

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 30, 2016

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

CITY COUNCIL MEETINGS

The City Council's regularly-scheduled meeting of January 3, 2017, has been cancelled and replaced with a special meeting on Wednesday, January 4, 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) Election of Mayor Pro Tem for 2017, (2) Approval of Professional Services Agreement with Otak for Light Rail Consulting Services; (3) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions; and (4) Appoint 2017 Lodging Tax Advisory Committee.

The City Council's next work/study session is scheduled for **Thursday, January 12, 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) Economic Alliance Snohomish County Annual Report Presentation; (2) Review of PUD Switch Vault Agreement (Tentative); (3) Discuss City Council Retreat Dates; (4) Review City Council Meeting Schedule and Snohomish County Cities Meeting Schedule; and (5) Review of City Council Subcommittee Recommendation for Interim Board and Commission Member Appointments (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City:** Residents, business owners and others from the community are invited to attend and ask questions or have a casual conversation with City officials. Feel free to drop in and enjoy a cup of coffee and 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, January 11, 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 Chair Terry Ryan will be recognized at the January 17 City Council meeting for his assistance in obtaining this funding for our community.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **CGI Community Tour Book Videos:** The city has completed work with CGI Communications, Inc. on a series of four community videos: “Welcome,” “For Residents,” “For Visitors,” and “Economic Development.” CGI sent a videographer to the city in the early summer to get footage for the videos that were supplemented with photos. Local businesses and community organizations advertised on the videos to offset the cost for CGI Communications’ work. Thank you to those organizations who participated on this project. CGI is currently working with CivicPlus, our website provider, on a custom link to add to our website. Our goal is to have two links on our homepage to provide the best visibility with the website design parameters in place. The city will issue a news release and social media posts when the videos are launched.
- **City Hall Advisory Committee:** Thank you to the applicants who interviewed to serve on the City Hall Advisory Committee. The City Council appointed the nine-member Committee on Monday, December 5 and the Committee will begin meeting on January 11. We had a great pool of candidates and we encourage those not selected to serve on this committee (and anyone interested in the City Hall project) to please attend the open houses and workshops in 2017 to provide input on the project. The City Hall project is a key City Council goal and important for the long-term financial stability of the community.
- **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. New commercial building permits taken in this week:
 - **Melody Hill Shops & Apartments:** Located at 6205 222nd Street SW, taken in on December 27, 2016, valued at \$88 million. Mixed use commercial and residential for Buildings 1 and 2, fees taken in are \$201,595. This project is on a site that Sound Transit is seeking to acquire from the Edmonds School District for construction staging of the Lynnwood Light Rail extension.
 - **Proliance Surgeons, Inc.:** Located at 6808 220th Street SW, taken in on December 22, 2016, valued at \$1.73 million. Tenant improvement – two floors of ambulatory surgery suites and clinic. Fees taken in: \$4,768.
- **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. Public comment is due by January 11, 2017 at 5:00 p.m. for the project.

December 2016 Submittals					
Submittal Date	Applicant	Permit Number	Site Address	Description	Land Use Status
12/9/2016	Landsverk Quality Homes	PFS-16-0003	5708 230 th Street SW, 23003 58 th Avenue W	14 unit Fee Simple Unit Lot Subdivision for townhome development in the City's Town Center	Completeness Review
12/16/2016	Land Technologies	PFS-16-0004	21216 52 nd Avenue W	19 unit Fee Simple Unit Lot Subdivision for townhome development with over 4,000 square feet dedicated open space in the Medium Density Multi Household Zoning District	Completeness Review
12/16/2016	Insight Engineering	PPL-16-0001	22205 70 th Avenue W (approximate)	Preliminary Binding Site Plan to subdivide vacant lot into two parcels, one containing three two-story mini storage buildings and approximately 100,000 gross square feet in the Light Industrial/Office Park Zoning District	Completeness Review

Recent Pre-Application Submittals					
Submittal Date	Applicant	Permit Number	Site Address	Meeting Date with Applicant	Description
12/28/2016	Phoenix Development, LLC	PPR-16-0021	7011 226 th Place SW	1/12/2017	55 Lot Plat and Planned Unit Development for Single Family Homes - Conceptual

ENGINEERING SERVICES AND PUBLIC WORKS UPDATES

- 220th Street SW Adaptive Signal Project Grant:** We have received notice from WSDOT stating that we will be receiving an Innovative Safety Program grant for the 220th Street SW Adaptive Signal Project. This project will improve traffic signal operations by installing an adaptive traffic signal system along the 220th Street SW corridor from 76th Avenue W to the I-5 NB ramps and connecting it to the City of Lynnwood's adaptive traffic system and traffic control center. The adaptive signal system will continuously distribute green light time

equitably for all traffic movements. This will improve travel time reliability by progressively moving vehicles through green lights and creating a smoother traffic flow.

There were 243 collisions along this corridor, including cross-streets at intersections, from 2011 to 2015. Of these, 95 (or 40 percent) were rear-end collisions. The more consistent traffic flow created with an adaptive signal system should significantly reduce the number of rear end collisions. The improvement in traffic flow is expected to be most noticeable during the transition times between peak and off-peak hours.

The City of Mountlake Terrace will be the lead on this project, with the City of Edmonds and WSDOT participating, as well as the City of Lynnwood for the connection to their adaptive traffic system and traffic control center. The total project cost is estimated to be \$725,600 with \$607,400 covered by grant funding. The City's portion of the funding is in staff time for preliminary engineering and construction administration for this project.

This project is included in the current Comprehensive Plan as a project needed due to growth and safety. It is also on the recently adopted list of projects for Transportation Impact Fees.

- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor continues to 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. A project shut down will be in place for the remainder of December for the holiday season with work resuming in January.
- **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. A bid opening was held on December 6. The low bidder was RRJ Company LLC with a bid of \$263,567.05; the engineer's estimate was \$314,973.00. The project will begin in January 2017.
- **Sound Transit Lynnwood Link Light Rail:** With the approval of the staffing agreement between the City and Sound Transit (ST) being approved by ST board, the City is moving forward with advertising for the Project Coordinator position and final scope and fee with the selected consultant for project review and compliance. Both the coordinator and consultant are reimbursed by ST via the agreement. The contract agreement with Otak, Inc. the consultant is scheduled to be on council's agenda for approval January 3.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Swim Lesson Registration:** Lesson schedules are available [online](#) at in the Pavilion Lobby. The new sessions will begin in January: Monday/Wednesdays January 9-February 1; Tuesday/Thursdays January 10-February 2; Fridays January 13- February 17; Saturdays January 14-February 18 and Sundays January 15-February 19. For questions or information, contact the Recreation Pavilion at (425) 776-9173.
- **Pavilion Schedule:** The Pavilion is on a holiday/modified schedule through January 9. The schedule is posted [online](#) or can be picked up in the lobby. The Pavilion will be closed January 1. Check the schedules for modified opening and closing times. There are extra

recreation swims added on the weekdays through December 30. For questions or information, contact the Recreation Pavilion at (425) 776-9173.

- **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.
- **Adult Sports:** Registration for winter Volleyball and Basketball leagues closes this week! Basketball is available for men’s teams in recreation or intermediate divisions. Games are played Mondays or Wednesdays. Volleyball is co-ed with matches played on Tuesdays. For information on sports leagues, call (425) 640-3105.
- **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.
- **MLT Dance Academy classes:** 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 prorated through January. Call Chloe Davenport for more information and placement. (425) 640-3107.
- **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! 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.
- **Property Management:** Staff repaired a roof leak that was detected at the Operations Facility last week. The Sauna at the Pavilion continues to shut itself off. Staff will repair the sauna this week. Condensation and heating issues in the women’s locker room were resolved. In addition, staff ran new lines to the “Chemtrol” unit as existing lines malfunctioned.

POLICE DEPARTMENT UPDATES

Weekly Activity (December 14 - 20, 2016)								
	Reports	T-Stops	Arrests	Collisions	DUP’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	33	33	3	6	1	2	2	1
YTD	1906	3071	350	267	36	111	63	129

Significant Incidents

- On December 23, 2016 at 8:15 p.m., the Mountlake Terrace Police Department was dispatched to a welfare check in the 4400 block of 222nd Street SW. It was reported that a neighbor was concerned about an elderly female who resides at the location and had not been

seen for a while. Upon entry into the residence, a female was located in the bathroom deceased. The death appeared to be from natural causes. The Snohomish County Medical Examiner responded to the scene and continued the investigation.

Detective Unit Update

- **Cases Assigned**
 - 2 – Thefts
 - 1 – Vehicle Prowl
 - 1 – DUI
 - 1 – Voyeurism
 - 1 – Hit and Run
- **Cases Cleared**
 - None

Community Outreach & Directed Enforcement

- When schools are in session, 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 located a missing dog in some nearby bushes. The dog owner was “very happy” about getting her dog back.
- Officer Cronk contacted an elderly woman during a social contact.
- Officer Perry spent some extra time talking with the next of kin during a death investigation.

Code Enforcement Property of the Week

On December 9, 2016, Mountlake Terrace Police Code Enforcement followed up to an [MLT Anytime](#) request involving a nuisance property complaint of furniture located in the front yard. The property was located near the 5800 block of 236th Street SW.

Code Enforcement documented the property violation with photos and issued a Notice of Violation to the property owner(s) in violation of the following ordinance; 8.15.040.I- (Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure). Code Enforcement will continue to follow up until the property is compliant with City nuisance codes.



Other Items of Interest

- Upon graduating from the Washington State Police Academy in Burien, Officer Darold Phinney was assigned to Sergeant King's crew where he began his field-training program.

NEWS RELEASES

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

MARK YOUR CALENDARS

- January 5, 8:00-9:30 a.m., Snohomish County Cities and EASC Advocacy Board Legislative Sendoff Breakfast with Legislators, Everett School District Community Resource Center
- January 11, 6:30 p.m., Coffee with the City, Recreation Pavilion
- January 19, 5:30 p.m., Snohomish County Cities Meeting, Location TBD
- 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