

# CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

May 6, 2016

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 meeting is a special meeting scheduled for **Monday, May 9, 2016** beginning at 6:00 p.m. in the interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street SW, Suite 220. City Council agenda item includes: (1) Adoption of a Motion to Reopen the Application Period for the Mountlake Terrace City Manager Position, Subject to Specific Terms, (2) Adoption of a Motion to Postpone to a Time and Date Certain the Mountlake Terrace City Manager Finalist Community Reception Special Meeting Scheduled for May 13, 2016, (3) Adoption of a Motion to Postpone to a Time and Date Certain the Mountlake Terrace City Manager Finalist Evaluation of Qualifications and Finalists Interviews Scheduled for May 14, 2016, and (4) Motion to Approve an Amendment to the Professional Services Agreement with Colin Baenziger & Associates and Authorize the Interim City Manager to Execute the Amendment.

The City Council's next work/study session is scheduled for **Thursday, May 12, 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) Update on Community Policing Advisory Board, (2) Review of Gateway Place Binding Site Plan Alteration, (3) Review of Fee Simple Unit Lot Subdivision (Yousuf & Blau) (Tentative), (4) Rejection of All Bids for 44<sup>th</sup> Avenue W, 45<sup>th</sup> Place W, 58<sup>th</sup> Avenue W, and 224<sup>th</sup> Street SW Water Main Improvements, Storm, and Sanitary Sewer Reconstruction, and (5) Appoint Committee Members to Prepare Pro and Con Statements for Adoption of an Ordinance Providing for Submission to the Qualified Electors of the City of Mountlake Terrace, Washington, at an Election to be Held on August 2, 2016, a Proposition to Authorize an Increase in the City's Regular Property Tax Amount Above the Levy Limits Provided in Chapter 84.55 RCW to Provide Funds for Interim City Hall Rent and Park and Recreation Capital and Operations, Subject to Certain Limitations and Conditions; Directing City Officials to Take Necessary Actions; and Providing for Other Matters Properly Related Thereto.

The City Council's next special meeting is scheduled for **Friday, May 13, 2016** beginning at 6:00 p.m. at the Ballinger Clubhouse located at 23000 Lakeview Drive. City Council agenda item includes: (1) Community Reception with City Manager Candidates.

The City Council's next special meeting is scheduled for **Saturday, May 14, 2016** beginning at 8:45 a.m. in the interim City Hall Council Chambers located at 6100 219<sup>th</sup> Street SW, Suite 220. City Council agenda item includes: (1) Adjourn into Executive Session for the Purpose of Evaluating Qualifications and Interviewing City Manager Applicants. Anticipated Time of Return to Open Session is 3:30 p.m., with Possible Action to Follow, (2) Selection of a Preferred City Manager Candidate Subject to a Mutually Agreeable Employment Contract (Tentative), and

(3) Motion to Direct the City Attorney to Negotiate an Employment Contract with Selected Applicant with Mutually Agreeable Terms (Tentative).

The City Council's next regular meeting is scheduled for **Monday, May 16, 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) Recognition of Eagle Scout Candidate Gavin Clark, (2) Public Hearing and Approval of Fee Simple Unit Lot Subdivision (Yousuf & Blau) (Tentative), (3) Public Hearing and Approval of Gateway Place Binding Site Plan Alteration, and (4) Selection of a Preferred City Manager Candidate Subject to a Mutually Agreeable Employment Contract (Tentative).

### **COMMUNITY MEETINGS AND EVENTS**

- **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, May 11, 2016 from 6:00-7:00 p.m. in the Jungle Room.

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

- **Evergreen Awards:** Nominations for our seventh Evergreen Awards program are open. The awards recognize properties throughout the community that have gone above and beyond to beautify a neighborhood. The program builds the community's pride, enhances the community's image, and promotes sustainability. Nomination forms will be accepted through May 28, 2016 and are available online at [www.cityofmlt.com](http://www.cityofmlt.com) and at city facilities. On nice days, we will be in the field taking photos of the nominated properties for the next couple of months. Since last year's program was postponed for budgetary reasons, all 2015 nominees will be considered this year.

### **ENGINEERING SERVICES UPDATES**

- **Lakeview Trail Project:** This project is essentially complete with only minor punch list items remaining along Lakeview Drive with minor traffic impacts. Normal work hours are 7:00 a.m.-6:00 p.m., Monday through Thursday. Monthly project walks with the contractor are being conducted during landscape establishment. Staff is currently working with the contractor regarding weeding the planter strip.
- **Edmonds' 228<sup>th</sup> Street SW Corridor Improvement Project:** The City of Edmonds continues construction of an extension of 228<sup>th</sup> Street SW from 76<sup>th</sup> Avenue W to SR99. The new traffic signals at SR99/228<sup>th</sup> and at 76<sup>th</sup>/228<sup>th</sup> are now operating. This project includes reconstructing 228<sup>th</sup> Street/Lakeview Drive from 73<sup>rd</sup> Place W to the Ballinger Playfields. The majority of the work in Mountlake Terrace has been completed, but there is still some minor cleanup work. Expect lane closures but no detours on 228<sup>th</sup> Street SW/Lakeview Drive in this area. Typical work hours will be Monday through Friday from 7:00 a.m.-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. The project is scheduled to be completed in spring 2016.

- **227<sup>th</sup> Street SW Sidewalk Improvements (56<sup>th</sup> to 58<sup>th</sup> Avenues):** This project is essentially complete with only minor punch list items remaining on 227<sup>th</sup> Street SW with minor traffic impacts.
- **PSE Gas Main Replacements:** PSE is replacing a gas main on 44<sup>th</sup> Avenue W from 224<sup>th</sup> Place SW to 224<sup>th</sup> Street SW. Only minor restoration remains with minor traffic impacts. A grind and overlay of the affected travel lanes on both 44<sup>th</sup> and 48<sup>th</sup> is expected in late April.
- **Lynnwood Emergency 212<sup>th</sup> Water Main Project:** The water main repair work is continuing for a broken water main on 212<sup>th</sup> Street SW. **Until approximately May 15, 2016, 212<sup>th</sup> from 52<sup>nd</sup> to 63<sup>rd</sup> Avenues is anticipated to have only one lane opened to traffic while a new water main is installed.** Delay is expected during construction work hours from 6:00 a.m. - 6:00 p.m. Monday through Thursday. All lanes will be opened to traffic during weekends and off-construction work hours from 6:00 p.m.- 6:00 a.m.
- **Scriber Creek Apartments Sewer Main Project:** Work continues on the Scriber Creek Apartments Sewer Main project, which will install a new sewer main in 212<sup>th</sup> Street SW between Larch Way and 41<sup>st</sup> Court W. This is an Alderwood Water & Wastewater District sewer line located partially in the City of Mountlake Terrace. During the week of May 9, expect occasional lane closures. An alternate route along Poplar Way, 214<sup>th</sup> Street SW and 44<sup>th</sup> Avenue W is advised.

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

- **Swim registration:** Registration for the second session of spring will be May 9 and 10 for those currently in swimming lessons. Registration will open to Mountlake Terrace residents on May 11 and to everyone via online and in person on May 12. Classes will begin Monday, May 16 for Monday/Wednesday and Tuesday, May 17 for Tuesday/Thursday lessons. This will be the last session before transitioning to summer. Schedules are posted on the website at: <http://www.cityofmlt.com/529/Swim-Instruction>
- **Summer Dance Camps and Weekly Classes:** Registration has started for summer dance. We offer one-week camps for all ages and a seven-week session for weekly class starting on July 5. New Cheer Camp! Our Seagal Bronwyn Gibson will be teaching three camps divided by age range over the course of the summer. Take a look at all the dance programs on line at [www.mltrec.com](http://www.mltrec.com) and click on the *Craze*.
- **Mountlake Terrace Dance:** The second spring session of dance began Monday, April 11. Teen and Adult Ballet, East Coast Swing, Creative Dance for children age 3 to 5 years, and Creative Pre-Ballet for 4 to 6 year-olds have been very popular. Don't wait to start!
- **Weekly Espresso Special:** May is Candy Bar Month! The Recreation Pavilion's espresso stand is offering a delicious special next week. 5/8 – 5/14, come by and get \$.50 off a 16oz Almond Joy Mocha!
- **May 8 is Mother's Day:** Any mom who attends any Recreation or Leisure Swim with a paying child will be admitted Free.

- **Aquatic Staff Training:** Friday, May 6 was an all aquatic staff in-service where the focus was instruction for both swimming lessons and water fitness.
- **Memorial Day Schedule:** The Memorial Day weekend schedule has been posted online at <http://www.cityofmlt.com/531/Pool-Schedule>, it is also available in the lobby of the Recreation Pavilion. The Recreation Pavilion will be closed May 30 in observance of the Memorial Day Holiday.
- **Marlins Swim Team:** Suit fitting is scheduled for May 4-8. Coaches will be present to let swimmers try on suits so they can order their suit for the summer. The suits and jammers have a blue and green swirl pattern. This year's shirt or sweatshirt will be solid blue with the Marlins logo on it. Order forms are available at the front desk or from the aquatic office. The deadline is May 13 for the suits in order to have them delivered for the first swim meet. Practices will begin June 27 with the first meet at Peter Kirk Pool in Kirkland on July 8 at 4:15 p.m.
- **Summer Sports:** Summer Softball registration is open! Co-ed, men's and women's leagues are available. Games are played Sunday-Friday. The ten (10) game season consists of all double headers. Games begin June 20. For more information or to register, call (425)776-9173 x0.
- **Tennis Instructors Needed:** Have you played tennis and love sharing your experience with others? Do you like working with a variety of people and ages? Summer tennis instructors are needed to run camps, lessons and the summer tennis team. For more information or to apply visit <http://wa-mountlaketerrace.civicplus.com/Jobs.aspx> or call (425)640-3105.
- **Summer and Fall Registration:** Registration is now open and available for all summer camps, fall preschool, fall Kids Krew and dance academy classes. Camps and Kids Krew programs fill quickly. Call (425)776-9173 x0 for more information or to register!
- **The Memorial Day Holiday Schedule:** The schedule has been posted online <http://www.cityofmlt.com/531/Pool-Schedule> and is available in the lobby of the Recreation Pavilion. The schedule on Saturday and Sunday has modified hours with regular opening times with an early closure time at 3:00 p.m. On Monday, May 30 the Recreation Pavilion will be closed in observation of the Memorial Day Holiday.
- **Dog Obedience:** A new session of Dog Obedience classes started May 2, 4 and 5. The Basic class which started May 2 has filled. There are spots still available for Intermediate Obedience, which began May 4, and Puppygarten began May 5. These sessions will run through June. The summer session of Dog Obedience will start after the Independence Day holiday.
- **Watershed Forum:** City staff from Mountlake Terrace, Edmonds and Lake Forest Park met with a representative of the Army Corps of Engineers to discuss Ballinger Park and the entire McAleer Creek/Lyon's Creek watershed. This representative discussed potential grant programs and ways the Corps could assist the local entities. Future meetings will be held with the Army Corps to discuss these projects in more detail.

- **AmeriCorps Volunteers:** Volunteers came in last weekend and assisted with cleaning up the Hall Creek corridor under the direction of Public Works Supervisor Tim Nye. The group plans monthly cleanups aimed at removing invasive plants.

## **POLICE DEPARTMENT UPDATES**

(April 27 – May 3, 2016)

<b>WEEKLY ACTIVITY</b>								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	30	45	7	6	0	4	1	1
<b>YTD</b>	661	1490	107	80	8	44	20	53

### ***Significant Incidents:***

- On 04/20/2016 at 6:51 p.m., Mountlake Terrace Patrol responded to a domestic violence call where the female occupant was heard arguing with a male occupant and at one point screamed, "...stop hitting me." After numerous loud knocks and announcements, entry was made using a key. Investigation revealed the couple had not actually been physical and it was just a verbal argument. No injuries observed.
- On 05/01/16 at 9:22 a.m., a 17-year-old female reported to officers that she was walking to the high school in the 21800 block of 44<sup>th</sup> Avenue W. She told them that a male subject with a Spanish accent driving a black Mazda 3 or Mazda 6 was yelling something to her, and waving her over to his vehicle. He drove past her on two occasions. When the female approached his vehicle he drove away. He was last seen driving away from the area of 21200 block of 44<sup>th</sup> Avenue W.

### ***Detective Unit Update:***

#### **CASES ASSIGNED:**

- 2- Assault
- 1- Eluding

#### **CASES CLEARED:**

- 2- Fraud
- 1- Sex Offense
- 1- Burglary
- 1- Violation of the Uniformed Controlled Substances Act

### ***Directed Enforcement:***

- Mountlake Terrace Patrol Officers continue to work on various locations where there have been complaints of speeding vehicles.
- Mountlake Terrace Patrol Officers continue to monitor school zones during school hours.

***Code Enforcement Property of the Week:***

On 04/27/2016, Mountlake Terrace Police Code Enforcement received a complaint of code violations at a property located in the 5900 block of 228<sup>th</sup> Street SW. Upon inspection from public right-of-way, Code Enforcement observed a vehicle up on blocks, appearing inoperable and having expired license tabs. This is a violation of MTMC 8.15.050B1-(all motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure). Also observed in the front driveway of the property was miscellaneous debris including household appliances. This is a violation of MTMC 8.15.040H-(all broken or discarded household furniture, furnishings or equipment, or any appliances not in an approved enclosed structure, in the front, side, or back yard of a property). A code violations case was generated and notice sent to the property owner. Code Enforcement will perform a follow up inspection on 5/12/16.



***Other Items of Interests:***

- On 4-27-16 at 10:00 p.m., Mountlake Terrace Police attended a lockdown scenario at the High School. The scenario was the culmination of training protocols used by the school for high risk incidents taking place there. The protocols escalate from lock down -> escape -> fighting intruders. The scenario was facilitated by an instructor who debriefed school staff afterward. See <http://www.alicetraining.com>

**NEWS RELEASES**

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

- Community Reception for City Manager Finalists
- Mountlake Terrace Seeks Individuals for Pro/Con Statement Committees
- Coffee with the City, May 11, 6 p.m.
- Possible Luring Incident
- Swim Lesson Registration at Mountlake Terrace
- Free Personal and Firearms Safety Seminar June 18

## **MARK YOUR CALENDARS**

- May 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 19, 5:30 p.m., Snohomish County Cities Meeting, TBD
- June 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 21, 5:30 p.m., Snohomish County Cities Meeting, TBD
- July 29, 30, 31, Tour de Terrace, Evergreen Playfield
- August 2, 6:30 p.m., National Night Out, Evergreen Playfield
- August 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- August 18, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 7, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 14, 6:00 p.m., Annual Evergreen Award Program, Ballinger Clubhouse
- September 15, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 17, 9:00 a.m., National Day of Service, Ballinger Park
- October 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- October 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- November 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 10, 5:30 p.m., Snohomish County Cities Meeting, TBD
- December 2, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 14, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

SCOTT HUGILL  
Interim City Manager  
City of Mountlake Terrace