

CITY MANAGER'S WEEKLY UPDATE

January 21, 2022

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, January 24 special meeting** ([meeting link](#) | Passcode 012422), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Discussion of Council Retreat Topics.

The City Council's **Thursday, February 3 work/study session** ([meeting link](#) | Passcode 020322), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of Chronic Nuisance Chapter Ordinance; (2) Review of Edmonds Wastewater Treatment Center Extension Agreement; (3) Review of Joint Aid Agreement with Snohomish County for Street and Road Maintenance (Tentative); (4) Review of 2022 Lodging Tax Advisory Committee Appointments; and (5) Review of Social Media Policies (Tentative).

The City Council's **Monday, February 7 meeting** ([meeting link](#) | Passcode 020722), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Approval of 2022 Lodging Tax Advisory Committee Appointments; (2) Approval of Joint Aid Agreement with Snohomish County for Street and Road Maintenance (Tentative); and (3) Adoption of Chronic Nuisance Chapter Ordinance.

CITY CLERK AND COMMUNITY RELATIONS

- **City Council Special Meeting:** On Monday, January 24, the City Council will hold a special meeting to discuss upcoming topics for their annual goal setting retreat. The City Council has tentatively reserved Sunday, March 6 for its retreat at 1:00 p.m.
- **Utility Repayment Program:** The City Council has approved a repayment program that allows customers who have fallen behind in paying city utilities during the pandemic up to 18 months to catch up. These customers were contacted via letter, phone call and door hanger in to sign up for the repayment plan to avoid water being shut off in January.

At the January 3 meeting, the City Council approved an agreement with Volunteers of America Western Washington (VOAWW) to work with these customers in reviewing whether they qualify for financial assistance with past-due balances using federal funding from the American Rescue Plan Act (ARPA) and other VOAWW programs. City staff met last week with VOAWW to work out the process and designed a postcard to inform these customers about the availability of the assistance if they have signed up for the repayment program. The postcard was printed and mailed on January 21.

- **Concern for Neighbors Food Bank Honored:** On Monday, January 18, [Lift Every Voice Legacy](#) presented a 2022 Beloved Community Award to the Concern for Neighbors Food Bank in Mountlake Terrace as part of an annual tribute to Martin Luther King, Jr. The award

was presented to the food bank by Mountlake Terrace Councilmember Steve Woodard. The Concern for Neighbors Food Bank, located at 4700 228th Street SW, has been operating for nearly 51 years serving an average of 110 households per week. Congratulations to Executive Director Mike Begeman and his team of volunteers for their hard work and service in our community!

- **Ballinger Park Waterfront Re-Opens After Renovations:** The Ballinger Park waterfront opened on Friday, January 14 after being closed since the summer. The updated waterfront features a new 220-foot aluminum fishing pier, boat launch, dock, restrooms and other amenities. The city thanks the community for their patience during the closure, which was affected by supply chain issues and weather. Some fencing will remain on site to protect new plantings that remain vulnerable. Please follow all posted signs as the crews wrap up remaining tasks.

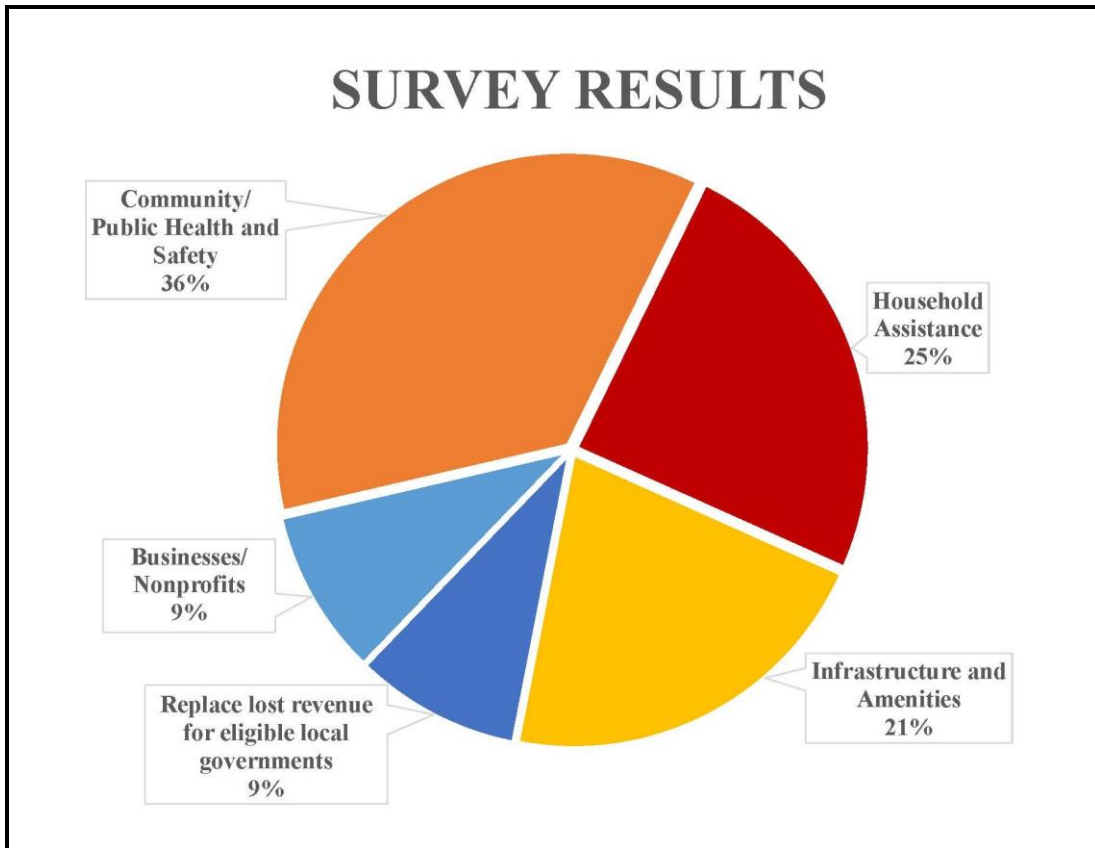
Construction started in July on improvements totaling nearly \$1.5 million, much of it funded by grants. The project focused on active waterfront recreation on the east side of Lake Ballinger. Many of the amenities were originally installed in the 1970s, and the park needed to better account for modern standards around accessibility and habitat protection. This year will bring [construction of a Universally Accessible Playground](#) nearby. A separate project, on the west side of the park, involves new trails and a wildlife viewing platform, along with [a realignment of Hall Creek](#) for habitat restoration. Designs are nearing completion, with construction expected in 2023.



- **ARPA Funds Survey Results:** The online survey to collect input from the community on the best uses for American Rescue Plan Act (ARPA) funds closed on January 2. The city received 121 responses with “Community/Public Health and Safety” garnering the most

support, with 36 percent of respondents listing that as their top priority. Examples in this category include partnering with Snohomish County and other regional agencies to expand access to mental health and addiction treatment services, expanding support services and shelter options, navigation services and neighborhood beautification projects.

“Household Assistance” (help with rent, utilities, childcare, medical bills, etc.) was next in order of importance at 25 percent followed by “Infrastructure and Amenities” at 21 percent. “Business Assistance” and “Replacement of Lost Revenue for Eligible Local Government” each received 9 percent.



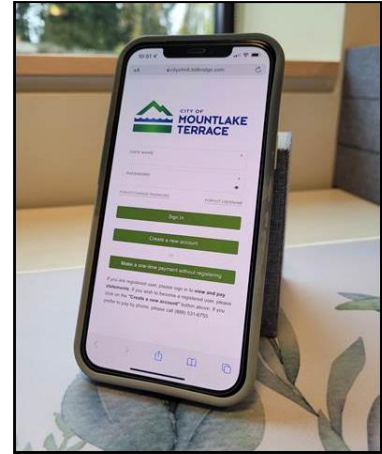
Of the total respondents, about 87 percent were Mountlake Terrace residents, 4 percent were Mountlake Terrace Business Owners/Non-Profit Agency Administrators, 4 percent were residents and business owners, and 5 percent were in the “Other” category.

The survey results will be reviewed at an upcoming City Council meeting. Thank you to everyone who participated. Your feedback is greatly appreciated!

- **Community Satisfaction Survey:** Thank you to everyone who responded to the mailed community satisfaction survey. This survey was sent to a specific number of households to generate a statistically valid sample. An online version of the survey was also available. The results will be reviewed in first quarter during the City Council’s goal setting meetings. The survey data is used to evaluate how to best allocate services as the city prepares its 2023-24 Biennial Budget. (This survey is unrelated to the American Rescue Plan Act relief funds.)

- **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.



- **Update on City Hall Reopening:** Plans to reopen for services by appointment, such as permitting and utility billing, are moving forward with lobby furniture and new signage on order. Once these things are in place, the community can expect an announcement. In the meantime, the city will continue to monitor health recommendations from the county and state and plan for fully reopening as guidance from health officials permit.
- **Vaccine Information:** The 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). For information or to make appointments, call the Snohomish Health District at 425-339-5278.

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](#); and [Snohomish Health District COVID-19 Questions and Answers](#).

- **Public Access to City Facilities:** Due to COVID-19 restrictions and the Civic Campus project construction remaining, City Hall remains closed 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.-12:00 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

- **Mountlake Terrace Updates Development and Impact Fees:** On January 1, updated development and impact fees went into effect. These fees pay for the review, permitting and inspection of land use and construction projects. Impact fees are used to fund the costs of development-related improvements to parks and roads. The Mountlake Terrace City Council approved these fee increases on December 6. Fees for most programs will increase to bring rates in line with the cost of providing services.

The development fees apply to all new permit applications received on or after January 1, 2022. Impact fees are applied when permits are issued. Detailed information on the proposed fee schedules [can be found here](#). For more information, contact Christy Osborn, Community and Economic Development Director, at 425-744-6281, cosborn@mltwa.gov.

- **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.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Now Hiring!** Click [here](#) to see available job opportunities:
 - **Athletics:** We are looking for gym attendants! Contact Danielle Ladd at 425-640-3105 or dladd@mltwa.gov.
 - **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 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.
 - **Hiring Lifeguards and Swim Instructors – Year-Round and Summer:** Aquatics continues to hire part-time Lifeguards/Swim Instructors. This is a great time to apply for seasonal/summer positions for Aqua Kids Camp Counselors, Lifeguards, Swim Instructors and Swim Team coaches. As Aquatics continues to expand programs, staff is needed to make this happen. If you enjoy working with all ages of people and want to learn how to teach a lifelong safety skill, this is for you! To be a Lifeguard/Swim Instructor, candidates must hold a current Lifeguarding Certification, American Red

Cross is preferred, other agencies will be accepted. For those who do not hold a Lifeguard Certification you can be trained (by Aquatic Leadership staff) as a Swim Instructor, candidates must enjoy the water and working with children. Applications for Lifeguards or Swim Instructors can be submitted [online](#).

- **Parks Maintenance:** Part-time parks maintenance help is needed! Help keep our parks clean with weekend and weekday hours. Applications can be submitted [online](#).
- **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 morton@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 Danielle Ladd at dladd@mltwa.gov.
- **Ballinger Park:** The Ballinger Park waterfront re-opened on January 14, with a new fishing pier, boat launch, restrooms and other amenities. The park experienced quite a few patrons over the weekend enjoying the fishing pier and using the new floating dock to launch small boats. There are still some restoration areas that are saturated due to the snow and rain so please stay out of the designated restoration areas.
- **Dance Academy 2nd Semester:** 2nd Semester starts January 31 and registration is open. New students are welcome to join and trial classes can be arranged if needed. For questions or placement advice, contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
- **HappyFeet Soccer Winter Quarter:** HappyFeet Soccer begins this weekend. There are still some spots open so register today! Click [here](#) to register. Class is on Sundays in the Terrace Park Gym. Contact Danielle Ladd for more information, dladd@mltwa.gov.
- **One-Day Racquetball Tournaments:** We are excited to bring back our racquetball tournaments! Tournaments are scheduled on Saturday, February 5 and Saturday, April 30. The first event is \$34 and the second event is \$12. You may enter as single or double. Contact Danielle Ladd for more information at dladd@mltwa.gov.
- **Spring Softball, Basketball, and Volleyball Leagues:** Registration is open! Get your team ready and sign up today for [softball](#), [basketball](#), or [volleyball](#). Contact Danielle Ladd for more information at dladd@mltwa.gov.
- **Volunteers:** Seattle Disc Golf will be holding a volunteer event at Terrace Creek Park on Sunday, January 23. The group will be removing invasive plant species and overgrowth as well as litter and garbage.
- **Lifejacket Loaner Station:** The city is working with South Snohomish County Fire & Rescue, together with volunteer Kevin Sayson, to install a lifejacket loaner station at

Ballinger Park. The project intent is to offer free loaner lifejackets for use at Lake Ballinger during the summer in an effort to promote water safety.

Borrow a Life Jacket
Toma prestado un chaleco salvavidas

1 Check the label to choose the right size. Verify the life jacket is “Coast Guard approved”.
Revisa la etiqueta para escoger la talla correcta. Verifique que el chaleco salvavidas esté “aprobado por la Guardia Costera”.

2 Fasten all buckles and zippers.
Abrocha las hebillas y los cierres.

3 Check for correct fit: snug but not tight.
Verificar que el tamaño sea correcto: ajustado sin apretar.

4 Wear it here. Leave it here.
Úsalo aquí. Déjalo aquí.

Provide adult supervision at all times.
Proporcionar supervisión adulta en todo momento.

Life jackets save lives.
Los chalecos salvavidas salvan vidas.

Borrow and use a life jacket at your own risk.
Toma prestado un chaleco salvavidas y úsalo bajo tu propio riesgo.

In Partnership With:

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	2,545	2,952	558	206	36	73	81	168

Weekly Patrol Synopsis

- On January 12, patrol responded to a theft report at a residence located in the 22600 block of 69th Place W.

- On January 12, patrol responded to a child protective services referral at a residence located in the 21300 block of 41st Court W. The case is pending investigation.
- On January 12, patrol responded to a theft report at a residence located in the 23400 block of 55th Avenue W.
- On January 12, patrol contacted a suspicious person in the 4300 block of 212th Street SW. He was subsequently arrested and booked for an outstanding warrant.
- On January 12, patrol contacted a suspicious person in the 23200 block of 58th Avenue W. He was subsequently arrested and booked for an outstanding warrant.
- On January 13, patrol stopped a vehicle for defective equipment in the 6200 block of 244th Street SW. The two occupants were arrested and booked for outstanding warrants. Suspected stolen property was located, and investigation continues.
- On January 13, patrol responded to a theft report at a residence located in the 23300 block of Cedar Way.
- On January 13, patrol responded to an adult protective service referral at a residence located in the 21900 block of 55th Avenue W. Investigation continues.
- On January 13, patrol responded to a theft report at a residence located in the 24300 block of 52nd Avenue W.
- On January 13, Officer Froisland and K9 Jax assisted the Lynnwood Police Department with a narcotics search.
- On January 13, patrol responded to a harassment report in the 5100 block of 243rd Street SW. A subject was threatening a delivery driver and believed her to be stealing mail. The individual was committed for a mental health evaluation.
- On January 13, patrol responded to a serious injury car-versus-motorcycle collision in the 4300 block of 212th Street SW.
- On January 14, patrol responded to a theft report at a residence located in the 23000 block of 40th Place W.
- On January 14, patrol responded to a malicious mischief report at a residence located in the 22900 block of 40th Place W.
- On January 14, patrol responded to a missing person report at a residence located in the 4300 block of 236th Street SW. Investigation continues.
- On January 14, patrol responded to a missing person report at a residence located in the 4700 block of 212th Street SW. Investigation continues.

- On January 14, patrol responded to a theft report at Mountlake Terrace High School.
- On January 14, patrol responded to a malicious mischief report at a residence located in the 21400 block of 48th Avenue W. Investigation continues.
- On January 15, patrol responded to a hit-and-run collision in the 24300 block of 59th Place W. The driver fled and was later apprehended. He was subsequently arrested and booked for driving under the influence of intoxicants.
- On January 15, patrol responded to a burglary report at a business located in the 22800 block of 44th Avenue W. Investigation continues.
- On January 15, patrol responded to a burglary report at a business located in the 4300 block of 212th Street SW. Investigation continues.
- On January 15, patrol responded to a burglary report at a business located in the 22400 block of 44th Avenue W. Investigation continues.
- On January 15, patrol contacted a suspicious vehicle in the 23400 block of 55th Avenue W. The driver was under the influence of intoxicants and passed out in the vehicle. The driver was found to be in possession of heroin, fentanyl, and methamphetamine.
- On January 15, patrol contacted a suspicious person in the 23200 block of 58th Avenue W. He was arrested and booked for multiple outstanding warrants.
- On January 16, patrol responded to a domestic disturbance at a residence located in the 23600 block of 56th Avenue W.
- On January 16, patrol responded to a theft report at a construction site located in the 22500 block of 70th Place W.
- On January 16, patrol responded to a hit-and-run collision in the 22500 block of 39th Avenue W.
- On January 16, patrol responded to a hit-and-run collision in the 23400 block of 55th Avenue W.
- On January 16, patrol responded to a malicious mischief report at a business located in the 24300 block of 56th Avenue W.
- On January 16, patrol responded to a theft report at a business located in the 21400 block of 52nd Avenue W.
- On January 16, patrol responded to a domestic disturbance at a residence located in the 4000 block of 212th Street SW.

- On January 17, patrol responded to a theft report at a residence located in the 4400 block of 216th Street SW.
- On January 17, patrol assisted the Edmonds Police Department with a drone deployment at a burglary alarm.
- On January 18, patrol responded to a theft from vehicle report at a residence located in the 5700 block of 241st Street SW.
- On January 18, patrol responded to a malicious mischief report at a business located in the 23600 block of 56th Avenue W.
- On January 18, Officer Froisland and K9 Jax assisted the Snohomish County Sheriff's Office and the Edmonds Police Department with separate narcotics searches.
- On January 18, patrol responded to a domestic assault at a residence located in the 6000 block of 223rd Street SW. The suspect was arrested and booked for the offense.

Weekly Investigations Update

- Cases Assigned
 - 22-514 Missing Person
 - 22-493 Collision
 - 22-463 Adult Protective Services
 - 21-17994 Child Protective Services
 - 22-548 Burglary
- Cases Cleared
 - 21-22-493 Collision
 - 22-86 Harassment
 - 22-514 Missing Person

Community Outreach & Directed Enforcement

- 13 reported self-initiated outreach contacts.
- Patrol emphasis: Gateway Plaza, Veterans Park, 23200 block of 63rd Avenue W, Legion Hall, Interurban Trail, and northeast section of the city due to property crimes.
- School visits resumed.
- Traffic emphasis: 22300 block of 56th Avenue W.

Other Items of Interest

- Update from Animal Control Officer Mckee: Two kittens and their mother were abandoned next to the dumpster at the Andorra Apartments on Monday night. A resident found them and reached out. Three beautiful Persian kittens, a little ragged but in seemingly good shape, are waiting for adoption.
- Officer Latchman was officially sworn in and began his field training during this period.
- Officers have been performing their periodic in-person checks with registered sex offenders.



Code Enforcement Property of the Week

On January 7, Code Enforcement followed up to a parking complaint involving a vehicle stored on the public right-of-way near the 24100 block of 57th Place W. Code Enforcement chalked the

rear driver's side tire and issued a correction notice in accordance with Mountlake Terrace Municipal Code section [10.10.190](#).

On January 14, Code Enforcement returned to the location and noted the previously issued correction notice and chalk were still intact indicating the vehicle had not moved. Code Enforcement impounded the vehicle.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- February 9 6:00 p.m. Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 020922
- 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