



AGENDA

1. Call to Order – Flag Salute – Roll Call
2. Late Changes to Agenda
3. General Public Comment
4. Consent Agenda
 - a. Payment of Claims
 - b. Meeting Minutes
 - c. Resolution Accepting Main Street Grants and Budget
 - d. Resolution Adopting Policies for Property Addresses
5. Recognition of Eagle Scouts
6. Presentation on Utility Capital Improvement Program Update
7. Review Agreement for Westside Water Main Phase II Construction Management
8. Review Ordinance Adopting Code Amendments to Chapters 19.95 and 15.05 for Public Infrastructure Improvements
9. Review and Vote on City Council Board and Commission Interview Committee Recommendations
10. Review and Vote on Ordinances Modifying Title 2 of the Mountlake Terrace Municipal Code
11. City Manager's Report
12. Council Liaison Reports
13. New Business
14. Adjournment

To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 810 1113 9518 and click "join." No passcode needed.

To provide public comment or testimony remotely (via Zoom or telephone), please refer to the Public

Comment and Public Hearing Testimony Protocol on the city website <https://www.cityofmlt.com/129/Agendas-and-Minutes>.

To submit written public comment or hearing testimony, mail to/drop off at City Hall (23204 58th Avenue W., Mountlake Terrace, WA 98043) or email remarks to Jennifer Joki, jjoki@mltwa.gov, no later than 4 p.m. on the public hearing date.

No person shall make personal attacks or threatening remarks while addressing the Council which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. All hate speech will be construed as threatening remarks.



STAFF REPORT

To: Mountlake Terrace City Council

From: Jeff Niten, City Manager

Meeting Date: June 18, 2026

Subject: Payment of Claims

Required Reviews:

Jennifer Joki

Created -

Jeff Niten

-

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

The Finance Committee, consisting of two Councilmembers and the Finance Director, meets monthly to review and discuss the claims subject to approval.

Subject Summary:

Financial/Budget Impacts:

Budget Amendment Required? No.

Budget and Sources:	N/A
Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to approve the claims as presented. This can be accomplished as part of the motion to approve the Consent Agenda.

Council Motion:

N/A

Attachments:

None



STAFF REPORT

To: Mountlake Terrace City Council

From:

Meeting Date: June 18, 2026

Subject: Meeting Minutes

Required Reviews:

Jennifer Joki

Jeff Niten

Sirke Salminen

Hillary Evans

Created -

-

-

-

Council Goal(s):

Legislative History:

Subject Summary:

Financial/Budget Impacts:

Budget Amendment Required? _____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

Community Notifications:

If "Other," please specify:

Board/Commission Recommendation:

Staff Recommendation:

Council Motion:

Attachments:

None



STAFF REPORT

To: Mountlake Terrace City Council
From: John Marek, Traffic Engineer
Meeting Date: June 18, 2026
Subject: Resolution Accepting Main Street Grants and Budget

Required Reviews:

Jennifer Joki	Created/Initiated - 06/14/2026
Gary Schimek	New -
Sirke Salminen	-
Hillary Evans	-
Carolyn Hope	-

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

NA

Subject Summary:

The Main Street Phase II project will implement improvements along 56th Avenue W between 236th St and 232nd St SW designed to enhance safety and accessibility for pedestrians and bicycles, improve multimodal access to the light rail transit center, upgrade utility infrastructure, and encourage private development in the City's Town Center. The attached Resolution identifies and formally commits the local funding needed for the construction phase of the project. Construction funds include grant funding from the Transportation Improvement Board, Department of Commerce, and Congressional appropriations, along with contributing funds from the City's Transportation Impact fees, Storm Water, Water, and Sewer program funds as shown in attachment A. The project is tentatively scheduled to be advertised for bid and the bid awarded in the third quarter of 2026 with construction anticipated to begin fourth quarter 2026.

City of Mountlake Terrace - Main Street-Phase II - Schedule		
	<i>Begins On</i>	<i>Ends On</i>
WSDOT Certification (In Review)	May 11, 2026	August 3, 2026
Advertisement/Bid Award	August 3, 2026	September 25, 2026
Notice to Proceed	September 25, 2026	October 19, 2026
Main Street- West Side Construction	October 19, 2026	July 12, 2027
Main Street- East Side Construction	May 3, 2027	November 1, 2027
Punchlist/Final Completion	November 1, 2027	December 7, 2027

Financial/Budget Impacts:

Budget Amendment No
 Required? _____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda
 If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council adopt the resolution to commit funding for construction of the Main Street Phase 2 project. This can be accomplished by adding it to the June 18th, 2026 Consent Agenda.

Council Motion:

N/A

Attachments:

1. Resolution Exhibit A Cost - Budget Summary
2. Resolution for Main Street Grants and Budget (Draft)

Main St Phase 2 Project Budget

Revenues	2026	2027	2028	Total
Starting Balance *	1,759,628	2,246,526	89,454	1,759,628
Storm Water		1,293,000		1,293,000
Water Fund		1,000,000		1,000,000
Sewer		200,000		200,000
REET (Street Overlay) **		812,130		812,130
Transportation Impact Fees	82,898	961,000		1,043,898
TIF Interest	10,000			10,000
DOC Grants ***	2,444,000			2,444,000
TIB Grant ***		4,750,000		4,750,000
Congretional Directed Spending ***		807,500		807,500
Total Revenues	4,296,526	12,070,156	89,454	14,120,156
Expenditures				
Main St Construction	2,050,000	11,980,702	89,454	14,120,156
Total Exp.	2,050,000	11,980,702	89,454	14,120,156

* 2026 Starting Balance comes from the total Starting Balance for Main St Phase II of \$3,491,344
(\$1,759,628 for Construction and \$1,731,716 for Design and ROW)

Remaining year end balance will be used as starting balance for the following year

** REET (Street Overlay) funds will be consist of carryover from request to carry over \$500 from 2026 funds
and ask for \$312,130 additional 2027 allocation

***Award amount minus administrative cost

For DOC grant - all eligible costs must be incurred and submitted for reimbursement by June 2027

CITY OF MOUNTLAKE TERRACE

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
COMMITTING LOCAL FUNDING TO MAIN STREET PHASE TWO**

WHEREAS, the City of Mountlake Terrace’s Main Street Phase 2 project (“Phase 2”) is designed to upgrade utility infrastructure, and improve multi-modal access to the area and connections to the light rail transit center to encourage private development in the City’s Town Center; and

WHEREAS, the estimated construction cost is \$14.2 million dollars; and

WHEREAS, the Phase 2 project design is complete and is anticipated to go out to bid in the third quarter of 2026, with construction expected to begin in the fourth quarter of 2026; and

WHEREAS, the City has received significant grant funding for Phase 2 including:

1. \$5,000,000 from the Transportation Improvement Board (“TIB”) grant funding for ADA ramps, sidewalks, traffic signals and other transportation-related improvements along 56th Ave W between 232nd St SW and 236th St SW; and
2. \$2,492,000 from the Department of Commerce (“DOC”) through state legislative appropriations for improvements along 56th Ave W, including but not limited to replacing curb and gutter, sidewalk and tree wells, street lighting, storm drainage, curb ramps, ADA ramps; and
3. \$850,000 in Federal Congressional spending for Phase 2.

WHEREAS, the City has determined it is in the best interest to commit certain local funds to Phase 2;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Committing Funding to the Main Street Phase 2 Project. The City Council hereby authorizes funds for Phase 2 as shown in the attached Exhibit A.

PASSED by the City Council on **June XX, 2026**

SIGNED in authentication of its passage on **XXXX XX, 2026**

EFFECTIVE date **XXXX XX, 2026**

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney



STAFF REPORT

To: Mountlake Terrace City Council

From: Brooke Eidem, Community Development Director

Meeting Date: June 18, 2026

Subject: Resolution Adopting Policies for Property Addresses

Required Reviews:

Jennifer Joki	Created/Initiated - 06/14/2026
Brooke Eidem	Approved - 06/15/2026
Sirke Salminen	New -
Hillary Evans	-
Jeff Niten	-

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

This item was discussed at the June 11th work session.

Subject Summary:

It is common for a municipality to have a set of policies for how property addresses are determined for standardization and consistency. These standards are essential for effective urban planning and efficiency, ensuring clarity, safety, and accessibility. The Mountlake Terrace Municipal Code (MTMC) currently has a process in place that allows a property owner to request to have a street renamed, which requires a public hearing by the City Council and an ordinance to adopt the new street name. However, there is no adopted process in place for standard street naming or situs addressing, a process that occurs far more often.

The addressing procedures in the attached draft Resolution are intended to provide guidance for how streets and addresses are determined. It is based on the current addressing system, so new addresses based on this policy will fit seamlessly into existing neighborhoods. It also addresses middle housing and ADUs, which have needed a set policy since the regulations were adopted. The policy has been reviewed and approved by first responders and the City's GIS Specialist.

Financial/Budget Impacts:

Budget Amendment	No
Required?	_____

Budget and Sources:	
Expenditure:	
New Appropriation Required + Sources:	

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to adopt the Resolution Adopting Policies for Property Addresses.

Council Motion:

N/A

Attachments:

1. Resolution Adopting Policies for Property Addresses (Draft)
2. Presentation for Resolution Adopting Property Address Policies

CITY OF MOUNTLAKE TERRACE

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF MOUNTLAKE TERRACE AUTHORIZING AND
APPROVING ADMINISTRATIVE POLICIES FOR THE ADDRESSING OF
PROPERTY**

WHEREAS, the City of Mountlake Terrace has authority to and is responsible for the naming of public streets and for establishing property addresses within the City's corporate limits; and

WHEREAS, the City of Mountlake Terrace establishes street names and accompanying property addresses at the time of land development; and

WHEREAS, the City of Mountlake Terrace presently does not have written policies and standards for the naming of streets and addressing of property; and

WHEREAS, adherence to norms and standards when naming streets and assigning addresses can promote public health, safety, and welfare by facilitating wayfinding and emergency response; and

WHEREAS, the City Council authorized the administrative policies for addressing property at a regular meeting on _____; and

WHEREAS, it may be necessary from time to time for the City Manager to develop administrative rules, policies, and procedures necessary for successful implementation of the policies established by this Resolution; and

WHEREAS, the Community Development Director, acting as the SEPA Responsible Official, has reviewed this Resolution and the accompanying policies and concluded that this action is procedural in nature and exempt from SEPA requirements;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE
TERRACE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. The Addressing Policies attached to this Resolution as Exhibit A are hereby approved.

Section 2. The City Manager is hereby authorized to amend and augment the Policies as adopted by Section 1 of this Resolution as necessary to preserve and protect public health, safety, and welfare.

PASSED by the City Council on _____

SIGNED in authentication of its passage on _____

EFFECTIVE _____

AUTHENTICATION:

Steve Woodard, Mayor

ATTEST:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

EXHIBIT A

City of Mountlake Terrace Addressing Policies

A. General

1. The Community Development Department shall be responsible for naming streets and assigning situs addresses as part of development during the permitting process.
2. Street design and layout shall generally be a grid configuration based on section lines of the Public Land Survey System, and the block configuration established by the Snohomish County addressing system.
3. Addresses shall be assigned in a manner consistent with these policies. Deviations from these policies shall only be made in the interest of public health, safety, and welfare.
4. Alleys shall not be named, nor shall they be used as a valid address.
5. Addresses shall conform to applicable Federal, State, and City regulations. In the event these policies conflict with any applicable regulation, the regulation shall prevail.
6. The format of written addresses shall conform to *Publication 28, Postal Addressing Standards*, USPS, October 2024.

B. Orientation

1. Where a street changes direction by 45 degrees or more, the street shall be considered to have changed its orientation.
2. Address numbers on the north and east sides of the streets shall be odd.
3. Address numbers on the south and west sides of the streets shall be even.

C. Street Names

1. Streets oriented north-south shall be assigned a three-digit numeric name with the directional suffix “West” (W).
2. Streets oriented east-west shall be assigned a two-digit numeric name with the directional suffix “Southwest” (SW).
3. One street name shall be used consistently for a street alignment.
4. Property owners may request a different street name to be approved by the City Council at a public hearing pursuant to MTMC 12.25.020.

D. Street Suffixes

1. The suffix “Avenue” shall be used for streets oriented north-south.
2. The suffix “Street” shall be used for streets oriented east-west.
3. The suffix “Place” shall be used for streets oriented north-south or east-west that lie between alignments, including cul de sacs.
4. The suffix “Drive” shall be used for curving streets oriented both north-south and east-west.
5. The suffix “Court” or “Lane” shall be used for private streets, if an address is assigned.

E. Addressing Properties

1. Addressing is based on the location of the primary pedestrian entrance.
2. Addresses on Streets have four-digit numbers.

3. Addresses on Avenues have five-digit numbers.
4. Property addresses shall be a combination of the block number of the adjacent street and a consecutive value of addressed structures from that street.

Examples: *The east side of the block adjacent to the 23400 block of 53rd Avenue W (south of 234th St SW) are addressed 234XX 53rd Avenue W*

The north side of the block adjacent to the 5700 block of 227th St SW (west of 57th Ave W) are addressed as 57XX 227th St SW

F. Addressing for Multiple Structures/Occupants

1. A single street address shall be assigned to the property, with multiple buildings and/or dwelling units referenced by secondary identifiers.
 - a. Each detached building is identified by a capitalized letter identifier: A, B, C, etc.
 - b. The letters are assigned in the same direction as the street addresses, beginning in the front of the lot and progressing toward the rear.

Example: *A lot containing six individual cottages oriented side by side and three units in depth are addressed units A and B in the front, C and D in the center, and units E and F in the rear.*

- c. Each attached unit within the building is assigned a three digit numerical unit number that corresponds to which floor it is on and the unit number on that floor, e.g, unit A101 is the first unit on the first floor of Building A, unit B305 is the fifth unit on the third floor of Building B.
- d. “Apartment” may be used in lieu of “Unit” for residential developments, at the owner’s discretion.
- e. “Suite” may be used in lieu of “Unit” for commercial developments, at the owner’s discretion.



CITY OF
**MOUNTLAKE
TERRACE**



Addressing Policies

City Council Work Session: June 11, 2026

Brooke Eidem, Community Development Director

PURPOSE

- Adopt addressing policies by Resolution to ensure standardization and consistency
- Make process more efficient and easier for staff with reference and instruction document approved by City Council
- Provide standardized policies that are consistent with USPS and E-911

SUMMARY – ADDRESSING POLICIES

- Addressing new properties is done by Community Development Department as part of permitting process
- Middle housing regulations have complicated addressing by making it possible to locate more dwelling units in more locations
- Proposed policies address this and other multi-unit scenarios – residential and commercial development
- Policies were reviewed by first responders and by staff (including GIS)

SUMMARY – ADDRESSING POLICIES

- *General policies:* responsibilities; consistency with PLSS, Snohomish County, and USPS standards; deviations; alleys are not named.
- *Orientation:* when street names change based on orientation; odd and even address numbers.
- *Street Names:* three- and four-digit numerical names, directional suffixes, consistency, and reference to alternate naming process per MTMC 12.25.020
- *Street Suffixes:* when to use Ave, Street, Place, Drive, Court, etc.
- *Addressing Properties:* How to determine the situs address number
- *Addressing for Multiple Structures/Occupants:* Attached and detached, ADUs, and multi-tenant commercial addressing

NEXT STEPS

City Council adoption scheduled June 18, 2026

- Proposing for consent agenda

DISCUSSION & QUESTIONS

Thank you





Certificate of Appreciation

Presented To
Lisa Beam

On behalf of the City of Mountlake Terrace, in recognition of completing an Eagle Scout Project at Terrace Creek Disc Golf Course installing a new tee pad for basket 15. We appreciate your hard work to improve the course and your dedication to public recreation.

A handwritten signature in blue ink, appearing to read "Steve Woodard", is positioned above a horizontal line.

Mayor Steve Woodard

Presented on June 18, 2026



Certificate of Appreciation

Presented To
Robert Jensen

On behalf of the City of Mountlake Terrace, in recognition of completing an Eagle Scout Project by coordinating his scout troop to plant native trees on the Interurban trail as well as and conducting initial mulching and care.

A handwritten signature in blue ink, appearing to read "Steve Woodard", is positioned above a horizontal line.

Mayor Steve Woodard

Presented on June 18, 2026



Eagle Scout Recognition for Lisa Beam and Robert Jensen

City Council Meeting: June 18, 2026

Disc Golf Tee Pad 15

LISA BEAM







THANK YOU, LISA!

TREE PLANTING ALONG THE INTERURBAN TRAIL

ROBERT JENSEN







THANK YOU, ROBERT!



**LISA AND ROBERT -
CONGRATULATIONS ON EARNING
YOUR EAGLE SCOUT RANK!**



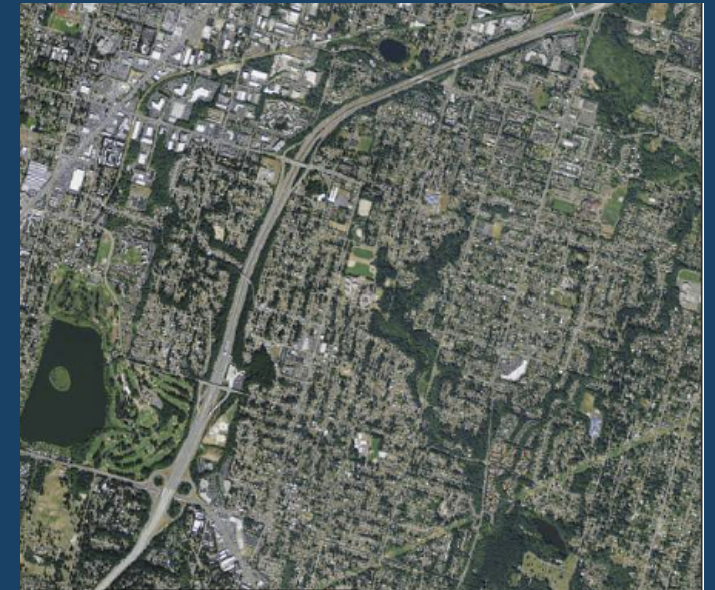
CITY OF
**MOUNTLAKE
TERRACE**



CITY OF
**MOUNTLAKE
TERRACE**

Utilities CIP Program

June 18th City Council Meeting
Mountlake Terrace City Hall
Gary M. Schimek, Public Works Director



PURPOSE

Brief City Council on the status of the Utility Comprehensive Plans and Rate Study.

Agenda Details

- **Summary** of the Regional Utilities Forums from 2025 and 2026
- **Highlights** of the priority 2027/32 water, wastewater and stormwater projects
- **Status** of the Utility Comp Plans and the 2027/32 Rate Study
- **Summary** of the September 10, 2026, Rate Study findings



Summary of Utilities Regional Forums

CITY AND REGIONAL UTILITIES

City Owned and Operated

- Wastewater – Conveyance and Pumping
- Drinking Water - Distribution, Storage and Pumping
- Stormwater - Conveyance, Storage, Water Quality, and Flood Reduction

Agreements and Contract Services

- Wastewater Treatment (Edmonds, Shoreline, & Olympic View)
- Wastewater Conveyance (Brier and Shoreline)
- Drinking Water Supply (Alderwood W/W District)
- Solid Waste Collection and Disposal (WM)

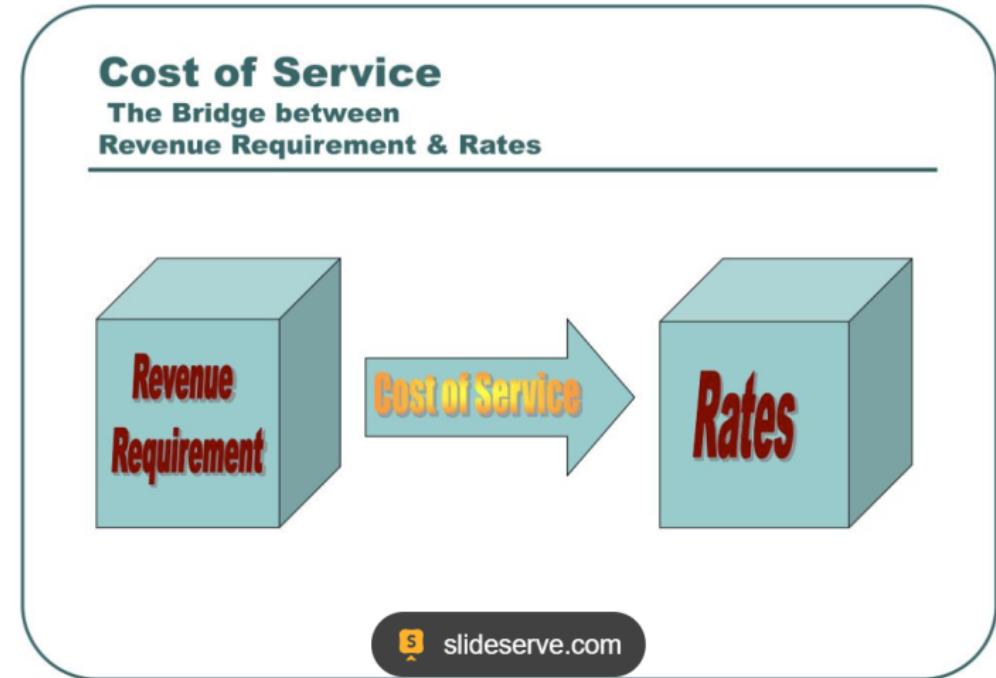
Coordination

- Electricity (Snohomish County PUD)
- Natural Gas (PSE)
- Telecommunications (AT&T, Forged Fiber, McLeod, & Comcast)



COST OF SERVICE MODEL

- MLT Utilities do not make a “profit”
- Your rates cover 100% of the cost to provide the service
- Any annual “savings” are placed back into cash reserves and capital programs to reduce future needs
- We can save for known future costs to reduce rate spikes – we cannot save money without reason!



EFFICIENCY INCENTIVES

- City Council and City Manager's Office Expectations
- Public Opinion
- Annual staff performance reviews
- Public Service Dedication
- Full Transparency
- Annual Financial Audits
- "We" are ratepayers, too!



RATE COMPOSITION

Today's Focus



Operating Costs

- Debt Service (Bonds/Loans)
- Maintenance
- Engineering
- Regulatory Requirements
- Water Supply

Capital Costs

- New projects
- Replacement projects
- Rehabilitation projects
- Emergency projects
- Regional projects
- Heavy Equipment
- Regulatory Requirements

SERVICE LEVELS

Drive Rates

- Higher service levels = Higher rates = Lower risk
- Lower service levels = Lower rates = Higher risk

Customer Expectations

- **Water:** High quality (taste) and reliable drinking water
- **Wastewater:** Minimize overflows and reduce flow volume to wastewater treatment plant
- **Stormwater:** Minimize street flooding and reduce pollutant loading to creeks and Lake
- **All Utilities:** Plan long-term rather than being reactive



Highest Priority Capital Improvement Projects

WATER FUND

Westside Water Main Replacement Phase II

Deficiency

Aging 8" cast iron pipe and appurtenances cannot meet demand or service expectations.

Risks/Benefits

- High likelihood of leaks and main breaks.
- Mains replacement improves reliability and reduces maintenance.

Approved Budget

\$4.1M

Level of Uncertainty

Level 5 - Construction contract awarded



Main Street Phase II - Water

Deficiency

Aging, undersized water mains.

Risks/Benefits

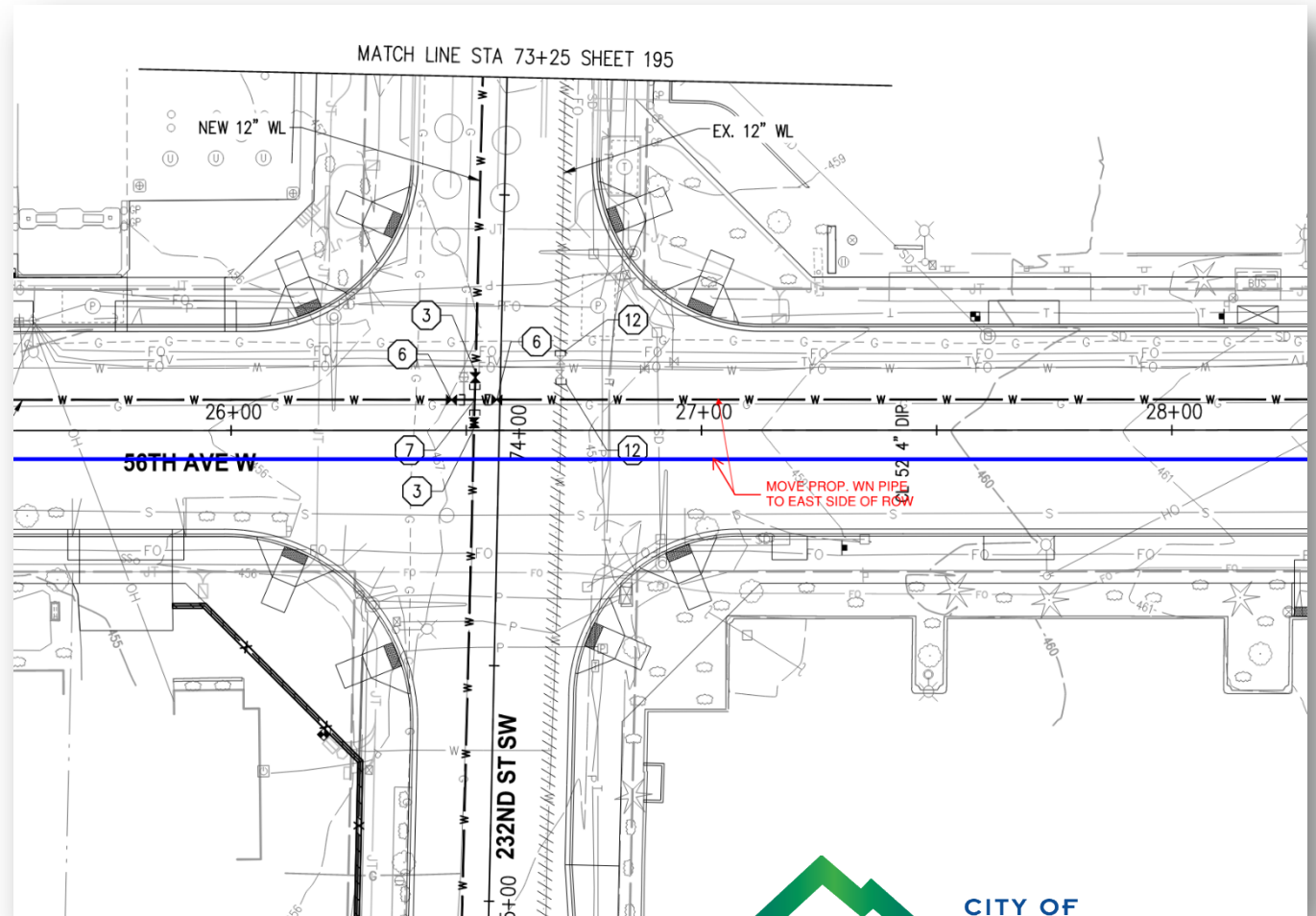
- Existing mains cannot meet growing demands.
- Opportunity to coordinate with Main Street Phase II to replace the existing main with new 16" ductile iron pipe.

Estimated Cost

≈ \$1.5M

Level of Uncertainty

Level 4 - Construction documents



2.5 MG Water Reservoir Seismic Upgrade

Deficiency

Aging 2.5 MG tank has insufficient soil bearing capacity and is vulnerable to overturning during a seismic event.

Risks/Benefits

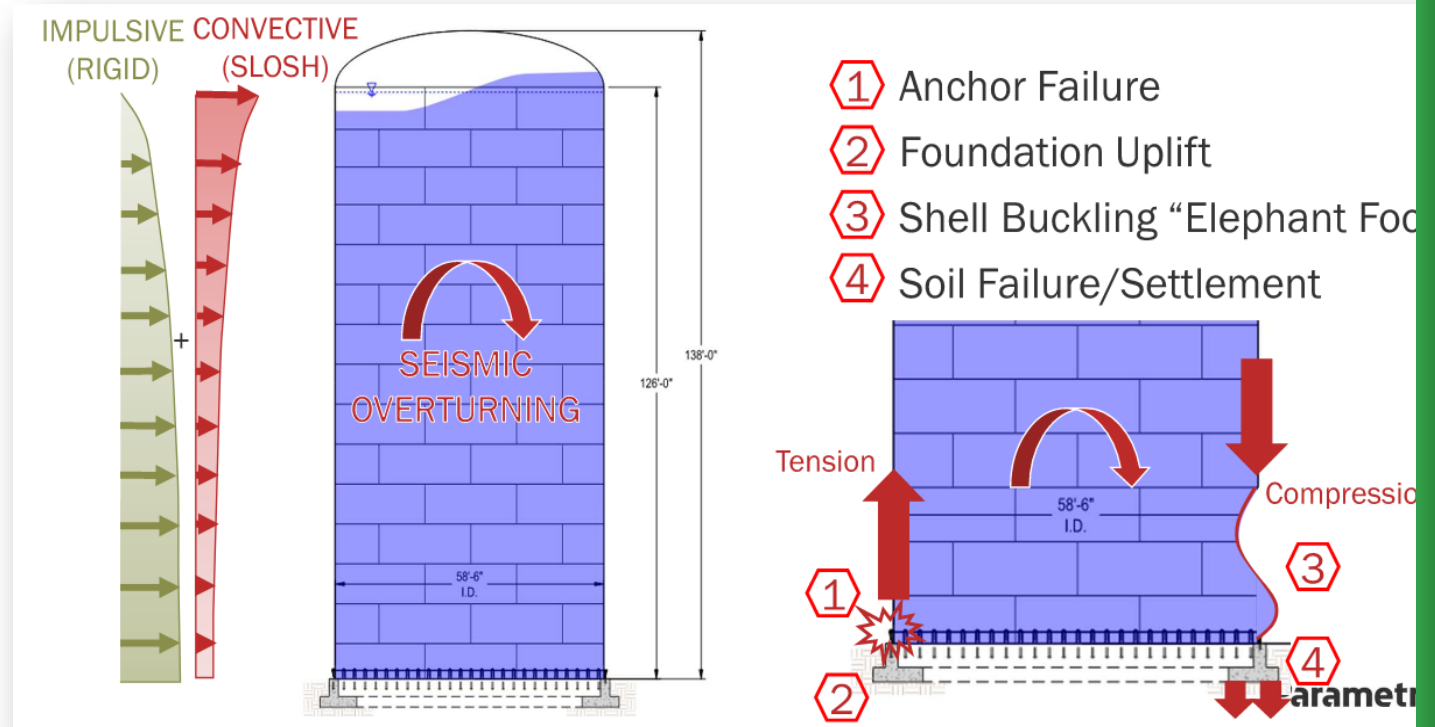
- Failure would cause major service disruption and costly repair.
- Reduced-scope seismic retrofit improves reliability and safety.

Estimated Cost

≈ \$6M

Level of Uncertainty

Level 2 - Conceptual design



220th/70th Water Main Relocate/Upsize

Deficiency

Aging 8" cast iron water main located in sidewalk with conflicts (gas, landscaping, trees).

Risks/Benefits

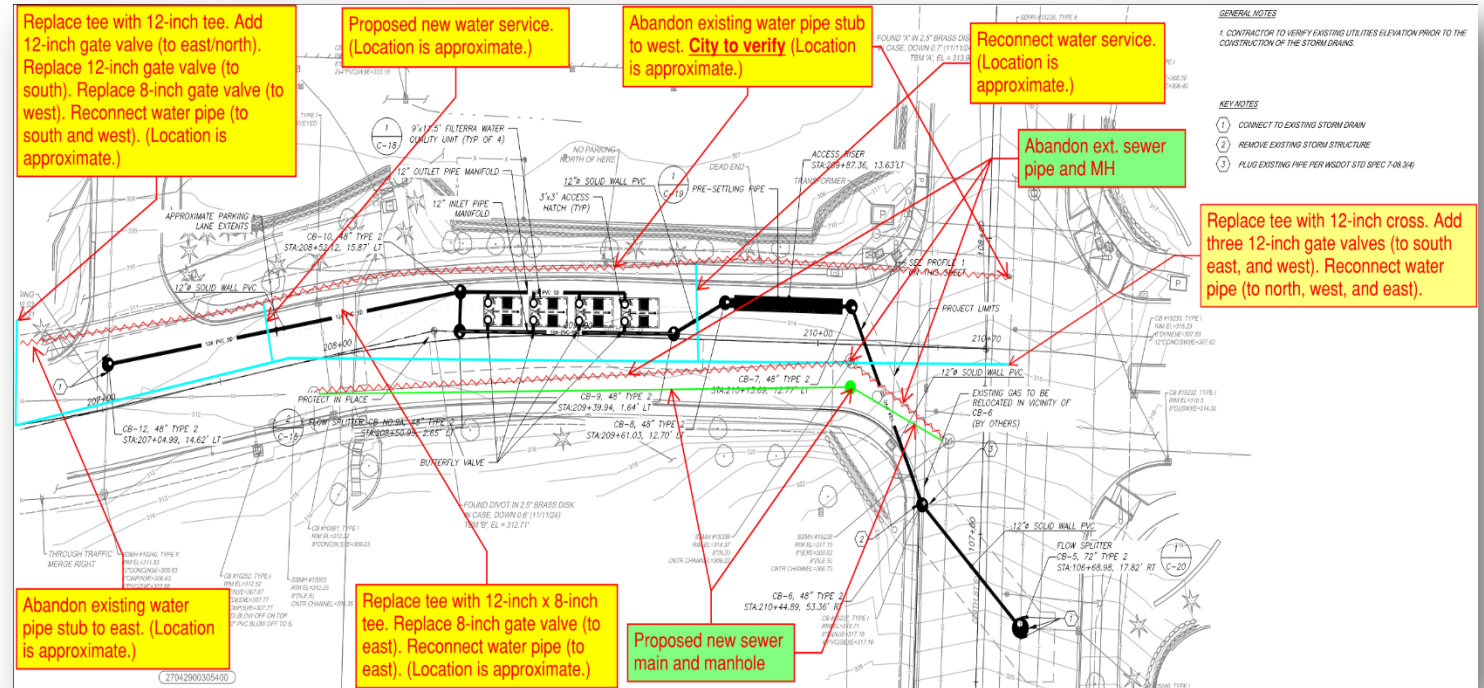
- Aging cast iron pipe watermain is difficult and costly to relocate to heavy traffic 220th/70th intersection.
- Opportunity to coordinate with the 220th/70th Water Quality Project to replace the 8" main with a 12" ductile iron pipe.

Estimated Cost

≈ \$400K

Level of Uncertainty

Level 2 - Schematic design; full design pending grant funding confirmation.



Water Mains Across I-5 Interstate Relocation Program

Deficiency

WSDOT prohibits new water mains (3) on I-5 crossing bridges.

Risks/Benefits

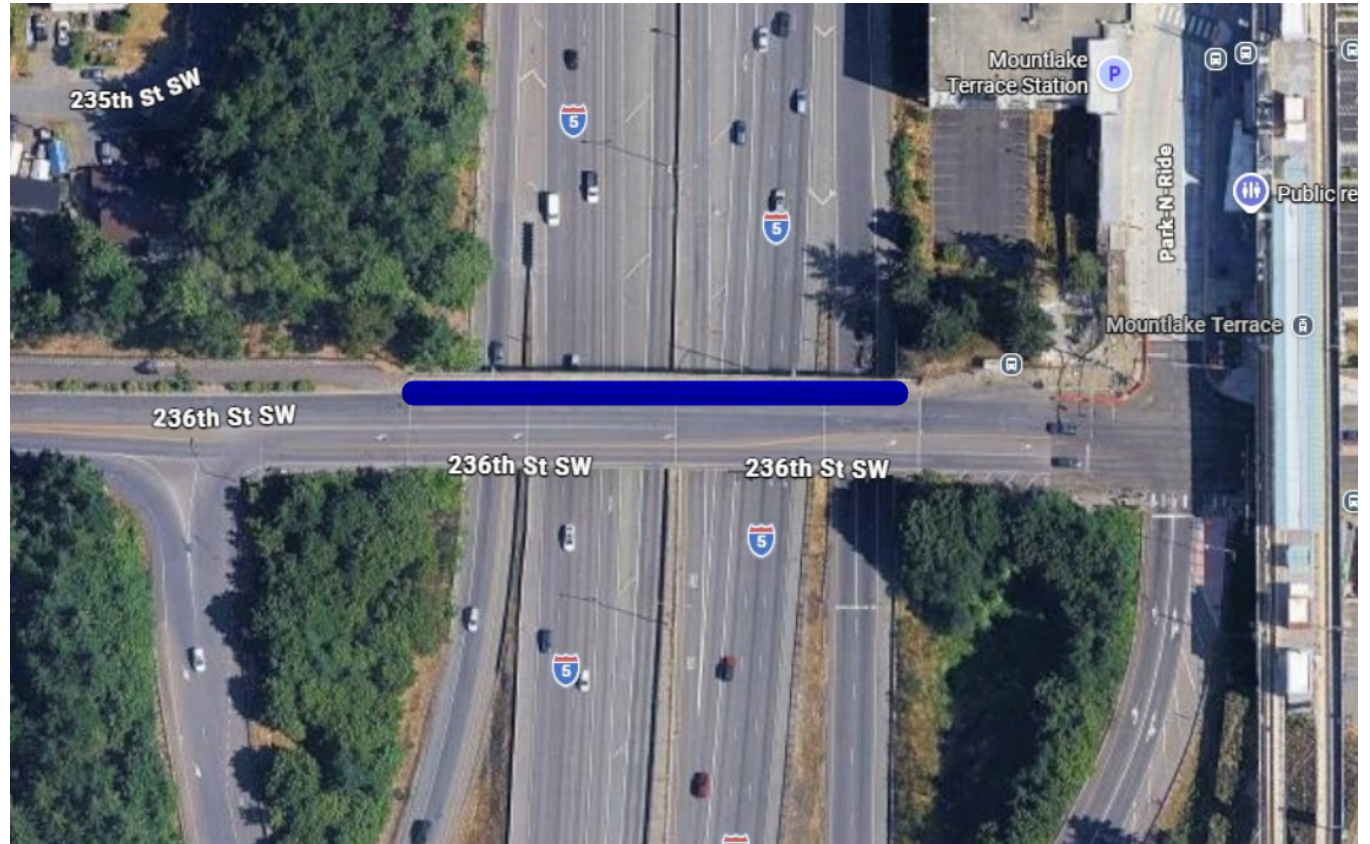
- Existing mains are aging and vulnerable to failure.
- Main breaks severely impact west-side service and require difficult, costly and time-consuming repairs.

Estimated Cost

≈ \$15M

Level of Uncertainty

Level 1 -Feasibility



SEWER FUND

Wildermere Lift Station Upgrade

Deficiency

Aging lift station with safety issues and frequent pump failures causing sewage spill.

Risk/Benefits

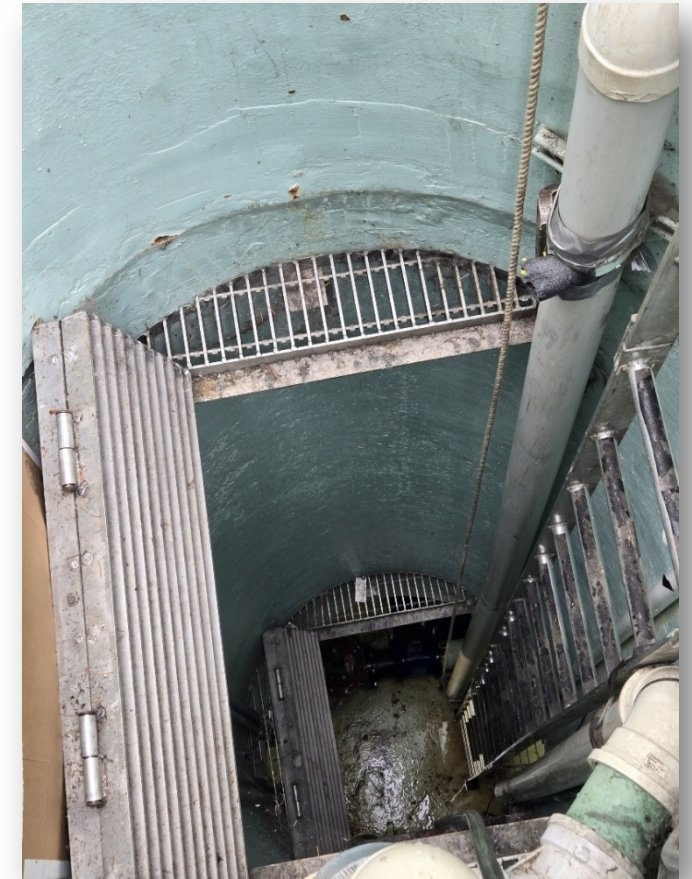
- Pump failures risk spills to nearby creek.
- Options under consideration:
 - Full station upgrade
 - Targeted safety and pump improvements (option2)
 - Abandon station and reroute flow to KC system

Estimated Cost

≈ \$1.6

Level of Uncertainty

Level 1 – Feasibility



I-5 Crossings Sewer Lining Program

Deficiency

Aging sewer crossing at three I-5 locations with limited access for maintenance.

Risk/ Benefits

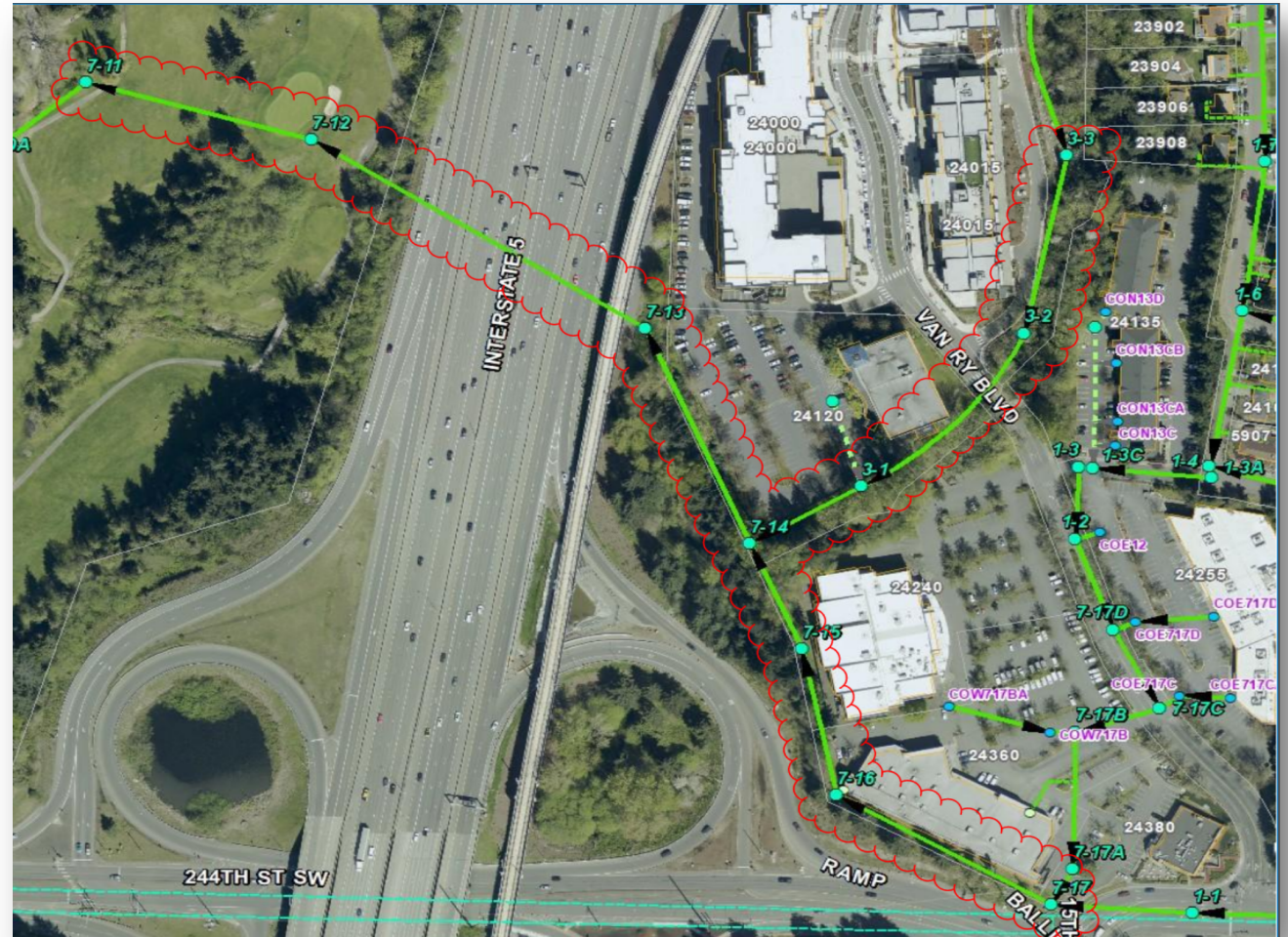
- Restricted access increases risk of undetected failures.
- Failure could cause major backups on the east side.

Estimated Cost

~ \$12

Level of Uncertainty

Level 1- Feasibility



Cedar Grove Inflow/Infiltration Reduction Program

Deficiency

Aging, failing pipes contribute to excessive inflow and infiltration.

Risk/ Benefits

- Excessive I/I cause downstream capacity issues and increases treatment costs from Edmonds.
- I/I Reduction Program reduces peak flows and long-term operating costs.

Estimated Cost

≈ \$6M

Level of Uncertainty

Level 2 - Planning and conceptual design.



220th/70th Sewer Main Relocate/Upsize

Deficiency

Aging 8" concrete sewer pipe with capacity limitations.

Risk/Benefits

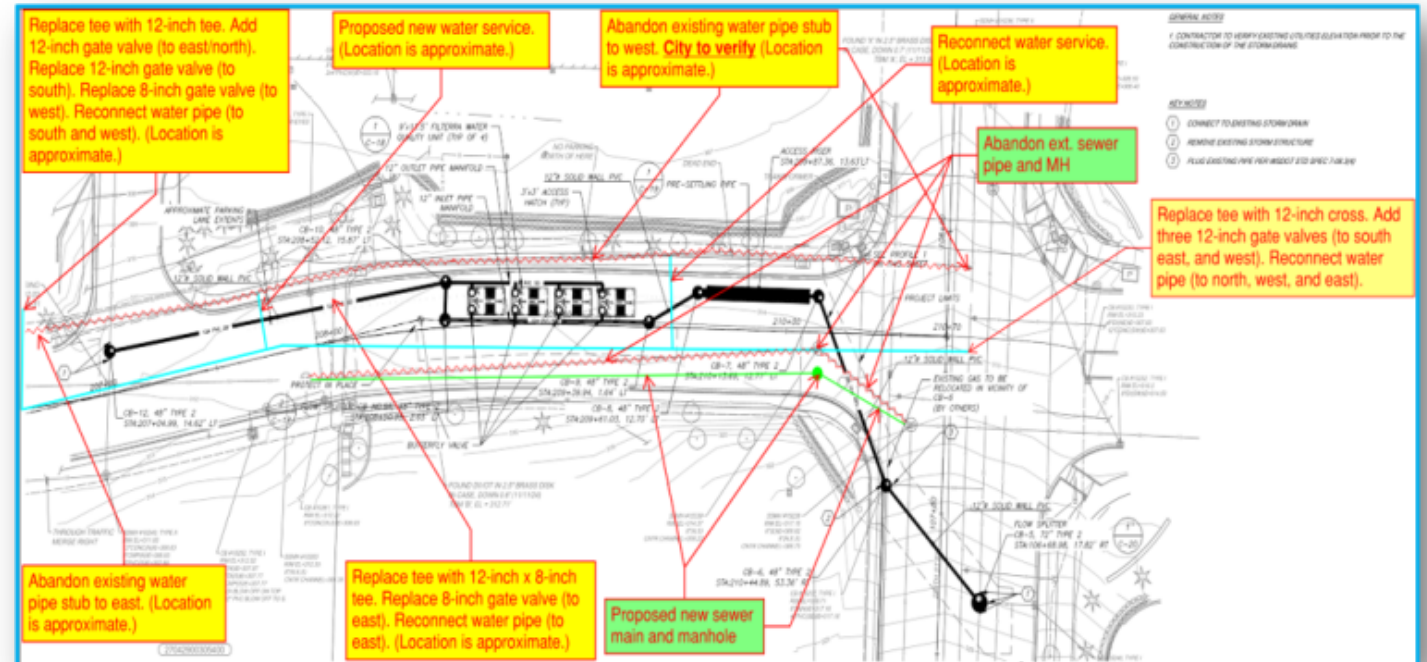
- Difficult and costly to replace in high traffic roadway.
- Coordination with the Water Quality Project allows replacement with a 10" PVC sewer main.

Estimated Cost

≈ \$400k

Level of Uncertainty

Level 2 – Schematic design; full design pending grant funding confirmation.



232nd/63rd Sewer Line Repair/Replace

Deficiency

Utility pole installed directly on top of sewer pipe, causing severe pipe damage and unsafe repair conditions.

Risk/Benefits

- Significant structural damage and hazardous access for crews.
- Requires pole relocation before repair or replacement.

Estimated Cost

≈ \$500k

Level of Uncertainty

Level 1 – Feasibility.



STORMWATER FUND

220th/70th Water Quality Project

Deficiency

The heavy traffic – 35,000 daily vehicles, leads to pollutants from car tires and debris entering Hall Creek and Lake Ballinger. Some of the pollutants can cause health impacts in humans and be fatal to fish.

The roadway drains to Hall Creek and then Lake Ballinger. The project will divert water away from 220th during very large storms.

Risk/Benefits

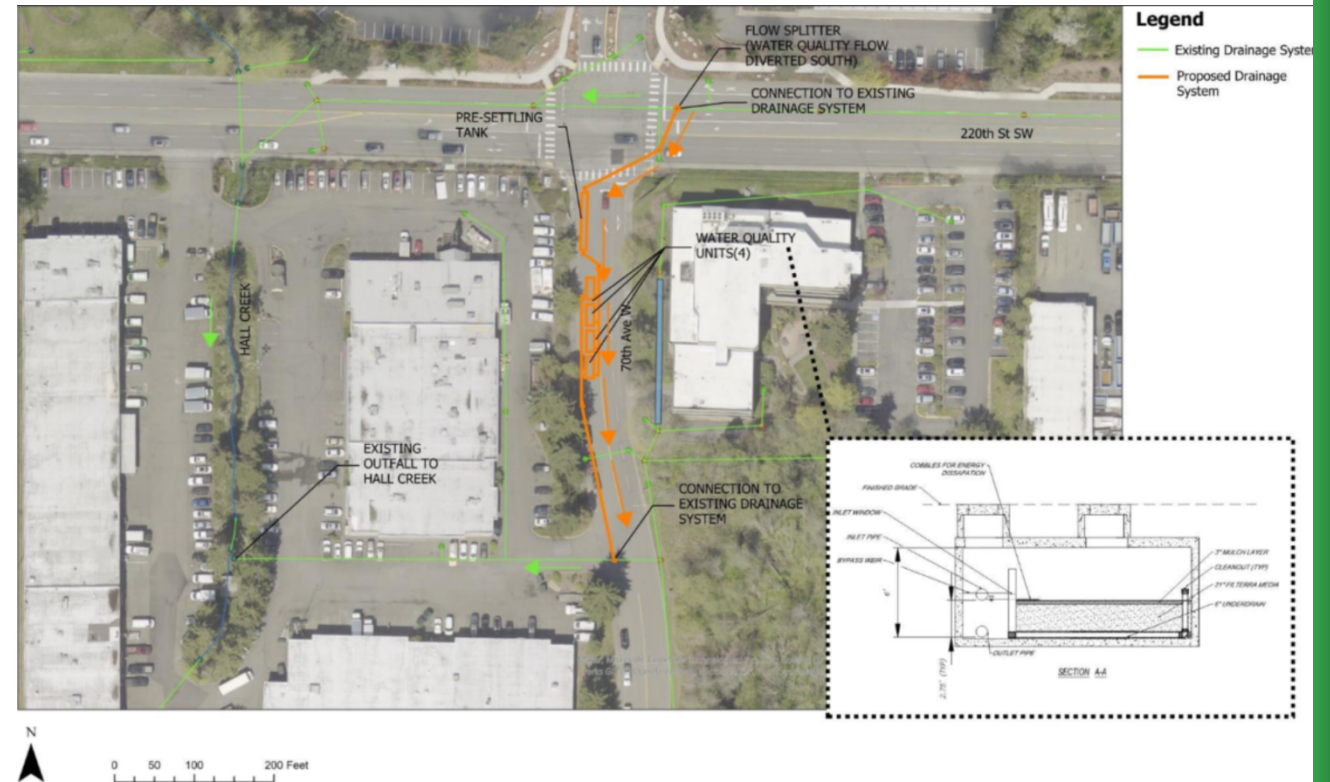
New underground treatment vault will make water in Lake Ballinger cleaner for fishing and swimming and alleviate flooding risks at 220th.

Cost

~ \$5 M

Level of Uncertainty

Level 3 - Design



Recurring Storm Pipe Repair Projects

Deficiency

Pipe repairs that are too complex to be repaired by city maintenance crews. Typically, deep in the ground or requiring time needed beyond what storm crews can perform and keep up with other maintenance.

Risk/Benefits

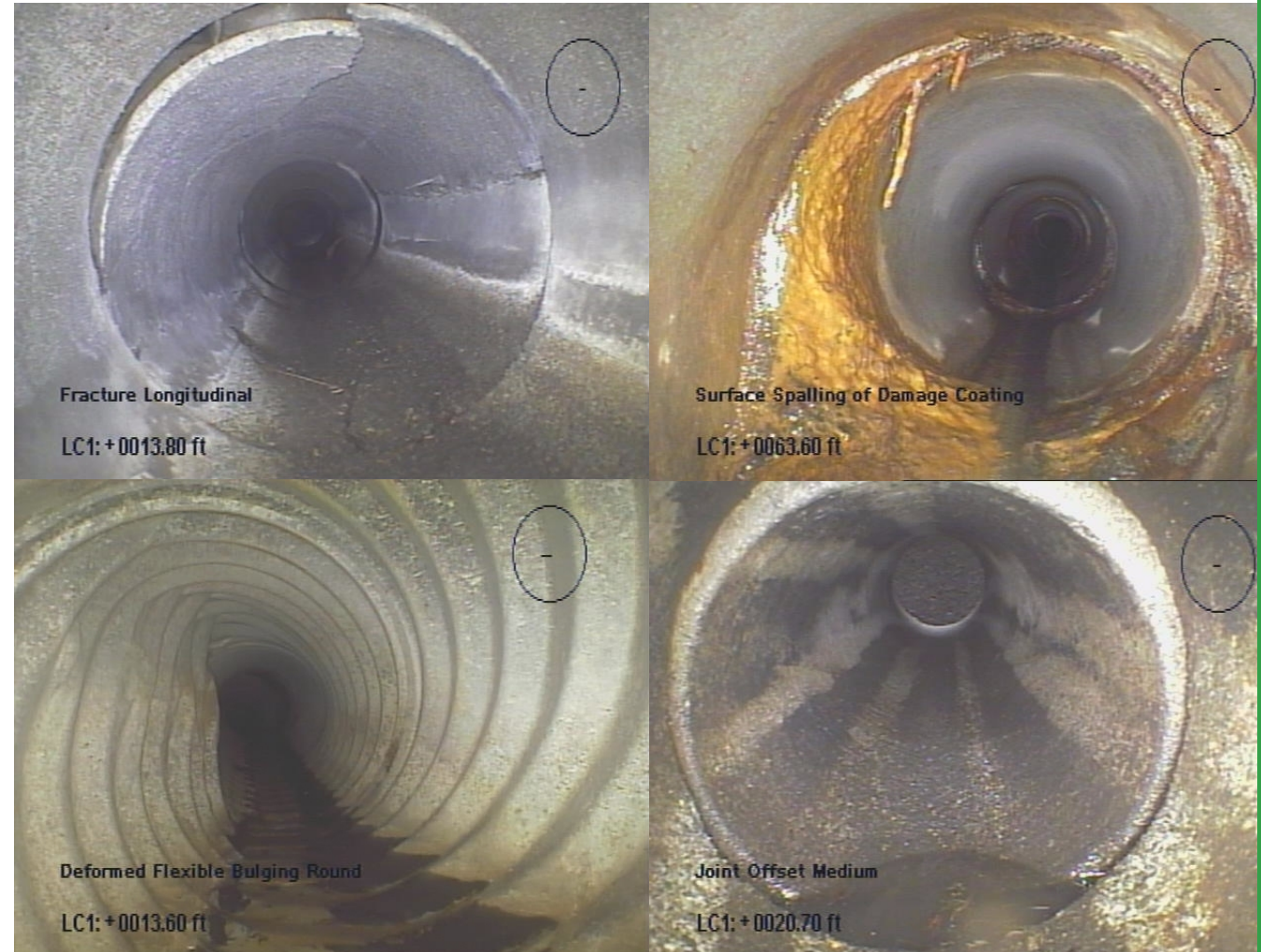
The recurring storm pipe replacement and repair projects will help maintain a reliable storm system by addressing structural defects. Reduces risk of flooding on roads and private property.

Cost

Cost per round of 6 pipes: ~ \$900 K
Estimated cost 2027-2032: ~\$3 M

Level of Uncertainty

Level 3 - Design



Main Street Phase II - Stormwater

Deficiency

Untreated stormwater and aging pipes and storm drains.

Risk/Benefits

New facilities will treat stormwater for pollutants and infiltrate it into ground rather than discharging directly to surface waters.

Aging pipes at risk of failures leading to roadway, home, and business flooding.

Cost

~ \$1.3 Million

Level of Uncertainty

Level 4 - Construction documents



Wildermere Detention Pond Retrofit

Deficiency – Water Quality

The existing pond does not meet current design standards, has filled up with sediments and does not provide sufficient environmental benefits.

Risk/Benefits

Proposed retrofit will improve water quality, reduce sources of bacteria, and provide flow control of the detention pond through utilizing bioretention. MLT is required to mitigate for bacteria in this watershed under an impaired waters agreement with the Department of Ecology.

Cost

~ \$1.8 Million

Level of Uncertainty

Level 1 - Feasibility



Existing detention pond

Hall Creek/ 220th Street Sheet-Pile Dam Removal

Deficiency

The sediment built-up has raised the creek bed and caused flooding during heavy rain at the upstream culverts on 216th St. SW, limiting access to the north side of the Premera campus.

The existing structure is a partial barrier that blocks fish from passage to spawning habitat upstream.

Better removal of sediment through natural processes will improve water quality in Lake Ballinger.

Risk/Benefits

Removal of this dam and replacing with large woody materials will create fish habitat, prevent sediment from impacting Lake Ballinger, and reduce flooding at 216th St SW.

Cost

~ \$3.4 Million

Level of Uncertainty

Level 1 - Feasibility

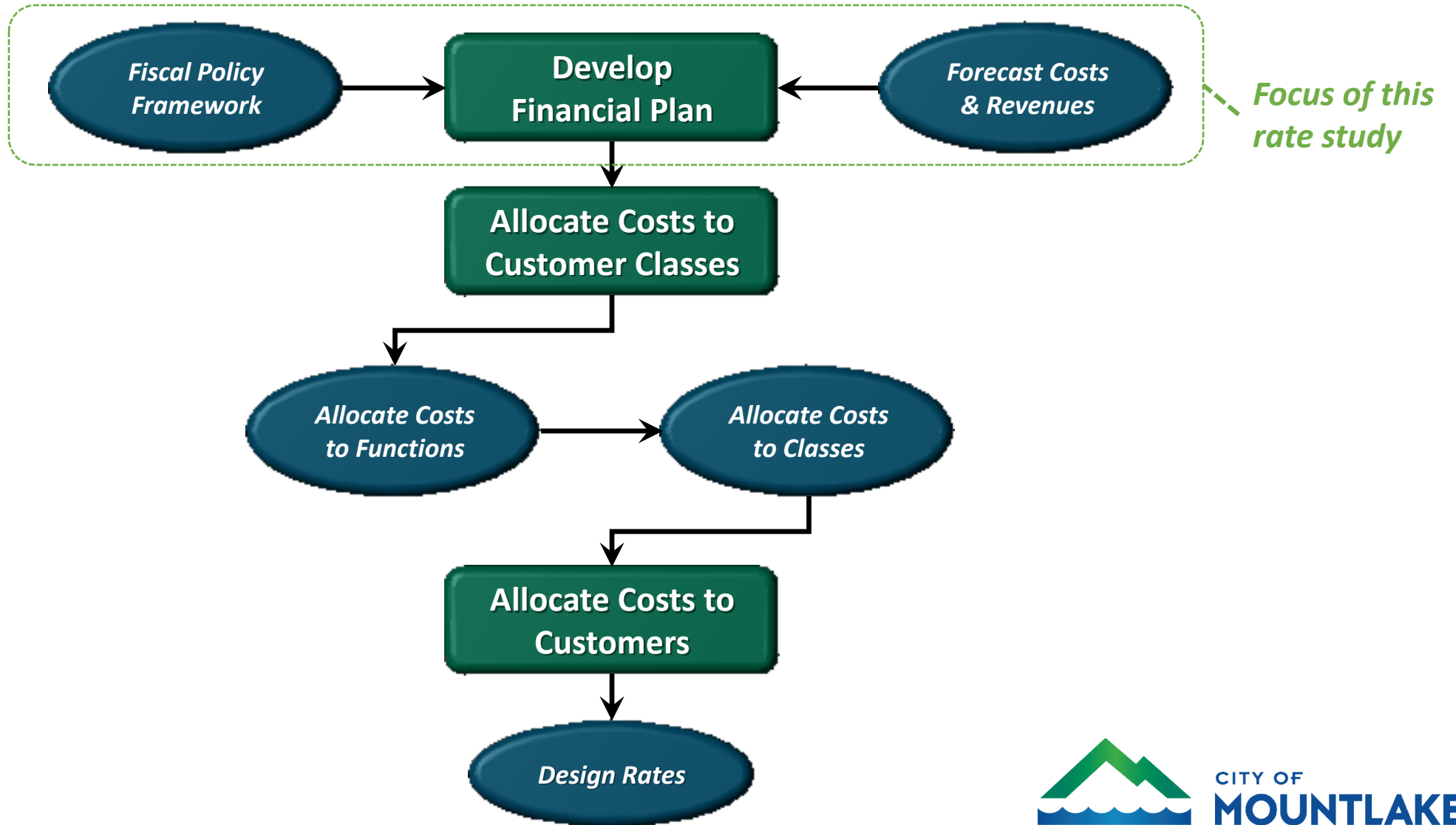


Comp Plan and Rate Study Status

Comp Plan Progress

Modeling & Analysis	Identify Capital Projects	Public Outreach	Develop Rates	Public Outreach	Propose Rates	Adopt Rates	Adopt Plan
★	★	July 26	Aug 26	Aug 26	Sep 26	4Q26	1Q27

How Do We Determine Rates?



What is a “Revenue Requirement” Analysis?

- Defines “cost-based rates” as rates based on aggregate obligations
 - Operating costs
 - Capital project expenditures
 - Debt service payments
 - Other financial needs
- Establishes multi-year financial plan beyond current budget cycle
- Key elements:
 - Defining revenues and expenses
 - Developing capital funding strategy
 - Establishing fiscal policy “framework”



Rate Scenarios

Upcoming Rate Study Findings

Operating Program and Costs

- 2027 costs based on historic data analysis (2020 through 2025) and 2026 actual costs
- 2027 costs will be reviewed to identify any efficiency measures for potential reductions
- 2028 to 2032 costs will be based on inflation

Capital Program and Costs

- Capital program costs will be the driver for our rates
- Many projects in our queue are from previous comprehensive plans from sewer (2019), water (2019), and storm (2019)

Rate Scenarios

- Status quo construction: About 1 to 3 construction projects per year
- Moderately increased construction: About 4 to 6 project per year
- Aggressively increased construction: About 7 to 9 projects per year

DISCUSSION & QUESTIONS

Thank you





STAFF REPORT

To: Mountlake Terrace City Council

From: Gary Schimek, Public Works Director

Meeting Date: June 18, 2026

Subject: Review Agreement for Westside Water Main Phase II Construction Management

Required Reviews:

Jennifer Joki	Created/Initiated - 06/08/2026
Gary Schimek	Approved - 06/08/2026
Sirke Salminen	Approved - 06/08/2026
Hillary Evans	Approved - 06/08/2026
Carolyn Hope	Final Approval - 06/08/2026

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

N/A

Subject Summary:

Much of the City's water utility system was built between the 1950s and 1970s and now needs replacement to reduce leaks and meet increasing service demands. Using the Water Comprehensive Plan, engineering assessments, and opportunities to coordinate with other projects, the City identified several high priority water mains on the west side and combined them into the Westside Watermain Phase 2 Project. City Council reviewed and approved the construction agreement at the June 4 regular meeting.

The Westside Watermain Phase 2 project is partially funded by a Public Works Board loan, which requires strict compliance with funding guidelines, documentation, and reporting. These requirements exceed the capacity of current City staff. As a result, the City sought external consultant support for construction management and administrative services.

In May 2026, the City issued a Request for Qualifications (RFQ) for Construction Management (CM) services for the project. Only one firm submitted qualifications. After staff evaluation, KBA was determined to be qualified and selected for scope development and negotiations. A scope and fee were developed for construction management, project coordination, administration, inspection, and testing services. The maximum consultant fee is \$373,556.00, funded by water utility funds. A 10% contingency is requested to cover any unforeseen

additional work. The Public Works Department does not have the necessary in-house staffing to conduct this work. This is the reason we are seeking consultant support.

There are two options for the consideration of City Council as noted below:

Option 1: Approve the consultant contract for construction management services. With this option, the construction project would move forward on-schedule.

Option 2: Do not approve the consultant contract for construction management services, and re-advertise the contract. With this option, the construction schedule would be delayed and this could impact the Public Works Board funding.

Financial/Budget Impacts:

Budget Amendment Required? No

Budget and Sources: PWB loan/Water fund	\$413,111.60
Expenditure:	\$413,111.60
New Appropriation Required + Sources:	

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff Recommends the City Council authorize the City Manager to execute the Professional Services Agreement for Construction Management services with KBA, in a form reviewed and approved by legal counsel, in the amount of \$375,556.00, with an approved budget not to exceed \$413,111.60. This can be accomplished by adding it to the July 2, 2026 Consent Agenda.

Council Motion:

N/A

Attachments:

1. Professional Services Agreement with KBA (Draft)

PROFESSIONAL SERVICES AGREEMENT

This Agreement (“Agreement”) is dated effective this 5th day of June, 2026. This Agreement is by and between the City of Mountlake Terrace, a Washington municipal corporation (“City”), and KBA, Inc. (“Consultant”), collectively known as the parties (“Parties”).

A. The City seeks the professional services of a skilled independent consultant capable of working without direct supervision in the capacity of a Construction Management Firm and is familiar with the City’s municipal code, resolutions, regulations, and policies.

B. The Consultant, by entering into the Agreement, represents that it has the requisite skills and experience necessary to perform and provide such services in a competent and professional manner.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree to the following terms and conditions:

1. Services.

1.1 Services. Consultant shall provide the services and equipment as specified pursuant to the terms more specifically described in “Exhibit A – Scope of Services,” attached hereto and incorporated by this reference (“Services”), in a manner consistent with the accepted practices and standards for other similar services, performed to the City's satisfaction, within the time-period prescribed by the City and pursuant to the direction of the City Manager or his or her designee.

1.2 Compliance with Laws. Consultant shall comply with and perform the Services in accordance with all applicable federal, state, and City laws, including, but not limited to, the City of Mountlake Terrace’s Municipal Code, and all other City resolutions, standards or policies, as now existing or hereafter adopted or amended. In the event of a conflict between applicable laws, Consultant shall promptly notify the City in writing if Subconsultant becomes aware of a conflict before proceeding.

1.3 Performance Standard. In the performance of services under this Agreement, Consultant and its employees or designees, promise to exercise the degree of skill and care required by customary and generally accepted practices, standards, and procedures adopted by Consultants’ rendering the same or similar type of service, practicing under similar circumstances, in the same geographical area and time period. All duties shall be performed in the manner consistent with those customary and generally accepted practices, and the Consultant shall be responsible for the professional and technical soundness and accuracy of all work and services furnished pursuant to this Agreement.

2. Term. The term of this Agreement shall commence upon the effective date of this Agreement and shall expire on June 30, 2027.

3. Termination. Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause by the City upon prior written notice to the Consultant. If the Agreement is terminated after partial performance, the City will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed per the Section 1.3 Performance Standard. The Consultant may terminate this Agreement only upon sixty (60) days prior written notice to the City.

4. Compensation.

4.1 Total Compensation. In consideration of the Consultant performing the Services, the City agrees to pay the Consultant an amount not to exceed a maximum sum of \$ 373,556.00 according to a rate or method as delineated in Exhibit B.

4.2 Method of Payment. City will be billed no more often than monthly. Invoices shall contain an itemized breakdown of the services performed on a project basis during the time covered by the invoice. City will pay Consultant by check within thirty (30) days of the receipt of an invoice. A finance charge of one percent (1%) per month [twelve percent (12%) per annum] will accrue on any unpaid balance outstanding for more than thirty (30) days.

4.3 Consultant Responsible for Taxes. The Consultant shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.

4.4 Reimbursement of Expenses. The City of Mountlake Terrace is not liable to Consultant for any expenses paid or incurred by Consultant unless otherwise agreed in writing.

5. Consultant to Direct Work. Consultant shall control and direct the performance of the work or project of Consultant pursuant to this Agreement, subject to the City of Mountlake Terrace oversight. The City of Mountlake Terrace reserves the right to inspect, review, and approve of the work or project of Consultant to assure that it has been completed as specified, before payment.

6. Warranty. The Consultant warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by all applicable agencies and governmental entities, including but not limited to being registered to do business in the City of Mountlake Terrace by obtaining a City of Mountlake Terrace business registration if required by municipal code.

7. Security and Damages. The Consultant shall be responsible for security of its equipment and assumes all risk of damage, theft or loss to Consultant's equipment and supplies occurring from any nature whatsoever. Additionally, Consultant shall be responsible for any maintenance costs and repair costs resulting from any damage or loss from any source whatsoever to its equipment or supplies. Consultant agrees that neither damage to or loss of its equipment shall be applied to or claimed against City property, City liability insurance or commission revenues owed to the City. Consultant will not be liable for any damage to the field office premises or utilities provided by the City, unless the damages are caused by Consultant's own negligence.

8. Independent Consultant/Conflict of Interest.

8.1 Independent Consultant. It is the intention and understanding of the Parties that the Consultant shall be an independent Consultant and that the City shall neither be liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax, which may arise as an incident of employment. The Consultant shall pay all income and other taxes as due. Industrial or any other insurance, which is purchased for the benefit of the Consultant, shall not be deemed to convert this Agreement to an employment contract.

8.2 City's Right of Supervision and Inspection. Even though Consultant is an independent Consultant with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof.

8.3 Work Performed at Consultant's Risk. Consultant shall take all precautions reasonably necessary and shall be responsible for the safety of its employees, agents and subconsultants in the performance of the work hereunder and shall utilize all protections reasonably necessary for that purpose. All work shall be done at Consultant's own risk, and Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held for use in connection with the work.

8.4 Conflict of Interest. The Consultant may or will be performing professional services during the term for other parties and that the City is not the exclusive user of services the Consultant will provide, provided, however, that such performance of other services shall not conflict with or interfere with Consultant's ability to perform the Services. Consultant agrees to resolve any such conflicts of interest in favor of the City.

9. Indemnification.

9.1 Consultant Indemnification. Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor (or its employees, agents, representatives, subcontractors/ subconsultants) in performance of this Agreement, whether such claims sound in contract, tort, or other legal theory, except for injuries and damages caused by the sole negligence of the City. The Contractor's duty to defend and indemnify pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of the Contractor. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of indemnification. This waiver has

been mutually negotiated by the Parties. If, and to the extent, Contractor employs or engages subcontractors or subconsultants then Contractor shall ensure that each such subcontractor and subconsultant (and subsequent tiers of subcontractors and subconsultants) shall expressly agree to defend and indemnify the City to the extent and on the same terms and conditions as the Contractor pursuant to this Section 9. The provisions of this section shall survive the expiration or termination of this Agreement.

9.2 Records Request. When the City provides the Consultant with notice of a Public Records Request, Consultant agrees to save, hold harmless, indemnify and defend the City, its officers, agents, employees and elected officials from and against claims, lawsuits, fees, penalties and costs resulting from the Consultant's violation of the Public Records Act RCW 42.56, or Consultant's failure to produce public records as required under the Public Records Act. Records shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past any formal retention period imposed by Washington State Archives, grant or other applicable law or regulation.

9.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. Discrimination Prohibited and Compliance with Equal Opportunity Legislation. In all Consultant services, programs or activities, and all Consultant hiring and employment made possible by or resulting from this Agreement, there shall be no discrimination by the Consultant or by Consultant's employees, agents, subconsultants or representatives against any person because of sex, age, (except minimum age and retirement provisions), race, color, creed, national origin, marital status, religion, sexual orientation or the presence of any disability, including sensory, mental, or physical handicaps, based upon a bona fide occupational qualification in relationship to hiring and employment. This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state or local law or regulation regarding non-discrimination. Any material violation of this provision shall be grounds for termination of this Agreement by the City and, in the case of the Consultant's breach, may result in ineligibility for further City agreements.

11. Confidentiality.

All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. The Consultant shall safeguard all written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement to at least the same extent as the Consultant safeguards like information relating to its own business or profession. Breach of confidentiality by the Consultant will be grounds for immediate termination.

12. Work Product and Ownership of Records and Documents.

All originals and copies of work product, including records, files, documents, reports, plans, sketches, layouts, designs, design specifications, computer disks, magnetic media or material which may be produced or modified by the Consultant while performing the services shall belong to the City. At the termination or cancellation of this Agreement, all copies of any such work product remaining in the possession of the Consultant shall be delivered to the City and shall become the property of the City. Files containing the electronic written record of the Consultant's services shall be delivered to the City.

13. Insurance.

13.1 Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Consultant, its agents, representatives, or employees. Consultant shall comply with the following conditions and procure and keep in force during the term of this Agreement, at Consultant's own cost and expense, the following policies of insurance with companies authorized to do business in the State of Washington, which are rated at least "A" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable by the City. Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

13.2 Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

b. Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent Consultants and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

d. Professional Errors and Omissions Insurance. If both parties agree that the Services do not warrant Consultant providing Professional Errors and Omissions Insurance, Section 13.3.d. may be stricken if this section is initialed by both Parties: _____

13.3 Minimum Insurance Limits. Consultant shall maintain the following insurance limits:

- a. Commercial General Liability. \$2,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- b. Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- d. Professional Liability/Consultant's Errors and Omissions Liability. Insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

13.4 Notice of Cancellation. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/ termination to the City.

13.5 Verification of Coverage. In signing this Agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

13.6 Insurance Shall be Primary - Other Insurance Provision. The Consultant's insurance coverage shall be primary insurance as respect to the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect to the City. Any Insurance, self-insurance, or self-insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

13.7 Claims-made Basis. Unless approved by the City all insurance policies, other than the professional liability insurance, shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy.

13.8 Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

13.9 Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective

of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

14. Maintenance/Inspection of Records.

14.1 Maintenance and Inspection. The Consultant agrees to maintain books, records, and documents which sufficiently and properly reflect all direct and indirect costs and expenses allowable under this Agreement related to the performance of the Services and maintain such accounting procedures and practices as may be deemed necessary by the City to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject, at all reasonable times, to inspection, review or audit by the City, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement. If any litigation, claim or audit is commenced, the Consultant shall cooperate with the City and assist in the production of all such documents.

14.2 Public Records. The Parties agree that this Agreement and records related to the performance of the Agreement are, with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Consultant acknowledges that any record, document, work product or correspondence created by Consultant may be subject to the Public Records Act.

Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

15. Dispute Resolution.

15.1 Informal Resolution. In the event of a dispute, a party shall notify the other party of the dispute with as much detail as possible. The City and Consultant shall use good faith efforts to resolve the dispute within ten (10) business days. If the Parties' business representatives are unable to resolve the dispute, or agree upon the appropriate corrective action to be taken, within such ten (10) business days, then either party may initiate mediation. Both Parties will continue without delay to carry out all their respective responsibilities under this Agreement. The Parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the mediator is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

15.2 Injunctive Relief. Nothing contained in this Section shall limit or delay the right of either party to seek injunctive relief from a court of competent jurisdiction, whether or not such party has pursued informal resolution in accordance with this Section.

16. Compliance with Grant Terms and Conditions. Consultant shall comply with any and all conditions, terms and requirements of any federal, state or other grant that wholly or partially funds Consultant's work hereunder. In the event of a conflict between applicable

conditions, terms and requirements, Consultant shall promptly notify the City in writing if Consultant becomes aware of a conflict before proceeding.

17. General Provisions.

17.1 Entire Agreement. This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement and no prior agreements shall be effective for any purpose. All attachments and addendum are incorporated herein by this reference, and shall be a part of this Agreement.

17.2 Modification. No provisions of this Agreement may be amended, modified or an additional obligation assumed by either Party except by written agreement signed by the Parties.

17.3 Full Force and Effect. Any section or provision of this Agreement which is adjudicated invalid or illegal shall in no way affect or invalidate any other section or provision hereof and such other sections or provisions shall remain in full force and effect.

17.4 Subletting/Assignment. Neither the Consultant nor the City shall have the right to sublet, transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other party.

17.5 Attorney Fees. In the event either party brings a lawsuit to enforce the terms of this Agreement, or arising from a breach of this Agreement, the prevailing party shall be entitled to its costs and attorneys' fees for bringing or defending against the action.

17.6 No Waiver. Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.

17.7 Governing Law and Venue. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington; venue shall be in Snohomish County.

17.8 Authority. Each individual executing this Agreement on behalf of the City and the Consultant represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Consultant or the City.

17.9 Notices. Any notices required to be given by the Parties shall be delivered at the addresses set forth below. Any notices may be delivered personally or may be deposited in the United States mail, postage prepaid, to the address set forth below. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

17.10 No Third Party Beneficiary. It is the specific intent of the Parties, and all Parties agree, that this Agreement shall not confer third party beneficiary status on any non-party.

17.11 No Joint Venture. This Agreement does not create a partnership or joint venture, and in carrying out this Agreement, the Parties shall act in their individual capacities and not as agents, employees, or partners of one another.

17.12 Survivability. The obligation of Consultant under all provisions of this Agreement, which may reasonably be interpreted or construed as surviving the completion, termination, or cancellation of this Agreement shall survive the completion, termination, or cancellation of this Agreement.

17.13 Consultant Payments. In the event the Consultant fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the City shall have the right but not the obligation and the Consultant authorizes the City to deduct and withhold or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. It is agreed that this provision shall apply to taxes and fees imposed by City ordinance. Any such payments shall be deducted from the Consultant's total compensation.

Executed on the dates written below.

CONSULTANT

CITY OF MOUNTLAKE TERRACE

By:

By:

Kristen M. Overleese, President

Jeff Niten, City Manager

11201 SE 8th Street, Suite 160
Bellevue, WA 98004

23204 58th Avenue W
Mountlake Terrace, WA 98043

Date: _____

Date: _____

Approved as to form:

Hillary J. Evans, City Attorney

EXHIBIT A
SCOPE OF SERVICES
for
City of Mountlake Terrace
Westside Watermain Phase II and Overlay
MLT Project No. C2501

KBA, Inc. (Consultant) will provide Construction Management (CM) services to City of Mountlake Terrace (Client), for the project known as **Westside Water Main Phase II and Overlay** (Project). These services will include providing a Full Time Inspector and Part-Time Office Engineer for consultation, contract administration, field observation and documentation as required during the construction of the Project, as detailed below.

Project Description: This project consists of installing improvements to the City's water facilities, including approximately 1,700 linear feet of 8 inch and 12 inch diameter Class 52 ductile iron water main, seven (7) gate valves, four (4) fire hydrants, one (1) combination air release/air vacuum valve, twenty-seven (27) water connection services, pressure reducing valve (PRV) assembly, approximately 6,900 square yards of pavement planing, 1,000 tons of HMA for pavement repair, 800 tons of HMA for prelevel and overlay paving, six (6) curb ramp replacements, and twenty (20) linear feet of sewer lateral pipe replacement. This project work includes minor restoration of concrete traffic curb and gutter, concrete sidewalk and landscaping, traffic control, signing, striping, erosion control and other work. The Designer of Record on this Project is the City Public Works Department- Engineering Services Division (Designer).

I. CONSTRUCTION MANAGEMENT SERVICES

A. Consultant Contract and Team Management: Provide overall day-to-day management of the Consultant contract and Team, including:

1. Decide on best modes and frequency of communication with Client and Designer. Liaison and coordinate with Client on a regular basis to discuss Project issues and status.
2. Manage Consultant Team, comprised of Consultant's staff and its subconsultants, if any. Organize and layout work for Consultant Team. Orient Client-provided Inspectors to Consultant inspection procedures and documentation.
3. Review monthly expenditures and Consultant Team scope activities. Prepare and submit to Client monthly, an invoice and progress report describing services provided that period. Prepare and submit reporting required by funding source(s), if any.
4. Communication on Consultant contractual issues will be with the Client. Communication on day-to-day construction activities and issues will be directly between the Consultant and the Owner. The Client will be an active member of the Project Team, consulted on design issues, and will be provided with information affecting Project progress.

Deliverables

- *Monthly invoices and progress reports*

B. Preconstruction Services

1. Review Contract Documents to familiarize team with Project requirements.
2. Attend Pre-Construction Meeting
3. Take Pre-Construction photographs

C. Construction Phase Services – Contract Administration

1. Coordinate through the City's Resident Engineer as liaison with the Client, construction contractor, Designer, appropriate agencies, adjacent property owners, and utilities.
2. In concurrence with Progress Estimates, assist the Client RE with their brief construction progress reports, highlighting progress and advising of issues that are likely to impact cost, schedule, or quality/scope.
3. Schedule Review:
 - a. Assist City RE in review construction contractor's schedules for compliance with Contract Documents.
 - b. Monitor the construction contractor's conformance to schedule and suggest to City RE to request revised schedules when needed. Advise Client of schedule changes.
4. Progress Meetings. Attend regular (usually weekly) progress meetings with the construction contractor, including City RE pre-briefing. Prepare weekly draft meeting agenda for City Resident Engineer to finalize and meeting notes and distribute copies to attendees. Track outstanding issues on a weekly basis.
5. Manage Submittal Process. Track and review, or cause to be reviewed by other appropriate party, work plans, shop drawings, samples, test reports, and other data submitted by the construction contractor, for general conformance to the Contract Documents.
6. Record of Materials. Maintain records of material compliance documentation received and advise Client of any known deficiencies.
7. Manage RFI (Request for Information) process. Track and review/evaluate or cause to be reviewed/evaluated by other appropriate party, RFIs. Manage responses to RFIs.
8. Monthly Pay Requests. Assist City RE with the preparation of monthly progress estimates for payment. Review payment requests submitted by construction contractor for comparison and reconcile differences. Review with Client and construction contractor and recommend approval, as appropriate.
 - a. Assist with evaluation of construction contractor's Schedule of Values for lump sum items. Review the Contract Price allocations and verify that such allocations are made in accordance with the requirements of the Contract Documents.
9. Notify construction contractor of work found in noncompliance with the requirements of the contract.
10. Assist the Client in the investigation of malfunctions or failures observed during construction.
11. Record Drawings. Review not less than monthly, the construction contractor's redline set of contract plans. Maintain a CM Team set of conformed drawings tracking plan changes, location of discovered anomalies and other items, as encountered by Consultant Team. Use these markups to check the progress of the Contractor-prepared Record Drawings.

12. Document Control. Establish and maintain document filing and tracking systems, following Client guidelines and meeting funding agency requirements. Collect, organize, and prepare documentation on the Project.
 - a. Electronic documentation will be stored in a Project Website, using Autodesk Construction Cloud (ACC), managed and hosted by the Consultant. The Client will be provided with licenses for their and the construction contractor's use of the ACC website during the Project. Consultant will provide one training session for Client and construction contractor users of the ACC website, and ongoing support, as needed.
 - b. The ACC Project website will transition to "read-only" access upon expiration of the Agreement, or upon project completion and transfer of final records, whichever occurs first. Transference of final records will include a digital copy of the files stored in the ACC Project website. Access to the ACC website will expire 60 days after transference of final records.
 - c. The ACC software previously belonging or licensed to Consultant and used to perform the contracted services shall remain the property of Consultant.
13. Final Records. Compile and convey final Project records, transferring to the Client for its archiving at final acceptance of the Project. Should Consultant's work end prior to full completion of the Project, its records will be transferred to the Client prior to departure from the Project. Records will consist of electronic records on electronic storage medium.

Deliverables

- *Monthly Construction Progress Reports*
- *Schedule Review Comments*
- *Meeting Agendas and Notes*
- *Submittal Log*
- *Record of Materials*
- *RFI Log*
- *Progress Pay Requests*
- *Final records –electronic*

D. Construction Phase Services – Field

1. Observe the technical conduct of the construction, including providing day-to-day contact with the construction contractor, Client, utilities, and other stakeholders, and monitor for adherence to the Contract Documents. The Consultant's personnel will act in accordance with Sections 1-05.1 and 1-05.2 of the WSDOT/APWA Standard Specifications.
2. Observe material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes. Advise the Client of any non-conforming work observed during site visits.
3. Prepare Inspector Daily Reports (IDRs), recording the construction contractor's operations as actually observed by the Consultant; includes estimated quantities of work placed that day, contractor's equipment and crews, photos of work performed, and other pertinent information.
4. Assist with interpretation of Construction Contract Documents, in coordination with the City RE and City Designer.
5. Evaluate and report to Client issues that may arise as to the quality and acceptability of material furnished, work performed, and rate of progress of work performed by the construction contractor.
6. Communications with adjacent property owners related to Inspection duties as applicable. Relay questions from property owners and the general public to Client/City.

7. Prepare field records, daily reports of force account worked, and other payment source documents to help facilitate administration of the Project in accordance with funding agency requirements.
8. Attend and actively participate in regular on-site meetings.
9. Take periodic digital photographs during the course of construction.
10. Punch List. Upon substantial completion of work, coordinate with the Client and affected agencies, to prepare a 'punch list' of items to be completed or corrected. Coordinate final inspection with those agencies.

Deliverables

- *IDRs with Project photos – submitted on a weekly basis*
- *Field Note Records and Daily Reports of Force Account Worked*
- *Additional Project photos not included in IDRs*
- *Punch List(s)*

E. Assumptions

1. **Budget:**
 - a. Staffing levels are anticipated in accordance with the attached budget estimate. These services will include providing a Full Time Inspector and Part-Time Office Engineer for consultation, contract administration, field observation and documentation as required during the construction of the Project. Consultant services are budgeted for an 8-month period, from approximately mid-June 2026 through mid-January 2027. This is intended to span the originally planned construction duration of 120 contractor working days, plus a total of (10) days time allotted for Project setup and closeout. Overtime has not been figured into the budget.
 - b. Consultant will work up to the limitations of the authorized budget. If additional budget is needed to cover instances, including but not limited to the following, Client and Consultant will negotiate a Supplement to this Agreement:
 - i. The contractor's schedule requires inspection coverage of extra crews and shifts.
 - ii. The construction contract runs longer than the time period detailed above.
 - iii. Any added scope tasks.
 - c. The work is anticipated to be performed during daytime hours. Should night work be necessary, a 15 percent differential for labor will be applied to all night shift hours worked by Consultant's employees.
 - d. The budget allocations shown in Exhibit B are itemized to aid in Project tracking purposes only. The budget may be transferred between tasks or people, or between labor and expenses, provided the total contracted amount is not exceeded without prior authorization.
 - e. The budget assumes that Client's standard forms, logs, and processes will be used on the Project ACC website. Any customization to meet specialized Client requirements will be Extra Work.
 - f. Should Consultant's level of effort extend beyond the time period detailed in the attached Exhibit B - Estimate, and into a new year, labor rates will adjust annually on January 1, with 30-day written notice to Agency.

2. Items and Services Client will provide and maintain:

- a. Resident Engineer.
- b. Engineer of Record (City) for shop drawing review, RFIs, design changes, and final record drawings.
- c. Coordination with and enforcement of utility franchise agreements and/or contracts and schedules for services related to this Project.
- d. Coordinate with permit holders on the Project to monitor compliance with approved permits, if applicable.
- e. Verify that the required permits, bonds, and insurance have been obtained and submitted by the construction contractor. Obtain all permits not required to be provided by construction contractor.
- f. Construction Survey. Provide project control survey and staking that is not already assigned to the construction contractor.

3. Scope:

- a. The Autodesk Construction Cloud Project website being used for this Project is proprietary to the Consultant (KBA, Inc.), and may not be used by any other party or on any other project without the written permission and involvement of KBA, Inc.
- b. Consultant will provide observation services for the days/hours that its' Inspector(s) personnel is/are on-site. The Inspector(s) will not be able to observe or report construction activities, or collect documentation, during the time they are not on-site.
- c. The Consultant's monitoring of the construction contractor's activities is to ascertain whether or not they are performing the work in accordance with the Contract Documents; in case of noncompliance, Consultant will reject non-conforming work and pursue the other remedies in the interests of the Client, as detailed in the Contract Documents. The Consultant cannot guarantee the construction contractor's performance, and it is understood that Consultant shall assume no responsibility for proper construction means, methods, techniques, Project site safety, safety precautions or programs, or for the failure of any other entity to perform its work in accordance with laws, contracts, regulations, or Client's expectations.
- d. Definitions and Roles. The use of the term "inspect" in relation to Consultant services is synonymous with "construction observation," and reference to the "Inspector" role is synonymous with "Field Representative," and means: performing on-site observations of the progress and quality of the Work and determining, in general, if the Work is being performed in conformance with the Contract Documents; and notifying the Client if Work does not conform to the Contract Documents or requires special inspection or testing. Where "Specialty Inspector" or "specialty inspection" is used, it refers to inspection by a Building Official or independent agent of the Building Official, or other licensed/certified inspector who provides a certified inspection report in accordance with an established standard.
- e. If the Consultant suspects the presence of hazardous materials, they will notify the Client immediately for resolution.

- f. Review of Shop Drawings, samples, and other submittals will be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review will not relieve the Contractor from its responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies or omissions.
- g. Any opinions of probable construction cost provided by the Consultant will be on the basis of experience and professional judgment. However, since Consultant has no control over competitive bidding or market conditions, the Consultant cannot and does not warrant that bids or ultimate construction costs will not vary from these opinions of probable construction costs.
- h. Quantity takeoffs and calculated quantities are for the purpose of comparing with Designer's and/or bidders' quantities and are not a guarantee of final quantities.
- i. Development of construction schedules and/or sequencing, and/or reviewing and commenting on contractor's schedules, is for the purpose of estimating number of days to complete a project, for identifying potential schedule and coordination challenges, and determining compliance with the construction contract. It is not a guarantee that a construction contractor will complete the Project in that sequence or timeline, as means and methods are the responsibility of the construction contractor.
- j. Consultant is not responsible for any costs, claims or judgments arising from or in any way connected with errors, omissions, conflicts or ambiguities in the Contract Documents prepared by others. The Consultant does not have responsibility for the professional quality or technical adequacy or accuracy of the design plans or specifications, nor for their timely completion by others.
- k. If Consultant provides Value Analysis or Value Engineering services, it is understood that any ideas, advice, or recommendations generated by the Consultant are made based only on the information presented to them and need engineering analysis by the Designer to verify; Consultant is not responsible for the final design product.
- l. Client agrees to include a statement in the construction Bid Documents for this Project, requiring construction contractor to name KBA, Inc. as an additional insured via endorsement to the contractor's commercial general liability and automobile insurance policies.
- m. RCW 4.24.115 is applicable to Consultant's services provided under this Agreement.
- n. Consultant's insurance carrier provides coverage on ISO equivalent endorsement forms.
- o. Services provided by the Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, in the same geographical area and time period.
- p. Nothing in the Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other. Consultant makes no warranties, guarantees, express or implied, under this Agreement or otherwise in connection with Consultant's services.
- q. Client agrees that Consultant will not be held liable for the completeness, correctness, readability, or compatibility of any electronic media submitted to Client, after an acceptance period of 30 days after delivery of the electronic files, because data stored on electronic media can deteriorate undetected or can be modified without Consultant's knowledge.

II. OPTIONAL SERVICES

All services not detailed above, are considered Optional Services, which, along with any other Extra Work requested by the Client, will be performed only when a mutually negotiated Supplement to this Agreement is executed, specifying scope of services and budget.

City of Mountlake Terrace

KBA HOURS					
PROJECT DURATION: 130 Days (Project Setup + Contractor Working Days + Closeout)					
CONTRACTOR WORKING DAYS: 120					
TASK	01.00	Project Management	OH	Task	Vehicle
Paul Garrett		Manager	Home	01.00	None
Todd Chase		Project Manager	Home	01.00	None
Jean Peabody		Project Analyst	Home	01.00	None
TASK	02.00	Construction Management			
Susan Boyd		Inspector	Field	02.00	SUV 4 Door
Heather Young		OE	Field	02.00	None

EXPENSES		
Description	Markup	Task
SUV 4 Door	Assumes 6% Annual Escalation	DE

ESTIMATED PROJECT TOTAL		
Total Loaded Labor Cost		
Total Expenses		

KBA STAFF				2026 Actuals							2027 Estimated						
				HOURLY	OVERHEAD		FEE	LABOR	LOADED	EFFECTIVE	HOURLY	OVERHEAD		FEE	LABOR	LOADED	EFFECTIVE
NAME	CLASS	TITLE/ ROLE	TASK	RATE (DSC)	AS % OF DSC	Rate	AS % OF DSC	MULTIPLIER	RATE	THROUGH	RATE (DSC)	AS % OF DSC	Rate	AS % OF DSC	MULTIPLIER	RATE	THROUGH
Paul Garrett	M003	Manager	✔	01.00	\$ 110.00	Home	152.67%	30.00%	2,827	\$310.94	12/31/2026	\$ 115.50	Home	152.67%	30.00%	2,827	\$326.48 12/31/2027
Todd Chase	M001	Project Manager	✔	01.00	\$ 101.00	Home	152.67%	30.00%	2,827	\$285.50	12/31/2026	\$ 106.05	Home	152.67%	30.00%	2,827	\$299.77 12/31/2027
Jean Peabody	A003	Project Analyst	✔	01.00	\$ 45.00	Home	152.67%	30.00%	2,827	\$127.20	12/31/2026	\$ 50.00	Home	152.67%	30.00%	2,827	\$141.34 12/31/2027
Susan Boyd	T006	Inspector	✔	02.00	\$ 75.08	Field	145.14%	30.00%	2,751	\$206.58	12/31/2026	\$ 78.83	Field	145.14%	30.00%	2,751	\$216.90 12/31/2027
Heather Young	T005	OE	✔	02.00	\$ 77.12	Field	145.14%	30.00%	2,751	\$212.19	12/31/2026	\$ 80.98	Field	145.14%	30.00%	2,751	\$222.80 12/31/2027

All values are rounded to the nearest dollar

All inclusive rates = Direct Salary Cost + Annual Approved WSDOT ICR (OH Rate) + Fee for Profit

For estimating purposes Direct Salary Rates are escalated at a rate of 5% per year effective annually on January 1st

Home office staff rates are calculated with KBA's Home office Indirect Cost Rate (Overhead)

Field office staff rates are calculated with KBA's Field Office Indirect Cost Rate (Overhead)



Billing Rate and Fee Schedule
DSC Rates - Effective 7/1/26 through 12/31/26
KBA Rates for Field Office Staff

KBA, Inc.
11201 SE 8th Street - Suite 160
Bellevue, WA 98006

LABOR CLASS	PERSONNEL CLASSIFICATION	DIRECT	OVERHEAD	FEE	INCLUSIVE
		SALARY COST	145.61% x DSC	30% x DSC	HOURLY RATE
		Max.	Max.	Max.	Max.
M-7	Manager VII	\$275.00	\$400.43	\$82.50	\$758
M-6	Manager VI	\$215.00	\$313.06	\$64.50	\$593
M-5	Manager V	\$175.00	\$254.82	\$52.50	\$482
M-4	Manager IV	\$140.00	\$203.85	\$42.00	\$386
M-3	Manager III	\$130.00	\$189.29	\$39.00	\$358
M-2	Manager II	\$120.00	\$174.73	\$36.00	\$331
M-1	Manager I	\$110.00	\$160.17	\$33.00	\$303
E-8	Engineering / Professional VIII	\$145.00	\$211.13	\$43.50	\$400
E-7	Engineering / Professional VII	\$115.00	\$167.45	\$34.50	\$317
E-6	Engineering / Professional VI	\$105.00	\$152.89	\$31.50	\$289
E-5	Engineering / Professional V	\$95.00	\$138.33	\$28.50	\$262
E-4	Engineering / Professional IV	\$90.00	\$131.05	\$27.00	\$248
E-3	Engineering / Professional III	\$80.00	\$116.49	\$24.00	\$220
E-2	Engineering / Professional II	\$60.00	\$87.37	\$18.00	\$165
E-1	Engineering / Professional I	\$50.00	\$72.81	\$15.00	\$138
T-8	Technical Representative VIII	\$120.00	\$174.73	\$36.00	\$331
T-7	Technical Representative VII	\$110.00	\$160.17	\$33.00	\$303
T-6	Technical Representative VI	\$105.00	\$152.89	\$31.50	\$289
T-5	Technical Representative V	\$95.00	\$138.33	\$28.50	\$262
T-4	Technical Representative IV	\$85.00	\$123.77	\$25.50	\$234
T-3	Technical Representative III	\$70.00	\$101.93	\$21.00	\$193
T-2	Technical Representative II	\$60.00	\$87.37	\$18.00	\$165
T-1	Technical Representative I	\$41.00	\$59.70	\$12.30	\$113
P-8	Project Controls VIII	\$115.00	\$167.45	\$34.50	\$317
P-7	Project Controls VII	\$110.00	\$160.17	\$33.00	\$303
P-6	Project Controls VI	\$100.00	\$145.61	\$30.00	\$276
P-5	Project Controls V	\$92.00	\$133.96	\$27.60	\$254
P-4	Project Controls IV	\$85.00	\$123.77	\$25.50	\$234
P-3	Project Controls III	\$70.00	\$101.93	\$21.00	\$193
P-2	Project Controls II	\$55.00	\$80.09	\$16.50	\$152
P-1	Project Controls I	\$41.00	\$59.70	\$12.30	\$113
A-7	Administrator VII	\$105.00	\$152.89	\$31.50	\$289
A-6	Administrator VI	\$85.00	\$123.77	\$25.50	\$234
A-5	Administrator V	\$75.00	\$109.21	\$22.50	\$207
A-4	Administrator IV	\$65.00	\$94.65	\$19.50	\$179
A-3	Administrator III	\$55.00	\$80.09	\$16.50	\$152
A-2	Administrator II	\$45.00	\$65.52	\$13.50	\$124
A-1	Administrator I	\$38.00	\$55.33	\$11.40	\$105

- Note: (1) Billing rates shall equal actual DSC at the time work is performed multiplied by 2.7561 (Labor Multiplier = DSC + Overhead + Fee)
(2) DSC ranges shown are effective July 1, 2026 - December 31, 2026. OH(ICR) Rate may adjust annually with new WSDOT audit letter.
(3) 15% differential applied for Night Shift work.
(4) Time-and-a-half applied for non-exempt staff working more than 40 hours/week.
(5) For multi-year agreements, DSC Max ranges noted above escalate annually on January 1 with 30 days notice.

DIRECT NON-SALARY REIMBURSABLES

EXPENSE TYPE	ITEM RATE
Subconsultants	Cost + 5%
Field Equipment & Supplies (valued over \$100), Reprographics, Couriers	Cost + 5%
Project Assigned SUV (compact & full size pickup truck rates provided upon request). Rates quoted include sales tax which will be applied upon invoicing.	\$8.32 / Hour, Plus Tax
Lodging & Per Diem	Per WSDOT Travel Directives

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO KBA, INC.



Billing Rate and Fee Schedule
DSC Rates - Effective 7/1/26 through 12/31/26
KBA Rates for Home Office Staff

KBA, Inc.
11201 SE 8th Street - Suite 160
Bellevue, WA 98004

LABOR CLASS	PERSONNEL CLASSIFICATION	DIRECT SALARY COST	OVERHEAD 152.19% x DSC	FEE 30% x DSC	INCLUSIVE HOURLY RATE
		Max.	Max.	Max.	Max.
M-7	Manager VII	\$275.00	\$418.52	\$82.50	\$776
M-6	Manager VI	\$215.00	\$327.21	\$64.50	\$607
M-5	Manager V	\$175.00	\$266.33	\$52.50	\$494
M-4	Manager IV	\$140.00	\$213.07	\$42.00	\$395
M-3	Manager III	\$130.00	\$197.85	\$39.00	\$367
M-2	Manager II	\$120.00	\$182.63	\$36.00	\$339
M-1	Manager I	\$110.00	\$167.41	\$33.00	\$310
E-8	Engineering / Professional VIII	\$145.00	\$220.68	\$43.50	\$409
E-7	Engineering / Professional VII	\$115.00	\$175.02	\$34.50	\$325
E-6	Engineering / Professional VI	\$105.00	\$159.80	\$31.50	\$296
E-5	Engineering / Professional V	\$95.00	\$144.58	\$28.50	\$268
E-4	Engineering / Professional IV	\$90.00	\$136.97	\$27.00	\$254
E-3	Engineering / Professional III	\$80.00	\$121.75	\$24.00	\$226
E-2	Engineering / Professional II	\$60.00	\$91.31	\$18.00	\$169
E-1	Engineering / Professional I	\$50.00	\$76.10	\$15.00	\$141
T-8	Technical Representative VIII	\$120.00	\$182.63	\$36.00	\$339
T-7	Technical Representative VII	\$110.00	\$167.41	\$33.00	\$310
T-6	Technical Representative VI	\$105.00	\$159.80	\$31.50	\$296
T-5	Technical Representative V	\$95.00	\$144.58	\$28.50	\$268
T-4	Technical Representative IV	\$85.00	\$129.36	\$25.50	\$240
T-3	Technical Representative III	\$70.00	\$106.53	\$21.00	\$198
T-2	Technical Representative II	\$60.00	\$91.31	\$18.00	\$169
T-1	Technical Representative I	\$41.00	\$62.40	\$12.30	\$116
P-8	Project Controls VIII	\$115.00	\$175.02	\$34.50	\$325
P-7	Project Controls VII	\$110.00	\$167.41	\$33.00	\$310
P-6	Project Controls VI	\$100.00	\$152.19	\$30.00	\$282
P-5	Project Controls V	\$92.00	\$140.01	\$27.60	\$260
P-4	Project Controls IV	\$85.00	\$129.36	\$25.50	\$240
P-3	Project Controls III	\$70.00	\$106.53	\$21.00	\$198
P-2	Project Controls II	\$55.00	\$83.70	\$16.50	\$155
P-1	Project Controls I	\$41.00	\$62.40	\$12.30	\$116
A-7	Administrator VII	\$105.00	\$159.80	\$31.50	\$296
A-6	Administrator VI	\$85.00	\$129.36	\$25.50	\$240
A-5	Administrator V	\$75.00	\$114.14	\$22.50	\$212
A-4	Administrator IV	\$65.00	\$98.92	\$19.50	\$183
A-3	Administrator III	\$55.00	\$83.70	\$16.50	\$155
A-2	Administrator II	\$45.00	\$68.49	\$13.50	\$127
A-1	Administrator I	\$38.00	\$57.83	\$11.40	\$107

- Note: (1) Billing rates shall equal actual DSC at the time work is performed multiplied by 2.8219 (Labor Multiplier = DSC + Overhead + Fee)
(2) DSC ranges shown are effective July 1, 2026 - December 31, 2026. OH(ICR) Rate may adjust annually with new WSDOT audit letter.
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Lodging & Per Diem	Per WSDOT Travel Directives

THIS INFORMATION IS CONFIDENTIAL AND PROPRIETARY TO KBA, INC.



STAFF REPORT

To: Mountlake Terrace City Council

From: Lucas Kragt, Civil Engineer II

Meeting Date: June 18, 2026

Subject: Review Ordinance Adopting Code Amendments to Chapters 19.95 and 15.05 for Public Infrastructure Improvements

Required Reviews:

Jennifer Joki	Created/Initiated - 06/11/2026
Gary Schimek	Approved - 06/11/2026
Sirke Salminen	Approved - 06/12/2026
Hillary Evans	Approved - 06/12/2026
Carolyn Hope	New -

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

This item was discussed by the Planning Commission at their meeting on June 8, 2026. They are scheduled to hold a public hearing on June 22.

Subject Summary:

Current MTMC exempts single-family development from frontage improvements. State law prohibits cities from requiring development regulations for middle housing that are more restrictive than those required for detached single-family residences (RCW 36.70A.536(1)(b)(i)), and specifically exempts accessory dwelling units from public street improvements. Based on this state law change, it is proposed to eliminate this exemption for single family development. In order to not increase the public infrastructure development burden, staff recommends allowing existing overhead utilities to remain overhead. Feedback from PUD has called out that repairing damaged lines that are partly underground and partly overhead is more costly and time consuming than repairing entirely overhead lines. Additionally, street tree regulations adopted in the 2024 and 2026 Engineering Development Manual call out correct trees that will not grow too large to impact overhead lines.

Financial/Budget Impacts:

Budget Amendment Required? N/A

Budget and Sources:	
Expenditure:	

New Appropriation Required + Sources:	
---------------------------------------	--

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

The Planning Commission will make a recommendation to the City Council at a public hearing on June 22.

Staff Recommendation:

Staff recommends adoption of the ordinance.

Council Motion:

N/A

Attachments:

1. Ordinance Adopting Code Amendments to 19.95 and 15.05 (Draft)
2. Public Infrastructure Requirements Council 2026.06.18

CITY OF MOUNTLAKE TERRACE

ORDINANCE _____

AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON, AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 15.05, BUILDING CODE, AND CHAPTER 19.95 MTMC, TRANSPORTATION CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City has the authority under common law and Title 35A RCW to adopt regulations related to land use development; and

WHEREAS, the City has adopted a Zoning Code as Title 19 of the Mountlake Terrace Municipal Code (“Zoning Code”) to implement the Comprehensive Plan and to ensure compatible and rational land development and land use in all portions of the City; and

WHEREAS, the City Council seeks to reduce financial barriers for development and redevelopment in the City, while meeting the intent of the Town Center Subarea Plan and applicable design standards; and

WHEREAS, on June 26, 2025, the City Council adopted Ordinance 2884 to implement state legislation related to middle housing and accessory dwelling units; and

WHEREAS, State law prohibits cities from requiring development regulations for middle housing that are more restrictive than those required for detached single-family residences (RCW 36.70A.536(1)(b)(i)), and specifically exempts accessory dwelling units from public street improvements (RCW 36.70A.681(1)(l)); and

WHEREAS, City staff developed amendments to Chapters 15.05 and 19.95 MTMC to address these concerns (“proposed amendments”); and

WHEREAS, the Planning Commission held a work session to consider the matter and the impacts of the proposed amendments on June 8, 2026; and

WHEREAS, on June 2, 2026, a 30-day notice of intent to amend development regulations as proposed was sent to the Washington State Department of Commerce in accordance with City of Mountlake Terrace procedures and regulations as required by RCW 36.70A.106; and

WHEREAS, pursuant to the State Environmental Policy Act, the City, as designated as the lead agency for review of the proposed amendments, issued a Determination of Non-Significance (DNS) on June 9, 2026 pursuant to WAC 197-11-340(2). The City did not receive any appeal of the DNS and the DNS is therefore final; and

WHEREAS, on June 22, 2026, the Planning Commission held a duly noticed public

hearing to receive staff and public input concerning the proposed code amendments and all persons who wished to be heard on the matter were heard; and

WHEREAS, following the public hearing, the Planning Commission made written findings and issued a recommendation to the City Council to approve the proposed amendments, finding the proposed amendments are internally consistent with the City's Comprehensive Plan, the Growth Management Act, and the State Environmental Policy Act, and are in the interest of the public health, safety, and welfare of Mountlake Terrace residents; and

WHEREAS, on July 2, 2026, at a duly noticed public meeting the City Council considered the Planning Commission's recommendation and all persons wishing to be heard on the matter were heard; and the City Council voted to approve the proposed amendments;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. **Adoption of recitals as findings.** The City Council hereby adopts each of the recital paragraphs above as findings and hereby incorporates them by reference as though fully stated herein.

Section 2. **Adoption of Planning Commission findings, conclusions, and analysis.** In support of the amendments approved in this Ordinance, the Mountlake Terrace City Council adopts the findings, conclusions, and analysis contained in the Planning Commission's Findings of Fact and Conclusions, attached hereto as "Exhibit A" and incorporated herein by reference, including but not limited to the findings that the Zoning Code regulations and amendments adopted by this Ordinance are:

- a. Internally consistent with the City of Mountlake Terrace Comprehensive Plan;
- b. Consistent with the Washington State Growth Management Act;
- c. Consistent with the Washington State Environmental Policy Act (Chapter 43.21C RCW); and
- d. In the interest of the public health, safety, and welfare of the City's residents.

Section 3. **MTMC 15.05.330, amended.** MTMC 15.05.330, entitled "Underground utility services", is hereby amended to read as follows:

15.05.330 Underground utility services.

A. The intent of this section is to provide for the undergrounding of power and other wireline services (data and communications) to the greatest extent practical and to avoid unnecessary extensions of overhead wireline services across City rights-of-way.

B. Where new electrical service to a property is underground, any other wireline service shall also be provided underground.

C. New Development. Any electrical or wireline service connecting to a new development or its accessory structure(s) shall be placed underground when the service is new, provided to a new or replaced building, or relocated by the property owner or their agent.

D. Modifications to Electrical Service for Existing Single-Family Dwellings.

1. Where there are modifications to electrical service for an existing single-family dwelling/accessory structure(s), and project improvements (remodels or other construction improvements) are made in excess of 50 percent of the assessed value of the single-family dwelling, utilities shall be undergrounded. Project improvement valuation will accumulate over a consecutive three-year period.

Exceptions:

a. When the nearest point of connection to the distribution system is an overhead facility on a utility pole and is greater than 100 feet away from the single-family dwelling, the property will be exempt from requiring undergrounding of power and other wireline services.

2. Where there are modifications to electrical service for an existing single-family dwelling/accessory structure(s) in town center zones, the property shall be required to provide for undergrounding of power and other wireline services, except in the case of a life safety situation.

~~E. No additional utility poles, traffic signal poles, or poles of similar type shall be installed for any reason without plans being first approved by the City and, as required, a utilities permit issued.~~

~~F. Any preexisting or new proposed overhead utility lines and services which are under 20,000 volts, and which go over and through a subdivision, planned unit development, or through commercial or industrial development, shall be placed underground as a requirement of approval of such development.~~

~~G. When and where overhead wires are being undergrounded in the public right-of-way, all other existing overhead lines shall be undergrounded as provided in MTMC 12.20.200.~~

~~E~~H. Night Lights. Night lights, yard lights, etc., shall not be powered by means of overhead wiring when the primary service to the house is already underground.

Section 4. MTMC 19.95.030(B), amended. MTMC 19.95.030(B), entitled “Street design and access standards; Exemptions”, is hereby amended to read as follows:

B. Exemptions. Exemptions to this section shall be authorized by the Community ~~and Economic~~ Development Director for development comprised of the following:

1. ~~New construction or a~~ addition of up to 800 square feet to an existing house with valuation less than 50 percent of assessed value that occurs or is permitted within any three-year period;

2. ~~Within the TC zoning district, i~~ Interior remodels with valuation less than 50 percent of assessed value that occur or are permitted within any five-year period; or

~~3. Outside of the TC zoning district, interior remodels of any valuation; or~~

~~34. The construction of up to one single family house, including two accessory dwelling units, or the modification of or addition to an existing house; provided, that the lot on which a new house would be constructed is not part of a subdivision that occurred within the previous three years.~~

Section 5. **MTMC 19.95.060(G), adopted.** A new section MTMC 19.95.060(G), entitled “Streets – Special regulations; Overhead utilities”, is hereby adopted to read as follows:

G. Overhead utilities.

1. No additional utility poles, traffic signal poles, or poles of similar type shall be installed for any reason without plans being first approved by the City and, as required, a utilities permit issued.

2. Any preexisting overhead or new proposed utility lines and services which are located within or next to a development within the region defined by Interstate 5 on the west, 230th St SW on the north, 55th Ave W or its extension on the east, and 244th St SW on the south, shall be placed underground as a requirement of approval of such development.

3. When and where overhead wires are being undergrounded in the public right-of-way, all other existing overhead lines shall be undergrounded as provided in MTMC 12.20.200.

Section 6. **Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any other person or situation.

Section 7. **Authority to make necessary corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance and attachments including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 8. **Effective Date.** Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ of _____, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

EXHIBIT A

Mountlake Terrace Planning Commission Findings of Fact & Conclusions

Based on the review of the proposed code amendments to amend Chapters 15.05 and 19.95 MTMC, the Planning Commission of the City of Mountlake Terrace makes the following Findings of Fact:

1. The City has the authority under RCW Title 35A to adopt regulations related to land use development.
2. The City has adopted a Zoning Code as Title 19 of the Mountlake Terrace Municipal Code ("Zoning Code") to implement the Comprehensive Plan and to ensure compatible and rational land development and land use in all portions of the City.
3. The City Council desires to reduce financial barriers for development and redevelopment in the city, while meeting the intent of the Town Center Subarea Plan and applicable design standards.
4. On June 26, 2025, the Mountlake Terrace City Council adopted Ordinance 2884 to implement state legislation related to middle housing and accessory dwelling units.
5. State law prohibits cities from requiring development regulations for middle housing that are more restrictive than those required for detached single-family residences (RCW 36.70A.536(1)(b)(i)), and specifically exempts accessory dwelling units from public street improvements (RCW 36.70A.681(1)(l)).
6. The Planning Commission held a work session to consider the matter and the impacts of the proposed amendments on June 8, 2026.
7. The following Comprehensive Plan policies support the proposed code amendments:
 - HO-1.5:** Develop and implement creative solutions for development regulations and incentive-based tools to encourage the production of ownership and rental housing affordable to all income levels.
 - LU-3.6:** Encourage quality smaller scale infill and redevelopment projects in existing neighborhoods.
 - UT-2.2:** Require undergrounding of new electrical distribution and communication lines where appropriate to improve redundancy and reliance in the system.
8. Pursuant to RCW 36.70A.106 and consistent with the City of Mountlake Terrace procedures, on June 2, 2026, the City notified the Washington State Department of Commerce of the City's intent to amend development regulations.
9. Pursuant to the State Environmental Policy Act, the City of Mountlake Terrace was designated as the lead agency for review of the proposed amendments. On June 9, 2026, a Determination of Non-Significance was issued on the proposed code amendments pursuant

to WAC 197-11-355. No appeal of that determination was received so the determination became final.

10. A Notice of Public Hearing, consistent Mountlake Terrace Municipal Code requirements, was published on June 12, 2026.
11. On June 22, 2026, the City of Mountlake Terrace Planning Commission held a public hearing to consider code amendments to amend Chapters 15.05 and 19.95 MTMC. After hearing a staff presentation on the proposed amendments, asking questions, and receiving public testimony, the public hearing was closed and the Commission deliberated before making its recommendation to the City Council that the proposed code amendments be approved.

Based on the foregoing Findings of Fact, the Mountlake Terrace Planning Commission hereby makes the following conclusions:

1. The proposed code amendments will implement and be consistent with the goals and policies of the City of Mountlake Terrace Comprehensive Plan.
2. The proposed code amendments are consistent with the Washington State Growth Management Act.
3. The proposed code amendments are consistent with the Washington State Environmental Policy Act (Chapter 43.21C RCW).
4. The proposed code amendments will protect the public health, safety, and general welfare.
5. No new impacts will be created by modifying the exemptions for utility and frontage improvements.
6. The proposed code amendments will remove ambiguity and improve clarity for middle housing development in the City.

Date: _____

By: _____

Nick Bautista, Planning Commission Chair



CITY OF
**MOUNTLAKE
TERRACE**



Public Infrastructure Requirements

City Council Regular Meeting: June 18, 2026

Lucas Kragt, Civil Engineer II, Public Works

PURPOSE

- To update the MTMC to fill a gap in requirements to construct frontage improvements caused by recent middle housing changes.
 - Current MTMC exempts single-family development from frontage improvements
 - State law prohibits cities from requiring development regulations for middle housing that are more restrictive than those required for detached single-family residences (RCW 36.70A.536(1)(b)(i)), and specifically exempts accessory dwelling units from public street improvements.
 - Based on this state law change, it is proposed to eliminate this exemption for single family development.
- Help offset cost of these frontage improvements by allowing existing overhead utility lines to remain overhead outside of Town Center area.

COUNCIL GOALS

- Growing a vibrant community
- Responsible governance to ensure desired level of service

CURRENT CODE

All Developments Trigger Frontage Improvements with exemptions found in MTMC 19.95.030

Frontage Improvement Exemptions

- New construction or addition under 50% of the assessed value
- Within Town Center, interior remodels under 50% of the assessed value
- Outside Town Center, interior remodels of any value
- New construction, modification, or addition to an existing single family house
- Construction of up to 2 Accessory Dwelling Units

PROPOSED EXEMPTIONS

Frontage Improvement Exemptions

- Addition up to 800 square feet
- Interior remodels under 50% of the assessed value
- Construction of up to 2 Accessory Dwelling Units

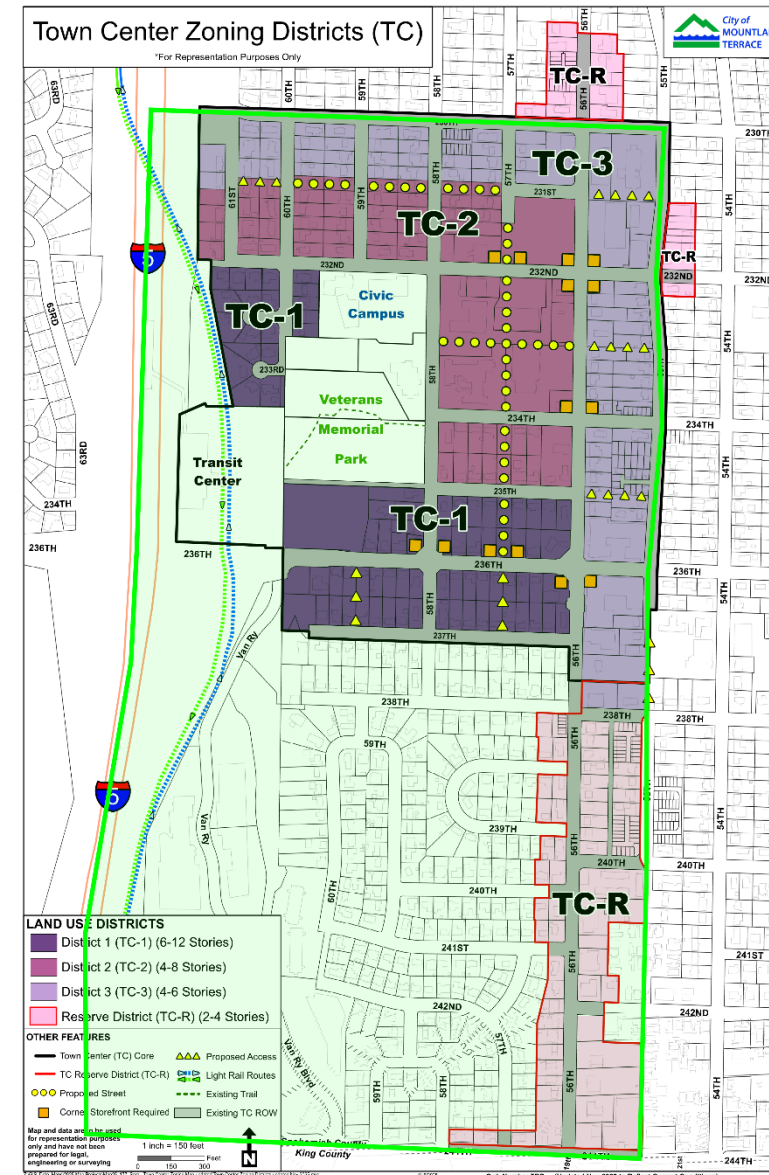
OVERHEAD UTILITY UNDERGROUNDING

Currently entire city is proposed to be undergrounded as part of City's 100 year plan

- Proposal is to only underground existing overhead utilities near Town Center
 - Between I-5 and 55th Ave W
 - Between 230th St SW and 244th St SW
- Overhead utilities outside this region may remain

PROPOSED UNDERGROUNDING MAP

Proposal is to only underground existing overhead utilities near Town Center as shown in green shading



QUESTIONS & NEXT STEPS

Planning Commission Public Hearing

- June 22

City Council Action

- July 2

Thank you





STAFF REPORT

To: Mountlake Terrace City Council

From: Jeff Niten, City Manager

Meeting Date: June 18, 2026

Subject: Review and Vote on City Council Board and Commission Interview Committee Recommendations

Required Reviews:

Jennifer Joki

Created/Initiated - 06/11/2026

Jeff Niten

Final Approval - 06/11/2026

Council Goal(s):

An Informed and Engaged Community

Growing our Vibrant Community

Legislative History:

N/A

Subject Summary:

On June 30, 2026 the following board and commission terms will expire:

- Two for the Arts Advisory Commission: Janey Hoff and Bonnie Mercer. Both are seeking reappointment.
- Four for the Recreation and Park Advisory Commission: Laurie Berger, Geroge Stanton, Ellen Lavoie, and Forest Reda. All are seeking reappointment.
- Four for the Diversity, Equity and Inclusion Commission: Kerem Onat, Kermet Apio, Teresa Courtney, Scott Matsuda. One is seeking reappointment.
- Three for the Planning Commission: Adam Bettcher, Clark Morgan, Denene Thompson. Two are seeking reappointment.

A total of 17 interviews were held on Saturday, June 6 and Thursday evening, June 11, by the City Council Board and Commission Interview Committee. The committee included Councilmembers Doyle, Murray, and Paige, and interviews were conducted in-person and via Zoom at City Hall.

The City Council Board and Commission Interview Committee's recommends the

following for 2026 board and commission appointments and reappointments:

Financial/Budget Impacts:

Budget Amendment Required? No

Budget and Sources:	N/A
Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

N/A

Council Motion:

I move to approve the City Council Board and Commission Interview Committee's recommendations for 2026 boards and commissions as presented.

Attachments:

None



STAFF REPORT

To: Mountlake Terrace City Council

From: Jeff Niten, City Manager

Meeting Date: June 18, 2026

Subject: Review and Vote on Ordinances Modifying Title 2 of the Mountlake Terrace Municipal Code

Required Reviews:

Jennifer Joki

Created -

Jeff Niten

-

Hillary Evans

-

Council Goal(s):

An Informed and Engaged Community

Responsible Governance to Ensure Desired Level of Service

Legislative History:

N/A

Subject Summary:

Title 2 of the Mountlake Terrace Municipal Code defines how the city conducts its operations and manages its personnel and advisory bodies. A comprehensive review of Title 2 to ensure consistency identified several code sections that are outdated, duplicative, or no longer necessary. The proposed repeals, amendments, and additions will align the code with current administrative practices, organizational needs, and applicable legal requirements while improving clarity and efficiency.

Over the next month, City staff will bring many of these before Council, including:

1. Repeals of Some Chapters.

The proposed repeals reflect commissions that are no longer active, programs no longer utilized, and policies that are addressed via state and federal laws.

- MTMC 2.25 Violations Bureau
- MTMC 2.62 Historical Comm
- MTMC 2.67 Police Corps
- MTMC 2.70 Reserve Police
- MTMC 2.100 Firemen Pension

- MTMC 2.105 Affirm Action
- MTMC 2.110 Econ Feas Study

2. Amendments to Certain Chapters.

The proposed amendments revise select chapters to include gender-neutral language, provide the chapter's purpose and/or updated responsibilities, and eliminate duplicative language that is addressed in another section.

- MTMC 2.40 Community Policing Advisory Board
- MTMC 2.45 Arts Advisory Commission
- MTMC 2.50 Recreation and Park Advisory Commission
- MTMC 2.55 Planning Commission
- MTMC 2.63 Lodging Tax Advisory Committee
- MTMC 2.65 Civil Service Commission
- MTMC 2.75 Emergency Services – Disaster Coordination
- MTMC 2.130 Disability Board
- MTMC 2.140 Salary Commission

3. Adoption of New Chapter.

The proposed Chapter 2.30 establishes uniform policies and language for external boards and commissions (advisory bodies), as follows:

MTMC 2.30 Uniform Policies for Boards and Commissions

Sections:

- 2.30.005 Purpose.
- 2.30.010 Application.
- 2.30.020 Residency requirements.
- 2.30.030 Membership – Appointment.
- 2.30.040 Membership – Vacancies.
- 2.30.050 Attendance policies.
- 2.30.060 Ex officio member.
- 2.30.070 Student member.
- 2.30.080 Staff support.
- 2.30.090 Quorum
- 2.30.100 Term of office.
- 2.30.110 Required training.
- 2.30.120 Bylaws and rules of procedure.
- 2.30.130 Annual work plan.

Financial/Budget Impacts:

Budget Amendment No
Required? _____

Budget and Sources:	N/A
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Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to adopt the first round of ordinances presented, repealing, amending, and adding certain chapters in Title 2. This can be accomplished by adding it to the Consent Agenda for the June 18, 2026 regular council meeting.

Council Motion:

N/A

Attachments:

1. ORD Chapter 2.30 Uniform Board and Commission Language - New
2. ORD - MTMC 2.25 Violations Bureau - Repeal
3. ORD - MTMC 2.62 Historical Comm - Repeal
4. ORD - MTMC 2.67 Police Corps - Repeal
5. ORD - MTMC 2.70 Reserve Police - Repeal
6. ORD - MTMC 2.100 Firemen Pension - Repeal
7. ORD - MTMC 2.105 Affirm Action - Repeal
8. ORD - MTMC 2.110 Economic Feasibility Study - Repeal
9. ORD - MTMC 2.45 AAC (clean) - Amend
10. ORD - MTMC 2.45 AAC (redlined) - Amend
11. ORD - MTMC 2.150 DEIC (clean) - Amend
12. ORD - MTMC 2.150 DEIC (redlined) - Amend
13. ORD - MTMC 2.55 Planning Commission (clean) - Amend
14. ORD - MTMC 2.55 Planning Commission (redlined) - Amend
15. ORD - MTMC 2.50 RPAC (clean) - Amend
16. ORD - MTMC 2.50 RPAC (redlined) - Amend
17. ORD MTMC 2.40 CPAB (clean) - Amend
18. ORD MTMC 2.40 CPAB (redlined) - Amend
19. ORD - MTMC 2.63 LTAC (clean) - Amend
20. ORD - MTMC 2.63 LTAC (redlined) - Amend

21. ORD - MTMC 2.75 Emergency Services (clean) - Amend
22. ORD - MTMC 2.75 Emergency Services (redlined) - Amend
23. ORD - MTMC 2.20 Auditing Officer (clean) - Amend
24. ORD - MTMC 2.20 Auditing Officer (redlined) - Amend

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, ADOPTING MOUNTLAKE TERRACE MUNICIPAL
CHAPTER 2.30, ESTABLISHING UNIFORM POLICIES FOR
ADVISORY BOARDS AND COMMISSIONS; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City is reviewing all advisory boards and commissions contained in Title 2 of the Mountlake Terrace Municipal Code to increase efficiency and consistency; and

WHEREAS, the City Council finds it is in the best interests of the City to adopt a Chapter 2.30 which applies to all boards and commissions;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Adopting Ch. 2.30 MTMC. A new Chapter 2.30 of the MTMC, entitled “Uniform Policies for Advisory Boards and Commissions” is hereby adopted to read as follows:

**Chapter 2.30
UNIFORM POLICIES FOR ADVISORY BOARDS AND COMMISSIONS**

Sections:

- 2.30.005 Purpose.**
- 2.30.010 Application.**
- 2.30.020 Residency requirements.**
- 2.30.030 Membership – Appointment.**
- 2.30.040 Membership – Vacancies.**
- 2.30.050 Attendance policies.**
- 2.30.060 Ex officio member.**
- 2.30.070 Student member.**
- 2.30.080 Staff support.**
- 2.30.090 Quorum.**
- 2.30.100 Term of office.**
- 2.30.110 Required training.**
- 2.30.120 Bylaws and rules of procedure.**
- 2.30.130 Annual work plan.**

2.30.005 Purpose.

The purpose of this chapter is to establish uniform policies for city Advisory Boards and Commissions (“Advisory Bodies”) and to establish a process for review to ensure that the

organization is efficient and nonbureaucratic. It is further to assure public access to all meetings of such Advisory Bodies.

It shall also be a statement of the council that all Advisory Bodies are creatures of the legislative body and shall not be deemed independent or autonomous to the legislative body.

A. All Advisory Bodies of the city of Mountlake Terrace shall be created by ordinance of the city council and shall contain a statement of purpose and need. Except as may be otherwise provided by ordinance, the Advisory Bodies approved by council are advisory in nature and all members appointed shall serve without compensation.

B. The city's current Advisory Bodies are:

Board and Commission Names	Mountlake Terrace Municipal Code Chapter	Ordinances Relating to Committee, Commission, or Board
Arts Advisory Commission	Chapter 2.45	778, 931, 1010, 1534, 1610, 1739, 1995, 2127, 2312, 2378, 2412
Civil Service Commission	Chapter 2.65	37, 322, 2122, 2395
Community Policing Advisory Board	Chapter 2.40	1913, 1975, 1997, 2130
Disability Board	Chapter 2.130	2159, 2576, 2595
Diversity, Equity and Inclusion Commission	Chapter 2.150	2772, 2850, 2866
Lodging Tax Advisory Committee	Chapter 2.63	2268
Planning Commission	Chapter 2.55	10, 79, 1665, 852
Recreation and Park Advisory Commission	Chapter 2.50	1535, 1868, 1994, 2128, 2313
Salary Commission	Chapter 2.140	2744

2.30.010 Application.

This chapter shall apply to all Advisory Bodies created and/or regulated by the city unless otherwise specified.

The city council may determine that an Advisory Body no longer is needed to provide advice to the council, or to provide for an operational need of the organization, and in such case, the city council may choose to not reauthorize the committee. An ordinance repealing the original authorizing ordinance shall be placed on the council agenda for formal action.

2.30.020 Residency requirements.

The following residency requirements shall commence July 1, 2026:

A. Except as may be otherwise provided in this code regarding a specific Advisory Body members shall reside within the city limits of Mountlake Terrace.

B. Proof of Residency. If required by ordinance, then Advisory Body members or applicants shall provide proof of residency.

C. Current Advisory Body members who do not fulfill the residency requirements shall be allowed to finish their current term but will not be eligible for reappointment.

D. If an Advisory Body member moves out of the area, that member is no longer eligible to serve and shall notify the mayor or their designee, in writing.

E. Exceptions to Residency Requirements. Exceptions to residency requirements may be permitted by ordinance.

2.30.030 Membership – Appointment.

The Council shall endeavor to appoint individuals who demonstrate impartiality, sound and balanced judgment, and the ability to thoughtfully reconcile differing viewpoints. The council shall strive to maintain a diverse representation of the community within an Advisory Body. All members recommended by the City Council Boards and Commissions Interview Committee are subject to full council confirmation; provided, that all council members have an opportunity to review the applications of the subcommittee's recommended appointments prior to the meeting at which the council is to confirm the appointments. Upon motion by any member of the Council, and approval by a majority of the City Council, the appointment of any member serving on an Advisory Body may be terminated for cause. The City Council shall thereafter proceed with the appointment of a new member to complete the term of office.

2.30.040 Student member.

A. Student Representative Authorized. Any Advisory Body may appoint a high school student to participate as a nonvoting member of the Advisory Body. This person shall be known as a student representative. This position shall be nonvoting and shall not count towards a quorum, unless otherwise stated by ordinance.

B. Qualifications. Student representatives must be residents of or attend high school in the city of Mountlake Terrace.

C. Term. Each student representative shall serve a two-year term commencing July 1, except where graduation or other circumstances require a modified term. A student representative may apply for reappointment to the same position for successive terms; provided, that the Advisory Body shall evaluate all applicants for the student representative position and any reappointment shall be voted on in an open public meeting. A student representative may be removed for cause prior to the end of the term on a supermajority vote of the full Advisory Body.

2.30.050 Membership – Vacancies.

Vacancies on an Advisory Body shall be filled in the same manner as original appointments and shall be made for the remainder of the term of the member being replaced. Application notice to fill vacancies shall be posted to the community.

2.30.060 Attendance policies.

A. Regular attendance by members is necessary for the efficient operation and effective completion of business. Roll call to establish attendance shall be taken at the beginning of all meetings. An absence shall be considered excused only if the Commission are notified of the

absence and a majority of the Commissioners vote to excuse it. Three unexcused absences from regular meetings in a year shall constitute an automatic resignation from the members. A member may request that an absence be excused either before or after the absence occurs.

B Meeting Chair. If the Advisory Body chairperson is unable to attend the meeting in person, the next senior position who is in person shall chair the meeting.

C. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote. Remote attendance is intended to be an alternative and relatively infrequently used method for participation by members.

Upon request of a Commission member, the City Council may make a temporary appointment to replace a Commission member who will be absent from meetings for a prolonged period.

2.30.070 Council liaison.

Each Advisory Body shall include at least one councilmember. Councilmembers serving on an Advisory Body should act as the primary two-way communication channel and to establish a working relationship between council and the Advisory Body for their mutual benefit. Unless otherwise specified, the council liaison is nonvoting and does not count towards a quorum.

2.30.080 Staff liaison.

The city manager, or their designee, shall appoint a staff liaison for each Advisory Body to ensure that meeting notifications and recordkeeping occur consistent with applicable state laws; to provide professional guidance, issue analysis and recommendations; to assist the Advisory Body with research, report preparation, and correspondence in keeping with the Advisory Body's approved work plan; and to perform other Advisory Body liaison duties as may be assigned by the city manager or designee. The staff liaison shall be assigned to prepare the agenda and take minutes.

2.30.090 Quorum.

A quorum for the transaction of official business shall consist of a majority of the voting members of the Advisory Body. If a quorum is not present within 15 minutes of the meeting time, the chairperson should call the meeting to order, indicate there is no quorum, and close the meeting. Council liaisons and student representatives are nonvoting and do not count towards a quorum.

2.30.100 Term of office.

Unless otherwise specified, appointments shall be for three-year terms and shall expire on the thirtieth day of June.

2.30.110 Required training.

Every Advisory Body member shall complete any and all trainings assigned by the city manager or designee.

2.30.120 Bylaws and rules of procedure.

The city council shall establish bylaws and rules of procedure for Advisory Bodies. Advisory Bodies shall review their bylaws and rules of procedure annually and submit any recommended changes to the city council.

2.30.130 Annual work plan.

Each Advisory Board shall present a work plan or update to the council annually that describes the activities during the past and current calendar year.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2026, and signed in authentication of its passage this XX day of XXXXXX, 2026.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.25, RELATING TO
VIOLATIONS BUREAU; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.25 MTMC was adopted in 1971 by Ordinance 796 to establish a Violations Bureau; and

WHEREAS, the City has not used the Violations Bureau in more than twenty years and it serves no functional benefit to the City; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.25 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.25, Violations Bureau. Chapter 2.25 of the Mountlake Terrace Municipal Code MTMC, entitled Violations Bureau, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.62 MTMC, RELATING TO
THE HISTORICAL COMMITTEE; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.62 MTMC was adopted in 1999 by Ordinance 2210 to establish a Historical Committee; and

WHEREAS, the City has not used the Historical Committee in many years and it currently serves no functional benefit to the City; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.62 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.62, Historical Committee. Chapter 2.62 of the Mountlake Terrace Municipal Code, entitled Historical Committee, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.67 MTMC, RELATING TO
A POLICE CORPS PROGRAM; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.67 MTMC was adopted in 1999 by Ordinance 2215 to establish a police corps candidate program (“program”); and

WHEREAS, the City has not used the program in many years and it currently serves no functional benefit to the City; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.67 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.67, Police Corps Program. Chapter 2.67 of the Mountlake Terrace Municipal Code, entitled Police Corps Program, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.70, RELATING TO
RESERVE POLICE; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.70 MTMC was adopted in 1955 by Ordinance 49, later amended in 1968 by Ordinance 582 to establish a reserve police program; and

WHEREAS, in 2021 the City cancelled the reserve program, as it was no longer beneficial to the City; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.70 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.70, Reserve Police. Chapter 2.70 of the Mountlake Terrace Municipal Code MTMC, entitled Reserve Police, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.100, RELATING TO THE
FIREMAN’S RELIEF PENSION; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.100 MTMC was adopted in 1969 by Ordinance 693 to establish a Fireman’s Pension Board; and

WHEREAS, the City has not employed firefighters for many years and Chapter 2.100 is no longer necessary or relevant to any municipal purpose; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.100 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.100, Firemen’s Relief Pension. Chapter 2.100 of the Mountlake Terrace Municipal Code MTMC, Firemen’s Relief Pension, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.105, RELATING TO A
CITY AFFIRMATIVE ACTION PROGRAM; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.105 MTMC was adopted in 1975 by Ordinance 992, and it establishes a City Affirmative Action Officer and an Affirmative Action Plan; and

WHEREAS, State and Federal laws have evolved since 1975, as has the City, and the City wishes to work with its Diversity, Equity and Inclusion Commission (“DEIC”) to better support and execute the intent of this Chapter; and

WHEREAS, the DEIC provided input regarding the repeal of Chapter 2.105 MTMC and approved the repeal; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.105 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.105, Affirmative Action. Chapter 2.105 of the Mountlake Terrace Municipal Code MTMC, entitled Affirmative Action, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE,
WASHINGTON, REPEALING IN ITS ENTIRETY MOUNTLAKE
TERRACE MUNICIPAL CODE CHAPTER 2.110 MTMC, RELATING TO
AN ECONOMIC FEASIBILITY STUDY; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace is reviewing Title 2 of the Mountlake Terrace Municipal Code (“MTMC”) to ensure it is both current and internally consistent; and

WHEREAS, Chapter 2.110 MTMC was adopted in 1977 by Ordinance 1134 to establish an Economic Development Committee for the purpose of analyzing specific goals established in the 1970s; and

WHEREAS, the City has changed significantly since the 1970s, as have its goals and priorities; and

WHEREAS, the City has not needed or used the Committee in many years and it currently serves no functional benefit to the City; and

WHEREAS, the City Council finds it is in the best interest of the operations of the City to repeal Ch. 2.110 MTMC in its entirety.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Repealing MTMC Chapter 2.110, CBD Economic Feasibility Study. Chapter 2.110 of the Mountlake Terrace Municipal Code, entitled CBD Economic Feasibility Study, is hereby repealed in its entirety.

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after its publication as required by law.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE XX of XXXX, 2026.

CITY OF MOUNTLAKE TERRACE

Steve Woodard, Mayor

ATTEST/AUTHENTICATED:

Jennifer Joki, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO. XXX

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.45,
RELATED TO THE ARTS ADVISORY COMMISSION; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace has established an Arts Advisory Commission to seek out, promote, and sponsor activities which would enhance the cultural atmosphere of the community, and advise the City Manager and City Council regarding site selection, acquisition, and development of facilities and one percent work of art improvements; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.45 and find it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.45 MTMC, Arts Advisory Commission, Amended. Municipal Code Chapter 2.45 (Arts Advisory Commission) is hereby amended to read as follows:

**Chapter 2.45
ARTS ADVISORY COMMISSION**

Sections:

- 2.45.010** **Established – Membership**
- 2.45.020** **Terms of the Commissioners – Filling vacancies.**
- 2.45.030** **Commission officers – Quorum – Meetings.**
- 2.45.040** **Duties and responsibilities.**
- 2.45.050** **Rules of procedure.**

2.45.010 Established – Membership.

There is hereby established an Arts Advisory Commission, consisting of seven members who shall be appointed by the City Council and shall be residents of the City of Mountlake Terrace.

2.45.020 Terms of the Commissioners – Filling Vacancies.

Appointments shall be for terms of three years and shall expire on the thirtieth day of June of the last year in which the term is made; provided, that members shall remain in office until their successors are appointed.

2.45.30 Commission officers – Quorum – Meetings.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a Chair and Vice-chair, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the Chair to preside at all meetings of the Commission. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission will be held monthly at a scheduled time and place. If necessary, special meetings may be called by the chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA) as it now exists or as it may be amended from time to time.

2.45.040 Duties and responsibilities.

The Commission shall be both a working and an advisory commission. They shall seek out, promote, and sponsor activities which would enhance the cultural atmosphere of the community, and advise the City Manager and City Council regarding site selection, acquisition, and development of facilities and one percent work of art improvements.

2.45.050 Rules of procedure.

The Arts Advisory Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO. XXX

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.45,
RELATED TO THE ARTS ADVISORY COMMISSION; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Mountlake Terrace has established an Arts Advisory Commission to seek out, promote, and sponsor activities which would enhance the cultural atmosphere of the community, and advise the City Manager and City Council regarding site selection, acquisition, and development of facilities and one percent work of art improvements; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.45 and find it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.45 MTMC, Arts Advisory Commission, Amended. Municipal Code Chapter 2.45 (Arts Advisory Commission) is hereby amended to read as follows:

**Chapter 2.45
ARTS ADVISORY COMMISSION**

Sections:

- 2.45.010** ~~Created~~Established – **Membership.**
2.45.020 Terms of the Commissioners – **Filling vacancies.**
~~**2.45.030** – Compensation.~~
2.45.040 ~~030~~ Commission officers – **Quorum** – Meetings – ~~Quorum.~~
~~**2.45.040** Compensation.~~
~~**2.45.050** – Duties and responsibilities.~~
~~**2.45.0650** Rules of procedure.~~

2.45.010 ~~Created~~Established – **Membership.**

There is hereby ~~created-established~~ an Arts Advisory Commission, consisting of seven members who shall be appointed by ~~the Mayor~~the City Council and ~~shall confirmed by the City Council.~~
~~A minimum of five members shall be bona fide residents of~~be residents of the City of Mountlake Terrace.

2.45.020 Terms of the Commissioners – Filling Vacancies.

Appointments shall be for terms of three years and shall expire on the thirtieth day of June of the last year in which the term is made; provided, that members shall remain in office until their successors are appointed ~~and confirmed. A member of the City Council shall be appointed each year as an ex officio member of the Commission. The terms of members shall be overlapping. Vacancies occurring otherwise than through the expiration of terms shall be filled for the remainder of the term of the member being replaced. Vacancies, other than through the expiration of terms, shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as original appointments.~~

~~Regular attendance by members is necessary for the efficient operation and effective completion of business. Three nonexcused absences from regular meetings in a year shall constitute an automatic resignation from the members. A member may request that an absence be excused either before or after the absence occurs. Any member who ceases to have the qualifications provided in MTMC 2.45.010 shall be deemed to have forfeited his or her office.~~

~~Upon request of a Commission member, the City Council may make a temporary appointment to replace a Commission member who will be absent from meetings for a prolonged period.~~

~~Upon motion by any member of the Council, and approval by a majority of the City Council, the appointment of any member serving on the Commission may be terminated for cause. The Mayor and City Council shall thereafter proceed with the appointment of a new member to complete the term of office.~~

~~2.45.030 Compensation.~~

~~No Commissioners shall receive any compensation from the City for his or her service on the Commission. (Ord. 2127 § 3, 1996).~~

2.45.04030 Commission officers – Quorum – Meetings—Quorum.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a ~~C~~chairman and ~~V~~vice--chairman, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the ~~C~~chairman to preside at all meetings of the Commission. ~~A majority of the Commission shall constitute a quorum for the transaction of business, and four affirmative votes shall be necessary to carry any proposition. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.~~

Public meetings of the Commission ~~shall~~will be held monthly at a scheduled time and place. ~~If necessary, special meetings may be called by the chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA) as it now exists or as it may be amended from time to time.~~

~~2.45.40 Compensation.~~

~~No Commissioner shall receive any compensation from the City for their service on the Commission.~~

2.45.050040 Duties and responsibilities.

The Commission shall be both a working and an advisory commission. They shall seek out, promote, and sponsor activities which would enhance the cultural atmosphere of the community, and advise the City Manager and City Council regarding site selection, acquisition, and development of facilities and one percent work of art improvements.

~~The Commission shall record and keep minutes of all meetings held and all business transacted.~~

~~Each Commissioner shall attend training within 60 days of their appointment related to the Public Records Act and Open Public Meeting Act provided by the Municipal Research Services Center (MRSC) or the Association of Washington Cities (AWC) or other training approved by the City Attorney.~~

~~Regular attendance by members is necessary for the efficient operation and effective completion of business. The business of the Commission may benefit from a member's remote participation by means of audio or video conferencing ("remote attendance"). Remote attendance is intended to be an alternative and relatively infrequently used method for participation by members. Three unexcused absences from regular meetings in a calendar year shall constitute an automatic resignation from the members. A member may request that an absence be excused either before or after the absence occurs. Any member who ceases to have the qualifications provided in this chapter shall be deemed to have forfeited their office.~~

~~Commission meeting minutes shall be submitted to the City Council after each meeting.~~

~~The Commission will present an updated workplan to the City Council annually.~~

2.45.0650 Rules of procedure.

The Arts Advisory Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025,

and signed in authentication of its passage this XX day of XXXXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.150,
RELATED TO THE DIVERSITY, EQUITY, AND INCLUSION COMMISSION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, in 2020, the City Council established its Diversity, Equity, and Inclusion Commission by adopting Mountlake Terrace Municipal Code (“MTMC”) Chapter 2.150; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.150 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.150 MTMC, Mountlake Terrace Diversity Equity and Inclusion Commission, Amended. Municipal Code Chapter 2.150 (Mountlake Terrace Diversity Equity and Inclusion Commission) is hereby amended to read as follows:

**Chapter 2.150
DIVERSITY, EQUITY, AND INCLUSION COMMISSION**

Sections:

- 2.150.010 Established - Membership.**
- 2.150.020 Terms of the Commissioners – Filing vacancies.**
- 2.150.030 Commission officers–Quorum– Meetings.**
- 2.150.040 Compensation.**
- 2.150.050 Duties and responsibilities.**
- 2.150.060 Rules of procedure.**

2.150.010 Established – Membership.

There is hereby established a Diversity, Equity, and Inclusion Commission consisting of seven members who shall be appointed by the City Council one of which member position which will be reserved for a high school student who is either a Mountlake Terrace resident or attends Mountlake Terrace High School. This position shall be voting and shall count towards a quorum. The mission of the Commission is to promote and embrace diversity through action, education, and guidance. The Commission seeks to foster an understanding that includes, accepts, respects and appreciates each individual member of our community.

2.150.020 Terms of the Commissioners – Filing vacancies.

Members shall be appointed for a term of three years, which shall expire on the thirtieth days of June. The high school student position will have a term of two years.

2.150.030 Commission officers– Quorum – Meetings.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a Chair and Vice-chair, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the Chair to preside at all meetings of the Commission. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission shall be held monthly at a scheduled time and place. If necessary, special meetings may be called by the chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA).

2.50.050 Duties and responsibilities.

The Commission shall advise and make recommendations to the City Council on diversity opportunities to promote programs and provide guidance to assure an accessible, safe, welcoming and inclusive government and community.

The Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2026, and signed in authentication of its passage this XX day of XXXXXXXX, 2026.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.150,
RELATED TO THE DIVERSITY, EQUITY, AND INCLUSION COMMISSION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, in 2020, the City Council established its Diversity, Equity, and Inclusion Commission by adopting Mountlake Terrace Municipal Code (“MTMC”) Chapter 2.150; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.150 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.150 MTMC, Mountlake Terrace Diversity Equity and Inclusion Commission, Amended. Municipal Code Chapter 2.150 (Mountlake Terrace Diversity Equity and Inclusion Commission) is hereby amended to read as follows:

Chapter 2.150

~~MOUNTLAKE TERRACE~~ DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Sections:

- 2.150.010** ~~Establishment and purpose of the Commission~~Established - Membership.
2.150.020 ~~Appointment, membership and terms of appointment~~Terms of the
 Commissioners – Filling vacancies.
2.150.030 ~~Officers of Commission~~Commission officers—Meetings—Quorum—Quorum
Meetings.
2.150.040 Compensation.
2.150.050 ~~Powers and d~~Duties and responsibilities.
2.150.060 Rules of procedure.

2.150.010 ~~Establishment and purpose of the Commission~~Established – Membership.
~~A.~~ There is hereby ~~created~~established a ~~Mountlake Terrace~~ Diversity, Equity, and Inclusion Commission consisting of seven members who shall be appointed by the City Council, one of which member position which will be reserved for a high school student who is either a Mountlake Terrace resident or attends Mountlake Terrace High School ~~student, who can serve up to a two-year term while in high school.~~This position shall be voting and shall count towards a quorum.

~~B.~~ The mission of the Commission is to promote and embrace diversity through action, education, and guidance. The Commission seeks to foster an understanding that includes, accepts, respects and appreciates each individual member of our community.

2.150.020 ~~Appointment, membership and terms of appointment.~~ Terms of the Commissioners – Filing vacancies.

~~The Mountlake Terrace City Council will seek to attract members that are interested in diversity issues, can respect different viewpoints, are action-oriented, and have personal experience that will provide empathy and community understanding regarding issues of diversity and will contribute to a diverse Commission. A Council subcommittee will interview and recommend appointment of Commission members to the City Council for ratification.~~
~~A. The terms of members shall be overlapping: three of the initial members (Positions 1 through 3) shall serve a term until June 30, 2022, with the other four initial members (Positions 4 through 7) serving a term until June 30, 2023. Thereafter, m~~Members ~~shall be appointed for a term of three years, which shall expire on the thirtieth days of June, of the last year for which the term is made; provided, that members shall remain in office until their successors are appointed and confirmed. However, one position is reserved for a~~ The high school student ~~and position~~ will have a term of two years.

~~Vacancies, other than through the expiration of terms, shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as original appointments.~~

~~B. A member shall be a resident of the City and serve without compensation.~~

~~C. A member of the Commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the City. For purposes of this section, “immediate family member” means the parents, spouse, siblings, children, or other dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.~~

~~D. In the event of a vacancy in the Commission, a Council subcommittee will interview and recommend appointment of Commission members to the City Council for ratification.~~

~~E. A member of the Commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.~~

~~F. The City Council may appoint one Council member to serve as a nonvoting liaison of the Commission.~~

2.150.030 ~~Officers of Commission~~ officers ~~— Meetings — Quorum – Meetings.~~

~~A. Members of the Commission shall meet and organize by electing from the members of the Commission a chair, vice chair, and such other officers as may be determined by the Commission. The Commission shall meet at City Hall council chambers. It shall be the duty of the Chair to preside at all meetings. The Vice Chair shall perform this duty in the absence of the Chair. Four members of the Commission shall constitute a quorum for the transaction of business. The Commission shall set its own meeting dates and the City shall give notice of such meetings in compliance with the Open Public Meeting Act (OPMA) as it now exists or as it may be amended from time to time. The Commission shall enjoy the fullest cooperation of all elected officials, departments and agencies of the City.~~

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a Chair and Vice-chair, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the Chair to preside at all meetings of the Commission. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission shall be held monthly at a scheduled time and place. If necessary, special meetings may be called by the chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA).

~~B. Regular attendance by members is necessary for the efficient operation and effective completion of business. Three consecutive unexcused absences from regular meetings in a year shall constitute a forfeiture of office and the member's position shall become vacant. A member may request that an absence be excused either before or after the absence occurs.~~

2.150.040 Powers and duties.

~~The Commission is empowered to advise and make recommendations to the City Council on such matters as may be specifically referred to the Commission by the City Council, including, but not limited to:~~

~~A. Serve as a Commission for City government and the community by providing information, education, and communication that facilitates understanding of diversity and to celebrate and respect individual differences. The Commission is encouraged to take steps to include conversations with students of all ages.~~

~~B. Recommend to the City Council diversity opportunities to promote programs, and provide guidance to assure an accessible, safe, welcoming and inclusive government and community. C. Support, challenge, and guide government and the community to eliminate and prevent all forms of discrimination.~~

~~D. The Commission, at or before its first regular meeting in February of each year, shall make a full report in writing to the City Council as to matters covered by its prescribed duties and authority as may to it seem proper.~~

2.50.050 Duties and responsibilities.

The Commission shall advise and make recommendations to the City Council on diversity opportunities to promote programs and provide guidance to assure an accessible, safe, welcoming and inclusive government and community.

The Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2026, and signed in authentication of its passage this XX day of XXXXXX, 2026.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.55,
RELATED TO THE PLANNING COMMISSION; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City's Planning Commission, established in the Mountlake Terrace Municipal Code ("MTMC") Chapter 2.55, is authorized by Ch. 35A.36 RCW; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.55 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.55 MTMC, Planning Commission, Amended. Municipal Code Chapter 2.55 (Planning Commission) is hereby amended to read as follows:

**Chapter 2.55
PLANNING COMMISSION**

Sections:

- 2.55.010 Established – Membership.**
- 2.55.020 Terms of Commissioners.**
- 2.55.030 Commission officers – Meetings – Quorum.**
- 2.55.040 Duties and responsibilities.**
- 2.55.050 Rules of procedure.**

2.55.010 Established – Membership.

Pursuant to the authority conferred by RCW 35A.63.020, there hereby is established a City Planning Commission, consisting of seven members who shall be appointed by the City Council, and shall be residents of the City of Mountlake Terrace.

2.55.020 Terms of Commissioners.

Appointments shall be for terms of four years, which shall expire on the thirtieth day of June.

2.55.030 Commission officers – Quorum – Meetings.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a Chair and Vice-chair, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the Chair to preside at all meetings of the Commission. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission shall meet at least once per month for nine months out of the year at a scheduled time and place. If necessary, special meetings may be called by the chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA).

2.55.040 Duties and responsibilities.

The Planning Commission shall have all of the powers and perform each and all of the duties specified by Chapter 35A.63 RCW and MTMC Titles 17, 18, and 19, now and as may be amended.

The Planning Commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

The Planning Commission shall have such other duties and powers as may be conferred upon the Commission by City ordinances or as directed by Council.

2.55.060 Rules of procedure.

The Planning Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.55,
RELATED TO THE PLANNING COMMISSION; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City's Planning Commission, established in the Mountlake Terrace Municipal Code ("MTMC") Chapter 2.55, is authorized by Ch. 35A.36 RCW; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.55 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.55 MTMC, Planning Commission, Amended. Municipal Code Chapter 2.55 (Planning Commission) is hereby amended to read as follows:

**Chapter 2.55
PLANNING COMMISSION**

Sections:

2.55.010 ~~—Created—~~Established – Membership.

~~2.55.020—~~ ~~—Terms of the Commissioners—~~Filling vacancies.

~~2.55.0230~~ ~~—Duties and powers.~~Commission officers – Meetings – Quorum.

~~2.55.030—Recommendations to City Council.~~

~~2.55.0440~~ ~~Submittal of plats and plans.~~Duties and responsibilities.

~~2.55.050—Selection of officers.~~

~~2.55.060—Quorum.~~

~~2.55.070—Written report to City Council.~~~~2.55.08650~~ ~~—~~Rules of procedure.

2.55.010 ~~Created~~Established – Membership.

Pursuant to the authority conferred by RCW 35A.63.020, there hereby is ~~created~~established a City Planning Commission, consisting of seven members who shall be appointed by the City Council, and shall be ~~bona fide~~ residents of the City of Mountlake Terrace.

2.55.020 ~~Terms of the Commissioners—~~Filling vacancies.

~~Members shall be appointed. Appointments shall be for a term~~ of four years, which shall expire on the thirtieth day of June ~~of the last year for which the term is made; provided, that members shall remain in office until their successors are appointed and confirmed. The terms of members shall be overlapping.~~

~~Vacancies, other than through the expiration of terms, shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as original appointments.~~

~~Regular attendance by members is necessary for the efficient operation and effective completion of business. Three nonexcused absences from regular meetings in a year shall constitute an automatic resignation from the members. A member may request that an absence be excused either before or after the absence occurs. Any member who ceases to have the qualifications provided in this section shall be deemed to have forfeited his or her office.~~

~~Upon request of a Commissioner, the City Council may make a temporary appointment to replace a Commissioner who will be absent from meetings for a prolonged period.~~

~~Upon motion by any member of the Council, and approval by a majority of the City Council, the appointment of any member serving on the Commission may be terminated for cause. The City Council shall thereafter proceed with the appointment of a new member to complete the term of office.~~

~~No Commissioner shall receive any compensation from the City for his or her service on the Commission. (Ord. 2314 § 1, 2002; Ord. 2121 § 1, 1996).~~

2.55.0230 — Duties and powers. Commission officers – Quorum – Meetings.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a Chair and Vice-chair, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the Chair to preside at all meetings of the Commission. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission shall meet at least once per month for nine months out of the year at a scheduled time and place. If necessary, special meetings may be called by the chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA).

~~The Planning Commission shall have all of the powers and perform each and all of the duties specified by Chapter 35A.63 RCW and MTMC Titles 17, 18, and 19, now and as may hereinafter be amended. (Ord. 2314 § 2, 2002; Ord. 2121 § 2, 1996).~~

2.55.0340 Recommendations to City Council. Duties and responsibilities.

The Planning Commission shall have all of the powers and perform each and all of the duties specified by Chapter 35A.63 RCW and MTMC Titles 17, 18, and 19, now and as may be amended.

The Planning Commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

The City Council may refer to the Planning Commission, for its recommendation and report, any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in said Chapter 119 of the 1967 Executive Session Laws, as amended, and the Commission shall

promptly report to the Council thereon, making such recommendations and giving such counsel as it may deem proper in the premises. ~~2.55.040 — Submittal of plats and plans.~~

~~All plats or plans of subdivisions of land within the City or proposed additions, as well as dedications of streets and alleys, offered to the City Council for acceptance, shall first be submitted to the Planning Commission for its recommendation, and report shall be made to the City Council not later than 21 days following action by the Planning Commission, but no more than necessary to meet the 120 days for approval provided by law. (Ord. 2121 § 4, 1996).~~

~~2.55.050 — Selection of officers.~~

~~The Planning Commission shall have such other duties and powers as may be conferred upon the Commission by City ordinances or as directed by Council.~~

~~At the first meeting of each new calendar year, the Commission shall select from among their members a chair and vice chair. If an office is vacated at a different time of year, the Commission, at any regular meeting within two months of the vacancy, may select from among their members to fill the vacant office. The term of each office shall be from the date of selection until the first meeting of the following calendar year or until the office is vacated, whichever comes first. (Ord. 2377 § 1, 2004).~~

~~2.55.060 Quorum.~~

~~A majority of the membership of the Planning Commission, not less than four of whom shall be appointed voting members, shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the Planning Commission, shall be deemed and taken as the action of the Commission. (Ord. 2121 § 6, 1996).~~

~~2.55.070 — Written report to City Council.~~

~~The Planning Commission, at or before its first regular meeting in February of each year, should make a full report in writing to the City Council as to matters covered by its prescribed duties and authority as may to it seem proper. (Ord. 2121 § 7, 1996).~~

~~2.55.080 Rules of procedure.~~

The Planning Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO. XXX

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.50,
RELATED TO THE RECREATION AND PARK PLANNING COMMISSION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City established a Recreation and Park Advisory Commission in Mountlake Terrace Municipal Code (“MTMC”) Chapter 2.50; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.50 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.50 MTMC, Recreation and Park Planning Commission, Amended.

Municipal Code Chapter 2.50 (Recreation and Park Advisory Commission) is hereby amended to read as follows:

**Chapter 2.50
RECREATION AND PARK ADVISORY COMMISSION**

Sections:

- 2.50.010 Established – Membership.**
- 2.50.020 Terms of the Commissioners – Filing vacancies.**
- 2.50.030 Commission officers – Quorum – Meetings.**
- 2.50.040 Duties and responsibilities.**
- 2.50.050 Rules of procedure.**

2.50.010 Established – Membership.

There is hereby established a Recreation and Park Advisory Commission, consisting of seven members, who shall be appointed by the City Council and shall be residents of the City of Mountlake Terrace.

2.50.020 Terms of Commissioners

Appointments shall be for terms of three years and shall expire on the thirtieth days of June.

2.50.030 Commission officers – Quorum – Meetings.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a Chair and Vice-chair, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the Chair to preside at all meetings of the Commission. The presence of four

members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission will be held monthly at a scheduled time and place. If necessary, special meetings may be called by the Chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA).

2.50.040 Duties and responsibilities.

The Commission shall advise the City Council, City Manager and administrative staff on all policy matters involving acquisition, development and operation of Recreation and Park Department facilities and programs. Specific areas of importance requiring Commission review and recommendations include, but are not limited to: Facility use fees and procedures; park, playfield and facility design; budget and capital improvement program planning; concessions, contracts, inter-local and lease agreements. The Recreation and Park Advisory Commission shall review and approve, as necessary, recreation programs, facility use requests and other matters as requested by the City Council, City Manager or administrative staff.

2.50.050 Rules of procedure.

The Recreation and Park Advisory Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO. XXX

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.50,
RELATED TO THE RECREATION AND PARK PLANNING COMMISSION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City established a Recreation and Park Advisory Commission in Mountlake Terrace Municipal Code (“MTMC”) Chapter 2.50; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.50 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.50 MTMC, Recreation and Park Planning Commission, Amended.

Municipal Code Chapter 2.50 (Recreation and Park Advisory Commission) is hereby amended to read as follows:

**Chapter 2.50
RECREATION AND PARK ADVISORY COMMISSION**

Sections:

2.50.010 ~~Created~~Established – Membership.

2.50.020 Terms of the Commissioners – Filing vacancies.

2.50.030 Commission officers – Quorum – Meetings.

~~2.50.040 Compensation.~~

~~2.50.050~~ Duties and responsibilities.

~~2.50.050~~ Rules of procedure.

2.50.010 ~~Created~~Established – Membership.

There is hereby ~~created~~established a Recreation and Park Advisory Commission, consisting of seven members, who shall be appointed by the City Council and shall be residents of the City of Mountlake Terrace.

2.50.020 Terms of Commissioners ~~– Filing vacancies.~~

Appointments shall be for terms of three years and shall expire on the thirtieth day~~s~~ of June~~, of the last year for which the term is made; provided, that members shall remain in office until their successors are appointed and confirmed. A Council representative shall be appointed annually to attend meetings.~~

~~Vacancies, other than through the expiration of terms, shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as original appointments.~~

~~Regular attendance by members is necessary for the efficient operation and effective completion of business. Three nonexcused absences from regular meetings in a calendar year shall constitute an automatic resignation from the members. A member may request that an absence be excused either before or after the absence occurs. Any member who ceases to have the qualifications provided in MTMC 2.50.010 shall be deemed to have forfeited his or her office.~~

~~Upon request of a Commission member, the City Council may make a temporary appointment to replace a Commission member who will be absent from meetings for a prolonged period.~~

~~Upon motion by any member of the Council, and approval by a majority of the City Council, the appointment of any member serving on the Commission may be terminated for cause. The City Council shall thereafter proceed with the appointment of a new member to complete the term of office. (Ord. 2313 § 2, 2002; Ord. 2128 § 2, 1996).~~

2.50.030 Commission officers – Quorum – Meetings—~~Quorum~~.

The members of the Commission shall at the first meeting after annual City Council appointments have occurred select from among their members a ~~C~~chairman and ~~V~~ice—chairman, and such other officers as may be necessary, who shall serve in that capacity for a one-year term. It shall be the duty of the ~~C~~chairman to preside at all meetings of the Commission. The presence of four members of the Commission shall be required to constitute a quorum for the transaction of business.

Public meetings of the Commission will be held monthly at a scheduled time and place. If necessary, special meetings may be called by the Chair or the majority of the Commission. Regular meetings may be cancelled if there is no business pending before the Commission. The City shall give notice of all such meetings in compliance with the Open Public Meeting Act (OPMA). ~~the Commission shall be held monthly at a scheduled time and place. (Ord. 2313 § 3, 2002; Ord. 2128 § 3, 1996).~~

~~2.50.040 Compensation.~~

~~No Commissioner shall receive any compensation from the City for his or her service on the Commission. (Ord. 2128 § 4, 1996).~~

2.50.0540 Duties and responsibilities.

The Commission shall advise the City Council, City Manager and administrative staff on all policy matters involving acquisition, development and operation of Recreation and Park Department facilities and programs. Specific areas of importance requiring Commission review and recommendations include, but are not limited to: Facility use fees and procedures; park, playfield and facility design; budget and capital improvement program planning; concessions, contracts, inter-local and lease agreements. The Recreation and Park Advisory Commission shall review and approve, as necessary, recreation programs, facility use requests and other matters as requested by the City Council, City Manager or administrative staff.

~~Commission meeting minutes shall be submitted to the City Council after each meeting. (Ord. 2128 § 5, 1996).~~

2.50.050 Rules of procedure.

The Recreation and Park Advisory Commission shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.40, RELATED
TO THE COMMUNITY POLICING ADVISORY BOARD; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, a close relationship between the Police Department and the community is an essential part of a responsive and responsible city government; and

WHEREAS, the benefits of such a relationship are immeasurable for not only the Police Department, but also the residents, business community and City officials; and

WHEREAS, as a means to bolster police-community relations, communications, and community confidence, the City has proposed that the Community Policing Advisory Board be reenvisioned to include a broader membership, including members of the City's Diversity, Equity and Inclusion Commission as well as a student representative and a member of the law enforcement community; and

WHEREAS, the City Council believes that this Board will be impactful by ensuring quality community input and facilitating information exchange concerning police services within the City; and

WHEREAS, the City adopted Ordinance No. 2130 on July 15, 1996, establishing the Community Policing Advisory Board, now codified in Chapter 2.40 of the Mountlake Terrace Municipal Code ("MTMC"); and

WHEREAS, the City Council finds it is in the best interest of the City to amend Ch. 2.40 MTMC, the Community Policing Advisory Board.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.40 MTMC, Community Policing Advisory Board, Amended. Municipal Code Chapter 2.40 (Community Policing Advisory Board) is hereby amended to read as follows:

**Chapter 2.40
COMMUNITY POLICING ADVISORY BOARD**

Sections:

- 2.40.010 Established.**
- 2.40.020 Composition of Board.**
- 2.40.030 Appointment terms.**
- 2.40.040 Compensation.**
- 2.40.050 Duties of the Board.**
- 2.40.060 Meetings and procedures.**

2.40.010 Established.

There is hereby established for the City of Mountlake Terrace an advisory board known as the “Community Policing Advisory Board.” The Council may empanel the Board, as it deems necessary or beneficial to the city.

2.40.020 Composition of Board.

The Board shall consist of seven (7) members, who shall meet the following qualifications:

- A. Not less than five (5) members shall be residents of the City of Mountlake Terrace;
- B. Not less than two (2) members shall be members of the City sponsored Diversity, Equity and Inclusion Commission;
- C. Not less than one (1) member shall represent the local business community within the City of Mountlake Terrace;
- D. Not less than one member shall be a student who either resides in Mountlake Terrace or attends Mountlake Terrace High School, aged sixteen (16) to eighteen (18); and
- E. Not less than one (1) member with law enforcement experience for example a retired member of a law enforcement agency including, but not limited to, a Police Department, Sheriff’s Department, State Patrol or Military Police.

2.40.030 Appointment Terms.

All members shall be appointed by the Mayor, and confirmed by City Council.

- A. All appointments, except for vacancies and the student representative, shall be appointed to four (4) year terms which shall expire on June 30 on the last year for which the term is made, provided, that members shall remain in office until their successors are appointed and confirmed. The term of the student representative shall be for one (1) year. Upon empaneling the Board, the initial appointment of Board members may be staggered as follows:
 - 1. Three members shall be appointed to four (4) year terms.
 - 2. Three members shall be appointed to two (2) year terms.
- B. Vacancies occurring otherwise than through the expiration of terms shall be filled through the remainder of the term of the member to be replaced. Vacancies shall be filled in the same manner as the original appointment.
- C. Regular attendance is necessary for the efficient operation and effective completion of business. Three non-excused absences from regular meetings in a calendar year shall constitute a resignation from the Board. A member may request that an absence be excused before the absence occurs. Any member who ceases to maintain the qualifications required herein shall be deemed to have forfeited their office.
- D. Upon motion by any member of the City Council, and approval by a majority of the City Council, the appointment of any member serving on the Board may be terminated for cause. The Mayor and City Council shall thereafter proceed with the appointment of a new member to complete the term of office.

2.40.040 Compensation.

No Board member shall receive any compensation from the City for their services on the Board.

2.40.050 Duties of the Board.

- A. The duties of the Board shall include, but not be limited to, the following:
 - 1. To advise and make recommendations to the Police Chief concerning police protection and services within the City;
 - 2. To enhance Police – community relations;
 - 3. To review and make recommendations concerning Police Department policies, procedures and programs;
 - 4. To hold public meetings from time to time to solicit public input regarding police services and programs; and
 - 5. To serve as liaison between the Police Department and the community.
- B. Annually, at a City Council meeting, the Board shall report actions taken and recommendations during the previous calendar year.
- C. Notwithstanding the broad powers of the Board, the Board shall have no power or authority to investigate, review, or otherwise participate in matters involving specific personnel or specific police related incidents.

2.40.060 Meetings and Procedures.

- A. The Board should have at least one (1) meeting per quarter, four (4) meetings annually, on such day and such time as determined by the Board. Special meetings may be held as often as the Board deems necessary. All meetings of the Board shall be open to the public except as otherwise provided in the Open Public Meetings Act.
- B. A quorum of the Board shall consist of four (4) voting members.
- C. The members of the Board, at the first meeting of the new Board following City Council appointment and confirmation of new members, may select from among their members a Chairperson and Vice-Chairperson who shall serve in that capacity for two (2) years.
- D. The Board may adopt such rules and procedures as it deems necessary.
- E. The Board shall record and keep minutes of all meetings held and all business transacted.
- F. Each Board members shall attend training within 60 days of their appointment related to the Public Records Act and Open Public Meeting Act provided by the Municipal Research Services Center (MRSC) or the Association of Washington Cities (AWC) or other training approved by the City Attorney.
- G. The Police Chief, or their designee, shall develop and provide training related to the duties of the Board.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take

effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025,
and signed in authentication of its passage this XX day of XXXXXXXX, 2025.

Steve Woodard, Mayor

ATTEST: _____
Jennifer Joki, City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.40, RELATED
TO THE COMMUNITY POLICING ADVISORY BOARD; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, a close relationship between the Police Department and the community is an essential part of a responsive and responsible city government; and

WHEREAS, the benefits of such a relationship are immeasurable for not only the Police Department, but also the residents, business community and City officials; and

WHEREAS, as a means to bolster police-community relations, communications, and community confidence, the City has proposed that the Community Policing Advisory Board be reenvisioned to include a broader membership, including members of the City's Diversity, Equity and Inclusion Commission as well as a student representative and a member of the law enforcement community; and

WHEREAS, the City Council believes that this Board will be impactful by ensuring quality community input and facilitating information exchange concerning police services within the City; and

WHEREAS, the City adopted Ordinance No. 2130 on July 15, 1996, establishing the Community Policing Advisory Board, now codified in Chapter 2.40 of the Mountlake Terrace Municipal Code ("MTMC"); and

WHEREAS, the City Council finds it is in the best interest of the City to amend Ch. 2.40 MTMC, the Community Policing Advisory Board.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.40 MTMC, Community Policing Advisory Board, Amended. Municipal Code Chapter 2.40 (Community Policing Advisory Board) is hereby amended to read as follows:

**Chapter 2.40
COMMUNITY POLICING ADVISORY BOARD**

Sections:

- 2.40.010 Established.**
- 2.40.020 Composition of Board.**
- 2.40.030 Appointment terms.**
- 2.40.040 Compensation.**
- 2.40.050 Duties of the Board.**
- 2.40.060 Meetings and procedures.**

2.40.010 Established.

There is hereby established for the City of Mountlake Terrace an advisory board known as the “Community Policing Advisory Board.” The Council may empanel the Board, as it deems necessary or beneficial to the city.

2.40.020 Composition of Board.

The Board shall consist of seven (7) members, who shall meet the following qualifications:

- A. Not less than five (5) members shall be residents of the City of Mountlake Terrace;
- B. Not less than two (2) members shall be members of the City sponsored Diversity, Equity and Inclusion Commission;
- C. Not less than one (1) member shall represent the local business community within the City of Mountlake Terrace;
- D. Not less than one member shall be a student at who either resides in Mountlake Terrace or attends-Mountlake Terrace High School, aged sixteen (16) to eighteen (18); and
- E. Not less than one (1) member with law enforcement experience for example a retired member of a law enforcement agency including, but not limited to, a Police Department, Sheriff’s Department, State Patrol or Military Police.

2.40.030 Appointment Terms.

All members shall be appointed by the Mayor, and confirmed by City Council.

- A. All appointments, except for vacancies, ~~and except~~ the student representative, at Mountlake Terrace High School, shall be appointed to four (4) year terms which shall expire on June 30 on the last year for which the term is made, provided, that members shall remain in office until their successors are appointed and confirmed. The term of the student representative shall be for one (1) year. Upon empaneling the Board, t~~The~~ initial appointment of Board members ~~in 2025 shall~~may be staggered as follows:
 - 1. Three members shall be appointed to four (4) year terms.
 - 2. Three members shall be appointed to two (2) year terms.
- B. Vacancies occurring otherwise than through the expiration of terms shall be filled through the remainder of the term of the member to be replaced. Vacancies shall be filled in the same manner as the original appointment.
- C. Regular attendance is necessary for the efficient operation and effective completion of business. Three non-excused absences from regular meetings in a calendar year shall constitute a resignation from the Board. A member may request that an absence be excused before the absence occurs. Any member who ceases to maintain the qualifications required herein ~~in Section 2~~ shall be deemed to have forfeited their office.
- D. Upon motion by any member of the City Council, and approval by a majority of the City Council, the appointment of any member serving on the Board may be terminated for cause. The Mayor and City Council shall thereafter proceed with the appointment of a new member to complete the term of office.

2.40.040 Compensation.

No Board member shall receive any compensation from the City for their services on the Board.

2.40.050 Duties of the Board.

- A. The duties of the Board shall include, but not be limited to, the following:
1. To advise and make recommendations to the Police Chief concerning police protection and services within the City;
 2. To enhance Police – Community community relations;
 3. To review and make recommendations concerning Police Department policies, procedures and programs;
 4. To hold public meetings from time to time to solicit public input regarding police services and programs; and
 5. To serve as liaison between the Police Department and the community; ;
 - ~~6. To review the Flock license plate reader program and provide independent review of the purposes for access.~~
- B. Annually, at the a City Council meeting ~~scheduled for that purpose~~, the Board shall report actions taken and recommendations during the previous calendar year.
- C. Notwithstanding the broad powers of the Board ~~under subsection A of this section~~, the Board shall have no power or authority to investigate, review, or otherwise participate in matters involving specific personnel or specific police related incidents.

2.40.060 Meetings and Procedures.

- A. The Board ~~shall~~ should have at least one (1) meeting per quarter, four (4) meetings annually, on such day and such time as determined by the Board. Special meetings may be held as often as the Board deems necessary. All meetings of the Board shall be open to the public except as otherwise provided in the Open Public Meetings Act.
- B. ~~For the purposes of conducting the Boards' business, exercising its powers, and for all other purposes, a~~ A quorum of the Board shall consist of four (4) voting members. ~~Any action taken by a majority of those present, when those present constitute a quorum at any regular or special meeting of the Board, shall be deemed and taken as an action and decision of the Board.~~
- C. The members of the Board, at the first meeting of the new Board following City Council appointment and confirmation of new members, may select from among their members a Chairperson and Vice-Chairperson who shall serve in that capacity for two (2) years.
- D. The Board may adopt such rules and procedures as it deems necessary.
- E. The Board shall record and keep minutes of all meetings held and all business transacted.
- F. Each Board members shall attend training within 60 days of their appointment at the first meeting following City Council appointment and confirmation related to the Public Records Act and Open Public Meeting Act provided by the Municipal Research Services Center (MRSC) or the Association of Washington Cities (AWC) or other training approved by the City Attorney.
- G. The Police Chief, or their designee, shall develop and provide training related to the duties of the Board. ~~The Police Chief, or designee, shall provide training to the Board at the first meeting following City Council appointment of members.~~

Section 32. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any

references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXX, 2025.

Steve Woodard, Mayor

ATTEST: _____
Jennifer Joki, City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.63,
RELATED TO THE LODGING TAX ADVISORY COMMITTEE; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City's Lodging Tax Advisory Committee ("LTAC"), established in the Mountlake Terrace Municipal Code ("MTMC") Chapter 2.63, advises the City Council on allocating the lodging excise tax fund for tourism promotion; and

WHEREAS, Chapter 67.28 of the Revised Code of Washington sets forth certain requirements and rules for the Lodging Tax Advisory Committees; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.63 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.63 MTMC, Lodging Tax Advisory Committee, Amended. Municipal Code Chapter 2.63 (Lodging Tax Advisory Committee) is hereby amended to read as follows:

**Chapter 2.63
LODGING TAX ADVISORY COMMITTEE**

Sections:

- 2.63.010** **Established – Membership.**
- 2.63.020** **Terms of the Committee – Filling vacancies.**
- 2.63.030** **Duties and responsibilities.**
- 2.63.040** **Rules of procedure.**

2.63.010 Established - Membership.

There is hereby established for the City of Mountlake Terrace a Committee to be known as the Lodging Tax Advisory Committee consisting of five members who shall be appointed by the City Council as hereinafter provided.

The Committee must have at least five members whose membership must include at least two representatives of businesses that are required to collect the hotel-motel tax, two people who are involved in activities that are authorized to be funded by this tax, and one elected official who serves as chairperson of the Committee.

- A. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.
- B. The number of Committee members from organizations representing the hotels and motels and the number from organizations involved in activities that can be funded must be equal.
- C. The Committee may include a non-voting City official.
- D. The City Council shall review the membership of the Committee annually.

2.63.020 Terms of the Committee – Filling vacancies.

All appointments shall be made for one-year terms, which shall expire on the thirtieth day of June beginning in 2027, provided, that members shall remain in office until their successors are appointed and confirmed.

2.63.030 Duties and responsibilities.

The duties of the Committee shall include, but not be limited to, the following:

- A. Submit comments on proposals for imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or change in the use of revenue received under state law, and other matters, which come from the Mayor and City Council
- B. Review proposals and consider the extent to which the proposal will accommodate activities for tourists or increase tourism and of the extent to which it will affect the long-run stability of the fund to which the hotel-motel taxes are credited.
- C. Provide recommendations to the Mayor and Council regarding proposals and funding allocation.

2.63.040 Rules of procedure.

The Committee shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXXXX, 2025,
and signed in authentication of its passage this XX day of XXXXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.63,
RELATED TO THE LODGING TAX ADVISORY COMMITTEE; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City’s Lodging Tax Advisory Committee (“LTAC”), established in the Mountlake Terrace Municipal Code (“MTMC”) Chapter 2.63, advises the City Council on allocating the lodging excise tax fund for tourism promotion; and

WHEREAS, Chapter 67.28 of the Revised Code of Washington sets forth certain requirements and rules for the Lodging Tax Advisory Committees; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.63 MTMC and finds it needs to be updated to streamline processes and procedures;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE
TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:**

Section 1. Chapter 2.63 MTMC, Lodging Tax Advisory Committee, Amended. Municipal Code Chapter 2.63 (Lodging Tax Advisory Committee) is hereby amended to read as follows:

**Chapter 2.63
LODGING TAX ADVISORY COMMITTEE**

Sections:

2.63.010 **Established** ~~— Membership~~ **Membership.**

~~**2.63.020**~~

~~**2.63.020**~~ ~~— Composition of the Committee.~~ **Terms of the Committee – Filling vacancies.**

~~**2.63.030**~~ ~~— Appointment — Terms.~~ **2.63.030** ~~— Commission officers — Quorum —~~
Meetings

~~**2.63.040**~~ ~~— Compensation.~~

~~**2.63.050**~~ ~~— Duties of the Committee.~~ **and resDuties and responsibilities.**

~~— **2.63.0640**~~ **Rules of procedure.**

~~**2.63.010**~~ **2.63.010** **Established - Membership.**

There is hereby established for the City of Mountlake Terrace a Committee to be known as

the Lodging Tax Advisory Committee ~~composed of~~ consisting of five members who shall be appointed by the City Council as hereinafter provided. ~~(Ord. 2268 § 1, 2001).~~

The Committee must have at least five members whose membership must include at least two representatives of businesses that are required to collect the hotel-motel tax, two people who are involved in activities that are authorized to be funded by this tax, and one elected official who serves as chairperson of the Committee.

A. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.

B. The number of Committee members from organizations representing the hotels and motels and the number from organizations involved in activities that can be funded must be equal.

C. The Committee may include a non-voting City official.

D. The City Council shall review the membership of the Committee annually. ~~(Ord. 2268 § 1, 2001).~~

2.63.020 Composition of the Committee. Terms of the Committee – Filling vacancies.

All appointments shall be made for one-year terms, which shall expire on the thirtieth day of June beginning in 2027, provided, that members shall remain in office until their successors are appointed and confirmed.

~~The Committee must have at least five members whose membership must include at least two representatives of businesses that are required to collect the hotel-motel tax, two people who are involved in activities that are authorized to be funded by this tax, and one elected official who serves as chairperson of the Committee.~~

~~A. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.~~

~~B. The number of Committee members from organizations representing the hotels and motels and the number from organizations involved in activities that can be funded must be equal.~~

~~C. The Committee may include a nonvoting City official.~~

~~D. The City Council shall review the membership of the Committee annually.~~ ~~(Ord. 2268 § 1, 2001).~~

2.63.030 Appointment — Terms. Commission officers — Quorum — Meetings

Public meetings of the Committee shall be held as needed at a designated time and place.

The presence of a majority of the current committee membership shall be required to constitute a quorum for the transaction of business.

A. All members of the Committee shall be appointed by the Mayor, and confirmed by the City Council.

B. All appointments shall be made for one-year terms, which shall expire on the thirty-

~~first day of December of the last year for which the term is made; provided, that members shall remain in office until their successors are appointed and confirmed.~~

~~G.—Vacancies occurring otherwise than through the expiration of terms shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as original appointments.~~

~~D. Regular attendance by members is necessary for the efficient operation and effective completion of business. Three non-excused absences from regular meetings in calendar years shall constitute an automatic resignation from the members. A member may request that an absence be excused either before or after the absence occurs. Any member who ceases to have the qualifications in MTMC 2.63.020 shall be deemed to have forfeited his or her office.~~

~~E. Upon request of a Committee member, the Mayor, with the confirmation of the City Council, may make a temporary appointment to replace a Committee member who will be absent from meetings for a prolonged period.~~

~~F. Upon motion by any member of the City Council, and approval by a majority of the City Council, the appointment of any member serving on the Committee may be terminated for cause. The Mayor and City Council shall thereafter proceed with the appointment of a new member to complete the term of office. (Ord. 2268 § 1, 2001).~~

~~2.63.040 Compensation.~~

~~No Committee member shall receive any compensation from the City for his or her service on the Committee. (Ord. 2268 § 1, 2001).~~

2.63.0530 Duties of the Committee, Duties and responsibilities.

The duties of the Committee shall include, but not be limited to, the following:

A. Submit comments on proposals for imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or change in the use of revenue received under state law, and other matters, which come from the Mayor and City Council

;

A.B. Review proposals and consider the extent to which the proposal will accommodate activities for tourists or increase tourism and of the extent to which it will affect the long-run stability of the fund to which the hotel-motel taxes are credited.

C. Provide recommendations to the Mayor and Council regarding proposals and funding allocation. ~~(Ord. 2268 § 1, 2001).~~

2.63.0640 Rules of procedure.

The Committee shall have full authority to adopt and periodically amend rules of procedure and/or bylaws necessary for the conduct of its activities, provided said rules of procedure and/or bylaws do not conflict with the provisions of this chapter.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall

take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2025,
and signed in authentication of its passage this XX day of XXXXXX, 2025.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

~~B.~~

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.75,
RELATED TO EMERGENCY SERVICES AND DISASTER COORDINATION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City's has adopted Chapter 2.75 of the Mountlake Terrace Municipal Code ("MTMC") to address emergency services and disaster coordination; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.75 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.75 MTMC, Emergency Services – Disaster Coordination, Amended.
Municipal Code Chapter 2.75 (Emergency Services – Disaster Coordination) is hereby amended to read as follows:

Chapter 2.75 EMERGENCY SERVICES – DISASTER COORDINATION

2.75.010 Definitions.

2.75.020 Emergency operations plan.

2.75.030 Emergency Operations Board.

2.75.040 Emergency Management Committee.

2.75.050 Disaster Preparedness Coordinator.

2.75.010 Definitions.

The following definitions are hereby adopted for the purpose of this chapter and its administration:

A. "Disaster" means any emergency situation proclaimed to be a disaster, and more particularly described as an event or set of circumstances which demands immediate action to protect public health, protect life, protect public property, or to provide relief from such occurrences, or which causes the Governor or City Manager to declare an emergency.

B. "Disaster coordination" means the preparation for and carrying out of all emergency functions to prevent, minimize, and repair damage resulting from a disaster.

C. Emergency Management Organization.

The Emergency Management Organization shall be compatible with existing city organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support.

D. Snohomish County Local Emergency Planning Committee (SC-LEPC) is a local government agency created following passage of the Emergency Planning and Community Right-to-Know Act of 1986, for coordination and planning for chemical emergencies. SC-LEPC is operates under Snohomish County DEM and provides emergency management assistance to municipalities within Snohomish County and parts of north King County.

2.75.020 Comprehensive Emergency management plan annex.

The Comprehensive Emergency Management Plan (CEMP) shall govern disaster preparedness and disaster response in the City of Mountlake Terrace. The CEMP and any amendments thereto shall be subject to the approval of the City Manager and shall immediately take effect upon written approval of the City Manager.

2.75.030 Emergency Operations Board.

The Emergency Operations Board of the City of Mountlake Terrace is hereby created to provide policy direction for emergency preparedness and mitigation.

The Emergency Operations Board shall oversee the activities of, and provide direction to, the Emergency Management Committee during major emergencies and disasters. The Emergency Operations Board is responsible for the development and maintenance of the emergency operations plan.

The Emergency Operations Board consists of the City Manager, Disaster Coordinator and all department directors. The City Manager shall chair the Board and the City's Disaster Coordinator shall serve as vice chair.

2.75.040 Emergency Management Committee.

The Emergency Management Committee for the City of Mountlake Terrace is hereby created and shall provide staff support, direction and expertise in development of the plan and all supporting documents.

The City's Disaster Preparedness Coordinator or designee shall serve as chair of the committee. The committee is comprised of key personnel designated by each city department director and members of the outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities. Members of the Emergency Management Committee will normally staff the Mountlake Terrace Operations Center as necessary during activation and coordinate the activities in their respective divisions or areas of responsibility during major emergencies and disasters.

The Emergency Management Committee consists of the representatives from all City departments and others as required by the emergency operations plan.

2.75.050 Disaster Preparedness Coordinator.

Powers and duties of the Disaster Preparedness Coordinator in preparation for a disaster shall be subject to the direction and control of the City Manager and shall include the following:

A. Direct responsibility for disaster coordination, including, but not limited to, the organization, administration, and operation of the Emergency Management Committee, and the resolution of questions of authority and responsibility arising among the various members of such organization.

B. To draft, review, and recommend disaster preparedness and mutual aid plans and/or agreements, and such ordinances and resolutions as are necessary to implement such plans and agreements.

C. To organize and direct the training of the Emergency Management Committee, including practice drills.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXXX, 2025.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL CODE CHAPTER 2.75,
RELATED TO EMERGENCY SERVICES AND DISASTER COORDINATION;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City's has adopted Chapter 2.75 of the Mountlake Terrace Municipal Code ("MTMC") to address emergency services and disaster coordination; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.75 MTMC and finds it needs to be updated to streamline processes and procedures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.75 MTMC, Emergency Services – Disaster Coordination, Amended.
Municipal Code Chapter 2.75 (Emergency Services – Disaster Coordination) is hereby amended to read as follows:

Chapter 2.75 EMERGENCY SERVICES – DISASTER COORDINATION

2.75.010 Definitions.

2.75.020 Emergency operations plan.

2.75.030 Emergency Operations Board.

2.75.040 Emergency Management Committee.

2.75.050 Disaster Preparedness Coordinator.

2.75.010 Definitions.

The following definitions are hereby adopted for the purpose of this chapter and its administration:

A. "Disaster" means any emergency situation proclaimed to be a disaster, and more particularly described as an event or set of circumstances which demands immediate action to protect public health, protect life, protect public property, or to provide relief from such occurrences, or which causes the Governor or City Manager to declare an emergency.

B. "Disaster coordination" means the preparation for and carrying out of all emergency functions to prevent, minimize, and repair damage resulting from a disaster.

C. Emergency Management Organization.

The Emergency Management Organization shall be compatible with existing city organization and shall provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support.

~~is a local government agency created pursuant to Chapter 38.52 RCW that provides local disaster management functions for the Mountlake Terrace area, including coordination between Mountlake Terrace and other agencies and organizations for disaster preparedness and disaster response.~~

D. Snohomish County Local Emergency Planning Committee (SC-LEPC)

~~is a local government agency created following passage of the Emergency Planning and Community Right-to-Know Act of 1986, for coordination and planning for chemical emergencies. SC-LEPC is operates under Snohomish County DEM and provides emergency management assistance to municipalities within Snohomish County and parts of north King County.~~

2.75.020 Comprehensive Emergency operations management plan annex.

The ~~Comprehensive E~~emergency ~~operations Management p~~Plan (~~CEMP~~) shall govern disaster preparedness and disaster response in the City of Mountlake Terrace.

The ~~emergency operations plan CEMP~~ and any amendments thereto shall be subject to the approval of the City Manager and shall immediately take effect upon written approval of the City Manager.

2.75.030 Emergency Operations Board.

The Emergency Operations Board of the City of Mountlake Terrace is hereby created to provide policy direction for emergency preparedness and mitigation.

The Emergency Operations Board shall oversee the activities of, and provide direction to, the Emergency Management Committee during major emergencies and disasters. The Emergency Operations Board is responsible for the development and maintenance of the emergency operations plan.

The Emergency Operations Board consists of the City Manager, Disaster Coordinator and all department directors. The City Manager shall chair the Board and the City's Disaster Coordinator shall serve as vice chair.

2.75.040 Emergency Management Committee.

The Emergency Management Committee for the City of Mountlake Terrace is hereby created and shall provide staff support, direction and expertise in development of the plan and all supporting documents.

The City's Disaster Preparedness Coordinator or designee ~~and the ESCA director shall serve as co-chairs of~~ shall serve as chair of the committee. The committee is comprised of key personnel designated by each city department director and members of the outside professional and volunteer organizations having key roles in emergency preparedness, planning and response activities. Members of the Emergency Management Committee will normally staff the Mountlake Terrace Operations Center as necessary during activation and coordinate the activities in their respective divisions or areas of responsibility during major emergencies and disasters.

The Emergency Management Committee consists of the representatives from all City departments and others as required by the emergency operations plan.

2.75.050 Disaster Preparedness Coordinator.

Powers and duties of the Disaster Preparedness Coordinator in preparation for a disaster shall be subject to the direction and control of the City Manager and shall include the following:

A. Direct responsibility for disaster coordination, including, but not limited to, the organization, administration, and operation of the Emergency Management Committee, and the resolution of questions of authority and responsibility arising among the various members of such organization.

B. To draft, review, and recommend disaster preparedness and mutual aid plans and/or agreements, and such ordinances and resolutions as are necessary to implement such plans and agreements.

C. To organize and direct the training of the Emergency Management Committee, including practice drills.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXXX, 2025, and signed in authentication of its passage this XX day of XXXXXXX, 2025.

Mayor

ATTEST: _____

City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL 2.20.010, RELATED TO THE
AUDITING OFFICER; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council established the City's Auditing Officer in Mountlake Terrace Municipal Code ("MTMC") Chapter 2.20; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.20 MTMC and finds it needs to be updated;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. **Amending MTMC 2.20.010, Auditing Officer.** Mountlake Terrace Municipal Code 2.20.010 (City Manager designated as Auditing Officer) is hereby amended to read as follows:

2.20.010. City Manager designated Auditing Officer.

The City Manager, or such person as they may appoint, is hereby designated as Auditing Officer for the City of Mountlake Terrace for the purpose of authentication and certification of claims presented against said City in accordance with RCW 35A.13.080 as adopted, or hereafter amended.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2026, and signed in authentication of its passage this XX day of XXXXXX, 2026.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney

CITY OF MOUNTLAKE TERRACE ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON,
AMENDING MOUNTLAKE TERRACE MUNICIPAL 2.20.010, RELATED TO THE
AUDITING OFFICER; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City Council established the City’s Auditing Officer in Mountlake Terrace Municipal Code (“MTMC”) Chapter 2.20; and

WHEREAS, in conjunction with adopting a uniform code that applies to all boards and commissions, the City has reviewed Chapter 2.~~150~~20 MTMC and finds it needs to be updated;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. ~~Chapter 2.150 Amending MTMC 2.20.010, Auditing Officer Mountlake Terrace Diversity Equity and Inclusion Commission, Amended.~~ Mountlake Terrace Municipal Code 2.20.010 Chapter 2.150 (Mountlake Terrace Diversity Equity and Inclusion Commission City Manager designated as Auditing Officer) is hereby amended to read as follows:

2.20.010. City Manager designated Auditing Officer.

The City Manager, or such person as ~~he~~they may appoint, ~~be and~~ is hereby designated as Auditing Officer for the City of Mountlake Terrace for the purpose of authentication and certification of claims presented against said City in accordance with RCW 35A.13.080 as adopted, or hereafter amended.~~Chapter 116 of the Laws of the State of Washington of 1965.~~

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, Ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED by the City Council of the City of Mountlake Terrace this XX day of XXXXXX, 2026, and signed in authentication of its passage this XX day of XXXXXX, 2026.

Mayor

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
Hillary J. Evans, City Attorney