

## CITY MANAGER'S WEEKLY UPDATE

November 26, 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 **Thursday, December 2 work/study session** ([Meeting link](#) | Passcode 120221), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Discussion of Consolidation of Nuisance Code Enforcement Provisions; (2) Review of Fee Schedules: a. Building, Electrical and Fire-Related Permit Fees; b. Civil Engineering Construction Development Fees; and c. Land Use and Development Fees; (3) Review of Water Service Installation Fee Ordinance; (4) Review of Mid-Biennial Budget Modifications Ordinance; (5) Review of Utility Repayment Program per [House Bill 1069](#); (6) Review of Amendment No. 15 to the Professional Services Agreement with ARC Architects; and (7) Review of Professional Services Agreement with Hearing Examiner (Tentative).

The City Council's **Monday, December 6 meeting** ([Meeting link](#) | Passcode 120621), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Economic Alliance Snohomish County (EASC) Annual Report; (2) Approval of WRIA 8 Interlocal Agreement Addendum Allowing City of Everett to Join; (3) Adoption of 2022 State Legislative Agenda; (4) Approval of Amendment No. 15 to the Professional Services Agreement with ARC Architects; (5) Approval of Agreement with Volunteers of America for Utility Repayment Program per [House Bill 1069](#) (Tentative); (6) Adoption of Water Service Installation Fee Ordinance; (7) Adoption of Fee Schedule Resolutions: a. Building, Electrical and Fire-Related Permit Fees; b. Civil Engineering Construction Development Fees; and c. Land Use and Development Fees; (8) Approval of Professional Services Agreement with Hearing Examiner (Tentative); and (9) Review and Authorization of Public Works Trust Fund Loan for Westside Water Main.

### CITY CLERK AND COMMUNITY RELATIONS

- **Thanks to our Generous Volunteers:** Last Saturday, members of the City Council and staff helped in a Pop Up Food Pantry event sponsored by Volunteers of America Western Washington. In this effort, 608 boxes of food were provided to 110 households and delivered to a number of homebound Mountlake Terrace residents. A number of other efforts to feed the hungry have taken place in our city over recent weeks. Please see our [news release](#) or visit our [Facebook page](#) for more information.



- **Sound Transit Tour:** On Monday, November 22, Sound Transit provided an update and tour of the future Mountlake Terrace Light Rail Station to Congressman Rick Larsen, along with city officials and Community Transit CEO Ric Ilgenfritz. “We are grateful for the support of Representative Larsen and Congress for their work on this infrastructure bill that will support the city’s efforts to connect people with transit, housing and jobs,” stated Mountlake Terrace Mayor Kyoko Matsumoto Wright, who attended the tour. “The project has really taken shape, and we are excited to see it through to fruition.”



*L-R: Mayor Matsumoto Wright, U.S. Rep. Rick Larsen and Sound Transit CEO Peter Rogoff.*

The recently-passed federal infrastructure bill includes \$380 million in funding for Sound Transit projects. Sound Transit’s CEO Peter Rogoff on Monday emphasized the importance of federal funding with rising construction and labor costs along with competition with other national projects. The Lynnwood Link project remains fully funded and on schedule. Slated for completion in 2024, the civil construction of the light rail project connecting the Northgate Station to Lynnwood through Mountlake Terrace and Shoreline is now at 50 percent.

The tour began at the Community Transit Parking Garage and proceeded to the new Mountlake Terrace station under construction. The station spans 236<sup>th</sup> Street SW adjacent to Interstate 5. The tour included close-up views of the station’s elevators, stairways, and elevated track with some rails already installed. It was noted that while the project may look pretty far along, the last year of work will include electrical and HVAC work, lights, timing and testing.

- **New Tree to Adorn Town Center Plaza:** A wireless carrier project at Jack Long Park means the city will not be lighting the tree atop the water tower this year. However, the city will be installing a 20-foot artificial tree in the Jerry Smith Town Center Plaza, 23204 58<sup>th</sup> Avenue W. The purchase of this tree was made possible by a number of local sponsors.

Due to the ongoing pandemic, the city will not hold the annual in-person “Tree Lighting Ceremony” at Evergreen Park.

The City of Mountlake Terrace sincerely thanks the following partners for funding the new tree to light up our plaza in December: AFCO & Sons (Yuko Abe), David Blau/B Squared Construction, Chicago Title, Steve Cox, First Security Bank, Grand Pere Bakery, Wade Heyer, Steve Hubner, Lake Cushman Company, Landsverk Quality Homes, Mustach & Jackson, Mountlake Terrace Plaza, Sound Structural Solutions and Summit Homes.

Watch for photos of the new tree in early December on the city's social media: [City of Mountlake Terrace Government](#) on Facebook and CityofMLT on [Instagram](#) and [Twitter](#).

- **Best of 425 Contest:** Have you voted in the [425 Magazine](#) "Best of 425" contest? Mountlake Terrace restaurants, businesses and attractions are eligible! Voting ends Jan. 14, 2022. To vote or to receive more information, visit <https://vote.425magazine.com/>.
- **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](mailto: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	<a href="mailto:permitspecialist@mltwa.gov">permitspecialist@mltwa.gov</a>
City Hall – General:	425-776-1161	<a href="mailto:cityhall@mltwa.gov">cityhall@mltwa.gov</a>
Code Enforcement:	425-744-6254	<a href="mailto:codeenforcement@mltwa.gov">codeenforcement@mltwa.gov</a>
Non-Emergency Police/Fire:	425-407-3999	(Call 9-1-1 if emergency)
Recreation Pavilion:	425-776-9173	<a href="mailto:mltrecreation@mltwa.gov">mltrecreation@mltwa.gov</a>
Traffic Tickets/Violations:	425-744-6228	<a href="mailto:records@mltwa.gov">records@mltwa.gov</a>
Utility Billing:	425-744-6214	<a href="mailto:utilitybilling@mltwa.gov">utilitybilling@mltwa.gov</a>

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 follow 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](mailto: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](mailto: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 Jazz, Lyrical and Tap instructors are needed and can be integrated into the second semester schedule 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](mailto: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](mailto:mhaug@mltwa.gov) or Danielle Ladd at [dladd@mltwa.gov](mailto: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](mailto: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](mailto: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](#).
- **Pavilion Modified Schedule:** From November 24 to 27 the Pavilion will be on a modified Schedule. November 24 the hours of operation will be 5:45 a.m. to 6:30 p.m. From 5:45 a.m. to 4:30 programs will meet at normal times. There will be no swimming lessons held and an afternoon Recreation Swim has been added from 4:45-6:15 p.m. November 25 the Pavilion will be closed for the Thanksgiving holiday. November 26 the hours of operation will be 5:45 a.m. to 6:30 p.m. with morning sessions meeting as usual, no swimming lessons will be held and a Recreation swim will end the day from 4:45-6:15 p.m. November 27 there will be no swimming lessons, morning deep water fitness will be as usual at 8:15 a.m. there will be a Leisure Pool and River Swim from 8:00 to 10:00 a.m. and a Recreation Swim will be added from 10:15 a.m. to 11:45 a.m. The schedule is available at the front office of the Pavilion or [online](#).
  - **Dance Academy 1<sup>st</sup> Semester:** The Dance Academy is currently offering classes in Creative Dance, Ballet, Jazz and Lyrical. Our program is based on a full school year's curriculum, taught by highly trained dance teachers for kids ages 3½-19. First Semester registration is on-going and must be done in person at the Pavilion! For more information and registration paperwork visit our [Academy Classes webpage](#). For questions or placement advice, contact Chloe Davenport at 425-640-3107 or [cdavenport@mltwa.gov](mailto:cdavenport@mltwa.gov)
  - **Dance Academy 2<sup>nd</sup> Semester:** Second Semester starts January 31<sup>st</sup>. Registration will begin in December. December 1-7 is priority-registration for current students to re-register for the class they are already taking. Open registration begins on December 8. New student are welcome to join and must meet the age range as of September 1, 2021. Dancers may be

placed in a different level at the teacher and directors discretion. Trial classes can be arranged. For more information and registration paperwork visit our [Academy Classes webpage](#). For questions or placement advice, contact Chloe Davenport at 425-640-3107 or [cdavenport@mltwa.gov](mailto:cdavenport@mltwa.gov).

- **Dance Quarterly:** Mid-day pre-school dance classes began 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](mailto:cdavenport@mltwa.gov)
- **Fitness Quarterly:** Get into a routine to stay active and upbeat all winter! As the daylight gets shorter a regular indoor fitness program is ideal for your metabolism and mood. 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](mailto:cdavenport@mltwa.gov).
- **Winter Basketball and Volleyball Leagues:** Registration is now open for the winter leagues. It begins mid-January. Limited spots available... so get your team ready and sign up today! Contact Danielle Ladd for more information, [dladd@mltwa.gov](mailto:dladd@mltwa.gov).
- **HappyFeet Soccer Winter Quarter:** HappyFeet Soccer registration is now open. The winter session begins mid-January. This soccer program is designed for children ages 2 ½ up to 10. It supports kids gross motor development using creative activities to teach basic soccer skills and instill love for the game. The class happens on Sundays, January 23 through February 27, indoors at the gym Terrace Park Elem. Contact Danielle Ladd for more information, [dladd@mltwa.gov](mailto:dladd@mltwa.gov). Click [here](#) to register. Limited space available.
- **Basketball Open Gym:** Basketball open gym is back! Saturday mornings. Drop-in from 9:00-11:30 a.m.
- **Wallyball, Pickleball, Racquetball:** We have courts and equipment to rent for wallyball, pickleball or racquetball. Reservations can be made up to 7 days in advance. For additional information go to [Athletics](#). Call all volleyball players.. you should try playing wallyball! It's an "off the wall" volleyball game played with 4 to 12 players on a racquetball court. It's a lot of fun for adults and great exercise. It's also open for families and teens. Contact Danielle Ladd for more information, [dladd@mltwa.gov](mailto:dladd@mltwa.gov).
- **Athletics and Youth:** We have job openings in our youth program or in our athletics dept. We're seeking dedicated, responsible, and caring individuals to join our team today! Contact Danielle Ladd [dladd@mltwa.gov](mailto:dladd@mltwa.gov) for more information.

### **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](mailto: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](#).

<b>Monthly Activity</b> <i>(Activity is updated in the last week of the month)</i>								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>OCT</b>	220	279	63	24	5	6	10	11
<b>YTD</b>	2,108	2,614	456	156	27	58	68	147

### **Weekly Patrol Synopsis**

- There were two verbal domestic argument this week in the 23300 block of Cedar Way and in the 4300 block of 236<sup>th</sup> Street SW.
- There were two vehicle prowls this week: in the 22000 block of 66<sup>th</sup> Ave. W. and in the 23200 block of 54<sup>th</sup> Ave. W.
- There was one warrant arrest this week at the 5500 block of 220<sup>th</sup> Street SW.
- This past week included four reports of runaways; three of the individuals have returned home.
- On November 17, patrol responded to a robbery that was reported at the 22800 block of Cedar way. The victim and suspect are known to each other. This case has been assigned to a detective.
- On November 17, patrol responded to an incident where an unknown male knocked on a female's door and stated he was from Medicare and needed to perform a physical exam. She declined and called 911. The case has been forwarded to detectives.
- On November 17, patrol responded to a mail theft that was reported at the Taluswood Apartments. There are no suspects or leads at this time.
- A package theft was reported this week at the 21800 block of 66<sup>th</sup> Avenue West.
- This week officers located a DUI driver in the 6000 block of St. Albion Way. The driver was arrested and booked into jail.

- This week officers arrested a suspect for violating a Domestic Violence No Contact order in the 4000 block of 212<sup>th</sup> Street SW.
- Officers took a sexual assault report, which occurred outside of Mountlake Terrace; detectives are working with Lakewood Police on this case.
- On November 22, a work trailer was stolen from a construction company. The case is still under investigation.

### **Significant Incidents**

- Patrol responded to a report of shots heard and a male chasing someone with a stick. Officers contacted a known male at Young's Mobile Home Park who was determined to be involved. Investigation revealed an altercation between the male and a vehicle occurred and someone fired two rounds from the vehicle. The male was not hit. Surveillance has been collected and the investigation is ongoing.

### **Weekly Investigations Update**

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| <ul style="list-style-type: none"><li>• <u>Cases Assigned</u><ul style="list-style-type: none"><li>○ 21-16949 Sex Offense</li><li>○ 21-16677 Assault</li><li>○ 21-3497 Mal Mis</li><li>○ 21-15111 Assault</li></ul></li></ul> | <ul style="list-style-type: none"><li>• <u>Cases Cleared</u><ul style="list-style-type: none"><li>○ 21-16257 Sex Offense</li><li>○ 21-15928 Theft</li><li>○ 21-14702 Theft</li><li>○ 21-15847 Robbery</li><li>○ 21 – 8624 Theft</li><li>○ 21-8077 Burglary</li><li>○ 21-12044 Threats</li></ul></li></ul> |
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### **Community Outreach & Directed Enforcement**

- Sergeant Mettler spoke with employees at a business about suspicious activity in their area. He encouraged them to call 911 when it occurred in the future.
- Officer Shin performed a parking violation emphasis at local apartment complexes, focusing on illegal use or blocking of parking spaces designated for use by individuals with disabilities. The work resulted in two citations.
- Officers assisted detectives in apprehending a suspect wanted for attempted rape.
- Sergeant Pickard located a juvenile subject walking/running in the middle of Cedar Way. The subject was taken into protective custody and transported to his residence in Lake Forest Park.
- Officer Elrod did a business check at the Safeway.



- Several officers participated in the November 20 Pop-Up Food Pantry Event.



### Code Enforcement

Code Enforcement issued a Voluntary Compliance Agreement involving a property in the 4900 block of 217<sup>th</sup> Street SW. The VCA noted several violations of the city's nuisance codes, including debris and trash, junk vehicles, and improper storage of machinery.

On November 23, Code Enforcement returned to the location and noted the three junk vehicles on the side of the property had been removed, the items in the yard were properly stored, and the excess garbage, trash and debris were disposed of.



*Before*



*After*

At a different residential property the 5100 block of 238<sup>th</sup> PL SW, Code Enforcement noted multiple vehicles being parked on the front lawn with some missing license plates. Code

Enforcement issued civil notices involving violations of the city's nuisance codes, including storage of motor vehicles, operating a vehicle-oriented business in a residential area,

On October 21, 2021, Code Enforcement inspected the property and noted all vehicles previously parked on the front lawn (unimproved surfaces), were now removed. All vehicles that were junk or inoperable had also been removed from the property.



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