

## CITY MANAGER'S WEEKLY UPDATE

December 3, 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.

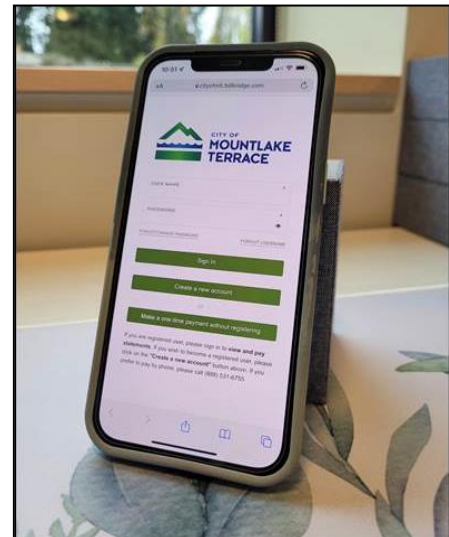
The City Council's **Monday, December 6 meeting** ([Meeting link](#) | Passcode 120621), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Economic Alliance Snohomish County (EASC) Annual Report; (2) Adoption of Water Service Installation Fee Ordinance; (3) Approval of WRIA 8 Interlocal Agreement Addendum Allowing City of Everett to Join; (4) Adoption of 2022 State Legislative Agenda; (5) Approval of Amendment No. 15 to the Professional Services Agreement with ARC Architects; (6) 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; (7) Review and Authorization of Public Works Trust Fund Loan for Westside Water Main; (8) Adoption of Resolution Ratifying Utility Repayment Program per [House Bill 1069 \(Chapter 296, Laws of 2021\)](#); and (9) Adoption of 2022 Salary Ranges Ordinance.

The City Council's **Thursday, December 16 work/study session** ([Meeting link](#) | Passcode 121621), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of Mid-Biennial Budget Modification Ordinance; (2) Review of Joint Aid Agreement with Snohomish County for Street and Road Maintenance; (3) Discussion of Traffic Impact Fees (Tentative); (4) Review of Recreation, Parks and Open Space (RPOS) Master Plan; (5) Discussion of Park and Facilities Staffing; (6) Review of Professional Services Agreement with the Johnston Group; (7) Review of Professional Services Agreement with Gordon Thomas Honeywell Governmental Affairs; (8) Review of City Council Subcommittee Recommendation for Interim Recreation & Park Advisory Commission Member Appointment (Tentative); and (9) Discussion of Annual City Council Retreat Planning (Tentative).

### CITY CLERK AND COMMUNITY RELATIONS

- **New Utility Bill Online Access With Autopay:** Mountlake Terrace utility customers can access their water/sewer/stormwater bill online and set up automatic payments and more. This new service also offers payment notifications by text, email and phone. In addition, there is no fee for online payments made through the new vendor, Output Services Group (OSG).

Additional online features include the ability to view usage and billing history, and are expected to roll out in the near future.



Residents who prefer to pay by telephone, mail or the drop box at City Hall still have those options.

- **Utility Repayment Program:** If you have fallen behind on your city utility payments during the pandemic, please sign up for a repayment plan. The plan will provide up to 18 months to catch up on your past-due bill. Contact utility billing at: [utilitybilling@mltwa.gov](mailto:utilitybilling@mltwa.gov) or 425-744-6214.
- **New Tree Displayed in Jerry Smith 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, on Friday December 3, the city installed a 20-foot artificial tree in the Jerry Smith Town Center Plaza at 23204 58<sup>th</sup> Avenue W. We hope to have an in-person Tree Lighting Ceremony next year when the pandemic is behind us.

Thanks to the following businesses who provided funding to purchase the tree: 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.

More photos of the new tree are 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**

- **Issuance of Civil Site Construction Permits for Five Townhomes:** A townhome project by West Coast Building, Inc. of Arlington will soon begin construction at at 5406 234<sup>th</sup> Street SW. The work will begin with grading and utilities; a final plat recording for the subdivision is needed prior to building permits being issued for further construction.

- **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](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.

### **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](#).
- **Winter/Spring Craze:** The Winter/Spring 2022 recreational program guide the CRAZE has gone digital! View this [interactive program guide](#) to see all of our amenities and programs offered January-April 2022.



- **Annual Giving Tree:** [The Recreation and Parks Department](#) is again hosting a Giving Tree to collect gifts for families in need. Ages served are from newborn to 17. Some of them have identified specific wishes that can be viewed at the Giving Tree at the Recreation Pavilion.

Gifts should be unwrapped, and gift cards are welcome, along with diapers and wipes, through December 8. Cash and checks are not accepted at this site. Also needed are household items such as dish soap, laundry and bathing supplies, deodorant, etc., preferably without scents or dyes. The Giving Tree is coordinated in partnership with [Pioneer Human Services](#).

- **Pool Schedule Change:** The pool, spa and sauna closed at 4:30 p.m. on December 3 for an Aquatic Staff In-Service.
- **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 the [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. 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 began on December 8. New student are welcome to join and must meet the age range. 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 the [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 begin Wednesday, November 3 in Fall Session #2. Pre-Ballet at 1:45 p.m. still has space available. [Register online](#). 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. There is 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, which begins mid-January. There are limited spots available so get your team ready and sign up today! Contact Danielle Ladd for more information at [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 at [dladd@mltwa.gov](mailto:dladd@mltwa.gov). Click [here](#) to register. Limited space available.
- **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](#). Calling 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 at [dladd@mltwa.gov](mailto:dladd@mltwa.gov).

**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>November</b>	217	202	58	22	3	9	6	13
<b>YTD</b>	2,325	2,816	514	178	30	67	74	160

**Weekly Patrol Synopsis**

- On November 24, patrol responded to a burglary report at a business located in the 24300 block of 56<sup>th</sup> Avenue W. Investigation continues.
- On November 24, patrol responded to a robbery in the 21300 block of 50<sup>th</sup> Avenue W. The victim reported confronting suspect(s) stealing parts from his vehicle. One suspect was armed with a firearm and assaulted the victim before fleeing in a vehicle. Investigation continues.
- On November 24, patrol responded to a theft report at a residence located in the 23300 block of Lakeview Drive.
- On November 24, patrol responded to a theft report at a residence located in the 22700 block of Lakeview Drive.

- On November 24, patrol responded to a theft report at a residence located in the 22900 block of 56<sup>th</sup> Avenue W.
- On November 24, patrol responded to a fraud report at a residence located in the 5200 block of 221<sup>st</sup> Street SW.
- On November 24, patrol responded to a burglary report at a construction site located in the 23500 block of Lakeview Drive.
- On November 24, patrol responded to a theft report at a residence located in the 21200 block of 48<sup>th</sup> Avenue W.
- On November 24, patrol responded to a trespass complaint at a business located in the 4300 block of 212<sup>th</sup> Street SW. Upon contacting the individual, officers discovered an outstanding warrant for his arrest in addition to being in possession of fentanyl. He was booked for the warrant and provided a diversion for the narcotics.
- On November 25, patrol responded to a report of shots being fired in a parking lot located in the 7100 block of 224<sup>th</sup> Street SW. Witnesses reported two vehicles fleeing the area. Evidence of gun use was located. Investigation continues.
- On November 26, patrol responded to a domestic disturbance at a residence located in the 21300 block of 41<sup>st</sup> Court W.
- On November 26, patrol contacted a subject in the 24000 block of Van Ry Boulevard. The man was arrested and booked for an outstanding warrant.
- On November 26, patrol responded to a theft report at a residence located in the 23400 block of Lakeview Drive.
- On November 26, patrol responded to a death investigation at a residence located in the 4300 block of 236<sup>th</sup> Street SW. Investigation indicated the resident had been suffering from health issues contributing to his passing.
- On November 26, patrol responded to a malicious mischief report at a residence located in the 6600 block of 234<sup>th</sup> Street SW.
- On November 27, patrol responded to a burglary in progress at a business located in the 6600 block of 220<sup>th</sup> Street SW. Suspect(s) were not immediately apprehended. Investigation continues.
- On November 27, patrol responded to a behavioral health report in the 5400 block of 244<sup>th</sup> Street SW. Due to immediate risk of self-harm the individual was taken into custody and taken to the hospital for an evaluation.

- On November 27, patrol responded to a theft report at a residence located in the 4100 block of 236<sup>th</sup> Street SW.
- On November 27, patrol responded to a theft report at a business located in the 21900 block of Highway 99.
- On November 27, patrol responded to a behavioral health report at a residence located in the 5100 block of 241<sup>st</sup> Street SW. The resident refused to cooperate and was referred to crisis services.
- On November 27, patrol contacted a suspicious person in the 23200 block of 58<sup>th</sup> Avenue W. The individual was arrested and booked for an outstanding warrant.
- On November 28, patrol responded to a malicious mischief report at a residence located in the 22100 block of 42<sup>nd</sup> Avenue W.
- On November 28, patrol responded to a missing person report at a residence located in the 22100 block of 66<sup>th</sup> Avenue W.
- On November 28, patrol responded to a substance abuse complaint in the 4700 block of 216<sup>th</sup> Street SW. Investigation revealed the individual was also in violation of a court order. He was arrested and booked for the offense.
- On November 28, patrol responded to a malicious mischief report at Cedar Way Elementary School.
- On November 28, patrol responded to a domestic disturbance at a residence located in the 21300 block of 59<sup>th</sup> Place W.
- On November 28, patrol contacted a subject in the 4400 block of 224<sup>th</sup> Place SW. She was subsequently arrested and booked for an outstanding warrant.
- On November 29, patrol responded to a theft-from-vehicle report at a residence located in the 23000 block of Lakeview Drive.
- On November 29, patrol responded to an assault report in the 22000 block of the Interurban Trail. The reporting person stated a known subject assaulted her, and she was able to flee on his bicycle. The suspect was located nearby, arrested and booked for the offense.
- On November 29, patrol responded to a burglary report at a business located in the 24300 block of Van Ry Boulevard.
- On November 29, patrol responded to a trespass complaint at a business located in the 4300 block of 212<sup>th</sup> Street SW. The suspect fled, and would not cooperate with the investigation when contacted later. The suspect was cited for the offense via the court.



- On November 29, patrol responded to a malicious mischief report at a residence located in the 6300 block of St. Albion Way.
- On November 29, patrol responded to a behavioral health report at a residence located in the 5900 block of 212<sup>th</sup> Place SW. The case was referred to crisis services.
- On November 30, patrol responded to a domestic disturbance at a residence located in the 4900 block of 226<sup>th</sup> Street SW.
- On November 30, patrol responded to a burglary report at a business located in the 22800 block of 44<sup>th</sup> Avenue W.
- On November 30, patrol responded to a domestic assault at a residence located in the 5700 block of 215<sup>th</sup> Place SW. The suspect assaulted the victim during an argument, and was arrested and booked for the offense.
- On November 30, patrol responded to a missing person report at a residence located in the 4000 block of 212<sup>th</sup> Street SW.

#### **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>○ 21-17105 Death Investigation</li><li>○ 21-16982 Burglary</li><li>○ 21-16157 Fraud</li><li>○ 21-16985 Robbery</li><li>○ 21-17251 Burglary</li><li>○ 21-17048 Weapons Violation</li><li>○ 21-15986 Burglary</li><li>○ 21-17123 Burglary</li></ul></li></ul> | <ul style="list-style-type: none"><li>• <u>Cases Cleared</u><ul style="list-style-type: none"><li>○ 21-16919 Missing Person</li><li>○ 21-15981 Assault</li><li>○ 21-3497 Malicious Mischief</li><li>○ 21-15708 Theft</li></ul></li></ul> |
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#### **Community Outreach & Directed Enforcement**

- Seven reported self-initiated outreach contacts.
- Patrol emphasis: Andora Apartments, 212<sup>th</sup> Safeway, Lakeside Apartments, Maple Glen Apartments, Veterans Park, and Interurban Trail.
- School Liaison Officer visits continue.
- Traffic emphasis: 56<sup>th</sup> Avenue W and 66<sup>th</sup> Avenue W.

#### **Significant Cases**

- On November 24, patrol responded to a robbery in the 21300 block of 50<sup>th</sup> Avenue W., where the reporting party had caught suspect(s) stealing the catalytic converter from his vehicle. The individual confronted the suspects with a machete. One suspect presented a firearm, approached the victim and pushed him back by hitting him in the chest with the firearm. The suspect(s) fled in a vehicle. Investigative leads were developed, suspect(s) have been identified and investigations is currently working to apprehend the suspects.

**Code Enforcement Property of the Week**

On November 9, Code Enforcement conducted a parking emphasis in the 5500 block of 234<sup>th</sup> Street SW involving multiple junk vehicles, vehicle(s) blocking intersections, or parked within five feet of private driveways along the public right of way.

Code Enforcement issued multiple correction notices, and/or parking citations. Code Enforcement will continue to follow up to ensure the vehicles are in compliance; if not, the vehicles may be impounded.



**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