

# CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

March 25, 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, March 31, 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) Presentation by Snohomish County Regional Drug Task Force, and (2) Fourth Quarter 2015 Financial Report and Performance Measures.

The City Council's next regular meeting is scheduled for **Monday, April 4, 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 Dane Johnson, (2) Public Hearing and Adoption of Development Agreement for Gateway TOD, and (3) Update on Live/Work Development Standards.

## 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, April 13, 2016 from 6:00 to 7:00 p.m. in the Jungle Room.

## ADMINISTRATIVE SERVICES UPDATES

- **New Finance Director:** Crystil Wooldridge started this week as the city's new Finance Director. Crystil is a CPA, and has previously worked for the cities of Burlington, Marysville and Stanwood, as well as Skagit Transit.
- **Public Works Director:** Chad Schulhauser, the city's Public Works Director, will be leaving to become City Engineer for the city of Bellingham. Chad will be with Mountlake Terrace until mid-April in order to provide a smooth transition for projects currently in the pipeline.
- **Purchases with Federal Narcotic Seizure Revenue:** Local governments can receive funds from the federal government that are the result of drug seizures in the region. These funds, which can be used solely for law enforcement items that are not budgeted, are being used to purchase new ballistic shields and building security cameras for the Police Department. The purchases will come to the City Council as a budget amendment later this year.

## CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Evergreen Awards:** Nominations for our seventh Evergreen Awards program are open. 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. As soon as the weather improves we will be in the field taking photos of the nominated properties. Since last year's program was postponed for budgetary reasons, all 2015 nominees will be considered this year.
- **Community Videos:** The Community Relations Division will be working with CGI Communications based out of New York to develop a series of up to five videos to play on the city website. We are hoping to get on the schedule for filming in May. Community Relations Director Virginia Olsen will be working with Department Directors to develop a script for the videos that will promote the city, its parks and recreational opportunities, as well as economic development. A "coming soon" link will appear on the city's website and businesses in our community will receive a letter from CGI and the city about advertising opportunities on the community videos. This project is funded through these advertisements.

## COMMUNITY AND ECONOMIC DEVELOPMENT UPDATES

- **Gateway TOD Binding Site Plan and Gateway Place BSP Amendment:** The application for the Gateway Place project, and its related application for the Gateway Place Binding Site Plan Amendment, have both been deemed complete. Application for the project was originally submitted in July 2015. However, the code defines for each type of project what is minimally needed to consider the application complete. Once application is made, the city is responsible to inform the applicant that the submittal is either complete or incomplete. If the application is incomplete, the city must inform the applicant what additional information is needed. The city provided a detailed list of what additional information was needed soon after the original 2015 submittal, and we have provided continued updates to the developer on the status of his application.

Under regulatory reform laws, the city must render a decision within 120 days of the submittal of a complete application. Accordingly, the city is now working on rendering a final decision on the binding site plan application. A decision is expected to be issued once the 30-day public comment period has expired, which will be the first week in April.

- **Mountlake Terrace Elementary School:** The Edmonds School District is proposing to demolish the existing Mountlake Terrace Elementary School building at 22001 52<sup>nd</sup> Avenue W, and replace it with a new, modern, two-story elementary school. The facility will use, to the extent possible, existing site infrastructure, but will improve the frontage along 52<sup>nd</sup> Avenue W. Design for the new facility is ongoing and a pre-application meeting has been held with city staff on the subject. Additionally, a conditional use permit will be required for the proposal, as the use is conditional in residential zones. The district plans to utilize the existing facility through 2016, and start construction as early as 2017.
- **City objects to a second marijuana businesses application to WSLCB:** The city received notice from the Washington State Liquor and Cannabis Board (WSLCB) of a marijuana business license application for a second retail outlet in Mountlake Terrace. The city responded to the notice with a request for denial citing existing code limitation of one retail

outlet as well as failure by the applicant to provide a valid location address in the City. City code specifically limits retail outlets to one, consistent with the maximum number originally allocated by the WSLCB and as reflected in Chapter 19.150 MTMC Marijuana businesses. (Note that businesses include production, processing and distribution of marijuana and marijuana products, which are not limited in number. No applications have been made for such facilities in the city, which would be restricted to a qualifying location in the LI/OP zone.) On January 6, the WSLCB roughly doubled the maximum allowable number of retail outlets statewide distributed equally among jurisdictions and at large in counties. Up to two retail outlets would now be permitted in Mountlake Terrace, subject to local regulation

## **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. to 6:00 p.m., Monday through Thursday.
- **Edmonds' 228th 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. This project will include new traffic signals at SR99/228<sup>th</sup> and at 76<sup>th</sup>/228<sup>th</sup>, and will also include reconstructing 228<sup>th</sup> Street/Lakeview Drive from 73<sup>rd</sup> Place W to the Ballinger Playfields. Edmonds' contractor is expected to be working in the City of Mountlake Terrace portions of the project through the winter. 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. to 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 will construct curb, gutter and sidewalk on the south side of 227<sup>th</sup> Street SW between 56<sup>th</sup> and 58<sup>th</sup> Avenues W. This project includes ADA ramps, a planter strip, and roadway and drainage improvements on the south side of the roadway. During the week of March 28, the contractor will be pouring concrete curb, gutter, and sidewalk. Expect intermittent delays between 56<sup>th</sup> and 58<sup>th</sup> Avenues W during construction. Construction is expected to be complete this spring.
- **PSE gas main replacements:** PSE is replacing a gas main on 44th Avenue SW from 224th Place SW to 224th 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 212th 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. to 6:00 p.m. All lanes will be opened to traffic during weekends and off-construction work hours from 6:00 p.m. to 6:00 a.m. Monday – Friday.
- **Scriber Creek Apartments Sewer Main Project:** Work has begun on the Scriber Creek Apartments Sewer Main project, which will install a new sewer main in 212th St. 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. During the week of March 28, expect occasional lane closures. An alternate route along Poplar Way, 214th Street SW and 44th Avenue W is advised.

## **RECREATION, PARKS AND PROPERTY MANAGEMENT UPDATES**

- **Weekly Espresso Special:** The Recreation Pavilion's espresso stand is offering a delicious special next week. March 27- April 2. Come by and get \$.50 off a 16oz Sweet Cinnamon Mocha!
- **Well-City Academy:** Thursday, March 24, members of the wellness team Mick Horton, Michelle Harvey and Renee Norton attended the AWC Well-City Academy in Lynnwood. This event provided a wide variety of workshops, featuring hot topics for newcomers and seasoned wellness professionals.
- **Hiring Aquatics Staff:** Recreation and Parks is hiring staff to help expand swimming lessons. There is an increase in demand through mid summer for swim lessons. In the mornings, the pool continues to be busy with extra participants from Shoreline Pool. One of the Shoreline staff hired will teach a mid-morning deep-water fitness class on Tuesdays and Thursdays between two of our shallow water fitness class timeframes. This class will be available until June when Shoreline's pool is scheduled to reopen.
- **Aquatics Training:** Recreation Supervisor/Aquatics Rose Ploeg attended the WRPA Aquatic Network meeting on March 17. Topics discussed included future aquatic trainings (Skill builder and 2017 Aquatic Conference) and summer staffing. Most facilities are looking for additional staff. Earlier in the month, Rose attended the Association of Aquatic Professionals (AOAP) Conference and one of the major topics was the need for additional staff. Rose picked up a lifejacket to be raffled off at April Pools Day (April 16), provided by the Drowning Prevention Network.
- **New Retail Product:** A new product featured at the AOAP conference was "SwimSpray," a chlorine deactivator spray developed by a former swimmer, patent attorney and chemist. This product will soon be available for purchase at the Recreation Pavilion.
- **Summer Camps:** Have you heard the news? The Mountlake Terrace Recreation Pavilion offers awesome summer programs! Registration is open for Aqua Kids, All-Stars and Majors full day camps, Jr. Kids Krew – MLT Minors camp, dance camps, Skyhawks, tennis and more. Go to [www.mltrec.com/summer](http://www.mltrec.com/summer) for dates, details and forms. Camps fill quickly. Check it out today!
- **Fall Programs Now Open for Registration!** Fall Preschool, Kindergarten Readiness, Jr. Kids Krew and Kids Krew before and after school care registration has begun. Don't hesitate to reserve your spot many programs and classes fill quickly! Program details can be found online at [www.mltrec.com](http://www.mltrec.com) and [www.crazedigital.org](http://www.crazedigital.org).
- **Adult Basketball/Volleyball:** Spring registration is open! Recreational and intermediate Basketball is open to men's teams. Games are played Mondays and Wednesdays. The cost is \$600 per team. League begins on April 11. Coed Volleyball matches are played on Tuesdays.

Upper and lower divisions are available. The cost is \$310 per team. Leagues begin on April 5. For more information, or to register, call Kevin at (425) 640-3105.

- **Mountlake Terrace Dance Academy:** Announcing “The Wizard of Oz!” Dorothy and her companions will travel through Oz in search of answers to their individual questions about life and family. The director and dance teachers are busy picking songs and costumes for dances about flying monkeys, munchkins, the yellow brick road and more. Performances will be June 11 mid-morning and mid-afternoon at the Mountlake Terrace High School Theater. Stay posted for specific times.
- **Spring Break Soccer Camp:** New for 2016, Skyhawks is offering a youth soccer camp during spring break! Kids will learn the fundamentals of soccer and improve their skills and knowledge of the game. Camp will be held April 4-8 on Evergreen Playfield #6 from 9:00 a.m.-12:00 p.m. Fees are \$135 for residents and \$144 for non-residents. To register, call (425) 776-9713 x0.
- **Early Achievers Program:** Staff from the University of Washington came to the Jr. Kids Krew program on March 23 to observe the class for the quality rating system for the Early Achievers program. They spent three hours observing the classroom environment and teacher-child interactions. After they complete their observations, they will share the information with the teachers and help implement new strategies to continue to improve the program.

**POLICE DEPARTMENT UPDATES**

*(March 16 - 22, 2016)*

WEEKLY ACTIVITY								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Week</b>	28	97	8	4	1	4	1	3
<b>YTD</b>	443	1020	69	52	6	27	13	38

***Significant Incidents:***

- On 03/18/2016 at 10:15 a.m., Mountlake Terrace officers assisted the Narcotics Task Force with serving a search warrant in the 5900 block of 228<sup>th</sup> Street SW. Six adult occupants were contacted. The male renter and his girlfriend were arrested for felony drug sales. Another male was arrested and booked on a felony warrant. A third male was detained for possession of narcotics and released to the Task Force. Further investigation and charges are pending. The owner of the home was notified of the renter’s arrest and of the drug sales being made out of the home.
- On 03/17/2016 around 11:58 p.m., Mountlake Terrace patrol officers were dispatched to 216<sup>th</sup> and 66<sup>th</sup> for malicious mischief in progress. A witness had reported seeing a subject

damaging signs and vehicles in the area. As officers arrived, they saw a male subject attempting to remove a stop sign from the ground. The subject refused to follow verbal commands and actively resisted the officer's attempt to take him into custody. A Taser was deployed and the subject was placed in handcuffs. When the suspect slipped his left hand out of the cuffs and began resisting again, a second Taser application was necessary to stop the resistance and reapply the handcuff. The subject was transported for medical evaluation and booking clearance. There were a total of two street signs removed or damaged, and two parked vehicles belonging to a nearby business that were damaged by the subject. The male was transported to Snohomish County Jail where he was booked on charges of malicious mischief and resisting arrest.

- On 03/17/2016, Mountlake Terrace Officers spoke with a victim in the 4300 block of 226<sup>th</sup> Street SW who reported that between 2:00 and 3:00 a.m., his bedroom was entered and some items taken without permission by possibly known subjects. The victim observed on social media a picture of the possible suspects in a residence he recognized. One of the subjects in the picture was wearing some of the items taken in the burglary. A Mountlake Terrace Police Officer went to the suspect home and attempted to contact the residents. Noises were heard from inside the home, but no one answered the door. While looking through the windows of the cars around the home, some of the stolen items were seen on the back seat of the suspect vehicle in the driveway of the suspect house. The vehicle was impounded pending a search warrant and further investigation.

***Detective Unit Update:***

**CASES ASSIGNED:**

- 1- Theft
- 1- Assault
- 1- Violation of Uniform Controlled Substances Act (VUCSA)
- 1- Harassment
- 1- Fraud
- 1- Burglary

**CASES CLEARED:**

- 1- Missing Person
- 1- Possession of Stolen Property
- 1- VUCSA
- 3- Thefts

***Directed Enforcement:***

- Mountlake Terrace Patrol Officers continue to work on a complaint of speeding vehicles in the 23000 block of 56<sup>th</sup> Avenue West. The speed-monitoring trailer has been deployed at the same location.
- Mountlake Terrace Patrol Officers are monitoring school zones during school hours.

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

On 03/22/2016, Mountlake Terrace Police Department Code Enforcement received a complaint of a property located in the 5800 block of 237 ST SW having code violations. Observed in the

front driveway of the property was an inoperable vehicle having expired license tabs. Also observed in the front yard of the property was an inoperable vehicle having expired license tabs and a broken front windshield. These are violations 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) and MTMC 8.15.50B3-(all motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface). A code violations case was generated and notice sent to the property owner. Code Enforcement will perform a follow up inspection on 4/6/16.



## **NEWS RELEASES**

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

- Update on Cheryl DeBoer Death Investigation
- Arts Advisory Commission Presents Report to Council
- MLT Recreation Offering Dog First Aid
- Don't Miss April Pools Day
- Evergreen Award Nominations Open
- Celebrate Earth Day at Ballinger Park April 23

## **MARK YOUR CALENDARS**

- April 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- April 16, 9:00 a.m., April Pools Day, Recreation Pavilion Pool
- April 21, 5:30 p.m., Snohomish County Cities Meeting, TBD
- April 23, 9:00 a.m., Earth Day Park Clean Up, Ballinger Park
- 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