

CITY MANAGER'S WEEKLY UPDATE July 16, 2021

CITY COUNCIL MEETINGS

In order to limit the spread of COVID-19, the city continues to follow Governor Inslee's [Proclamation 20-28](#) by holding City Council meetings virtually (online) via Zoom.

The City Council's Monday, July 19 special meeting (Exit Conference with State Auditors) from 6:00-6:30 p.m. has been **cancelled** at the request of the auditors.

The City Council's **Monday, July 19 special meeting** ([Meeting ID 872 8744 5425 | Passcode 07 19 21](#)), beginning at 6:30 p.m., via telephone and internet, agenda includes: (1) Executive Session Regarding Potential Litigation, Per RCW 42.30.110(1)(i). [*Note: Executive Sessions are Closed to the Public. Action, if Needed, Will Occur During the Open Session of a Council Meeting.*].

The City Council's **Monday, July 19 meeting** ([Meeting ID 857 7842 4535 | Passcode 07 19 21](#)), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of 2021 First Quarter Financial Report; and (2) Discussion of City Facilities Reopening Plan.

The City Council's **Thursday, July 29 work/study session** ([Meeting ID 848 7252 7327 | Passcode 07 29 21](#)), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of City Departments Performance Measures for January-June 2021: a. Recreation, Parks, and Property Management; b. Community and Economic Development; c. Public Works/Engineering Services and Operations; d. Organizational Development and Information Services; and e. City Council/City Manager/Community Relations; (2) Review of Ordinance Amending MTMC 2.10.100 and 2.10.120C Related to Voting and Posting Requirements.

COMMUNITY MEETINGS AND EVENTS

- **South County Walks:** The Verdant Health Commission (Snohomish County Public Hospital District #2) is partnering with cities in south Snohomish County to promote good health and fitness through a series of free community walks called "South County Walks." The walks are led by volunteers and began July 12 and continue through September 2. Walks are typically two to three miles in length and take about an hour to complete. People of all ages and abilities are encouraged to attend and they are family-friendly!

Mountlake Terrace walks are on Wednesdays, July 14-September 1, at 9:30 a.m. at the Recreation Pavilion, 5303 228th Street SW. Edmonds walks are on Tuesdays, July 13-August 31, at 9:30 a.m. at the Edmonds Waterfront Center, 220 Railroad Avenue.

Lynnwood walks will take place on Mondays, July 12-August 30, at 6:00 p.m. at the Verdant Community



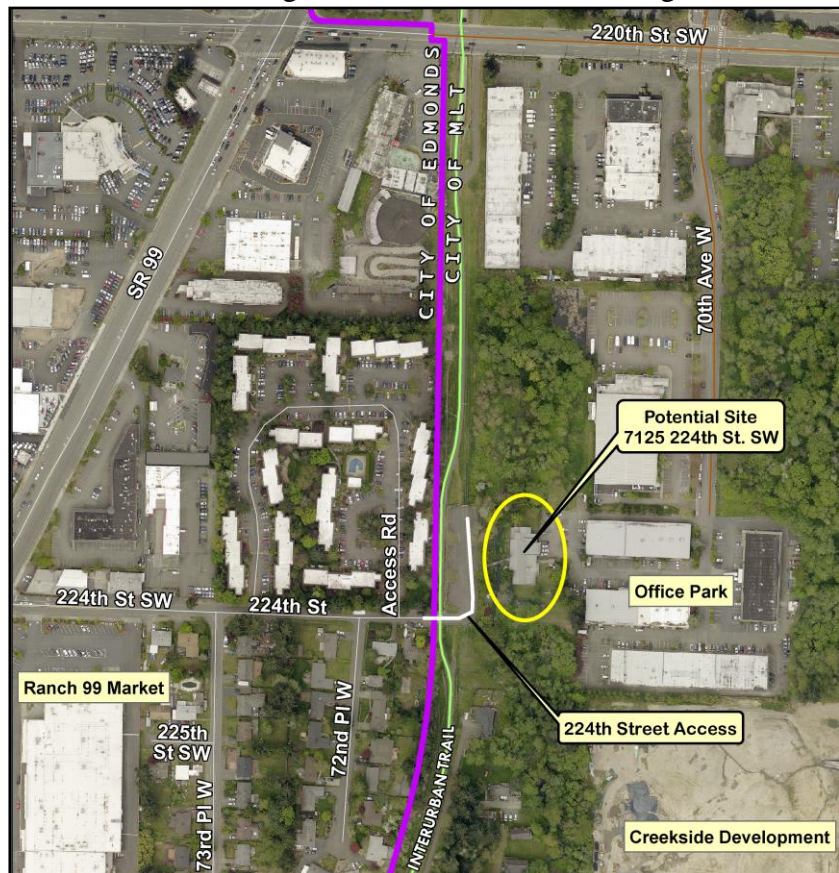
Wellness Center, 4710 196th Street SW and/or Thursdays, July 15-September 2, at 6:00 p.m. at the Lynnwood Recreation Center, 18900 44th Avenue West.

All participants must complete a South County Walk Registration Form one time before participating so emergency information is available if ever needed. You can drop in at any of these walks and do not need to sign up ahead of time. It's summertime so don't sit, get fit! Moving and interacting with others is a great way to feel better and improve health. For more information, email wellnesscenter@verdanthhealth.org or call 425-582-8600.

CITY CLERK AND COMMUNITY RELATIONS

- **Site in Mountlake Terrace Examined for Work Release Facility:** In 2019 the Legislature directed the Washington State Department of Corrections (DOC) to identify sites for additional work release facilities in various regions of the state, including Snohomish County. The DOC recently identified a commercial property along the Mountlake Terrace/Edmonds border as a leading site for such a facility. The site is located at 7125 224th Street SW along the Interurban Trail on a dead end street with vehicular access from 224th Street in Edmonds near Ranch 99 Market (see map).

State law requires cities to accommodate “essential public facilities,” such as work release facilities, and Mountlake Terrace allows this type of facility, with conditions, in the Light Industrial/Office Park zone.



Although DOC stressed in a meeting this week that no decisions have been made, and a public process with stakeholder engagement will continue, DOC's next steps would be to meet with the city's Community and Economic Development Department to discuss the site and use, along with potential conditions. If the site becomes a viable option, state law requires DOC to conduct a public hearing process, which includes notification to all addresses within a half-mile radius of the site.

The city has invited the Department of Correction's Project Team to speak to the Mountlake Terrace community about this proposal and answer questions, so please watch for updates as

we work to confirm a date and time. Learn more information about the state's work release program [online](#).

- **236th Street SW Night and Weekend Closures:** Over the next several weeks, Sound Transit has advised the city that work will take place at night and over the weekend at 236th Street SW and the northbound I-5 off-ramp to continue to build the elevated trackway for the Lynnwood Link Extension Light Rail Project. Nightly closures and detours will be in effect from 8:00 p.m. to 5:00 a.m. from Monday-Thursday, July 19-22, July 26-29, August 2-5, and August 9-12. **(Please note 8:00 p.m. start time!)** A full weekend closure will take place beginning at 9:00 p.m. on Friday, July 23 through 5:00 a.m. on Monday, July 26.

Detours will be in effect (see map). Emergency vehicles and buses will be allowed through the closure. When 236th Street SW is closed, westbound vehicles will be redirected to turn south on 56th Avenue W, west onto 244th Street W and continue on to I-5. Eastbound vehicles will be redirected south on I-5, east on 244th Street SW, and north on 56th Avenue W.

The contractor has obtained a Temporary Noise Variance to complete this work. Please note this evening work begins at 8:00 p.m., so plan ahead, leave early, and allow extra time to reach your destination. Please be prepared for delays while this work takes place.

For more information, contact Sound Transit's Outreach Specialist Andrea Burnett at 206-903-7522, andrea.burnett@soundtransit.org or the after-hours construction hotline at 1-888-298-2395.



- **Update on City Hall Reopening:** With the Governor's announcement on June 30, the state kicked off "Washington Ready," the next chapter of the state's COVID-19 response, and the state has fully reopened. In accordance with state and county health recommendations, individuals who are not yet vaccinated for COVID-19 are encouraged to get vaccinated. Additionally, everyone is urged to continue practicing good hygiene and taking measures to keep our community safe as COVID-19 cases are beginning to surge again.

In late June, City Hall operations moved from the interim location to the newly constructed building at 23204 58th Avenue W. Although we have fully moved in, the contractor is still working on a list of remaining items before the project is deemed complete. Also, the city is

still securing lobby and plaza furniture, décor, and signage and working to make our house feel like a home for the community.

We are now preparing City Hall for reopening, including planning for in-person or hybrid public meetings and training on new audio/visual equipment. When the city does fully reopen, we will require unvaccinated individuals to wear a mask inside city facilities until further notice.

A date certain for a grand opening event date has not been determined yet so please watch for updates. We will provide more information once a date is established.

- **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](#).



- **Update on City Summer Events:** The city has met with organizers of Tour de Terrace about plans to meet state COVID-19 requirements for events and festivals. Given the short turnaround time following the Governor's re-opening announcement, and the difficulty in meeting state guidelines for large outdoor venues, the event will not take place in 2021.

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!
- 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.
- **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](#)
 - [Centers for Disease Control 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. View the Governor’s latest utility [moratorium extension](#).
- **Public Access to City Facilities:** Following Governor Inslee’s announcement in late June to broaden activities during the pandemic, staff are working on a policy to return to in-person services at City Hall, the Police Station and the Public Works Shop.

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, 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 the city re-opens for in-person services, 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 	<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 	<ul style="list-style-type: none"> • Civil • Commercial/Multi-Family Building • Fire Alarm • Fire Sprinkler

<ul style="list-style-type: none"> ○ Sewer Repair/New ○ Window Replacement Only 	<ul style="list-style-type: none"> ● Deck ● Demolition ● Driveway ● Fence ● Fire Prevention ● Shed ● Solar ● Violation/Investigation ● Wall/Rockery ● Water Meter 	<ul style="list-style-type: none"> ● Land Use ● Low Voltage Electrical, Commercial ● New Construction or Addition ● Plumbing/Electrical/Mechanical Plan Review ● Single Family Building Addition or Remodel ● Tenant Improvement
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*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 a contract with Output Services Group, Inc. (OSG) for utility billing services.

In response to input from the community, the new contract will include additional services not previously offered by the city’s vendor (AFTS). OSG services include 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.

OSG is also establishing payment sites with stores like CVS and 7-Eleven so that customers can make payments when it is most convenient for them. The \$2.00 fee for credit card payments that was in the prior contract will not continue in the contract with OSG. The new contract is approximately \$30,000 *less* per year than.

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.

Contact the Utility Billing Department at 425-744-6214 or utilitybilling@mltwa.gov with questions.



- **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.

HUMAN RESOURCES

- **The City of Mountlake Terrace is Hiring!** The city currently has several full-time and part-time opportunities and encourages residents to consider applying and/or sharing this information within your networks. It is our goal to cast a wide net to encourage great talent of all backgrounds to apply for jobs at the city. Currently, we have full-time jobs including Accountant, Permit Specialist, Custodian, Public Works Maintenance Aide (temporary) and Site Leader at the Recreation Department's Before and After School Care. There are a number of part-time opportunities in the Recreation and Parks Department too! Please visit [the website](#) for more information!

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](#).

- **Dog Training Classes:** The summer session of [Dog Obedience classes](#) began this week. The current schedule is as follows: Basic Dog Obedience meets Monday nights from 7:30-8:30 p.m., July 12-August 23 (this class is full); Beyond Basic Dog Obedience class meets Wednesdays from 7:30-8:30 p.m., beginning August 11. If you have had the basic class this one picks up where basic left off; and Puppygarten, for puppies 8-16 weeks old, meets on Thursdays from 7:00-8:00 p.m., July 15-August 19. All Dog Obedience and Training classes meet in the Jungle Room at the Recreation Pavilion. The Instructor is Caren Malgesini, CPDT (Certified Professional Dog Trainer).
- **Marlins Swim Team:** On July 16, the pool closed at 4:30 p.m. as the Marlins held an inter-squad meet and had a team photo.

POLICE DEPARTMENT

The Police Station remains closed to the public, although fingerprinting services have 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	1,200	1,683	267	84	13	28	34	81

Weekly Patrol Synopsis

- On July 7, patrol responded to a vehicle theft report at a residence located in the 5800 block of 236th Street SW. The vehicle was later recovered in Stanwood.
- On July 7, patrol responded to a domestic disturbance at a residence located in the 4000 block of 212th Street SW.
- On July 7, patrol located a suspicious vehicle located in the 22500 block of 70th Place W. The vehicle was unoccupied and determined to have been reported stolen. The vehicle was returned to the owner.
- On July 7, patrol contacted a suspicious person in the 6500 block of 220th Street SW. He was subsequently arrested and booked for an outstanding warrant.
- On July 8, patrol responded to a theft-from-vehicle report at a residence located in the 5800 block of 241st Street SW.

- On July 8, patrol responded to a domestic disturbance report at a residence located in the 4500 block of 224th Place SW.
- On July 8, patrol responded to a theft report at a residence located in the 6000 block of 230th Street SW.
- On July 9, patrol responded to a theft-from-vehicle report at a residence located in the 23900 block of 60th Avenue W.
- On July 9, patrol responded to a domestic disturbance at a residence located in the 22800 block of Lakeview Drive.
- On July 9, patrol responded to a domestic assault at a residence located in the 5400 block of 212th Street SW. The suspect fled prior to police arrival and was not located. Charges were forwarded to the prosecutor.
- On July 9, patrol responded to a theft report at a residence located in the 22700 block of 38th Avenue W.
- On July 9, patrol responded to a theft report at a residence located in the 6700 block of 228th Street SW.
- On July 10, patrol contacted a suspicious person in the 6600 block of 220th Street SW. He was subsequently arrested and booked for an outstanding warrant.
- On July 10, patrol recovered a stolen vehicle abandoned in the 22700 block of 61st Avenue W.
- On July 10, patrol responded to a vehicle theft report from a residence located in the 21700 block of 55th Avenue W.
- On July 10, patrol responded to a theft report at a business located in the 4300 block of 212th Street SW.
- On July 10, patrol contacted a subject for an outstanding warrant located in the 5900 block of 232nd Street SW. He was subsequently arrested and booked.
- On July 10, patrol responded to a domestic assault at a residence located in the 22800 block of Lakeview Drive. The suspect was not located. Charges were forwarded to the prosecutor.
- On July 10, patrol responded to a death investigation at a residence located in the 22600 block of 56th Avenue W. It appears the resident overdosed from opiates. Investigation continues.
- On July 11, patrol responded to a hit-and-run collision in the 6600 block of 220th Street SW.

- On July 11, patrol responded to a death investigation at a residence located in the 22800 block of Lakeview Drive. It appears the resident succumbed to health related issues. Investigation continues.
- On July 11, patrol responded to a domestic assault at a residence located in the 21500 block of 48th Avenue W. The suspect was arrested and booked for multiple offenses.
- On July 11, patrol responded to a domestic disturbance at a residence located in the 4000 block of 212th Street SW.
- On July 11, patrol responded to a theft report at a residence located in the 5200 block of 226th Street SW.
- On July 12, patrol responded to a fraud report at a residence located in the 22800 block of Lakeview Drive.
- On July 12, patrol responded to a theft-from-vehicle report at a business located in the 6600 block of 220th Street SW.
- On July 12, patrol responded to a malicious mischief report at Mountlake Terrace High School.
- On July 13, patrol responded to a behavioral health report at a residence located in the 4100 block of 236th Street SW. The resident was suicidal and ingested a large quantity of medicine. She was taken into protective custody and transported to the hospital.
- On July 13, patrol responded to a behavioral health report at a residence located in the 23300 block of 58th Avenue W. The resident had attempted to commit suicide and was taken into protective custody and transported to the hospital.
- On July 13, patrol responded to a domestic disturbance at a residence located in the 23600 block of 49th Place W.
- On July 13, patrol responded to a hit-and-run collision in the 6300 block of St. Albion Way.
- On July 13, patrol responded to a theft-of-mail report at a residence located in the 6300 block of 223rd Place SW.
- On July 13, patrol responded to a malicious mischief report at a residence located in the 23400 block of Lakeview Drive.
- On July 13, patrol responded to a malicious mischief report at the Nile Country Club.
- On July 13, patrol responded to a burglary report at a residence located in the 4800 block of 236th Street SW. Unknown suspect(s) entered the residence by breaking a window.

- On July 13, patrol responded to a theft that had just occurred at a business located in the 6600 block of 220th Street SW. A known suspect with multiple warrants for her arrest had stolen the victim's firearm. The suspect was not located, and investigation continues.

Weekly Investigations Update

- | <u>Cases Assigned</u> | <u>Cases Cleared</u> |
|------------------------------------|--|
| ○ 21-9988 Death Investigation | ○ 21-7762 Theft |
| ○ 21-9668 Death Investigation | ○ 21-8159 Fraud |
| ○ 21-9921 Theft | ○ 21-6038 Theft |
| ○ 21-10009 Death Investigation | ○ 21-5466 Theft |
| ○ 21-9678 Theft | ○ 20-15492 Fraud |
| ○ 21-9442 Disturbance | ○ 20-13813 Burglary |
| ○ 21-10130 Theft | ○ 21-7121 Fraud |
| | ○ 21-8390 Possess Stolen Property |

Community Outreach & Directed Enforcement

- 24 reported self-initiated outreach contacts.
- Patrol emphasis in the 23000 block of 61st Avenue W, 7100 block of 220th Street SW, and Interurban Trail.
- Patrol has been working to relocate a homeless individual staying in the vegetation located near the off ramp to 220th Street from northbound I-5.
- Patrol has been working with a homeless individual staying in the 24400 block of I-5.
- Traffic emphasis in the 5300 block of 228th Street SW and Lakeview Drive.
- Officer O'Hagan spent some time visiting with community members at a garage sale.
- Officer Krahn purchased a meal for a homeless individual who had not eaten a hot meal in months.

Other Items of Interest

- Department supervisors met with the City Attorney to discuss policy and procedures updates regarding recent legislative updates that are to be implemented this month.
- Several officers attended DUI recertification training.

Code Enforcement Property of the Week

On June 23, Code Enforcement followed up to a nuisance complaint located near the 24000 block of 46th Place W involving vegetation on the adjacent walkway.

When Code Enforcement arrived they observed the situation throughout the front of the property. A Notice of Violation was issued to the property owner, MTMC 8.15.040.A.1 (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), and 8.15.040.A.3 (Vegetation that obstructs or hinders the use of any public walkway, sidewalk, or street, or that obstructs or obscures the view of traffic or traffic control devices).

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

- August 11 6:00 p.m. Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 081121
- 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