

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

October 14, 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 regular meeting is scheduled for **Monday, October 17, 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) Domestic Violence Awareness Month Proclamation, (2) 2017-2018 Budget Presentation from the Police Department, Municipal Court, and Fire Protection Services, (3) 2017-2018 Budget Presentation from the Community & Economic Development Department, (4) 2017-2018 Budget Presentation from the City Council, City Manager, and Community Relations Departments, (5) Adoption of Resolution Outlining City Hall Advisory Committee's Purpose, Duties, Responsibilities, and Operating Principles, and (6) City Manager Performance Evaluation Subcommittee Report.

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) Review of SEPA Code Update Ordinance (Tentative), (4) Review of 2016 Budget Modifications (Tentative), and (5) Review of Proposed 2017-2018 Biennial Budget.

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. (Council can park in the lot on the corner of N 185th Street and 1st Avenue NE and enter through the doors just past the senior center. There is a sign that says legislative offices lining the walkway. The office is the first door to the right of the entrance.)
- 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.

ADMINISTRATIVE SERVICES UPDATES

- **City of Mountlake Terrace Volunteer Hours:** Human Resources reports that volunteers donated a total of 3,080.5 hours of services between January 1 and September 30 of 2016. Volunteers' efforts included participation on Boards and Commissions, Community & Economic Development, Recreation and Parks, and Police. The city could not provide all of these services without the help of dedicated volunteers.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **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

- **Third Quarter 2016 Development Services Permit Report:** Permitting for new developments and existing property improvements continued to surge in the third quarter. The City's Community & Economic Department's Development Services division processed 32 percent more total permits than in the same quarter last year. In fact, the department has nearly processed more permits in the first three quarters of 2016 than in any full year as far back as 2005 (pre-recession time periods). Permit activity is a useful indicator of economic growth and these numbers represent a positive trend in development and property improvement in Mountlake Terrace.
- **Development Permit Activity Report**
Permit information is available and searchable on the City's website, via the Permit Portal (<https://ci-mountlaketerrace-wa.smartgovcommunity.com>). Select "Reports" at the bottom of the page.

ENGINEERING SERVICES AND PUBLIC WORKS UPDATES

- **Lakeview Drive Overlay:** Pavement repair was underway Tuesday and Wednesday of this week with the intent to pave the pre-level (a thin pavement layer) as well. Due to current weather forecasts, it could be up to three weeks before there is a sufficient weather window for the final pavement overlay.
- **Main Street Revitalization Project:** Staff are currently working with WSDOT on the procedure for approval of channelization west of the new Gateway connector and new signal as WSDOT regulations will entail modifying the new intersection to be limited access. The City's consultant is continuing to provide offers to property owners for right of way (ROW) and easements while working with staff to address property owner concerns. Staff is continuing coordination with PUD regarding legals and exhibits for switch vaults in City ROW.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

- **NRPA Annual Conference:** Recreation Supervisor Kevin Witte attended the 2016 National Recreation and Parks Association's Annual Conference in St. Louis Missouri October 4-7. Kevin attend sessions about trends, strategies, and other relevant information that relates to the work done by Mountlake Terrace Recreation and Parks. Session topics included trends in participation in youth and adult sports, business ventures in parks and recreation, effective marketing through social media, and developing a successful marketing plan. Kevin was able to attend this conference at no cost to the City through a scholarship he won at the state conference in May, as well as his own contribution.
- **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.
- **Youth Programs:** On October 19 and 20, the pre-kindergarten youth classes will be visiting a local pumpkin farm as a fall field trip. The children are very excited to pick out their pumpkin for Halloween. All programs begin the weekly swim this Friday. The children are excited to get into the pool.
- **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.
- **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 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.
- **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. Creative Pre-Ballet

for 4-6 year olds class is from 1:30-2:15. Register on-line www.crazedigital.org, on the phone or at the pavilion.

- **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.
- **Espresso:** Next week’s espresso special is Fireplace Mocha. October 17 – 23 get warm with this delicious drink and save \$.50 on a 16 oz.
- **Swimming lessons:** A new session of swimming lessons for weekdays started this week. These will go through November 9 and 10. Weekend swimming lessons will start pre-registration on October 21, 22, and 23 for the second session of fall. The second fall session will run October 28, 29 and 30 through December 16, 17, and 18. The lesson schedule will be available by October 20, online and in the lobby.
- **Aquatic Staff:** Last Friday at the lifeguard expo, 72 enthusiastic participants swam for free to help make the rescues more real for lifeguards. The emphasis was making quick rescues, coverage when rescues are made and getting back in the rotation. At this in-service, Tori (Victoria) Loughe was named instructor of the month and her sister Shannon Loughe was named lifeguard of the month. Both have been very helpful in being subs for sick co-workers as well as picking up extra shifts for after-hours rentals and overnights.
- **Public Works, Parks, and Property Management:** The Public Works and Parks crews are out cleaning catch basin tops citywide. They are checking main drainage and flood areas as well. The street sweeper is consistently on the roads to prevent any potential flooding. The trailer with barricades and signs is ready in case there is a need at intersections or flood points. Property management staff are cleaning gutters and roofs to prepare for the storm as well. In addition, generators have been checked and addressed to be sufficient at the police station and operations facility in case of a power outage.

POLICE DEPARTMENT UPDATES FOR OCTOBER 5 - 11, 2016

WEEKLY ACTIVITY								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Week</i>	36	31	7	5	0	4	1	0
<i>YTD</i>	1584	2700	296	194	25	99	53	118

Significant Incidents

- On October 5, 2016 at 8:45 a.m., Mountlake Terrace Patrol units responded to the report of a possible body floating in the water at the Ballinger Park Boat Launch, 23500 block of Lakeview Drive. When the officers arrived on scene, they located a body floating near the fishing pier roughly 15-20 yards off the shore. Detectives were immediately notified and responded to the scene. The Snohomish County Sheriff’s Department Dive Team responded

to assist with the recovery. The Snohomish County Medical Examiner's Office also responded to the scene and took possession of the deceased individual. Detectives are conducting further investigation.

- On October 7, 2016 at 6:00 a.m., Mountlake Terrace Patrol Officers responded to a 70-year-old male threatening suicide by a firearm in the 5400 block of 221st Avenue West. With assistance from the Brier Police Department, the elderly male was called out of his residence and safely taken into protective custody. The distraught gentleman was transported to the Swedish Hospital for a mental evaluation. The neighbors in the area were debriefed of the incident.

Detective Unit Update

Cases Assigned:

- 1 – Assault
- 1 – Malicious Mischief
- 2 – Harassments
- 1 – Death Investigation

Cases Cleared:

- 2 – Sex Offences
- 1 – Death Investigation

Community Outreach & Directed Enforcement/

- Sergeant King's crew spoke with a homeless mother and son about relocating.
- Extra patrol checks in the 6500 block of 230th Street SW were conducted.
- Mountlake Terrace Police Officers continue to visit their assigned schools during their normal patrol shifts.
- Sergeant Burkett's crew worked with homeless subjects sleeping in the 220th Street SW 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 September 22, 2016, Code Enforcement followed up on a parking complaint of an abandoned red Ford Mustang located near the 5600 block of 230th Street SW. The vehicle was not reported stolen. Code Enforcement issued a correction notice, chalked the rear tire and issued a parking citation in violation of MTMC 10.10.230 – (Abandoned vehicle having an expired license exceeding 30 days expired), and MTMC 10.10.190 – (Storing vehicles on the public street over 72 consecutive hours). On October 12, 2016, Code Enforcement returned to the above location and noted the previously issued correction notice and parking citation had been removed, but marker and tire chalk marks were intact indicating the vehicle had not been moved. In



addition, the vehicle's license was still expired. Code Enforcement contacted SNOCOM dispatch and requested a tow. Subsequently, the vehicle was impounded and towed.

Other Items of Interest

- Officer O'Hagan continues to progress well in his field training program.

NEWS RELEASES

The following news releases, issued this week, can be found on the [City's webpage](#):

- Mountlake Terrace to Update Transportation and Parks Impact Fees
- MLT Budget Presentations October 13 and 17
- Time to Prepare for Emergencies
- Celebrate the Harvest with the Costume Carnival
- The Kiah Helms Photography Exhibit Opens November 1
- MLT Encourages Responsible Pet Ownership
- Be Careful with Candles

MARK YOUR CALENDARS

- October 20, 5:30 p.m., Snohomish County Cities Meeting – No October Meeting
- October 20, 5:45-8:00 p.m., AWC Regional Meeting, Scott's Bar & Grill, Edmonds
- 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, 6601 244th St SW
- 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