

CITY MANAGER'S WEEKLY UPDATE

July 2, 2021

CITY COUNCIL MEETINGS

In order to support social distancing and limitations on public gatherings, Governor Inslee's [Proclamation 20-28](#) temporarily addresses requirements of the state's Open Public Meetings Act (OPMA) that requires a physical location for the public to observe government meetings. This proclamation continues to be extended during the pandemic, and as a result City Council meetings are required to be held over the telephone or internet and the public must be able to hear the meeting live via telephone. Following the meeting, the recording will be uploaded [online](#), on [Facebook](#) (City of Mountlake Terrace Government) and [Twitter](#) (City of MLT).

The City Council's **Tuesday, July 6 meeting** ([Meeting ID 858 3627 2100 | Passcode 07 06 21](#)), beginning at 7:00 p.m. via telephone and internet, agenda includes: (1) Public Hearing and Adoption of 2022-2027 Six-Year Transportation Improvement Program (TIP) Ordinance; (2) Westside Water Main Contract Presentation; (3) Review and Approval of City Council Subcommittee Recommendation for Interim Planning Commission Member; and (4) Review of Housing Options for All Income Levels (Tentative).

The City Council's **Thursday, July 15 work/study session** ([Meeting ID 815 8886 1453 | Passcode 07 15 21](#)), beginning at 7:00 p.m. via telephone and internet, agenda includes: (1) Discussion of Utility Project Financing (Tentative); (2) Discussion of Underground Storage Tanks (UST) (Tentative); (3) Discussion of Youth Representation on City Boards and Commissions (Tentative); (4) Review of 2021-2022 City Council Goals; and (5) Discuss Updates to City Council Rules & Procedures: MTMC 2.10.020 [Agenda], MTMC 2.10.100 [Voting], and MTMC 2.10.120 [Ordinances, Resolutions, Motions, Contracts].

COMMUNITY MEETINGS AND EVENTS

- **Join Us For Virtual Coffee with the City:** Wednesday, July 14, the city will hold its monthly [Virtual Coffee with the City](#) via Zoom teleconference from 6:00 to 7:00 p.m. The format is free-form with the City Manager asking for questions and otherwise providing updates on recent meetings, events and projects. To participate by telephone, the call in number is 1-253-215-8782. To join via the internet: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID (880 4842 2899) and click "join" (you will be prompted to install the Zoom application if you do not already have it); and 3) Enter passcode (071421).

CITY CLERK AND COMMUNITY RELATIONS

- **Community Relations Specialist Interviews:** On Monday, June 28, the city interview candidates for the revamped Community Relations Specialist job. This position, vacant for one year, has been updated to focus outward on the community through various engagement activities and duties. The city anticipates having someone come on board later in July.
- **Planning Commission Interviews:** The City Council Subcommittee held interviews this week for the vacant Planning Commission position. Their recommendation will be discussed

at the July 6 City Council meeting and an appointment is anticipated to happen that night. If appointed, the new Commissioner would be on board for the July 12 Planning Commission meeting.

- Small Business Flex Fund Loans:** On June 30, a program was launched for small business owners and nonprofits across Washington to apply for low interest loans of up to \$150,000 supported by the Washington State Department of Commerce. The Fund is a public-private partnership aimed at helping small businesses and nonprofits (particularly those in low-income communities) recover and grow as communities across the state reopen for business. Find more information [online](#).



- TIP Public Hearing:** Tuesday, July 6, the City Council will hold a public hearing on the 2022-2027 Six-Year Transportation Improvement Program. Find more information [here](#).
- Need a COVID-19 Vaccine?** Snohomish County Health District is offering free COVID-19 vaccinations in July at Ash Way Park and Ride. Here is the schedule for the upcoming week, so you can help the cause and protect you and your family.

If you do not have transportation, please contact [Community Transit](#) to find out how you can get a free ride on a bus to one of these sites. To get vaccinated, sign up [online](#), call 425-339-5278 to register over the phone, or show up during open hours to get your shot.

Mass vaccination site schedule	
Friday July 2	Ash Way Park & Ride Lynnwood: 2 - 6 p.m.
Saturday July 3	Ash Way Park & Ride Lynnwood: 9 a.m. to noon
Friday July 9	Ash Way Park & Ride Lynnwood: 2 - 6 p.m.
Saturday July 10	Ash Way Park & Ride Lynnwood: 9 a.m. to noon
<small>The above schedule is for first-dose availability. The Ash Way Park & Ride site will remain open on Fridays and Saturdays through July 31 to complete second doses, but is a second-dose only site after July 10.</small>	

- Update on City Summer Events:** The city has met with organizers of the July 3 Family Fireworks event and Tour de Terrace about plans to meet state COVID-19 requirements for events and festivals. Given the short turnaround time following the next announcement by the Governor, and the difficulty in meeting current state guidelines for large outdoor venues, neither event will take place in 2021.

After months of consideration, the key issues are the ability to manage the crowds in the vast areas of Ballinger Park and the Evergreen Playfield Complex with adjacent spaces, as well as procuring the fencing and staffing necessary to meet the requirements including counting guests that enter and exit the venues. Ultimately, given the resources and staffing available, meeting these requirements is not possible.

It was noted during the discussions that several traditional events in the area are not taking place this summer except for those events that charge an entrance fee that helps pay for

staffing and equipment needed to provide for enhanced social distancing, sanitation, hygiene, and attendance control. As the July 3 Family Fireworks and Tour de Terrace events are provided free to the public, the funding needed to meet stringent COVID-19 protocols were too much for these volunteer organizations to absorb, particularly in such large venues that do not have natural containment.

“As disappointed as we are to not hold these events in our community, it was just too expensive and expansive to manage this year while maintaining public health and safety,” stated Community Relations Director Virginia Clough.

Updates on other Mountlake Terrace events:

- National Night Out Against Crime: The city has cancelled this event in 2021 but we look forward to a terrific event in 2022!
- (Updated May 27) Arts of the Terrace Juried Art Show: Friends of the Arts has decided to make a decision following the Governor's announcement on June 30.
- City Hall Grand Opening: Stay tuned as we are making plans for a proper ribbon cutting on our brand new [Civic Campus Renovation Project](#) as the summer progresses.
- **Broadcasting Future Council Meetings:** With recent announcements, cities are working on reopening plans as well as policies and procedures for hybrid (online and in-person) meetings. The City Clerk has met with Granicus, the city's streaming software provider, and Edmonds College, provider of the local cable Public Education Government (PEG) channel also known as Channel 21. The city will continue to work on a plan for streaming and/or televising future City Council meetings.
- **Vaccine Information:** Department of Health has a [web tool](#) to help you find a vaccination appointment by entering your zip code. It looks at various scheduling options from multiple providers to find an appointment easier and is available in multiple languages (see upper right corner to change to another language besides English). All Washington residents over 12 are eligible for the vaccine. For information or to make appointments, call the Snohomish Health District at 425-339-5278. Below are vaccine resources and more information:
 - [Vaccine Information From Centers for Disease Control](#)
 - [Snohomish County COVID Vaccine Information](#)
 - [Snohomish County Vaccine Access Information](#)
 - [Washington State Department of Health Vaccine Information](#)
 - [Janssen Vaccine Information](#)
 - [Moderna Vaccine Information](#)
 - [Pfizer Vaccine Information](#)
 - [Centers for Disease Control COVID-19 Questions and Answers](#)
 - [King County Health Department COVID-19 Questions and Answers](#)
 - [Snohomish Health District COVID-19 Questions and Answers](#)
- **Evictions Moratorium and Ban on Utility Shutoffs:** In March, the Governor issued a [Proclamation](#) extending Washington State's moratorium on evictions through September 30, 2021. The moratorium is intended to protect tenants who have fallen behind on their rent because of the economic downturn that arrived with the COVID-19 pandemic. Additionally, the Governor [extended provisions](#) to ban shutting off utility services to those behind on their

payments through September 30, 2021. [Inslee issues final utility moratorium extension | Governor Jay Inslee \(wa.gov\)](#)

- **Public Access to City Facilities:** During Governor Inslee’s Coronavirus orders, City Hall, the Police Station and the Public Works Shop are closed to the public. The city will continue to process building and development permits, inspect essential construction activities, provide police services and maintain grounds and infrastructure.

The Recreation Pavilion hours are Monday-Thursday, 5:45 a.m.-8:30 p.m. and Friday 5:45 a.m.-6:30 p.m. The facility is not open on the weekend. Email mltrecreation@mltwa.gov or call 425-776-9173 to register or get more information about our programs.

Athletic fields are open by reservation only and with appropriate safety plans. Park trails, the boat launch, fishing pier, off-leash dog park, tennis courts and basketball court are open. Below are some helpful phone numbers and emails should you need assistance:

- Building Permits: 425-744-6267 | permitspecialist@mltwa.gov
- City Hall – General: 425-776-1161 | cityhall@mltwa.gov
- Code Enforcement: 425-744-6254 | codeenforcement@mltwa.gov
- Non-Emergency Police/Fire: 425-407-3999 (Call 9-1-1 if emergency)
- Recreation Pavilion: 425-776-9173 | mltrecreation@mltwa.gov
- Traffic Tickets/Violations: 425-744-6228 | records@mltwa.gov
- Utility Billing: 425-744-6214 | utilitybilling@mltwa.gov

Police fines and payments may be placed in the Police Station payment box outside the station or mailed to 5906 232nd Street SW, Mountlake Terrace. City utility payments may be placed in the drop box outside City Hall, mailed, or paid [online](#).

COMMUNITY & ECONOMIC DEVELOPMENT

Until further notice, City Hall will remain closed to the public. All [permit applications](#) are accepted through a ‘no-contact’ procedure. Note: Permit processing times have increased due to compliance with COVID-19 mandates. Call 425-775-9694 to schedule an inspection and have your permit number and address ready. Your project must have issued permits on-site, require workers to be six-feet apart, and have a developed exposure control, mitigation, and recovery plan (Washington State Department of Labor & Industries will enforce requirements for contractors to comply). Please email Permitspecialist@mltwa.gov with questions.

City Website Portal	Mail/Drop-off*	Appointments Required
<ul style="list-style-type: none"> • Single Family <ul style="list-style-type: none"> ○ Electrical ○ Mechanical ○ Plumbing ○ Roof ○ Sewer Repair/New ○ Window Replacement Only 	<ul style="list-style-type: none"> • Building (Minor Exterior Work Only to Include Roof Overlay or Re-Roof; and Siding and/or Windows) • Communication/Utility Companies • Deck • Demolition • Driveway 	<ul style="list-style-type: none"> • Civil • Commercial/Multi-Family Building • Fire Alarm • Fire Sprinkler • Land Use • Low Voltage Electrical, Commercial

	<ul style="list-style-type: none"> • Fence • Fire Prevention • Shed • Solar • Violation/Investigation • Wall/Rockery • Water Meter 	<ul style="list-style-type: none"> • New Construction or Addition • Plumbing/Electrical/Mechanical Plan Review • Single Family Building Addition or Remodel • Tenant Improvement
--	---	--

*The Development Permit intake box is located by the front door to City Hall during business hours. A permit specialist will be in contact with confirmation of receipt, and invoice fees due, to begin processing.

FINANCE

- **New Utility Billing Vendor Selected:** At the June 21 City Council meeting, the Council approved an agreement with Output Services Group, Inc. (OSG) for utility billing services including several payment option improvements for the city. The agreement includes a number of services such as printing, insertion and mailing of utility bills, lockbox services, online bill presentation, online bill pay and phone payment line, as well as email, text, and phone call notifications.

The contract was awarded following a Request for Proposals (RFP) that resulted in six proposals. Of those submitted, four companies were selected to demonstrate their product. OSG ranked the highest and was recommended by the project team.

In response to input from the community, the new contract will include highly desired upgrades and additional services including: text, email and phone notification of new bills, late notices, and payments; auto pay; pay as a guest option; and better tracking of when the statements are mailed by OSG and returned to the payment processing center.

Additionally, OSG is in the process of establishing payment sites with stores like CVS and 7-Eleven so that customers can make cash and check payments when it is most convenient for them. Finally, the \$2.00 convenience fee for credit card payments that was in the prior contract will not continue in the contract with OSG. Under the new five-year contract, the city saves approximately \$30,000 per year over the prior vendor agreement. A spokesperson for OSG stated, “Our goal is to modernize processes and create frictionless experiences. Our clients benefit from a partnership that values simplicity, security, and connectivity—for today's environment and tomorrow's innovation.”

Also with regard to utility bill payments, since moving into the new City Hall, a payment drop box has been installed near the front entrance located at 23204 58th Avenue W (see photo). Customers may walk or drive up to the drop box.



If you have additional questions, please contact our Utility Billing Department at utilitybilling@mltwa.gov or 425-744-6214.

- **Relief Due to COVID-19 Emergency:** Since March 19, 2020, water service is not being shut off for residential customers' inability to pay during the COVID-19 emergency. The action remains in effect under the state's most recent proclamations addressing the pandemic. No late fees or penalties will apply during this time.

The service fee charged by the vendor for online utility payments has also been suspended for those choosing to pay online. The city recognizes that COVID-19 is a threat to the health of the community, and the ability to frequently wash our hands is paramount in the fight to curb the spread of the virus. As called for by the state and Snohomish Health District, this step will enable the community to ensure proper cleaning measures. We encourage customers to continue to make their payments or to contact Utility Billing at utilitybilling@mltwa.gov or 425-744-6214 or to make payment arrangements, if they are unable to pay at this time.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Now Hiring!** Click [here](#) to see available job opportunities.
 - **Dance Academy:** The Dance Department is hiring experienced dance instructors. Creative Children's Dance, Pre-Ballet, Pre-Jazz, Jazz and Ballet instructors are needed and can be integrated into the schedule immediately after a successful interview and teaching a trial class. [Click here to see open positions](#) or contact Dance & Fitness Program Director Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
 - **Youth Programs:** Positions are available working with kids in summer camp and before/after school. Positions range from part-time, full-time, and seasonal summer jobs ([Site Leader](#) and [Site Assistant](#) before and after school program, [Recreation Leader for remote learning](#) support during the school day). For more information click [here](#) or call Mark Haug at 425-640-3102 or mhaug@mltwa.gov.
 - **Aquatics:** We are now hiring part-time Lifeguards, Swim Instructors for summer and for the fall. For summer there are seasonal openings for an assistant for Aqua Kids Camp. As everything opens up more staff will be needed to offer programs and open the facility on weekends. To be a Lifeguard, candidates must hold a current Lifeguarding Certification and enjoy working with all ages. Swim Instructors are trained in house, these candidates must enjoy the water and working with children. Applications can be [submitted online](#).
 - **Part-Time Front Desk:** The Recreation Pavilion front desk is hiring! We currently have a ¾ time benefitted position available as well as non-benefitted positions. Click [here](#) to see available job opportunities or contact Renee Norton at 425-640-3108 or rnorton@mltwa.gov.
 - **Maintenance Aide:** The Parks Department is hiring a Maintenance Aide position. This position carries out assigned park and/or building maintenance tasks within the Recreation and Park Department. Applications can be [submitted online](#).

- **Dance Camps:** [Summer Dance Camps](#) will run from July 12-August 20. All Camps will be ON-SITE ONLY and CDC guidelines will be followed. Camps include Creative Dance, Ballet, Jazz, Lyrical, Contemporary and Tap for ages ranging from three to adult. All dance levels are offered to serve our diverse population. For more details visit the Dance Camps page and to create an account visit the recreation webpage at www.mltrec.com.
- **Dance Weekly Classes:** [Summer Session #2](#) is open for registration. Do not wait to register! ON-SITE class capacities are small and are filling. Check out the Ballet, Lyrical, and Tap classes being offered for ages six to adult and Creative Dance or Creative Pre-Ballet for ages three to seven. Most classes offer HYBRID attendance. Select classes are only VIRTUAL or ON-SITE. For more information, contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
- **Summer Schedule:** The [pool schedule](#) will change back to drop in from the reservation system. All areas of the pool will still have set capacities. Times have shifted for Water Fitness classes with Water Walk is being added back to the schedule, Marlins Swim Team practices will begin in the morning and afternoons Monday through Thursday, Recreation Swims will meet Monday through Friday from 12:15-1:30 p.m.
- **Swimming Lessons:** Summer swimming lessons registration began on June 23. If participants hold one of the Verdant Swim Vouchers that were distributed this year by Edmonds School District for 3rd graders, they must be presented in person. Vouchers from 2020 will also be accepted. Lessons will begin on Monday, June 28 and will be offered as follows: daily lessons will be Monday through Thursday for two weeks, daily lessons will not meet on Fridays and afternoon classes will meet either on Monday/Wednesday or Tuesday/Thursday, these classes will run for five weeks (ten lessons).
- **Evergreen Playfield #1:** The Evergreen Playfield #1 is now open. A virtual ribbon cutting was held on June 23 and the video can be found [here](#).

POLICE DEPARTMENT

The lobby is closed to the public although the Police Department employees are still working onsite. Impacted services include in-person payments and license renewals. As of May 19, fingerprinting services resumed and are available by appointment only; the city is unable to accommodate walk-ins at this time.

The public can conduct most business with the Police Department over the telephone, fax, or email as well as mail. In the meantime, if you have an emergency, please call 911. If you need an officer and it is not an emergency, call the non-emergency line at 425-407-3999 or email mltpd@mltwa.gov. If you have business to conduct with the [Police Department Records Unit](#), call 425-670-8260. View general Police Department information [here](#).

Monthly Activity								
<i>(Activity is updated in the last week of the month)</i>								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
YTD	1,008	1,438	230	71	12	25	33	65

Weekly Patrol Synopsis

- On June 23, patrol responded to a theft from vehicle report at a residence located in the 21900 block of 64th Avenue W. The offense was recorded by surveillance.
- On June 23, patrol responded to a burglary report at a residence located in the 21900 block of 58th Avenue W. Unknown suspect(s) stole property from the garage.
- On June 23, patrol responded to a theft from vehicle report at a residence located in the 21900 block of 64th Avenue W.
- On June 23, patrol responded to a theft report at a residence located in the 23100 block of 60th Avenue W. Suspect(s) stole the license plate from the victim's vehicle.
- On June 24, patrol responded to a theft from vehicle report at a residence located in the 23000 block of Lakeview Drive.
- On June 24, patrol responded to a medical emergency at a residence located in the 6400 block of 218th Street SW. Patrol located a 15-year-old juvenile who was not breathing and began administering aid until medical personnel arrived. Aid was able to stabilize the person and transport him to the hospital. Narcotics were suspected to be involved.
- On June 25, patrol responded to a domestic disturbance at a residence located in the 22800 block of 44th Avenue W. Investigation revealed the suspect was at the location in violation of a court order. He was arrested and booked for the offense.
- On June 25, patrol responded to a domestic disturbance at a residence located in the 22500 block of 52nd Avenue W.
- On June 25, patrol responded to a theft from vehicle report at a residence located in the 4300 block of 236th Street SW.
- On June 25, patrol responded to a theft report at a business located in the 4300 block of 212th Street SW.
- On June 25, patrol responded to a theft from vehicle report at a residence located in the 22800 block of Lakeview Drive.
- On June 25, patrol responded to a theft report at a residence located in the 22500 block of 60th Avenue W.
- On June 25, patrol responded to a fraud report at a residence located in the 22900 block of 72nd Place W.
- On June 26, patrol responded to a theft report at a residence located in the 5200 block of 238th Street SW.

- On June 27, patrol responded to a domestic disturbance at a residence located in the 22700 block of 72nd Place W. One of the residents was arrested and booked for an outstanding warrant.
- On June 27, patrol responded to another domestic disturbance at a residence located in the 22700 block of 72nd Place W. Another resident was arrested and booked for outstanding warrants.
- On June 27, patrol responded to an assault that just occurred at Ballinger Park. The victim stated he engaged in a verbal altercation about politics with a group at the park. The group assaulted him requiring medical intervention. The suspects fled in a vehicle prior to police arrival and were not located.
- On June 29, patrol stopped a vehicle for moving violations. Investigation revealed the vehicle to have been taken without permission. The owner was located and retrieved her vehicle.
- On June 29, patrol responded to a death investigation at a residence located in the 22900 block of 40th Place W. Investigation indicated the resident died of health relates issues.

Weekly Investigations Update

- | | |
|---|--|
| <ul style="list-style-type: none">• <u>Cases Assigned</u><ul style="list-style-type: none">○ 21-9007 Theft○ 21-8983 Theft○ 21-9027 Theft○ 21-9233 Missing Person | <ul style="list-style-type: none">• <u>Cases Cleared</u><ul style="list-style-type: none">○ 21-12062 Fraud○ 21-2862 Humane○ 21-3053 Humane○ 21-2354 Humane○ 21-2580 Humane○ 21-2591 Humane○ 21-1463 Burglary |
|---|--|

Community Outreach & Directed Enforcement

- 18 reported self-initiated outreach contacts.
- Patrol maintained a visible presence at local schools on the last day.
- Staff attended a luncheon at Mountlake Terrace Plaza.
- Traffic emphasis on Lakeview Drive.
- Patrol emphasis in the 23000 block of 61st Avenue W.

Other Item of Interest

Officer Hoeth retired after a 30 year career in law enforcement with over two decades of service to the Mountlake Terrace community.

Code Enforcement Property of the Week

On June 20, Code Enforcement received a city submission regarding property nuisance conditions located in the 5100 block of 242nd Street SW. Concerns involved an inoperable commercial vehicle and debris located in front of the property. Code Enforcement observed a commercial vehicle stored on the right-of-way and accumulations of garbage bags, cardboard, wood debris, discarded pallets, buckets and brick materials.

As a result Code Enforcement issued a correction notices for storing the vehicle on the right-of-way, MTMC 10.10.190 (Storing vehicles on a public street excess of 72 consecutive hours prohibited), and a civil Notice of Violation to the property owner(s) for accumulations of debris, 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). Code Enforcement will continue to follow up until nuisance conditions are abated.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- July 14 6:00 p.m. Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 071421
- August 11 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- September 8 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- September 17 Arts of the Terrace Juried Art Show (Tentative)
- October 13 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- November 3 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- December 3 6:30 p.m. Tree Lighting Ceremony, Evergreen Playfield (*Tentative Time*)
- December 8 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace