The City Council's next meeting is on **Monday, October 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) Introduction of Mountlake Terrace Community Senior Center Director Marlene Maier; (2) Approval of Professional Services Agreement for Janitorial Services for the Mountlake Terrace Public Works and Police Station Facilities; (3) Approval of Professional Services Agreement for Janitorial Services for the Mountlake Terrace Recreation Pavilion Facility; (4) Review of City Departments Performance Measures for January-June 2017; and (5) Review of Financial Policies.

### CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **The 39th Annual Arts of the Terrace Juried Art Show** will begin Saturday, September 23 and will stay open for two weeks this year through Sunday, October 8 at the Mountlake Terrace Library Complex located at 23300 58th Avenue West. Sponsored by the Mountlake Terrace Arts Commission and the Friends of the Arts, "Arts of the Terrace" is one of the major juried art shows held in the Pacific Northwest and attracts top artists from the region. Artist preview night and awards ceremony will be Friday, September 22. The show is free and open to the public September 23 through October 8, 2017, Monday through Thursday, 12 noon to 6:00 p.m., Fridays and Saturdays, 12 to 5:00 p.m. and Sundays, September 24 and October 1, 1:00-5:00 p.m. and closing day of October 8 from 1:00-3:00 p.m. More information is on Facebook at *Mountlake Terrace Friends of the Arts*.

- **Proposition No. 1:** The public information phase for Proposition 1 has begun with completion of the October *City Happenings* newsletter, drafting of an informational postcard, scheduling of facilities for community meetings, and preparing material for an information video to be made with the assistance of MLTNews.com. An informational presentation for the community meetings and webpages are now in development.

Community informational meetings will be held in October. The first opportunity is being held as part of the regular Coffee with the City event on October 11 from 6:00 - 7:00 p.m. Other community meetings are held in different neighborhoods of the city, similar to the public process with the City Hall Advisory Committee:

- Thursday, October 19, 6-7:30 p.m., Mountlake Terrace Library, 23300 58<sup>th</sup> Ave. W.
- 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% required by state law for passage. The City Hall Advisory Committee 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% (in 2013), 57% (in 2012) and a \$37.5 million proposal (in 2010) received 47% of the vote.

This proposal is on the November 7 General Election ballot. Snohomish County Elections has states that ballots will be mailed 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 West, 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.

## **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Handy Mart Site in for Pre-Application Meeting:** Arca Architecture submitted for a pre-application conference for the former Handy Mart site at 22802 44<sup>th</sup> Avenue W. The project proposal is to construct two, two-story commercial buildings (12,500 GSF total) with surface and below-grade parking. Site development would include landscaped areas, paved surface parking, and pedestrian hardscape areas. The applicant will meet with city staff to discuss the proposal in early October.
- **Notice of Application for Gateway TOD Final Binding Site Plan:** The city provided applicant PACE Engineers with a letter of complete application on September 11, 2017 and a Notice of Application on September 20, 2017 with a public comment period deadline of October 20, 2017. The Final Binding Site Plan is to establish legal lots consisting of three parcels for a Transit-Oriented Development proposal totaling 8.24 acres in size, each planned for a 5-story mixed-use building for a cumulative total of 101,618 sq. ft. of commercial space and 628 residential units. Also included in the Final Binding Site Plan recording documents are one right-of-way tract totaling two acres and three sensitive area tracts totaling 4.34 acres. City staff is currently reviewing the project proposal for consistency with municipal code provisions.
- **LDS Church Permits Issued:** The LDS Church, located at 22015 48<sup>th</sup> Avenue W, is constructing a 50' x 100' picnic shelter on the northeast side of the existing parking lot. The improvements include installing an access sidewalk from the parking lot and a drinking fountain. The building, plumbing and civil permits were issued on September 13.
- **Solana Townhomes Permits Issued:** Civil, temporary erosion control, and grading permits were issued on September 11 for this 19-unit townhome Fee Simple Unit Lot subdivision development located at 23906 55<sup>th</sup> Avenue W (northwest corner of 240<sup>th</sup> and 55<sup>th</sup>). This is the second townhome project to be constructed in the Town Center district by Landsverk Quality Homes (the previous project was a seven-unit mixed-use project on 234<sup>th</sup>/55<sup>th</sup>). In 2007/2008, Landsverk built a third townhome development in a multifamily district on the northern edge of the city.

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

- **Recreation Jobs Open:** Aquatics is taking applications for Swimming Instructors. This is for anyone with an interest in teaching swimming and enjoys working with children. No experience is necessary. We train in house. Applications are also being taken for Lifeguard/Swim Instructors. Candidates for this position must hold a current lifeguard certification and being willing to teach swimming lessons. Applications are available at the Recreation Pavilion or online-- <http://www.mltrec.com/Jobs.aspx>. Youth Programs is also looking for qualified staff for school age and preschool-age programs. There are openings for a ¾-time site lead at Madrona Elementary School. For more information about open positions, visit <http://www.mltrec.com/Jobs.aspx> or call (425) 776- 9173. Support Services needs people

too! Apply to work at the front desk of the Pavilion! Many available hours and shifts available, including a leadership position as a Clerk 2.

- **Mountlake Terrace Dance Academy 2017-18:** Registration is now open. The schedule is visible online and in our Craze brochure. Our excellent instructors provide a structured approach to dance, with emphasis on technique, creativity, and building self-esteem. Our yearly Dance Academy program is based on a full school year's curriculum. It begins with children who are 3.5 years of age as of September 15, 2017. We offer Ballet, Jazz, Tap, Hip Hop, Lyrical, Creative Dance, combination classes and Irish Step Dance. Students dancing in the fall have the opportunity to perform in the semi – produced Winter Dance Concert. Second Semester dancers are invited to dance in the fully produced Spring Dance Recital. For more information, contact Chloe Davenport at (425) 640-3107.
- **Costume Carnival:** Save the date! October 28 is our annual Costume Carnival fundraiser at the Terrace Park Gym. It's a family favorite with games and entertainment and brings in much needed funds for dance scholarships.
- **Adult Sports:** The fall season of softball, basketball and volleyball have all begun. Registration for winter basketball and volleyball will begin mid-November. For information, call (425) 776- 9173.
- **Racquetball Tournament:** The next racquetball tournament is Saturday, October 28. Registration closes on Monday, October 23. Singles and doubles play is available for men and women. Participant s receive a t-shirt and trophies for top finishers. To register, call (425) 776-9173.
- **School Early Release:** The first early release day is next Friday, September 29. Space still available at all sites for early release care. Call (425) 776-9173 to register.
- **Kids Krew:** Morning care is available at Mountlake Terrace Elementary and after care at Madrona. The Pavilion site is full at this time but interested parties can add themselves to the waitlist. For more information, or to register, call (425) 776-9173.
- **Preschool:** There is still availability in preschool and Jr Kids Krew. Space is limited. To reserve your spot or for more information call (425) 776-9173.
- **Espresso Special:** Next week, stop by the Recreation Pavilion espresso stand and receive \$.50 off a 16oz Hot Apple Cider. For a special fall treat, add caramel sauce. This special will run September 25 through October 1.
- **Eagle Candidate Meets With Staff:** Eagle Candidate Talal Mustafa has met with city staff to discuss possible Eagle projects for the City of Mountlake Terrace Parks Department. Talal has an interest in working at Veterans Memorial Park or extending the pathway at Bicentennial Park. Talal will be submitting his chosen project to staff with hope of completing a project by the end of the year.

- Fall Clean Up Event:** The Mountlake Terrace annual fall clean up in honor of the National Day of Service was held on September 16 at the Recreation Pavilion and Ballinger Park. Twenty to twenty-five volunteers were on hand and completed general clean up and debris removal at Ballinger Park as well as adding plants to beautify around the Recreation Pavilion. For information on volunteering for the Mountlake Terrace Parks Department, contact Ken Courtmanch at (425) 776-1811.



Volunteers help with planting at the Recreation Pavilion

**POLICE DEPARTMENT UPDATES**

Weekly Activity September 13 - 19, 2017								
	Reports	Traffic Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	40	58	7	8	0	3	2	2
<b>YTD</b>	1503	2143	293	175	29	87	58	79

**Significant Incidents**

- On September 13, 2017 at approximately 8:10 a.m., a patrol officer responded to the high school for an assault complaint. The 17 year-old female victim was reporting that a 16 year-old male suspect had been making unwanted advances and touching her inappropriately during class. After getting statements from the witnesses and interviewing the suspect, the suspect was charged with fourth degree assault through the juvenile court.
- On September 14, 2017 at approximately 12:30 a.m., an officer made a traffic stop in the area of 212<sup>th</sup> and 44<sup>th</sup>. During the stop, the female driver was found to have a felony warrant. The driver was placed under arrest for the warrant and transported to the Snohomish County Jail. At the jail she disclosed that she needed medical attention for a rape that had occurred just prior to the traffic stop. The female disclosed that the rape occurred in the city of Seattle. Seattle Police were contacted and they requested that she be taken to Harborview Hospital for treatment. The warrant was re-entered into the system and the female was transported to Harborview and introduced to a Seattle officer for an interview.

- On September 14, 2017 at approximately 7:40 a.m., officers responded to a death investigation in the 21800 block of 55<sup>th</sup> Avenue West. A caregiver at the scene advised that the victim, a 43 year-old female, had recently undergone brain surgery and had been found unresponsive. The medical examiner's office was called and confirmed that hospice would be handling the case, as the death appeared to be of natural causes.
- On September 15, 2017 at 1:50 p.m., officers were dispatched to an apartment in the 4700 block of 216<sup>th</sup> Street SW for a burglary report. A 17-year-old was reporting that when he came home from school he found their apartment had been burglarized. Jewelry, a laptop computer, electronics and money had been taken from the home. Entry to the apartment appears to have been made through a bedroom window that had been pried open. No suspects are known at this time.
- On September 16, 2017, officers responded to the 5600 block of 219<sup>th</sup> Street SW to a report of a suicide in progress. Upon arrival, officers observed an individual inside the residence hanging from the ceiling. Exigent entry was forced and life saving measures were immediately applied to the individual. Medics took over first aid and the individual was transported to the hospital. Family was present but unaware of the incident until officers forced entry.
- On September 18, 2017 at 5:56 p.m., officers responded to the intersection of 216<sup>th</sup> and 48<sup>th</sup> for a hit-and-run collision. The driver of a van told officers that he had been involved in the incident and that the male driver and the female passenger of the other vehicle, a blue car, had left the scene. A witness had thought the driver of the blue car had been acting strangely and she had taken a picture of the driver. While checking the area for the driver and passenger an officer located the passenger who returned to the scene and gave the officer information about the driver. That information matched the picture of the blue car's driver that the witness had taken and the driver information provided by the owner of the car. Licensing information on the driver showed his license was suspended. A report was completed and a citation charging the driver with Driving With License Suspended and for hit-and-run was attached to the report.

### **Detective Unit Update**

- **Cases Assigned**
  - 17-13565 Dog Bite
  - 17-13502 Welfare Check
  - 17-13674 Burglary
- **Cases Cleared**
  - 17-11478 Fraud
  - 17-11865 Fraud
  - 17-10596 Theft
  - 17-12084 Hit/Run
  - 17-11340 Missing
  - 17-12258 Littering
  - 17-13370 Runaway



**Community Outreach & Directed Enforcement**

- Officers have resumed their roles as school liaisons.
- Animal Control Officer McKee has been conducting a leash emphasis at Ballinger Park to educate dog owners for a total of 8 hours. She has contacted several subjects violating the leash ordinance with some correction notices were issued.

**Code Enforcement Property of the Week**

On August 30, 2017, Code Enforcement followed up to a parking complaint involving multiple abandoned vehicles located at the 6000 block 219<sup>th</sup> Street SW. Code Enforcement observed a black Ford Escape and green Mazda sedan with expired licenses. Code Enforcement issued correction notices and tagged both vehicles for impound in accordance with MTMC 10.10.230 – (Abandoned vehicles with expired licenses exceeding 30 days expired). On September 15, 2017, Code Enforcement returned to the above location and noted above vehicles still had expired licenses. Although, the correction notices were removed from both vehicles, the police marker and chalk marks were still intact, indicating they had not been moved. Code Enforcement found the above vehicles to be in violation of MTMC 10.10.230 – (Abandoned vehicles). SNOCOM was contacted for a police impound and both vehicles were impounded and towed.

**Other Items of Interest**

- This week, Sgt. Lowe did a videotaping session for two segments of the “Ask a Mountlake Terrace Cop” program that will be aired on their YouTube channel and the Mountlake Terrace News.
- Officers responded to assist the Fire District at the Lakeside Apartments for water flooding a lower apartment. It was found that the upstairs renters had ingested heroin, fell asleep in a running tub and it overflowed causing the flooding. Both subjects were transported to Swedish Hospital.
- Officers Shin and Zuniga attended a block party in the 22300 block of 51<sup>st</sup> Avenue West and Officer Shin played basketball with a bunch of kids.

**NEWS RELEASES**

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

**MARK YOUR CALENDARS**

- September 22, 7:00 p.m., Arts of the Terrace Awards Reception, MLT Library

- September 23 – October 8, Arts of the Terrace Juried Art Show, MLT Library
- September 27, 5:30 p.m., Snohomish County Cities Meeting, Robert J. Drewel County Administration Building, 3000 Rockefeller Avenue, Everett
- October 11, 6:00 p.m., City Hall Civic Campus 101 Presentation/Coffee with the City, Recreation Pavilion
- October 19, 6:00 p.m., City Hall Civic Campus 101 Presentation, MLT Library
- October 24, 6:00 p.m., City Hall Civic Campus 101 Presentation, Ballinger Clubhouse
- October 26, 6:00 p.m., City Hall Civic Campus 101 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, 6:00 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 – J9, 2018, AWC Annual Conference, Yakima Convention Center, 10 N 8<sup>th</sup> Street

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace