

## **CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL**

February 3, 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 meeting is on **Monday, February 6, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219<sup>th</sup> Street SW, Suite 220. The City Council agenda includes: (1) Recognition of Snohomish County Council Member Terry Ryan & Snohomish County Funding for Ballinger Park; (2) Adoption of Resolution Authorizing Delegation of Signature Authority to Legally Bind the Agency for the Purpose of Requesting Federal Grant Reimbursement; and (3) Approval to Surplus Public Works Vehicle.

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 219<sup>th</sup> 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 Ordinance; (4) Review of PUD Switch Vault Agreement (Tentative); (5) Review of Contract for City Hall Architectural Services (Tentative); and (6) Review of Lodging Tax Advisory Committee 2017 Funding Recommendation.

### **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. The 2017 update is preliminarily anticipated to be completed by the end of June, 2017. Public hearings on amendments are tentatively scheduled for May 22 and June 5, 2017.

- **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 228<sup>th</sup> Street SW on Wednesday, February 8, 2017 from 6:00-7:00 p.m. in the Jungle Room.

### **CITY CLERK AND COMMUNITY RELATIONS UPDATES**

- **City Hall Project:** On February 1, a panel consisting of the Chair and Vice Chair of the [City Hall Advisory Committee](#) and city staff interviewed four architectural firms. The firm is tasked to work with the community and the committee on a service and needs assessment, conceptual space layout, and cost estimate for a new City Hall. The panel identified [ARC Architects](#) as the most qualified candidate. The city will negotiate the scope and fee for their work. City Council consideration of an agreement with the firm is tentatively scheduled for Tuesday, February 21.

The committee meets next Thursday, February 9, to get an update on the interview process, talk about community outreach, and tour City Hall. 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](#).

### **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. 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 234<sup>th</sup> 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 234<sup>th</sup> Street SW. Notice of Application was posted December 12, 2016 and the comment period recently expired on January 11, 2017. City staff sent their first review comments to the applicant on January 24, 2017.
- **Tamblyn Townhomes Canceled Their Application:** A 14-unit Fee Simple Unit Lot Subdivision for townhome development located at 5708 230<sup>th</sup> St SW and 23003 58<sup>th</sup> 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 52<sup>nd</sup> 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 the [Permit Portal](#). Select “Reports” at the bottom of the page.

| Activity Report - Planning  |           |               |              |             |
|---|-----------|---------------|--------------|-------------|
| Permit Type: All Land Use Permits Excluding Home Occupations, Impact Fee Calculations, & Accessory Dwelling Units |           |               |              |             |
| Submittal Date  | Applicant | Permit Number | Site Address | Description |
| N/A   | N/A       | N/A           | N/A          | N/A         |

**PUBLIC WORKS**

- **Automotive Training:** Fleet Mechanic Tyler Wailor recently attended a four hour automotive class offered by Freightliner N.W. This class included an overview of various types of automotive batteries used throughout the industry along with hands on testing and charging procedures. Tyler completed the training and received an award for achieving the highest test score.
- **Stormwater Seminar:** Public Works Supervisor Tim Nye recently attended a Stormwater seminar in the city of Burien. The seminar was provided by Environmental Coalition of South Seattle (ECOSS), a nonprofit organization that encourages urban redevelopment and a healthy environment by providing education, resources and technical assistance to businesses and communities in the Puget Sound region. The focus of the seminar centered around illicit discharge detection and elimination (IDDE). Some of the topics discussed included procedures for handling various types of spills including documentation requirements and inspection protocols for maintaining catch basins and detention structures.

**RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES**

- **Espresso Specials:** The espresso stand at the Recreation Pavilion will have a great special next week (February 5-11)! The special is a Cupid's Kiss Mocha. Receive \$.50 off a 16oz drink!
- **Employee Wellness:** City employees may utilize the Recreation Pavilion for their 2017 fitness goals. We offer fitness classes, dance classes, water aerobics, cardio room, racquetball and more at no cost to staff! This January, City employees participated in the most wellness activities to date! Participation was up 33%!
- **Swimming Lesson Registration:** Registration for Monday/Wednesday and Tuesday/Thursday classes is underway. February 1 was Mountlake Terrace resident registration and February 2 was online and open registration. Classes will begin on Monday, February 6 and will run until March 1 and Tuesday, February 7 will run until March 2. Lesson schedules are available [online](#) or in the Pavilion Lobby.
- **Lifeguard Training:** On Friday, February 3 from 4:15-6:30 p.m. the pool, spa and sauna will close at 4:15 p.m. for the monthly Lifeguard In-Service. The focus of this training will be rescues with leadership staff introducing some of the changes to the American Red Cross Lifeguarding skills that have just been released. This training has been organized by Head Lifeguard/Swim Instructors Jenny Mathison and Richard Estrada.
- **Pool Rentals:** In the first two weekends of February there are back-to-back overnights booked by two different Boy Scout Troops. Groups can rent the pool, racquetball courts, and rooms for overnights on Friday or Saturday nights starting after closing until 7:00 a.m. the next morning. To arrange this they must contact the Pavilion at (425) 776-9173 at least three weeks in advance to give us time to recruit lifeguard staff for the event.
- **Preschool Preview:** On January 28 Recreation Coordinator Mark Haug and Recreation Programmer Tracie Neal attended a Preschool Preview hosted by Parent Map. It was from 10:00 a.m.-1:00 p.m. 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.mt.wa.us](mailto:kwitte@ci.mt.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.
- **Ballinger Boat Dock:** The Ballinger Boat Dock is closed for repairs. The dock is having repairs done to decking and railing and includes the removal of a portion of the dock for safety. The work is expected to be completed by spring.
- **Forest Crest Playfield:** City staff met with MTYAA Baseball representatives at Forest Crest Playfields to discuss the upcoming baseball season and associated maintenance.

**POLICE DEPARTMENT UPDATES**

| Weekly Activity |         |         |         |            |       |            |                |                |
|-----------------|---------|---------|---------|------------|-------|------------|----------------|----------------|
|                 | Reports | T-Stops | Arrests | Collisions | DUI’s | Burglaries | Vehicle Thefts | Vehicle Prowls |
| <b>Week</b>     | 38      | 27      | 3       | 2          | 1     | 1          | 3              | 5              |
| <b>YTD</b>      | 144     | 143     | 25      | 18         | 3     | 5          | 6              | 17             |

**Significant Incidents**

- On January 27, 2017 at 11:24 p.m., Patrol Officers responded to a report of a possible unattended in a vehicle in the parking lot of the Albertsons located at 44<sup>th</sup> Avenue and 212<sup>th</sup> Street. Aid arrived on scene just prior to patrol and breached a window to check on the subject, a 58-year-old male. They declared him deceased. The subject was known to store employees and is often seen sleeping in his vehicle in the corner of the parking lot. Store employees reported he was seen in the store a few days prior, at that time he had a seizure in the store. The Medical Examiner responded to the scene and will determine the cause of death. The case was sent to detectives for follow up.
- The missing juvenile female from our city was located and cleared from the system.

**Detective Unit Update**

- **Cases Assigned**
  - 1 – Burglary
  - 2 – Sex Offenses
  - 1 – Assault
  - 1 – Death Investigation
  - 1 – Fraud
- **Cases Cleared**
  - 1 – Sex Offenses
  - 1 – Fraud
  - 1 – Death Investigations

**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.
- Sergeant Pickard has been working with the property owner of 21202 58<sup>th</sup> Avenue in regards to cleaning up of a homeless camp that was established in a wooded area of his property.

**Code Enforcement Property of the Week**

On January 4, 2017, Code Enforcement observed a white BMW 318, licensed AIU7532 which had an expired license on July 2, 2015, and was parked at 21900 block of 48<sup>th</sup> Avenue W. Code Enforcement chalked the rear driver’s side tire and issued Correction Notice in violation of 10.10.190 (Storing vehicles on the public street over 72 consecutive hours), and 10.10.230 (Abandoned vehicles with expired license exceeding 30 days expired). Code Enforcement placed the correction notice on the above vehicle’s windshield.

On January 10, 2017, Code Enforcement returned to the above location and noted previously issued correction notice was removed, but the police marker and rear driver's side chalk marks were still intact. This vehicle was in violation of 10.10.190 (Storing vehicles on the public street over 72 consecutive hours), and 10.10.230 (Abandoned vehicles. Code Enforcement contacted SNOCOM and requested an impound tow).



Wally's towing was dispatched, and the above vehicle was impounded and towed.

### **Other Items of Interest**

- None

### **NEWS RELEASES**

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

### **MARK YOUR CALENDARS**

- February 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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