

# CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

September 4, 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 **Tuesday, September 8, 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) Historic Aviation Campus Project Presentation, 2) Review of Transportation Impact Fees Discount Ordinance, 3) Public Hearing and Adoption of Transportation Impact Fees Discount Ordinance, and 4) Approval of Ballinger Park Master Plan.

The City Council's next special work/study session is scheduled for **Wednesday, September 16, 2015** (the regular Thursday, September 17 work/study session is cancelled) 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) Update on Lakeview Trail Project and Main Street Phasing, 2) Review of Building/Electrical/Fire Code Update Ordinances, 3) Review of Impact Fee Methodology Ordinance, 4) Discuss Qualifications of Civic Facilities Task Force Applicants.

## COMMUNITY MEETINGS AND EVENTS

- **Brighton School Open House:** The open house at the Brighton School is on Tuesday, September 8, 2015 from 12 noon to 2 p.m. The first day of school is Wednesday, September 9 and the families and kids are very excited for their new school! Brighton School is located at 21705 58th Avenue W (former New Beginnings/City Church location).
- **Ballinger Park 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/McAleeer Creek Watershed Forum reviewed the plan on August 24 and 25 respectively. Council reviewed 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 228<sup>th</sup> 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 58<sup>th</sup> Avenue West. Sponsored by the Mountlake Terrace Arts Advisory 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](mailto: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 219<sup>th</sup> Street SW #200, Mountlake Terrace, WA 98043 or via email at [cityhall@ci.mlt.wa.us](mailto:cityhall@ci.mlt.wa.us). For more information, please contact City Manager Arlene Fisher at [afisher@ci.mlt.wa.us](mailto:afisher@ci.mlt.wa.us) or (425) 744-6205.

- **Evergreen Awards:** Letters were mailed on Thursday to those nominated this year for an Evergreen Award. The letter notifies nominees about staffing and workload challenges this year and that the awards ceremony has been postponed until 2016. All properties nominated in 2015 will be considered in 2016. Although significant work was done in the spring, no funds were spent on the program this year since all the expenses are for the actual awards and the awards reception. The mailer includes the program brochure and contact information for the Community Relations Director and Community Relations Specialist.

## 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> Avenue 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.
- **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 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 September 7, 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 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 236<sup>th</sup> as Phase 1 and 56<sup>th</sup> as Phase 2. 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 September 7, 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 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. WSDOT has had their final walkthrough and the city will be closing this project out.
- **Edmonds' 228th Street SW Corridor Improvement Project:** The City of Edmonds has begun construction of an extension of 228<sup>th</sup> Street SW from 76<sup>th</sup> Avenue W to SR99. This project will include new traffic signals at SR99/228<sup>th</sup> and at 76<sup>th</sup>/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. 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**

- **Storm Cleanup:** Parks and Property Management crews have been hard at work cleaning up branches in the parks and building grounds due to the large storm that blew through last weekend. Parks Services and Property Management Superintendent Ken Courtmanch and Maintenance Tech Barry Dolan were in on the weekend troubleshooting generators, assessing damage, fixing water leaks, and other related issues.
- **National Day of Service 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 Clubhouse 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.
- **Eagle Scout Project:** Eagle Scout Candidate Mike MacKay will be working with MLT D.O.G. this weekend on a project to improve the entrance to the dog park. The front entry may be closed intermittently over Labor Day Weekend due to pouring of concrete and placing of keystone blocks.
- **37<sup>th</sup> Annual Arts of the Terrace:** Commissioners, volunteers and staff are busily preparing for the upcoming art show. Artwork submissions will be accepted up to September 5. The Artists Preview Party is Friday, September 25 and the show runs September 26 through October 11 at the Mountlake Terrace Library.
- **Help Wanted in Recreation!** Recreation positions that are currently available include Before & After Site Leader (3/4 time), Lifeguard (part time), Swim Instructor (part time),

Preschool Assistant (part time), and Children's Dance Instructor (part time). For job descriptions, visit <http://www.cityofmlt.com/cityServices/humanResources/currentJobs.htm>.

- **Mountlake Terrace Dance Academy:** Students can register starting August 1 for our yearly dance program that runs 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 is ongoing until classes are 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. 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 and there is still space in most programs.
- **Fall Sports Leagues:** Fall leagues have begun. Registration for winter leagues will begin November 16. Volleyball and basketball are available in winter. For more information, contact Kevin Witte at 425-640-3105 or [kwitte@ci.mlt.wa.us](mailto:kwitte@ci.mlt.wa.us).
- **Kidz Love Soccer:** Kidz Love Soccer run an acclaimed soccer program that lets kids have fun and learn important skills at the same time. This program emphasizes sportsmanship, effort, learning and most of all fun for all ages! Fall Session begins on September 13. Call 425-776-9173 x 0 to register or for more information.
- **NEW Sportball:** Sportball Multi-Sport skills development programs introduce children to the concepts and skills involved in the eight core sports of the Sportball methodology: hockey, soccer, tennis, baseball, basketball, volleyball, golf and football. This program is designed to teach kids the basics of sports in a fun and friendly environment. Classes begin September 20. For more information, call 425-776-9173 x0.
- **Racquetball Tournament:** Join this one-day racquetball tournament and compete against other players in the area. This fun tournament will allow you to test your skills! The Tournament will be held September 26. Registration deadline is September 23. Call 425-776-9173 for more information.
- **Training:** Kevin Witte attended training titled "Best Practices for Reducing Risk of Claims Arising from Discipline and Discharge from WCIA." The training focused on how to properly work with employees with performance or behavioral issues.
- **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).

## **POLICE DEPARTMENT UPDATES**

(August 26, 2015 to September 1, 2015)

<b>Agency Assists</b>	<b>Brier</b>	<b>Edmonds</b>	<b>Lynnwood</b>
Year to Date	61	39	24
Week	1	0	1

<b>Patrol Statistics</b>	<b>Week</b>	<b>Year to date</b>
Police Reports	44	2110
Arrests / Misd. / Felony	15	603
Traffic Infractions	65	2797
Verbal Warnings	56	2110
Traffic Collisions	5	201
DUI's	1	22
FIR'S	10	549

<b>Burglaries</b>	<b>Commercial</b>	<b>Residential</b>
6000 230 <sup>th</sup> St SW		X
23500 59 <sup>th</sup> PL W		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	6	221	159

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

- 21700 66<sup>th</sup> Vehicle Theft
- 23600 54<sup>th</sup> Theft from Auto

### ***Significant Incidents:***

- On 08/29/2015, a major summer storm blew into the area causing power outages throughout the county. Mountlake Terrace Patrol Officers responded to 32 storm-related calls on Saturday with the bulk of the calls coming during the 12:00 to 3:00 p.m. time-period. These calls were mostly for trees and power lines that were down and blocking the roads.
- On 08/28/15 at 11:08 a.m., Patrol responded to a suspicious circumstance report in the 5800 block of 214<sup>th</sup> Street SW. The reporting party stated a white female in her late twenties just pulled into his driveway and exited the vehicle, and ran away carrying a small child. Patrol units located her several houses down in a vacant home. She was suffering from a mental break and raving hysterically about radio waves and electricity. She had her four year old and three year old children with her. The female was taken

involuntarily to the hospital for a hold. She was not able to provide a family member to care for the children so CPS was called and took custody of the children.

- On 08/27/2015 around 1:24 a.m., a Domestic Violence report was made to 911. Upon further investigation, the officers learned an assault had occurred between a 17-year-old boyfriend and 17-year-old girlfriend in the 23900 block of 60<sup>th</sup> Ave W. The boyfriend had grabbed and choked the girlfriend to the point where she had restricted breathing and was seeing spots. The suspect fled on foot when police arrived. With assistance from Shoreline and Edmonds officers, the suspect was apprehended, and booked into Denny Youth Center for the assault on his girlfriend.

***Detective Unit Update:***

- Nothing this week.

***Other items of interest:***

Mountlake Terrace Police Explorers sent three explorers to the 2015 Summer Washington Law Enforcement Explorers Academy in Yakima. WLEEA operates an intensive, weeklong Explorer Academy twice a year. The Academy is a full-time training environment that mirrors the atmosphere at the real law enforcement Academy. Advisors and Instructors from all around Washington State come together at WLEEA to provide top-notch instruction and training. During the week of training, Explorers experience aspects of police work firsthand. Classroom time and practical application of skills are combined to provide a challenging and fun week. Mountlake Terrace Officer Ellis attended as a TAC Officer for the WLEEA with responsibility over 25 attendees. MLT Explorer Arianna Garcia-Ruiz attended as an Explorer Advisor Assistant and two other Explorers were there attending the Basic Explorer Academy.

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

On 8/11/2015, Code Enforcement responded to an abandoned vehicle complaint involving a red Ford pickup with an expired license, parked at the 6400 block of 222<sup>nd</sup> St SW. According to SNOCOM CAD, the vehicle had not been reported stolen. Code Enforcement chalked the tires and issued a 72-hour correction notice in violation of MTMC 10.10.190 - Storing vehicles on a public street not to exceed 72 consecutive hours. On 8/17/2015, Code Enforcement returned to the above location and noted the correction notice, police marker and chalk marks were still intact, indicating the vehicle had not been moved for over 72 consecutive hours. Additionally, the vehicle's license was still expired. The vehicle was found to be in violation of MTMC 10.10.190 - Storing vehicles on a public street not to exceed 72 consecutive hours. Code Enforcement contacted dispatch, and the above vehicle was impounded and towed.



## **NEWS RELEASES**

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

- 2015 Arts of the Terrace Call for Artists Deadline Extended to Sept 5
- Summer Storm Clean Up Efforts
- Join the Conversation Coffee with the City, September 9
- Mountlake Terrace Seeks Individuals for Civic Facilities Task Force
- Storm Tree Debris Drop Off
- Parks Volunteer Cleanup Day September 12
- 37<sup>th</sup> 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, 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*)
  - September 17 – Location TBD
  - October 15 – Location TBD
  - November 19 – Location TBD

Sincerely,

ARLENE FISHER  
City Manager  
City of Mountlake Terrace