

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

October 28, 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, November 3, 2016** beginning at 7:00 p.m. in the Interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220. City Council agenda items include: (1) 2016 Third Quarter Police Department Report, (2) Review of Low Impact Development (LID) Standards, (3) 2017-2018 Budget Presentation from the City Council, City Manager, and Community Relations Department, (4) Review of Proposed 2017-2018 Biennial Budget, and (5) Review and Approval of City Manager Performance Evaluation Process and Forms.

The City Council's next regular meeting is scheduled for **Monday, November 7, 2016** beginning at 7:00 p.m. in the Interim City Hall Council Chambers located at 6100 219th Street SW, Suite 220. City Council agenda items include: (1) Authorization to Submit Landscape Conservation and Local Infrastructure Program (LCLIP) Notice of Intent to County, (2) Public Hearing on 2017-2018 Biennial Budget, and (3) Review of 2016 Budget Modifications (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Meetings with the 32nd Legislative Delegation:** The City Council will be meeting with the 32nd legislative delegation on the 2017 Legislative Agenda and Session Plan. Meetings have been scheduled for:
 - November 9, 5:00-6:00 p.m., Meeting with Representative Stanford, at Mountlake Terrace Interim City Hall
 - November 10, 10:30-11:30 a.m., Meeting with Senator Chase, at Mountlake Terrace Interim City Hall
 - November 10, 12:00-12:45 p.m., Meeting with Representative Kagi, at 18560 1st Avenue NE (Room E800), Shoreline
 - November 10, 3:30-4:30 p.m., Meeting with Representative Ryu, at Mountlake Terrace Interim City Hall
- **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, November 9, 2016 from 6:00-7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Ballot Drop Box in Mountlake Terrace:** Snohomish County Elections will have a mobile van ballot drop box at the Mountlake Terrace Library Parking Lot (23300 58th Avenue W) on Election Day, November 8. The van will be there only on Tuesday, November 8 from 10 a.m. to 8 p.m. so voters can drop off their ballots. The Librarian said the van should be in the parking lot running parallel to 58th Avenue. Snohomish County Elections Office has previously informed our city that we are on the waiting list for a permanent ballot drop box when funding is secured. In the meantime, they are utilizing mobile van drop boxes this year in addition to the regular drop boxes found [here](#).
- **City Hall Advisory Committee Applicants Sought:** The Mountlake Terrace City Council seeks interested residents to serve on a City Hall Advisory Committee and assist in the development of a new City Hall plan to put before voters in 2017.

The city would like to thank voters for approving a levy in August to fund Interim City Hall rent for the next four years while we work with the community to plan, design, fund, and construct a new City Hall on the vacant city-owned property at 232nd Street SW and 58th Avenue W (Civic Center). This site is currently being used as a staging area for downtown construction projects.

The City Council intends to interview and select a 9-member advisory committee that would meet in the evening, about three times per month beginning in January for the first half of 2017 and less often the remainder of the year with some weekend meetings possible. The initial goal is to work with architects on a City Hall plan and make a recommendation to the City Council as it relates to size and cost of this facility. The city also plans to have extensive community outreach and neighborhood meetings to receive city-wide input and answer any questions about this important project as part of the committee's work.

Applicants must be current residents of Mountlake Terrace, at least 18 years of age, and able to attend evening and some weekend meetings in 2017.

Individuals interested in serving on this committee should submit an application by 5:00 p.m. on November 14 to the City of Mountlake Terrace, 6100 219th Street SW #200, Mountlake Terrace, WA 98043 or via email at cityhall@ci.mlt.wa.us.

The City Council will interview applicants in late November or early December and appoint the committee in December. To receive an application, you may complete the [online form](#), [typeable PDF form](#), visit City Hall at 6100 219th Street SW #200, or contact City Clerk/Community Relations Director Virginia Olsen at cityhall@ci.mlt.wa.us or (425) 744-6206 to have one emailed to you or made available for pick up. If you have any questions, feel free to call Ms. Olsen at the contact information above.

- **CGI Community Video:** The Community Relations Division is making the final edits on the Community Tourbook Video proofs. All four have been submitted to CGI Communications and are in the works. We hope to have the videos on the city's website by the end of the month.

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.

ENGINEERING SERVICES AND PUBLIC WORKS UPDATES

- **Lakeview Trail Project:** The contractor has completed striping in the WSDOT right-of-way (ROW) in which pavement repair had been done. PSE has detected a gas main leak from the 4" main below the permeable asphalt trail in the area of the wall in WSDOT ROW which will require cutting the trail for repair.
- **Main Street Revitalization Project:** Staff is currently working with WSDOT on the procedure for approval of channelization west of the new Gateway Boulevard and new signal as WSDOT regulations will entail modifying the new intersection to be limited access. The City's ROW consultant is continuing to provide offers to property owners for right-of-way and easements while working with staff to address property owner concerns. The final PUD switch vault agreement including exhibits has been sent to PUD for concurrence prior to taking the agreement forward to Council.
- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** This project upgrades and replaces aging and undersized water, sewer, and storm facilities for increase fire flow and capacity for current and future use along 44th, 224th and 45th with minor drainage improvements along Lakeview Drive at Ballinger Estates. Council awarded the project to Kar-Vel Construction who was low bidder. Drainage work on Lakeview drive is complete. The contractor is now working on completing services and the tie-ins for the water main on 44th Avenue W south of 224th Place SW. Expect road closures and one lane traffic as the project progresses. Local access for businesses and residents will be maintained. It is currently anticipated that the contractor will be completing work on 44th / 224th in the next few weeks and then moving on to 58th.
- **Transportation and Park Impact Fee Updates:** The project schedule for updated impact fees is being adjusted to best meet presenting both the TIF and PIF jointly to the Planning Commission and City Council. Based on having a flat fee and the projects proposed to be included in the TIF, the new rate would be \$3,432/trip (before any discounting) which is more consistent with neighboring jurisdictions. Staff have sent the proposed revisions to the Department of Commerce for review.
- **Lakeview Drive Overlay:** Inclement weather has continued to delay the project. The additional subgrade repairs necessary due to ground water intrusion began Thursday, October 27. It is anticipated that there will be one more day of pavement/subgrade repair and two days of paving. Due to the sensitivity of the subgrade and pavement placement to moisture, completion of these items is dependent on adequate weather windows and temperatures.

- **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 is currently being designed in-house. City staff have incorporated bulb-outs at intersections to provide traffic calming as well as shifting the sidewalk in locations where significant trees would have needed to be removed otherwise, being proactive in tree canopy retention as part of Low Impact Development. Staff have been working on minor modifications and elimination of one bulb-out to accommodate proper drainage. The project is scheduled to go out to bid early November with the intent of awarding the contract in December.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

- **Dog Classes:** New sessions of Basic Dog Obedience and Puppygarten will begin soon. Basic Dog Obedience for dogs five months and older will begin November 7 and run through December 19. This class will cover walking on a leash, sit, down, stand, stay and come. It meets on Mondays from 7:30-8:30 p.m. at the Recreation Pavilion. Fees are \$85 for Mountlake Terrace residents and \$90 for non-residents. Puppygarten is for puppies that are 8-16 weeks old and will meet November 3 through December 15. This class goes over socialization and basic obedience. Fees are \$80 for Mountlake Terrace residents and \$85 for non-residents. This class meets Thursdays at the Recreation Pavilion. To register contact the Recreation Pavilion at (425) 776-9173.
- **Early Closure Halloween:** The Recreation Pavilion will close at 6:30 p.m. on Monday, October 31. The pool will follow the regular published schedule from 6 a.m. to 4:00 p.m. with the exception of afternoon swimming lessons, which are not scheduled after 3:00 p.m. For more information contact the Recreation Pavilion at (425) 776-9173.
- **Espresso:** Next week's espresso special is a pumpkin spice latte. Come to the Recreation Pavilion from October 31-November 6 to get cozy with this fall favorite and receive \$.50 off a 16 ounce!
- **Family Costume Carnival on October 29 from 5:00-9:00 p.m. at the Terrace Park Gym for \$5 Per Person/\$10 Per Family Up to 4:** Kontageous (Hip Hop) Dance Company (KDC) and the Mountlake Terrace Dance Academy are teaming up to bring you the best family-friendly event in town. Carnival games, great food, a costume contest and best of all diverse music and dance will keep you entertained while raising funds for dance scholarships. KDC and Mountlake Terrace Dance both strive to offer inclusive and challenging dance opportunities to everyone. The proceeds from this event will go directly to the KDC and Mountlake Terrace Dance scholarship funds for students who otherwise would not be able to afford dance tuition.
- **FREE 3rd Grade Swim Vouchers:** Rose Ploeg, Recreation Supervisor / Aquatics, met with the City of Lynnwood Aquatics Manager and representatives from Edmonds School District about the 3rd Grade Swim Lesson Program/Vouchers. The vouchers were sent out to the schools on October 26 and will be distributed to the students soon after. This is the fifth year of the program, which is funded by a Verdant Health Commission grant.

- **Land Fitness Classes:** INSANITY is a new fitness class that pushes you with interval exercises for 3 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 at www.crazedigital.org. Fall session 2 begins November 1 but you can join any time. Sign up now or pay for a drop-in trial.
- **MLT Dance Academy Classes:** Registration for fall dance classes is still ongoing. We have added Lyrical to our regular line up of Ballet, Jazz, Tap, Hip Hop and Irish Step Dance in the yearly program. Dancers are always welcome to join but we do need kids in soon, if they want to be eligible and prepared for our performance at the High School Theater on December 10.
- **Public Works, Parks, and Property Management:**
 - The street sweeper is currently in the shop for repairs. Mechanics are working with a contractor to ensure its return to the fleet as soon as possible.
 - Eagle Scout Candidate Josh Hartre installed a bench at Bicentennial Park over the weekend. This finishes his project. Staff will be looking to schedule recognition at an upcoming City Council meeting.
- **Quarterly Creative Dance and Pre-Ballet:** These classes begin on November 1. Kids 3-6 years olds can come and get some fun and exercise on Tuesdays right after pre-school or half day kindergarten. Creative Dance for 3-5 year olds is from 12:45-1:30 p.m. Creative Pre-Ballet for 4-6 year olds class is from 1:30-2:15 p.m. Register [online](#), on the phone, or at the Pavilion.
- **Quarterly Teen/Adult Dance Classes:** We are expanding our adult classes with Tap Dance and East Coast Swing in late afternoon for the 55+ 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.
- **Racquetball Tournament:** The late fall racquetball tournament is coming up on Saturday, November 5. The deadline for entry is Monday, October 31. Compete in singles or doubles. For more information or to register, call (425) 776-9176.
- **Rubber Ducks:** We have a variety of fall and Halloween rubber ducks for sale in the Recreation Pavilion lobby. Come get some for the little ones in your life for just \$1 per duck!
- **Swim Lessons:** The new weekend swimming lesson session begins Friday, October 21, through Sunday, October 23. Lessons will run from October 21-23 to December 16-18 with no lessons scheduled the weekend of Thanksgiving (November 25-27). There is some room still to register, space is limited on Saturday and Sunday which are 80% full. Friday has space available in the daytime for beginning level pre-school age children.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	30	60	6	9	0	0	2	2
<i>YTD</i>	1635	2760	304	212	27	99	55	120

Significant Incidents

- On October 25 at 10:44 p.m., a motorist was stopped for an equipment violation in the 4600 block of 212th Street SW. Soon after the stop, it was determined that the motorist had an outstanding warrant. Once the motorist was advised of the warrant, the suspect immediately fled the traffic stop at a very high rate of speed. Several blocks from the location of the stop, an uninvolved Mountlake Terrace Police Officer observed the suspect driving recklessly but was unable to make contact due to the excessive speed of the fleeing vehicle. With help from nearby police agencies, the suspect was located in a shed bordering the Interurban Trail. The suspect was safely taken into custody and booked on multiple charges to include felony narcotics and the original theft warrant. The vehicle was soon located abandoned nearby and was impounded for further investigations.

Detective Unit Update

- **Cases Assigned**
 - 1- Sex Offense
- **Cases Cleared**
 - 1- Sex Offense

Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers continue to visit their assigned schools during their normal patrol shifts.
- Sergeant Sheet’s Crew monitored high speed traffic in the area of 226th Place SW and 73rd Place W.
- Sergeant Burkett’s Crew worked with homeless individuals who were sleeping in the 220th Street tunnel.
- Officers continued to conduct local business and area checks which included Studio 6 Motel, AM/PM, 7-11, Creekside Church, Ballinger Park, 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 20, the following municipal violations were observed by Mountlake Terrace Police Code Enforcement on a property near the 21800 block of 55th Avenue W: 8.15.040.I (debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk

not in an approved enclosed structure, in the front, back, or side yards of the property), 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.2 (motor vehicle's belonging to a person other than a resident may not be stored on a property outside 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), 8.15.040.H.1 (all broken or discarded household furniture, furnishings, or equipment, or any appliances not in an approved enclosed structure, in the front, side, or back yard of a property), 8.15.050.D (all vehicle parts and accessories must be appropriately stored in an approved structure) and 8.15.040.G.1 (garbage not kept in proper receptacle with a tight-fitting lid).



Community Development / Zoning was notified of the commercial vehicle parked in a residential zone. A Notice of Violation was issued by Code Enforcement for the above violations, and follow-up will continue until the property is compliant with City ordinances.

Other Items of Interest

- On October 22, between 10:00 a.m. and 2:00 p.m., the Mountlake Terrace Police Department participated in the semi-annual National Drug Take Back Program. It was a great success. 68 people visited the Police Department and disposed of enough expired and unwanted narcotics to fill 10 boxes. An informal survey of the people who visited our lobby revealed they were from the following communities:
 - Monroe
 - Clearview
 - Mukilteo
 - Shoreline
 - Mill Creek
 - Mountlake Terrace
 - Lynnwood
 - Edmonds
 - Lake Forest Park
 - Everett
 - Brier
 - Kenmore
 - North Seattle and
 - Bothell.

The below picture are the 10 boxes of expired and unwanted narcotics just prior to being delivered to a facility in Seattle for destruction.



NEWS RELEASES

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

MARK YOUR CALENDARS

- October 29, 5:00 p.m., 10th Annual Costume Carnival, Terrace Park School Gym
- November 9, 5:00 p.m., Meeting with Representative Stanford, Interim City Hall
- November 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 10, 10:30 a.m., Meeting with Senator Chase, Interim City Hall
- November 10, 12:00 p.m., Meeting with Representative Kagi, 18560 1st Avenue NE, Shoreline
- November 10, 3:30 p.m., Meeting with Representative Ryu, Interim City Hall
- November 17, 5:30 p.m., Snohomish County Cities Meeting, TBD
- November 17, 6:00 p.m., Sound Transit Open House, Nile Shrine Center
- 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

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace