

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

January 20, 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 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 Independence Day Event Agreement; (3) Review of Amended Low Impact Development (LID) Code (Tentative).

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 219th Street SW, Suite 220. The City Council agenda includes: (1) Adoption of Resolution Authorizing Delegation of Signature Authority to Legally Bind the Agency for the Purpose of Requesting Federal Grant Reimbursement; (2) Approval to Surplus Public Works Vehicle; and (3) Approval of Collective Bargaining Agreement with the Police Guild.

COMMUNITY MEETINGS AND EVENTS

- **Ribbon Cutting Event:** Join AXIS Pharmacy Northwest in celebrating the grand opening of their new 9,000 square foot Mountlake Terrace location on Tuesday, January 24 from 5:00-7:00 p.m. AXIS is located at 6007 244th Street SW, Suite A2 (next to the Gene Juarez Academy in Gateway Place). Locally owned, AXIS is a full service pharmacy with compounding services, long-term care, bubble packaging, and a 1,500 square foot wellness boutique. They also offer hormone therapy, statewide delivery, medication disposal, and free state-approved continuing education to caregivers. AXIS relocated their business, formerly known as Shiraz Pharmacy, from Everett and opened in Mountlake Terrace on January 2. The ribbon cutting event will include City Council and other officials as well as representatives from Economic Alliance with refreshments provided by Lombardi's Italian Restaurant.
- **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.

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 second meeting on January 19 to begin work to develop a plan for a new City Hall. The committee is currently reviewing and scoring the 13 submittals from the Requests for Qualifications for architectural and planning services. 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. Upcoming meetings are scheduled for 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 received 13 submittals for 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. Interviews will be scheduled February 1 – 3.

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.

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 St SW. Notice of Application was posted December 12, 2016 and the comment period recently expired on January 11, 2017.
- **Tamblyn Townhomes:** (PFS-16-0004) A 14-unit Fee Simple Unit Lot Subdivision for townhome development located at 5708 230th St SW and 23003 58th 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) An 18-unit Fee Simple Unit Lot Subdivision for a townhome development located at 21216 52nd Ave W in the City’s Medium Density Multi Household Zoning District. The application was deemed complete on January 13, 2017.

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 Avenue 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. Paving of 58th is tentatively scheduled for the week of January 30, weather dependent. After paving is complete, 58th should only need one lane closure for property restoration and punch list items.
- **60th Ave & 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. 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. Construction is tentatively scheduled to start the week of January 30.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **January Espresso Specials:** The espresso stand at the Recreation Pavilion will have some great specials this month! On January 23 – 29, the special is a Turtle Mocha. Receive \$.50 off a 16oz drink!
- **Aquatic Training:** Recreation Supervisor, Rose Ploeg has completed an online update of her Lifeguard Instructor and Instructor Trainer Certifications. The Lifeguard program is updating skills and materials. The new program is rolling out during the month of January.
- **Dog Obedience Classes:** The Basic Obedience and Puppygarten classes are underway and full. The next session will begin the week of March 6.
- **Craze Summer Swim League:** Mountlake Terrace hosted a meeting on Wednesday, January 18 of all the coordinators from the league to start the planning of the 2017 season.
- **Staff Training:** On Tuesday, January 17, Tracie Neal attended a Director's Forum. It was the first of three sessions on the topic "A Great Place to Work," finding ways to create a Healthy Organizational Climate. The training talked about surveying your childcare centers to see what climate they rate themselves in; Professional Growth, Physical Setting, Decision Making and Innovativeness, just to name a few. The last two sessions will be schedule for February 9 and March 9.
- **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 wants 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's 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 workouts 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:** Registration for Spring Softball is open now! 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.
- **Parks Maintenance Worker I:** Interviews were held for an open Parks FT position this past week. Second interviews will be held this week.

POLICE DEPARTMENT UPDATES

Weekly Activity (January 11 - 17, 2017)								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	39	32	3	1	1	1	3	4
<i>YTD</i>	77	73	11	12	1	3	3	8

- **Commander Promotion:** This week, Sergeant Mike Haynes was selected for promotion to Police Commander effective January 28. Sergeant Haynes was selected following two interview panels that included representatives of other police agencies as well as local business owners.

Significant Incidents

- On January 11, 2017 at 1:00 p.m., Police Officers responded to the Studio Six Motel in regards to a suspicious circumstances call. Further investigation revealed a 50-year-old female committed suicide inside the room. The Snohomish County Medical Examiner’s Office responded to the scene and removed the deceased individual from the room for further investigation.
- On January 16, 2017 at 7:00 a.m., Police Officers and personnel from the Brier Police Department assisted the Eastside task force with serving an arrest/search warrant for Burglary on an adult Mountlake Terrace resident in the 4300 block of 236th Street SW.
- On January 17, 2017 at 6:30 p.m., Police Officers were dispatched to the 23000 block of 56th Avenue West in regards to an 80-year-old male resident who was seen slumped over in a chair after recently sitting down. Snohomish Fire District 1 also responded to the scene and began resuscitation measures. The elderly male was pronounced deceased at the scene. Police notified family members who responded to the location.

Detective Unit Update

- **Cases Assigned**
 - 1 – Assault
 - 1 – Missing Person
- **Cases Cleared**
 - 2 – Sex Offenses
 - 1 – Harassment

- 1 – Fraud
- 1 – Possession of Stolen Property/Violation of the Uniformed Controlled Substance Act

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 Elrod's crew conducted a traffic emphasis in the area of 58th Avenue West and 220th Street SW.
- Officer Moss gave a cold juvenile a ride to his Mountlake Terrace home.
- Officer Hoeth contacted a homeless man at Albertsons and provided him resources.
- Sergeant King contacted the Mountlake Terrace Mosque at 237th and 56th and spoke to church leaders to make sure they were safe in Mountlake Terrace. It was a positive conversation.

Code Enforcement Property of the Week

On January 10, 2017, Code Enforcement followed up on an anonymous complaint involving debris left in the front yard of a property located near 23200 block 63rd Avenue West. Code Enforcement documented the property violations with photos, and issued a Notice of Violation to the 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). Code Enforcement will continue to follow up until the property is compliant with City codes.



Other Items of Interest

- Officer Phinney continues to do well in his FTO training period with Officer Perry.

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
- March 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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
- 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 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
- September 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 13, 6:30 p.m., Annual Evergreen Awards, Ballinger Clubhouse
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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