

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

November 11, 2016

Members of the City Council  
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

### COUNCIL MEETINGS

The Thursday, November 17 City Council meeting is canceled due to conflicts with Cities & Towns and the Sound Transit Open House. The City Council's next special work/study session is scheduled for **Wednesday, November 16, 2016** beginning at 7:00 p.m. in the Interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street SW, Suite 220. City Council agenda items include: (1) Update on Impact Fees Ordinances: a. Park Impact Fees; b. Transportation Impact Fees (TIF); and c. Comprehensive Plan Amendments, (2) Review of 2017-2022 Transportation Improvement Program (TIP) Ordinance (Tentative), (3) Review of Low Impact Development (LID), and (4) Review of 2017 Property Tax: (a) Review of EMS Levy Resolution; and (b) Review of Property Tax Ordinance.

The City Council's next regular meeting is scheduled for **Monday, November 21, 2016** beginning at 7:00 p.m. in the Interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street SW, Suite 220. City Council agenda items include: (1) Recognition of Edmonds School District Employee of the Year Richard Hollingshead, Mountlake Terrace Elementary Paraeducator, (2) Recognition of Eagle Scout Candidate Josh Hartre, (3) Continuation of Public Hearing on 2017-2018 Biennial Budget, (4) Public Hearing and Adoption of 2017-2022 Transportation Improvement Program (TIP) Ordinance, (5) Public Hearing on Revenue Sources Including 2017 Property Tax (a) Adoption of EMS Levy Resolution (b) Adoption of Property Tax Ordinance, and (6) Third Quarter Financial Report and Performance Measures.

### COMMUNITY MEETINGS AND EVENTS

- **Lynnwood Link Extension Project Update:** Join Sound Transit for their open house and see the first images of the new light rail stations. The Lynnwood Link Extension project has entered final design, the process that advances design work from approximately 30 to 100 percent completion. Final design offers many opportunities for residents, neighborhood organizations, property owners and businesses to get involved.

Each open house will focus on the station design(s) in that area. All open houses will be held from 6-8 p.m. A brief presentation starts at 6:10 p.m. Stop by anytime. If you cannot attend,

you can participate online. Visit their online open house November 15-30 at [lynnwoodlink.participate.online](http://lynnwoodlink.participate.online).

- November 15, Lynnwood – Lynnwood Convention Center, 3711 196<sup>th</sup> Street SW
- November 16, Seattle/Shoreline – Shoreline City Hall, 17500 Midvale Avenue N
- **November 17, Mountlake Terrace** – Nile Shrine Country Club, 6601 244<sup>th</sup> Street SW

Ask questions and provide feedback on: station designs, project plans, station names, project benefits and potential impacts, public art, and related projects.

For more information: [soundtransit.org/LLE](http://soundtransit.org/LLE), contact Community Outreach at (206) 398-5300, or [lynnwoodlink@soundtransit.org](mailto:lynnwoodlink@soundtransit.org), or 24-hour construction hotline: (888) 298-2395.

- **Meetings with the 32<sup>nd</sup> Legislative Delegation:** Due to the passing of Senator Andy Hill, the legislative meetings are being rescheduled so our legislators can attend his memorial service on November 11. We are working with Gordon Thomas Honeywell to reschedule the meetings and will keep the City Council apprised of changes.

The City Council will be meeting with the 32<sup>nd</sup> legislative delegation on the 2017 Legislative Agenda and Session Plan. Meetings have been scheduled for:

- November 9, 5:00-6:00 p.m., Meeting with Representative Stanford, at Mountlake Terrace Interim City Hall
  - November 11, 10:00-11:00 a.m., Meeting with Senator Chase
  - Date/Time TBD, Meeting with Representative Kagi
  - Date/Time TBD, Meeting with Representative Ryu
- **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 228<sup>th</sup> Street SW on Wednesday, December 14, 2016 from 6:00-7:00 p.m. in the Jungle Room.

### **CITY CLERK AND COMMUNITY RELATIONS UPDATES**

- **Tree Lighting Ceremony:** The Annual Tree Lighting Ceremony is **Friday, December 2, at 6:30 p.m. at Evergreen Playfield**, 22205 56<sup>th</sup> Avenue W. This year's event features a concert by Mountlake Terrace Elementary and Terrace Park Elementary School choirs, a visit from Santa, and the traditional lighting of the tree. Thank you to Vineyard Park at Mountlake Terrace for sponsoring this event once again as well as the Tour de Terrace volunteers who serve coffee, cocoa and cookies to attendees.
- **City Hall Advisory Committee Applicants Sought:** The Mountlake Terrace City Council seeks interested residents to serve on a City Hall Advisory Committee and assist in the development of a new City Hall plan to put before voters in 2017.

The city would like to thank voters for approving a levy in August to fund Interim City Hall rent for the next four years while we work with the community to plan, design, fund, and

construct a new City Hall on the vacant city-owned property at 232<sup>nd</sup> Street SW and 58<sup>th</sup> Avenue W (Civic Center). This site is currently being used as a staging area for downtown construction projects.

The City Council intends to interview and select a 9-member advisory committee that would meet in the evening, about three times per month beginning in January for the first half of 2017 and less often the remainder of the year with some weekend meetings possible. The initial goal is to work with architects on a City Hall plan and make a recommendation to the City Council as it relates to size and cost of this facility. The city also plans to have extensive community outreach and neighborhood meetings to receive city-wide input and answer any questions about this important project as part of the committee's work.

Applicants must be current residents of Mountlake Terrace, at least 18 years of age, and able to attend evening and some weekend meetings in 2017.

Individuals interested in serving on this committee should submit an application by 5:00 p.m. on November 14 to the City of Mountlake Terrace, 6100 219<sup>th</sup> Street SW #200, Mountlake Terrace, WA 98043 or via email at [cityhall@ci.mt.wa.us](mailto:cityhall@ci.mt.wa.us).

The City Council will interview applicants in late November or early December and appoint the committee in December. To receive an application, you may complete the [online form, typeable PDF form](#), visit City Hall at 6100 219<sup>th</sup> Street SW #200, or contact City Clerk/Community Relations Director Virginia Olsen at [cityhall@ci.mt.wa.us](mailto:cityhall@ci.mt.wa.us) or (425) 744-6206 to have one emailed to you or made available for pick up. If you have any questions, feel free to call Ms. Olsen at the contact information above.

## **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.
- **Impact Fees Ordinance:** The Planning Commission will hold a public hearing on Monday, November 14, 2016 to consider updates to the city's parks and transportation impact fees ordinance. A related ordinance will update the Recreation and Transportation Elements of the Comprehensive Plan for levels of service and improvement project lists.

Impact fees help fund park and transportation improvement projects related to population and employment growth in the city over the next 20 years. The purpose of the fees is for new development to pay its proportionate share of the cost of the public facilities needed to maintain the adopted levels of service standards.

The city first adopted transportation and park impact fees in 2007. Since then, neither the project lists nor the eligible impact fee amounts have been updated. The proposed update includes new fee schedules based on recent impact fee rate studies.

Park levels of service are based on how much park land and how many recreation facilities are available to residents and those who work in the city. Improvements include a park in the Town

Center, fishing pier at Lake Ballinger, and extending field use time by adding lights. Transportation levels of service relate to how well traffic can move within and through the city. Improvements include signals, traffic circles, bike lanes, and signage.

The meeting begins at 7:00 p.m. at Interim City Hall, 6100 219<sup>th</sup> Street SW, Suite 220. Written and oral testimony is welcome. The Planning Commission is expected to make a recommendation to the City Council. The Council is tentatively scheduled to hold a public hearing on December 5, 2016 prior to taking final action.

More information about the proposals and recommendations can be found under "Upcoming Events" at: <http://www.cityofmlt.com/129/>, and select the Planning Commission meeting by date.

### **ENGINEERING SERVICES AND PUBLIC WORKS UPDATES**

- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The final service tie in along 44<sup>th</sup> has been completed. The contractor will begin work on 58<sup>th</sup> between 236<sup>th</sup> and 234<sup>th</sup> some time by the end of November. Expect intermittent closures and delays as work progresses. Local access for businesses and residents will be maintained.
- **Lakeview Drive Overlay:** The contractor completed the final pavement overlay on Friday November 4, and permanent markings were started this week.

### **RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES**

- **Espresso Special:** Next week's espresso special is a Pumpkin Pie Latte. Come to the Recreation Pavilion espresso stand November 14 – 20 and receive \$.50 off a 16oz. Perfect for fall!
- **Pavilion Sunday Market:** Come do some holiday shopping at the Recreation Pavilion! Local crafters and vendors will be set up in the lobby selling their unique products and gifts! This market will be Sunday, November 20 from 9 a.m. – 1 p.m.
- **Swim Lessons:** The last session of weekday and weeknight swimming lessons will begin on November 14 (M/W) & 15 (T/TH). We are currently taking registration for this session and it will remain open until the third lesson (November 21 & 22).
- **FREE Swim Lessons:** Third grade students who either reside or attend school in the Edmonds School District have the opportunity to have free swim lessons at the Mountlake Terrace Recreation Pavilion thanks to a grant from the Verdant Health Commission. Vouchers were sent out through the schools and several vouchers have already been received during this registration. This is the fifth year of the program.
- **Dog Training:** Classes have started up again: We have a Puppygarten class on Thursdays that started November 3 and will run through December 15 and Basic Obedience began on November 7 and will run through December 19. The next sessions will begin in January 2017.

- **Aquatics Training:** At the Friday, November 4 Lifeguard In-Service the following aquatic staff were named top performers: Tia Ovenell was named Lifeguard of the Month and Alexandria Romanowski was named Instructor of the Month. Both have stepped up to help cover shifts to keep the pool safe and offer more swim lessons. On Thursday, November 10 Recreation Supervisor/Aquatics, Rose Ploeg, attended the WRPA Aquatic Network meeting at Shoreline City Hall. This group meets 6 times per year to discuss Aquatic issues and provide training within the Network. Topics of discussion will be bringing back a frontline training called the Summer Skillbuilder as well as the speakers being brought in for the Annual WRPA conference in May 2017. This past weekend two of our Water Fitness Instructors, Claudia Streichan and Peggy Borden Kerr, attended a training sponsored by the Aquatic Exercise Association at Snohomish Aquatic Center to pick up ideas and improve their teaching for water fitness classes offered here.
- **Youth Program Coordinator Position Available:** Mountlake Terrace Recreation and Parks are hiring a youth programs coordinator. This position is a full-time, benefitted position. Primary responsibilities include the supervision and coordination of all childcare programs in the department. To apply and view the job description visit: <http://wa-mountlaketerrace.civicplus.com/Jobs.aspx?UniqueId=100&From=All&CommunityJobs=False&JobID=Youth-Programs-Recreation-Coordinator-46>
- **MLT Dance Academy Classes:** Registration for fall dance classes is still ongoing. Dancers are always welcome to join. Do not wait until the New Year! Start now that soccer season is over so your dancer can gain the strength and learning to keep up in class. Call Chloe Davenport for more information and placement. (425) 640-3107.
- **Quarterly Teen/Adult Dance Classes:** We've expanded our adult classes with Tap Dance and East Coast Swing in late afternoon for the retired community. Also new on the schedule is Flamenco for Teens and Adults with Wendy Kostecka. Check it all out in the Craze at [www.crazedigital.org](http://www.crazedigital.org). Fall session 2 begins November 1 but you can join any time. Sign up now or pay for a drop-in trial.
- **Land Fitness Classes:** INSANITY is a new fitness class that pushes you with interval exercises for 3 minutes and then gives a 30 second rest. This kind of training is great for burning calories and pushing you past any plateau you might be feeling in your fitness training. We still offer excellent Yoga, Tai Chi, Zumba, PiYo, Turbokick and Stretch & Tone. Check it out in the Craze at [www.crazedigital.org](http://www.crazedigital.org). Fall session 2 begins November 1 but you can join any time. Sign up now or pay for a drop-in trial.
- **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](http://www.cityofmlt.com) and click on the "Jobs" button. Other positions offered include Lifeguards, Support Services, and Swim Instructors! You can also call (425) 776-9173 for more information.
- **Adult Sports:** Registration for winter Volleyball and Basketball leagues will begin November 17. Basketball is available for men's teams in recreation or intermediate divisions. Games

played Monday or Wednesday. Volleyball is co-ed with matched played on Tuesday. For information on sports leagues, call (425) 640-3105.

- **Racquetball Tournament:** The fall racquetball tournament was held on Saturday, November 5. Over 20 participants competed against each other. For information on racquetball court rentals or tournaments, call (425) 776-9173.
- **Public Works:** Water mains on 44<sup>th</sup> Street are all tied in. On Monday, the contractor is starting to prep sidewalks that were torn out. The city’s street sweeper is still out for repairs, but we are anticipating its return over the next week or so. In addition, a new concrete base was poured for a streetlight near interim City Hall.
- **Parks:** Parks crews have worked hard to prepare all athletic fields for the fall/winter closure. This includes removing bases, putting field-closed signs up, and fertilizing/repairing playing surfaces. In addition, staff are beginning work on the solar LED parking lot lights at Forest Crest Playfields and aim to be done within the next couple of weeks.

**POLICE DEPARTMENT UPDATES**

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	33	27	8	5	1	1	1	0
<i>YTD</i>	1704	2832	313	222	28	102	56	123

**Significant Incidents**

- On November 4, 2016 at 6:48 p.m., Mountlake Terrace patrol officers conducted a warrant service at 21700 block of 51<sup>st</sup> Avenue West in regards to two subjects that had multiple misdemeanor warrants. One of the subjects resisted arrest so the officers safely assisted him to the ground so he could be handcuffed. While assisting the person to the floor, an officer suffered a minor knee injury. Medical attention was not needed for the injury at the time.
- On November 6, 2016 at approximately 8:00 p.m., Mountlake Terrace patrol officers were dispatched to the 4200 block of 212<sup>th</sup> Street SW for a welfare check. Upon arrival, the residence was found locked and secure. There was also no response from knocking on any door or window. Entry to the residence was gained through an open window, and the resident was found deceased. The Snohomish County Medical Examiner responded to the scene and removed the deceased individual from the residence. The home was locked and the next of kin was notified.

**Detective Unit Update**

**Cases Assigned:**

- 2- Assaults
- 1- Death

- 1- Possession of Stolen Property
- 1- Missing Person

#### **Cases Cleared:**

- 1- Sex Offenses
- 2- Thefts
- 1- Burglary
- 1- Missing Person

#### **Community Outreach & Directed Enforcement**

- Mountlake Terrace Police Officers continue to visit their assigned schools during their normal patrol shifts.
- Officers continued to conduct local business and area checks which included Studio 6 Motel, AM/PM, 7-11, Creekside Church, Ballinger Park, 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.

#### **Code Enforcement Property of the Week**

On October 25, 2016, Mountlake Terrace Police Code Enforcement received an anonymous complaint regarding an abandoned property located near the 22500 block of 52<sup>nd</sup> Avenue West with large amounts of debris and trash. Two days later when Code Enforcement was following up at this location, subjects were trespassing and attempting to remove salvageable items from the property. Patrol responded to investigate and detained three adult individuals. Code Enforcement photographed large amounts of debris, trash, discarded household furniture and appliances, and the dwelling basically in disrepair. Code Enforcement issued a Notice of Violation to the property owner(s) in accordance with; 8.15.040.I-(Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure), 8.15.040.H.1-(All broken or discarded household furniture, furnishings, or equipment, or any appliances not in an approved enclosed structure), and 8.15.040.G.1-(Garbage not kept in proper receptacle with a tight-fitting lid). Building / Zoning departments were also notified. Follow-up will continue until the property is compliant with City nuisance ordinances.





## **NEWS RELEASES**

The following news releases, issued this week, can be found on the [City's webpage](#):

- City Offices Closed in Honor of Veterans Day
- Keep Your Pets Safe – Renew Their License
- Protecting Pipes in Freezing Weather
- MLT Offers Free Swim Lessons for Third Graders
- Planning Commission to Hold Hearing on Impact Fees
- Mountlake Terrace Tree Lighting Ceremony
- Holiday Sunday Market at the Recreation Pavilion
- Recreation Pavilion Modified Schedule for Thanksgiving Weekend

## **MARK YOUR CALENDARS**

- November TBD, Meeting with Representative Ryu, Interim City Hall
- November TBD, Meeting with Senator Chase, Interim City Hall
- November TBD, Meeting with Representative Kagi, 18560 1<sup>st</sup> Avenue NE, Shoreline
- November 17, 5:30 p.m., Snohomish County Cities Meeting, Everett Holiday Inn
- November 17, 6:00 p.m., Sound Transit Open House, Nile Shrine Center
- December 2, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- December 15, 7:00 a.m., Employee Appreciation Breakfast, Nile Shrine Center

Sincerely,

Scott Hugill  
City Manager  
City of Mountlake Terrace