

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

August 28, 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 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 219th Street SW, Suite 220. City Council agenda items include: 1) Review of Final Ballinger Park Master Plan, 2) Review of Debris Management Plan, 3) Review of Transportation Impact Fees Discount Ordinance, 4) Review of Waste Management Contract Amendments, 5) Review of Fire District 1 2014 Annual Report, and 6) Legislative Update (Tentative).

The City Council's next regular meeting is scheduled for **Tuesday, September 8, 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) Historic Aviation Campus Project Presentation (Tentative), 2) Public Hearing and Adoption of Transportation Impact Fees Discount Ordinance, 3) Approval of Ballinger Park Master Plan, and 4) Review of Financial Policies (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Ballinger Master Plan:** 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. The Planning Commission and Lake Ballinger/McAlier Creek Watershed Forum reviewed the plan on August 24 and 25 respectively. Council will review the plan at its September 3 meeting with final approval 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 228th Street SW on Wednesday, September 9, 2015 from 6:00 to 7:00 p.m. in the Jungle Room.
- **Parks Volunteer Cleanup Day:** This year's fall cleanup is scheduled for Saturday, September 12 at 9:00 a.m. until 1:00 p.m. Volunteers should meet at Ballinger Park parking lot (23000 Lakeview Drive) at 9:00 a.m. in comfortable work clothes, with gardening gloves and tools in hand. The Recreation Park Advisory Commission (RPAC) and the Neighborhood Park Improvement Subcommittee (NPIS) invite the community to join them for a park cleanup event that coincides with the National "Day of Service" in remembrance of September 11.

- **Arts of the Terrace Juried Art Show:** The 37th Annual Arts of the Terrace Juried Art Show is set for Saturday, September 26 through Sunday, October 11, 2015 at the Mountlake Terrace Library, 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 throughout the region. A patrons’ preview and artists’ awards ceremony will be held Friday, September 25. The show opens to the public on Saturday, September 26.

COMMUNITY RELATIONS

- **Seeking Civic Facilities Task Force Members:** The Mountlake Terrace City Council is seeking interested citizens to serve on a Civic Facilities Task Force to address the city’s need to replace its aging facilities with a focus on a combined City Hall/Police Station and the Recreation Pavilion as well as financing options. The City Council intends to interview and select a 7-member advisory body that would meet every other Wednesday evening at Interim City Hall.

The City Council will discuss the qualifications of the candidates at its September 16 work/study session. Interviews will be conducted by a subcommittee of the Council during the following week. Formal appointment of the task force is tentatively scheduled on October 5. To receive an application, you may email cityhall@ci.mlt.wa.us, visit City Hall at the address above or call (425) 776-1161 and we will mail it or make it available for pick up.

Applications are due by 5:00 p.m. on **Wednesday, September 9** to City of Mountlake Terrace, 6100 219th Street SW #200, Mountlake Terrace, WA 98043 or via email at cityhall@ci.mlt.wa.us. For more information, please contact City Manager Arlene Fisher at afisher@ci.mlt.wa.us or (425) 744-6205.

- **Website Survey:** The City of Mountlake Terrace encourages 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. 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 through September 2.

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 244th Street SW. On-street parking is not available on 244th between 56th Ave W and the east side of the project site. The revision to the approved site plan modifies the pedestrian activity area on 244th 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 220th Street SW and 58th 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 48th 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 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. During the week of August 31, 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 236th Street SW west of I-5. The free right turn from westbound 236th Street SW to northbound 65th Place W is closed. Drivers need to proceed to the intersection and then make a right turn. Expect lane closures but no detours on 228th Street SW/Lakeview Drive/236th 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. The city has received confirmation from WSDOT, PSRC, and the Department of Commerce that phasing of the project is acceptable and design and right-of-way acquisition will be completed with 236th as Phase 1 and 56th as Phase 2. Design is anticipated to be complete in 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. 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 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. During the week of August 31, work will continue 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 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. 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 SR99/228th and at 76th/228th, and will also include reconstructing 228th Street/Lakeview Drive from 73rd Place W to the Ballinger Playfields. Edmonds contractor is expected to be working in the City of Mountlake Terrace portions of the project through the fall.

RECREATION, PARKS AND PROPERTY MANAGEMENT UPDATES

- **Recreation Positions Available:** Recreation positions that are currently available include Aquatics Coordinator (full time), Before & After Site Leader (3/4 time), Before & After Site Assistant (1/2 time), Lifeguard (part time), Swim Instructor (part time), Preschool Lead Teacher (part time), Preschool Assistant (part time), and Children's Dance Instructor (part time). Visit <http://www.cityofmlt.com/cityServices/humanResources/currentJobs.htm> for job descriptions.
- **Mountlake Terrace Dance Academy:** This is our yearly dance program. 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. Dance and Fitness Programmer Chloe Davenport is happy to answer your questions at (425) 776-9173 x1107 or cdavenport@ci.mlt.wa.us.
- **Fall 2015 Registration for Preschool & Kindergarten Readiness Classes, Junior Kids Krew (Ages 3-5) and Kids Krew (Kindergarten through 6th grade) has begun!** Registration will be ongoing until full. Sign up now as they 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. Recreation Pavilion office staff so far have registered 150 children for Fall Preschool, Junior Kids Krew childcare and Before and After school programs. It is still early. There is still space in most programs.
- **Fall Swim Lesson Registration at Mountlake Terrace:** Registration for the first session of fall swimming lessons will begin with pre-registration for those currently in swimming lessons. Pre registration for Monday and Wednesday is Monday, August 24, for Tuesday and

Thursday is Tuesday, August 25, for daily morning lessons preregistration is August 26, Saturdays is August 29 and Sundays is August 30. Registration for Mountlake Terrace Residents will be Wednesday, September 2 and open and online registration on Thursday, September 3. Registration will remain open through the third lesson of the session. Mountlake Terrace Resident Walk-in Registration is available between 8 a.m. and 8 p.m., phone-in registration is available from 12 to 8 p.m. Online registration is available all day beginning at midnight on September 3 at www.mltrec.com, click on "Register Online Go". You will need to call the Pavilion to obtain your login and pass code prior to registering, if you don't already have one.

Classes begin September 8-13 after the Labor Day weekend. Sessions will run Monday and Wednesday, September 8 - October 8; Tuesday and Thursday, September 9 - October 7; Fridays, September 11 - October 23; Saturdays, September 12 - October 24 and Sundays, September 13 - October 25. For more information, call the Recreation Pavilion at (425) 776-9173 or for a complete listing of swim schedules click on the City's web site at <http://www.cityofmlt.com/cityServices/recreation/indoorPool/swimLessons.htm>

- **Recreation Pavilion Back to School Specials: August 31 through September 6.** All Recreation Swims \$3.00 for everyone! Racquetball Happy Hour-\$1 off (per hour) Racquetball court reservations 2:00-5:00 p.m. (all week) Wallyball Party! Free equipment rental (All week); grab a group and come have fun before school starts! Try a fun new sport and get some great exercise - Pickle Ball! Free equipment rental or \$1 off (per hour) court rental with own equipment (all week) Espresso Special-16 oz White chocolate Mocha \$3.50.
- **Junior Lifeguarding:** This class is currently underway and has eight participants learning about what it takes to be a lifeguard.
- **Recreation Coordinator:** Interviews for Aquatics Recreation Coordinator position will be August 28. There are six applicants for the position.
- **Aqua Kids:** One more session of Aqua Kids remains: 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.
- **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.mlt.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.
- **Espresso Specials:** The espresso stand at the Recreation Pavilion will be having some great weekly specials. Get \$.50 off a 16oz! **8/30-9/5** White Chocolate Mocha
- **Girl Scout Troop 43752:** The troop installed a "Free Mini Library" at Matt Hirvela\Bicentennial Park (4105 222nd St SW). The troop did fundraising for the materials,

built and installed the “Free Mini Library” near the front of the park. Mini Libraries are becoming popular all over the country and consist of a small covered bookshelf with a “Take a Book, Leave a Book” policy. The troop has agreed to monitor and maintain the library to help ensure its success.



Free Mini Library

POLICE DEPARTMENT UPDATES

(August 19, 2015 to August 25, 2015)

Agency Assists	Brier	Edmonds	Lynnwood
Year to Date	60	39	23
Week	0	0	0

Patrol Statistics	Week	Year to date
Police Reports	52	2066
Arrests / Misd. / Felony	21	588
Traffic Infractions	73	2732
Verbal Warnings	52	2054
Traffic Collisions	5	196
DUI's	1	21
FIR'S	14	539

Burglaries	Commercial	Residential
5100 228 th St SW		X

Investigations	Assigned / Week	Closed / Week	Assigned YTD	Closed YTD
Cases (Including DV)	3	2	215	153

Vehicle Thefts/Recoveries/Prowls

- 21300 60th Ave W Vehicle Prowl
- 22700 60th Ave W Theft from Vehicle
- 5800 222nd Pl SW Theft from Vehicle
- 4400 212th St SW Stolen Vehicle Recovery
- 6000 244th St SW Stolen Vehicle Recovery

Significant Incidents:

- On 08/25/2015 at 3:04 p.m., Mountlake Terrace Patrol Officers responded to a suspicious circumstance in the 5900 block of 238th St SW. Officers ended up contacting a male in a vehicle who had an outstanding felony warrant for burglary. The suspect was advised he was under arrest and actively resisted the officer's attempts to take him into custody. At one point, the suspect grabbed an officer's arm and would not let go. After an initial struggle, officers were able to control the suspect and he was escorted to the ground and taken into custody without further incident. He was evaluated by aid and booked into the Snohomish County Jail for the felony warrant, resisting arrest, and possession of drug paraphernalia.

Detective Unit Update:

- Nothing this week.

Other items of interest:

- Police Department members and City Staff met with the Olympic Ice Arena staff to coordinate on the problem of transient campers on the Ice Arena property and the garbage that is being left in the camps. Officers are making frequent visits to the area and warning those that are found trespassing on the property. The property owners have committed to clearing and cleaning the vacant property. They are working with other city staff to make the area less appealing to the campers.
- Officers met with the management of the Studio Six to suggest ways to improve the security of the customers of the motel and the surrounding neighbors. Suggestions were made about the fence being fixed, some painting, improved screening of customers and additional lighting at the rear of the complex.
- Department members attended range training this week to maintain their firearm skills.

Code Enforcement Property of the Week:

On 8/26/2015, Mountlake Terrace Code Enforcement became aware of a property located in the 5200 block of 244th ST SW having code violations. Observed in the front yard and porch areas of the property were several piles of miscellaneous debris and junk, including furniture. This is a violation of MTMC 8.15.040I-accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure, in the front, back, or side yards of the property and MTMC 8.15.040H-all broken or discarded household furniture, furnishings or equipment, or any appliances not in an approved enclosed structure, in the front, side, or back yard of a property. A code violations case was generated and notice sent to the property owner. Code Enforcement will perform a follow up inspection on 9/9/15.



NEWS RELEASES

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

- Fall Swim Registration at Mountlake Terrace
- Parks Volunteer Cleanup Day September 12
- 2015 Arts of the Terrace Call to Artists Deadline August 30
- Community Invited to Take Website Survey
- 37th Arts of the Terrace Juried Art Show

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, 37th 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*)
 - September 17 – Location TBD
 - October 15 – Location TBD
 - November 19 – Location TBD

Sincerely,

ARLENE FISHER
City Manager
City of Mountlake Terrace