

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

November 25, 2016

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

COUNCIL MEETINGS

The City Council's next special session is scheduled for **Monday, November 28, 2016** beginning at 5:30 p.m. at the Ballinger Clubhouse, 23000 Lakeview Drive. The City Council agenda includes: (1) City Hall Advisory Committee Interviews.

The City Council's next special meeting is scheduled for **Thursday, December 1, 2016** from 6:00-7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) City Hall Advisory Committee Interviews.

The City Council's next work/study session is scheduled for **Thursday, December 1, 2016** 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 2016 Budget Modifications, (2) Third Quarter Financial Report and Performance Measures, (3) Review of Low Impact Development (LID) Ordinances; (4) Review of PUD Switch Vault Agreement (Tentative), (5) Review of 2017 Professional Services Agreements with Prosecuting Attorney, Public Defender, and The Johnston Group for Federal Lobbying Services, and (6) Discuss City Hall Advisory Committee Appointments.

The City Council's next regular meeting is scheduled for **Monday, December 5, 2016** 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) Approval of 2017 Professional Services Agreements with Prosecuting Attorney, Public Defender, and The Johnston Group for Federal Lobbying Services, (2) Adoption of Resolution Establishing Recreation and Park Fees for 2017-2021, (3) Approval of Interlocal Agreement with Yakima County for Jail Services, (4) Public Hearing and Adoption of Impact Fees Ordinances: (a) Park Impact Fees, (b) Transportation Impact Fees (TIF), and (c) Comprehensive Plan Amendments, (5) Adoption of the 2017-2018 Biennial Budget Ordinance, (6) Adoption of 2016 Budget Modifications Ordinance (Tentative), (7) Discussion of Low Impact Development (LID) Ordinances: (a) Ordinance #2 – Implementing LID through Clearing and Grading Procedures, and (b) Ordinance #8 – LID in Subdivision Standards, and (8) Appoint City Hall Advisory Committee Members (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Sound Transit Open House:** Sound Transit held an Open House on November 17 at the Nile Shrine Center to present preliminary designs of the Mountlake Terrace light rail station and receive public comment on the project. Comments can be submitted to Sound Transit through November 30 [online](#).
- **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, 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 56th 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.
- **MLT Businesses Garner "Best in Western Washington" Awards:** They did it again! Two of our downtown business were recognized by King 5 TV followers with "Best of Western Washington" Awards. The iconic Double DD Meats, located in the West Plaza of the Town Center (5602 232nd Street SW) since 1955 was voted as "Best Butcher."

It's not a secret that people travel from all over the Puget Sound region to place their special occasion orders from "D&D" as they are often called locally. Just next door, Snohomish Pie Company won the award for "Best Pies." Snohomish Pie Company opened their second store in Mountlake Terrace on "Pi Day," March 14, 2015. Their first store opened in Snohomish in 1996. Congratulations to these outstanding Mountlake Terrace businesses!

[Here is a list](#) of the Best of Western Washington winners for 2016 where you can find all of the award categories and winners.

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.
- **Solana Townhomes Fee Simple Unit Lot Subdivision (PFS-16-0001):** At 5503 240th Street SW, 23908 & 23906 55th Avenue W is a proposed 19-unit live/work flex townhouse project in the City's Community Business Downtown zoning district. The staff report containing findings of fact, conclusions, and recommendation was completed on November 22 in

preparation for Planning Commission's November 28 meeting. This project is also on the City Council's work session meeting on December 15 as well as a public hearing on December 19.

- **Melody Hill Shops and Apartments Site Plan Application:** Two mixed use buildings with 464 residential units and 70,000 square feet of commercial space at the former Melody Hill School site received administrative approval under the city's process. An administrative decision was issued on November 17 to approve the project with conditions. The appeal period for this decision expires December 1. **Although the project has gone through the land-use process, Sound Transit earlier this year began condemnation proceedings to acquire the site from the Edmonds School District for construction staging for the Lynnwood Light Rail extension project.**
- **New Building Permit Received:** Applications were received on Monday, November 21 for the new Mountlake Terrace Elementary building, including demolition permits and civil site permits. Fees amount to \$119,000 for the project to date. (Although the School District is a public entity, State law requires public agencies, including the city, to pay permit fees.)

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

Recreation

- **Recreation Pavilion's 48th Birthday!** The Recreation Pavilion will be 48 years old on Thursday, November 24. In honor of its birthday, we will be having specials November 21-23. All patrons will receive \$.48 off leisure pool, cardio room, open-gym basketball and volleyball, and racquetball court reservations. Also, stop by the espresso stand and receive \$.48 off any 16 ounce or larger espresso drink!
- **Espresso Special:** Next week's espresso special is a **Chai-Nog latte**. Come to the Recreation Pavilion espresso stand November 28-December 4 and receive \$.50 off a 16 ounce. This is a seasonal favorite!
- **Swim Instruction:** The last session of swimming lessons for weekdays (Monday/Wednesday or Tuesday/Thursday) has begun this week. There are a few spots available, registration remains open until the third lesson. The sessions will end December 14-18. The next pre-registration will be December 12 and 13 for weekdays and December 16, 17, and 18 for weekends. The first session of swim lessons for next year will begin January 9-15, 2017.
- **Modified Schedule at the Recreation Pavilion:** The Recreation Pavilion will be on a modified schedule for the Thanksgiving holiday weekend, November 23-27. There are no swimming lessons scheduled during these dates. Most drop-in water fitness classes will be held. Schedules are available at the front desk of the Recreation Pavilion or [online](#).
 - November 23: The Pavilion will close early at 6:30 p.m.
 - November 24: The Pavilion will be closed for Thanksgiving.
 - November 25: The hours will be 8:00 a.m. to 4:30 p.m.
 - November 26: The hours are 8:00 a.m. to 6:00 p.m.
 - November 27: The hours are 8:30 a.m. to 4:15 p.m.

- **Youth Program Coordinator Position Available:** Mountlake Terrace Recreation and Parks is hiring a youth programs coordinator. This position is a full-time and benefitted position. Primary responsibilities include the supervision and coordination of all childcare programs in the department. Apply and view the job description [online](#).
- **MLT Dance Academy classes:** Registration for fall dance classes is still on-going. Dancers are always welcome to join. Do not wait till the New Year. Start now that soccer season is over so your dancer can learn and gain the strength to keep up in class. Call Chloe Davenport for more information and placement at (425) 640-3107.
- **Quarterly Teen/Adult Dance Classes:** We have 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](#). 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 fitness class that pushes you with interval exercises for three 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](#). Fall session 2 begins November 1 but you can join any time. Sign up now or pay for a drop-in trial.
- **We Are 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, click on the "Jobs" button on the [City website](#). You can also call (425) 776-9173 for more information.
- **Adult Sports:** Registration for winter Volleyball and Basketball leagues is open! Basketball is available for men's teams in recreation or intermediate divisions. Games are played Monday or Wednesday. Volleyball is co-ed with matched played on Tuesdays. For information on sports leagues, call (425) 640-3105.
- **Staff Training:** On November 9 Tracie Neal attended an all-day leadership training in Mount Vernon. The topic was "Leadership in Action, How effective Director's Get Things Done." The highlight of the class was learning about how to be a good leader, collaborating with other directors, and sharing information on how other departments lead and support their staff.

Public Works

- **Holiday Tree:** Crews installed the Holiday Tree on the top of the water tank in preparation for the Tree Lighting on December 2.

Parks

- **Forest Crest Solar Parking Lot Lighting Project is Moving Forward:** Park staff have a little hand work to do before they can set the Sono-Tubes for the concrete pour. Rebar cages and conduit are all ready to go. It will probably be Monday for the concrete pour. Then they can stand the poles after a few days of curing. Staff will collect all receipts and create a PDF for reimbursement from the county for this grant funded project.

- **Tree Lighting:** Park staff continue to prep for the Tree Lighting on Friday, December 2. Pressure washing, blowing and general cleanup work are occurring down at Evergreen Playfields in anticipation of the annual event.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	33	30	7	7	1	2	1	0
YTD	1761	2904	325	235	31	105	58	124

Significant Incidents

- No incidents to report.

Detective Unit Update

- **Cases Assigned**
 - 1-Child Protective Services Case/Sex Offense
 - 2-Assaults
 - 2-Frauds
 - 1-Suspicious Circumstances
- **Cases Cleared**
 - 2-Death Investigations
 - 1-Child Protective Services Case/Sex Offense
 - 1-Fraud

Community Outreach & Directed Enforcement

- Sergeant Sheets’ crew conducted extra patrols in the area of 48th Avenue West and 225th Street SW for high speed traffic.
- Sergeant Elrod’s crew conducted extra patrols in the area of 220th Street SW and 44th Avenue West for traffic concerns.
- 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 Rest Rooms, Interurban Trail, Boat Ramp, Mountlake Terrace High School, Park and Ride lot, Senior Center, Albertsons, QFC, Northern Lights Apartments laundry room, Taluswood Apartments, Markland Woods Apartments, Greenview Apartments, and the old Evergreen School site.

Code Enforcement Property of the Week

On November 15, Mountlake Terrace Police Code Enforcement followed up to a nuisance property complaint involving junk vehicles and debris near 21700 block of 51st 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 ordinances: 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), and 10.10.080.A.1 -3- (every vehicle standing or parked upon a public roadway shall be with the wheels parallel to and within 12 inches of the curb or as close as practicable to the curb; in the authorized direction of travel and parallel to the curb).

Code Enforcement will continue to follow up until the property is compliant with City nuisance and parking codes.



Other Items of Interest

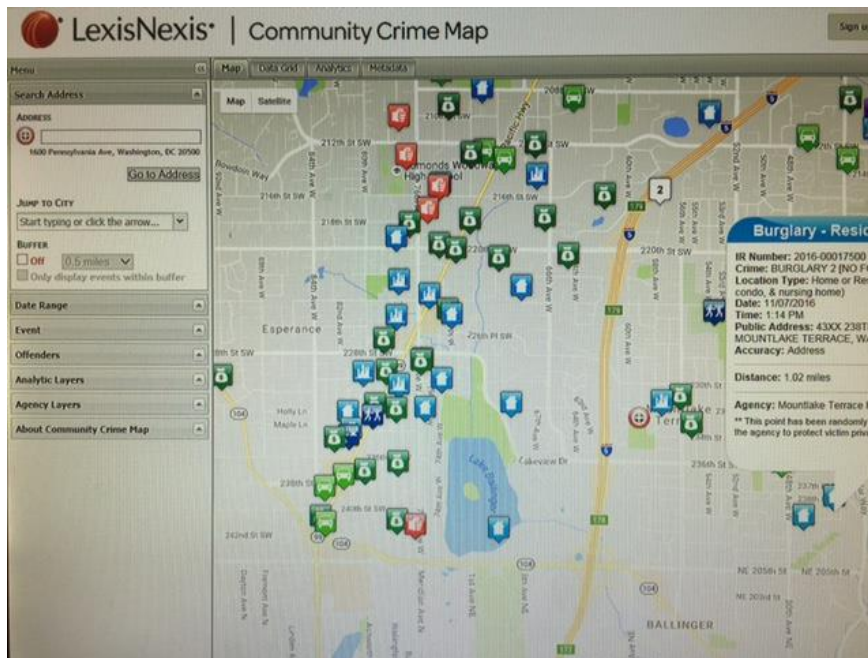
- Lateral Police Officer O'Hagan successfully completed his field training program and is currently assigned to Sergeant Elrod's crew.
- Below is an example of the Community Crime Map that residents can access (<http://communitycrimemap/>) and a brief navigational guide for the site.

Once the page is open you will see a US Map...click on Washington and then a drop down list of cities will appear. Go to Mountlake Terrace, click on it, and you will see a map of the city that will have icons for the default crimes. Each icon represents a reported crime and if you click on the icon an informational box about the crime will appear giving detail about the crime. Note that there is an advisory at the bottom of the crime information that reads... **Agency: Mountlake Terrace Police Department** ** This point has been randomly offset at the request of the agency to protect victim privacy. The point referred to is the actual address of the victim. The offset on the map is so the privacy of the victim is protected.

On the left side of the screen you will see several bars that I have highlighted here...each can be changed by clicking on the arrow to the right which will open up that informational box.

Date Range: by default is for the last 30 days.

Events: you can change the crimes listed by clicking on the arrow next to “Events” and a list of crimes available for mapping will appear. At the bottom of the list if you click on “Deselect All” the icons on the map will disappear. You can now “Select All” or just check the boxes you have an interest in. Keep in mind there is a slight delay in generating a new map as you make changes in the mapping requests.



Offenders: lists the current sex offenders in the community.

Analytic Layers: gives a graphic representation of the “hot spots” which changes as the events are listed. An example would be “Motor Vehicle Thefts” in this mode the color will change as the number of reports changes.

Agency Layers: will change the colors on the map based upon the jurisdictional boundaries of the police departments responsible for the areas visible on the map.

Across the top of the web page are additional tabs that can be opened up...

Maps: is opened first by default, see the print out of the page above.

Data Grid: lists the events by date and by default lists the most current reports at the top. This also gives access to the offenders folder and gives more detailed information including photos.

Analytics: is the graphical representations of the crime information.

Metadata: this gives you the agencies in the area that are participating in the mapping.

The below is an email that the City of Mountlake Terrace received notifying us that we selected as National Award Winner for our participation in the 33rd Annual National Night Out.

National Night Out Award: The National Association of Town Watch has informed the city that once again Mountlake Terrace has been selected as a National Award Winner for its outstanding participation in the 33rd Annual National Night Out. The 2016 program involved 38.5 million neighbors across 16,142 communities from all 50 states, U.S. territories and military bases worldwide.

NEWS RELEASES

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

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 1st Avenue NE, Shoreline
- 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
- December 19, 5:45 p.m., Boards and Commissions Appreciation Reception, Interim City Hall

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace