

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 16, 2016

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

CITY COUNCIL MEETINGS

The City Council will hold a **Special Meeting on Monday, December 19, 2016 beginning at 5:45 p.m.** for a recognition of Board & Commission members. The meeting will be held in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220.

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 219th Street SW, Suite 220. The City Council agenda includes: (1) Swearing in of New Police Officer Darold Phinney, (2) Award of Contract for 60th Avenue/228th Street Sidewalk Project, (3) Public Hearing and Adoption of Resolution to Approve Solana Townhomes Fee Simple Unit Lot Subdivision, (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) Adoption of 2016 Budget Modifications Ordinance, (6) Adoption of 2017-2018 Biennial Budget Ordinance, (7) Review of Low Impact Development (LID) Ordinances (a) Ordinance #5 – Parking Standard Amendments (b) Ordinance #7 – LID Code Consistency Amendment, and (8) Executive Session to Discuss With Legal Counsel Potential Litigation and Legal Risks of a Proposed Action Pursuant to RCW 42.30.110 (1)(i).

The City Council's next work/study session is scheduled for **Thursday, December 29, 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 Contract Agreement with OTAK for Consultant Services (Tentative), and (2) Public Hearing and Adoption of Low Impact Development (LID) Ordinances: (a) Ordinance #1 – Implementing LID – Standards and Procedures, (b) Ordinance #2 – Clearing and Grading Procedures, (c) Ordinance #3 – Building Code Tree Removal Provisions, (d) Ordinance #4 – Clustering Provisions in RS Zones, (e) Ordinance #5 – Parking Standard Amendments, (f) Ordinance #6 – Restructuring RS 4800 Overlay, (g) Ordinance #7 – LID Code Consistency Amendment, (h) Ordinance #8 – LID in Subdivision Standards, and (i) Ordinance #9 – Amendments to Landscape Regulations.

The final meeting of the Transportation Benefit District (TBC) will be held on Thursday, December 29, 2016 following the City Council meeting (but no later than 10:00 p.m.) in the

Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The meeting will include the TBD's 2016 annual report.

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 6:30-7:30 p.m. in the Jungle Room.
- **Employee Appreciation Breakfast:** At its annual appreciation breakfast, the City of Mountlake Terrace recognized employees for years of service and notable accomplishments over the past year.
 - “Extra Mile Awards” were presented to Marisa Gruhn (Recreation), Abiy Tsegaye (Engineering), Steve Sheets, Pat Hatchel and Eric Jones (Police Team Award), Tracie Neal and Anne Ford (Recreation Team Award).
 - “Day After Day Excellence Awards” were presented to Roth Seng (Engineering) and Gary Knight (Administrative Services).
 - “Innovation Awards” were awarded to Bob McCaughan (CED) and Leslie Lavoie (City Manager Department).
 - “Customer Service Awards” were presented to Cari Nebel (Recreation), Mitchelle Harvey (CED), and Linda Hennerberg (Administrative Services and Recreation).
 - Police Department Employee of the Year Award went to Danielle Singson.
 - Years of Service Awards: 35 Year Service Awards to Douglas Hansen (Police) and Kevin Harris (Recreation), 30 Year Service Award to Kelly Brenna (Public Works), 25 Year Service Award to Rose Ploeg (Recreation), 20 Year Service Award to Scott Burkett (Police), Barry Dolan (Property Management), and Barbara McLain (Recreation).

A big thank you to all employees for their dedicated public service!

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **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 will issue 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 will be 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.
- **Sound Transit Staffing Agreement:** This week Sound Transit's Board of Directors approved a staffing agreement with the city to reimburse Mountlake Terrace's costs to hire a firm to review project plans associated with light rail through the area.

FINANCE UPDATES

- **Business License Renewals:** The Finance Department sent out 1,187 business license renewal notices recently.
- **State Audit:** Employees with the Washington State Auditor's Office continue their work at Interim City Hall to wrap up the city's 2015 financial and accountability audits.

ENGINEERING SERVICES AND PUBLIC WORKS UPDATES

- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor is working on the water main replacement on 58th Avenue W, between 236th and 232nd. A closure will be in place for approximately three weeks.
- **58th Avenue W, from 234th to 236th, Water Main Improvements:** This project started construction the week of December 5, 2016. 58th Avenue W will be closed between 232nd Street SW and 236th 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.
- **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 be on the agenda for award at the December 19 City Council meeting. Construction will begin in January 2017.
- **216th Street SW / 48th Avenue W Intersection Improvements (Safe Routes to School):** City staff applied for the 2016 Safe Routes to School Grant administered through WSDOT. There was a follow up meeting onsite with WSDOT staff in May. Having released the prioritized list this week, WSDOT shows the project on the potentially funded list ranking 35th out of 126 projects submitted. The list released is preliminary and based on the projected funding available. The final list will not be available until spring 2017 and is subject to adjustments. The proposed project completes sidewalk west along 216th from 48th and a portion south along the west side of 48th. It also enhances the intersection with crosswalks, rectangular rapid flashing beacon and radar feedback signs on 48th.

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 been updated for customer convenience. Please check it out at www.crazedigital.org!
- **Espresso Special:** Next week's espresso special is a **Fireside Mocha**. Come to the Recreation Pavilion espresso stand December 18 through 23 and receive \$.50 off a 16oz. Perfect way to warm you up this winter!
- **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, December 18 from 9 a.m. – 1 p.m.
- **MLT Pavilion Winter Break Schedule:** The Recreation Pavilion and Pool will be on a modified schedule from December 19 through January 8. The entire facility will be closed December 24, 25 and January 1 for the holidays. A special schedule is available at the Pavilion front desk or [online](#). December 19 through 31 will be a modified schedule for the holidays and January 2 through 8, 2016 will be a drop in only schedule. The hours of the Pavilion from December 19 through 29 will be modified on weekdays to an 8:30 p.m. closing time. On weekdays, the Pavilion will open at 6:00 a.m. On December 30, the pavilion will close at 7:30 p.m. On December 31, the pavilion will close at 3:00 p.m. January 2 through 8, the pool schedule will run at the regular opening to closing time for a drop in swimming schedule. All pool schedules are available on the [website](#). For more information, contact the Recreation Pavilion at (425) 776-9173.
- **Swim Lesson Registration at Mountlake Terrace:** Swim Lesson pre-registration is underway for those currently in weekday swimming lessons. Weekend pre-registration will take place this Friday, Saturday, and Sunday. Lesson schedules are available [online](#) or in the Pavilion Lobby. Mountlake Terrace Residents can register starting December 21. Registration will open up to anyone who wants to get into swimming lessons. Online and open registration starts December 22. Remember if you have a third grader in the Edmonds School District, this is a great time to use your swim vouchers. The first sessions of 2017 will run as follows: 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.
- **Youth Programs:** On December 13, from 6:00-7:30 p.m. the Jr. Kids Krew Program invited their families to come and make gingerbread houses for the holidays. The children and their families had a wonderful time creating their houses and of course eating the candy. It was a great turn out!
- **Holiday Gift Giving:** The youth programs would like to thank all the families and patrons that participated in the gift-giving program this year. The Pioneer Counseling services will come and pick up all the gifts and take them to the families in need. Through the generosity of Pavilion patrons, over eight families in need will have holiday gifts.

- **MLT Dance Academy's Winter Concert:** Saturday, December 10 about 115 dancers ages 4-75 braved the Mountlake Terrace High School Theater stage and strutted their stuff. The full theater was a warm crowd of family, friends and acquaintances who were entertained with Ballet, Tap, Jazz, Hip Hop, Flamenco and East Coast Swing dances. It was a big success and a lot of fun. The next Dance Academy's big show will be June 10 at the Mountlake Terrace High School Theater. Stay posted for these fun live performances. Or come take a class and be on stage!
- **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 weekend! Basketball is available for men's teams in recreation or intermediate divisions. Games are played Monday or Wednesday. 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.
- **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 to 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. 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. Winter Session begins January 3 but you can join any time. Sign up now or pay for a drop-in trial.

Public Works

- **Winter Weather:** Public Works has received 30 tons of deicer, 30 tons of salt and has over 100 yards of sand on hand. In addition, there are two large plows, one small plow and a deicer truck ready to roll.

Parks & Property Management

- **Roof Leak at EOC:** Facilities Techs discovered a small leak in the ceiling of the Emergency Operations Center. Steps were taken to patch the leak.
- **CDBG for Bicentennial Park:** The city turned in an application for Bicentennial Park for a new playground. Total project cost is \$95,000. It will take a few months before the city will hear anything regarding the application.

POLICE DEPARTMENT UPDATES

Weekly Activity (December 7 - 13, 2016)								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	24	41	3	8	1	0	0	0
<i>YTD</i>	1839	3007	340	258	32	107	61	128

Significant Incidents

- No significant incidents

Detective Unit Update

- **Cases Assigned**
 - 2- Sex Offenses
 - 1- Assault
- **Cases Cleared**
 - 1- Burglary/Fraud
 - 1- Death Investigation

Community Outreach & Directed Enforcement

- Sergeant Sheets’ crew conducted a speed emphasis at the construction site on 44th Avenue West.
- Mountlake Terrace Police Officers continue to visit their assigned schools during their patrol shifts.
- During the evening of December 8, Sergeant King called out the Mountlake Terrace Public Works Department for snow removal.
- 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. 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.

Other Items of Interest

- Congratulations to Joie Worthen of the Police Department, who received a Certificate of Merit for the 2016 Snohomish County DUI & Target Zero Task Force
- This week the FBI released details on more than 5.6 million criminal offenses reported via the National Incident-Based Reporting System (NIBRS) in 2015. The Uniform Crime Reporting (UCR) Program's latest report, *NIBRS, 2015*, provides a diverse range of information about victims, known offenders, and relationships for 23 offense categories comprised of 49 offenses. It also presents arrest data for those offense categories plus 10 more offenses for which only arrest data are collected.

Because it offers a more complete picture of crime, NIBRS is slated to become the UCR data standard by January 1, 2021. In his recent memo to UCR state program managers, FBI Director James B. Comey elaborated on the FBI's desire for law enforcement agencies to transition from the Summary Reporting System (SRS) to NIBRS:

“This transition is supported by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB), the International Association of Chiefs of Police, Major Cities Chiefs Association, Major County Sheriffs' Association, and the National Sheriffs' Association, as well as the Executive Branch of our government....By transitioning to a NIBRS-only data collection over the next five years, the FBI will have faster access to more robust data that is necessary to show how safe our communities are and to help law enforcement officials and municipal leaders better allocate resources to prevent and combat crime in their jurisdictions.”

According to *NIBRS, 2015*, many law enforcement agencies are making the transition, and funding has been awarded to a limited number of UCR state programs and agencies.

In 2015, 6,648 law enforcement agencies, representing coverage of more than 96 million U.S. inhabitants, submitted NIBRS data. While not yet nationally representative (there are no estimates for agencies that did not submit NIBRS data), this coverage represents 36.1 percent of all law enforcement agencies that participate in the UCR Program.

Based on aggregate data, NIBRS agencies reported 4,902,177 incidents that involved 5,668,103 offenses, 5,979,330 victims, and 4,607,928 known offenders.

Agencies reported 3,081,609 arrestees, which includes all persons arrested as opposed to a subset of arrestees as was published in the 2012 and 2013 editions of NIBRS.

NEWS RELEASES

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

MARK YOUR CALENDARS

- December 19, 5:45 p.m., Boards and Commissions Appreciation Reception, Interim City Hall
- January 11, 6:30 p.m., Coffee with the City, Recreation Pavilion
- February 8, 6:30 p.m., Coffee with the City, Recreation Pavilion

- March 8, 6:30 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace