

CITY MANAGER'S WEEKLY UPDATE

November 20, 2020

CITY COUNCIL MEETINGS

In order to further support social distancing and limitations on public gatherings, Governor Inslee issued [Proclamation 20-28](#) to temporarily address requirements of the state's Open Public Meetings Act (OPMA) that require a physical location for the public to observe government meetings. This proclamation continues to be extended during the pandemic, and as a result City Council meetings are required to be held over the telephone or internet and the public must be able to hear the meeting live via telephone.

The City Council's next **special meeting** is on **Thursday, December 3, 2020 at 6:00 p.m. via telephone and internet**. The agenda includes: Executive Session: City Manager Annual Performance Evaluation, Per RCW 42.30.110(1)(g). This will be followed by the work/study session **beginning at 7:00 p.m. via telephone and internet**.

The City Council's next regular meeting is on **Monday, December 7, 2020 beginning at 7:00 p.m. via telephone and internet**.

A telephone number will be available prior to the meeting or download the Zoom app on your mobile device and use the Meeting ID. A link to the meeting recording will be uploaded to the City's [Facebook page](#) (City of Mountlake Terrace Government) and [Twitter account](#) (City of MLT) following the meeting. Public comment will be accepted via email or mail for this meeting. Check www.cityofmlt.com/129 for more information and the city's social media pages.

CITY CLERK AND COMMUNITY RELATIONS

- **Legal Services – City Attorney:** A Request for Proposals (RFP) was issued for law firms and/or attorneys interested in providing contract City Attorney legal services. The city is also recruiting for an in-house attorney at this time, with the City Council ultimately determining whether to contract with a law firm **or** hire an in-house attorney. The RFP and recruitment come about from the upcoming retirement of Mountlake Terrace's City Attorney of 28 years. Submittals are due December 4, 2020 at 5:00pm to Mountlake Terrace City Hall. View the complete RFP package at <http://cityofmlt.com/Bids.aspx> or email cityhall@ci.mlt.wa.us.
- **Closure of I-5 Southbound for night work:** Beginning Friday, November 20, Sound Transit's contractor will close the I-5 Southbound lanes and traffic will be detoured to perform construction of structural support work for the light rail bridge over I-5 as part of the Lynnwood Link Light Rail extension. Northbound I-5 will remain open in this area. Work performed will be along the southbound shoulders as well as in the center median of I-5 near the Mountlake Terrace Freeway Station. The contractor has obtained a Temporary Noise Variance to complete this work. This work will be done at night as follows:
 - Friday, November 20 - Saturday, November 21, 11:00 p.m.-6:00 a.m.
 - Saturday, November 21 - Sunday, November 22, 11:00 p.m.-6:30 a.m.

- Sunday, November 22 - Monday, November 23, 11:00 p.m.-4:00 a.m.

The work will take place on the I-5 southbound shoulder and center median of I-5, between 228th Street SW and 236th Place SW (see map for detour information). There will be a uniformed police officer presence at 220th Street SW (I-5 Southbound) on and off ramps during this closure. Please plan ahead, leave early and allow extra time to reach your destination. For more information, contact Sound Transit's Sr. Community Engagement Specialist: Rhonda Dixon, rhonda.dixon@soundtransit.org or (206) 370-5569. After-hours construction hotline: 1-888-298-2395.

- **Weekend Bus Loop Closure on Saturdays:** Sound Transit's contractor will close the bus loop at the Mountlake Terrace Transit Center in order to prepare for guideway construction of the Lynnwood Link Light Rail extension. The closure will be in effect on Saturdays through December 12. Crews will work on Friday nights (after the last bus) through Saturday evenings from 6:00 a.m.-6:00 p.m. For more information contact Rhonda Dixon at rhonda.dixon@soundtransit.org or (206) 370-5569.

Note:

- Buses that usually serve Bay 1 and Bay 2 will be rerouted and stop at Bay 3 and Bay 4 during this closure.
 - Expect large construction equipment in the bus loop area.
 - Plan ahead, leave early and allow extra time to reach your destination.
- **Closing Temporary Parking Lot at Roger's Market:** As of Sunday, November 1, the temporary parking lot located at the former Roger's Market site (23120 56th Avenue W) was closed for public use. The bus service along 56th Avenue W will continue, and there will be alternative parking for transit riders at other locations: Mountlake Terrace Transit Center, Lynnwood Transit Center, and Edmonds Park & Ride. For more information contact Sound Transit's Customer Service at 1-888-889-6368, TTY Relay 711 or main@soundtransit.org.
 - **"Virtual" Coffee with the City:** Next month's Virtual Coffee with the City will be on Wednesday, December 9 at 6:00 p.m. You may find that the online format is easier than the in-person events – no need to drive or find someone to watch the kids – so check it out! Information on how to join via Zoom is available on the [city's website](#).
 - **Lodging Tax Advisory Commission (LTAC) Meeting:** The LTAC will be meeting on Thursday, December 10 to review applications submitted by Friends of the Arts and Tour de Terrace for events occurring in 2021. A funding recommendation will be made for consideration by the City Council at their January 4, 2021 meeting.
 - **DEI Commission:** The Diversity, Equity, and Inclusion (DEI) Commission met on November 18 and selected Karissa Richards as the Chair and Saboora Deen as Vice Chair through 2021. The Commission discussed a public comment policies for their regular meetings and workplan ideas. The Commission meets next on Wednesday, December 16 at 7:00 p.m. [Learn more.](#)
 - **Zoom Council Meetings:** The Zoom videos of City Council meetings held remotely are available on the City Council's [meeting page](#). Scroll to the bottom of the page to find the links.

- **COVID-19 Webpage:** Visit www.cityofmlt.com/2060 to find coronavirus information regarding City News and Information, Community Resources, Support for Businesses, and Facility Closures. There is a link to this webpage at the top of the city’s website.
- **Public Access to City Facilities:** During Governor Inslee’s “Stay Home, Stay Healthy” order, Interim City Hall, the Police Station and the Public Works Shop are closed to the public. The city will continue to process building and development permits, inspect essential construction activities, provide police services and maintain grounds and infrastructure.

At this time the Recreation Pavilion is closed to the public with the exception of childcare. Park trails, the boat launch, fishing pier, off leash dog park, tennis courts and basketball court are open, subject to gathering and social distancing requirements. Below are some helpful phone numbers and emails should you need assistance:

Building Permits:	(425) 744-6267 permitspecialist@ci.mlt.wa.us
City Hall – General:	(425) 776-1161 cityhall@ci.mlt.wa.us
Code Enforcement:	(425) 744-6254 codeenforcement@ci.mlt.wa.us
Non-Emergency Police/Fire:	(425) 407-3999 (Call 9-1-1 if emergency)
Recreation Pavilion:	(425) 776-9173 mltrecreation@ci.mlt.wa.us
Traffic Tickets/Violations:	(425) 744-6228 violations@ci.mlt.wa.us
Utility Billing:	(425) 744-6214 utilitybilling@ci.mlt.wa.us

Police fines and payments may be placed in the Police Station payment box outside the station or mailed in to 5906 232nd Street SW, Mountlake Terrace, WA 98043. City utility payments may be placed in the drop box outside the Redstone Corporate Center II (Interim City Hall) parking lot or mailed to 6100 219th Street SW, #200, Mountlake Terrace, WA 98043. They may also be paid online and the city’s vendor is currently waiving the \$2.00 convenience fee. Visit www.cityofmlt.com/167 to learn more about making utility payments.

COMMUNITY & ECONOMIC DEVELOPMENT

- **Development Application Process:** During this stage of the COVID-19 pandemic the city is accepting building and other development applications through a ‘no-contact’ procedure. Permit applications are located on specific pages of the [website](#). Please be aware that compliance to COVID-19 mandates has created longer processing times for permits. Submission of permits will be handled in the following manner:

City Website Portal	Mail/Drop-off*	Appointment Required with Permit Specialist
<ul style="list-style-type: none"> • Single Family <ul style="list-style-type: none"> ○ Electrical ○ Mechanical ○ Plumbing ○ Roof ○ Sewer Repair/New 	<ul style="list-style-type: none"> • Building <ul style="list-style-type: none"> ○ Minor Exterior Work Only to Include Roof Overlay or Re-Roof ○ Siding and/or Windows • Deck • Demolition 	<ul style="list-style-type: none"> • Civil • Commercial/Multi-Family Building • Fire Alarm • Fire Sprinkler • Land Use

<ul style="list-style-type: none"> ○ Window Replacement (Only) Permit 	<ul style="list-style-type: none"> ● Driveway Permit ● Fence ● Fire Prevention ● Shed ● Solar ● Utility and Communication Companies <ul style="list-style-type: none"> ○ Violation/Investigation ○ Wall/Rockery ○ Water Meter 	<ul style="list-style-type: none"> ● Low Voltage Electrical, Commercial ● New Construction or Addition ● Plumbing/Electrical/Mechanical Plan Review ● Single Family Building Addition or Remodel ● Tenant Improvement
<p>*The permit intake box is located by the door to City Hall on the second floor of the interior of the building. A permit specialist will be in contact with confirmation of receipt and invoice fees due to begin processing.</p>		

Implementation of the Phase 2 Construction Restart allows for scheduling of inspections. Your project must have issued permits on-site, require workers to be six feet apart, and have a developed exposure control, mitigation, and recovery plan in order for inspections to occur. * To schedule an inspection, call 425-775-9694. Please have your permit number and address ready when you call.

**Washington State Department of Labor & Industries will enforce requirements for contractors to comply with comprehensive COVID-19 exposure control, mitigation, recovery plans and safety practices.*

FINANCE

- **Relief Due to COVID-19 Emergency:** Since March 19, there is be no water utility service shutoff to customers for failure to pay during the COVID-19 emergency. The action is in effect through the end of the year. No late fees or penalties will apply during this time.

The service fee charged by the vendor for online utility payments has also been suspended for those choosing to pay online. The city recognizes that COVID-19 is a threat to the health of the community, and the ability to frequently wash our hands is paramount in the fight to curb the spread of the virus. As called for by the state and Snohomish Health District, this step will enable the community to ensure proper cleaning measures. We encourage customers to continue to make their payments or to contact Utility Billing at (425) 744-6214 or utilitybilling@ci.mlt.wa.us to make payment arrangements if they are unable to pay at this time.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Pool Reopening:** The Recreation Pavilion pool will be reopening Monday, November 23 with shortened hours and limited activities. The Pavilion will be open Monday-Friday (only Monday-Wednesday the week of Thanksgiving) from 7:00 a.m. to 2:30 p.m. Reservations are mandatory, please call (425) 776-9173, during operating hours, to reserve your spot. Activities will follow COVID policies and procedures as posted by the state and local health departments. One-hour blocks will be allowed for lap swimming (maximum of two people per swim lane), water walking (maximum of three people in the river), and deep water (maximum of two people).

Locker rooms are only available for rinsing prior to entering the pool, no changing rooms are available. Bring your own water bottle as well - water fountains are closed but the refilling station will be available. Masks are also required in the building, but not in the water.

- **Virtual Dance/Fitness Classes:** Virtual dance and fitness classes are up and running. 50 participants ages five to adult are taking classes in Yoga, Pilates, Ballet, Jazz, Lyrical and Tap from the comfort of their own space. Registration is still open! See the [class information](#).
- **Hiring Youth Program Staff:** Youth Programs is looking for qualified staff to work with children. Full- and part-time positions are available. See the [list of job openings](#).
- **Personal Training:** Christies Oliver, licensed physical therapist, is a master of core stabilizing, optimal movement patterns, injury prevention, proper body alignment, joint protection and mind body connections. Her science-based exercises can help you improve your strength, flexibility, and wellbeing overall. A personal assessment and targeted activities for your fitness goals will be presented. These sessions are available virtually via Zoom. This is a great way to get in shape while staying safe in your own home. Call Chloe Davenport for more information and appointments at (425) 640-3107 or cdavenport@ci.mlt.wa.us.
- **Ballinger Restrooms Installed:** The new restrooms were delivered and installed on November 18 at Ballinger Park. Final connections and concrete work will occur over the winter to allow full use in the spring. The restrooms will feature four independent family style rooms with hot water, LED lighting and auto locking doors. Additionally, an outdoor rinse shower will assist with rinsing off after a day at the beach!
- **Veterans Memorial Park Survey:** Please take [the survey](#) to tell us what you think about the future of Veterans Memorial Park!

POLICE DEPARTMENT

- **Police Lobby Closed for Construction:** The Police Station lobby closed on September 28 for all in-person business due to construction of the Police Station expansion as part of the Civic Campus Redevelopment Project. This closure will likely last for several weeks. Impacted services include in-person payments, fingerprinting services and license renewals.

The public can conduct most business with the Police Department over the telephone, fax, or email as well as mail; however, fingerprinting services are suspended until further notice. In the meantime, if you have an emergency, please call 911. If you need an officer and it is not an emergency, please call the non-emergency line at (425) 407-3999. If you have any business to conduct with the Police Department Records Unit, please call (425) 670-8260 or visit www.cityofmlt.com/2016. To contact the Police Department for non-emergency business, please email mltpd@mltwa.gov. View general Police Department information [here](#).

Monthly Activity*								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
OCT	212	95	38	10	2	9	6	7
YTD	1,997	805	322	135	24	78	58	132

Weekly Patrol Synopsis

- This week included six reported verbal domestic arguments, one vehicle theft and two warrant arrests.
- On November 10, officers responded to the 23400 block of 57th Avenue W for a disturbance. Upon arrival officers contacted a known subject who was having a mental health crises. Officers remained on scene until the subject was calm.
- On November 10, officers responded to the 22600 block of 73rd Place for an Adult Protective Services referral following a report from South County Fire that an elderly female was taken to the hospital because she was in poor condition and it did not seem as if she was being cared for properly. Case is under investigation.
- On November 10, officers responded to the 4700 block of 212th Street SW for a malicious mischief report. Upon arrival officers contacted a victim who stated that a male subject was throwing eggs at her vehicle from an apartment balcony. Officers attempted contact with the suspect but he would not answer the door. Case is still under investigation.
- On November 11, officers responded to the Studio 6 Motel for an arson. Upon arrival officers learned of an ongoing domestic argument between a suicidal female and her partner. The suicidal female was distraught over several issues and attempted to light her hotel room on fire while she was still in it. The fire eventually went out and the suicidal subject did not receive any burns. She was extremely intoxicated and had been using narcotics. The suicidal female was transported to the hospital, medically cleared and eventually booked into jail for arson and Domestic Violence (DV) Malicious Mischief.
- On November 11, a resident reported that he exited his residence and found a stranger stealing the rear license plate from his daughter's vehicle. The suspect fled the area and was unable to be located. There are no suspect or leads at this time.
- On November 11, officers responded to the 6700 block of 228th for a theft report. A female suspect was seen on a doorbell camera stealing packages from a porch. Officers reviewed the camera footage and recognized the suspect. Case is still under investigation.
- On November 11, officers responded to the 23500 block of 48th Avenue W for a court order violation. The subject of the court order was seen walking around the property where she had been prohibited under the order. Upon officers' arrival they saw the suspect in the area and were able to contact and arrest her for violation of the court order.

- On November 12, during a warrant arrest, officers found the suspect to be in possession of heroin, methamphetamine and drug paraphernalia. The suspect was booked into jail for her warrant along with possession of drug paraphernalia. There was not enough narcotics for suitable charging.
- On November 12, a vehicle prowler was reported at the 6300 block of Albion Way. Missing items included a garage door opener and a vehicle registration. No suspect or leads at this time.
- On November 13, a mail theft was reported at the 4300 block of 219th Street SW. There are no suspects or leads at this time.
- On November 14, animal control assisted with finding a home for two cats due to the owner being incarcerated for several months.
- On November 14, officers responded to a hit-and-run collision at the 21300 block of 58th Avenue W. Upon arrival, a witness described the suspect vehicle and pointed to where it had fled. Officers found the suspect vehicle with severe fresh damage, parked in front of the address where it was registered. Officers contacted an intoxicated female, and probable cause was developed for DUI and hit-and-run. The female driver was arrested and booked into jail.
- On November 15, a vehicle prowler was reported at the 23500 block of Lakeview Drive. The passenger window was smashed out and the interior was rifled through but nothing was missing.
- On November 15, a hit-and-run was reported at the 5600 block of 236th Street SW. A vehicle had backed into an Amazon delivery truck, then drove away. A license plate number was obtained. Case is under investigation.
- On November 15, a vehicle prowler was reported in a business parking lot on 220th Street. The victim and arriving officer spotted a possible suspect vehicle leaving the area. Case is under investigation.
- On November 16, several mailboxes were discovered open and/or damaged in the area of the 22100 block of 48th Avenue W. No suspects or leads at this time.
- On November 17, officers learned that a homicide suspect was possibly in a hotel room at the Studio 6 Motel. The suspect had an active warrant for homicide out of Marysville. With the assistance of several surrounding agencies, the area was secured while waiting for Marysville officers and detectives to arrive. After a short time, the suspect made contact with officers and turned himself in.
- On November 17, a sexual assault was reported. The reported assault occurred approximately 24 years prior to the reporting. Case is currently under investigation.

- On November 17, two separate burglaries were reported at the public storage located at the 21800 block of 66th Avenue W. Several thousand dollars of miscellaneous items were reported missing. Case is under investigation.

Weekly Investigations Update

- | | |
|-------------------------------|------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| ○ 20-13621 Sex offense | ○ 20-10089 Prowl |
| ○ 20-13574 Vehicle Prowl | |
| ○ 20-13379 APS | |
| ○ 20-13594 CPS | |
| ○ 20-13528 Runaway | |
| ○ 20-13404 Arson | |

Community Outreach & Directed Enforcement

The week of November 10-17 was active with officers making several contacts with many residents. Officers continue to conduct local business and area checks at the following locations: Andorra Estates Apartments, Studio 6 Motel, Lake Ballinger Park, Interurban Trail, Veterans Park and the marijuana dispensaries. Below are some highlights of the community contacts that were made to include contacts with homeless subjects.

- Officer Voeller responded to a noise complaint involving a church, where attendees were having a religious service. Officer Voeller turned the contact into a positive one and spent some time with those at the church, handing out stickers to kids.
- Officer Rodgers took some time to check-in with a clerk of a convenience store, where he has developed a good relationship with staff, and continues to build good will with community-oriented policing and various community members.
- Traffic emphasis conducted in response to complaint at 21900 block of 43rd Ct W. No violators observed.
- Foot patrol in the 22100 block of 70th. No new homeless camps located.
- Officer Elrod visited with a community member and charged the battery in her vehicle so she can sell it.
- Foot patrol on the Interurban Trail, 22100, 21900, and 21400 blocks. No new camps located. The trail was very quiet due to heavy rains.

Other Items of Interest

- The Mountlake Terrace Police Policy Manual is now available on the [City's website](#) via PowerDMS.
- The investigations unit attended a week long training, "Victim-Centered Engagement and Resiliency Tactics for Sexual Assault Investigations."
- Officer Marshall spent time working on training materials for the department's "pepper ball launcher," which uses small balloons of pepper spray to halt an individual from a distance greater than pepper spray.

Code Enforcement Property of the Week

Code Enforcement observed multiple property nuisance violations occurring on a property, located near the 22400 block of 42nd Place W. Code Enforcement noted all of the following items, located in the front yard; file cabinet exposed to the elements, vehicle parked on the lawn, tools, baby stroller, vehicle hood leaning on the fence, construction piping, plywood, and multiple piles of trash and debris. Code Enforcement took photos and issued a civil Notice and Order in accordance with: 8.15.040.H.1 (All broken or discarded household furniture), 8.15.040.K (Machinery and equipment), 8.15.040.I (Debris and Trash), 8.15.040.E (Building and Construction Materials), 8.15.050.D (All vehicle parts and accessories), and 8.15.050.B.3 (All motor vehicles shall be parked on an improved surface anywhere on a property).

On November 13, Code Enforcement returned to the location and noted the code violations had been corrected. This case has been closed.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- December 4, 6:30 p.m., [Virtual Tree Lighting Ceremony](#), YouTube
- December 9, 6:00 p.m., [Virtual Coffee with the City](#), Zoom Meeting ID: 880 4842 2899 | Passcode: 120920

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace