

CITY MANAGER'S WEEKLY UPDATE August 13, 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, August 16 meeting** (Meeting ID 854 6768 7487 | Passcode 08 16 21), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Approval of Contract for Mobile Audio Video (MAV) System; (2) Adoption of Ballinger Waterfront Construction Contingency Resolution; (3) Approval of Agreement with Association of Washington Cities and Washington Office of the Superintendent of Public Instruction for SEEK Grant; (4) Award of Taylor Pond Maintenance Contract; (5) Approval of RCO Grant Awards; (6) Review of 2021 Second Quarter Financial Report; and (7) Executive Session Regarding City Manager Annual Performance Evaluation, Per RCW 42.30.110(1)(g).

The City Council's **Wednesday, September 1 special meeting**, beginning at 6:30 p.m., via telephone and internet, agenda includes: (1) Council Rules and Procedures Training and Robert's Rules of Order.

The City Council's **Thursday, September 2 work/study session**, beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Discussion of Use of American Rescue Plan Act (ARPA) Funds; (2) Discussion of Tax Increment Financing (TIF); (3) Introduction of Code Changes to Title 15, Building and Fire Code; (4) Follow-up Discussion of COLA for Non-Represented Employees; and (5) Review of Financial Policies.

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, led by Verdant volunteers, began July 12 and will 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 through September 1, at 9:30 a.m. at the Recreation Pavilion, 5303 228th Street SW. Edmonds walks are on Tuesdays through August

31, at 9:30 a.m. at the Edmonds Waterfront Center, 220 Railroad Avenue.

Lynnwood walks take place on Mondays, through August 30, at 6:00 p.m. at the Verdant Community Wellness Center, 4710 196th Street SW and/or Thursdays through September 2, at 6:00 p.m. at the Lynnwood Recreation Center, 18900 44th Avenue West.



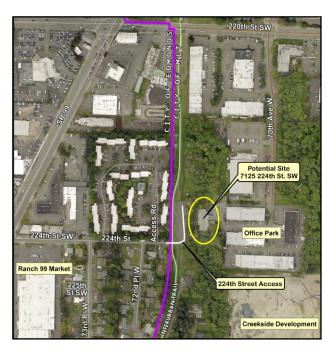
All participants must complete a South County Walk Registration Form one time before participating so emergency information is available if ever needed. You can drop in at any of these walks and do not need to sign up ahead of time. It's summertime so don't sit, get fit! Moving and interacting with others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

CITY CLERK AND COMMUNITY RELATIONS

• **Site in Mountlake Terrace Examined for Work Release Facility:** The state Department of Corrections (DOC) provided an update at the Mountlake Terrace City Council work/study session on Thursday night. DOC's interest in locating a work release site in Mountlake Terrace depends on the results of a lengthy review and permitting process.

The state's work release program serves prisoners who are transitioning back into the community during the last six months of their sentence. The focus of the program is on helping them obtain jobs, connect with family, and build life skills, according to DOC. People in the program are governed by a number of rules about their conduct. Violations can result in a return to prison.

The state Legislature has directed DOC to find new sites it can lease for work release in certain regions including Snohomish County. DOC identified a potential property along the Mountlake Terrace/Edmonds border. The site, 7125 224th Street SW, is along the Interurban Trail.



Under Washington law, cities cannot prohibit certain "essential facilities," such as DOC's work release sites. Mountlake Terrace allows work release facilities in the light industry/office park district in which the proposed property is located. The property is accessed on the west side via a pedestrian bridge, which spans Hall Creek, and on the east side via 70th Avenue.

If DOC continues having interest in leasing the property for a work release facility, a next step will be for DOC to meet with city staff to discuss the project and identify requirements under state and local building and development codes.

The Thursday night work session video is posted at www.cityofmlt.com/129. DOC's presentation slides can be found at https://bit.ly/3CI84gi. The document provides links to relevant laws, including those regarding public notification and comment, and those requiring cities to accommodate "essential public facilities," a category that covers work release. The city's July 16 news release can be found here.

- **City Newsletter:** The August issue of <u>City Happenings</u> was mailed earlier this month and features an update on the Ballinger Waterfront project that is currently underway. Additional articles in this issue include the state Department of Corrections evaluating a potential work release facility site in Mountlake Terrace near the Edmonds border (see update above), American Rescue Plan Act Funds, Premera Blue Cross Campus Renovation, new utility billing vendor, and funding for big improvements at Evergreen Playfield Complex.
- **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 increasing 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.

Planning for a grand opening event and community celebration is in progress, however the date has not yet been confirmed. Please watch for updates and we will provide more information once that date is certain.

• 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.



• Vaccine Information: Department of Health has a <u>web tool</u> 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:

- o Vaccine Information From Centers for Disease Control
- o Snohomish County COVID Vaccine Information
- o Snohomish County Vaccine Access Information
- o Washington State Department of Health Vaccine Information
- o 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 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

• **Permits:** Until the city re-opens for in-person services, all <u>permit applications</u> 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 <u>Permitspecialist@mltwa.gov</u> with questions.

- o City Website Portal: Single Family (Electrical, Mechanical, Plumbing, Roof, Sewer, Repair/New, and Window Replacement Only).
- Mail/Drop-off: Building (Minor Exterior Work Only to Include Roof Overlay or Re-Roof; and Siding and/or Windows); Communication/Utility Companies; Deck; Demolition; Driveway; Fence; Fire Prevention; Shed; Solar; Violation/Investigation; Wall/Rockery; and Water Meter. Note: 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.
- o Appointments Required: Civil; Commercial/Multi-Family Building; Fire Alarm; Fire Sprinkler; Land Use; Low Voltage Electrical, Commercial; New Construction or Addition; Plumbing/Electrical/Mechanical Plan Review; Single Family Building Addition or Remodel; and Tenant Improvement.

FINANCE

• **New Utility Billing Vendor Selected:** On June 21 the City Council approved a contract with Output Services Group, Inc. (OSG) for utility billing services. The contract with OSG comes following a cyber-attack on the systems of the city's current billing provider, AFTS, which shut down much of the utility billing services.

In response to input from the community, the new contract will include services not previously offered by 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.

Since moving into the new City Hall, a utility bill payments 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 <u>utilitybilling@mltwa.gov</u> 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 <u>utilitybilling@mltwa.gov</u> or 425-744-6214 or to make payment arrangements, if they are unable to pay at this time.

HUMAN RESOURCES

• The City 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.
 - Aquatics: We are now hiring part-time Lifeguards, Swim Instructors for summer and fall. For summer there are seasonal openings for an Aqua Kids Camp assistant. 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 of people. Swim Instructors are trained in house, these candidates must enjoy the water and working with children. Applications can be submitted online.
 - O Dance Academy: The Dance Department is hiring experienced dance instructors. Creative Children's Dance, Pre-Ballet, 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.
 - o **Parks Maintenance:** Part-time parks maintenance help is needed! Help keep our parks clean with weekend and weekday hours. Applications can be submitted <u>online</u>
 - o **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.
 - Youth Programs: Part-time and full-time positions are available for before and after site leaders and site assistants. For more information call Mark Haug at 425-640-3102 or <u>mhaug@mltwa.gov</u>.
- Dance Academy School Year: Dance Academy classes are open for 1st semester registration. Visit the <u>Academy Dance</u> webpage for more information about what you need to register in-person and to see the schedule. The Dance Academy is offering Pre-Ballet, Ballet

levels I-V, Pointe, Jazz levels I-V, and Lyrical levels II - V classes this fall. Our program is taught by highly trained dance teachers and offers instruction to kids ages 3½-19. For more information or placement advice contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.

- Dance Quarterly Fall: Quarterly dance fall session #1 is offering Ballet and Tap for teens and adults. You can register for the first dance session classes through DASH on-line right now. Pre-school quarterly classes will start in November with fall session #2 and registration for that session starts on September 1. For more information contact Chloe Davenport 425-640-3107 or cdavenport@mltwa.gov.
- Facilities: The Facilities Department has hired two new custodians to assist in the cleaning of most city buildings. The new positions started on August 3 and will be replacing contracted services.
- **Fitness Quarterly Fall:** Summer is coming to an end and it's time to think about your new fall routine to stay active and healthy. Check out the <u>fitness webpage</u> to register for Quarterly Fitness fall session #1. We're still offering one more session of Pilates in the Park before it's too cold in September and October. We also have another evening of yoga added to the schedule and Doug Northman is back for Saturday morning Tai Chi. For more information contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
- **Kids Krew Before and After School Fall Enrollment:** There are still openings for child care at Madrona K-8, Mountlake Terrace Elementary and the Recreation Pavilion next fall. Participants can be enrolled in before and after school care, just before care or just after care depending on your family's needs. For more information visit our child care webpage or contact Mark Haug at 425-640-3102 or mhaug@mltwa.gov.
- **Swimming Lessons:** The fifth and final session of weekday swim lesson classes for the summer will begin registration on August 18 for those currently in lessons and want to continue and August 19 for Open registration. A schedule of classes that will be offered will be posted on the Recreation website, click on Swim Instruction. These schedules are posted the Friday prior to the registration dates. Lessons have been full to capacity due to a lower number of classes being offered due to lack of staff. Aquatics continues to take applications for those who are interested in working in the fall as Swim Instructors and Lifeguards. Apply online by clicking on Employment on the website, then the apply online button under Lifeguard/Swim Instructor.
- Ballinger Park Water Elements Project: The water elements project has begun at the Ballinger Park Boat Launch. The project includes a new fishing pier, floating boat dock and boat ramp. The Boat Launch area will be closed during construction during July and August. This is because the in-water work can only be done during the fish window period of July 1 through August

31. The in-water construction work will occur in July and August, and upland work will conclude in September.

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 (Activity is updated in the last week of the month)									
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls	
July	232	193	38	13	2	8	9	20	
YTD	1,432	1,876	305	97	15	36	43	101	

Weekly Patrol Synopsis

- There were six verbal domestic arguments this week: 22800 block of Lakeview Drive; 23000 block of La Pierre Drive (three); 22700 block of 72nd Place W; and 5800 block of 218th Place SW.
- There were five vehicle thefts this week: 4000 block of 228th Place SW; 22400 block of 54th Avenue W; 22800 block of Lakeview Drive; 22800 block of 44th Avenue W; and 22200 block of 54th Avenue W.
- There were three vehicle prowls this week: 22400 block pf 44th Avenue W; 6600 block of 244th Street SW; and 22800 block of Lakeview Dr.
- There were three warrant arrests this week: 23600 block of Hwy 99; 23200 block of 58th Avenue W; and 23000 block of 46th Avenue W.
- Officers were dispatched to a vehicle prowl report at the 23300 block of Lakeview Drive. Upon arrival officers located two subjects matching the suspects' description. Investigation revealed that both subjects had warrants for their arrest and they were in possession burglary tools. The subjects were booked into jail.
- On August 3, officers received a sex offense report from an outside agency. The case was assigned to detectives.
- On August 4, two bicycles were stolen from a secured parking garage at Terrace Station. There are no suspects or leads at this time.

- On August 5, officers responded to a catalytic converter theft in progress near Terrace Station. Upon arrival officers located the suspect and his vehicle. The suspect attempted to flee but was unsuccessful. The suspect eventually confessed to stealing the vehicle parts and storing them in his own vehicle. The suspect was booked into jail and his vehicle was towed pending a search warrant.
- On August 5, an unknown suspect burglarized an apartment located at the 6300 block of St. Albion Way. Two computers were stolen. No suspects or leads at this time.
- On August 5, officers responded to the 4300 block of Cedar Way for a report of a subject walking into traffic. Upon arrival officers contacted the subject and the subject's mother who was at the scene. The subject refused any help from officers and medics. The subject's mother was provided with resources if she was to need assistance in the future.
- On August 5, officers responded to the 4400 block of 212th Street SW for a burglary report. The victim provided information and evidence to officers. The case is under investigation.
- On August 6, there was a theft from a vehicle at the Nile Country Club. No suspects or leads at this time.
- On August 6, an officer issued a citation for a disabled parking violation at the Quartz Creek Apartments.
- On August 6, there was an attempted theft of a catalytic converter at the 4800 block of 225th Place W.
- On August 6, a package was stolen from the Lakeside Apartments. The package contained a laptop computer. No suspects or leads at this time.
- On August 7, officers were dispatched to the 21200 block of 44th Avenue W for a report of a physical domestic. Investigation revealed that the victim's ex-girlfriend assaulted the victim. The suspect was booked into jail for assault.
- Officers responded to a fraud complaint. A male suspect had identified himself as a DEA agent out of Houston, Texas, telling the victim that he was the number one suspect in a large-scale drug trafficking ring. The suspect then told the victim to purchase \$15,000 in gift cards to clear his name. The victim purchased the gift cards and gave all of the information to the suspect. This case is under investigation.
- On August 7, a known suspect used a victim's debit card to make several unauthorized purchases without permission. Case is under investigation.
- On August 8, a multi-unit set of mailboxes was damaged by an unknown subject.
- On August 9, a sexual assault was reported. Investigation revealed that the assault occurred in another jurisdiction and the report was forwarded to that agency.

- On August 9, a subject lost his wallet in Safeway. The next day he realized his wallet was lost and checked his back account. He noticed two transactions using his credit card. Case is under investigation.
- On August 9, a female subject was transported to Swedish Edmonds Hospital for a mental health evaluation.
- On August 9, officers responded to a female who attempted suicide. Medics arrived and transported her to Swedish Edmonds Hospital.
- Officers responded to a domestic violence harassment. Probable cause was develop to arrest a male suspect for making harassing statements to his ex-wife. The suspect was cited through the prosecutor.

Significant Incidents

• On August 7, the Mountlake Terrace Police Department was made aware that the Lynnwood Police Department was following an adult male who was walking and running on I-5 southbound from 44th Avenue W. The southbound freeway was shut down at 220th by the Washington State Department of Transportation to keep vehicle traffic away from the subject.

Traffic control was deployed by Mountlake Terrace units at 220th Street SW. The southbound 236th onramp was closed by an Edmonds Police unit. A Mountlake Terrace patrol unit was assigned to follow the Lynnwood police and Washington State Patrol (WSP) units on the freeway.

A WSP Crisis Responder arrived at the scene, and the subject was safely taken into custody by WSP on I-5 and 175th in Shoreline.

- Patrol responded to assist the Fire Department for telephone CPR in progress on a 91-yearold male. Medics attempted life saving measures which were unsuccessful. The medical examiner responded and took custody of the deceased.
- Patrol units were dispatched to a deceased male on a sidewalk. Dispatch advised that CPR had been started. Upon arrival it was quickly determined the male had been deceased for some time. Medics arrived and pronounced the subject deceased. The Medical Examiner responded and took custody of the body.
- A patrol unit located an occupied stolen vehicle. The vehicle was followed to 44th Avenue W and 212th Street SW, where it pulled into a business parking lot and a high risk vehicle stop was conducted. The driver and only occupant complied with commands and taken into custody for being in possession of a stolen vehicle.

Weekly Investigations Update

- <u>Cases Assigned</u>
 - O 21-11404 Death Investigation
 - o 21-11302 Burglary
 - o 21-10913 Burglary
 - O 21-11254 Mal Misdemeanor
- Cases Cleared
 - o 21-11200 Sex offense
 - o 21-9603 Death Investigation
 - o 21-1009 Death Investigation

Community Outreach & Directed Enforcement

- Originally dispatched as a welfare check about a transient holding a sign, "LOSING HOPE,"
 Officer Rodgers checked with the individual. He was not suicidal but had come across tough
 times and did not need any community outreach items. Officer Rodgers spent some extra
 time with him.
- Officer Rodgers performed some community oriented policing with a clerk concerning narcotics activity in the area and security advice.
- Officer Marshall spent some time with a resident whose son is suffering from mental illness and provided some resources.
- Officer Nguyen met a transgender person and spoke with him about applying to be a police officer and gave him information on ride-alongs.
- Officer Elrod drove through the Interurban Trial in the early morning hours. No issues or homeless subjects were observed in the tunnel.
- Officers warned two adult females about keeping their dogs leashed at Ballinger soccer field.

Code Enforcement Property of the Week

Code Enforcement received property complaints regarding debris on private property located near the 5100 block of 242nd Street SW. When Code Enforcement arrived, they observed discarded wood pallets, trash bags, accumulations of buckets and bricks, and miscellaneous debris. As a result, Code Enforcement issued civil notices. On July 29, Code Enforcement followed up to previously issued notices, and noted above property was in substantial compliance.





NEWS RELEASES

News releases can be found on the <u>city's webpage</u>.

UPCOMING MEETINGS AND EVENTS								
•	September 8	6:00 p.m.	Coffee with the City, Zoom Meeting ID: 880 4842 2899					
			Passcode: 090821					
•	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