

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

January 27, 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 219<sup>th</sup> 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 Proposed 3<sup>rd</sup> of July Event Agreement; (3) Introduce Comprehensive Plan Amendment Process; and (4) Discussion of Amended Low Impact Development (LID) Code.

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) 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:** About 40 guests including AXIS Pharmacy Northwest President and CEO Dave Fisher, members of Economic Alliance of Snohomish County and city officials attended a ribbon cutting to celebrate the grand opening of AXIS' new 9,000 square foot location in Mountlake Terrace on January 24. AXIS Pharmacy Northwest is located at 6007 244<sup>th</sup> Street SW, Suite A2 (next to the Gene Juarez Academy in Gateway Place). Locally owned, AXIS is a full service pharmacy with long-term care services as its core business. They are also a compounding pharmacy employing the art and science of creating personalized medications. They have a 1,500 square foot wellness boutique and offer hormone therapy, statewide delivery, medication disposal, and free state-approved continuing education to caregivers.



Photo Caption: AXIS Pharmacy Northwest CEO & President Dave Fisher cuts the ribbon with Mayor Jerry Smith, Mayor Pro Tem Kyoko Matsumoto Wright, Snohomish County Councilmember Terry Ryan and officials from AXIS and Economic Alliance of Snohomish County.

- **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:** 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 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.

As noted above, the City Hall Advisory Committee has scored the architects’ Statements of Qualifications (SOQs). Interviews of the firms receiving the top scores 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 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> 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 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) An 18-unit Fee Simple Unit Lot Subdivision for a townhome development located at 21216 52<sup>nd</sup> 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 <sup>th</sup> Street SW	Boundary Line Adjustment between two commercial properties in the Light Industrial/Office Park Zoning District.

**ENGINEERING SERVICES**

- **44th/224th/45<sup>th</sup>/58th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor resumed work on the water main replacement on 58<sup>th</sup> Avenue W, between 236<sup>th</sup> and 232<sup>nd</sup>. Paving has been completed on 58<sup>th</sup>. The contractor will move on to property restoration and punchlist items along all sections of the project. Intermittent one-lane closures will be needed for completion of the work.
- **60th Avenue & 228<sup>th</sup> Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip and sidewalk along 228<sup>th</sup> Street, connecting to the existing

sidewalk and north along 60<sup>th</sup> Avenue to the existing sidewalk. The contractor has completed storm drain installation and begun grading 60<sup>th</sup> Avenue starting from the north in preparation of sidewalk construction.

## **PUBLIC WORKS**

- **Road Repairs:** Repairs are underway at 4200 236<sup>th</sup> Street SW adjacent to Talluswood Apartments. A section of roadway, approximately 50 feet in length, has shown significant deterioration. Deterioration of asphalt pavement is a natural process and occurs over time as asphalt begins to break down and become effected by elements such as rain, freezing conditions, chemicals and vehicle traffic that come into contact with the pavement surface. The repair work includes saw cutting, removing the defective pavement and base material, leveling and compacting and applying new asphalt. The road repair work began on Wednesday, January 25 and is expected to be completed on Monday, January 30. Although the repair area has been coned off, no traffic impacts are anticipated from this work.
- **Water Main Leak:** A leak at 213<sup>th</sup> Street and 58<sup>th</sup> Avenue was reported Sunday morning January 22 at approximately 2:00 a.m. Public Works crews responded in a timely manner and repaired the water main without disrupting water service to residents.
- **Potholes:** Potholes throughout the city are being identified for repair. Repair work should begin during the month of February. The majority of these potholes were caused by inclement weather conditions including longer periods of snow and ice.
- **Crosswalk signal:** The crosswalk signal located at 44<sup>th</sup> Avenue and 220<sup>th</sup> Street has been malfunctioning causing the crosswalk lights to operate on an intermittent basis. City staff are in the process of trouble shooting the cause of the malfunction. Signs have been posted at the crosswalk altering walkers about the signal lights.

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

- **Espresso Specials:** The espresso stand at the Recreation Pavilion will have some great specials this month! January 30 – February 5, the special is a Rocky Road Mocha. Receive \$.50 off a 16oz drink!
- **Swimming supplies:** We just received our 2017 swimming supplies order! Come to the Recreation Pavilion for all of your swimming essentials. We have lots of swimsuits, goggles, earplugs and more!
- **Swimming Lesson Registration:** Registration for the second session of weekday swimming lessons will begin on January 30 with Pre-Registration for Monday/Wednesday classes. January 31 will be Pre-Registration for Tuesday/Thursday classes for those who are currently enrolled in classes. For those who are not currently enrolled and are wanting to get into swimming lessons, registration will be February 1 for Mountlake Terrace residents and February 2 will be online and open registration. These lessons will run from February 6 through March 1 for Monday/Wednesday swimming lessons and from February 7 through March 2 for Tuesday/Thursday swimming lessons. The public schedule for classes will be posted online – <http://www.cityofmlt.com/529/Swim-Instruction> -by Friday January 27 and

will be available in the lobby of the Recreation Pavilion. For more information, contact the Recreation Pavilion at (425) 776-9173.

- **Preschool Preview:** On Saturday, January 28, Mark Haug and Tracie Neal will attend a Preschool Preview hosted by Parent Map. It will run from 10:00 a.m.-1:00 p.m. at Shoreline Community College. They will have a booth and will be passing out information about the Preschool programs offered at the Pavilion.
- **Child Care:** Youth Programs has morning care available at the Pavilion, Mountlake Terrace Elementary, and Madrona Elementary. Kids Krew is a very popular program and the children enjoy attending. Spaces will fill quickly. For information, or to register, call (425) 776-9173.
- **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.mlt.wa.us](mailto:kwitte@ci.mlt.wa.us).
- **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. 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 those folks who want an afternoon workout! Check it out in the Craze at [www.crazedigital.org](http://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:** Need help keeping those New Year resolutions? 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](http://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's and co-ed divisions are available. Games are played Sunday-Friday. For more information, or to register, call (425) 776-9173 x0.
- **Parks Maintenance Worker I:** Interviews were held for an open full time Parks Maintenance position. We expect a start date of February 6. The position is a replacement of an employee who retired in mid-2016. This will bring the Parks Department from three full time staff members maintaining the entire park system to four.

- **Ballinger Fishing Pier:** The Ballinger fishing pier will be closed for repairs on January 26. The pier will have repairs done to decking and railing and may include the removal of a portion of the dock for safety. The work is expected to be completed by spring.
- **Field User Meeting:** Park and Recreation staff met with eight representatives from various sports groups/field users to discuss the upcoming sports season including maintenance needs, possible user times and schedules as well as upcoming work parties.
- **Pool Filter Work:** Facilities staff is preparing to do some repair work to one of the main filters at the Recreation Pavilion. A bypass will be created and repair work to an inlet line gasket will be performed during off hours in an upcoming evening.
- **Homeless Camp:** Parks crews were called to clean up a small homeless encampment off 46<sup>th</sup> in Terrace Creek Park by neighbors and police. A tent, tarp, and sleeping bag were found and removed.
- **Interurban Trail:** Parks and Police staff met with Snohomish County PUD to discuss ways to improve the Interurban Trail for users and staff maintenance. PUD owns the Interurban Trail, and has maintenance agreements with each city along the trail. Mountlake Terrace’s agreement calls for 12.5’ of maintenance from the centerline on each side of the trail. PUD and the city are finding homeless camps on PUD and adjacent private properties. New signs are being placed in various locations notifying the public of no trespassing areas. “Dawn to dusk” signs will be placed at entrances. There are plans to replace aging bollards. Entrance lighting may be added later for monitoring and security.
- **Senior Center:** Property Management staff are assisting with the installation of a new dishwasher purchased by the Seniors Center and electrical wiring for a front door handicap opener.
- **Lake Ballinger/McAleer Creek Watershed Forum:** City staff, elected officials, state and federal agencies and residents attended the Lake Ballinger/McAleer Creek Watershed Forum meeting on January 24 at Mountlake Terrace City Hall. Agenda topics included city updates, capital improvement plan, and a Ballinger Park update. Army Corps of Engineers Local Authorities Program Manager John Hicks stated how great it was to see local jurisdictions working together on watershed issues. The Forum has been meeting for over a decade to improve water quality, quantity and wildlife habitat issues throughout the watershed.

**POLICE DEPARTMENT UPDATES**

Weekly Activity (January 18 - 24, 2017)								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	29	43	11	4	1	1	0	4
<b>YTD</b>	106	116	22	16	2	4	3	12

**Significant Incidents**

- On January 25, 2017 at 12:01 a.m., Patrol Officers responded to a report of a shooting in the 6600 block of 232<sup>nd</sup> Street SW. Multiple rounds were fired into an occupied house from the street. No injuries to the occupants were reported. A K-9 track was conducted with negative results. The case was forwarded to detectives for further investigation.

**Detective Unit Update**

- **Cases Assigned**
  - 1 – Burglary
  - 1 – Hit and Run
  - 1 – Missing Person
- **Cases Cleared**
  - 2 – Sex Offenses
  - 1 – Harassment
  - 1 – Burglary
  - 2 – 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.
- Sergeant Pickard located an abandoned homeless camp on the east side of Terrace Creek Park and notified maintenance crews for cleanup.
- Officer O'Hagan attended a wrestling match at Mountlake Terrace High School.

**Code Enforcement Property of the Week**

On January 4, 2017, while performing a parking emphasis at the 21900 block of 48<sup>th</sup> Avenue West, Code Enforcement chalked the tires and issued a written warning for 10.10.190 – (Storing vehicles on a public street over 72-hours to a silver Honda CRV licensed 793JZE, parked at the 21900 block 48<sup>th</sup> Ave W). On January 10, 2017 at 9:23 a.m., Code Enforcement returned to the above location and noted the chalk marks and written warning notices were intact. As a result, Code Enforcement issued a correction notice #6926 and parking citation Z06732 in violation of 10.10.190 – (Storing vehicles on a public street over 72-hours). On January 26, 2017, Code Enforcement returned to the above location and noted previously issued correction notice, parking citation, police marker and chalk marks were intact. This vehicle was in violation of 10.10.190 – (Storing vehicles on the public street over 72 consecutive hours). Code Enforcement contacted SNOCOM and requested an impound tow, and the vehicle was impounded and towed.



**Other Items of Interest**

- On January 19, 2017, Detective Sergeant Haynes and Patrol Sergeant King participated in the Commanders Assessment Center. On January 20, 2017, Sergeant Haynes was selected as the new Mountlake Terrace Police Operations Commander.

**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