

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

May 20, 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 219th 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) Amend Marijuana Business 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 219th Street SW, Suite 220. City Council agenda items include: (1) Recognition of Jim Ito and Melanie Granfors, (2) Swearing In of 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) Amend Marijuana Business 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 228th Street SW on Wednesday, June 8, 2016 from 6:00-7:00 p.m. in the Jungle Room.

COMMUNITY AND ECONOMIC DEVELOPMENT

- **Code Enforcement Update:** With the adoption of the new code enforcement chapter, CED staff has been able to provide more effective notices of violations. The new code does not require multiple notices for the same violation. Notices are now formatted to clearly state that they are "*effective immediately*" and that unless compliance is achieved within the time frame specified in the notice, daily penalties will begin to accrue. This appears to be working. For example, notice was sent to the owner of a single-family house in the town center being renovated without permits in violation of Town Center standards. The owner responded within two days by ceasing the renovation project. He then sold the property to a local developer for inclusion in a larger live/work townhome project that is now being

planned. This was a positive outcome for the City in terms of achieving Town Center objectives. Other violation notices that are currently active include (1) notice for an illegally parked commercial vehicle in a residential zone, (2) notice of illegal removal of a tree in City right-of-way, (3) notice of illegal storage of vehicles in the Town Center and an associated illegal fence in the Town Center, and (4) notice of an illegal addition to the front of a single-family house. These formal notices are in addition to the courtesy notifications that are hand delivered to individuals found in the process of doing something without required permits and who may not be aware of the permitting requirements.

- **Promenade Building Permit Application Withdrawn and Resubmitted for Tax Abatement Purposes:** An application for building permits for the Promenade mixed use development on 56th Avenue was originally submitted on November 30, 2015. The application was then processed and evaluated for compliance with codes and consistency with the approved site plan. However, just prior to issuance of the building permit, the owner expressed interest in the City's tax abatement program for multifamily development. Unfortunately, application for tax abatement must be submitted prior to building permit application, per MTMC 3.95.060. Although a considerable portion of the applicant's fees had already been expended on the staff's review of the project to date, the applicant found it advantageous to withdraw the building permit application and resubmit it with the requisite application for tax abatement. It is now being reviewed not only for compliance with building codes and the previously approved site plan, but also for conformance with all tax abatement criteria, including the requirement to build the units to condominium standards. Accordingly, the project will be subject to the Administrative Interpretation Pertaining to Tax Abatement Requirements published on May 6, which requires condominium units under the tax abatement program to include separate sub-meters for utilities.
- **CED Staff Member to Attend PAW Training:** Alex Capron, Planning Permit Specialist, will be attending the 2016 Planning Association of Washington Land Use Boot Camp on Friday, June 10. The course is reimbursable from Washington Cities Insurance Authority (WCIA) making the training free to the City. The training will cover land use policy and practice.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **Community Videos:** We are finalizing scripts for our CGI Community Videos and will be filming in the community next week. Editing and voice over occurs over the following months and we should have this online later this summer.
- **VISION 2040 Award Nomination:** The City of Mountlake Terrace submitted a nomination for the Lakeview Trail Project for a 2016 VISION 2040 Award. The city won an award the previous two years for the Town Center Regional Stormwater Facility and the Arbor Village Project. Support letters for our nomination were received and submitted by Governor Jay Inslee, Snohomish County Executive Dave Somers and County Councilmember Terry Ryan, Economic Alliance of Snohomish County CEO Patrick Pierce, Community Transit CEO Emmett Heath, City of Edmonds Mayor Dave Earling, Cascade Bicycle Club Regional Planning Director Jeff Aken, Lake Ballinger Village HOA President Rich Boudet and Mountlake Terrace Community Senior Center Activities and Volunteer Coordinator Annie Nygaard.

- **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 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. City staff are conducting monthly project walks with the contractor during landscape establishment are currently working with the contractor regarding weeding the planter strip.
- **Main Street Revitalization Project:** Based on discussions and comments received at the Open House held in late August 2014, the city is working with KPG to ensure that design improvements provide smooth flow of traffic, offer multiple modes of transportation through the Town Center, and maximize on-street parking opportunities. The city is currently reviewing the 90% plans, specifications, and estimate. Universal Field Services is currently working on right-of-way activities. The city is phasing the project, design and right-of-way acquisition will be completed with 236th as Phase 1 and 56th as Phase 2. Residents in the Phase 1 area have been notified of future contact by UFS as right-of-way and easement acquisition moves forward. The city had sent our initial contact letters to residents along Phase 2 (56th) in anticipation of UFS moving forward with ROW acquisition for that phase. Design is anticipated to be complete in 2016. At the end of April, city staff applied for a \$4 million dollar grant through PSRC to fund the construction of 236th. How the project scored should be available at the countywide Infrastructure Coordination Committee meeting on May 20.
- **227th Street SW Sidewalk Improvements (56th to 58th Avenues):** This project is essentially complete with only minor punch list items remaining on 227th Street SW with minor traffic impacts.
- **Lynnwood Emergency 212th Water Main Project:** The water main repair work is continuing for a broken water main on 212th Street SW. From approximately 03/03/16 to 05/27/16, 212th from 52nd to 63rd is anticipated to have one lane opened to traffic. Expect delays during construction work hours. Normal work hours are from 6:00 a.m. to 6:00 p.m. All lanes will be opened to traffic during off-construction work hours from 6:00 p.m. to 6:00 a.m. **From approximately May 31, 2016 to June 3, 2016, 212th from 52nd to 60th is anticipated to have a full road closure with a detour in place.** Local access and emergency vehicle access will be maintained. From 60th to 63rd only one lane will be open to traffic. The road is anticipated to re-open again the second week of June 2016.
- **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.

RECREATION, PARKS, PROPERTY MANAGEMENT & PUBLIC WORKS UPDATES

- **Health and Fitness Expo:** “Name That Dance” was the name of the game this year at our booth at the Health and Fitness Expo. Dance and Youth staff engaged the public in conversations about dance, fitness, all our camps and any program that people were inquiring about. When the guest named the dance performed by Jennifer they received a sticker, eraser or pencil and this was a great draw for the kids.
- **Youth Day Camps:** Youth day camps are available for preschool through 5th grade. Camps include shirts and field trips. Before and after care are also available. Some weeks are already full. For more information or to register call (425)776-9173.
- **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!
- **Summer Sports:** Summer Softball registration is open! Co-ed, men’s and women’s leagues available. Games played Sunday-Friday. 10 game season, all double headers. Games begin June 20. For more information or to register, call (425)776-9173 x0.
- **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.
- **Swimming Lessons:** The second session of spring swimming lessons have started for Monday/Wednesday and Tuesday/Thursday. M/W has 89% capacity and T/Th is at 91% capacity. Aquatics currently has been hiring many new staff to train as swimming instructors to get them ready for the summer. We have picked up a few new lifeguards as well as a few staff are back from college in time to start the new session. Our new Head Lifeguard/Swim Instructor Jennifer Mathison started on Monday and comes to us from Lake Stevens High School Pool. She has been in training this week and will have an opening shift.
- **3rd Grade Swim:** The presentations to the third grade classes as part of the Verdant swim voucher program began this week. Robina Hamman, a seasonal Head Lifeguard/Swim Instructor back from college in Oklahoma, is going into the classrooms to talk about water safety and encourage the use of the free swim lesson vouchers funded by Verdant Health Commission. This week she presented to two classes at Maplewood Elementary and three at Mountlake Terrace Elementary. Next week she visits four classes at Terrace Park School.
- **Weekly Espresso Special:** The Recreation Pavilion’s espresso stand is offering a delicious special next week. May 23 - 28, come by and get \$.50 off a 16oz Cookies ‘N Cream Mocha!

POLICE DEPARTMENT UPDATES

(May 11 - 17, 2016)

WEEKLY ACTIVITY								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	41	52	7	4	1	2	3	2
YTD	737	1624	121	88	9	48	24	55

Significant Incidents:

- On May 17, 2016 at 5:42 p.m., Mountlake Terrace Patrol Officers responded to the 4400 block of 221st Place SW on what was initially dispatched as a suicidal person with a weapon (knife). Updates came in while en route that a mother and a daughter were physically fighting over the knife. The dispatcher reported to responding officers that they could hear screaming in the background. Upon arrival officers encountered a locked door. Screaming was heard in the residence consistent with the dispatch details. The front door was forced open and damaged in the process. Both involved parties were contacted and one was arrested for Domestic Violence Assault.
- On May 17, 2016 at approximately 5:06 a.m., Mountlake Terrace Patrol Officers responded to a report of an armed robbery at the convenience store located in the 21900 block of 66th Avenue West. An unknown subject entered the EZ Deli Mart with a shotgun and demanded money. The suspect was given \$200 and then ran from the store. The suspect's face was covered and there was no skin visible to determine race. The suspect was described as wearing a black hoodie, blue-framed sunglasses, and blue jeans. The height of the suspect was estimated at standing around 5 feet tall. A dog track was conducted with no results.
- On May 15, 2016 at approximately 5:57 p.m., Mountlake Terrace Patrol Officers received a call of a possible shooting in the 5800 block of 236th Street SW. The 911 caller reported that the suspect had called and said "I just popped your mom." The reporting party heard her mother crying and yelling in the background of the phone and believed her mother had been shot by the suspect. Officers from Lynnwood, Edmonds, Brier and the King County Sheriff's Office arrived to assist. The reporting person's mother and three other occupants of the house were contacted and all four were unharmed. A short time later the suspect and his vehicle were located, and three subjects were contacted. A search of the vehicle was conducted and a firearm was located in close proximity to where the suspect was seated. The suspect was arrested and booked into Snohomish County Jail on Felony Domestic Violence Harassment charges.
- On May 12, 2016 at 7:15 p.m., Mountlake Terrace Patrol Officers responded to the 6000 block of 244th to check on reports of subjects camping on the vacant Gateway Property. Walking the property, the officers contacted a male and female that had a tent set up on the greenbelt area between I-5 and the old Evergreen Elementary lot, west of the cyclone fence that was in place to keep trespassers out. The male was arrested on a felony drug warrant, and a Lynnwood PD camping warrant. The male suspect was booked at the jail on those warrants. The female was told to pack up and move along.

- On May 13, 2016 at 8:25 a.m., Mountlake Terrace Officers responded to the 21400 block of 56th Avenue West to assist fire and medics at a CPR in progress call. Upon arrival officers were directed into the residence finding a 37 year-old on the floor of his bedroom. A detective was called to assist in processing the scene.

Detective Unit Update:

CASES ASSIGNED:

- 1- Sex Offense
- 2- Assaults
- 2- Harassments
- 1- Burglary
- 1- Death Investigation
- 1- Theft
- 1- Violation of the Uniform Controlled Substances Act (VUCSA)

CASES CLEARED:

- 1- Eluding an Officer
- 1- Sex Offense
- 1- Robbery
- 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 April 5, 2016, Code Enforcement became aware of a property located in the 22900 block of 40th Place W having multiple code violations. Observed in the driveway of the property were boxes of miscellaneous junk and debris. Also observed in the front yard of the property were tall grass and weeds. These are violations of MTMC 8.15.040I-(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) and MTMC 8.15.040A-(vegetation exceeding 12 inches in height (exclusive of plants and flowers within a flower bed or container, shrubbery, or trees) located in any front, back, or side yard, adjacent public right-of-way or planting strip, or any vacant property).

A code violations case was generated and notice was sent to both the property residents and the property owner. On April 27, 2016, a follow up inspection was performed and Code Enforcement observed no change to the violations. This same day a Failure to Comply notice

was sent out. On May 10, 2016, another follow up inspection was performed with no changes having been made to the property condition. Code Enforcement observed that the property was now possibly abandoned. Code Enforcement posted a signed Notice and Order on the front door of the property this same day. On May 11, 2016, CE met with the property owner who advised that his tenants have abandoned the property and he has been working with the court to legally take back his property and dispose of the abandoned contents. He advised that he would have the code violations corrected within a week.

On May 16, 2016, a follow up inspection was performed and Code Enforcement observed that all code violations have been corrected. The code violations case was closed.



Other Items of Interests:

- With the retirement of Lynnwood Police Chief Jensen, Mountlake Terrace Chief Greg Wilson was selected by Marysville Mayor Nehring to serve as the Chair of the Personnel Committee for SERS. Chief Wilson was also nominated and selected by the Snohomish County Sheriff and Chiefs' Association to fill the Chief at Large position on the Executive Board for the Snohomish County Regional Drug and Gang Task Force.
- In a recent letter, Executive Director Susan Rahr of the Washington State Criminal Justice Training Commission, acknowledged Chief Wilson's leadership in the police department's compliance with WAC 139-05-300 which requires all local law enforcement agencies in the state to meet the requirement of 24 hours of annual in-service training. Director Rahr stated, "I want to thank and congratulate you and your organization for meeting this requirement. The efforts of you and your staff demonstrate a strong commitment to maintaining the high level of professionalism of Washington peace officers."

NEWS RELEASES

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

- Mountlake Terrace Selects New City Manager
- Mountlake Terrace Recruiting for Civil Service Commission
- Council Recognizes Eagle Scout Candidate Gavin Clark
- Heidi Quincy Multi-Media Exhibit Opens June 1
- Nominations Open for Annual Evergreen Awards
- Mountlake Terrace Recognized as 2016 Playful City USA Community

MARK YOUR CALENDARS

- 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