

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

November 18, 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 21, 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) Recognition of Employee of the Year Richard Hollingshead, Mountlake Terrace Elementary Paraeducator, (2) Recognition of Eagle Scout Candidate Josh Hartre, (3) Public Hearing (continued from November 7) on 2017-2018 Biennial Budget, (4) Public Hearing and Adoption of 2017-2022 Transportation Improvement Program (TIP) Ordinance, and (5) Public Hearing and Adoption of Revenue Sources Including 2017 Property Tax (a) Substantial Need Resolution for Emergency Medical Services Levy (b) Emergency Medical Services Levy Resolution (c) 2017 Property Tax Ordinance.

The City Council's next special session is scheduled for **Monday, November 28, 2016** beginning at 6:00 p.m. at the Ballinger Clubhouse, 23000 Lakeview Drive. The City Council agenda includes: (1) City Hall Advisory Committee Interviews.

The City Council's next special meeting is scheduled for **Thursday, December 1, 2016** from 6:00-7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) City Hall Advisory Committee Interviews.

The City Council's next work/study session is scheduled for **Thursday, December 1, 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) Review of 2016 Budget Modifications, (2) Third Quarter Financial Report and Performance Measures, (3) Review of Low Impact Development (LID) Ordinances; (4) Review of PUD Switch Vault Agreement (Tentative), (5) Review of 2017 Professional Services Agreements with Prosecuting Attorney, Public Defender, and The Johnston Group for Federal Lobbying Services, and (6) Discuss City Hall Advisory Committee Appointments.

COMMUNITY MEETINGS AND EVENTS

- **Sound Transit Open House:** Sound Transit held an Open House on November 17 at the Nile Shrine Center to present preliminary designs of the Mountlake Terrace light rail station and

receive public comment on the project. Comments can be submitted to Sound Transit through November 30 through the following website: <https://lynnwoodlink.participate.online/>

- **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.

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.
- **Mobilitie Consortium:** Several area cities, including Mountlake Terrace, have been participating in a consortium to develop criteria for siting a new type of telecommunications network in the right-of-way being proposed by the firm Mobilitie. The network uses smaller antennas than traditional cellular systems, and the antennas are located on light and power poles. The consortium held a meeting this week to further develop criteria.

ENGINEERING SERVICES AND PUBLIC WORKS UPDATES

- **44th/224th/45th Water Main, Sanitary Sewer, and Storm Drain Improvements:** The contractor is working on curb/gutter, ADA ramps, and paving this week (work being weather dependent). The contractor will begin work on 58th between 236th and 234th some time by the end of November for a period of approximately three weeks. Expect intermittent closures and delays as work progresses. Local access for businesses and residents will be maintained.
- **Lakeview Drive Overlay:** The contractor completed striping of Lakeview Drive last week. A small section of centerline striping appears wavy and thus is being rejected by the county due to not meeting thresholds. The contractor will return to hydro blast and correct this small section.
- **60th Avenue and 228th Street Sidewalk:** The project, partially funded through a CDBG grant, constructs curb/gutter, planter strip, and sidewalk along 228th Street (connecting to the existing sidewalk and north along 60th Avenue to the 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.

- **Lakeview Trail Project:** After a year of plant establishment, the landscape contractor is on-site this week to replace any trees and/or shrubs that did not survive. Expect intermittent delays as this work occurs.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

Recreation

- **Espresso Special:** Next week's espresso special is an Arctic Mocha. Come to the Recreation Pavilion espresso stand November 21-27 and receive \$.50 off a 16 ounce. Perfect to warm you up this late fall!
- **Pavilion Sunday Market:** Come do some holiday shopping at the Recreation Pavilion! Local crafters and vendors will be set up in the lobby selling their unique products and gifts! This market will be Sunday, November 20 from 9 a.m.-1:00 p.m.
- **Recreation Pavilion's 48th Birthday!:** The Recreation Pavilion will be 48 years old on Thursday, November 24. In honor of its birthday, we will be having specials November 21-23. All patrons will receive \$.48 off the leisure pool, cardio room, open-gym basketball and volleyball, and racquetball court reservations. Also, stop by the espresso stand and receive \$.48 off any 16 ounce or larger espresso drink!
- **Swim Instruction:** The last session of swimming lessons for weekdays (Monday/Wednesday or Tuesday/Thursday) has begun this week. There are a few spots available, registration remains open until the third lesson. The sessions will end December 14-18. The next pre-registration will be December 12 and 13 for weekdays and December 16, 17, and 18 for weekends. The first session of swim lessons for next year will begin January 9-15, 2017.
- **The Third Grade Swim Vouchers Have Been Coming in Steadily:** The vouchers were distributed in late October to all schools in the Edmonds School District, as well as private schools that sit within the boundaries. Third grade students have the opportunity to have free swim lessons at the Mountlake Terrace Recreation Pavilion. This is the program's fifth year and it is made possible through a grant from the Verdant Health Commission.
- **Aquatic Coordinator Interviews:** On November 17, Aquatic Leadership staff interviewed four candidates for the full-time recreation coordinator/aquatics. The interview panel consisted of Recreation Supervisor/Aquatics Rose Ploeg, Mountlake Terrace Recreation Coordinators/Aquatics Roy Brooks and Chris Barker and from Si View Metro Parks Recreation Supervisor/Aquatics Bridget Verhei.
- **Training:** On November 10, Recreation Supervisor/Aquatics Rose Ploeg attended the WRPA Aquatic Network meeting at Shoreline City Hall. This group meets every other month to discuss aquatic issues, staffing, training, and programming to stay current with trends in Aquatics.

- **Modified Schedule at the Recreation Pavilion:** The Recreation Pavilion will be on a modified schedule for the Thanksgiving holiday weekend, November 23-27. There are no swimming lessons scheduled during these dates. Most drop-in water fitness classes will be held. Schedules are available at the front desk of the Recreation Pavilion or [online](#).
 - November 23: The Pavilion will close early at 6:30 p.m.
 - November 24: The Pavilion will be closed for Thanksgiving.
 - November 25: The hours will be 8:00 a.m. to 4:30 p.m.
 - November 26: The hours are 8:00 a.m. to 6:00 p.m.
 - November 27: The hours are 8:30 a.m. to 4:15 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 pm. \$8 tickets are for sale at the door and the box office will open at 1:00 pm. 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!

- **Youth Program Coordinator Position Available:** Mountlake Terrace Recreation and Parks is hiring a youth programs coordinator. This 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](#).

- **Mountlake Terrace Dance Academy Classes:** Registration for fall dance classes is still ongoing. Dancers are always welcome to join. Do not wait until 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:** Ballroom to ballet, you can take beginning and intermediate classes at the Recreation Pavilion. Beginning ballet on Tuesdays is great for people with little to no experience. Open level ballet on Thursdays is great for dancers with a little to a lot of experience. These traditional classes will keep you fit. We also have great tap, swing dance, salsa, and flamenco every week. We have expanded our adult classes with tap dance and east coast swing in late afternoon for the retired community. Check it all out in the [Craze](#). The fall session began 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 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](#). The fall session began November 1 but you can join any time. Sign-up now or pay for a drop-in trial.

- **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 visit www.cityofmlt.com and click on the "Jobs" button. Other positions

offered include lifeguards, support services, and swim Instructors! 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 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 Tree:** Crews will be installing the holiday tree on the top of the water tank this Friday in preparation for the Tree Lighting on December 2.
- **Street Sweeper:** The city street sweeper is back from repair and ready to go back into service soon. The contractor Whirlwind did an excellent job while the sweeper was being repaired. Whirlwind cleaned the entire city in six days bringing in over 120 yards of material!

Parks

- **Volunteers at Ballinger:** Park staff have been contacted by Audneh Asaf of Edmonds Community College, who has an interest in volunteering at Ballinger Park on a regular basis. Audneh teaches at the College and will also discuss potential classroom possibilities at the park. Parks and Storm Water staff are scheduled to meet with her and discuss the opportunities.
- **Eagle Scout Project at Evergreen:** Eagle Candidate Peter Barnes has contacted Park Services staff and is interested in continuing the retaining wall work started by other Scouts at the Evergreen Playfield. Peter is scheduled to meet with staff and will be submitting his project for approval over the next few weeks.
- **Eagle Candidate Project Completed:** Josh Hartre completed an Eagle Project to extend the pathway work at Bicentennial Park. Josh raised funds to extend the trail further into the park and installed a bench along the portion he completed. Josh will be recognized at the November 21 City Council meeting.
- **Ballfields Closed for the Winter:** All turf ballfields have been closed as of November 1. The closure will give the fields a chance to rest and staff time to repair for the next sport season.
- **MLTDOG Holds Work Party:** The Mountlake Terrace Off Leash Dog Park volunteers known as MLTDOG held a work party over the first weekend in November. The group maintains the interior of the park and worked to spread wood chips and gravel and did general cleanup and debris removal. If you are interested in joining the MLTDOG contact Superintendent Ken Courtmanch at kcourtmanch@ci.mlt.wa.us.
- **Local Family Donates Bench Bleacher and Tree:** Bev Carter and Family had earlier donated a bench and bleacher, in memorial of their mother, to the City and worked with City staff and Eagle Candidate Reagan Tedrow for assembly and installation at Evergreen Playfield. Recently Bev and her family also donated and planted a tree behind the bench to complete the memorial.

POLICE DEPARTMENT UPDATES

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	24	42	5	6	2	1	1	1
YTD	1728	2874	318	228	30	103	57	124

Significant Incidents

- No incidents to report.

Detective Unit Update

- **Cases Assigned**
 - 1 - Sex Offense
 - 1 - Death Investigation
- **Cases Cleared**
 - 2 - Death Investigations
 - 2 - Burglaries

Community Outreach & Directed Enforcement

- An officer on Sergeant Elrod’s crew had coffee “with a very nice seven year old at the 220th Starbucks.”
- Sergeant Sheet’s crew patrolled Terrace Ridge Park for homeless camps.
- Sergeant Burkett, Sergeant King, and Officer Jenkins helped a resident at 5602 219th SW to clean up an abandoned homeless camp. The officers made the camp safe by collecting several needles. The camp was dismantled by the property owner.
- Officer Cronk visited with a Middle Eastern family and gave their children stickers and took pictures with the entire family. “The family was very happy.”
- Sergeant King spoke with a mother and her young son whom were out looking for Pokémon.
- Mountlake Terrace Police Officers continue to visit their assigned schools during their normal patrol shifts.
- 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 November 15, Mountlake Terrace Police Code Enforcement observed a maroon Honda wrecked with an expired license and a gray Subaru with an expired license, both parked on an unimproved surface at a property located near the 21700 block of 51st Avenue West.

Code Enforcement issued a Notice of Violation to the property owner(s) in violation of the following ordinance: 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), and 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). Code Enforcement will continue to follow-up until the property is compliant with City nuisance codes.



Other Items of Interest

- On November 12, Commander Hansen and Officer Krahn attended a memorial service in Edmonds for Deryl Yocom who was a crime prevention officer for the Mountlake Terrace Police Department for approximately eight years.

NEWS RELEASES

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

MARK YOUR CALENDARS

- 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
- 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