

# CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

August 14, 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, August 17, 2015 beginning at 7:00 p.m. in the interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street SW, Suite 220. City Council agenda items include: 1) Approval of 2015-2016 Interlocal Agreement for Snohomish Regional Drug and Gang Task Force, 2) Website Redesign Update, and 3) Adoption of 2015-2017 City Council Goals (Tentative).

The City Council's next special work/study session is scheduled for Thursday, September 3, 2015 beginning at 7:00 p.m. in the interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street SW, Suite 220. City Council agenda items include: 1) Review of Fire District 1 2014 Annual Report, 2) Review of Final Ballinger Park Master Plan, 3) Review of Debris Management Plan, 4) Review of Transportation Impact Fees Discount Ordinance, and 5) Legislative Update (Tentative).

## COMMUNITY MEETINGS AND EVENTS

- **Ballinger Master Plan Open House:** Over 50 interested citizens attended the Ballinger Park Master Plan meeting held July 14 to view the preferred plan for the park. City Council reviewed the plan at its July 30 meeting. Council will review the plan at its September 3 meeting with final approval tentatively scheduled for September 8.
- **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 228<sup>th</sup> Street SW on Wednesday, September 9, 2015 from 6:00 to 7:00 p.m. in the Jungle Room.

## COMMUNITY RELATIONS

- **Website Survey:** The City of Mountlake Terrace is inviting citizens, business owners, visitors and others from the community to help guide development of its website redesign by taking a brief online survey found on the homepage at [www.cityofmlt.com](http://www.cityofmlt.com). The city is engaging the community to gather information on how they currently use the website and what they would like to see in the future. The city's project team is working with CivicPlus and a new website that includes mobile capability, easier navigation and more interaction with the community. The new site will launch before the end of the year. The deadline to

complete the survey is Wednesday, September 2. The survey link went live on 8/13. It was posted on the website, Facebook and Twitter and was also sent to City Council, staff and boards/commissioners so far. It will stay online thru 9/2.

- **City Social Media Sites:** In addition to Facebook, Twitter and YouTube, the city now has an Instagram account. You can find us [@cityofmlt](#) and there's a convenient link from the homepage of our website, [www.cityofmlt.com](http://www.cityofmlt.com). Instagram is a great way to show off our community through photo sharing. Follow us!
- **Tree Lighting Ceremony:** Vineyard Park/CarePartners is donating \$1,000 to sponsor this year's Tree Lighting Ceremony scheduled for Friday, December 4. This celebration begins at 6:30 p.m. and includes music, refreshments, and a visit from Santa Claus. Volunteers serve cocoa and cookies while children carol. The "tree" which can be seen from miles around, is a frame constructed with lights and sits atop the city's water tower.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

- **PSRC Issues Draft Certification of City's Comprehensive Plan:** Puget Sound Regional Council (PSRC) is required under GMA to formally certify regional transit plans, countywide planning policies and local comprehensive plans within the central Puget Sound region. PSRC staff has reviewed the City's comprehensive plan as adopted June 15, 2015. Their review found that the City's plan effectively addresses the GMA transportation planning requirements and is consistent with regional plans and policies. The PSRC staff is therefore making the following recommendation to the PSRC Growth Management Policy Board, Transportation Policy Board, and Executive Board: "The Puget Sound Regional Council certifies that the transportation-related provisions in the City of Mountlake Terrace comprehensive plan conform to the Growth Management Act and are consistent with multicounty planning policies and the regional transportation plan." Certification is required for the City to apply for PSRC funding or to proceed with any project submitted to the Regional Transportation Improvement Program, regardless of funding source. A final certification will be provided after action by the PSRC Boards.
- **Mountlake Senior Living project site plan is amended:** A Minor Site Plan Amendment (MSPA) to allow a curbside pullout was approved for the Mountlake Senior Living development located at 5525 244<sup>th</sup> Street SW. On-street parking is not available on 244<sup>th</sup> between 56<sup>th</sup> Ave W and the east side of the project site. The revision to the approved site plan modifies the pedestrian activity area on 244<sup>th</sup> Street SW in front of the building entry to add a load/unload pull-out short-term parking space for one vehicle. The pullout results in the relocation of two street trees to the east and west sides of the pullout, reducing the spacing between the 5 street trees and retaining the full 10 feet of unobstructed pedestrian sidewalk alongside the new pullout. Parking will be limited to 15 minutes. This 4-story mixed-use development is to contain 96-residential units for seniors (55 and over), 2,200 square feet of ground floor commercial and 55 parking spaces in the understructure garage. It is currently under construction with completion projected early in 2016.
- **Gateway Project Review:** Staff has reviewed the submitted application for the Gateway TOD Binding Site Plan to determine if all elements required for a complete application have been included with the application. Considering the scope and complexity of the project, Mr. Cox and his team did an excellent job preparing plans and details for the project. There were

a few items that were identified as being needed to both complete the application and to facilitate its review. Accordingly, notice of needed additional items was sent to the applicant on August 5, 2015. Most required items were fairly minor, such as provision of existing easement documents, while a few items will be important to finalizing the layout of the site, such as the corollary application to amend the Gateway Place Binding Site Plan. There is nonetheless enough information for staff to commence internal review of the proposal while the applicant completes final document submittals. This will help keep the project on track in terms of the developer's planned construction schedule.

- **Brighton School project construction update:** A temporary certificate of occupancy has been issued for the Brighton School project. All health safety issues have been addressed with the project including the installation of the four-way stop signs at the intersection of 220<sup>th</sup> Street SW and 58<sup>th</sup> Avenue and all interior installations such as fire alarms, HVAC essential fixtures and general finish work. Items yet to be completed include such things as exterior landscaping and screening of rooftop HVAC systems, etc.
- **Terrace at Park West Commences Site Work:** After more than two years of working through ownership changes, plan changes and site constraint issues, the Terrace at Park West project located at 21303 48<sup>th</sup> Avenue W. is finally commencing site work. The project is a 27-unit townhome development located behind the Axis Condominiums. A final decision on the Site Development Plan was approved on July 2, 2015. A clearing and grading permit was issued on Thursday, August 6, 2015. There are a few conditions of approval that have to be met before actual building permits can be issued but the conditions are minor and staff expects to be issuing full construction permits shortly. The approved clearing and grading permit will allow the developer to take care of the major site work during the dry season and keep the project on schedule. Once the foundations are in place, the applicant intends to subdivide the property through the fee simple unit lot subdivision process.

## **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 236<sup>th</sup> 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. During the week of August 17, the contractor will be working on the storm and illumination systems and concrete curb, gutter, and sidewalk within the right-of-way. A retaining wall will be constructed along the north side of 236<sup>th</sup> Street SW west of I-5. The free right turn from westbound 236<sup>th</sup> Street SW to northbound 65<sup>th</sup> Place W is closed. Drivers need to proceed to the intersection and then make a right turn. Expect lane closures but no detours on 228<sup>th</sup> Street SW/Lakeview Drive/236<sup>th</sup> Street SW from the Interurban Trail to I-5. On-street parking restrictions are in place for Monday – Thursday. Normal work hours are 7 a.m. to 6 p.m., Monday – Thursday. Expect delays. Use of alternate routes is recommended.
- **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 2015.

- **216<sup>th</sup> Street SW Storm Improvements (52<sup>nd</sup> Avenue to 53<sup>rd</sup> 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. Some utility repair work remains, which may require lane closures, 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 215<sup>th</sup>/216<sup>th</sup> Streets between 61<sup>st</sup> and 66<sup>th</sup> Avenues, 56<sup>th</sup> 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. During the week of August 17, work will begin on 216th Street SW. The contractor will start on the west side of 66th and work eastward. Expect delays. At times there will be a uniformed officer directing traffic at the 216th/66th intersection while the traffic signal is in red flash mode. Use of alternate routes is recommended. On-street parking will be restricted during construction. Expect to be towed if you are parked in a No Parking zone. Normal work hours are 7:00 a.m. to 5:00 p.m., Monday - Friday. 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 236<sup>th</sup> Street SW between 48<sup>th</sup> and 56<sup>th</sup> Avenues W. There are currently only two curb ramps along this section of 236<sup>th</sup>. The sidewalk ramps will be constructed in accordance with the Americans with Disabilities Act (ADA) requirements. The contractor has received substantial completion and will be finishing some punch list items during the next few weeks to close out the project.
- **Edmonds' 228th Street SW Corridor Improvement Project:** The City of Edmonds has begun construction of an extension of 228th Street SW from 76th Avenue W to SR99. This project will include new traffic signals at SR99/228<sup>th</sup> and at 76th/228<sup>th</sup>, and will also include reconstructing 228<sup>th</sup> Street/Lakeview Drive from 73<sup>rd</sup> Place W to the Ballinger Playfields. Work will begin in the City of Mountlake Terrace portions of the project the week of August 17.

## **FINANCE**

- **Distinguished Budget Presentation Award:** The Government Finance Officers Association (GFOA) awarded the City of Mountlake Terrace its Distinguished Budget Presentation Award for the preparation of the 2015/2016 Biennial Budget. The city's Biennial Budget was rated "Outstanding" as a policy document. This is the 19<sup>th</sup> Distinguished Budget Presentation Award the city has received.

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

### **Recreation Projects/Programs**

- **Taste of Edmonds:** Some of the dancers from the Academy will dance on the children's stage at the Taste of Edmonds this year. Saturday Aug 15 at 4 p.m. MLT Dance Academy is invited to fill the stage for 45 minutes. This is an excellent opportunity for the dedicated dancers of the program to get more experience performing in a different environment and for a different audience while exposing a diverse audience to our dance programs.
- **Summer Dance Camps, Dance & Fitness Classes:** We still have a few weeks of summer left. Get movin' Hip Hop, Swan Lake Ballet, Funky Jazz as well as the most loved creative dance camps, Mermaids & Pirates and Dance Me A Story are still open for registration. Drop in for adult dance and fitness is welcome and registration for the fall session is in progress. For more information, please contact Chloe Davenport at (425) 776-9173 x1107 or [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us).
- **Mountlake Terrace Dance Academy:** Students can register starting August 1 for the whole school year or by semester. We provide two stage performance opportunities each year. Classes include Creative Dance, Creative Pre-Ballet, and Ballet levels I-V, Pointe, Jazz, Tap, Irish Step, Funky Kids and Hip Hop. See our Fall and Winter/Spring Craze for specifics at [www.crazedigital.org](http://www.crazedigital.org). Dance and Fitness Programmer Chloe Davenport is happy to answer your questions at (425) 776-9173 x1107 or [cdavenport@ci.mlt.wa.us](mailto:cdavenport@ci.mlt.wa.us).
- **Fall 2015 Registration for Preschool & Kindergarten Readiness Classes, Junior Kids Krew (Ages 3-5) and Kids Krew (Kindergarten through 6<sup>th</sup> grade) has begun!** Registration will be ongoing until full. Sign up now as classes fill quickly. These programs are certified by the Department of Early Learning and accept DSHS subsidies for qualified applicants. Contact the Recreation Pavilion about class options, sites and fees.
- **Swimming Lessons:** The fourth session of daily swimming lesson is winding down. Mountlake Terrace Resident Registration and Pre registration is Wednesday, August 12. Open and Online Registration is Thursday, August 13. The fifth and final daily swimming lesson session will run August 17-28.
- **Aqua Kids:** This week is Frozen Fun week with full attendance. Three more sessions of Aqua Kids are remaining: August 17-21 is Reading the Rainbow; August 24-28 is Creative Construction and August 31-September 4 is Super Sleuths. Aqua Kids is for kids ages 5-7. The camp features swimming and play in our leisure pool every day, except Fridays when the camp meets at Lake Ballinger Boat Launch for canoeing and a barbeque. Registration is available online and at the Recreation Pavilion.
- **Marlins Swim Team:** Saturday, August 15, the Marlins will be participating in the Craze League End of Season Champs meet at the Snohomish Aquatic Center. This marks the end of their practices and meets for the summer.

- **Babysitter's Training:** The American Red Cross Babysitter's Training class is currently underway with 7 participants. This class covers responsibilities of a babysitter and gives participants ideas for games and activities while caring for children as well as working on skills such as diapering. In addition, Child and Infant CPR and Basic First Aid are taught, giving participants an opportunity to be certified by the American Red Cross.
- **Junior Lifeguarding:** The American Red Cross Junior Lifeguarding class will meet August 17-27, Monday through Thursday, at the Recreation Pavilion from 12:30-3:30 p.m. This class for youth 11-14 will cover prevention of aquatic accidents, work on swimming skills, what it takes to be a lifeguard and how to apply for jobs once old enough to be certified. This is not a certification course. Currently this course has 7 registered with 3 spots still available. Registration is available online or at the pavilion.
- **Fall Sports:** Registration for fall adult leagues has begun. Registration is underway for basketball, softball and volleyball. Recreational and competitive options are available. For more information, or to register, contact Kevin Witte at 425-640-3105 or [kwitte@ci.mt.wa.us](mailto:kwitte@ci.mt.wa.us).
- **Fall Craze Magazine:** The Fall 2015 Craze magazine is here! Check your mailbox to find all of our exciting Fall programs and schedules or pick up a copy at the Recreation Pavilion. The Craze can also be viewed at [www.crazedigital.org](http://www.crazedigital.org).
- **Espresso Stand:** In July, the Recreation Pavilion espresso stand sold 1570 bags of delicious popcorn! August Specials: The espresso stand at the Recreation Pavilion will be having some great weekly specials during the month of August. Get \$.50 off a 16oz! 8/16-8/22 Coconut Sunset, 8/23-8/29 Jungle Java, 8/30-9/5 White Chocolate Mocha.
- **Rubber Ducks:** The Pavilion front desk sold 205 rubber ducks in the month of July. Quack!

### Property Management and Parks Services Projects

- **Property Management Van:** Staff received and loaded the new Property Management van that will assist them with servicing needs of the city. The new vehicle allows a person to stand in back, has lighting, and organizes tools.
- **Recreation Pavilion:** Door transitions were repaired at the Recreation Pavilion. Staff worked with the contractor at the Recreation Pavilion to install doors and hardware that lead to both locker rooms. Staff also assisted Orca Pacific with installing new parts in the Therapy Pool UV system.
- **Police Station:** Staff assisted with final police accreditation punch list items such as evidence storage.
- **Ballinger Clubhouse:** Staff assisted the contractor replace compressors on two units and built mounting racks for stability at the Ballinger Clubhouse. Staff also replaced a broken window in the Lakeview Room.
- **Ballinger Park Master Plan:** The Berger Partnership presented the Draft Final Ballinger Park Master Plan at the joint meeting between Recreation, Parks Advisory Commission and the Neighborhood Parks Improvement Subcommittee this past Tuesday. The plan highlights

potential environmental and recreational changes to the former golf course to take place in a phased approach with potential funding sources and timelines. Berger Partnership will be presenting the final plan to the Planning Commission on Monday, August 24.

- **Tour de Terrace/NNO:** Crews repaired grass turf and infields after the July Tour de Terrace and the August National Night Out events.
- **Ballinger Boat Launch:** Parks crew repainted the restrooms at the Ballinger Boat Launch.
- **Dog Park:** Staff removed bramble and vegetation from around the dog park.
- **Ballinger Playfield:** Parks crew worked on irrigation repairs to Ballinger Playfields in connection with the Lakeview Trail work being done.

### **Volunteers Projects**

- **56<sup>th</sup> Avenue:** Superintendent Courtmanch assisted Cavalry Church with 56<sup>th</sup> Avenue cleanup immediately following the Tour de Terrace parade. Several volunteers walked up and down 56<sup>th</sup> picking up anything they could find to assist in keeping their community clean.
- **Montessa:** A geocaching group led a volunteer effort at Montessa Wetlands and the north end of Ballinger Park. Twenty-five volunteers cleared brush and removed debris from the site. Parks Services staff assisted by bringing hand tools and removing debris. This group will be placing a geocache puzzle in the Montessa Wetland area to encourage use of the trails.

### **Eagle Scout Projects**

- **Eagle Candidate** Dakota Damiano is planning to continue the pathway created during the sidewalk project at Bicentennial Park. Plans have been drawn up and approved by the Mount Baker Council of the Boy Scouts of America. He plans to extend the pathway to the north along the west edge of the park. This project is scheduled to be completed by the end of 2015.
- **Eagle Candidate** Mike Mackay also plans to do a park related project. He is proposing to fix the entry to the dog park this fall by building steps, which will reduce the slope when people enter.

### **POLICE DEPARTMENT UPDATES**

*(August 5, 2015 to August 11, 2015)*

<b>Agency Assists</b>	<b>Brier</b>	<b>Edmonds</b>	<b>Lynnwood</b>
Year to Date	60	36	23
Week	4	0	0

<b>Patrol Statistics</b>	<b>Week</b>	<b>Year to date</b>
Police Reports	79	1968
Arrests / Misd. / Felony	23	550
Traffic Infractions	71	2555
Verbal Warnings	34	1949
Traffic Collisions	7	188
DUI's	1	20
FIR'S	23	514

<b>Burglaries</b>	<b>Commercial</b>	<b>Residential</b>
21400 52 <sup>nd</sup> Ave W		X
4100 236 <sup>th</sup> St SW		X
4200 236 <sup>th</sup> St SW		X
22800 56 <sup>th</sup> Ave W		X
5500 244 <sup>th</sup> St SW	X	
6600 220 <sup>th</sup> St SW	X	

<b>Investigations</b>	<b>Assigned / Week</b>	<b>Closed / Week</b>	<b>Assigned YTD</b>	<b>Closed YTD</b>
<b>Cases (Including DV)</b>	6	4	207	143

***Vehicle Thefts/Recoveries/Prowls***

- 5200 230<sup>th</sup> St SW                      Theft from Vehicle
- 6000 244<sup>th</sup> St SW                      Vehicle Theft
- 6300 St Albion Way                      Vehicle Theft
- 7100 220<sup>th</sup> St SW                      Vehicle Prowl
- 6000 244<sup>th</sup> St SW                      Stolen Vehicle Recovery

***Significant Incidents:***

- On 08/06/2015 at 6:23 a.m., Patrol units responded to a disturbance at 21800 block of 54<sup>th</sup> Ave W that was later determined to be a Domestic Violence Assault. The suspect punched the victim and broke her cell phone in an attempt to keep her from calling 911 after an argument over infidelity issues. He fled the scene and was later located in Lynnwood, where he was taken into custody and booked for several Domestic Violence crimes. A neighbor of the victim later entered the victim's garage and found the suspect had 3 homemade explosive devices. The WSP Explosive Disposal team was called out and the devices were removed from the residence and safely detonated.

***Detective Unit Update:***

- Nothing this week.

***Other items of interest:***

- Nothing this week.

***Code Enforcement Property of the Week:***

On 8/11/15, Code Enforcement observed a property located in the 5400 block of 238<sup>th</sup> ST SW having multiple code violations. Observed in the front of the property was several vehicles that appeared to be inoperable and unused, two of which were covered with tarps and three of them were parked on an unimproved dirt surface. Also observed in the front of the property were several vehicle tires. These are violations of MTMC 8.15.050B1-all motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure, MTMC 8.15.050B3-all motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface and MTMC 8.15.050D-all vehicle parts and accessories must be appropriately stored in an approved structure. A code violations case was generated and notice sent to the property owner. Code Enforcement will perform a follow up inspection on 8/25/15.



**NEWS RELEASES**

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

- Mountlake Terrace Budget Rates “Outstanding”
- Residents Asked to Conserve Water
- Community Invited to Take Website Survey
- 37<sup>th</sup> Arts of the Terrace Juried Art Show
- 2015 Arts of the Terrace Call to Artists Deadline August 30

**MARK YOUR CALENDARS**

- September 12, 9:00 a.m.-12, Fall Clean Up, Ballinger Park
- September 25, 7:00-9:00 p.m., Award Reception for Artists, Library
- September 26-October 10, 37<sup>th</sup> Annual Arts of the Terrace, Library

- October 7, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 4, 6:00 p.m., Coffee with the City, Recreation Pavilion
- December 4, 6:30 p.m., Tree Lighting, Evergreen Playfield Complex
- December 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- Snohomish County Cities Dinner Dates (*No meetings in February, June, and December*)
  - 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