

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

December 2, 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 meeting is scheduled for **Saturday, December 3, 2016** from 9:00 a.m.-12:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Executive Session to Review the Performance of the City Manager Pursuant to RCW 42.30.110 (1)(g) – Three Hours Anticipated, and (2) Reconvene to Open Session: (a) Direction to City Manager or Staff as Needed.

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) Appoint City Hall Advisory Committee Members (Tentative), and (5) Discussion of Low Impact Development (LID) Ordinances: (a) Ordinance #1 – Implementing LID – Standards and Procedures, and (b) Ordinance #8 – LID in Subdivision Standards.

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 219th Street SW, Suite 220. The City Council agenda includes: (1) Economic Alliance Snohomish County Annual Report Presentation, (2) Review of 2016 Budget Modifications (Tentative), (3) Discuss 2017-2018 Biennial Budget Ordinance (Tentative), (4) Review of PUD Switch Vault Agreement (Tentative), (5) 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, (6) Review of Low Impact Development (LID) Ordinances (Tentative): (a) Ordinance #2 – Clearing and Grading Procedures, (b) Ordinance #3 – Building Code Tree Removal Provisions, (c) Ordinance #9 – Amendments to Landscape Regulations, (7) Review of Solana Townhomes Fee Simple Unit Lot Subdivision Project, and (8) Review of City Council Subcommittee Recommendation for Interim Board and Commission Member Appointments (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, 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.
- **December City Happenings:** The winter issue was mailed this week to all residents and businesses in the area. Our awesome Evergreen Award winners are featured on page 1 and 3. The middle pages recognize several of our 2016 volunteers, who, thanks to their efforts we were able to make numerous park improvements this year including new trails, benches, and retaining walls. This issue also provides information on how to stay informed using some of the new modules on our website that launched in early 2016. Click the green "Notify Me" button to sign up for text or email updates. Finally, the December issue includes inclement weather policies for the Pavilion and garbage/recycling pick up from Waste Management. Our snow removal route map is also shown to keep the community informed about priority routes for snow plowing. Major arterials are plowed first and most often for emergency vehicle response.
- **City Hall Advisory Committee:** Thank you to the applicants who interviewed to serve on the City Hall Advisory Committee. The City Council is tentatively scheduled to appoint the nine-member Committee on Monday, December 5 and the Committee will begin meeting in January. 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.
- **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

- **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.
- **Solana Townhomes:** The proposal is a three building, nineteen unit fee simple unit lot subdivision in District E of the City’s Town Center, specifically at 240th Street SW and 55th Avenue W. Access to the site will occur from the adjacent alley to the west. The project includes elements consistent with the City’s Town Center Design Standards. The preliminary fee simple unit lot subdivision has received a recommendation for approval from the Planning Commission, and is scheduled to be introduced to the City Council on December 15 with the public hearing on December 19, 2016.
- **Permits Issued:** All building and associated permits for the last two lots (1 & 6) for Atworth Commons PUD have been issued. Total fees received for these permits were \$41,698.38.
- **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.

Submittal Date	Applicant	Site Address	Description (Permit Type: P-PRE-APP)
11/23/2016	Alan Clark, Arca Architecture	23120 56 th Avenue W	Construction of a multistory mixed-use development. 8 floor Planned Unit Development proposal with two subsurface parking floors.

ENGINEERING SERVICES AND PUBLIC WORKS UPDATES

- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor has been working on completion of ADA ramps and pavement restoration including water service crossings. On December 5, work will begin on the water main replacement on 58th Avenue W, between 236th and 232nd. A closure will be in place for approximately two weeks. During construction on street parking will be restricted through the work zone.
- **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. The project will be advertised for a bid opening on December 6 with the intent of awarding the project at the December 19 City Council meeting.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

Recreation

- **Espresso Special:** Next week's Espresso special is an **Eggnog Latte**. Come in December 4-10 and receive \$0.50 off a 16 ounce!
- **Photos with Santa Claus at the Pavilion:** 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.-1:00 p.m. All proceeds will go to the Michelle Ringler Scholarship Fund.
- **Winter Break Pool Schedule:** The schedule has been posted [online](#) and will run from December 19, 2016 through January 8, 2017.
- **Swim Lesson Pre Registration:** Will begin December 12 and 13 for weekdays, December 16, 17, and 18 for weekends for those currently in swimming lessons. Registration for Mountlake Terrace residents will be December 21 with open/online registration December 22. Lessons will resume January 9, 10, 13, 14, and 15.
- **New Hire:** Aquatics will be welcoming a new Recreation Coordinator, Mark Feeney, at the beginning of the New Year. Mark comes to us via the Samena Club in Bellevue where he has worked the past five years as a Lifeguard and Swim Instructor and more recently as a Swimming Lesson Coordinator for that facility. He has a strong background as a trainer and a teacher for both Lifeguarding and Swim Instruction. He will take over our Weekend Swimming Lesson Program as well as overseeing Recreation Swims and Rentals.
- **Aquatic Staff Training:** On December 2 from 4:15-6:30 p.m. aquatic staff held an in-service that will focus on instruction. The Pool, Spa, and Sauna closed at 4:15 p.m. to the public.
- **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](#). The position closes on December 5 at 5:00 p.m.
- **Winter Dance Recital:** Do not miss the Mountlake Terrace Dance Academy's Winter Dance Concert at the Mountlake Terrace High School Theater on December 10 at 2:00 p.m. \$8 tickets are for sale at the door and the box office will open at 1:00 p.m. Ballet, Hip Hop, Tap, Jazz, Flamenco and the little Creative Dance classes will all have their moment in the spotlight. No matter the age or ability our dedicated students and creative teachers have put together entertaining dances with fun music of all kinds. Come join the fun!

- **Mountlake Terrace 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 the 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.
- **Winter Break Care:** There are still spaces available for winter break care at the Pavilion. Care is available on all weekdays during winter break. For more information or to register call (425) 776-9173.
- **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.

Public Works

- **Holiday Spirit:** Public Works crews have been busy dressing up the city with the holiday decorations used for the past few years, including wreaths on various light poles throughout the community.

Parks

- **Eagle Scout Project:** Candidate Peter Barnes has contacted Parks Services Superintendent Ken Courtmanch regarding a project at Evergreen Playfield #3. This would be an expansion of the project begun by Eagle Scout Dustyn Stelter earlier this year. This project would continue to rebuild the retaining wall at the ballfield with concrete blocks, replacing the 1970s-era railroad ties. Timeline for the project would be late winter/early spring.
- **Tree Lighting:** Parks crews this week prepared for the Tree Lighting held Friday, December 2 at 6:30 p.m., at Evergreen Playfields.

- **Forest Crest Lighting:** Parks crews finished concrete work and will be putting up the poles for parking lot lighting early next week.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	23	38	7	7	0	0	3	1
YTD	1784	2942	332	242	31	105	61	125

Significant Incidents

On November 27 at 1:14 a.m., Mountlake Terrace Patrol responded to the 22100 block of 67th Avenue West in regard to a disturbance between a male and female. Once the Officers arrived on scene, it was determined that a female guest of the male and female, who lived at the residence, had a ‘no contact’ order with the male who lives there.

After the male suspect was taken into custody, he slipped his handcuffs to the front of his body. When the Officers attempted to reapply the handcuffs to his back, the male suspect resisted. To protect the Officers, the other involved subjects, and the suspect, the Officers applied leg restraints to the suspect. While attempting to regain control of the suspect, an Officer sustained a minor knee injury and was evaluated by Fire District 1. The female victim of the court order was taken to Swedish Hospital in Edmonds for a mental evaluation after she made suicidal threats. The suspect was charged and booked for felony no contact order violation and resisting arrest.

Detective Unit Update

- **Cases Assigned**
 - 1- Death Investigation
 - 4- Assaults
 - 1- Harassment
 - 1- Malicious Mischief
 - 1- Cyber Stalking
- **Cases Cleared**
 - 1- Death Investigations
 - 1- Suspicious Circumstances
 - 1- Fraud

Community Outreach & Directed Enforcement

- Sergeant Sheets’ crew conducted extra patrols for speeders in the area of 226th Place SW.
- Sergeant Pickard conducted a welfare check of an 81-year-old male who lives at the Lakeside Apartments and had fallen the day before while taking out his trash and sustaining a minor head injury. He was very appreciative of the visit.
- Mountlake Terrace Police Officers continue to visit their assigned schools during their normal patrol shifts.
- Sergeant Elrod’s crew conducted an emphasis for disabled parking violations.

- Sergeant Burkett's crew spent nearly two shifts investigating a warrant subject that had fled from them on a traffic stop earlier in their week. They located the suspect at the Studio 6 Motel and safely took him into custody for warrants totaling \$200,000.
- 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 October 25 Mountlake Terrace Police Code Enforcement had received an anonymous complaint regarding an abandoned property located near the 22500 block of 52nd Avenue West with large accumulations of debris and trash.

Code Enforcement photographed the debris, trash, discarded household furniture and appliances and contacted the property owner.

Code Enforcement issued a Notice of Violation to the property owner 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).

Subsequently, Code Enforcement was contacted by the owner who removed the debris, trash and household items from the lot. The property is currently scheduled for future development.



Other Items of Interest

- **Official SNOCOM Launch of Smart911:** On November 29 SNOCOM launched a rather unique and helpful service to the SNOCOM communities called Smart911. Smart911 will allow citizens to create their own public safety profile that will automatically be made available to emergency call takers at SNOCOM when a citizen calls 911 from one of their registered phones. In order to participate in this valuable service, a citizen must go to the Smart911 website at <https://safety.smart911.com/#smart911>.

There is no cost to the public to create a public safety profile. The profile is only available if they call 911 from a registered phone. It cannot be searched or otherwise accessed. Some of the information citizens can enter includes:

- Home and work addresses
- Landline and cell phone numbers
- Medical Conditions
- Access points
- Vehicles
- Pets
- Residents names
- Pictures
- Alerts such as being deaf, hard of hearing or speech disabled.

When a registered user calls 911, their safety information will automatically be displayed on the emergency call takers screen at SNOCOM. Their safety information will be available to any emergency dispatch agency who has a Smart911 contract. Both SNOCOM and SNOBAC (Everett and North Snohomish County Dispatch) have Smart911.

NEWS RELEASES

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

MARK YOUR CALENDARS

- 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