

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

December 9, 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 work/study session is scheduled for **Thursday, December 15, 2016** 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 2016 Budget Modifications, (2) Discuss 2017-2018 Biennial Budget Ordinance, (3) Discuss Impact Fees Ordinances: (a) Supplement to Recreation, Parks and Open Space Master Plan, (b) Comprehensive Plan Amendments, (c) Park Impact Fees, (d) Transportation Impact Fees, (4) Review of Low Impact Development (LID) Ordinances: (a) Ordinance #2 – Clearing and Grading Procedures, (b) Ordinance #3 – Building Code Tree Removal Provisions, (c) Ordinance #9 – Amendments to Landscape Regulations, and (5) Review of Solana Townhomes Fee Simple Unit Lot Subdivision Project.

The City Council's next regular meeting is scheduled for **Monday, December 19, 2016** 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) Award of Contract for 60<sup>th</sup> Avenue/228<sup>th</sup> Street Sidewalk Project (Tentative), (2) Adoption of 2016 Budget Modifications Ordinance, (3) Adoption of 2017-2018 Biennial Budget Ordinance, (4) Public Hearing and Adoption of Impact Fees Ordinances (a) Supplement to Recreation, Parks and Open Space Master Plan (b) Comprehensive Plan Amendments, (c) Park Impact Fees, (d) Transportation Impact Fees, (5) Public Hearing on Solana Townhomes Fee Simple Unit Lot Subdivision Project, and (6) Review of Low Impact Development (LID) Ordinances (a) Ordinance #5 – Parking Standard Amendments (b) Ordinance #7 – LID Code Consistency Amendment.

### **COMMUNITY MEETINGS AND EVENTS**

- **The Southwest County Recycling and Transfer Station in Mountlake Terrace Temporarily Closed:** The Southwest County Recycling and Transfer Station in Mountlake Terrace will be closed December 9-10 for major floor repairs. The recycling area will remain open regular hours, but yard waste will not be accepted in either area during this time. For more information, visit [www.snoco.org/solidwaste](http://www.snoco.org/solidwaste) or call (425) 388-3425 (TTY: 711). Use alternate locations during these days including the Airport Road Recycling & Transfer Station

located at 10700 Minuteman Drive, Everett or the North County Recycling & Transfer Station 19600-63rd Avenue NE, Arlington.

- **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 was held December 2, at 6:30 p.m. at Evergreen Playfield, 22205 56<sup>th</sup> Avenue W. This year's event featured 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 served coffee, cocoa and cookies to attendees.
- **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):** Next week, the city will issue an RFQ seeking professional architectural/planning consulting services of an interested, qualified firm (or group) for a Services and Needs Assessment, Preliminary Space Layout and Cost Estimate for a new City Hall. The firm or group will be working with the City Hall Advisory Committee and city staff. The deadline for submittal is 5:00 p.m. on January 17, 2017. The RFQ will be posted [here](#) early next week.

### **COMMUNITY & ECONOMIC DEVELOPMENT UPDATES**

- **Mountlake Terrace Elementary School CUP Request:** A public hearing will be held by the Mountlake Terrace Hearing Examiner on Friday, December 16 at 10:00 a.m. in the Mountlake Terrace Interim City Hall Council Chambers to consider a proposal for a Conditional Use Permit and Large Scale Site Plan for construction of a new 63,800 square foot elementary school and accessory structures on the current school site. A variance has also been requested for relief from electric vehicle infrastructure of MTMC 19.126.
- **Development Permit Activity Report:** The following Pre-Application Permit was submitted this week. Additional permit information is available and searchable on the City's website, via the [Permit Center](#). Select "Reports" at the bottom of the page.

<b>Submittal Date</b>	<b>Applicant</b>	<b>Site Address</b>	<b>Description (Permit Type: P-PRE-APP)</b>
12/5/2016	Broderick Architects	22105 58th Ave W	Proposed remodel of existing 2-story school administration building to accommodate an expanded preschool program.
11/23/2016	Alan Clark, Arca Architecture	23120 56th Ave W	Construction of a 280-unit Multi-Story mixed use development. 8 floor Planned Unit Development proposal with two subsurface parking floors.

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

- **44<sup>th</sup>/224<sup>th</sup>/45<sup>th</sup> Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor is working on the water main replacement on 58<sup>th</sup> Avenue W, between 236<sup>th</sup> and 232<sup>nd</sup>. A closure will be in place for approximately three weeks. An unanticipated half day shut off of water to the Library will be necessary due to utility conflicts. During construction on street parking will be restricted through the work zone.
- **58<sup>th</sup> Ave W, from 234<sup>th</sup> to 236<sup>th</sup>, Water Main Improvements: **DETOUR MONDAY – FRIDAY, Dec. 12 – Dec. 16**** This project is starting construction the week of December 5, 2016. 58th Avenue W will be closed between 232<sup>nd</sup> Street SW and 236<sup>th</sup> Street SW. Access will be maintained for emergency vehicles, mail delivery, garbage collection, and local residents. A signed detour will be in place. On-street parking will be restricted.
- **60<sup>th</sup> 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 existing sidewalk and north along 60<sup>th</sup> 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 be on the agenda for award at the December 19 City Council meeting.

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

#### **Recreation**

- **Winter Craze is here!** The Winter/Spring 2016/2017 Craze was delivered to mailboxes on December 1. The digital craze has also been updated for convenience. Please check it out at [www.crazedigital.org](http://www.crazedigital.org)!
- **Photos with Santa:** Patrons and community members will have the opportunity to get their children's photo taken with Santa Claus at the Recreation Pavilion. Santa will be at the Pavilion

Saturday, December 10 and Sunday, December 11 from 10 a.m. – 1 p.m. All proceeds will go to the Michelle Ringler scholarship fund.

- **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! The market will be Sunday, December 18 from 9 .am. – 1 p.m.
- **December Espresso Specials:** The espresso stand at the Recreation Pavilion will have some great specials this December to help you warm up this winter. Each week, receive \$.50 off a 16oz drink! The week of December 11 special is a Peppermint Mocha or hot chocolate.
- **Swim Lessons:** Classes will be ending soon and pre-registration will be starting for the January 2017 sessions. Weekday classes will start pre-registration on Monday, December 12 and Tuesday, December 13. Weekend classes will pre-register on Friday, December 16, Saturday, December 17 and Sunday, December 18. Mountlake Terrace resident registration will take place on Wednesday, December 21 and online and open registration will be Thursday, December 22. The January classes will start January 9 through 15, 2017.
- **Winter Break Pool Schedule:** The schedule for winter break runs from December 19 through January 8. December 19-30 there is a Recreation swim offered from 1:15-2:45 p.m. Monday through Friday, a special Recreation Swim on Tuesdays and Thursdays in December from 4:45-6:15 p.m. Closing will be earlier than regular schedules by one hour during these two weeks. The Pavilion will be closed December 24 and 25 for the holidays. Saturday, December 31 the pool will be open from 7 a.m. to 2:45 p.m. with the building closing at 3:00pm. The Pavilion will be closed on Sunday, January 1, 2017. The schedule is currently available in the Pavilion Lobby or on the website at <http://www.cityofmlt.com/531/Pool-Schedule>.
- **New Coordinator for Aquatics Selected:** Aquatics has a new full-time Coordinator, Mark Feeney, who will start in January 2017. He will be taking over on weekends overseeing swim lesson programs, recreation swims and rentals. Mark comes to us from the Samena Club in Bellevue where he has worked for 5 years as a Head Guard and Swim Lesson Coordinator.
- **Aquatic All Staff Training December 2:** The Aquatic All Staff training held on December 2 focused on instruction basics for swimming lessons and water fitness. This training included all lifeguards, swim instructors and fitness instructors. Staff met the new Coordinator, Mark Feeney, who attended the training to meet the staff and observe the training. He will start in January. Emily Webb was named Instructor of the Month; Hailey Rehnfeldt was named the Lifeguard of the Month, and Vaila Powell was named the Fitness Instructor of the Quarter.
- **Holiday Gift Giving:** The Youth Programs are participating in the gift giving program again this year through the Pioneer Counseling Services. The staff are collecting gifts for families in need for the holiday season. If you would like to support a family in need, visit the Pavilion and take a gift tag off the tree in the main lobby. Gifts need to be new and unwrapped. Gifts need to be returned to the Pavilion by Monday, December 12.

- **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. You can also call (425) 776-9173 for more information.
- **Adult Sports:** Registration for winter Volleyball and Basketball leagues is now 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 Tuesday. For information on sports leagues, call (425) 640-3105.
- **Volunteers:** Youth programs are getting four high school students that attend Edmonds Woodway High School to volunteer with the afternoon programs. The high school students will be helping 2 days a week in the afternoons working with the children for the next 3 months. This is to earn volunteer hours that they need to graduate.
- **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.
- **Open Gym:** Open-gyms are available for adult basketball and adult and senior volleyball. Basketball takes place on Saturday mornings from 9:00 a.m.-11:30 a.m. Adult volleyball is Thursdays from 8:00 p.m.-10:00 p.m. Senior volleyball is Tuesdays from 5:00 p.m.-7:00 p.m. Join up to 30 players for fun recreational exercise. All activities take place at the Terrace Park School gym. Players must check-in and pay at the Pavilion front desk. For more information, call (425) 776-9173.
- **MLT Dance Academy classes: Give the Gift of Dance for Christmas!** 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](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.
- **Land Fitness Classes:** Dance with Bengie starts in January on Wednesday nights. Each week's class will include routines in many styles like Line Dancing, Boogie, Jive, a variety of Latin styles, and contemporary dance plus more! The choreographies are designed to keep you moving for cardio fitness and calorie burning. It's a sure way to get fit and have a great time! We still offer excellent Yoga, Tai Chi, Zumba, PiYo, Turbokick, INSANITY and Stretch &

Tone. 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.

**Public Works:**

- **Winter Storms:** City crews have been applying deicer to slick areas of roadways this past week due to the extremely low temperatures and anticipated snowfall. A total of 750 gallons of deicer is ready to be applied pending conditions. Not all the snowfall materialized but upcoming forecasts call for more snow. Crews also have two sanders with plows ready now and will put more on line as needed. Typically, crews plow when snow is in the ½” to 1” range on roadways and start with major arterials first and frequent roadways for first responders. As in the past, Police vehicles have been outfitted with Blizzak snow tires to enable cruisers to maneuver in snowy and icy conditions as well as having 4WD SUVs in the vehicle pool.

**Parks & Property Management:**

- **Water Main Project Begins on 58<sup>th</sup>:** The water main project has begun on 58<sup>th</sup> between 232<sup>nd</sup> and 236<sup>th</sup>. Facilities staff has been working with Library staff in an effort to minimize any inconvenience of access and periodic water shut off.
- **Transient Camp Clean Up:** Facilities staff has cleared out a transient encampment behind the Mountlake Terrace Library. A small encampment had been set up between the library and Veterans Memorial Park. Once vacated, facilities staff cleaned out the remaining debris.
- **Forest Crest Grant Project Complete:** City staff working with local Youth Soccer groups have received a grant to add solar powered parking lot lighting to Forest Crest Playfield. The Snohomish County grant was approved, materials ordered and the installation was completed this week.
- **Ballfields Closed for the Winter:** All turf ballfields have been closed as of November 1. The closure will give the fields a chance to rest and staff time to repair them for the next sport season. Park staff has been completing restoration repairs and winterizing systems over the last month.

**POLICE DEPARTMENT UPDATES**

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	31	24	5	8	0	2	0	3
<b>YTD</b>	1815	2966	337	250	31	107	61	128

**Significant Incidents**

- No significant incidents

**Detective Unit Update**

- **Cases Assigned**
  - 1- Death Investigation
  - 2- Assaults
  - 2- Harassments
  - 1- Assist Other Agency
- **Cases Cleared**
  - 1- Burglary
  - 1- Sex Offense
  - 1- Fraud
  - 1 Harassment

**Community Outreach & Directed Enforcement**

- In the 6000 block of 236<sup>th</sup> Street SW, Sergeant Sheets' crew contacted some homeless campers and requested they dismantle their camps and leave the area.
- Sergeant King's crew issued parking notices in the 24300 block of 52<sup>nd</sup> Avenue West following complaints from nearby residences. The week prior, some of the same violators were given warning notices in regards to their illegal parking.
- 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, 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 November 29, 2016, Mountlake Terrace Police Code Enforcement received an anonymous complaint regarding junk vehicles parked on a front lawn, and a commercial trailer stored in the front yard of a residential property located near the 23900 block of 53<sup>rd</sup> Avenue West. During follow up Code Enforcement observed two vehicles with an expired license, both parked on an unimproved grass surface in the front yard of residential property. There was also a commercial shipping container stored in the front yard. Code Enforcement contacted the zoning department regarding the commercial container. A Notice of Violation was issued to the property owner(s) who were 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), and 8.15.050.B.3 – (All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface per MTMC 19.125.070). Code Enforcement will continue to follow up until the property is compliant with City codes.





**Other Items of Interest**

- As of November 30, 2016, 230 new pet licenses and 216 pet renewal licenses have been issued.
- As of November 30, 2016, Code Enforcement has conducted 347 inspections and made 975 citizen contacts.

**NEWS RELEASES**

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

**MARK YOUR CALENDARS**

- 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