

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

May 13, 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 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 219th Street SW, Suite 220. City Council agenda item includes: (1) Adjourn into Executive Session for the Purpose of Evaluating Qualifications and Conducting Interviews of the Finalist for the Position of City Manager, Pursuant to RCW 42.30.110(1)(g) (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 219th 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), (3) Public Hearing and Adoption of Resolution to Approve 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 228th Street SW on Wednesday, June 8, 2016 from 6:00-7:00 p.m. in the Jungle Room.

COMMUNITY AND ECONOMIC DEVELOPMENT

- **Administrative Interpretation Pertaining to Tax Abatement Requirements:** An administrative interpretation has been rendered by the Community & Economic Development Director regarding the definition of "condominium standards" as it pertains to the City's tax abatement program. The interpretation confirms that separate utility sub-

meters are required for each multifamily residential unit to qualify for tax abatement. The interpretation was necessary because the code requires multifamily units qualifying for tax abatement to be constructed to “condominium standards,” but it does not define what “condominium standards” are. The only guidance provided in the code is the “intent” statement pertaining to unit quality and owner occupancy. The interpretation therefore requires condominium projects to include sub-meters for utilities because individual metering will facilitate individual ownership of the units should the owner ever decide to separately sell each unit.

The ownership component was key to the interpretation because (a) the project eligibility provisions of Section 3.95.050(B) states that the tax-abated project is intended to provide for “permanent residential occupancy,” and (b) Section 3.95.020 defines “permanent residential occupancy” as housing that provides either rental or owner occupancy. Accordingly, the provision for sub-metering will facilitate the use of units for either rental or owner occupancy purposes. Sub-metering is particularly important to individuals who own the units they occupy because owners typically prefer to pay utilities based on their actual usage rather than an equal portion of collective usage. Finally, sub-metering will encourage conservation of resources because both owners and renters can better monitor their personal utility consumption and choose to use and pay less rather than being subject to collective consumption rates, over which they have little control.

The interpretation was published in the Everett Herald on May 6, with a 14-day comment and appeal period, which expires on May 20, 2016.

- **Mountlake Senior Living Apartment Project Update:** The four-story SHAG development at 5525 244th Street SW is nearing completion. Eighty percent of the 96 units are already pre-leased. Some pedestrian activity area furnishings such as benches and pedestrian light poles are likely to be installed after occupancy. These are not life safety items and their installation is guaranteed through a performance bond.
- **Courtesy notifications effective for work without permits:** The Building Official has implemented a low-tech and effective approach to have residents obtain building permits for work initiated without the requisite permits. When the building official, Robert McCaughan, observes construction activity that has no permit, he stops at the property and provides the homeowner or contractor with an envelope containing the permit applications that may apply to the activity. The envelope is labeled in handwritten script as “Courtesy Permit Application(s).” This typically comes across as more personable and less threatening, and usually results in the homeowner/contractor coming to City Hall within the next few days to submit their application(s). In some cases they advise staff of work being done by neighbors who may not yet have a permit. As long as staff does not have to investigate the work prior to obtaining the permit, no investigation fee (often known as a double fee) is assessed. The permit allows verification that the work is done per building and fire codes and meets zoning requirements.
- **52nd Avenue W Short Plat Application:** An application to subdivide a property 28,314 square feet in size into three single family lots was deemed complete on April 12, 2016. The site, located at 22509 52nd Avenue W, is developed with a single family residence and an accessory garage. All existing structures will be removed. There are currently no street improvements along the property’s right-of-way frontage. The section of the frontage abuts

an unopened and under-improved right-of-way. The site is in close proximity to Terrace Creek Park and the headwaters of Terrace Creek. Sewer service will require a force main configuration due to lack of a gravity-feed sewer line.

- **Merrill Gardens – Temporary Kitchen:** A temporary use permit was approved by Planning for an emergency kitchen at Merrill Gardens. The existing kitchen at the facility was recently damaged by flooding resulting from a sewer line back-up. Repairs will be extensive, meaning that the kitchen will be out of service for several weeks. The temporary kitchen will be located next to the building and will require utilization of some surface parking spaces. To minimize impacts on the surrounding neighborhood, the temporary use permit allows the parking to be displaced for no more than 12 weeks.
- **Taluswood – Garage Sale:** On Monday, May 9, the city was notified that Taluswood Apartments will be hosting on Saturday and Sunday, May 14-15, a garage sale event open to the public. The event will include at least one food truck from 9 a.m.-3 p.m., and will have 30 families participating in the sale. Public restrooms, 600 visitor parking spaces, and an open play area for children will be provided on the property. Typically, Special Events require permit applications be submitted at least 30 days in advance so that city staff can comment appropriately and have enough time to both correspond with the applicant and provide enough time to respond to additional information requests. Larger events such as this one, where more than 125 attendees are expected, require 60-day notice for permit processing. Application for this Special Event was submitted with significantly less notice, but was quickly expedited to keep the event on track.
- **CED Staff Awarded Scholarship to WMCA Training:** Mitchelle Harvey, CED Administrative Assistant, has been awarded a scholarship to attend Professional Development I at the 2016 Northwest Clerks Institute scheduled for June 5-10. The scholarship was awarded by the Washington Municipal Clerks Association (WMCA) in the amount of \$1,125.00 for registration and lodging.

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 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.

- **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.
- **Edmonds' 228th Street SW Corridor Improvement Project:** The City of Edmonds has completed construction of an extension of 228th Street SW from 76th Avenue W to SR99. This project includes new traffic signals at SR99/228th and at 76th/228th reconstruction and overlay of 228th Street/Lakeview Drive from 73rd Place W to the Ballinger Playfields. The new traffic signals at 228th/76th and at 228th/SR99 are now operational, the city should expect to see a shift in traffic patterns in the area. The ribbon cutting for this project was held May 11. The \$7.83 million 228th Street Southwest Corridor project was the largest capital improvement project in Edmonds in more than 15 years. This project provides another route for commuters to travel between Edmonds and Mountlake Terrace Transit Center and Interstate 5.
- **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. **Until approximately May 15, 2016, 212th from 52nd to 63rd 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 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

- **Edmonds Health and Fitness Expo:** Members of the dance and fitness staff will be setting up a booth at the Edmonds Health and Fitness Expo this Saturday, May 14. They will be interacting with children at the event and promoting classes and programs at the Mountlake

Terrace Recreation Pavilion. The event is Saturday, May 14 from 9:00 a.m. to 12:00 p.m. at the Edmonds School District Stadium.

- **Youth Summer Camps:** Mountlake Terrace Recreation offers youth day camps all summer long. Day camps are available for pre-school up to 5th grade. Before and after care is also available. Camps include field trips and a camp shirt. Some weeks are already full! For more information or to register, call (425)776-9173.
- **WRPA Conference:** Recreation Supervisor Kevin Witte attended the 2016 Washington Recreation and Parks Association Annual Conference this past week in Everett. He attended sessions to improve knowledge of the industry and improve programs offered in Mountlake Terrace. Some of the sessions included: Grassroots partnerships with local organizations, evaluating programs to align with new Washington State requirements, effective writing for websites, evaluating parks and recreation as a business and more.
- **Award:** Recreation Supervisor Kevin Witte was selected as a winner of the 2016 Mickey Corso Leadership Training Grant. This program was established in honor of Mickey Corso who made great innovations in the parks and recreation industry and was Mountlake Terrace's Recreation and Park Director from 1972 to 1990. Winners were selected by committee and can use the grant for further training. Kevin plans to use the grant to cover costs of attending the National Recreation and Parks Conference in St. Louis, MO this October. Congratulations to Kevin.
- **WRPA Board of Directors:** Recreation Supervisor Kevin Witte was elected to the Washington Recreation and Parks Association Board of Directors as the Northwest Regional Representative. Kevin will serve on the WRPA Board for three years. He will be helping move the organization forward and decide how to best serve WRPA members and continue to move the parks and recreation industry forward.
- **Swim Lesson Registration:** Registration for the last session of Monday/Wednesday or Tuesday/Thursday lessons is as follows. Mountlake Terrace Registration is Wednesday, May 11 and online and open registration is Thursday, May 12. The session will begin Monday, May 16 will end June 15 and Tuesday, May 17 and will end June 16.
- **WRPA Meeting:** Aquatics hosted the Washington Recreation & Park Association Aquatic Network Meeting on Thursday, May 12 from 10:30 a.m. until noon. This group meets at various facilities six times per year to discuss aquatic programming and training in the area.
- **Aquatics Training:** At the May 6, All Aquatic Staff meeting, Lifeguard of the Month was awarded to Tyler Jensen and Instructor of the Month was awarded to Tori Loughe for their assistance in subbing and all around helpfulness. Each month aquatic staff is considered for these awards based on the city Core Values, the Fish Philosophy and their willingness and ability to help cover lifeguard and teaching shifts.
- **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 are played Sunday through Friday. This is a 10 game season, all double headers. Games begin June 20. For more information or to register, call (425)776-9173 x0.
- **Summer & 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.

POLICE DEPARTMENT UPDATES

(May 4 - 10, 2016)

| WEEKLY ACTIVITY | | | | | | | | |
|------------------------|---------|---------|---------|------------|-------|------------|----------------|----------------|
| | Reports | T-Stops | Arrests | Collisions | DUI's | Burglaries | Vehicle Thefts | Vehicle Prowls |
| Week | 35 | 82 | 7 | 4 | 0 | 2 | 1 | 0 |
| YTD | 696 | 1572 | 114 | 84 | 8 | 46 | 21 | 53 |

Significant Incidents:

- On May 5, 2016 at approximately 10:35 p.m., Mountlake Terrace and Lynnwood Patrol Officers assisted the Brier Police Department with a felony warrant arrest in the City of Brier, 23500 block of 27th Place West. The male subject was arrested without incident by the Brier Police Officer. The male subject was wanted for a felony warrant from the Department of Corrections and was being investigated by the Everett Police Department for a robbery.

Detective Unit Update:

CASES ASSIGNED:

- 1- Sex Offense
- 1- Assault
- 2- Harassments

CASES CLEARED:

- 1- Collision

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 May 2, 2016, Mountlake Terrace Police Department Code Enforcement received multiple complaints regarding a property located near the 4300 block of 222nd Street SW involving piles of junk, debris, furniture, vehicle parts and a junk vehicle. Mountlake Terrace Police Department Code Enforcement followed up, and observed multiple nuisance violations. This property had previously been in violation on October 2015, and these current violations constitute a second offense. On 5/11/2016, Mountlake Terrace Police Department Code Enforcement issued a Notice and Order in violation of the following nuisance codes; 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), 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), 8.15.040.H.1 – (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), 8.15.050.E.1 - Repairing of any vehicles on private property is prohibited unless it is maintenance or repair of a vehicle registered to a resident of the property where the repair is taking place and the repairs may not exceed 30 days and 8.15.050.D – (All vehicle parts and accessories including, but not limited to, containers of oils and fluids must be appropriately stored in an approved structure). At this point, the property owner(s)/occupant(s) may be facing criminal misdemeanor charges if they remain non-compliant with the above Notice and Order.



Other Items of Interests:

- Between May 2, 2016 and May 6, 2016, Sergeant Lowe was certified as a rifle instructor upon completing a rather intensive one week rifle training course in Snohomish.

NEWS RELEASES

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

- Arts of the Terrace Call for Artists

MARK YOUR CALENDARS

- 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