

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

January 13, 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, January 17, 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 Snohomish County Council Member Terry Ryan & Snohomish County Funding for Ballinger Park, (2) Approval of Professional Service Agreement With BHC Consultants LLC for the Gateway TOD Project, (3) Review Legislative Agenda; and (4) Update on City Council Goals.

The City Council's next work/study session is scheduled for **Thursday, February 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 Resolution Authorizing Delegation of Signature Authority to Legally Bind the Agency for the Purpose of Requesting Federal Grant Reimbursement; (2) Review of PUD Switch Vault Agreement (Tentative); (3) Review Independence Day Event Agreement (Tentative); and (4) Review of Amended Low Impact Development (LID) Code (Tentative)..

COMMUNITY MEETINGS AND EVENTS

- **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, February 8, 2017 from 6:00-7:00 p.m. in the Jungle Room.
- **Ballinger Park Funding:** The 2017 Snohomish County Budget includes \$100,000 of funding for Ballinger Park in the Capital Improvement Program. The funds can be applied toward dock, pedestrian or infrastructure improvements. Snohomish County Council Member Terry Ryan will be recognized at the January 17 City Council meeting for his assistance in obtaining this funding for our community.

ADMINISTRATIVE SERVICES

- **City of Mountlake Terrace Volunteers:** Volunteers donated over 4,096.5 hours to the city in 2016. These dedicated citizens work in Community and Economic Development, Police, Parks, Recreation, and serve on Boards and Commissions.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **CGI Community Tour Book Videos:** A video tour of Mountlake Terrace is now available at www.cityofmlt.com. A series of four community videos highlight the City of Mountlake Terrace and provide a glimpse into this beautiful, friendly community. Completed by CGI Communications, Inc, the Video Tour Book is sponsored by ads from local businesses and community organizations. Fifteen local businesses supported this project by purchasing advertising to provide these videos for the community. A community organizations page was added by CGI with links to their websites that may provide helpful community resources. You can find the videos on our homepage at www.cityofmlt.com and find the movie projector icon near our social media links or scroll down to find our attractive custom "Video Tour" button next to the calendar and news tabs.
- **City Hall Project:** The City Hall Advisory Committee had its first meeting on January 11 to begin work to develop a plan for a new City Hall. The nine-member committee will work with the community, along with an architect, to determine space needs, a preliminary layout, and cost estimate. The committee will make a recommendation for the City Council to consider by June. The committee was formed as a follow up to the property tax levy lid lift passed by voters last August to pay for Interim City Hall rent for the next four years. During this time, the community will develop a plan for constructing a new City Hall. Linda Rogers, a former Chair of the Recreation and Parks Advisory Commission, was selected as Chair and H. Stan Lake, a member of the former Board of Adjustment, was selected as Vice Chair. This meeting included an orientation about the committee's role, meetings and timeline, briefings on communications and the Open Public Meetings Act, Public Records Act and operating protocols. Upcoming meetings are scheduled for January 19, February 9 and 23 at 6:30 p.m. Please check for meeting locations because these meetings may involve offsite tours.



City Hall Advisory Committee from left: Eiya Wolfe, Vic Sood, Maggie Hyneman, Linda Rogers, Dustin DeKoekkoek, H. Stan Lake, Rory Paine-Donovan, Stephen Barnes, and Chris Finch

- **City Hall Architect Request for Qualifications (RFQ):** The city issued an RFQ seeking professional architectural/planning consulting services for a Services and Needs Assessment, Conceptual Space Layout and Cost Estimate for a new City Hall. The firm or group will be working with the City Hall Advisory Committee, community and city staff. The deadline for submittal is 5:00 p.m. on January 17, 2017. The RFQ is posted [here](#).

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **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.
- **Permitting has Record Year in 2016:** Permit activity reached its highest levels in over a decade in 2016. The number of permits submitted in 2016 totaled 2,018. This was an increase of 46 percent over the 2015 total. Permit fees received also saw an increase of 73 percent over the previous year with the total valuation of permitted projects exceeding \$182,000,000. As things look now, 2017 should also be a very good year for development in the City.
- **Mountlake Terrace 234th Street Townhomes** located at 5406 234th Street SW – A Notice of Application was posted for a 5-unit Fee Simple Unit Lot Subdivision for a townhome development in the City’s Transitional Area of RS 7200.

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
1/3/2017	6900 Investments LLC	PLL-16-0001	6808 & 6900 220 th Street SW	Boundary Line Adjustment between two commercial properties in the Light Industrial/Office Park Zoning District.

ENGINEERING SERVICES

- **44th/224th/45th/58th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor resumed work on the water main replacement on 58th Ave W, between 236th and 232nd. A signed detour will continue to be in place with restriction of on street parking for the duration of the project. A water main break occurred Friday, January 3 while tying into an existing tee due to the age of the tee. The library was without water for the day until the contractor was able to make the repair. Public works crews responded and were able to keep Merrill Gardens with water service during this time.
- **60th Ave & 228th St 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 Ave to existing sidewalk. A bid opening was held on Tuesday

December 6, the low bidder was RRJ Company LLC with a bid of \$263,567.05, and the engineers' estimate was \$314,973.00. A preconstruction meeting was held Thursday, January 12 to coordinate the start of construction.

- **Gateway TOD:** A meeting was requested by Sierra Construction who will be starting the grading work for the Gateway TOD. As a requirement of the development, the existing bridge on Gateway Drive needs to be reinforced; however, the work is temperature sensitive and therefore cannot start until warmer weather. This will limit construction access for grading to 237th Street SW from 58th or 56th. The City will be taking pictures of the road condition prior to the start of construction to document any damage as a result of approximately 500 dump trucks accessing the site initially. Staff have instructed the contractor to contact residents along the route for notification. A schedule for their trucking of materials has been requested to better assess how citizens may be affected during the initial import of material.

PUBLIC WORKS UPDATES

- **New Police Vehicles:** Two new Ford Police Interceptors have been ordered through the State of Washington's contract bidding process. The ordering phase will take approximately 90 days. Once the vehicles become available, they will be shipped directly to a company in Lakewood to begin the outfitting process according our specifications. Fleet Supervisor Jeff Rembold and Fleet Mechanic Tyler Wailor will also attend training seminars at the company to familiarize themselves with vehicle systems, mechanics and maintenance requirements. We expect the vehicles will be placed in service in May.
- **Fleet Vehicle Maintenance Update:** Fleet Supervisor Jeff Rembold met with supervisory staff from the City of Shoreline and Ronald Wastewater District to discuss the possibility of maintaining fleet vehicles previously owned by the Ronald Wastewater District. The City of Mountlake Terrace entered into an Interlocal agreement with the City of Shoreline in 2009-2010 to provide vehicle maintenance at our Operations Facility. The City of Shoreline is expected to completely take over the Ronald Wastewater District by October 15, 2017. The Transition Agreement between the two entities indicates that the City of Shoreline will take ownership of all Ronald Wastewater District vehicles and equipment consisting of one Vector truck, one camera van and a mix of eight cars and trucks. During this transition period, these vehicles will be brought to our Operations Facility where a complete vehicle assessment will be conducted by our fleet mechanics. Supervisor Rembold indicated that current staffing levels for vehicle maintenance are sufficient and does not expect a need for additional resources. During the term of this agreement we have developed an excellent working relationship with the City of Shoreline and they are very satisfied with the level of service provided by our mechanics. We expect this relationship will continue into the future.
- **Storm Water System Inspections:** Inspection of storm water detention structures (vaults, manholes) is now underway. This is part of the city's preventative maintenance program to ensure systems are functioning properly and cleared of obstructions and debris.
- **Traffic Camera Repaired:** Public Works crew repaired the traffic control camera at the intersection of 220th & 64th Street. The camera was rewired and is now functioning properly. The cold/icy weather may have contributed to the camera malfunction.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Amaretto Mocha. Come to the Pavilion's espresso stand January 9 - 15 and receive \$.50 off a 16oz.
- **National Rubber Ducky day:** Friday, January 13 is National Rubber Ducky day! To celebrate, all rubber ducks sold at the Pavilion will be buy one-get one free!
- **Free Swim Lessons for Third Graders:** If you have a third grader who resides or goes to school within the boundaries of the Edmonds School District – you have this great opportunity to receive 3 sets of swim lessons for free. The free swim lessons are provided through a grant from the Verdant Health Commission. Contact the Recreation Pavilion for more information. The next set of vouchers for 2016-17 school year will come out through the Edmonds School District to all third graders. During the spring of 2017, all three aquatic departments will take part in presenting the Water Safety Presentations to the third graders.
- **Swim Instruction:** Swim Lessons began for weekdays on Monday and Tuesday. Weekends will begin on Friday, Saturday and Sunday. Registration is still open until the third lesson of each session. Contact the Recreation Pavilion at (425) 776-9173 to inquire about what spots may still be available.
- **Martin Luther King Jr. Day:** Swim lessons will meet as usual on Monday, January 16, Martin Luther King Jr. Day. The pool will be on a regular schedule.
- **All Aquatic Staff Training:** On Friday, January 6, aquatics held an all staff in-service to go over expectations. Staff were also recognized: Marisa Gruhn received her "Going the Extra Mile" award from the city employee breakfast and Vaila Powell received her 25-year recognition. Lifeguard of the Month for January is Adam Schunke and Instructor of the Month is Robina Hamman.
- **American Red Cross:** All Lifeguard Instructors and the Lifeguard Instructor Trainer on staff are currently updating their certifications online to the new course materials and skills scheduled to come out this month. The Red Cross evaluates the skills and content taught and updates them every 5 years to provide the most current information from the Emergency Cardiovascular Care Committee.
- **Dog Obedience Classes:** Classes are full this first session of the year. Basic Obedience is full with 11 participants the next opportunity for this class will be March 6 and Puppygarten currently has seven. The next opportunity for this class is March 9.
- **Non-School Day Care:** There are a few spaces left for care on the non-school day for Martin Luther King Jr Day. To register call (425) 776-9173.
- **Youth Programs:** The first swim day of 2017 in youth programs is this week. The children are excited to get in the pool. Summer camp planning is underway. There will be new and exciting fieldtrips and performers coming to the camps. Registration information for summer will be available in early March.

- **MLT Dance Academy Classes:** The Dance Academy is looking for highly qualified and creative dance teachers. Currently there are positions open for Hip Hop and Tap instruction. People with skills in other dance disciplines are welcome to apply too. Second Semester begins January 30 and registration is open now. However, you don’t have to wait! Dancers are always welcome to join and can take the end of first semester classes pro-rated through January. Call Dance and Fitness Programmer Chloe Davenport for more information and placement. (425) 640-3107. Or come in and register with the front desk staff.
- **Quarterly Teen/Adult Dance Classes:** Get your heart racing in Salsa with Catherine Abaya this winter. Instruction includes timing, footwork, leading, following, and spins. No partner necessary. Also new on the schedule is Flamenco for teens and adults with Wendy Kostecka Monday nights. Tap Dance and East Coast Swing are now scheduled earlier in the day for anyone retired or who want an afternoon workout! Check it all out in the Craze at www.crazedigital.org. Winter session begins January 3 but you can join any time. Sign up now or pay for a drop-in trial.
- **Quarterly Teen/Adult Fitness Classes:** Do you need help making those New Year resolutions stick? Join our fitness classes with a friend and hold each other accountable. We have Tai Chi, Yoga and Stretch & Tone for building strength, balance and finding peace of mind. Or fast paced cardio work outs like Dance with Bengie, PiYo, Zumba and INSANITY. Register on line or with the front desk. www.mltrec.com Click on the Craze magazine and turn to page 14.
- **Adult Sports:** Volleyball and Basketball have begun! Registration for Spring Softball will begin on January 16. Men’s, women and co-ed divisions are available. Games are played Sunday-Friday. For more information or to register, call (425) 776-9173 x0.
- **We’re Hiring!:** Mountlake Terrace Recreation’s Youth Programs are hiring qualified youth staff. Positions available include before and/or after care, site assistant, and site lead. To view job descriptions visit www.cityofmlt.com and click on the “Jobs” button. You can also call (425) 776-9173 for more information.
- **Kidz Love Soccer:** Kidz Love Soccer is an award-winning program for children 18 months-12 years old. The progressive learning program and different class levels help children learn basic motor skills, the game of soccer, and kicking, balance, and coordination. Winter classes are held indoors at the Terrace Park School gymnasium. Winter classes begin on January 22. Registration is open now! To register, call (425) 776-9173 x0.
- **Eagle Scout Candidate:** Candidate Zachary Bush met with staff to go over potential projects. Mr. Bush plans on completing his project over the next few months.

POLICE DEPARTMENT UPDATES

Weekly Activity (January 4 - 10, 2017)								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	38	41	8	11	0	2	0	4
<i>YTD</i>	38	41	8	11	0	2	0	4

Significant Incidents

- On January 4, 2017 at 6:00 a.m., Mountlake Terrace Patrol Offices investigated possible threats via Instagram by a Mountlake Terrace High School Student. The student and his parents were later contacted at their home. The student admitted to posting a non-specific Instagram post during the evening of January 3, 2017. The post consisted of a picture of some bullets and a note that said, "Be prepared." He claimed his intentions were not to threaten anyone. The student was suspended from school. The police department staffed an officer at the school on January 4, 2017 between 7:00 a.m. and noon.
- On January 5, 2017 around 3:00 a.m., two subjects entered the QFC Grocery Store (22800 block of 44th Avenue West) and shoplifted several items. The couple left the store without paying for the items and went to a nearby car in the parking lot. A store employee soon contacted the subjects in the same parking lot, and the female suspect pulled a Stun Gun from the car. The suspects fled the area and shortly thereafter were identified and safely arrested by the police. One suspect was booked into Snohomish County Jail for Robbery.
- On January 6, 2017, a Mountlake Terrace High School student was arrested for bringing a pellet gun onto campus. Another student observed the gun in the suspect's backpack. Officers located the gun in the suspect's backpack. The juvenile suspect was taken to Denny Youth Center where he was housed.

Detective Unit Update

- **Cases Assigned**
 - 2 – Assaults
 - 1 – Harassment
 - 1 – Missing Person
 - 2 – Sex Offenses
- **Cases Cleared**
 - 3 – Sex Offenses
 - 2 – Fraud

Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers continue to visit their assigned schools.
- Officers continued to conduct local business and area checks which included 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.
- Officer Moss assisted a homeless man by giving him a bottle of water and attempting to find him a warm place to sleep.

Code Enforcement Property of the Week

On December 30, 2016, Mountlake Terrace Police Code Enforcement followed up to an anonymous complaint involving a junk vehicle located in the front yard of a property located near the 4900 block of 212th Street SW. Code Enforcement documented the property violations with photos, and issued a Notice of Violation to the property owner(s) for the following; 8.15.050.B.1-(All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure), 8.15.050.B.3-(All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface per MTMC 19.125.070). Code Enforcement will continue to follow up until the property is compliant with city codes.



Other Items of Interest

- On January 9, 2017 Police Chief Wilson, Deputy Police Chief Caw, and Commander Hansen met with Laura Peckinpugh, the operations manager at the Studio Six Hotel, together with a regional manager to discuss the number of calls to the Studio Six, which had triggered an inquiry from the corporate office. During the discussion, Studio Six management expressed their appreciation for the frequent checks Mountlake Terrace Police Officers make of their establishment and the positive relationships that have been built with their staff during their interactions.

NEWS RELEASES

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

MARK YOUR CALENDARS

- January 19, 5:30 p.m., Snohomish County Cities Meeting, Labor Temple, Everett
- February 8, 6:30 p.m., Coffee with the City, Recreation Pavilion
- February 15-16, City Action Days, Olympia Red Lion Hotel
- March 8, 6:30 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace