

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

January 6, 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, 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) Discuss City Council Retreat Dates; (3) Review City Council Meeting Schedule and Snohomish County Cities Meeting Schedule; and (4) Review of City Council Subcommittee Recommendation for Interim Recreation & Parks Advisory Commissioner.

The City Council's next special 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 Chair Terry Ryan & Snohomish County Funding for Ballinger Park, (2) Approval of City Council Subcommittee Recommendation for Interim Recreation & Parks Advisory Commissioner; and (3) Review Legislative Agenda (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, 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 Project:** The City Hall Advisory Committee will begin meeting on Wednesday, January 11 at 6:30 p.m. The meetings will take place at Interim City Hall in the Council Chambers and they are open to the public. The first meeting will serve as an orientation meeting for the committee to include introductions, discussion on their tasks, local and state laws, meeting protocols, and approving their meeting schedule. This winter and spring, the committee will be working with the community and an architect to determine space needs, a preliminary layout and construction costs to work toward developing a cost estimate to bring forward for City Council consideration in June. Sign up for City Hall Project updates on our website under the “Notify Me” tab here: <http://wa-mountlaketerrace.civicplus.com/list.aspx>.
- 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.
- Mountlake Terrace 234th Street Townhomes** located at 5406 234th ST 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 p.m. for the project.

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 226th PL SW	1/12/2017	55 Lot Plat and Planned Unit Development for

					Single Family Homes - Conceptual
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ENGINEERING SERVICES

- **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/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.
- **60th Avenue & 228th Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip and sidewalk along 228th St, connecting to existing sidewalk and north along 60th Ave to the 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. The engineers estimate was \$314,973.00. A preconstruction meeting is being scheduled for the second week of January as work needs to be complete by April of this year.
- **Sound Transit Lynnwood Link Light Rail:** With the approval of the staffing agreement between the City and Sound Transit (ST) being approved by the ST board, the City has moved forward with advertising for the Project Coordinator position which closes on January 17. City Staff have come to agreement on scope and are finalizing the fee for the consultant agreement with Otak for ST related consultant services. The City Manager was authorized to sign the agreement at the January 4 Council meeting.

- **Sewer and Storm Comprehensive Plans:** Staff are currently reviewing a Request for Qualifications for consultants to update the City's Sewer Comprehensive Plan and Storm Comprehensive Plan. Scope of work will include capital project needs based on existing capacity and projected growth as well as rate analysis. Professional service agreements with the selected consultants will be presented to council for approval in the next few months.

PUBLIC WORKS UPDATES

- **Road De-icing:** During the New Year holiday weekend, Public Works crews continued to address icy road conditions throughout the city by applying sand and liquid deicer. Police officers also assisted in this effort by identifying roads that became slick from cold icy conditions. These proactive efforts helped keep the roads in good drivable condition for residents and visitors to the community.
- Public Works crews have been busy during this time of the year despite cold weather conditions that are expected to continue throughout the week. Crews are currently inspecting backyard catch basins, replacing catch basin casting and lids, inspecting, cleaning and jetting sewer mains, inspecting and maintaining sewer lift stations, repairing potholes and applying sand or deicer to help improve icy road conditions as needed.

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **January Espresso Specials:** The espresso stand at the Recreation Pavilion will have some great specials this month! Each week, receive \$.50 off a 16oz drink! January 2 – 8 is a Skinny Vanilla Latte, January 9 – 15 is an Almond Joy Mocha, January 16-22 is an Amaretto Mocha, January 23 – 29 is a Turtle Mocha, and January 30 – February 5 is a Rocky Road Mocha.
- **Rubber Ducks:** The Recreation Pavilion sold an astounding 2,379 rubber ducks in 2016.
- **Free Swim Lessons for Third Graders:** Third graders residing or attending school within the boundaries of the Edmonds School District may receive three sets of swim lessons 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 will be distributed through the Edmonds School District to all third graders. During the spring of 2017, aquatic departments from Edmonds, Lynnwood and Mountlake Terrace will take part in presenting the Water Safety Presentations to the third graders.
- **Aquatic All Staff Training January 6:** There will be an All Aquatic Staff training on January 6 from 4:15-6:30 p.m. The pool, spa, and sauna will close early on this day. This training includes all Lifeguards, Swim Instructors and Water Aerobics Instructors.
- **Swim Lessons:** The first session of lessons for 2017 will begin the week of January 9 through 15. Registration is still open. Depending on the day, these open spots may be limited. If parents are unsure of what level to place their child in they should arrange an evaluation with one of the coordinators. Weekday swim lessons meet twice a week: Monday/Wednesday lessons will run January 9 to February 1; Tuesday/Thursday lessons will run January 10 to February 2. Weekend lessons meet once a week and will meet as follows: Fridays, January 13 to February 17; Saturdays, January 14 to February 18 and Sundays, January 15 to February 19. For those

not enrolled in the first session, registration for the second session of 2017 for weekdays will be February 1 for Mountlake Terrace Residents and February 2 for open and online registration. For weekends, Mountlake Terrace registration will be February 22 and open/online registration will be February 23. Participants currently enrolled in the first session will have the opportunity for priority registration before it opens up to those not currently enrolled. On January 16, Martin Luther King Jr. Holiday, the pool will be open and running on a regular schedule with swim lessons meeting as usual.

- **Dog Training Classes:** Basic Dog Obedience meets every Monday night at the Recreation Pavilion from 7:30-8:30 p.m. The next class begins Monday, January 9. This class teaches commands for walking on a leash, sit, down, stand, stay and come. Behavior problems and proper equipment are discussed. The Intermediate Dog Obedience class picks up where the Basic Class leaves off and prepares dogs for the AKC Canine Good Citizen test given on the last night of class. This class meets Wednesdays from 7:30-8:30 p.m. The next class starts on January 11. Puppygarten is a beginning class for puppies 8-16 weeks old that works on socialization and basic obedience. Housebreaking and other basic behavior issues are discussed as well. This class meets on Thursdays from 7:00-8:00 p.m. and will start a new class session on January 12. Registration is open for all these classes and room is available. All our Dog Obedience classes are taught by Caren Malgesini, a Certified Professional Dog Trainer (CPDT).
- **Youth Programs:** Mark Haug has been hired as the new Youth Programs Coordinator. He started in his new position January 3. Mark has been the school age site leader for the Pavilion Kids Krew for the last 9 years. He has been a great asset to the program and will help the program continue to grow. Congratulations Mark.
- **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 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:** Did 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.
- **Field Users Meeting:** Recreation and Park staff will be holding an annual field user meeting with groups that utilize the turf fields in the Mountlake Terrace Park system in January. The meeting is beneficial to both users and staff to discuss the best ways to schedule and use the fields for the upcoming baseball and soccer seasons to help the fields last as long as possible throughout the year.
- **Park Staff Begins Ballfield Preparation:** Baseball is just around the corner and park staff is beginning the process of preparing the infields, outfields, dugouts, foul lines, fences and other field amenities to be ready for the start of the season at the end of February.
- **Eagle Scout Candidates:** Eagle Scout Candidates Peter Barns and Zachary Bush contacted park staff with an interest in completing their Eagle projects in the Mountlake Terrace Park system. Park staff will be working the candidates to assist in park project submittals.

POLICE DEPARTMENT UPDATES

Weekly Activity (December 28, 2016 – January 3, 2017)								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	31	32	9	6	0	0	1	3
<i>YTD</i>	1937	3103	359	273	36	111	64	132

Significant Incidents

- On December 30, 2016 at 10:15 p.m., Mountlake Terrace Patrol Officers were dispatched to a weapons violation call in the parking lot of QFC Grocery Store (44th Avenue West and 228th Street SW). The victim reported that a male had pulled a gun and the suspect was still on scene. The responding officers soon contacted three subjects in the parking lot. One male suspect was safely taken into custody for possession of a firearm in a bar and carrying a concealed firearm without a permit. Another male was cited for possession of a dangerous weapon (brass knuckles). The third subject was released with no charges.

- On December 31, 2016 at 1:20 a.m., Mountlake Terrace Patrol Officers were dispatched to a physical assault at the Studio 6 Motel. The victim reported that she was held down, suffocated, could not breath, and was in fear of her life. The suspect had left the scene prior to arrival of the police officers. An attempt was made to locate the known suspect, which yielded negative results.
- On January 3, 2017 at 11:40 p.m., Mountlake Terrace Patrol Officers arrived at 4700 block of 237th Place SW in an attempt to arrest a juvenile male who had a \$5,000 felony warrant out of Mountlake Terrace for eluding. While waiting for an additional officer to arrive, the two officers on scene observed the warrant subject walk by their patrol vehicles. When the officers attempted to contact the subject, he immediately fled on foot, and ran into his home and shut the door. The officers contacted the subject's mother who was inside the home and explained to her about her son's outstanding warrant. The mother soon let the officers in to arrest her son. When the officers contacted the juvenile subject, he had cut both of his wrists with a knife and had consumed a full bottle of prescription medication. Officers rendered first aid and requested the Fire Department. The subject was transported to Swedish Hospital in Mill Creek where he was treated and involuntarily committed. The hospital was advised to call 911 before his release. Denny Youth Center was advised of the situation.

Detective Unit Update

- **Cases Assigned**
 - 1 - Hit & Run
 - 2 - Assaults
 - 2 - Harassments
 - 1 - Fraud
 - 1 - Possession of Stolen Property/VUCSA
 - 1 - Theft
 - 3 – Sex Offenses
- **Cases Cleared**
 - 1 - Burglary
 - 1 - Hit & Run
 - 1 - Robbery
 - 1 – Child Protectives Services

Community Outreach & Directed Enforcement

- After winter break, Mountlake Terrace Police Officers will continued 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.
- Sergeant King spoke to a young man about the color of his brake lights and turn signals.

Code Enforcement Property of the Week

On December 24, 2016, Mountlake Terrace Police Code Enforcement followed up to an MLT Anytime request involving a complaint of junk vehicle(s) and debris located in the front yard. The property was located near the 22100 block of 60th Avenue West. Code Enforcement documented the property violations with photos, and issued a Notice of Violation to the property owner(s) in violation of the following ordinance; 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), 8.15.040.I-(Debris and Trash Accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), 8.15.050.E.1-(Repairing of any vehicles on private property is

prohibited unless it is maintenance or repair of a vehicle registered to a resident of the property where the repair is taking place and the repairs may not exceed 30 days) and 8.15.050.D-(All vehicle parts and accessories including, but not limited to, containers of oils and fluids must be appropriately stored in an approved structure). Code Enforcement will continue to follow up until the property is compliant with City codes.



Other Items of Interest

- Officer Darold Phinney continues to do well in his field-training program.

NEWS RELEASES

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

MARK YOUR CALENDARS

- January 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- 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