

CITY MANAGER'S WEEKLY UPDATE October 29, 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, November 1 meeting** (Meeting ID [82133370259](#) | Passcode 110121), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of 2022 State Legislative Agenda; and (2) Approval of Main Street Revitalization Design Supplement – Phase II Design Amendment.

The City Council's **Wednesday, November 10 special work/study session**, beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Introduction of Stormwater Code Updates Ordinance; (2) Review of PUD Main Street Revitalization Phase II Design Interlocal Agreement; and (3) Review of Mid-Biennial Budget Modifications. **Please note this meeting is on Wednesday due to Thursday's Veterans Day holiday.**

The City Council's **Thursday, November 11 work/study session**, is cancelled due to Thursday's Veterans Day holiday.

CITY CLERK AND COMMUNITY RELATIONS

- **Trunk or Treat:** The Mountlake Terrace Business Association is planning to hold their annual Trunk or Treat event on Sunday, October 31 from 5:00 to 7:00 p.m. at the parking lot near the corner of 56th Avenue W and 232nd Street SW. The City of Mountlake Terrace will be participating, with city employees contributing funds to purchase candy for the event. Masks are required for all participants.
- **Economic Alliance of Snohomish County's Quarterly Meeting:** On Thursday, October 28 the City of Mountlake Terrace hosted an Economic Development Partners Meeting with Economic Alliance of Snohomish County. The meeting included economic development staff from the cities of Edmonds, Everett, Lynnwood, Marysville, Stanwood and Sultan as well as Snohomish County and Workforce Snohomish. The agenda included an update on Mountlake Terrace's economic development efforts, a presentation from Workforce Snohomish on labor shortages and workforce development, updates from jurisdictional partners, and a tour of Sound Transit's light rail station. The city appreciates the assistance of Morgan Sound for helping with the logistics of the combination in-person and online "hybrid" meeting.
- **Diversity Equity and Inclusion (DEI) Commission Annual Update:** At the October 28 City Council work/study session, the DEI Commission provided an update on their accomplishments since they began meeting in October of 2020. [You can view the presentation here.](#)

- **Volunteers Needed:** Snohomish County Public Works is looking to fill eight positions on its Americans with Disabilities Act (ADA) Citizen Advisory Committee. They are non-paid, two-year terms. Members help advise the County on ADA compliance issues. Submit a candidate letter by November 1. [More information is available online here.](#)
- **Washington State Eviction Moratorium Ends October 31:** The state's eviction moratorium will end October 31, 2021. Anyone in Snohomish County needing rental assistance can start by calling 211. The 211 call center connects people with human and social services. It is operated by Volunteers of America Western Washington. The process takes time, and the demand is growing, so it is important to get started sooner rather than later. Qualified Snohomish County households may be able to receive up to 12 months of assistance, including back rent. Landlords also can be involved in requesting assistance for tenants.

As a reminder, the city offers assistance programs for residents, including utility discounts for seniors and low-income households. More information is available [online](#).

- **Adopt-A-Drain Program:** Clearing storm drains protects water quality and prevents flooding. With the rainy season here, the City of Mountlake Terrace is welcoming new volunteers for the Adopt-A-Drain program.

For more information contact Stormwater Program Manager Laura Reed at lreed@mltwa.gov or 425-744-6226.



- **Apply Now For Lodging Tax Grants For Events, Tourism:** Financial support is available for organizations planning community events and festivals in Mountlake Terrace. The city has \$25,000 in lodging tax funds available to qualified applicants for projects and events that promote tourism in 2022. These funds come from the taxes collected from Studio 6 Hotel in Mountlake Terrace.

Lodging tax funds must be used for marketing or operation of special events designed to attract tourists from more than 50 miles away. They may also support the operations of tourism-related facilities owned or operated by nonprofit organizations according to law.

Programs or events should have the potential to increase overnight visits to Studio 6 and/or create a positive economic impact. Lodging tax funds have helped support community events such as the 3rd of July Fireworks event, Tour de Terrace and Arts of the Terrace.

Applicants should review the guidelines and criteria found on the Lodging Tax Funds webpage under "Community/Stay Informed" or contact Community Relations Director Virginia Clough at 425-744-6206 or cityhall@mltwa.gov. Application materials must be received by 4:30 p.m. on Wednesday, November 10, 2021. Learn more and view the [application materials](#).

- **Update on City Hall Reopening:** With the continued high level of COVID-19 cases and hospitalizations, combined with the contractor continuing to complete the punch list of items to finish the project, City Hall and the Police Station remain closed to the public for in-person business with the exception of appointments related to specific services. The city will continue to monitor health recommendations from the county and state and plan for reopening for in-person services once the City Hall project is completed and health precautions allow.
- **City Instagram Promotes Jobs:** The city has refreshed its Instagram account with some new content and will be doing the same on YouTube over the next few months. Currently we have a new reel advertising our recreation programs and highlighting why the Recreation Pavilion is a great place to work. The city is hiring and in order to extend our hours at the Pavilion, we need more staff. Please follow us on Instagram at [cityofmlt](#) and consider working for the City of Mountlake Terrace! Find our job listings [here](#) and if you would prefer filling out a paper application instead of applying online, please call our Human Resources Manager at 425-744-6225 and she will be happy to mail you one!
- **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 [here](#).
- **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](#)
- **Public Access to City Facilities:** With indoor mask mandates back in place, the city is postponing plans to open City Hall for in-person appointments.

The Recreation Pavilion hours are Monday-Thursday, 5:45 a.m.-8:30 p.m., Friday 5:45 a.m.-6:30 p.m., and Saturday 8:00 a.m.-12 p.m. The facility is not open on Sunday. 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 at the station or mailed. Utility payments may be placed in the drop box at City Hall, mailed, or paid [online](#).

COMMUNITY & ECONOMIC DEVELOPMENT

- **Permits:** Until the city re-opens for in-person services, [permit applications](#) are accepted through a 'no-contact' procedure. 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.
- **Interactive Map:** A [development projects interactive map](#) has been created showing all of the projects currently happening in the city. Project PDF pages can be viewed by either clicking on numbers in the map or their names on left side of the map.

FINANCE

- **Utility Billing Vendor:** 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. There is no longer a \$2.00 fee for credit card payments. The new contract is approximately \$30,000 *less* per year.

Customers may walk or drive up to the utility bill payments drop box at City Hall. For questions, contact Utility Billing at utilitybilling@mltwa.gov or 425-744-6214.

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, 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:** The Youth Programs Department is hiring Before and/or After School Site Leads and Assistants. We are seeking dedicated, responsible, fun and caring individuals to help bridge the school day for our youth. More information is [online](#). Contact Mark Haug at mhaug@mltwa.gov or Danielle Ladd at dladd@mltwa.gov for more information.
- **Aquatics:** We are hiring part-time Lifeguards and Swim Instructors for summer and 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 of people. Swim Instructors are trained in house, these candidates must enjoy the water and working with children. Apply [online](#).
- **Athletics:** We are looking for gym attendants! Contact Danielle Ladd for more information at 425-640-3105 or dladd@mltwa.gov.
- **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. See available [job opportunities](#) or contact Renee Norton at 425-640-3108 or rnorton@mltwa.gov.
- **Parks Maintenance:** Part-time parks maintenance help is needed! Help keep our parks clean with weekend and weekday hours. Applications can be submitted [online](#).
- **Ballfields:** It is heading toward the end of soccer season. The natural grass ballfields will be closed as of November 1, to give it a chance to rest and recover before the baseball season. The new synthetic turf field at the Evergreen Playfield Complex will remain open for use.
- **Basketball Open Gym:** Basketball open gym is back on Saturday mornings! Drop-in from 9:00-11:30 a.m.
- **Dance Quarterly:** Mid-day pre-school dance classes begin Wednesday, November 3 in Fall Session #2. Pre-Ballet at 1:45 p.m. still has space available. [Register here](#). Fall Session #2 will include the continuing of the Teen Adult Program for ages 15 and older. Beginning and Intermediate Tap classes are offered on Wednesday evenings and Open Level Ballet is offered with hybrid attendance on Monday nights. On-site drop in is available for Teen/Adult programs if the class has space. For more information contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
- **Fitness Quarterly:** Get into your new fall routine to stay active and healthy! Check out the fitness webpage to see class descriptions and to register. We have a variety of options including Yoga, Tai Chi, Stott Pilates and Personal Training. View more information in the [DASH database](#) or contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.

- **HappyFeet Soccer:** HappyFeet Soccer will happen on Sundays, November 7 through December 12, indoors at the Terrace Park Elementary gym. This soccer program is designed for children ages 2 ½ to 10. It supports kid's gross motor development using creative activities to teach basic soccer skills and instill love for the game. Contact Danielle Ladd for more information at dladd@mltwa.gov. Click [here](#) to register.
- **New Dog Obedience Classes Starting:** A new session of dog obedience classes are starting the week of November 1, the Basic Dog Obedience class is full with a waitlist. Beyond Basic has room for more dogs, this class builds on the basic class content and prepares dogs for the AKC Canine Good Citizen test. Puppygarten currently has one participant registered with plenty of room for more, this class is for puppies eight to sixteen weeks old and focuses on proper puppy socialization, development and how puppies learn. A fun class for both puppies and humans! All classes meet at the Recreation Pavilion in the Jungle room: Basic meets Mondays from 7:30-8:30 p.m., Beyond Basic meets Wednesdays from 7:30- 8:30 p.m., and Puppygarten meets on Thursdays from 7:00-8:00 p.m. For more information contact the Recreation Pavilion at 425-776-9173. Registration is available [online](#) or in person.
- **Saturday Swim Lessons, Friday Lessons Added:** Online pre-registration for Saturday swim lessons is Saturday, October 30 from 8:30 a.m. to 12:00 p.m. Anyone currently in lessons will be able to register online during this timeframe. Open registration will be in person or by phone at the Recreation Pavilion starting at 9:00 a.m. on Wednesday, November 3. In addition to Saturday lessons, Friday lessons have been added. The schedule of classes is available [online](#) or at the Recreation Pavilion. Friday and Saturday classes will start November 5 & 6 and end December 17 & 18 with no classes meeting the weekend of Thanksgiving (November 26 & 27). Contact the Recreation Pavilion for questions at 425-776-9173.
- **Volunteers:** The Mountlake Terrace Garden Club continued the fall cleanup of entry sites throughout the city this week. The Mountlake Terrace Garden Club is a volunteer based community group that for over 20 years has annually planted flowers and maintained several different sites throughout the city.
- **Wallyball, Pickleball, Racquetball:** We have courts and equipment to rent for wallyball, pickleball or racquetball. Reservations can be made up to seven days in advance. For additional information go to [athletics](#).

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	1,888	2,335	393	132	22	52	58	136

Weekly Patrol Synopsis

- There was one verbal domestic argument this week: 24200 block of 57th Avenue W.
- There were three vehicle prowls this week: 4400 block of 223rd Street SW; 21500 block of 48th Avenue W; and 21300 block of 52nd Avenue W.
- There were four vehicle thefts this week: 3800 block of 226th Place SW; 22800 block of Lakeview Drive; 23500 block of Lakeview Drive; and 5000 block of 228th Street SW.
- There were five warrant arrests this week: 5800 block of 220th Street SW; 4300 block of 212th Street SW; 6000 block of 220th Street SW; 24000 block of Van Ry Boulevard; and 4300 block of 212th Street SW.
- On October 20, officers responded to the 6300 block of St. Albion Way for a suicidal subject. The female subject stated that she was feeling suicidal and had ingested medication to try to take her life. She was transported to Swedish Edmonds for a mental health evaluation.
- On October 20, officers responded to a domestic harassment report, which involved a family member sending threatening texts. Case is under investigation.
- On October 21, an unknown suspect stole a case of beer from the 7-Eleven store. There is video of the theft and the case is under investigation.
- Officers are investigating a physical fight that occurred at the 3800 block of 220th Street SW. Several juveniles were engaged in this fight.
- On October 22, officers responded to the Crazy Moose Casino for a fight. Upon arrival they met with the very intoxicated and uncooperative individual who had been trespassed from the casino. He was eventually arrested for trespassing and booked into jail.
- On October 22, an unknown female filled her car with gas at the 23200 block of 56th Avenue W and then fled without paying for the gas. No suspects or leads at this time.
- On October 22, officers responded to the Studio 6 Motel for a domestic violence assault. Probable cause was developed to arrest an adult male who assaulted a female and fled the scene. The suspect was not located. Charges have been sent through the prosecutor.
- On October 23, a theft occurred at Safeway. An adult male subject left the store with a grocery cart full of items and did not pay for them. He was seen getting into a vehicle and leaving the area. There is video and license plate information. Case is under investigation.

- On October 23, officers responded to the 22300 block of 51st Avenue W for a domestic disturbance. Two subjects who reside in that residence were arguing over miscellaneous topics. The suspect then pushed the victim down causing an injury. The suspect was arrested for domestic violence assault.
- On October 24, officers responded to the 22200 block of 67th Place W for a suicidal youth. The subject and a parent were contacted. The parent indicated that she did not want to take the youth to the hospital at that time.
- On October 25, officers were dispatched to the 4500 block of 237th Place SW for a theft complaint. The reporting party indicated that a known suspect stole a laptop while staying at the house. Case is still under investigation.
- On October 25, officers responded to the Capri Apartments where the manager discovered a broken window on the apartment's cabana. It appears as if someone was trying to get inside to sleep for the night.
- On October 25, a subject was issued a citation for lighting off fireworks at the 21900 block of 64th Avenue W.
- On October 25, officers arrested a female suspect at the 23600 block of 56th Avenue W. The suspect was intentionally blocking traffic and being uncooperative with officers.

Significant Incidents

- On October 23, officers responded to a reported assault with a weapon at the 7-Eleven. It was determined that a glass door had been shot at which cracked and broke the glass. Officers were unable to locate any bullet casings or bullet fragments. No sounds of a firearm were heard. It is possible that an air gun was used to cause the property damage. There is no suspect information at this time.
- Patrol received a report of a fight at Mountlake Terrace High School earlier in the week involving two students. Hearsay among students conveyed that one of the involved fighters was going to seek revenge at a future time involving a gun and "gang" friends. The responding officer contacted school administration immediately. The parent of the threatened student was notified of the situation. Ongoing investigation.
- Detectives, with the assistance of patrol units, attempted to arrest a subject for property crimes. The suspect drove into the parking lot to meet with detectives, and patrol units attempted a vehicle stop on the suspect. The suspect fled and exited the area at a high rate of speed. Patrol units did not pursue the suspect. The suspect now has additional charges for Eluding a Police Vehicle.
- Patrol was dispatched to a vehicle collision in the 4700 block 228th Street SW. Investigation revealed that a hit-and-run collision had occurred a few minutes prior at 236th Street SW and Cedar Way.

The victim from the first collision followed the suspect to obtain additional information for

911. The suspect went north on 48th Avenue W, lost control, and crashed into a residence. The residence was heavily damaged. Fortunately no serious injuries occurred. The suspect was arrested for DUI and hit-and-run and was booked into the Snohomish County Jail.

Weekly Investigations Update

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|--------------------------|-------------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| ○ 21-15187 Burglary | ○ 21-15331 Threats |
| ○ 21-15401 Theft | ○ 21-14219 Theft |
| ○ 21-8624 Theft | ○ 21-14759 Vehicle Theft |
| | ○ 21-6224 Sex offense |

Community Outreach & Directed Enforcement

The week was active with officers making several contacts with many citizens. Officers continue to conducted local business and area checks at the following locations: Andorra Estates Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and marijuana dispensaries. Below are some highlights of the community contacts that were made to include contacts with homeless subjects.

- Officer Voeller spent time at Safeway due to their concern about shoplifting of alcohol among teens since it was Mountlake Terrace High School's homecoming. He also handed out some police badge stickers to kids.
- Officer Voeller assisted an elderly community member who was having cell phone issues causing it to keep calling 911. He helped her reset the phone and explained some of the phone's features.
- Officer Rodgers contacted a transient who was sleeping in the rain. Outreach materials were provided, including a rain poncho.
- Officer Voeller provided a stranded community member with a courtesy transport to his residence in Shoreline.
- Officer Shin pushed a car off the roadway and into a safe area.
- Sergeant Pickard performed a foot patrol near the 21400 block of 60th Avenue W.
- Officer Look contacted a large group of kids at a local church who were excited to see a police officer. He provided them with some stickers.
- A high school student was intoxicated and belligerent. Officer Elrod accommodated the request of the student's mother of having him follow them to their residence for safety reasons.
- Officer Look spoke with two kids about becoming police officers and provided them with some stickers.

- Officer Rodgers and Officer Froisland spent some time with a local Boy Scout group and talked about police work.



Code Enforcement Property of the Week

Code Enforcement observed multiple nuisance violations occurring on a property, located in the area of the 4500 block of 224th Place SW. While on-site, Code Enforcement noted a vehicle parked in the front yard, trash and debris, indoor furniture left outside, a riding lawn mower taken a part in the driveway, a vehicle not registered to the property, containers of what appear to have toxic substances, vehicles with expired licenses, construction materials, vehicle parts, and RV left on jacks (elevated), garbage and recyclables not properly disposed of, and vehicles parked in the backyard.



Code Enforcement entered into a Voluntary Compliance Agreement (VCA) with the property owner in accordance with the following violation of Mountlake Terrace Municipal Code sections: [8.15.040.E](#), [8.15.040.I](#), [8.15.040.H.1](#), [8.15.040.K](#), [8.15.040.E.2](#), [8.15.050.B.1](#), [8.15.050.B.2](#), [8.15.050.B.3](#), [8.15.050.D](#), [8.15.050.C](#), [8.15.050.F](#), [8.15.040.G.1](#), [8.15.040.G.2](#), [8.15.050.B.8](#), and [8.15.050.B.7](#). The VCA will expire 45 days from the day it was issued. Code Enforcement will continue to monitor this property for compliance.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- November 3 6:00 p.m. Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 110321
- December 8 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace