

CITY MANAGER'S WEEKLY UPDATE

November 12, 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 15 meeting** ([Meeting link](#) | Passcode 111521), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Public Hearing on Revenue Sources, Including Property Tax: a. Adoption of General Operating (GO) Levy Property Tax Resolution; b. Adoption of Emergency Medical Services (EMS) Levy Resolution; c. Adoption of General Operating, Emergency Medical Services, and Excess Property Tax Levy Ordinance; and (2) Public Hearing and Adoption of Stormwater Code Updates Ordinance.

The City Council's **Thursday, December 2 work/study session** ([Meeting link](#) | Passcode 120221), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of Mid-Biennial Budget Modifications; (2) Discussion of Consolidation of Code Enforcement Provisions; (3) Discussion of Park and Facilities Staffing; (4) Discussion of Traffic Impact Fees; (5) Review of Civil Engineering, Land Use, Building and Fire Fee Schedules; (6) Review of Amendment No. 15 to the Professional Services Agreement with ARC Architects; (7) Review of Professional Services Agreement with Hearing Examiner; and (8) Review of Utility Repayment Program per [House Bill 1069](#).

CITY CLERK AND COMMUNITY RELATIONS

- **Public Hearings:** As noted above, the City Council will hold two public hearings at the November 15 regular meeting on Revenue Sources (including property tax to be collected in 2022) and proposed Stormwater code updates. For more information, find the agenda and Zoom link information at www.cityofmlt.com/129.
- **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. If you decide to adopt a drain (or multiple!) nearby, you agree to remove accumulated debris from your storm drain from October through March. Then you'll contact the city's Stormwater Program Manager with the time you spend keeping our water clean. For more information on our Adopt-A-Drain program, contact Stormwater Program Manager Laura Reed at lreed@mltwa.gov or 425-744-6226.



- **Before/After Photos Show Taylor Pond Restoration:** The city recently completed a water quality project to revitalize Taylor Pond, a regional stormwater detention pond originally constructed in 1979 and updated in 1988. Taylor Pond is located at the intersection of 216th Street SW and 66th Avenue W, just upstream of Hall Creek, a key tributary to Lake Ballinger. Before this summer, the pond's surface was barely visible beneath a tangle of shoulder-high blackberry vines, cattails and grasses.

Detention ponds protect creeks and lakes by allowing suspended pollutants to settle and by storing water during storms. Over the years, Taylor Pond had filled with sediment and no longer was able to remove pollutants washed away from streets and parking lots.

The pond is on private property, but the city has an easement for maintenance. The City Council identified cleaning Taylor Pond as a priority in 2018, but work began this year as funding became available. The recent work removed 1,220 cubic yards of sediment from the pond, improved the design for easier maintenance, and added native wetland plants. View the [YouTube video](#) showing before-and-after photos.

To learn more about this project and water quality protection in the city, visit [the website](#) or contact Laura Reed, Stormwater Program Manager, at lreed@mltwa.gov or 425-744-6226.

- **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!
- **Update on City Hall Reopening:** With the continued high level of COVID-19 cases and hospitalizations, combined with the contractor continuing to complete the 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.
- **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 mandates. Call 425-775-9694 to schedule an inspection and have your permit number and address ready. During your work, permits must be on-site, workers must following COVID-19 protocols, and contractors must have a developed exposure control, mitigation, and recovery plan (Department of Labor & Industries will enforce requirements for contractors to comply). Please email Permitspecialist@mltwa.gov with questions.
- **Interactive Map:** View the [interactive map](#) showing all development 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](#) or contact Mark Haug at mhaug@mltwa.gov or Danielle Ladd at dladd@mltwa.gov.
 - **Aquatics:** We are hiring part-time Lifeguards and Swim Instructors. As everything opens up more, staff will be needed to offer more programs 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 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](#).
- **Veterans Day:** The Recreation Pavilion will be open regular hours on Thursday, November 11, with Swimming Lessons meeting as normal. Any Veteran can let the front desk know to be admitted to swim for free.

- **Open Registration for Swimming Lessons:** Registration opened on November 10 and will remain open until classes are filled or until the third lesson. This session will run November 15 and 16 to December 15 and 16, with no swimming lessons on November 24-27 during the Thanksgiving holiday. A schedule of classes can be found [online](#).
- **American Red Cross Course:** Aquatics is offering American Red Cross Lifeguarding Review on November 26 and 27 or December 18 and 19 for anyone who has a current Lifeguarding Certification. Course fees are \$90 for residents and \$99 for non-residents. The course will be from 9:00 a.m.-2:00 p.m. on both days at the Recreation Pavilion and will consist of both lecture and water skills session reviews in addition to taking two written tests. Successful completion will recertify individuals for two years. Registration is available [online](#).
- **Junior Lifeguards:** A Junior Lifeguarding Course for youth ages 11 to 14 will be offered from 11:00 a.m. to 2:30 p.m., Monday through Thursday, December 20-23. This course will cover many of the swimming skills required in the Lifeguard Course as well as first aid and CPR. This is not a certification course. All participants must be able to swim 100 yards and tread water for 60 seconds. Participants will also be admitted to the Recreation Swim at 1:15 p.m. each day. Registration is available [online](#).
- **Temporary Pool Closure:** The Pool, Spa, Sauna and Deck was closed in the afternoon on Friday, November 12 for staff to pressure wash the walkway.
- **Volunteers:** A volunteer group known as the “Ivy League” has adopted Veterans Memorial Park and has been working to remove the invasive ivy growing in the park. The group has scheduled another outing for Saturday, November 20 at 9:00 a.m. and plans on doing some trail clean up and continued ivy removal.

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	2,108	2,614	456	156	27	58	68	147

Weekly Patrol Synopsis

- There were four verbal domestic calls this week: 4100 block of 236th Street SW; 4500 block of 237th Street SW; 5600 block of 220th Street SW; and 6300 block of St. Albion Way.
- There were three vehicle prowls this week: 22000 block of 56th Avenue W; 21900 block of 64th Avenue W; and 5500 block of 220th Street SW.
- There were two vehicle thefts this week: 6400 block 218th Street SW and 6400 block of 230th Street SW.
- There were six warrant arrests this week: 23300 block of 58th Avenue W; 4500 block of 224th Place SW; 21300 block of 50th Avenue W; 22800 block of 440th Avenue W; 6000 block of 220th Street SW; and 22600 block of 57th Avenue W.
- Two subjects were contacted at the West Plaza who were unhoused and appeared to be staying in the area resulting in patrons' concern. The subjects were issued trespass notices.
- A commercial burglary was reported at the 22900 block of 56th Avenue W. The items missing were customer files. There are no suspects or leads at this time.
- A fraud was reported that involved a claim of an unknown subject accessing the victim's credit card to make online purchases. No suspects or leads at this time.
- A hit-and-run occurred at the Mountlake Terrace High School. Investigation is ongoing pending review of video surveillance.
- Officers responded to an assault at the 4100 block of 212th Street SW. There was a neighborhood dispute that escalated, with the suspect assaulting the victim. Two subjects were issued citations for assault in the 4th degree.
- A catalytic converter theft was reported at the 23500 block of Lakeview Drive. No suspects or leads at this time.
- Officers responded to a collision at the 4700 block of 226th Street SW. Upon arrival, officers found two subjects who were uninjured. The driver stated that he fell asleep at the wheel. Further investigation revealed that the driver was intoxicated; he was arrested and booked into jail for DUI.
- Officers responded to the 23500 block of 56th Avenue W for a physical domestic between a boyfriend and girlfriend. Both subjects were drinking alcohol. Probable cause was developed to arrest the female for assaulting her boyfriend. She was booked into jail.
- A package theft was reported at the 22300 block of 52nd Avenue W. The suspect was caught on video. The suspect is a lighter skinned male wearing white shoes, blue jeans, black jacket and a black beanie. The suspect had a pistol in a holster on his right hip. The case is under investigation.

- Officers responded to a physical domestic between a father and son who live together in the 23000 block of La Pierre Drive. During a verbal argument the son pushed the father. The son fled the area but was later apprehended in Seattle.
- During a traffic stop, an officer discovered the petitioner and respondent of a protection order were in the same vehicle. The respondent was arrested and booked for violating the order.

Significant Incidents

- On November 5, officers were dispatched, along with medical units, to the 21500 block of 48th Avenue W in regard to a 48-year-old male not breathing. Upon arrival, the male was located laying on his back partially on his bed and it was quickly determined that he was not breathing. Officers attached an Automated External Defibrillator (AED) to gauge response. CPR was performed by the officers until the medics arrived and took over life saving measures. Once a heartbeat was established the male was transported to Swedish Edmonds Hospital for further medical care.
- On November 6, officers responded to a collision at the intersection of 236th Street SW and 48th Avenue W. Investigation revealed that one of the vehicles involved went up a curb and struck a sign post which was on the north side of 236th Street SW, west of 48th Avenue W. The sign post was leaning but still intact.
- On November 8, patrol responded to a trespass in progress at a maintenance building located at 23000 Lakeview Dr. One adult male was taken into custody and charged with Criminal Trespass. No damage was done to the building.

Community Outreach & Directed Enforcement

This week was active with officers making several contacts with many citizens. Officers continue to conduct 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 community contacts:

- Officer Perry contacted a transient under 220th and resources were provided. (See the photo.)
- Officers located a 3-year-old wandering on the sidewalk. The juvenile was reunited with his mother and both were provided a courtesy transport to their residence.
- Sergeant Pickard performed an area check for homeless camps near the 22100 block of 70th Avenue W.
- Officer Elrod discussed resources to transients at Veterans Park.
- Sergeant Pickard and a Social Worker performed area checks for homeless camps.
- Officers performed an emphasis at a residence known for criminal activity. Officers contacted a subject and arrested him for his warrants.



Code Enforcement Property of the Week

Code Enforcement followed up to a nuisance property case, located near the 4900 block of 217th Street SW. While on-site, Code Enforcement noted an engine block in the front yard, two indoor fans in the front yard, three inoperable vehicles parked in the rear and side yard of the property, and a variety of trash and debris not property stored.

Code Enforcement entered into a Voluntary Compliance Agreement (VCA) with the property owner, providing 30 days to clean up the property.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- December 8 6:00 p.m. Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 120821
- January 12 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- February 9 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- March 9 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- April 13 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- May 11 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- June 8 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- July 13 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- August 10 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- September 14 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- October 12 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- November 9 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- December 14 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace