

# CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

May 27, 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 work/study session is scheduled for **Thursday, June 2, 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) Review of Marijuana Regulation Ordinances, (a) Repeal Medical Marijuana Collective Gardens Chapter 19.145 MTMC (b) Repeal and Replace Marijuana Businesses Chapter 19.150 MTMC, (2) Review of 2017-2018 Biennial Budget Schedule, (3) Review of City Manager Employment Agreement, and (4) Review of City Council Subcommittee Recommendation for Interim Recreation & Park Advisory Commission Member Appointment.

The City Council's next regular meeting is scheduled for **Monday, June 6, 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 Jim Ito and Melanie Granfors, (2) Administer Oath of Office to City Manager Scott Hugill, and (3) Public Hearing and Adoption of Marijuana Regulations Ordinances, (a) Repeal Medical Marijuana Collective Gardens Chapter 19.145 MTMC and (b) Repeal and Replace Marijuana Businesses Chapter 19.150 MTMC.

## 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, June 8, 2016 from 6:00-7:00 p.m. in the Jungle Room.

## CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **212<sup>th</sup> Closure Notice:** Community Relations issued a news release and [news flash](#) via the website Wednesday to notify the community about the City of Lynnwood's closure of 212<sup>th</sup> between 52<sup>nd</sup> and 60<sup>th</sup> Avenues W May 31 – June 3. In addition, we have put an alert on our website and notified local major employers and other agencies including: Premera, Community Transit, Edmonds School District, Waste Management, Snohomish County Solid Waste (for Transfer Station), Swedish Edmonds Hospital, Redstone Building/Pinnacle, and the Plaza 220 Building.

- **Website Homepage Photos Updated:** The city's homepage has been updated with Tour de Terrace photos of the parade honor guard on the banner and a SeaFair Clown on the slide show with a link to the Tour de Terrace website.
- **Community Videos:** We have finalized scripts for our CGI Community Tourbook Videos and are scheduled to film in the community the week of June 6. We are working on photos and the story board as well as business contacts for advertising. Editing and voiceover occurs over the following months and we should have this online later this summer.
- **City Happenings:** The June issue of *City Happenings* was mailed this week. The lead story is the Levy Lid Lift Measure on the August 2 Ballot and a Levy Lid Lift "Q & A." Other items of interest are the July 3 Fireworks Show at Ballinger Park, Safety of Our Drinking Water, Tour de Terrace, Civic Center Background Information, Ballinger Park Grant Applications, National Night Out, Edmonds' 228<sup>th</sup> Improvement Project Completed, 2016 Arts of the Terrace and City Recognized as Solar Community.
- **Evergreen Awards:** Nominations for our seventh Evergreen Awards program close Saturday, May 28. 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. On nice days, we will be in the field taking photos of the nominated properties for the next couple of months.
- **2016 Playful City USA:** Mountlake Terrace is being honored with a 2016 Playful City USA designation for the fourth time. Celebrating its 10<sup>th</sup> anniversary, the national recognition program honors cities and towns across the country for making their cities more playable. Mountlake Terrace is proud to offer current and future playful spaces. Mountlake Terrace has 269 acres of parks and open spaces and recently completed the Ballinger Park Master Plan.

## **ENGINEERING SERVICES UPDATES**

- **Lakeview Trail Project:** This project is essentially complete. City staff are conducting monthly project walks with the contractor during landscape establishment and are currently working with the contractor regarding weeding the planter strip. Staff sent the contractor the first correction notice for weed control, minor plant replacement and reseeding areas of sparse grass growth.
- **Main Street Revitalization Project:** At the end of April, the city applied for a \$4 million dollar grant through PSRC to fund the construction of Phase I along 236<sup>th</sup>. On May 20, the staff committee vetted the project scores which included funding the full request for Main Street Phase I. Project recommendations will be sent to PSRC for ultimate approval.
- **227<sup>th</sup> Street SW Sidewalk Improvements (56<sup>th</sup> to 58<sup>th</sup> Avenues):** This project is essentially complete. The contractor needs to replace one portion of ADA ramp due to drainage ponding.
- **Lynnwood Emergency 212<sup>th</sup> Water Main Project:** The City of Lynnwood is continuing its emergency repair work on a water main break that occurred last November. **The 212<sup>th</sup> Street SW road closure between 52<sup>nd</sup> and 60<sup>th</sup> Avenues W (including overnight closure) is currently scheduled for May 31 to June 3, 2016. Detour routes have been established.**

Local, emergency access, and garbage pickup will be accommodated throughout the road closure. From 60th to 63rd only one lane will be open to traffic. Drivers should expect delays during construction work hours from 6:00 a.m. to 6:00 p.m. The road is anticipated to re-open again the second week of June 2016. This resurfacing work is weather dependent and may be delayed.

- **Scriber Creek Apartments Sewer Main Project:** Work is nearly complete on the Scriber Creek Apartments Sewer Main project that installed a new sewer main in 212th Street SW between Larch Way and 41st Ct. W. This is an Alderwood Water & Wastewater District sewer line located partially in the City of Mountlake Terrace. Sewer main installation is complete. The contractor will be overlaying the project as weather allows. An alternate route along Poplar Way, 214th Street SW and 44th Avenue W is advised.
- **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 44<sup>th</sup>, 224<sup>th</sup> and 45<sup>th</sup> with minor drainage improvements along Lakeview Drive at Ballinger Estates. The project was re-advertised May 13, with a new bid opening date of May 27 and award June 6. The projected construction start is the beginning of July 2016. Expect minor traffic delay and one lane closure once construction starts.

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

- **Recreation Scholarship Fund:** So far in 2016, The Michelle Ringler Recreation Scholarship Fund has awarded nearly \$1,000 in scholarships. This is a financial assistance program for children and youth 17 years and younger who reside within the boundaries of the Edmonds School District and whose family meets the financial requirements. Awarded scholarships may be used for swim lessons, dance, youth sports, camps and more! If you would like to donate to the scholarship fund please contact the Recreation Pavilion at (425)776-9173.
- **Youth Staff Training:** On Wednesday May 11, Tracie Neal attended a Director's Forum. The topic was "Trauma Informed Care: Helping Children be Successful," and discussed ways to help and support children when they are going through a trauma, and how to support families and caregivers as well. They also talked about what happens to the brain under stress. Tracie will share this information with her staff at their next meeting.
- **Adult Softball:** Summer softball registration is open. Men's and co-ed are available. Games are played Sunday-Friday. 10 games in 5 weeks. All double headers. Games begin June 20. Call (425)776-9173 x0 to register.
- **Youth Day Camps:** Youth day camps are available for Preschool-5<sup>th</sup> grade. Camps include shirts and field trips. Before and after care is also available. Some weeks are already full. For more information or to register call (425)776-9173.
- **Memorial Day Holiday Schedule:** No swimming lessons are scheduled for May 27, 28 or 29 and Monday, May 30 the Pavilion is closed in observance of Memorial Day. On May 27, all drop in fitness classes and leisure pool swims will run as usual as well as the afternoon Recreation Swims. On May 28 and 29, the pool will run on a modified schedule with regular

opening times and early closure. The schedule is available online at: <http://www.cityofmlt.com/531/Pool-Schedule>.

- **Aquatics Training:** At 7:00 a.m., Sunday, May 22, Coordinator Marisa Gruhn led a monthly one-hour training for staff. Staff worked on their swimming skills, which helps with demonstrations for lessons. Progressions of school age and pre-school lessons were also covered. Each month all staff are required to sign up for a one-hour training. Topics are developed through feedback from staff and then posted in advance. Meetings are scheduled at different times and days to help fit into their work schedules. These trainings are for both swim instructors and lifeguards to work on skills they want or need extra help with, and are led by aquatic leadership staff.
- **Eagle Candidate Project Submittal:** Eagle Candidate Reagan Tredow has submitted a project to assemble a bleacher and bench at the Evergreen Playfield Complex. Reagan is working with Bev Carter and family who is donating the materials and bleachers for the project in memorial of their mother. Reagan has acquired approval from the city as well as the Mount Baker Council of the Boy Scouts of America and is scheduled to begin work on June 16.
- **Eagle Candidate Project Request:** Josh Hartre from Troop 60 has met with the Mountlake Terrace Parks staff with an interest in completing a project in the park system. Josh has an interest in projects at Bicentennial Park and the Evergreen Playfield Complex.
- **Girl Scout Troops to take on Park Projects:** Two local Girl Scout Troops are arranging projects in the Mountlake Terrace Park System. Troop Leader Elliot Gustavson has met with park staff to create a troop project at Firefighters Memorial Park for his Girl Scout Troop. Girl Scout Troop 43752 worked over the weekend to lengthen the pathway at Bicentennial Park. The troop raised funds to purchase gravel and spent Saturday extending the pedestrian trail into the park. Troop Leader Brandy LeBlanc has also worked with park staff to complete a small Capital Projects grant application through Snohomish County in hopes of receiving funds to start the paving process for this trail.

## POLICE DEPARTMENT UPDATES

(May 18 - 24, 2016)

WEEKLY ACTIVITY								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	37	61	6	8	0	2	1	4
<b>YTD</b>	774	1685	127	96	9	50	25	59

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

- On May 21, 2016 at 2:55 a.m., Mountlake Terrace patrol responded to a Mountlake Terrace address off of 236<sup>th</sup> Street SW in regards to a sexual assault. The known suspect

had fled the scene prior to the police officers arriving. Mountlake Terrace Police Department Detectives are investigating the incident.

- On May 21, 2016 around 11:00 p.m., Mountlake Terrace patrol officers were dispatched to the QFC Grocery Store (22800 Block of 44<sup>th</sup> Avenue West) for a nuisance report. Upon arrival, the first officer on scene made contact with a female and a male subject. The female, who was not known to the male, was not allowing the male to leave the parking lot, and had to be physically removed from the side of his truck to allow him to enter his truck. While being escorted out of the vicinity of the truck, she pulled away from the officer and appeared to be threatening to assault him. The officer soon arrested the female without further incident. The female was trespassed from the QFC, and arrested for Disorderly Conduct, Resisting arrest, and Obstructing a law enforcement officer. The subject was booked into Snohomish County Jail.
- On May 22, 2016 at 5:34 a.m., Mountlake Terrace patrol officers were dispatched to assist personnel from Fire District #1 with a deceased individual at an apartment complex in the area of 236<sup>th</sup> Street SW and Cedar Way. The deceased was located in the bedroom. The Snohomish County Medical Examiner responded to the scene for an investigation. There appeared to be nothing suspicious about the death.

***Detective Unit Update:***

**CASES ASSIGNED:**

- 1- Sex Offense
- 1- Assault
- 2- Harassments
- 1- Missing Person
- 1- Death Investigation
- 1- Fraud

**CASES CLEARED:**

- 1- VUCSA
- 1- Sex Offense
- 1- Fraud
- 1- Missing Person
- 1- Theft

***Directed Enforcement:***

- Mountlake Terrace Patrol Officers continue to work on various locations where there have been complaints of speeding vehicles.
- Mountlake Terrace Patrol Officer continues to monitor school zones during school hours.
- At the request of the property owner, officers are making frequent checks of the Gateway property due to a report of transients/campers.

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

On March 19, 2016, Mountlake Terrace Police Code Enforcement observed the following nuisance violations near 21900 block of 52<sup>nd</sup> Avenue West involving a green Caravan with an expired license parked on a non-maintained surface, debris and camping items stored in the front yard and tall vegetation exceeding 12 inches in height. Mountlake Terrace Police Code Enforcement documented the violations with photos and issued a Notice of Violation in accordance with; 8.15.040.I – (Debris and trash accumulations of broken or neglected items, litter, salvage materials, and junk not in an approved enclosed structure, in the front, back, or side yards of the property), 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) 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). Mountlake Terrace Police Code Enforcement will continue with the civil process until the property is compliant with nuisance ordinances.



### ***Other Items of Interests:***

- On May 24, 2016, the city conducted police officer interviews with assistance from Officer Ken Thomas of the Arlington Police Department. The interviews consisted of four candidates.
- On May 24, 2016, Mountlake Terrace Deputy Police Chief Caw assisted the Lake Stevens Police Department with promotional interviews for patrol sergeant.

### **NEWS RELEASES**

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

- Pavilion Offers Memorial Day Weekend Swim Schedule
- 212<sup>th</sup> Street Closed from 52<sup>nd</sup> to 60<sup>th</sup> May 31 – June 3
- Arts of the Terrace Call for Artists
- Free Personal and Firearms Safety Seminar June 18

### **MARK YOUR CALENDARS**

- June 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 16, 8:00 a.m., Lynnwood State of the City Address, Lynnwood Convention Center
- June 21-24, AWC Annual Conference, Edward D. Hansen Conference Center, Everett
- July 3, 6:30 p.m., Independence Day Celebration, Ballinger Park
- 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
- September 24-October 9, Arts of the Terrace Juried Art Show, MLT Library
- 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