

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

April 3, 2015

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Council Members:

COUNCIL MEETINGS

The City Council's next regular meeting is scheduled for Monday, April 6, 2015 beginning at 7:00 p.m. in the interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220. City Council agenda items include: 1) Police Department Employee Recognition, 2) Snohomish County Tourism Bureau Annual Report, 3) Adoption of Resolution Providing Concurrence with Edmonds Construction Contract Award for Edmonds 228th Corridor Improvements Project with Change Order Authorization Delegated to City Engineer, 4) Approval of Reactive Police Services Agreement with the City of Brier, 5) Update on Emergency Management Services, and 6) Review Departments' Workplans.

The City Council's special work/study session is a City Council goal-setting session scheduled for Saturday, April 11, 2015 beginning at 9:00 a.m. in the interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220.

The City Council's work/study session scheduled for Thursday, April 16, 2015 is cancelled.

The City Council's next special work/study session is scheduled for **Wednesday, April 15, 2015** beginning at 7:00 p.m. in the interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220. City Council agenda items include: 1) Review of Amendment to 2015-2020 Transportation Improvement Program (TIP) Ordinance (Tentative), and 2) Review of Comprehensive Plan Administrative Elements (Plan Administration, Introduction, Glossary, Appendices A-G, and Revised Capital Facilities and Transportation Elements), 3) Review of Comprehensive Plan Schedule, and 4) Review of Amendment to Driveway Standards.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City:** Residents, business owners and others from the community are welcome to attend and ask questions or have a casual conversation with city officials. Feel free to drop in and enjoy a cup of coffee and 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, April 8, 2015 from 6:00 to 7:00 p.m. in the Jungle Room.

COMMUNITY RELATIONS

- **Communications Plan:** For the past several months, the city has been working with Desautel Hege Communications on a Communications Action Plan. The 48-page plan outlines messaging guidelines as well as goals and strategies to create a visual identity and

distinguish Mountlake Terrace from other cities in the Seattle Metropolitan area as a great place to locate for both residents and businesses. The plan will drive public engagement efforts for residents and businesses (current and prospective) and it includes a two-tiered list of priorities to accomplish during the 2015-2016 biennium.

- **Puget Sound Regional Council (PSRC) VISION 2040 Award:** The City of Mountlake Terrace nominated its Town Center Regional Stormwater Facility for a PSRC VISION 2040 Award. This project provides a creative solution to support and encourage efficient redevelopment of the Town Center by using an innovative investment in infrastructure to protect critical areas in the McAleer Creek and Lake Ballinger Watershed basin. Last year, the city won a VISION 2040 Award for the Arbor Village project in the Town Center.
- **Evergreen Awards:** The city opened nominations for its seventh Annual Evergreen Awards program on March 1, 2015. The program builds the community's pride, enhances the community's image, and promotes conservation. Nomination forms are available online at www.cityofmlt.com and at city facilities; they will be accepted through May 23, 2015. This time of year, we are in the field taking photos of the nominated properties.
- **Volunteer Boards and Commissions Recruitment:** The city is recruiting citizens to serve on its Boards and Commissions to help organize events, inform and advise the City Council, and get involved in the community. Volunteers use their time and talents to promote Mountlake Terrace and its events like National Night Out and Arts of the Terrace. Applications are due May 22, 2015. Visit the city's website for more details and an application at www.cityofmlt.com, click on For Residents/ Advisory Boards & Commissions or contact Virginia Olsen, City Clerk/Community Relations Director at (425) 744-6206 or volsen@ci.mlt.wa.us.
- **Request for Proposals (RFP) for Web Redesign:** The City of Mountlake Terrace accepted RFP's for experienced website design firms to redesign, develop and implement a new city website utilizing content on the existing website, as well as new information and features. The deadline to submit a response was Friday, April 3, 2015 at 4:30 p.m. The submittals will be reviewed and top vendors will be interviewed on April 29.

COMMUNITY AND ECONOMIC DEVELOPMENT

- **Snohomish County Population Growth:** According to the latest U.S. Census population estimates, Snohomish County had the fastest population growth rate of the 10 most populous counties in Washington State (for the time period of July 1, 2013 to July 1, 2014). The county added an estimated 13,137 residents. Snohomish County is currently the 3rd most populous county in the state, with King County ranking 1st and Pierce County ranking 2nd.
- **Fire Service Benefits Charge:** Snohomish County Fire District 1 (FD1) will be presenting voters with a proposed **Fire Service Benefits Charge** as an alternative means of taxation/funding. This will shift the burden of fire department costs borne by single family taxpayers to a commercial base taxation using building use and area, for which most fire resources are required. FD1 will be raising public awareness as the vote will be coming in 2015. This charge will not affect Mountlake Terrace residents.

- **New World Emergency Dispatch:** A computer aided dispatch process for emergency response will “go live” on June 8, 2015. The process will be supported by *New World*, a technology software package that includes a record management system. New World - ten years in the making - will be utilized by every police and fire agency in Snohomish County.
- **Code Limitations on Driveway Length to be Reviewed:** As follow-up to the adoption of the new Title 17 Subdivision Code, staff will immediately begin the process to review and recommend amendments to the driveway standards in the transportation code. This will address the current restriction on the length of driveways permitted for townhouse developments. This issue came to light during the update to the subdivision code because townhouses can otherwise be developed under the fee simple unit lot subdivision provisions of the new subdivision code. However, it was discovered that the current restriction in the transportation code on driveway lengths could adversely limit the ability to develop a townhouse development on larger and/or deeper properties.
- **Gateway TOD Development Update:** A request for a Certificate of Planned Action Ordinance Consistency, along with an environmental checklist, was submitted on March 3 as the first formal application pertaining to the Gateway TOD development proposal beyond the pre-application conference held in early January. The purpose of the Planned Action Ordinance Certificate is to confirm whether the development as defined in the application is consistent with development allowed under the Planned Action Ordinance (PAO). If the project is found to be within the scope of the Planned Action Ordinance, no additional environmental analysis will be required except as specified in the PAO. In addition to the PAO Consistency application, the developer will also be able to apply for an amendment to the Gateway Place binding site plan now that the new subdivision code has been adopted (effective March 11). The binding site plan amendment will be necessary to carve off the Lot 8 portion of the Gateway Place binding site plan so that it can be merged with the Gateway TOD development site. The process for amending the existing binding site plan is defined in the new subdivision code.

ENGINEERING SERVICES UPDATES

- **Lakeview Trail Project:** A grant of \$2,080,280 will fund construction of new pedestrian and bicycle facilities along Lakeview Drive and 236th Street SW, from the Interurban Trail to I-5. The improvements will increase commuting options for residents of Mountlake Terrace and other nearby jurisdictions. They will provide safe and convenient connections for pedestrians and cyclists from west Mountlake Terrace, east Edmonds, and the Interurban Trail to the Mountlake Terrace Transit Center and the Town Center. The grant award is estimated to fund a majority of the construction costs. A pre-construction meeting was held on April 1 with the contractor, Taylor’s Excavators Inc., and work will begin in April.
- **Main Street Revitalization Project:** Based on discussions and comments received at the open house, the city is working with KPG to ensure that design improvements provide smooth flow of traffic, offer multiple modes of transportation through the Town Center, and maximize on-street parking opportunities. KPG is currently working on the 90% plans, specifications, and estimate. Universal Field Services is currently working on right-of-way activities. Design is anticipated to be complete in mid 2015.

- **216th Street SW Storm Improvements (52nd Avenue to 53rd Place):** This project will replace the existing storm drain pipe on 216th Street SW between 52nd Avenue W and 54th Avenue W, and on 53rd Place W to the north of 216th. Work also includes installing new catch basins, and replacing short sections of curb and gutter. The storm system, concrete curb and gutter, and paving work is complete. Minor restoration and some utility repair work remain. Expect lane closures during utility repair, but no detours.
- **North Side Water Main Improvements:** This project will construct approximately 6,500 linear feet (1.2 miles) of new 6-inch, 8-inch, and 12-inch diameter ductile iron water main, together with 13 fire hydrants and 66 water services. This project replaces undersized and/or deteriorated water mains to provide adequate fire flows and system reliability consistent with the City's Comprehensive Water System Plan. The work will take place within 215th/216th Streets between 61st and 66th Avenues, 56th Ave W between 216th and 220th Streets, 218th and 219th Streets west of 58th Ave W, and in 54th Ave W and 216th Street SW from 214th Street to 56th Ave W. Work will be complete at 218th and 219th Streets and is continuing at 56th Ave W and 216th Street the week of April 6. This project is expected to be completed in summer 2015.
- **236th Street SW Pedestrian Accessibility Improvements:** This project will construct 18 new curb ramps in the existing sidewalks at the corners of the intersections along 236th Street SW between 48th and 56th Avenues W. There are currently only two curb ramps along this section of 236th. The sidewalk ramps will be constructed in accordance with the Americans with Disabilities Act (ADA) requirements. During the week of April 6, the contractor will be working on 236th Street at the 49th Avenue intersection as well as the driveway entrances to Forest Crest Playfield. Some daytime road closures may be necessary. Detours will be posted. Work is expected to be complete this spring.

RECREATION, PARKS AND PROPERTY MANAGEMENT UPDATES

- **Verdant 3rd Grade Swim Lesson Grant:** Forty swim lesson vouchers were redeemed in the month of March by students in the Edmonds School District boundaries. Third graders are eligible for three sets of lessons FREE! For more information, contact the Recreation Pavilion at (425) 776-9173.
- **Sound Transit:** ST will be dropping off an informational kiosk for the Recreation Pavilion lobby on April 6. The kiosk will offer visitors information on the light rail link extension project.
- **Swimming Lessons:** Sunday and weekdays have completed registration. Registration for those who want to start in spring session will be April 8 for Mountlake Terrace Residents and April 9 for online and for anyone to register. The first spring session of swimming will begin after spring break April 13 - 19.
- **Spring Break Pool Schedule:** During Spring Break, all the regular water fitness classes will meet at their normal times. Several Recreation Swims have been added throughout the day during the week. The spring break swim schedule can be found in the lobby of the pavilion or at <http://www.cityofmlt.com/cityServices/recreation/indoorPool/swimSchedule.htm>. Registration is still being taken for a Lifeguard Training class and a Junior Lifeguard class being offered during the week.

- **April Pools Day:** Saturday, April 11, April Pools Day will take place from 9:45 a.m. to 12 p.m. This event is co-sponsored by Swedish Edmonds Hospital and Edmonds Family Medicine. Families will have the opportunity to participate in basic water rescues for any body of water, learn about how to fit a lifejacket, participate in a drawing for a set of swimming lessons, lifejackets and other prizes. The event will end with a free swim for all who participate. April Pools Day is a statewide water safety event held during April to encourage the use of lifejackets and being safe in, on and around the water. For more information, contact the Recreation Pavilion at (425) 776-9173.
- **Summer Craze:** The Summer edition of the Craze Recreation Guide was mailed April 1 to all residents. Our digital edition is available at www.crazedigital.org.
- **Forest Crest Playfield sidewalk repairs on 236th Street:** Contractors will be continuing work on 236th Street in front of Forest Crest Playfields entrance/exit over the next week. With one completed, the other entrance will be demolished/rebuilt and signed to allow for youth ball field access. The south access on 238th will still be open as usual.
- **Evergreen Playfields Playground Equipment:** The new playground is finished! This is the second playground installed at this location (between Evergreen Playfield #1 and Playfield #3 off 56th Avenue West) within the past year. Funding was provided by a Snohomish County Community Development Block Grant.
- **Ballinger Park Master Plan:** The planning process for the park will kick off on April 14, 6 p.m. at the Ballinger Clubhouse (Senior Center). Show up and share your ideas! Be a part of the process to create an amazing park. Questions about the process? Call Jeff Betz at (425) 640-3101.
- **Earth Day Community Cleanup:** April 25 from 9 a.m. to 12 p.m., community volunteers will gather at Ballinger Park for an Earth Day Community Cleanup. Volunteers are encouraged to register groups with Parks and Property Management Superintendent Ken Courtmanch at (425) 776-1811. Please bring small hand tools and your own work gloves.
- **The ‘Spresso Splash espresso stand:** The stand at the Recreation Pavilion has sold 560 cookies so far this March. That is about two dozen cookies per day! Stop by for our weekly espresso special and a fresh baked cookie!
- **Rubber Ducks:** The Recreation Pavilion sold 263 rubber duckies in the month of March. Quack Quack!
- **Summer Camp:** It’s going to be a fun filled summer at the Recreation Pavilion! Registration is off to a strong start with a 35% increase in day camp registration compared to this time last year. Campers will enjoy a variety of field trips, games and sports, walks to local parks, arts and crafts as well as daily swimming at the Pavilion.
- **Quarterly Dance and Fitness:** Spring sessions begin March 30 and May 4. We're particularly excited to be offering lunchtime Zumba at the Ballinger Lake Clubhouse Mondays and Wednesdays at 10:30 a.m. Don't miss this opportunity to have a workout party

with Vidette in one of our most beautiful facilities. We also offer zumba kids classes on Saturday mornings at the pavilion.

- **Couch to 5K:** Everyone loves Tour de Terrace and this year the pavilion fitness department is supporting Cedar Way Elementary PTO and Tour de Terrace in their annual 5K fun run fundraiser. Our Couch to 5K is starting May 4 Mondays and Wednesdays 7:30-8:30 p.m. at the pavilion to get you prepared for the Tour de Terrace run on Saturday July 25. For more information, contact Chloe Davenport (425) 640-3107 or cdavenport@ci.mlt.wa.us.
- **Summer Dance and Fitness:** Classes and camps are open for registration. Seven weeks of summer programs start July 6. We're offering dance camps for ages 3-18 and weekly dance and fitness classes for all ages. Styles of dance and fitness include, Ballet, Tap, Jazz, Modern Dance, Hip Hop, Irish Step, Hawaiian Hula, Couch to 5K, Boot Camp, Yoga, Zumba, and Fit 4 Baby. Check out all the details at www.crazedigital.org or visit our website www.mltrec.com and click on the link.
- **The Mountlake Terrace Dance Academy:** The Academy will be producing their own version of "The Secret Garden" for this year's spring recital. Look for ticket sales in May for our two June 13 performances at the Mountlake Terrace High School Theater. For more information, contact Chloe Davenport (425) 640-3107 or cdavenport@ci.mlt.wa.us.

POLICE DEPARTMENT UPDATES

(March 25, 2015 to March 31, 2015)

Agency Assists	Brier	Edmonds	Lynnwood
Year to Date	22	13	10
Week	2	1	0

Patrol Statistics	Week	Year to date
Police Reports	58	858
Arrests / Misd. / Felony	6	229
Traffic Infractions	61	1111
Verbal Warnings	56	925
Traffic Collisions	6	76
DUI's	1	10
FIR'S	22	252

Burglaries	Commercial	Residential
3600 224 th Place SW		X
22800 Lakeview Drive		X
4400 224 th Place SW		X

Investigations		Assigned / Week	Closed / Week	Assigned YTD	Closed YTD
Cases (Including DV)		6	6	75	58

Vehicle Thefts/Recoveries/Prowls

- 6000 244th Street SW Vehicle Theft
- 5600 239th Place SW Stolen Vehicle Recovery
- 6200 224th Street SW Theft from Vehicle
- 23100 58th Avenue West Theft From Vehicle

Significant Incidents:

- On 03/31/2015 at 10:12 a.m., Mountlake Terrace Patrol Officers responded to a vehicle prowl in the northwest parking lot of the Studio Six Motel, 6000 block of 244th Street SW. The victim, who was staying at the motel, reported that the side windows of his work truck were broken out with an unknown object and several of his work tools were stolen from inside his truck. This same victim also had his trailer stolen from the same parking lot 3 days prior. It was soon discovered that five other vehicles parked in the same parking lot had their front windshields smashed by a thin bladed instrument. These vehicles were not prowled. No suspect(s) have been identified at this time.

Detective Unit Update:

- Detectives attended New World training and Crime Scene Latent Print Processing training.

Other items of interest:

- Nothing of interest this week.

Code Enforcement Property of the Week:

On 3/31/2015 Mountlake Terrace Code Enforcement responded to an abandoned vehicle complaint located near the 22300 block of 45th Place W involving a blue GMC pickup. While tagging the vehicle for impound, Mountlake Terrace Code Enforcement observed a Chevy pickup parked on the adjacent properties front lawn, and a Mitsubishi in the driveway with an expired license. The blue GMC pickup was also associated with this property. Mountlake Terrace Code Enforcement documented the violations with photos, and issued a Notice of Violation to the property owner in accordance with; 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.1 - All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure. Mountlake Terrace Code Enforcement will continue to follow up until the property is compliant with City nuisance codes.





NEWS RELEASES

The following news releases issued this week can be found [here](#):

- Entrepreneurs Attend “Launch Lab”
- Ballinger Park Master Plan Community Meeting April 14
- Lynnwood Extension Final Route & Stations to be Selected
- Join the Conversation Coffee with the City, April 8, 6 pm

MARK YOUR CALENDARS

- April 11, 9:00 a.m.-12 p.m., April Pools Day, Recreation Pavilion
- April 25, 9:00 a.m.-12 p.m., Earth Day Volunteer Cleanup, Ballinger Park
- June 23-26 – AWC 2015 Annual Conference: Engaging Future City Leaders, Wenatchee
- September 23, 7th Annual Evergreen Award Program, Ballinger Clubhouse
- Snohomish County Cities Dinner Dates (*No meetings in February, June, and December*)
 - April 16 – Location TBD
 - May 21 – Location TBD
 - July 16 – Location TBD
 - August 20 – Location TBD
 - September 17 – Location TBD
 - October 15 – Location TBD
 - November 19 – Location TBD

Sincerely,

ARLENE FISHER
City Manager
City of Mountlake Terrace