

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

February 10, 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, February 16, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Review of Planning Commission's 2016 Accomplishments and 2017 Work Program (*Discussion with Planning Commission*); (2) Review of 2016 Comprehensive Plan Performance Measures (*Discussion with Planning Commission*); (3) Review of Commute Trip Reduction Plan and Ordinance; (4) Review of Contract for City Hall Architectural Services (Tentative); (5) Review of Lodging Tax Advisory Committee 2017 Funding Recommendation; and (6) Discuss of Telephonic Public Comment Policy.

The City Council's next meeting is on **Tuesday, February 21, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Recognition of Police Commander Mike Haynes; (2) Adoption of Lodging Tax Advisory Committee 2017 Funding Recommendation; (3) Adoption of Commute Trip Reduction Plan and Ordinance; (4) Award of Contract for City Hall Architectural Services (Tentative); and (5) 2016 Year End Police Department Report.

COMMUNITY MEETINGS AND EVENTS

- **Community Open House for 2017 Comprehensive Plan Update:** Mountlake Terrace is preparing an update to the citywide Comprehensive Plan. An open house will be held on Monday, February 27, 2017, 7:00-8:00 p.m., with a short presentation at 7:15 p.m. The Plan is a 20-year vision that promotes community livability and vitality for the long-term. Updates may consist of map or text amendments.

The open house will be an opportunity to learn about the update and amendment process, see what suggestions and ideas (the docket) have been proposed for updates to date, view maps and graphics about the current Comprehensive Plan and provide input on updating the Comprehensive Plan. It is anticipated that the 2017 update may be completed by the end of June 2017. Public hearings on amendments are tentatively scheduled for May 22 and June 5, 2017. Sign up for the 2017 Comprehensive Plan Amendment "[Notify Me](#)" text/email subscription on our [website](#) to receive updates.

- **Coffee with the City:** 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 228th Street SW on Wednesday, March 8, 2017 from 6:00-7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **City Hall Project:** The City Hall Advisory Committee met on Thursday, February 9. The Chair and Vice Chair of the [Committee](#) provided an update on the architect interviews that took place on February 1. The city is currently working on an agreement with [ARC Architects](#) on the scope and fee for their work. City Council consideration of the agreement with the firm is tentatively scheduled for Tuesday, February 21. The committee took a tour of the Interim City Hall space and discussed community outreach ideas. They would like to engage the community early in the process on some key decision points related to the project. As meeting dates are scheduled, we will post them [here](#) and announce on our social media pages and through the City Hall Project "[Notify Me](#)" text/email subscription on our [website](#). At their February 23 meeting, the Committee will meet at the Mountlake Terrace Police Department to tour that facility. They will further discuss a community outreach program including small coffee gatherings staffed by the Committee in neighborhoods all around the city as well as three or four citywide larger events. Once those dates and locations are finalized, they will be publicized citywide.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **Commute Trip Reduction Plan Update:** Commute trip reduction is a program to increase the number of non-drive-alone trips, reduce traffic congestion and improve air quality locally, in the region, and statewide. The City is updating its Commute Trip Reduction (CTR) Plan to allow flexibility in achieving the plans' objectives and comply with changes in state law. The City's CTR Plan was last updated in 2009. The program applies to any major employer in the City. Currently, Premera Blue Cross, the City of Mountlake Terrace and Umpqua bank are affected employers. The proposed update focuses on good faith efforts to reach target goals, uses daily data collection to measure progress, and begins to track reductions in greenhouse gas emissions from an increase in non-drive alone trips (e.g., carpooling, transit use, etc.). A concurrent update to the City's commute trip reduction ordinance, Chapter 10.15 of the municipal code, would adopt the updated plan and provide for its implementation.
- **Community Open House for 2017 Comprehensive Plan Update:** Mountlake Terrace is preparing its annual update to the citywide Comprehensive Plan. An open house will be held on Monday, February 27, 2017, 7:00-8:00 p.m., with a short presentation at 7:15 p.m. The plan is a 20-year vision that promotes community livability and vitality for the long-term. Annual updates are generally minor; major changes to the plan are considered every 8 years. Updates may consist of map or text amendments. The open house will be an opportunity to learn about the update and amendment process, see what suggestions and ideas have been proposed for updates (the docket), view maps and graphics about the current Comprehensive Plan and provide input on updating the Comprehensive Plan. The 2017 update is planned to be

completed by the end of June 2017. Public hearings on amendments are tentatively scheduled for May 22 and June 5, 2017.

Recent Development Activity

- **Mountlake Terrace 234th Townhomes (PFS-16-0002):** A five unit Fee Simple Unit Lot Subdivision for a townhome development in the City's Transitional Area of RS 7200 at 5406 234th Street SW. Notice of Application was posted December 12, 2016 and the comment period expired on January 11, 2017. City staff sent their first review comments to the applicant on January 24, 2017.
- **Tamblyn Townhomes Canceled Application:** A 14-unit Fee Simple Unit Lot Subdivision for townhome development located at 5708 230th St SW and 23003 58th Ave W in the City's Community Business Downtown Zoning District. The application was deemed complete on January 13, 2017.
- **Park Lane Townhomes (PFS-16-0004):** A four building, 18-unit Fee Simple Unit Lot Subdivision for a townhome development located at 21216 52nd Avenue W in the City's Medium Density Multi Household Zoning District. The application was deemed complete on January 13, 2017. Notice of Application was posted on January 25 with a February 24, 2017 comment period deadline.
- **Development Permit Activity Report:** Permit information is available and searchable on the City's website, via <http://www.cityofmlt.com/180/Development-Activities>

Recent Pre-Application Submittals				
Submittal Date	Applicant	Permit Number	Site Address	Description
2/10/2017	Carl Pirscher	PPR-17-0003	23104 57 th Avenue W	A 47,000 Square foot 30-unit 4-story mixed use building in the Town Center
1/26/2017	Wattenbarger Architects	PPR-17-0002	23303 58 th Avenue W	Interior Remodel in the Town Center
1/20/2017	Gabbert Planners & Architects	PPR-17-0001	6603 220 th Street SW	Parking Lot Reconfiguration

ENGINEERING UPDATES

- **60th Avenue & 228th Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip and sidewalk along 228th Street, connecting to existing sidewalk and north along 60th Avenue to existing sidewalk. After a few days shut down due to weather, the contractor has completed the initial grading and is preparing for pouring curb/gutter. This work will be weather and temperature dependent.

PUBLIC WORKS

- **Winter Snow Storm Response:** Public Works employees responded to winter snow conditions early Monday morning at approximately 3:30 a.m. Three snowplows were in use with crews applying sand to slick areas of roadways in the city. Typically, crews will plow when snow is in the ½ inch to 1-inch range and start with major arterials first and frequent roadways to assist emergency responders. Crews were ready to respond after hours if needed.
- **Public Works Fleet Management Update:** The City of Shoreline is expected to completely take over the Ronald Wastewater District by October 15, 2017. The Transition Agreement between the two entities indicates that the City of Shoreline will take ownership of all Ronald Wastewater District vehicles and equipment consisting of one Vactor truck, one camera van and a mix of eight cars and trucks. During this transition period, these vehicles will be brought to our Operations Facility where a complete vehicle assessment will be conducted by our fleet mechanics. The vehicle assessment began during the week of February 6 and is expected to be completed by February 17. Fleet Supervisor Jeff Rembolt indicated that current staffing levels for vehicle maintenance are sufficient and does not expect a need for additional resources. During the term of this agreement, we have developed an excellent working relationship with the City of Shoreline and they are very satisfied with the level of service provided by our mechanics. We expect this relationship will continue into the future.
- **Lakeview Trail:** Cement bollards will be installed adjacent to the driveway exit at the Ballinger Park Senior Center. Two bollards along with pavement markings will be provided to clearly delineate Lakeview Drive from the Lakeview Trail. In the interim, a barricade was placed to the right of the driveway exit to prevent vehicles from entering onto the trail.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Love Potion #9. This is a delicious latte with white chocolate and cinnamon. Come to the Recreation Pavilion from February 12 – 18 and receive \$.50 off a 16oz.
- **Swimming Lesson Registration:** Registration for Monday/Wednesday and Tuesday/Thursday classes is underway. Wednesday, February 1 is Mountlake Terrace Resident registration and February 2 is online and open registration. Classes will begin on Monday, February 6 and will run until March 1 and Tuesday, February 7 and will run until March 2. Lesson schedules are available online at <http://www.cityofmlt.com/529/Swim-Instruction> or in the Pavilion Lobby.
- **We're Hiring:** Mountlake Terrace Recreation is hiring for all types of positions! Full-time, part-time, and seasonal positions are available. Jobs include: Preschool Lead Teacher, Preschool Assistant, Before and After School Assistant, Summer Camp Counselor, Tennis Assistant Coach (camps/team), Dance teachers, lifeguards, swim instructors and front desk staff. For more information about open positions, visit www.cityofmlt.com and click on the "Jobs" button or call (425) 776-9173.

- **Youth Programs:** Summer camp registration begins March 6 and Fall Kids Krew registration Begins March 13. Register early as classes fill quickly! For more information, or to register, call (425) 776-9173.
- **Preschool Preview:** On January 28, Recreation Coordinator Mark Haug and Recreation Programmer Tracie Neal attended a Preschool Preview hosted by Parent Map at Shoreline Community College. They made contact with over 40 families interested in preschool programs.
- **Field Rentals:** Reservation requests are now being accepted for 2017. Evergreen Playfields 1, 2, 3, 4, 5, 6, and Ballinger Playfield are all available to rent. Field space is filling quickly. To request a field, contact Kevin Witte at (425) 640-3105 or kwitte@ci.mlt.wa.us.
- **Adult Sports:** Registration for Spring Softball is open now! Men, women, and co-ed divisions are available. Games are played Sunday-Friday. For more information, or to register, call (425) 776-9173 x0.
- **MLT Dance Academy Classes:** The Dance Academy is looking for highly qualified and creative dance teachers. Currently there are positions open for Hip Hop and Tap instruction. People with skills in other dance disciplines are welcome to apply too. Second Semester begins January 30 and registration is open now. However, you don't have to wait! Dancers are always welcome to join and can take the end of first semester classes pro-rated through January. Call Dance and Fitness Programmer Chloe Davenport for more information and placement. (425) 640-3107. Or come in and register with the front desk staff.
- **Quarterly Teen/Adult Dance Classes:** Get your heart racing in Salsa with Catherine Abaya. Instruction includes timing, footwork, leading, following, and spins. No partner necessary. Also new on the schedule is Flamenco for teens and adults with Wendy Kosticka Monday nights. Tap Dance and East Coast Swing are now scheduled earlier in the day for those folks who want an afternoon workout! Check it out in the Craze at www.crazedigital.org. Winter session begins January 3, but you can join any time. Sign up now or pay for a drop-in trial.
- **Quarterly Teen/Adult Fitness Classes:** Need help keeping those New Year resolutions? Join our fitness classes with a friend and hold each other accountable. We have Tai Chi, Yoga and Stretch & Tone for building strength, balance and finding peace of mind, or fast paced cardio workouts like Dance with Bengie, PiYo, Zumba and INSANITY. Register online or with the front desk. www.mltrec.com Click on the Craze magazine and turn to page 14.
- **Parks Maintenance Worker I:** The Mountlake Terrace Parks Department hired a full time Maintenance Worker 1 who started work February 6. The position replaces an employee that retired in mid-2016. This will bring the Parks Department from three full time staff members maintaining the entire park system to four.
- **Staff Meets with MTYAA:** Parks and Athletics staff met with representatives of the Mountlake Terrace Youth Athletics Association (MTYAA) on site at Forest Crest Ballfield Complex to discuss upcoming maintenance and work parties as we prepare for the approaching baseball and softball season.

- **Ballinger Fishing Pier:** The Ballinger Fishing Pier is closed for repairs. The dock is having repairs done to decking and railing this week with the removal of a portion of the dock for safety already completed. The work is expected to be completed by spring.
- **Ballinger Park Fencing Work:** Park crews are removing a section of fencing at Ballinger Park between the boat launch and former golf course. The work is in accordance with the Ballinger Park Master Plan (approved in September 2015). It will expand the space at the Boat Launch and picnic area. The Ballinger Park Master Plan can be found at <http://www.cityofmlt.com/DocumentCenter/View/985>
- **Property Management:** Staff addressed automatic opening and closing doors at the Recreation Pavilion and hired a contractor to complete repairs on three doors that were not functioning properly. In addition, repairs were made to the Pavilion icemaker, HVAC malfunctions in the preschool wing, and sauna troubleshooting. A urinal at the library was repaired and a fan will be replaced in the same restroom. Due to the snow, staff shoveled pathways, spread deicer and sand at all city facilities.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	28	54	10	4	1	2	0	2
YTD	172	197	35	22	4	7	6	19

Significant Incidents

- On February 2, 2017 at 10:37 p.m., Mountlake Terrace Patrol Officer was flagged down by a male walking in front of Veteran’s Memorial Park. The male reported that he was just assaulted while walking in the park by two unknown adult males 25 to 35 years of age. The male advised that while he was in the park he was suddenly struck in the head by a hand or fist. The attack was unprovoked. The male victim fought back and the two assailants fled west through the park. The victim declined medical attention. A K9 track was conducted with negative results. Suspect #1 was described as a Hispanic male with facial hair and wearing a knit cap. Suspect #2 was described as an unknown race male, not white, with neatly cropped dark hair.
- On February 7, 2017 at 11:54 a.m., Mountlake Terrace Officers responded to a carjacking at the Red Dragon Casino. The victim was robbed at gunpoint and pepper sprayed by a male and a female who were not known to him. At the time of the robbery, the male was sitting in his car in the parking lot. The suspect male took the victim’s vehicle and fled northbound on Highway 99. The female ran from the scene and was last observed entering another car parked nearby and following the victim vehicle. Shortly thereafter, the victim’s vehicle was reported by uninvolved parties as a traffic complaint on eastbound 212th Street. Multiple surrounding agencies responded to assist. A Lynnwood officer located the vehicle dumped and a K9 track was initiated. The suspect was not located. The victim was treated at the scene.
- On February 7, 2017 9:30 a.m., a Mountlake Terrace Officer conducted a traffic stop on a vehicle operated by a 45-year-old Mountlake Terrace resident. The driver had a Department of Corrections escape warrant for his arrest. During the arrest, what appeared to be fraudulent

debit/credit cards were found in the vehicle in plain view. The subject also had fraudulent cards in his possession upon his arrest. He was booked at the Snohomish County Jail. A search warrant was conducted on the vehicle, which revealed I.D. Theft/Forgery equipment, cloned debit cards, methamphetamines and several items of electronics equipment. Further investigation is being conducted with additional charges pending.

Detective Unit Update

- **Cases Assigned**
 - 1 – Sex Offense
 - 4 – Harassment
- **Cases Cleared**
 - 1 – Sex Offense
 - 2 – Death Investigations
 - 1 – Missing Person

Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers continue to visit their assigned schools.
- Mountlake Terrace Police Officers continue to conduct local business and area checks at the following locations; Studio 6 Motel, AM/PM, 7-11, Creekside Church, Ballinger Park Rest Rooms, Interurban Trail, Boat Ramp, Mountlake Terrace High School, Park and Ride lot, Senior Center, Albertsons, QFC, the laundry room at the Northern Lights Apartments, Taluswood Apartments, Markland Woods Apartments, Greenview Apartments, and the old Evergreen School site.

Code Enforcement Property of the Week

On February 3, 2017, Code Enforcement performed a parking emphasis in the area of 23900 block of 60th Avenue W in response to parking concerns of vehicles having expired licenses, flat tires, stored or abandoned on the public street (10.10.230), and for vehicles parked facing against the authorized direction of travel (10.10.080). Code Enforcement issued several parking citations, corrections notices and written warnings. Code Enforcement also issued a Notice of Violation to adjacent property owner(s) in association with vehicles parked in violation of City ordinances.



Other Items of Interest

- The police department received a \$4,000 WASPC Traffic Safety Equipment Grant to purchase four radar/LIDAR units.
- Interviews were conducted this week for the hiring of officers needed to fill the current vacant positions.
- Detectives made an arrest in the shooting that occurred on January 25, 2017 in the area of 6600 232nd Street SW. The suspect is a former neighbor of the victim.

NEWS RELEASES

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

MARK YOUR CALENDARS

- February 15-16, City Action Days, Olympia Red Lion Hotel
- February 27, 7-8:00 pm, Comprehensive Plan Open House, Interim City Hall
- March 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- March 16, 5:30 pm, Snohomish County Cities Meeting, TBD
- March 18, TBD, City Council Retreat, Interim City Hall
- March 27-29 (Tentative), Legislative Trip to Washington DC
- April 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 20, 5:30 pm, Snohomish County Cities Meeting, TBD
- April 22, 9:00 a.m.to 1:00 p.m., Earth Day Cleanup, Ballinger Park
- May 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 18, 5:30 pm, Snohomish County Cities Meeting, TBD
- June 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver
- July 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 20, 5:30 pm, Snohomish County Cities Meeting, TBD
- July 28, 29, and 30, Tour de Terrace, Evergreen Playfield
- August 1, 6:00 p.m., National Night Out, Evergreen Playfield
- August 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 17, 5:30 pm, Snohomish County Cities Meeting, TBD
- September 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 13, 6:30 p.m., Annual Evergreen Awards, Ballinger Clubhouse
- September, 21 5:30 pm, Snohomish County Cities Meeting, TBD
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 19, 5:30 pm, Snohomish County Cities Meeting, TBD
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 16, 5:30 pm, 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

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace