

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

February 17, 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 **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.

The City Council's next work/study session is scheduled for **Thursday, March 2, 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 RPAC's 2016 Accomplishments and 2017 Work Program; (2) Review of Arts Commission's 2016 Accomplishments and 2017 Work Program; (3) Review 2017 Tour de Terrace Agreement; (4) Review Ordinance Regarding Condemnation for Main Street Right-of-Way (Tentative); (5) Review of PUD Switch Vault Agreement (Tentative); (6) City Council Training, Open Meetings Act, Public Records Act, Council Protocols (Tentative); and (7) Review of City Council Subcommittee Recommendation for Interim Recreation & Parks Advisory Commissioner (Tentative).

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.

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.

- **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

- **Potholes:** Repair work is underway to address potholes that have surfaced throughout the city. The majority of these potholes were caused by inclement weather conditions including longer periods of snow and ice. Thank you for your patience as crews continue to identify and patch potholes. Weather permitting we expect this work will continue throughout February and March.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Melted Heart Mocha. Delight in the flavors of chocolate and cherry. Come to the Recreation Pavilion February 19 – 25 and receive \$.50 off a 16oz.
- **Monday, February 20: Presidents Day Holiday:** The Recreation Pavilion will be on a regular schedule. All swimming lessons will meet as normal. There has been a Special

Recreation Swim added from 2:30-4:00 p.m. Any programs that occurred during 2:30-4:00 will be canceled.

- **Pool Space Opens up:** With the Edmonds School District Swim season ending pool space has been freed up between 2:30-4:30 p.m. Monday through Friday. Lap Swims have been extended to 4:00 p.m. The regular Leisure/River swim will still be available from 3:00-4:00 p.m. There is also an opportunity for lanes to be rented between 2:30-3:30 and 3:30-4:30 p.m. To rent these contact Recreation Supervisor/Aquatics, Rose Ploeg at (425) 776-9173. Coordinators and Supervisors will also use the space for extra staff training.
- **Swimming Lesson Registration:** Weekend swimming lessons will be wrapping up February 17, 18 and 19, pre-registration will take place on those days for those enrolled in lessons. Mountlake Terrace registration will be February 22 and open & online registration will be February 23. The lesson schedule will be posted online <http://www.cityofmlt.com/529/Swim-Instruction> and available at the front desk on Thursday, February 16. The next Friday session will run from February 24-March 31; Saturday from February 25 – April 1 and Sunday from February 25 – April 2.
- **We're Hiring:** Mountlake Terrace Recreation and Parks is now hiring for all types of positions! 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, front desk staff, and parks seasonal workers. For more information about open positions, visit <http://www.cityofmlt.com/Jobs.aspx> or call (425)776-9173.
- **New Site Leader for Youth Programs:** Jean Denton was hired as a new site leader for the Pavilion Kids Krew program. A former PE Teacher and a nutritionist, Jean has been a resident of Mountlake Terrace for the past 4 years. We are excited to have Jean on board!
- **Adult Softball:** Spring season is just around the corner. Adult softball league registration is now open! Men's, women's and co-ed leagues are available. Games are played Sunday-Friday, all games are double headers. For more information, call (425)776-9173.
- **Preschool Basketball:** Skyhawks Hoopster Tots is a new basketball program for youth ages 30 months-6 years. Different age levels are available. Basics of the game are taught with the parents and a trained coach. The next session begins on March 4. For more information, or to register call (425)776-9173.
- **Ballinger Fishing Pier:** The Ballinger Fishing Pier is closed for repairs, but nearing completion. The removal of worn out and rotten boards has been completed and staff are now nailing new boards and railings. The work is expected to be completed by the end of the month.



- **Ballinger Park Fencing Work:** Park crews have completed removing a section of fencing between the boat launch and former golf course. This removal will unify the two previous separate park areas. Staff will analyze maintenance techniques to smoothly integrate the two areas. The work is in accordance with the Ballinger Park Master Plan (approved in September 2015) and is intended to expand the area of use at the Boat Launch and picnic area. The Ballinger Park Master Plan can be found at the city website here: <http://www.cityofmlt.com/DocumentCenter/View/985>



- **Eagle Project:** Eagle Candidate Peter Barns, who is interested in completing an Eagle project at the Evergreen Playfield Complex, contacted park staff. Peter met with staff on site to discuss rebuilding a retaining wall along the pathway near the E-3 baseball field behind the first base bleachers. This will extend a retaining wall built by Eagle Scout Dustyn Stelter last year. Park staff will assist in removing the existing original railroad tie wall as well as a tree that is compromising the retaining wall. Peter will then clean and clear the area and install a concrete block retaining wall. Peter expects to finalize his submittal in the next week.

POLICE DEPARTMENT UPDATES

Weekly Activity February 8 – 14, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	48	42	3	4	2	0	0	4
YTD	220	239	38	26	6	7	6	23

Significant Incidents

- On February 13, 2017 at 12:41 p.m., Mountlake Terrace Patrol Officers assisted the Washington State Patrol in the area of 218th and 58th Avenue West. A WSP trooper had stopped a van and multiple subjects had fled from the stop. Officers helped the trooper apprehend some of the subjects quickly and then located the driver of the van in the greenbelt area between the northbound I-5 on-ramp and the freeway. Officers took the driver into custody and returned him to the scene of the traffic stop where he was interviewed by the WSP trooper. The sixteen-year-old Mountlake Terrace resident was arrested for eluding a police officer.

Detective Unit Update

- **Cases Assigned**
 - 1 – VUCSA –Felony Drug Offense
 - 1 – Harassment
 - 2 – Runaways
 - 1 – Sex Offense
 - 1 – Robbery
- **Cases Cleared**
 - 1 – Forgery
 - 2 – Fraud

Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers in the school liaison program 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 January 10, 2017, Code Enforcement followed up on a report forwarded by Public Works involving debris left in the front yard of a property located near 23200 block 63rd Avenue W. Code Enforcement documented the property violations with photos and issued a Notice of Violation to the adjacent property owner(s) for the following ordinance violations; 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure, in the front, back, or side yards of the property), and 8.15.040.H.1-(All broken or discarded household furniture, furnishings, or equipment, or any appliances not in an approved enclosed structure, in the front, side, or back yard of a property). On February 14, 2017, Code Enforcement followed up and noted the appliances / debris have been removed from the right-of-way.

**Other Items of Interest**

- Patrols assisted the FBI on a possible bank robbery suspect at 220th and 66th. Information was also exchanged regarding a person of interest.
- Interviews of new recruit and lateral officers were conducted this last week for some of the open police officer positions.

NEWS RELEASES

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

MARK YOUR CALENDARS

- February 27, 7-8:00 p.m., Comprehensive Plan Open House, Interim City Hall
- March 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- March 16, 5:30 p.m., 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 p.m., 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 p.m., 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 p.m., 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 p.m., 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 p.m., Snohomish County Cities Meeting, TBD
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 19, 5:30 p.m., Snohomish County Cities Meeting, TBD
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 16, 5:30 p.m., 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