

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 23, 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 Tuesday, December 27, 2016 beginning at 5:00 p.m.** in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Review 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 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 Professional Services Agreement with Otak for Light Rail Consulting Services, 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) to be held on Thursday, December 29, 2016 has been canceled.

The City Council's next regular meeting is scheduled for **Tuesday, January 3, 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) Election of Mayor Pro Tem for 2017, (2) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions, and (3) Alliance for Housing Affordability (AHA) 2018 Budget and Work Plan (Tentative)

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 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.

- **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 continues to work on the water main replacement on 58th Avenue 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. A project shut down will be in place for the remainder of December for the holiday season with work resuming in January.
- **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 was on the agenda for award at the December 19 City Council meeting. Construction will begin in January 2017.
- **Sound Transit Lynnwood Link Light Rail:** With the approval of the staffing agreement between the City and Sound Transit (ST) being approved by ST board, the City is moving forward with advertising for the Project Coordinator position and final scope and fee with the selected consultant for project review and compliance. Both the coordinator and consultant are reimbursed by ST via the agreement. The contract agreement with Otak, Inc. the consultant is tentatively scheduled to be on council's agenda for approval January 3.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

- **Swim Lesson Registration:** Mountlake Terrace Residents registered Wednesday, December 21. Online and Open registration is Thursday, December 22. Lesson schedules are available [online](#) at or in the Pavilion Lobby. The new sessions will begin in January: 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.
- **Pavilion Schedule:** The Pavilion is on a holiday/modified schedule through January 9. The schedule is posted [online](#) or can be picked up in the lobby. The Pavilion will be closed on December 24, 25 and January 1. Check the schedules for modified opening and closing times. There are extra recreation swims added during on the weekdays through December 30. For questions or information, contact the Recreation Pavilion at (425)776-9173.

- **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 Tuesday. 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.
- **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.

POLICE DEPARTMENT UPDATES

Weekly Activity (December 14 - 20, 2016)								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	34	31	7	3	3	32	0	0
<i>YTD</i>	1873	3038	347	262	35	109	61	128

Significant Incidents

- On December 15, 2016 at 6:00 a.m., Mountlake Terrace Police Investigations and patrol officers assisted the US Department of Homeland Security with the service of a search warrant at a residence in the 4300 block of 236th Street SW. Three people were detained and

interviewed. A male adult from Mountlake Terrace was arrested for sexual related crimes. The investigation is ongoing.

- On December 15, 2016 at 5:00 p.m., Mountlake Terrace Patrol responded to a dog bite call at a residence in the 23900 block of 60th Avenue West. An adult female was severely mauled by the family dog. Medics transported the female to Harborview Hospital with severe but nonlife threatening injuries. Animal Control Officer McKee was called into duty and with the assistance of patrol took custody of the dog.
- On December 15, 2016 at 7:27 p.m., an adult male was smoking a cigarette in his parked 1990 Toyota Corolla in the 6100 block of Saint Albion Way. An unknown male approached him and asked him for a cigarette. As the victim reached into his pocket for a cigarette, the suspect punched him in the face. The victim briefly lost consciousness, and the suspect stole his vehicle. Medics evaluated the victim and released him at the scene. The suspect and the vehicle were not located.

Detective Unit Update

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| <ul style="list-style-type: none"> • Cases Assigned <ul style="list-style-type: none"> ○ 2- Sex Offenses ○ 1- Assault | <ul style="list-style-type: none"> • Cases Cleared <ul style="list-style-type: none"> ○ 1- Burglary/Fraud ○ 1- Death Investigation |
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Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers continue to visit their assigned schools during their 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 22, 2016, Code Enforcement followed up on a nuisance property complaint involving junk vehicles and debris accumulations near 5100 block of 222nd Street SW. Code Enforcement documented 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), 8.15.050.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), 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), 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 8.15.050.B.8-(Recreational or utility vehicles parked outside of a building shall be maintained in a clean, and stable and well-kept state). Code Enforcement will continue to follow up until the property is compliant with City nuisance codes.



Other Items of Interest

- On December 16, 2016, Mountlake Terrace Police Officer Darold Phinney graduated from the Washington State Basic Police Academy in Burien.
- On December 19, 2016, Officer Darold Phinney was officially sworn in at the City Council meeting.

NEWS RELEASES

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

MARK YOUR CALENDARS

- January 5, 8:00-9:30 a.m., Snohomish County Cities and EASC Advocacy Board Legislative Sendoff Breakfast with Legislators, Everett School District Community Resource Center
- January 11, 6:30 p.m., Coffee with the City, Recreation Pavilion
- January 19, 5:30 p.m., Snohomish County Cities Meeting, Location TBD
- 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