

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

August 8, 2014

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 work/study session is scheduled for Thursday, August 14, 2014 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 Property Tax Abatement Regulations Ordinance and 2) Update on City Hall.

The City Council's next regular meeting is scheduled for Monday, August 18, 2014 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) Award of On-call Surveying Contracts, 2) Public Hearing and Adoption of Property Tax Abatement Regulations Ordinance, and 3) Communications Plan Update.

COMMUNITY MEETINGS AND EVENTS

- **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 as follows:
 - Wednesday, August 13, 2014 from 6:00 to 7:00 p.m. in the Jungle Room
- **Meet the City Manager:** Arlene Fisher wants to meet the Mountlake Terrace residents and listen to their ideas, thoughts and concerns. Join her at the following events and take a few moments to chat with her. For more information about “Meet the Manager” events, please contact Community Relations Director Virginia Olsen at (425) 744-6206.
 - Saturday, August 16, 2014 from 9:00 to 10:30 a.m. at the Recreation Pavilion
 - Saturday, August 30, 2014 from 9:00 to 10:30 a.m. at Albertsons
- **Main Street Open House:** The Main Street Revitalization Project Open House is Thursday, August 21, from 6:00 – 8:00 p.m. at the Mountlake Terrace Library for the community to learn more and provide input. The Main Street Project will design roadway reconstruction and street, pedestrian, and bicycle enhancements along with improvements to utilities, street lighting and signals, stormwater systems, and undergrounding of overhead power along 56th Avenue (236th Street north to 230th Street), and 232nd and 234th Streets, as well as along 236th Street from 56th Avenue to the Transit Station.
- **2014 “Arts of the Terrace” Call for Artists:** Mountlake Terrace Arts Advisory Commission is seeking paintings, prints, drawings, miniatures, calligraphy, photographs, 3-

Dimensional and Artisans' works for its 36th Annual Juried Art Show. Over \$4,000 in prize money is available. "Arts of the Terrace" is held September 27 – October 5, 2014. Deadline for entries is August 30. To enter or to view the prospectus online, go to www.cityofmlt.com and on the home page under "most requested services" click on "Arts of the Terrace".

CITY MANAGER'S OFFICE

- **Communications Plan:** Wednesday, our Community Relations Director, Community Relations Specialist and I met with Desautel Hege (DH) Communications to discuss a Landscape and Best Practice Research Report they conducted for our city. This fall, we are working with DH to develop a city communications plan to include branding, logo modifications, messaging for our city's assets and attributes with regard to economic development, website redesign, creating a consistent look with city communication tools, social media updates, and creating a visual identity. The meeting lasted about three hours and was very productive. The next step in this process will be hiring a professional photographer while the weather is still nice to get some high quality photos to highlight our community and use these photos in our materials. More information to come on this topic.

ADMINISTRATIVE SERVICES

- **Year End 2013 Audit Is Complete:** The State Auditor's office (SAO) has completed their Biennial Accountability Audit and the Audit of the 2013 Financial Statements for the City and the Transportation Benefit District (TBD). They issued both the City and the TBD an unmodified opinion, meaning that the financial statements present fairly, in all material respects, the financial position of the City and the TBD. They found during the Accountability Audits that the City's and TBD's internal controls were adequate to safeguard public assets, and that the City also complied with the state laws and regulations and its own policies and procedures. The Audit exit conference with the State Auditor's office has been scheduled for Thursday, August 28 at 10 a.m., and the Council has been invited to attend.
- **The City's 2013 Comprehensive Annual Financial Report (CAFR):** The CAFR has been submitted to GFOA. With the completion of the City's audit and the issuance of an unmodified opinion of the City's financial statements, the 2013 CAFR has been completed and was submitted to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting.

COMMUNITY AND ECONOMIC DEVELOPMENT UPDATES

- **Town Center Comp Plan Amendment Update:** The Planning Commission considered the proposed update to the Town Center Plan that would extend the Type 2 Five Story Building designation on the northeast corner of 236th Street & 56th Avenue further east to 55th Avenue. The Commission continued review of this discussion to the August 11 meeting to allow more time to consider input received at its July 14 public hearing on this topic. Issues raised at the public hearing included suggestions for building heights up to seven stories, questions regarding any added building height, requests for "flexible zoning", and concerns over related traffic impacts. Staff will further discuss these issues with the Planning Commission on August 11. However, any suggestions for increased building height beyond the current five-story limit, flex zoning, etc., can only be considered in future applications to amend the comprehensive plan inasmuch as it is not within the scope of the current docketed

amendment proposal. Staff will therefore be suggesting two options to the Commission: (1) The Commission may recommend approval of the current proposal, or (2) The Commission may recommend deferral of any amendments until the various ideas and suggestions pertaining to the Town Center can be evaluated more holistically. The latter option would defer any changes to the Comprehensive Plan to next year's amendment cycle.

- **Community Open House – Main Street Happenings:** An open house is scheduled for Thursday, August 21, 6:00 – 8:00 p.m. at the Mountlake Terrace Library to present and receive public input on the Main Street improvement designs. Our consultant, KPG Design, will present typical street designs both in cross section and plan view to illustrate how utilities, pedestrians, vehicles and bicyclists will be integrated into a vibrant street design and how the street will function for residential and retail uses. Staff will briefly discuss how the Town Center plan can enhance the City's economy, expand the City's tax base, provides for projected population growth while preserving the character of existing single-family neighborhoods. However, the primary purpose of the open house is to receive public input, answer questions and ensure that the public is involved as we finalize street design plans for the Town Center.
- **Permit Requirements for Accessory Buildings (e.g., Garden Sheds):** We are changing the permitting process for accessory buildings such as garden sheds to reflect current building and zoning codes. The Zoning Code currently states that a building permit is not required for any accessory structure under 80 square feet. That code section has been interpreted to mean that any structure over 80 square feet requires a building permit. However, the IBC (International Building Code) specifically exempts from building permit requirements any accessory structure that is less than 120 square feet. We will therefore continue to require permits and associated fees for accessory structure over 80 square feet to ensure compliance with zoning requirements (e.g., setbacks, lot coverage), but we will no longer require a building permit if the structure is less than 120 square feet. Staff is developing a new application form to make it clear that review is for zoning purposes only; not building code purposes.

ENGINEERING SERVICES UPDATES

- **Puget Sound Energy (PSE) Natural Gas Main:** The PSE gas main extension project on 56th Avenue W is complete with the exception of the final pavement overlay. Grinding of the roadway and the final pavement overlay on 56th Avenue W is scheduled for September 8 through 10, with the work beginning at 244th Street W and continuing north.
- **Vineyard Park:** 231st Street SW is closed between the west driveway into Roger's Market and 57th Avenue W. Alternate routes are 230th Street SW and 232nd Street SW. The franchise utility undergrounding work along the property frontage has begun and will be completed this fall with the site work.
- **McAler Creek Culvert Replacement:** This project will reduce the occurrences of high water levels in Lake Ballinger by increasing the hydraulic capacity of McAler Creek between the lake and Interstate 5. The construction will replace three existing culverts along the creek with three new bridges, and includes streambed restoration and streambank plantings. Removal of the culvert nearest to Lake Ballinger and construction of the

replacement bridge was completed last fall. The two remaining bridges are scheduled to be delivered to the site on August 13. Work is expected to be completed in October 2014.

- **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 over 80% of the construction costs. The City is currently preparing and reviewing the design plans in anticipation of advertising the project this fall.
- **Main Street Reconstruction Project:** The City is working with the design consultant (KPG) to determine design options regarding driveway grades and on street parking. An Open House will be held at the Mountlake Terrace Library on August 21 from 6:00 p.m. to 8:00 p.m.

PARKS AND FACILITIES UPDATE

- **PRORAGIS:** Public Works GIS Technician Alex Capron worked with the Recreation and Parks Department to add parks geographic information systems (GIS) data to a nationwide online mapping application developed by the National Recreation and Park Association (NRPA). The new system known as “PRORAGIS” or the Parks and Recreation Operation Ratio GIS is located at https://host.appgeo.com/NRPA_PRORAGIS/Index.aspx. PRORAGIS was designed to assist parks and recreation professionals in the effective management and planning of their resources and facilities. This application allows users to view parks, park facilities, and trails location information. Results show that the city has over 190 acres devoted to parks and open space as well as 7.5 miles of trails. In addition to the mapping application, NRPA developed reporting tools that can be used to compare similar-sized agencies to show the value provided by parks and recreation facilities and services.

The city is currently compiling its 2014 operating budget, recreation programming, and staffing information for NRPA’s reporting tool as a comparative benchmark to similar-sized agencies. Results will aid in planning decisions for the upcoming 2015 City’s Parks and Open Space Comprehensive Plan Update currently underway. More information on NRPA’s PRORAGIS application can be found at <http://www.nrpa.org/PRORAGIS/>.

RECREATION UPDATES

- **Swim Lesson Program:** The last set of daily swim lessons will meet August 18-29. Registration will be August 13 for MLT residents and August 14 for open and online registration for everyone. Pre registration for fall is coming up for all sessions. Weekend Pre Registration will be Saturday, August 23 and Sunday, August 24. Monday/Wednesday evening will pre-register on August 25, Tuesday/Thursday and daily lessons on August 26 with Mountlake Terrace Registration on Wednesday, August 27 and open and online registration Thursday, August 28. Fall swim lessons will begin starting September 8-14.
- **Babysitter’s Training** — An American Red Cross babysitter’s training course was held the week of August 4-7 with 10 participants who learned Pediatric CPR and first aid. They also

learned about the characteristics of children, safe games and activities to use and the responsibilities of caring for children. This course will be offered again in December during the school's holiday break time.

- **Junior Lifeguarding:** Participants age 10 through 14 will learn and practice skills needed to become a lifeguard. Registration is still open for this class scheduled for August 18-22.
- **Aqua Kids Camp:** A popular camp for children 4-7 years old that love the water. Campers spend a lot of time in the leisure pool for games and activities. They also participate in crafts, songs, story time, outdoor play and learning water safety. On Friday's, campers go to Lake Ballinger for canoeing and a barbeque (weather permitting).
- **Marlins Swim Team:** On Saturday, August 16, all seven teams in the Craze League will participate in the Champs swim meet at the Snohomish Aquatic Center. This event lasts all day and includes two swim sessions with a lunch break in the middle.
- **Water Fitness Classes:** Designed to improve cardiovascular fitness, tone muscles and increase flexibility, all water fitness classes are drop-in. Starting September 2 all water fitness classes will be going back to their Fall/Winter/Spring times. Class offered include Shallow Water Fitness, Deep Water Fitness, River Fitness, Water Walk, LIFT (Low Intensity Fitness Training) and Arthritis Aquatics Program and Aqua Zumba. Aqua Zumba is held on Tuesday and Thursday evenings at the Recreation Pavilion starting from 7:30 p.m. – 8:30 p.m. It's a great work out with lively music. Many of the morning fitness class times are adjusted due to the added demand of swimming lessons and swim team in the summertime. This also helps the traffic flow of the locker rooms.
- **Gentle Aquatic Movement Class—*New Class to start in the Fall:*** Gentle aquatic movement class will focus on range of motion exercises that will help increase mobility, strengthen and stretch muscle groups by using the resistive properties of the water to enhance flexibility and balance using floatation equipment. Participants will experience warm water, gravity free, safe environment. This class is for those with range of motion difficulties, limited physical movement abilities or who are wheelchair bound. Participants needing assistance into and out of the pool or transfer into and out of wheel chairs must provide a caregiver. This class will meet on Tuesdays and Thursday from 9:45-10:30 a.m. (45 minutes of exercise). There is time before and after class for entry and exit from the pool. Instructors are experienced water fitness instructors who also teach our Arthritis Fitness class. Drop-In Fees are MLT Residents: Adult: \$6.75, Senior/Disabled: \$5.00 or Non Residents: Adult: \$7.45, Senior/Disabled: \$5.50.
- **Summer Swim Schedule:** The schedule is available online and in the lobby of the Pavilion and runs through August 31. Weekday recreation swims will continue from 12:05-1:35 p.m. as well as the 1:40-2:40 camp swim. Reservations for these swims are still available for larger groups; contact Aquatic Supervisor, Rose Ploeg to arrange these. On Monday September 1, the Recreation Pavilion will be closed for the Labor Day Holiday. The Fall Swim Schedule will begin on Tuesday, September 2. This will be an all drop in schedule with lap swimming and water fitness classes meeting and lessons starting the week of September 8.

- **Basic, Intermediate & Puppyparten Dog Obedience** classes are offered throughout the year. Dogs must have current vaccinations. The fall sessions of Dog Training classes will begin September 8 for Basic, September 10 for Intermediate and September 11 for Puppyparten. Registration is open for all these classes. In addition, a Dog First Aid/CPR class will be held on Saturday, October 4 from 9:30 a.m.-12 p.m.
- **Lifeguard Training In-Service** will take place on Friday, September 5 from 4:15-6:30 p.m. The 4:15 Recreation Swim and 6:15 Rental will be canceled to allow pool space to practice water rescue skills. This training will be an all staff training not just lifeguards. Staff will review Emergency Action Plans for severe weather and other emergencies and have an end of summer wrap-up.
- **Dance Camps:** With three weeks left, there are still plenty of kids dance camp opportunities! My First Dance Camp (ages 3-5); Dance Me A Story and Angelina Ballerina Camp (ages 4-6); Funky Jazz & Get Movin'-Hip Hop (ages 6-9); Beginning Ballet Intensive (ages 8-11); Teen Hip Hop (ages 12-16). Dance camps are Monday through Friday at various times of the day.
- **Weekly Dance Classes:** Drop-in to our weekly dance classes before the summer is over. We have Adult Tap mid-day and evening, Adult Ballet, Yoga and Zumba going strong!
- **School Year Dance Programs** are open for registration now! The School Year Program is run as a dance academy. Students can register for the whole school year or by semester. Siblings receive a discount and payment options are available if you are enrolling in more than one dance class. We provide two stage performance opportunities each year. Classes include Creative Dance, Creative Pre-Ballet, and Ballet levels I-V, Pointe, Jazz levels I-V, Tap, Irish Step, and Hip Hop levels I-II and a teen class. Dance and Fitness Programmer Chloe Davenport is happy to answer your questions at (425) 776-9173 x1107 or cdavenport@ci.mlt.wa.us.
- **Tennis Team end of season Tournament:** The MLT Recreation and Parks Summer Tennis Team will participate in an end of season tournament at Jackson High School on August 15. They will compete against other Evergreen Junior Tennis League teams.
- **Tennis Lessons:** There are ongoing Tennis lessons at Evergreen Playfields every Tuesday and Thursday evenings through September 25.
- **Adult Sport Leagues:** Fall Softball league registration ends August 10. Leagues begin play the week of August 24. Basketball and volleyball leagues registration ends on August 24 and begin play week of September 8.
- **Digital Craze:** All class listings are available online via our digital brochure at www.crazedigital.org, our website at www.mltrec.com or call (425) 776-9173 for more information.

PUBLIC WORKS UPDATES

- **Annual Road Crack Sealing Program:** On August 8, Public Works crews will start the yearly road crack-sealing program. This consists of cleaning the cracks with a hot air lance (a

large propane torch with compressed air added) to clean and dry the cracks, then a hot rubber product is used to fill the cracks. Sealing the cracks keeps the water out from under the road surface to keep the pavement from failing. Crews will be working on the west side of the city, south of 220th Street to 236th Street and 66th Street to 72nd. If you come across them, please be patient, and they will move you through the work area as quickly as possible.

POLICE DEPARTMENT UPDATES

(July 30 – August 5, 2014)

Agency Assists	Brier	Edmonds	Lynnwood
Year to Date	46	32	21
Week	1	1	0

Patrol Statistics	Week	Year to date
Police Reports	78	2126
Arrests / Misd. / Felony	27	586
Traffic Infractions	58	2633
Verbal Warnings	51	2366
Traffic Collisions	4	153
DUI's	0	25
FIR'S	27	691

Burglaries	Commercial	Residential
23200 56 th Ave W	X	
21500 48 th (x3)		X

Investigations	Assigned / Week	Closed / Week	Assigned YTD	Closed YTD
Cases (Including DV)	16	3	246	154

Vehicle Thefts/Recoveries/Prowls

- 6100 St Albion Way Theft from Vehicle
- 21600 60th Ave W Theft from Vehicle
- 21900 56th Ave W Theft from Vehicle
- 4300 236th St SW Theft from Vehicle
- 4400 228th St SW Theft from Vehicle
- 21500 52nd Ave W Theft from Vehicle
- 23100 56th Ave W Vehicle Theft
- 21800 66th Ave W Vehicle Theft
- 21300 52nd Ave W Vehicle Theft
- 4800 218th Pl SW Vehicle Theft
- 5602 232nd St SW Vehicle Theft
- 6000 244th St SW Stolen Vehicle Recovery
- 7100 224th St SW Stolen Vehicle Recovery
- 4200 236th St SW Vehicle Prowl
- 4200 236th St SW Vehicle Prowl

Significant Incidents:

- On 08/2/2014 at 10:28 p.m., Mountlake Terrace Patrol Officers responded to the 6000 block of 219th St SW on a report of a suicidal subject with a weapon. The reporting party advised his father-in-law was stabbing himself to find out what it was like to stab someone. The suicidal subject told several witnesses/family members he intended to stab the reporting party when the reporting party returned home. The subject told other family members that he was practicing on himself. All involved parties live in the same apartment. When officers contacted the suicidal subject, he had several stab wounds to his right leg. The subject was detained and transported to the hospital for a mental and physical evaluation. During their investigation, officers developed probable cause to arrest the suicidal subject for felony harassment. Upon release from the hospital, the subject was booked in to Snohomish County Jail.

Detective Unit Update:

- Detectives followed up on a case where a car prowler victim had her iPad and iPod stolen from her vehicle. Using her security software, the victim remotely locked both of the electronic items so they could not be used. The victim located her stolen items being sold on line and contacted the seller who offered to sell the items back to the victim even after being told that they were stolen. Detectives worked with the victim and set up a meeting with the seller/suspect. The suspect was arrested on a warrant when she came to the meeting. During the arrest, detectives recovered the stolen iPad from the suspect's property. The suspect was booked at the Snohomish County Jail on her warrant and for Possession of Stolen Property.

Other items of interest:

- Tuesday, August 5 at 6:00-9:00 p.m., hundreds of community members participated in the annual National Night Out at Evergreen Playfield. This free event is made possible each year through donations, sponsorship and numerous volunteers. The 2014 National Night out was a huge success. If you missed this year plan on attending in 2015!
- On Thursday July 31, Chief Wilson and Deputy Chief Caw went before the City Council and presented the second quarter report for the police department.

Code Enforcement Property of the Week:

On August 5, 2014, Code Enforcement observed a code violation at a property located in the 22800 block of 53rd Ave W. Observed in the front and side yards of the property were tall grass and weeds in the front yard. Per MTMC 8.15.040A1-vegetation exceeding 12 inches in height (exclusive of plants and flowers within a flower bed or container, shrubbery, or trees) located in any front, back, or side yard, adjacent public right-of-way or planting strip, or any vacant property is prohibited. A code violations case was generated and notice sent to the property owner. Code Enforcement will perform a follow up inspection on August 20, 2014.



NEWS RELEASES

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

- Coffee with the City, August 13, 6 p.m.
- Lakeview Trail Open House
- MLT National Night Out Promotes Safety and Community
- Mountlake Terrace Receives Governor's Award
- MLT Seeking Tree Lighting/60th Anniversary Sponsors
- UW Students Receive Award for Ballinger Park Options
- Arts of the Terrace Call to Artists Deadline August 30

MARK YOUR CALENDARS:

- August 13, 6:00 to 7:00 p.m., Coffee with the City, Recreation Pavilion
- August 16, 9:00 to 10:30 a.m., Meet the City Manager, Recreation Pavilion
- August 21, 6:00 to 8:00 p.m., Main Street Open House, Mountlake Terrace Library
- August 30, 9:00 to 10:30 a.m., Meet the City Manager, Albertsons
- September 13, 9:00 a.m., National Day of Service -- Park Cleanup Day,
- September 17, 6:30 p.m., 6th Annual Evergreen Award Program, Ballinger Clubhouse
- September 27 to October 5, the 36th Annual Arts of the Terrace, Mountlake Terrace Library
- December 5, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield Complex

Sincerely,

ARLENE FISHER
City Manager
City of Mountlake Terrace