

CITY MANAGER'S WEEKLY REPORT TO THE CITY COUNCIL

May 12, 2017

Members of the City Council
City of Mountlake Terrace, Washington

Dear Mayor, Mayor Pro Tem and Councilmembers:

CITY COUNCIL MEETINGS

The City Council's next meeting is on **Monday, May 15, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Approval of Contract for Janitorial Services at the Recreation Pavilion (Tentative); (2) Approval of Contract for Janitorial Services Contract at the Operations Facility and Police Department (Tentative); (3) Approval of Edmonds Wastewater Treatment Plant Two-Year Extension; and (4) Introduction of MCI Franchise Agreement (Tentative).

The City Council's next work/study session is scheduled for **Thursday, June 1, 2017** beginning at 7:00 p.m. in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Introduction of Snohomish Health District Interim Administrator Jeff Ketchel; (2) Review Transit Way Agreement with Sound Transit (Tentative); (3) Review of PUD Switch Vault Agreement (Tentative); (4) Review of PUD Interlocal Agreement for Undergrounding of Utilities (Tentative); (5) Review of Building Code Amendments (Tentative); and (6) Review Comprehensive Plan Amendments.

COMMUNITY MEETINGS AND EVENTS

- **Coffee with the City:** Join City Officials for a casual conversation and a cup of coffee. Residents, business owners and others from the community are invited to 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, May 17, 2017 from 6:00-7:00 p.m. in the Jungle Room.

CITY CLERK AND COMMUNITY RELATIONS UPDATES

- **City Hall Advisory Committee Update:** The third community meeting was held Wednesday, May 10 at Cedar Way Elementary School to present the City Hall Advisory Committee's latest work. A reduced "base model" City Hall of 19,210 SF with a cost estimate of about \$11.6 million was introduced. The previous "base model" presented at the April 20 meeting was estimated at about \$12.8 million and the Committee reduced that proposal by nearly 10 percent at their May 4 meeting. Those reductions included eliminating 552 SF of meeting space, the

LEED silver certification, and a recommendation for the city to fund a future gathering space, which reduced the cost per square foot of construction. The Committee also recommended the city look for ways to fund a future remodel of the Police Station.

Also at their May 4 meeting, the Committee moved forward a separate option that would add about 3,100 square feet of space for the Police Department. The cost estimate for the City Hall and added space for the Police Department is about \$13.4 million. The "base model" City Hall would cost 25.4¢ per \$1,000 assessed value (AV) and the "base model" with space for the Police Department option would cost a 29.3¢ per \$1,000 AV.

The Committee is seeking feedback from the public on both proposals along with the idea of recommending to City Council that two propositions be placed on the November ballot. The latter idea was developed in response to residents who expressed that they would like a City Hall and added Police Department space considered separately. Under this scenario, the first proposition would be for a stand-alone City Hall to address the financial challenge of only having four years of levy revenue to continue renting. The second proposition could be contingent upon the City Hall measure passing since the Police Department currently has a building even though it is aging and has insufficient space.

Also at the May 10 event, ARC Architects presented new preliminary layouts for City Hall in follow up from input provided at the April 20 community meeting. The concepts included two stand-alone City Hall layouts and one with City Hall attached to the Police Station. The concepts also showed onsite parking and vehicle traffic circulation. The Committee members and city staff responded to a variety of questions about project costs and components, financing, space needs, property taxes, and ballot language.

The Committee meets next on May 18 (6:30 p.m., Interim City Hall) followed by an open house on June 5, from 6:00 – 7:00 p.m. at Interim City Hall. The open house will be followed by the Committee's recommendation to the City Council as part of the Council meeting. In addition, the Committee has another neighborhood "chat" scheduled at Sorelli Pizza on Wednesday, May 17 from 6:30 – 8:00 p.m.

An online comment form is available on the City Hall Advisory Committee webpage at www.cityofmlt.com/1899. The city encourages everyone to participate. Regular project updates continue to be posted. For more information, please email cityhall2017@ci.mlt.wa.us or call Community Relations Director Virginia Olsen at (425) 744-6206.

ENGINEERING & PUBLIC WORKS UPDATES

- **General Maintenance:** Public Works water crews have been busy cycling water main valves to ensure they are functioning properly as well as flushing water mains for drinking water compliance. Streets has increased mowing and roadway maintenance due to the increased vegetation growth this time of the year. Sewer crews have begun doing camera inspections on sections of main not previously inspected to ensure no repairs are necessary.
- **Storm and Sewer Comprehensive Plans:** After approval of the contracts with Gray and Osborne, staff have begun gathering necessary data for both storm and sewer to provide to the

consultant. The data provided allows the consultant to update the city's sewer model, identify necessary capital projects based on existing and future capacity needs as well as identify funding and rates necessary to support these franchise utilities. Work on both comprehensive plans will continue throughout the remainder of 2017.

- **Main Street Reconstruction:** City staff have been working with the PUD to finalize a Switch Vault agreement for the placement of power vaults in the 236th right-of-way. This is necessary due to the undergrounding of utilities taking place. The city has submitted plans to WSDOT for approval of the final configuration of lanes and the new signal at Gateway Boulevard for review and approval. Staff along with the city's consultant have continued on resolving and securing property owner signatures to minimize properties that will need to go to condemnation. The Sound Transit project has added additional complexity to the Main Street Project at the west end of 236th; staff and Sound Transit are currently working together to identify elements that should be removed out of the Main Street project and completed by Sound Transit as they would likely be damaged during station construction.

COMMUNITY & ECONOMIC DEVELOPMENT UPDATES

- **New Businesses in Town Center:** A new tenant improvement application has been submitted for a sandwich shop, Banh Mi Bites, in Arbor Village, located in the southeast corner of 236th and 56th. Banh Mi are a popular Vietnamese open-faced sandwich. The application is for a space of approximately 785 sq. ft., valued at around \$50,000. In addition, inquiries have been made by a potential second new restaurant tenant, a possible brewpub/brewery.
- **Sound Transit Link Light Rail Open House - June 28:** Sound Transit is hosting an open house on the 60% design of the City of Mountlake Terrace light rail station, 6:00 to 8:00 p.m., on Wednesday, June 28. The open house will take place at the Nile Shrine Country Club, located at 6601 244th Street SW. Drawings and illustrations of the station will be on display. This open house will be the last real opportunity for the public to tell Sound Transit what they want included in the design of the station and plaza areas below the station.
- **Development Permit Activity Report:** Permit information is available and searchable on the [City's website](#).

RECREATION, PARKS, AND PROPERTY MANAGEMENT UPDATES

- **Espresso Special:** Next week's espresso special will be Roy's favorite. Come to the Recreation Pavilion May 15 - 21 and receive \$.75 off a 20 oz. White Chocolate, English Toffee, Breve Mocha.
- **2017 Golden Teddy Awards:** It's that time of year again! ParentMap brings back their annual Golden Teddy Awards. Nominate US, Mountlake Terrace Recreation and Parks! Along with showing your support, you'll be entered to win fantastic prizes! Visit parentmap.com/golden-teddy!
- **Swim Instruction:** This is the last week of swimming lessons for the second spring session for weekday lessons. Registration is underway with the third session beginning Monday, May 15 and Tuesday, May 16. This session will run through June 14 and 15 respectively. Lesson

schedules can be found online at <http://www.cityofmlt.com/529/Swim-Instruction> or picked up in the lobby of the Pavilion. Staff have started returning to the pool for the summer, which enables staff to add more classes at specific times.

- **Pool Schedule:** Memorial Day Weekend will have a modified schedule with consolidation of some of the sessions and earlier closing times on Saturday and Sunday, both days will end with a special \$3 Happy Hour Recreation Swim from 4-5 p.m. On Monday, May 29, the Pavilion will be closed in observance of the Memorial Day Holiday. The schedule is posted on the website at: <http://www.cityofmlt.com/531/Pool-Schedule> or can be picked up in the lobby of the pavilion.
- **WCIA Employment Law for Supervisors Training:** Aquatics Coordinators Chris Barker and Mark Feeney attended this training on Tuesday, May 9 in Arlington. They each have completed the series of supervisory classes offered by WCIA.
- **Shoreline CC Job Fair:** Mark Feeney, Coordinator/Aquatics will be attending this job fair on Thursday, May 11 to recruit aquatic staff for the summer and throughout the year.
- **WRPA Aquatic Network:** Mountlake Terrace will be hosting the WRPA Aquatic Network meeting on Thursday, May 11 from 10:30 a.m. to noon in the Jungle Room. Supervisors, Coordinators and Programmers that operate facilities throughout the area attend this meeting to discuss issues and challenges that all aquatic facilities have in common as well as discussing the organization of the upcoming "How to be a better trainer Skillbuilder" that will take place in Renton at Henry Moses Pool on June 17 and will be led by Pete DeQuincy from East Bay Regional Park District in the California Bay Area.
- **WRPA Conference:** Aquatic Supervisor Rose Ploeg attended the WRPA Annual conference in Spokane, WA. There were several Aquatic Specific sessions that she was able to attend that are pertinent to running an aquatic facility, training staff and the new changes/updates to the American Red Cross Lifeguarding Program.
- **Youth Programs:** Friday, May 12 is a non-school day for Edmonds School District. The Pavilion holds childcare for non-school days. There are still a few spaces left. If you need childcare for Friday, call (425) 776-9173 x0 to register.
- **Summer Dance Camps:** We have dance camps this summer for ages 3-19. All styles are offered including Jazz, Ballet, Hip Hop, Creative Dance and even cheer. View the schedule online at www.crazedigital.org.
- **Summer Weekly Dance Classes:** Children's Tap, Ballet, Jazz and Hip Hop, Teen Adult Ballet and Tap, plus multiple Ballroom styles are happening this summer and you can register now. Summer Session runs July 10 - August 24.
- **Spring and Summer Fitness:** Give yourself a workout schedule that will help you spring to life with the season. Classes like Yoga, Tai Chi, and Zumba are ongoing through the spring and into summer. You can register for a session, or pay a drop in anytime.
- **Youth Summer Camps:** Day camps are filling quickly! The last week of camp is full in Majors and All-Stars. Other weeks are filling fast and have limited space remaining. Minors camp is full on Tuesdays, Wednesdays and Thursdays. There are only a couple spots left for

Monday and Friday care. To register for summer camps call (425) 776-9173 x0 or visit www.mltrec.com/summer.

- **Fall Kindergarten Readiness/Preschool:** The fall KR class is full. If interested, join the program wait list. Fall Preschool still has space available but is filling quickly. Call (425) 776-9173 x0 to reserve your space now.
- **Summer Adult Softball:** Summer softball registration is open now. Leagues are filling quickly. Games are played Sunday-Friday. Men's, women's, and co-ed are available. All games are double headers. For more information, or to register, call (425) 776-9173 x0.
- **Cache in Trash Out:** The Geocache community held a "Cache in Trash Out" volunteer effort at Ballinger Park over the weekend of April 29. Dave Chambers and a group of 12 Geocache volunteers were out on Saturday morning to pick up litter and remove invasive materials at Ballinger Park. Dave and his group are interested in having another event in August at Terrace Creek Park.
- **Parks Services Spring Projects:** The Park Services Department is beginning to tackle some catch up projects after a long and rainy winter. Parking lot lines have been repainted at the Boat Launch, Evergreen, and Forest Crest and the Pavilion and Operations Facility are scheduled next. The Evergreen Tennis Courts are being pressure washed as well as the Sonics Basket Ball court at the Recreation Pavilion. The Jack Long Park entry has been trimmed down to open up the frontage. Outside the left field of Evergreen fence is being trimmed and turned to grass. The Boat Launch area has been expanded after the removal of old fencing. These are just a few of the projects Park Staff is working on while continuing to do general maintenance such as daily clean up, garbage and litter removal, vandalism repairs as well as weed eating and mowing as park areas begin to dry out after a record season of rain.
- **Girl Scouts and Cub Scouts Continue Projects at Bicentennial Park:** Girl Scout Troop 43752 and Cub Scout Pack 76 have decided on their service projects for 2017. The two groups are working together to extend the pathway project at Matt Hirvela Bicentennial Park. The troops intend to begin work on June 3. They have also combined with the city to apply for grant funding to continue paving the trail through a Small Capital Projects Partnership (SCPP) grant from Snohomish County. Recipients will be announce in May.



POLICE DEPARTMENT UPDATES

Weekly Activity April 11- 18, 2017								
	Reports	T-Stops	Arrests	Collisions	DUI's	Burglaries	Vehicle Thefts	Vehicle Prowls
Week	50	72	15	6	2	5	1	1
YTD	714	824	132	79	15	38	26	45

Significant Incidents

- On May 3, 2017 at about 4:00 a.m., Mountlake Terrace Patrols were dispatched to the Studio 6 Motel for a suspicious vehicle. It was reported that a suspicious vehicle was in the area and the caller believed it might be related to a recent burglary that occurred there a few days prior. While officers were responding, they learned the vehicle was occupied and listed as stolen. Two suspects were taken into custody without incident and booked into Snohomish County Jail. The vehicle was impounded back to the station pending a search warrant.
- On May 5, 2017 at 8:28 p.m., a Mountlake Terrace officer observed a vehicle in the Studio 6 Motel parking lot with a male and female standing next to it. After some quick research, it was determined to be a possible no contact order violation in progress. The officer caught up with the vehicle, which had both subjects in it, and initiated a traffic stop on southbound I-5 at about NE 175th Street. The vehicle failed to stop and a brief pursuit ensued before being terminated just south of NE 130th Street. No collision, damage or injuries involved. Charges pending.

Detective Unit Update

- Cases Assigned**
 - 17-5995 Fraud
 - 17-6079 Theft
 - 17-5925 Runaway
 - 17-5879 Vehicle Recovery
 - 17-5850 Threats
- Cases Cleared**
 - 17-3610 Theft
 - 17-5580 Theft
 - 17-4712 Suspicious (drive by)

Community Outreach & Directed Enforcement

- Officers continue to visit their assigned schools.
- Officers conducted local business and area checks at the following locations: Studio 6 Motel, AM/PM, 7-11, Creekside Church, Ballinger Park Rest Rooms, Interurban Trail, Boat Ramp, Mountlake Terrace High School, Park and Ride lot, Senior Center, Albertsons, QFC, the laundry room and parking lot of the Northern Lights Apartments, Taluswood Apartments, Markland Woods Apartments, Greenview Apartments, and the old Evergreen School site.
- Officers have increased patrol of the LDS church 220th and 48th in response to property crimes reported in the area.

- Officers continue to monitor the area around the Romanian Orthodox Church 64th and 226th in response to a neighbor complaint of parking issues. Sergeant Pickard spent several hours on service days monitoring the issue.
- Officers have been assigned to monitor excessive speed on Lakeview Drive and 226th Place West in response to information provided by City Traffic Engineering.
- Officers continue foot patrol in undeveloped areas of the city looking for homeless encampments. Several were located, all of which were unoccupied.

Code Enforcement Property of the Week

On March 8, 2017, Code Enforcement responded to a property complaint located near the 5000 block of 239th Place SW. When Code Enforcement arrived, they met with the occupant of the reported property. The occupant was advised of the city ordinances involving parking vehicles facing against the authorized direction of travel, abandoned and stored vehicles on the right-of-way, debris and vehicle parts stored in the front yard. On April 4, 2017, Code Enforcement followed up again with the property occupant noting the debris, vehicle parts, and one inoperable vehicles was removed. All the vehicles on the right of way were re-parked correctly. Nearly all violations were corrected except one inoperable vehicle stored on the right-of-way. This vehicle was removed 30 days later, and the property was now compliant with city nuisance codes.



Other Items of Interest

- Management Analyst Joie Worthen spoke to a community education class at Bellevue Community College about Law Enforcement and Washington Association of Sheriffs and Police Chiefs accreditation on Tuesday, May 2. She was asked to speak by the instructor, retired British Police Officer, John Bishop.

- Chief Greg Wilson and Deputy Chief Pete Caw attended the Association of Washington Cities Labor Relations Conference in Yakima, May 3 to May 5.
- Chief Wilson received confirmation from the Washington State Training Commission that all certified officers and reserve officers in the department had met the state's training requirement of 24 hours of annual in-service training. Total training hours for 2016: 2,689 (Required are 24 hours per 30 sworn personnel would equal 720 hours).

NEWS RELEASES

News releases can be found on the [City's webpage](#).

MARK YOUR CALENDARS

- May 17, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 18, 5:30 p.m., Snohomish County Cities Meeting, Glen Eagle Golf Course
- June 5, 6:00 p.m., City Hall Advisory Committee Community Meeting, Interim City Hall City Council Chambers
- June 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 20-23, AWC Annual Conference, Vancouver
- July 3, 3:00 p.m., 3rd of July Family Celebration, Ballinger Park
- July 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 20, 5:30 p.m., Snohomish County Cities Meeting, TBD
- July 28, 29, and 30, Tour de Terrace, Evergreen Playfield
- August 1, 6:00 p.m., National Night Out, Evergreen Playfield
- August 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 13, 6:30 p.m., Annual Evergreen Awards, Ballinger Clubhouse
- September 21, 5:30 p.m., Snohomish County Cities Meeting, TBD
- September 22, 7:00 p.m., Arts of the Terrace Awards Reception, MLT Library
- October 11, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 16, 5:30 p.m., Snohomish County Cities Meeting, TBD
- December 1, 6:00 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 13, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill
City Manager
City of Mountlake Terrace