

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

November 4, 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, 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, and (2) Public Hearing on 2017-2018 Biennial Budget.

The Thursday, November 17 City Council meeting is canceled due to conflicts with Cities & Towns and the Sound Transit Open House. The City Council's next special work/study session is scheduled for **Wednesday, November 16, 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) Update on Impact Fees Ordinances: a. Park Impact Fees; b. Transportation Impact Fees (TIF); and c. Comprehensive Plan Amendments, (2) Review of 2017-2022 Transportation Improvement Program (TIP) Ordinance (Tentative), (3) Review of Low Impact Development (LID), (4) Review of 2017 Property Tax: a. Review of EMS Levy Resolution; and b. Review of Property Tax Ordinance, and (5) Review of 2016 Budget Modifications (Tentative).

COMMUNITY MEETINGS AND EVENTS

- **Lynnwood Link Extension Project Update:** Join Sound Transit for their open house and see the first images of the new light rail stations. The Lynnwood Link Extension project has entered final design, the process that advances design work from approximately 30 to 100 percent completion. Final design offers many opportunities for residents, neighborhood organizations, property owners and businesses to get involved.

Each open house will focus on the station design(s) in that area. All open houses will be held from 6-8 p.m. A brief presentation starts at 6:10 p.m. Stop by anytime. If you cannot attend, you can participate online. Visit their online open house November 15-30 at lynnwoodlink.participate.online.

- November 15, Lynnwood – Lynnwood Convention Center, 3711 196th Street SW
- November 16, Seattle/Shoreline – Shoreline City Hall, 17500 Midvale Avenue N
- **November 17, Mountlake Terrace** – Nile Shrine Country Club, 6601 244th Street SW

Ask questions and provide feedback on: station designs, project plans, station names, project benefits and potential impacts, public art, and related projects.

For more information: soundtransit.org/LLE, contact Community Outreach at (206) 398-5300, or lynnwoodlink@soundtransit.org, or 24-hour construction hotline: (888) 298-2395.

- **Meetings with the 32nd Legislative Delegation:** Due to the passing of Senator Andy Hill, the legislative meetings are being rescheduled so our legislators can attend his memorial service on November 11. We are working with Gordon Thomas Honeywell to reschedule the meetings and will keep the City Council apprised of changes.

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
 - Date/Time TBD, Meeting with Senator Chase
 - Date/Time TBD, Meeting with Representative Kagi
 - Date/Time TBD, Meeting with Representative Ryu
- **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](#).
- **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.
- **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.

- **Washington Cities Insurance Authority (WCIA) Training:** City Clerk/Community Relations Director Virginia Olsen attended a free training provided by WCIA on the Public Records Act (PRA). The workshop included a panel of three City Attorneys who frequently facilitate discussions on public disclosure and the PRA. The panel guided participants on how to navigate large, broad and complex public records requests. They provided updates on the current environment, legal issues surrounding public records, updating public records policies, and suggested applications for response.

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

- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The 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 at 1.9M, Engineers Estimate 1.8M. 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 and then moving on to 58th the second week of November.

- **Lakeview Drive Overlay:** Pavement and subgrade repair and paving of the driveway to Lake Ballinger were completed Friday, October 28. Paving began this week, and work will continue to be dependent on an adequate weather window.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

- **Lifeguard In-Service Friday, November 4:** The Pool, Spa, and Sauna will close at 4:15 p.m. The lifeguards will be practicing rescues and scenarios as a follow up to October's Expo.
- **Veterans Day, November 11:** On Friday, November 11, the Pavilion will run on a regular Friday schedule. Any veteran who comes in to swim will be admitted for free when they check in at the front desk.
- **Thanksgiving Weekend Schedule:** The schedule for Thanksgiving weekend is available online and in the lobby of the Recreation Pavilion. It will be a modified schedule starting Wednesday, November 23 with the Pavilion closing early at 6:30 p.m. November 24, Thanksgiving, the Pavilion will be closed. November 25 the hours of operation will be 8:00 a.m. (late opening) to 4:30 p.m. (early closure). November 26 will be a late opening at 8:00 a.m. and an early closure at 6 p.m., November 27 will be a regular opening at 8:30 a.m. and an early closure at 4:15 p.m.
- **Recreation Coordinator/Aquatics:** The recruitment for the vacant Recreation Coordinator position will close on Wednesday, November 9.
- **CPR/FA for Public Works/Parks and Facilities:** Chris Barker, Recreation Coordinator/Aquatics spent two days updating American Red Cross CPR/FA/AED for the crews from Public Works, Parks and Facilities. The update was held in the EOC at the Public Works Building. This certification will expire in two years.
- **Swim Lessons:** Registration for the third session of weekday swimming lessons will take place on November 7 and 8 for currently registered participants and November 9 for Mountlake Terrace residents and November 10 for non-residents. The lessons will begin on November 7, 14, and 15. The second session of Weekend swimming lessons started on October 28, 29 and 30, the Saturday and Sunday sessions were each 88% full.
- **Free Swim Lessons for Third Graders:** If you have a third grader who either resides or goes to school within the boundaries of the Edmonds School District – you have this great opportunity to receive 3 sets of swim lessons for free. This free swim lesson opportunity is

provided through a grant from the Verdant Health Commission. Contact the Recreation Pavilion for more information. The next set of vouchers for 2016-17 school year were distributed to the schools during the week of October 24 to all third graders in the district. We have already received some during our weekend swim registration. In the spring of 2017 all three aquatic departments will take part in presenting the Water Safety Presentations to the third grade P.E Classes.

- **Water Fitness Classes** are designed to improve cardiovascular fitness, tone muscles and increase flexibility. All classes are drop-in. Classes offered include Shallow Water Fitness, Deep Water Fitness, River Fitness, Water Walk, LIFT (Low Intensity Fitness Training) and Arthritis Aquatics Fitness and Aqua Zumba. We are fully into our Fall Schedule with most classes being full.
- **After Hours and Overnight Pool/Room Rentals:** These rentals are available for groups either for an overnight activity or for a smaller block of time on Fridays or Saturdays after closing. Other opportunities available during these times include gaining points towards merit badges or water safety skills practice. For more information about after hour rentals, contact the Recreation Pavilion at (425) 776-9173.
- **Dog Training classes:** The next Basic Dog Obedience class starts on Monday November 7 and will meet Monday nights at the Recreation Pavilion from 7:30-8:30 p.m. This class teaches commands for walking on a leash, sit, down, stand, stay and come. Behavior problems and proper equipment are discussed.
- **Puppygarten:** This is a beginning class for puppies 8-16 weeks old that works on socialization and basic obedience. Housebreaking and other basic behavior issues are discussed as well. This class meets on Thursdays from 7:00-8:00 p.m. The current class started Thursday November 3. The Intermediate Dog Obedience class picks up where the Basic Class left off and prepares dogs for the AKC Canine Good Citizen test that is given on the last night of class. This class meets Wednesdays from 7:30-8:30 p.m. The next scheduled class is in January, 2017. Classes are taught by Caren Malgesini who is a Certified Professional Dog Trainer (CPDT).
- **Costume Carnival:** The MLT Dance Academy and Kontagious Performing Company had a successful event on Saturday in the Terrace Park Elementary School Gym. A couple hundred people came dressed up to play games and watch the dancing. Performances by Teen Irish Step, Ballet, Jazz and Hip Hop classes as well as a Flamenco solo by Ms. Chloe were well received. Kontagious had several dynamite Hip Hop dances and a few singers wowed the audience. Everyone left happy and entertained. According to the Kontagious Director this was actually the 11th annual carnival.
- **MLT 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 gain the strength and learning to keep up in class. Call Chloe Davenport for more information and placement. (425) 640-3107.

- **Quarterly Teen/Adult Dance Classes:** We’ve expanded our adult classes with Tap Dance and East Coast Swing in 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 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.
- **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.
- **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 will begin November 17. Basketball is available for men’s teams in recreation or intermediate divisions. Games played Monday or Wednesday. Volleyball is co-ed with matched played on Tuesday. For information on sports leagues, call (425) 640-3105.
- **Racquetball Tournament:** The fall racquetball tournament will be held on Saturday, November 5. Over 20 participants will compete against each other. For information on racquetball court rentals or tournaments, call (425) 776-9173.
- **Dog Classes:** New sessions of Basic Dog Obedience and Puppygarten will begin soon. Basic Dog obedience for dogs 5 months and older will begin Monday, 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.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	36	45	1	5	0	2	0	3
YTD	1671	2805	305	217	27	101	55	123

Significant Incidents

- On October 26 at 12:26 a.m., Mountlake Terrace Patrol Officers were dispatched to the 6000 block of 244th Street SW for a possible assault with a weapon. The reporting party told the SNOCOM dispatcher that he had been shot while walking in the woods north of the Umpqua Bank. The reporting person described the gun as either a firearm or a BB gun. Multiple officers from Mountlake Terrace and surrounding jurisdictions responded to assist. The reporting person was soon contacted and it was revealed that he had been walking in the area where an unknown subject was shooting a BB gun and had possibly been struck indirectly by a BB. The reporting person did not have an injury and did not have any safety concerns. The subject with the BB gun was not located.

Detective Unit Update

- **Cases Assigned**
 - 1 - Fraud
 - 1 - Theft
 - 1 - Theft/Fraud
 - 1 - Burglary
 - 1 - Sex Offense
- **Cases Cleared**
 - 2 - Sex Offenses

Community Outreach & Directed Enforcement

- Mountlake Terrace Police Officers continue to visit their assigned schools during their normal patrol shifts.
- Officer Brecht contacted a homeless person who lives in his vehicle in the Albertsons parking lot. She provided his information to the Homeless Liaison Officer.
- 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.
- Sergeant King's crew conducted a speed emphasis on 226th Place SW between 66th Avenue West and 73rd Place West. Several tickets were issued.
- Officer O'Hagan and Cronk assisted with a stranded motorist and pushed his car off the roadway.
- Officer Dunmire located a lost child who had wandered away from school.
- Sergeant Sheets' crew conducted a one-day speed emphasis on 226th Place SW between 66th Avenue West and 73rd Place West. No speeders were contacted.

Enforcement Property of the Week

Mountlake Terrace Police Department Code Enforcement observed an abandoned black Dodge Neon missing both front and rear license plates, parked at the 4700 block of 216th Street SW.

Enforcement obtained the VIN number, and noted the vehicle was not reported stolen. Code Enforcement chalked the rear driver's side tire and issued a correction notice in violation of

10.10.190 (storing vehicles on the public street over 72 consecutive hours), and 10.10.230 (abandoned vehicles with expired license exceeding 30 days expired).

On October 5, Code Enforcement returned to the above location and noted previously issued correction notice, police marker and chalk marks were intact. No corrections had been made to the vehicle. Code Enforcement determined this vehicle to be in violation of 10.10.190 (storing vehicles on the public street over 72 consecutive hours), and 10.10.230 (abandoned vehicles).



SNOCOM dispatched a tow company, and the above vehicle was impounded and towed.

Other Items of Interest

- On October 28 and November 1, the Mountlake Terrace Police Department interviewed 14 entry level police candidates.
- Since January 2016, the Mountlake Terrace Police department has issued 186 new pet tags and 146 pet tag renewals.
- Since January of 2016, the Mountlake Terrace Police Code Enforcement has issued 247 tow notices, impounded 32 vehicles, issued 83 parking tickets, and issued 242 vehicle courtesy notices.

NEWS RELEASES

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

- Keep Storm Drains Clear To Prevent Local Flooding
- Sound Transit Open House on Light Rail Station

MARK YOUR CALENDARS

- 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 TBD, Meeting with Representative Ryu, Interim City Hall
- November TBD, Meeting with Senator Chase, Interim City Hall
- November TBD, Meeting with Representative Kagi, 18560 1st Avenue NE, Shoreline
- November 17, 5:30 p.m., Snohomish County Cities Meeting, Everett Holiday Inn
- 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