

# CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

September 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 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) Continued Discussion on Transportation Impact Fees Discount Ordinance, 2) Review of Transportation and Park Impact Fees Ordinance, 3) Review of Building/Electrical Code Update Ordinance, and 4) Discussion of Historic Aviation Campus Project at Paine Field.

The City Council's next regular meeting is scheduled for **Monday, September 21, 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) Interim City Manager Oath, 2) Introduction of Finance Director Nanette Spear, 3) Presentation by Community Transit, 4) Presentation on Gateway Project, and 5) Approval of Interim City Manager Employment Agreement.

## COMMUNITY MEETINGS AND EVENTS

- **Economic Alliance Event:** The City Council and staff are invited to a networking after hours event on Wednesday, September 16. Economic Alliance of Snohomish County and the Mountlake Terrace HomeStreet Bank are co-hosting the gathering that includes a performance by the Seattle Sounders FC Band, "Soundwave".
- **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.
- **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, October 7, 2015 from 6:00 to 7:00 p.m. in the Jungle Room.

## COMMUNITY AND ECONOMIC DEVELOPMENT

- **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 14, the contractor will be working on the illumination systems concrete curb, gutter, and sidewalk within the right-of-way and paving the trail. 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 14, 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.
- **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. 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.
- **Eagle Scout Project:** Eagle Scout Candidate Mike MacKay worked with MLT D.O.G. this last weekend on a project to improve the entrance to the dog park. The project included pouring new steps and adding keystone blocks to the west entry. Mike completed his project over the weekend of September 5 – 6.

- **Eagle Scout Project:** Eagle Scout Candidate Gavin Clark met with Park staff to discuss his interest in completing an Eagle Project in the City Of Mountlake Terrace Park System. Gavin will be submitting a proposal over the next few weeks with the intent of completing a project over the winter.
- **37<sup>th</sup> Annual Arts of the Terrace:** Commissioners, volunteers and staff are busily preparing for the upcoming art show. Artwork submissions were accepted until 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 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>.
- **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.
- **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 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).
- **Ballinger Park Master Plan:** 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. The final plan was approved on September 8. Next steps include starting the process to find funding necessary to start the plan.

**POLICE DEPARTMENT UPDATES**

*(September 2, 2015 to September 8, 2015)*

Agency Assists	Brier	Edmonds	Lynnwood
Year to Date	62	40	25
Week	1	1	1

Patrol Statistics	Week	Year to date
Police Reports	37	2147
Arrests / Misd. / Felony	16	619
Traffic Infractions	87	2884
Verbal Warnings	56	2110
Traffic Collisions	1	202
DUI's	0	22
FIR'S	8	557

Burglaries	Commercial	Residential
5800 228 <sup>th</sup> Street SW		X

Investigations	Assigned / Week	Closed / Week	Assigned YTD	Closed YTD
Cases (Including DV)	4	5	225	164

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

- 23600 56<sup>th</sup> Avenue West                      Vehicle Theft
- 21400 52<sup>nd</sup> Avenue West                      Theft from Auto

***Significant Incidents:***

- Nothing this week.

***Detective Unit Update:***

- Nothing this week.

***Other items of interest:***

The Mountlake Terrace Police Department is working with several residences near the Studio 6 Motel to coordinate a Block Watch Program to help combat theft and vandalism, which are occurring in the surrounding neighborhoods.

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

On 6/24/15, Mountlake Terrace Code Enforcement observed code violations at a property in the 23400 block of 55<sup>th</sup> Avenue West. Mountlake Terrace Code Enforcement recognized this property as one that has had similar violations in the past. Observed in the front yard of the property was a van parked on an unimproved grass surface, having an expired license. There was another van parked in the driveway of the property also having an expired license. 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 and MTMC 8.15.050B3-all motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface. A code violations case was generated and notice sent to the property resident.

On 7/13/15, Mountlake Terrace Code Enforcement performed a follow up inspection and observed no change to the vehicles in violation. Mountlake Terrace Code Enforcement observed boxes of miscellaneous debris piled up in front of the house. On 7/13/15, Mountlake Terrace Code Enforcement called and spoke to the property owner who advised that he would contact the tenant to have the violations corrected. The next day, 7/14/15, a Failure to Comply notice was issued to the tenant as well as the owner.

On 7/27/15, another follow up inspection was performed and Mountlake Terrace Code Enforcement observed that the vehicles had been removed from the property but the pile of boxes and miscellaneous debris remained. It appeared the tenant was in the process of moving out. Mountlake Terrace Code Enforcement prepared a Notice and Order and sent it to both the tenant as well as the owner. Mountlake Terrace Code Enforcement then spoke to the owner who advised that the tenant has decided to move out and is supposed to be removing all of the debris from the property. Several follow up inspections were performed with no change to the property violations.

On 8/28/15, Mountlake Terrace Code Enforcement spoke with the property owner again who advised that the tenant has been given until the end of the weekend to remove all of the items from the house and property. The property owner advised that if it isn't cleaned up by the tenant then he will be having it all removed. Mountlake Terrace Code Enforcement will continue to follow up to ensure that the property violations are corrected and if not, enforcement action will be taken.



## **NEWS RELEASES**

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

- September is National Disaster Preparedness Month
- 37<sup>th</sup> Arts of the Terrace Juried Art Show

## **MARK YOUR CALENDARS**

- 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,

SCOTT HUGILL  
Interim City Manager  
City of Mountlake Terrace