

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

November 13, 2015

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Council Members:

COUNCIL MEETINGS

The City Council's next regular meeting is scheduled for **Monday, November 16, 2015** 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) Public Hearing and Adoption of 2015-2016 Mid-Biennial Budget Modification Ordinance, (2) Public Hearing and Adoption of 2016-2021 Transportation Improvement Program (TIP) Ordinance, (3) Public Hearing on Revenue Sources Including 2016 Property Tax, (a) Adoption of Substantial Need Resolution for General Operating Levy, and Emergency Medical Services Levy; (b) Adoption of General Operating Property Tax Levy Resolution; (c) Adoption of Emergency Medical Services Levy Resolution; and (d) Adoption of 2016 Property Tax Ordinance.

The City Council's next work/study session is scheduled for **Thursday, December 3, 2015** 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) Economic Alliance Snohomish County Annual Report Presentation, (2) Review of 2016-2020 Recreation and Park Fees Resolution, (3) Review of Community and Economic Development Permit Fees Schedule and Resolution, (4) Review of Non-Conforming Use Standards Ordinance (Tentative), and (5) Update on Atworth Commons Final PUD, Final Plat and Zoning Map Amendment (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Mountlake Terrace Tree Lighting Ceremony:** The Annual Tree Lighting Ceremony is Friday, December 4, from 6:30 to 8 p.m. at Evergreen Playfield, 22205 56th Ave W and features a concert by Mountlake Terrace Elementary and Terrace Park Elementary School students, a visit from Santa and the traditional lighting of the tree. This year's Tree Lighting Ceremony is sponsored by Vineyard Park at Mountlake Terrace.
- **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 9, 2015 from 6:00 to 7:00 p.m. in the Jungle Room.

ADMINISTRATIVE SERVICES

- **Wellness Program:** The city will be implementing a Wellness Program beginning January 2016. If successful in meeting certain criteria, the city will be eligible for a discount in medical insurance costs beginning in 2017, which could mean approximately \$40,000 in annual savings.

ENGINEERING SERVICES UPDATES

- **Lakeview Trail Project:** During the week of November 16, the contractor will be working on landscaping, fencing and striping. The new traffic signal at 236th Street SW and 65th Place W became fully functional on Monday, November 9 at about 10 a.m. The timing for this signal includes an exclusive pedestrian phase. When the signal is on for pedestrians to cross at one of the crosswalks, the pedestrian signal will be on for all of the crosswalks. If pedestrians/bicyclists do not press the button for a walk signal, the pedestrian phase will be skipped. This signal has been set up this way due to the large volume of vehicles, which travel southbound on 65th Place W and then turn left onto 236th Street SW. These left turns create a conflict with trail users who are crossing 236th Street SW at this intersection. Expect lane closures but no detours on 228th Street SW/Lakeview Drive/236th Street SW from the Interurban Trail to I-5. On-street parking restrictions are in place for Monday-Thursday. Normal work hours are 7:00 a.m. to 6:00 p.m., Monday-Thursday. Expect delays. Use of alternate routes is recommended.
- **North Side Water Main Improvements:** During the week of November 16, concrete and pavement restoration work will begin. Expect delays. Use of alternate routes is recommended. On-street parking will be restricted during construction. Expect to be towed if you are parked in a No Parking zone. Normal work hours are 7:00 a.m. to 5:00 p.m., Monday-Friday. This project is expected to be completed this fall.
- **Edmonds' 228th Street SW Corridor Improvement Project:** The City of Edmonds continues construction of an extension of 228th Street SW from 76th Avenue W to SR99. This project will include new traffic signals at SR99/228th and at 76th/228th, and will also include reconstructing 228th Street/Lakeview Drive from 73rd Place W to the Ballinger Playfields. Edmonds' contractor is expected to be working in the City of Mountlake Terrace portions of the project through the fall. The majority of the work in Mountlake Terrace has been completed, but there is still some minor cleanup to be performed. Expect lane closures on 228th Street SW/Lakeview Drive in this area. Typical work hours will be Monday-Friday from 7:00 a.m. to 5:00 p.m. Expect longer delays during the construction activity. Motorists should consider using alternate routes. Residential, pedestrian, and business access will remain open throughout the project.
- **227th Street SW Sidewalk Improvements (56th to 58th):** This project will construct curb, gutter and sidewalk on the south side of 227th Street SW between 56th and 58th Avenue W. This project includes ADA ramps, a planter strip, and roadway and drainage improvements on the south side of the roadway. The project is being advertised and bid opening is scheduled for mid-November. Construction is expected to begin this winter and be complete in early 2016.

- **Lynnwood Emergency 212th Water Main Project:** The repair process is underway for a broken water main on 212th Street SW near 60th Avenue W. This may include lane closures and detours over the next few weeks.

RECREATION, PARKS AND PROPERTY MANAGEMENT UPDATES

- **Pavilion Saturday Market:** The Recreation Pavilion will be holding a Saturday Market on November 21 from 9 a.m. to 2 p.m. The public and patrons can come and do their holiday shopping at the many craft and vendor booths set up in the lobby.
- **Hazard Tree Removal:** Park Services is working with a contractor to remove hazard trees at Matt Hirvela/Bicentennial Park. The trees in question are dead or dying and need to be removed for the safety of park patrons. The park will be closed during the removal process for at least another week. Upon reopening, only a portion of the park will be available for public use.
- **Mountlake Terrace Dance Academy:** The school year is underway with solid Ballet, Hip Hop, Irish Step and Tap programs. We are still taking registration. It's not too late to join us. Second semester begins in February and registration is open as of November 1. Dancers with good attendance will brave the stage on December 12 at the Mountlake Terrace High School Theater. It will be an entertaining, afternoon show with tickets sold at the door.
- **PiYo Fitness Class:** PiYo is short for Pilates and Yoga. This new class has become immediately popular at the Pavilion on Wednesday nights. Patterns of movement that are related to Pilates and Yoga are set to music keeping participants entertained while working up a sweat. Another key to its success is that it's great for all levels of fitness.
- **Help Wanted in Recreation!** Recreation positions currently available and posted on the website at <http://www.cityofmlt.com/cityServices/humanResources/currentJobs.htm> include:
Lifeguard (part time)
Swim Instructor (part time)
Before or After School Assistant
Preschool Assistant (part time)
Children's Dance Instructor (part time)
Zumba Instructor
- **Espresso Specials:** The Recreation Pavilion's espresso stand will have some great fall drink specials this November. Each week, receive \$.50 off a 16oz! Next week's special is the Caramel Apple Cider.
- **Adult Sports:** Registration for winter adult sports opens Monday, November 16. Men's Basketball and Co-Ed Volleyball are available. Winter leagues begin January 4, 2016. For more information, or to register, call (425) 776-9173 x0.
- **Racquetball Tournament:** Players from around the area will compete in this one-day racquetball tournament. The tournament will be held Saturday, December 5. Registration is open! Deadline is Monday, November 30. For more information, or to register, call (425) 776-9173x0

- **Gift Giving Campaign:** The Mountlake Terrace Youth programs will be participating in the annual holiday gift giving campaign. Information on families in need is being gathered. Requests for gifts will be coming in early December.
- **Preparing for Winter:** All turf athletic fields have been closed for the season. Parks staff will winterize the fields. They will also spread fairway sand on the fields to help them recover from a heavy season of use by a variety of groups.
- **Youth Programs Welcome New Staff:** The Mountlake Terrace Youth Programs welcome some new staff to their programs this school year. Mary Stuman and Nicole Richard are the site leads for the off-site care programs. Mikala Valdez, Ruby Dagget and Tara Shannon have begun working with the pre-school and Jr Kids Krew programs at the Pavilion. All new staff comes to us with lots of experience and they are working very hard to implement the programs.
- **Swimming Lessons:** The third session of Monday/Wednesday and Tuesday/Thursday Weekday Swimming Lessons begins November 16 and 17 and will run through December 16 and 17. Registration will remain open through the third lesson. Class schedules are available in the lobby of the Pavilion or online at <http://www.cityofmlt.com/cityServices/recreation/indoorPool/swimLessons.htm>. The next pre-registration will take place December 14, 15, 18, 19 and 20 for those currently in swimming lessons. Mountlake Terrace registration will be December 21 and open and online registration will be December 22. These registrations will be for the first sessions in January 2016.
- **Holiday Schedule for Thanksgiving Weekend:** A special schedule is posted online <http://www.cityofmlt.com/cityServices/recreation/indoorPool/swimSchedule.htm> and is available to pick up at the Pavilion front desk. November 25-29 will be a modified schedule. The Pavilion will be closed on Thursday, November 26 for Thanksgiving. November 25, the pavilion will close early at 6:30 p.m. and will have shortened hours on November 27-29. There are no swimming lessons scheduled during this time.
- **Special Rentals and Programs:** On Sunday November 15, a group of Girl Scout leaders who run a Girl Scout Camp Waterfront will be recertifying their American Red Cross Lifeguarding, CPR/AED, First Aid and Waterfront LG Certifications with aquatic staff at the Pavilion.
- **Overnight Rental:** On Friday, November 13, an overnight is scheduled with Boy Scout Troop 348. Overnight groups can rent the swimming pool and rooms to complete merit badge water safety skills or just have fun in the water. They also play walleyball, games in the Riverview room and bring in DVDs.

POLICE DEPARTMENT UPDATES

(November 4, 2015 to November 10, 2015)

Due to the ongoing New World/RMS transition and complexity of retrieving accurate year-to-date activity numbers at this time, **ONLY WEEKLY** activity numbers will be documented during the remainder of 2015. YTD and weekly activity numbers will begin January 2016.

WEEKLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	28	84	7	4	1	2	0	1
YTD	-	-	-	-	-	-	-	-

Significant Incidents:

- On 11/05/2015 at 9:15 a.m., Mountlake Terrace Patrol Officers responded to a robbery in progress at the EZ-Mart, 24300 block of 56th Avenue West. The suspect pointed a shotgun-type weapon at the clerk. Officers on scene determined that the suspect actually fired the weapon and it turned out to be an air soft gun. No one was injured during the altercation. The suspect fled the area on foot. Law enforcement personnel from neighboring cities arrived on scene to assist with locating the suspect. However, the suspect was not located. The suspect did not take anything from the store.
- On 11/09/2015 at approximately 11:53 p.m., Mountlake Terrace Patrol Officers were dispatched to a vehicle collision in the 23400 block of 48th Avenue West. Upon arrival Mountlake Terrace Patrol Officers located the subject involved in the collision and arrested him for DUI in addition to warrants for his arrest. It was soon determined this same suspect was also responsible for the above described robbery. Detectives were notified and responded to interview the suspect. During the subsequent interview, the suspect confessed to the robbery. A warrant for collection of his DNA was served. He was booked at the Snohomish County Jail for the new offense in addition to the robbery.

Detective Unit Update:

Cases assigned

- 1- Missing Person
- 1- Harassment
- 1- Stalking
- 3- Assaults
- 1- Robbery
- 1- Burglary

Cases cleared:

- 1- Missing Person
- 1- Burglary: Identified suspect in burglary via warrants served on Comcast and Microsoft Live via use of a stolen Xbox. Suspect identified, property recovered.
- 1- Theft

Directive Enforcement:

- Mountlake Terrace Patrol Officers continue their patrol emphasis at the Studio 6 Motel and the surrounding neighborhoods.

Code Enforcement Property of the Week:

- On 10/28/2015, a City of Mountlake Terrace employee notified Mountlake Terrace Code Enforcement that a red Ford pickup was parked in the northwest corner of the Mountlake Terrace Recreation Pavilion parking lot for the past few weeks. When Mountlake Terrace Code Enforcement arrived, they observed a red Ford F250 pickup having an expired license, parked at 5303 228th Street SW parking lot. According to SNOCOM, the vehicle had not been reported stolen. Code Enforcement chalked the tires and issued a 72-hour correction notice in violation of MTMC 10.10.230 – (Abandoned/inoperable vehicles).
- On 11/4/2015, Mountlake Terrace Code Enforcement returned to the above location and noted the correction notice, police marker, and chalk marks were still intact, indicating the vehicle had not been moved for over 72 consecutive hours. Mountlake Terrace Code Enforcement contacted SNOCOM, and the above vehicle was impounded and towed.



Other Items of Interest

- Mountlake Terrace Police Department Personnel continue to utilize and learn the benefits of the New World Records and Dispatch System, which was implemented on October 27, 2015.

WINTER SAFETY INFORMATION

Be Careful with Candles: The holiday season is the peak time of year for home candle fires according to the National Fire Protection Association. Each year, an estimated 15,600 home structure fires started by candles are reported to local fire departments resulting in an estimated 115 deaths, 903 injuries and over \$400 million in estimated property loss.

Did you know that 36 percent of home candle fires started in the bedroom? Falling asleep was a factor in 11 percent of home candle fires and 37 percent of the associated deaths. The top five days for home candle fires were Halloween, Christmas, Christmas Eve, New Year’s Day, and New Year’s Eve. More than half of all candle fires started when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations, was too close to the candle.

There are many tips to avoid a tragic fire in your home this holiday season. Extinguish all candles when leaving the room or going to sleep. Keep candles at least 1 foot away from things that can catch fire, like clothing, books and curtains. Use candleholders that are sturdy and won’t tip over easily. Keep candlewicks trimmed to one-quarter inch, and extinguish taper and pillar candles when they get to within two inches of the holder. Votives and containers should be extinguished before the last half-inch of wax starts to melt.

Holiday Crime Prevention Tips: The holidays can be a prime time for crime and a few simple steps can help keep you safe this time of year.

- **Home Safety Tips:** Lock doors and windows when away, even if just for a short while. Leave a light on and ask neighbors to keep an eye on your house. Use automatic timers to make it appear someone is home. When going on vacation, stop newspaper and mail deliveries. Call the city's Police Department and ask for extra patrols in your neighborhood. Consider using a house sitter. Keep holiday gifts out of sight.
- **Personal Safety Tips:** Walk with your head up in well-lighted and well-traveled areas. Be aware of your surroundings in parking lots, especially after dark. Don't text or look at your phone/device while walking. If uncomfortable going into the parking lot alone, ask security to escort you. Use credit cards or checks instead of cash. Dress casually when out shopping, (expensive clothes and jewelry attract thieves). Shop with a friend, even if you shop separately, and meet up later. Don't leave your handbag unattended in your shopping cart.
- **Vehicle Safety Tips:** Always lock your vehicle and park in well-lighted areas as close to your destination as possible. Do not leave valuables in your car, especially credit cards, checkbooks, jewelry, bank/ATM receipts, cell phones, wallets/purses, keys, mail, vehicle title, garage door openers and iPods.

Use 911 to report suspicious people and activity **immediately** to police. Be aware and follow these simple tips to help prevent crime during the holiday season.

NEWS RELEASES

The following news releases issued this week can be found [here](#):

- Be Careful with Candles
- Holiday Crime Prevention Tips
- Robbery Arrest
- Mountlake Terrace Tree Lighting Ceremony

MARK YOUR CALENDARS

- December 4, 6:30 p.m., Tree Lighting, Evergreen Playfield Complex
- December 9, 7:00 a.m., Employee Appreciation Breakfast, Nile
- December 9, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

SCOTT HUGILL
Interim City Manager
City of Mountlake Terrace