

## CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

October 21, 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 219<sup>th</sup> 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 2016 Budget Modifications (Tentative), (4) 2017-2018 Budget Presentation from the City Council, City Manager, and Community Relations Department, (5) Review of Proposed 2017-2018 Biennial Budget, and (6) 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 219<sup>th</sup> 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) Authorization to Apply for CDBG Funds for Bicentennial Park (Tentative), (3) Public Hearing on 2017-2018 Biennial Budget, and (4) Adoption of 2016 Budget Modification Ordinance (Tentative).

### **COMMUNITY MEETINGS AND EVENTS**

- **Meetings with the Legislative Delegation:** The City Council will be meeting with Legislators from the City's two districts 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 1<sup>st</sup> 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 228<sup>th</sup> Street SW on Wednesday, November 9, 2016 from 6:00-7:00 p.m. in the Jungle Room.

### **CITY CLERK AND COMMUNITY RELATIONS UPDATES**

- **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.

Since 2009, the city has been leasing an Interim City Hall at the Redstone Corporate Building II on 220<sup>th</sup> Street at a cost of over \$400,000 per year. 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 232<sup>nd</sup> Street SW and 58<sup>th</sup> Avenue W (Civic Center). This site is currently being used as a staging area for city 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 219<sup>th</sup> Street SW #200, Mountlake Terrace, WA 98043 or via email at [cityhall@ci.mlt.wa.us](mailto: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 219<sup>th</sup> Street SW #200, or contact City Clerk/Community Relations Director Virginia Olsen at [cityhall@ci.mlt.wa.us](mailto: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 (<https://ci-mountlaketerrace-wa.smartgovcommunity.com>). Select "Reports" at the bottom of the page.

**ENGINEERING SERVICES AND PUBLIC WORKS UPDATES**

- **Lakeview Drive Overlay:** Upon commencement of roadway repair which takes place prior to the overlay, the City discovered a few areas of failing subgrade due to elevated ground water conditions. The City has worked with Snohomish County to identify improvements to the roadway subgrade to best ensure the longevity of the road and overlay project. This additional work is scheduled to begin Monday, October 24. As both pavement repair and the final overlay are highly weather dependent it is expected that the schedule will be modified as necessary. Two days of pavement/subgrade repair and two days for the final overlay are anticipated.

**RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES**

- **Espresso:** Next week's espresso special is a pumpkin spice white chocolate mocha! Come to the Recreation Pavilion's espresso stand from October 24-30 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.
- **Job Opening:** Aquatics currently has an opening for a Recreation Coordinator, this is a full-time benefitted position that will assist in running our swimming lesson program and supervise and train lifeguards and swimming instructors. This is a position that was held by Marisa Gruhn who is now teaching for Edmonds School district, although she has given up her benefitted position she will remain a part time employee as our Aqua Zumba instructor on Tuesday/Thursday nights and Head Marlins Swim Team Coach during the summer. We are excited for Marisa's new adventure in teaching as wish her well.
- **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](http://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:**
  - **Streets & Stormwater:** Cleanup continues of falling leaves around the city. In addition crews are making sure catch basins and storm drains are clear to prevent localized flooding.

- **Garden Club Cleans Up Entry Sites:** The Mountlake Terrace Garden Club began the fall cleanup of entry sites throughout the city over the weekend. The Mountlake Terrace Garden Club is a volunteer based community group that for over 20 years has annually planted flowers and maintained seven different sites throughout the City. If you are interested in joining the garden club or just helping out please visit their [website](#).
- **Grant Project Completed:** City staff, working with Girl Scout Troop 43752, has received confirmation of a \$5,000 grant from Snohomish County to begin paving the trail at Bicentennial Park. Troop leader Brandy LeBlanc worked with staff to submit the application. The paving work has been completed and staff has forwarded the information for a reimbursement. The trail has been a project that has included work from various grants and Scout Troops over the last three years. We will continue to work to complete the trail throughout the next year.



- **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.
- **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 Pavilion lobby.
- **Weekend Swimming Lessons:** Pre-registration and the last days will happen this Friday, Saturday, and Sunday for weekend swimming lessons. Current participants can register 15 minutes before their class time. Mountlake Terrace Registration will take place on Monday, October 24 and online/open registration will be Tuesday, October 25. Lessons will run October 28-December 16 on Fridays; October 29-December 17 on Saturdays; and October 30-December 18 on Sundays. For this weekend lessons are not scheduled on November 25-27 during Thanksgiving weekend. The swim lesson schedule is currently available [online](#) at and in the lobby of the Pavilion.

- **Youth Programs:** On October 19 and 20, the pre-kindergarten youth classes visited a local pumpkin farm to pick out a pumpkin to take home. A great time was had by all the children!

**POLICE DEPARTMENT UPDATES**

Weekly Activity								
	Reports	T-Stops	Arrests	Collisions	DUI’s	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	21	*	2	9	2	0	0	0
<b>YTD</b>	1605	2700	298	203	27	99	53	118

*\* Note: Due to New World being offline earlier in the week for servicing, we were not able to obtain any traffic stop calculations at this time.*

**Significant Incidents**

- No Significant Incidences

**Detective Unit Update**

- **Cases Assigned**

- 1- Assault
- 1- Fraud
- 1- Burglary
- 1- Rape

- **Cases Cleared**

- 1- Stalking
- 1- Burglary
- 1- Fraud

**Community Outreach & Directed Enforcement**

- 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, 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 Elrod’s crew assisted a stranded motorist by taking the driver to a nearby auto parts store for parts which allowed the driver to start his vehicle and continue on with his travels.
- Sergeant Elrod’s crew assisted the Edmonds Police Department with locating a distressed person who walked away from Swedish Hospital.

**Code Enforcement Property of the Week**

On October 4, Mountlake Terrace Police Code Enforcement followed up to patrol’s request involving an abandoned vehicle located at the 23000 block of Lake View Drive. Code Enforcement

observed a black Honda Civic coupe missing both front and rear license plates and had front end damage. Code 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 18, Code Enforcement returned to the location and noted the previously issued correction notice was removed, but the police marker and chalk marks were intact. No corrections had been made to the vehicle. Mountlake Terrace Police 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 was contacted and the vehicle was impounded and towed.



### **Other Items of Interest**

- On October 22, the National Drug Take Back Program will be taking place. As in the past, the lobby of Mountlake Terrace Police Department will be open and staffed between 10:00 a.m. and 2:00 p.m. for citizens to safely dispose of expired and unwanted medications. This was such a successful event that in April of 2016, residents in Alaska, Idaho, Oregon, and Washington turned in over 300,000 pounds (150 tons) of expired and unwanted medications.
- On October 12, Commander Hansen and Detective Sergeant Haynes attended the 2016 South Snohomish Honor Guard Training and Graduation at the Alderwood Community Church in Lynnwood. Approximately 140 law enforcement and fire personnel from Washington, Oregon, Idaho, and Montana attended the training.



### **NEWS RELEASES**

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

- MLT Seeks Individuals for City Hall Advisory Committee

**MARK YOUR CALENDARS**

- October 27, 4:00-6:30 p.m., Economic Alliance Snohomish County Public Officials Reception, Holiday Inn, 3105 Pine Street, Everett
- October 29, 5:00 p.m., 10<sup>th</sup> 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 1<sup>st</sup> 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 244<sup>th</sup> 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