

CITY MANAGER'S WEEKLY UPDATE November 27, 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).

The City Council's next work/study session is on **Thursday, December 3, 2020 beginning at 7:00 p.m. via telephone and internet.** The agenda includes: (1) Discussion of Evergreen Playfield Turf Field Design Infill Material and Funding; (2) Review of Transportation Master Plan Other Elements (Chapters 6-11); (3) Review of 222nd Street Vacation Ordinance; (4) Introduction of Cedar Park Preliminary Fee Simple Unit Lot Subdivision; (5) Review of Contract for New Phone System; (6) Review of 2021-2022 Budget Ordinance; and (7) Discussion of Utility Discount for Low-Income Senior and Disabled Residents.

The City Council's next regular meeting is on **Monday, December 7, 2020 beginning at 7:00 p.m. via telephone and internet.** The agenda includes: (1) Economic Alliance Snohomish County (EASC) Annual Report; (2) Adoption of 2021 Legislative Agenda; (3) Approval of Contract for New Phone System; (4) Adoption of Resolution Ratifying Use of CARES Act Funds; (5) Public Hearing on Adoption of and Ordinance to Vacate Part of 222nd Street for Light Rail (anticipated to be opened and continued to December 21); (6) Public Hearing and Consideration of Cedar Park Preliminary Fee Simple Unit Lot Subdivision; (7) Review of 2020 Budget Amendment Ordinance; and (8) Adoption of Final 2021-2022 Biennial Budget Ordinance.

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

- **Free COVID-19 Testing in Mountlake Terrace:** The Verdant Health Commission (Snohomish County Hospital District No. 2) is partnering with the City of Mountlake Terrace and Medical Teams International to host a COVID-19 drive-through testing center at

Mountlake Terrace High School (21801 44th Avenue West) on Wednesday, December 2 from 11:00 a.m. – 5:00 p.m.

Health insurance and ID cards are requested but not required (no insurance, no problem). Considering you might have COVID-19 and not know it, getting tested protects your loved ones. Come one, come all. Walk-ups are welcome! Traffic volumes may be heavy based on similar recent testing events, so please plan ahead for possible long wait times.

The city will also be distributing masks from 12:00 to 5:00 p.m. at this event.

- **Virtual Tree Lighting Ceremony:** The city's 38th Annual Tree Lighting Ceremony will be held virtually via YouTube on Friday, December 4 at 6:30 p.m. The city had hoped to hold the event in the new Jerry Smith Town Center Plaza at the Civic Campus, but the site will not be ready, so the tree of lights atop the water tower will be lit. The event will feature our event sponsors, a little history about the event, and a visit from Santa. More event details, including a link, are forthcoming via news release, the city's website and social media sites.
- **Mountlake Terrace Freeway Station to Reopen Sunday, November 29:** As a part of ongoing Lynnwood Link Extension construction, the Freeway Station located at the Mountlake Terrace Transit Center serving Community Transit Routes 410, 413, 415, 435 and Sound Transit Routes 511, 512 and 513 will reopen starting Sunday, November 29. While the Freeway Station reopens, commuters can continue to use the Transit Center parking garage. The temporary shuttle service #508 that was provided to downtown Seattle will be discontinued after the last run on Saturday, November 28. There will be no changes to other bus routes using bays 1-4. Stay tuned for more updates on this project by signing up for email updates and visiting the Lynnwood Link Extension website for more information.
- **46th Avenue West/HOV Ramps to Lynnwood Transit Center Closed for Sound Transit Work:** As early as Monday, November 30, Sound Transit's contractor will be closing the 46th Avenue West HOV ramps to the Lynnwood Transit Center. These ramps will be closed for a few nights to erect and place girders for the Lynnwood Link Light Rail extension trackway. The work will take place beginning Monday, November 30, at 9:00 p.m. and run through Thursday, December 3 at 5:00 a.m.
- **Sound Transit Night Work Along Center of Interstate 5 Near Mountlake Terrace Freeway Station:** As early as Monday, November 30, Sound Transit's contractor will continue working along Interstate 5 to complete work for the Lynnwood Link Extension guideway crossover. Work will be performed in the center lanes of I-5 (both northbound and southbound) near the MLT Freeway Bus Station between 228th Street SW and 236th Place SW (see map below). The contractor has obtained a Temporary Noise Variance to complete this nighttime work. The Freeway Station will be closed at night the work. The lane closures are expected to be in effect for two weeks.
 - Monday, November 30 through Thursday, December 3, 10:00 p.m. to 5:00 a.m.
 - Monday, December 7 through Thursday, December 10, 10:00 p.m. to 5:00 a.m.

Please plan ahead, leave early and allow extra time to reach your destination.

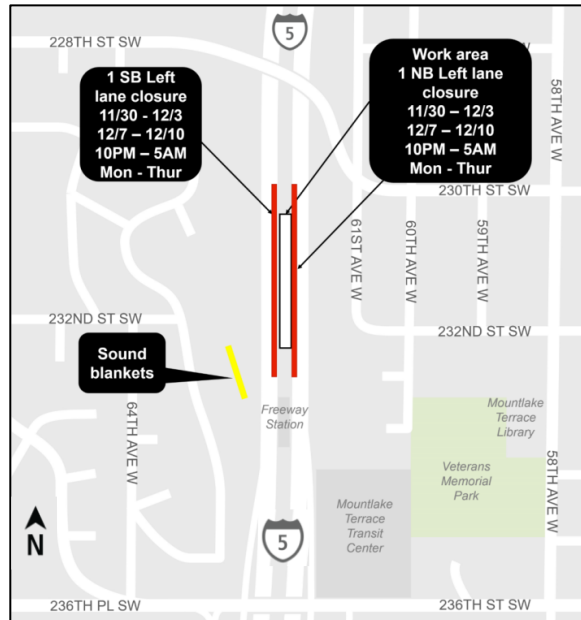
Sound Transit will deliver construction alerts door-to-door in the affected area no later than Saturday, November 28.

For more information, contact Sound Transit's Sr. Community Engagement Specialist: Rhonda Dixon, (206) 370-5569 or rhonda.dixon@soundtransit.org.

After-hours construction hotline: 1-888-298-2395.

- **60th Avenue W Closed for Sound Transit Night Work:** As early as Monday, November 30, Sound Transit's contractor will deliver and set girders along 60th Avenue W (near Interim City Hall) for the Lynnwood Link Extension trackway. Closure of the road is necessary for crane placement and bridge girders (the cross section that goes from column-to-column to form the trackway). Girders are typically set from the Interstate 5 right-of-way where possible, but due to site restrictions, some of the girders will be set from 60th Avenue W at night.

This work will be performed over a two week period and conducted weeknights from Monday, November 30 through Thursday, December 10, 9:00 p.m. to 5:00 a.m.



Please plan ahead, leave early and allow extra time to reach your destination. Sound Transit will deliver construction alerts door to door in the affected area no later than Saturday, November 28. 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.

- **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.
- **“Virtual” Coffee with the City:** The next 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 Saboor 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.](#)
- **CARES Act Funding:** November 30 is the deadline for the city to spend federal CARES Act funds from the state. This past week, the city worked with the Edmonds School District and local nonprofits to purchase winter coats for children in our community, as well as additional food for Concern For Neighbors Food Bank. These organizations have seen an increased need as a result of the COVID-19 pandemic.
- **City Happenings:** Watch your mailboxes next week for the city's December issue of its City Happenings newsletter.
- **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

- **Extension of Temporary Outdoor Use Permits:** To continue support of Mountlake Terrace eateries and other local businesses during the pandemic, the city has extended its Temporary Outdoor Use Permit through December 31, which allows some businesses to expand their capacity to service customers outside for social distancing protocols. The business must follow physical distancing guidelines and masking requirements.

Additionally, the city encourages the community to support Mountlake Terrace businesses by shopping locally during the COVID-19 pandemic. "Please consider buying takeout food or purchase gift cards or other merchandise from our businesses because they are struggling to stay open," stated Community Relations Director Virginia Clough. For more information about Temporary Outdoor Use Permits, visit www.cityofmlt.com/174 under "Land Use Permits and Approvals." If you have questions, please call the Community & Economic Development Department at (425) 744-6278.

- **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 ○ Window Replacement (Only) Permit 	<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 • 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"> • Civil • Commercial/Multi-Family Building • Fire Alarm • Fire Sprinkler • Land Use • 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.mt.wa.us to make payment arrangements if they are unable to pay at this time.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Swimming Pool Reopens:** The Recreation Pavilion pool (5303 228th Street SW) opened on a modified schedule on Monday, November 23, 2020. Hours of operation will be 7:00 a.m. to 2:30 p.m. Monday through Friday for lap swimming, water walking or suspended individual water running or exercise. This schedule is temporary as the city is working on staffing and compliance with state regulations.

To participate, patrons must first call (425) 776-9173 during the hours between 7:00 a.m. to 2:30 p.m. to make a reservation, attendance is limited to comply with the state's COVID-19 regulations.

Lap swimming will be permitted for two swimmers per lane, with five lanes available. Three individuals may participate in the lazy river for water walking and two people may participate in individual exercise in the deep area. Sessions will last one hour with 15 minutes in between sessions for sanitizing equipment and hard surfaces. Swimmers should arrive in their swimming attire ready to swim to limit the use of the locker rooms. Lockers will not be available; swimmers should bring bags for their belongings to store on deck. Locker rooms will be available for showering before entering the pool only, as well as the restroom facilities.

This schedule is temporary as the city is working on staffing and compliance with state regulations. Information about the pool schedule as well as any changes is available at www.mltrec.com/531. Changes will be announced on the city's social media sites ("Mountlake Terrace Recreation & Parks" and "City of Mountlake Terrace Government" on Facebook, "CityofMLT" on Twitter, and "mltrecreation" on Instagram) in addition to our website at mltrec.com

- **Lifeguards are Needed:** Aquatics is accepting applications for Part-time Lifeguards, to apply, fill out the application form that can be found at <https://www.cityofmlt.com/Jobs.aspx>. A current Lifeguarding Certification is required.
- **New Hire:** Welcome Nola to the youth programs, where she will be working with the kids helping them with their remote learning. More positions are available in childcare. For open jobs, visit <https://www.cityofmlt.com/Jobs.aspx>.
- **Giving Tree:** The youth programs will be collecting donations of toys, diapers and wipes for the Pioneer Counseling Services to help families in need. To donate, bring unwrapped goods to the Recreation Pavilion.
- **Veterans Memorial Park Planning:** Last week a small group of stakeholders met virtually to discuss the planning of Veterans Memorial Park. Many ideas were discussed for the park, including what makes it so great right now, and ways these stakeholders view it could be improved. Don't forget to [take the survey!](#) Still open through December 7.
- **Recreation, Parks and Open Space (RPOS) Master Plan:** The final collection of surveys took place this past weekend, and the results far exceeded our expectations. 497 surveys were returned (411 paper and 86 online).

In addition to the surveys mailed by the city, the community was able to take an online survey. This process resulted in an additional 548 surveys for a grand total of 1,045 surveys. Thanks for everyone giving your feedback!

We will be collating this data and bringing to the Recreation and Parks Advisory Commission as well as Council in future months.

- Restrooms Installed at Ballinger Boat Launch:** New pre-manufactured 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 by spring. The restrooms feature four individual family-style rooms with hot water, LED lighting and auto-locking doors. An outdoor rinse shower will assist with rinsing off after a day at the beach! Park staff is now working to complete the utilities and ground prep for walkways and access points.



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
YTD	1,997	805	322	135	24	78	58	132

Weekly Patrol Synopsis

- This week’s incidents included three reported verbal domestic arguments, one vehicle theft and four vehicle prowls.
- On November 19, detectives were in the Police Station garage when approached by a female subject who stated she had just been assaulted. The female described the male suspect and gave a location where he might be. Both subjects were homeless and living in local parks and

vehicles. The male suspect was located and eventually arrested for domestic violence (DV) assault.

- On November 19, officers responded to a report of a package theft in the 22700 block of 73rd Pl. W. A witness saw a subject steal a package and flee. The witness noticed the thief stash the package in some bushes. The package was recovered and returned to the owner. No suspects or leads at this time.
- On November 18, officers responded to a suspicious vehicle at the 5800 block of 219th St. SW. and contacted the occupants. A passenger exited the vehicle and was cooperating with officers when the driver, as soon as contact was attempted, put the car in drive and fled the area. There was no known crime at the time, and officers did not pursue.
- Officers responded to a referral from Adult Protective Services (APS) involving an elderly male being victimized by an unknown subject. Case is under investigation.
- On November 19, officers responded to an assault report that occurred at the 22200 block of 56th Ave. W. The victim stated that she was with a group of friends when she noticed some of them were arguing. When the victim inquired about their argument, one of the individuals punched the victim. Officers made several attempts to locate the suspect with no success at this time.
- On November 19, officers responded to a vehicle collision and possible domestic violence at the 21500 block of 50th Ave. W. Officers contacted a male and female who were in a verbal argument. Prior to officers' arrival, the male subject had assaulted the female. During the assault the male broke a window, and then backed into a tree while leaving. The male suspect was arrested and booked into jail for assault.
- On November 19, an officer received a call regarding several unreported incidents of physical assault that occurred in the past few months. Case is still under review.
- On November 20, it was reported that a vehicle's license plate was stolen from the 21300 block of 48th Ave. W. No suspects or leads at this time.
- On November 21, officers assisted Brier officers with a rollover vehicle collision at the 2700 block of 215th Pl.
- On November 21, officers responded to the 23000 block of 56th Ave. W. for a commercial burglary. An unknown subject entered the second floor of the business and stole several items. Case has been assigned to detectives.
- On November 22, as a female was entering her vehicle in the Safeway parking lot, a male subject approached her from behind while yelling at her. The female quickly entered her vehicle and drove away. Later, she remembered having her wallet in her hand and believed she had dropped it during the encounter with the male. Case has been assigned to a detective.

- On November 22, a catalytic converter was stolen from a vehicle at the 21300 block of 52nd Ave. W.
- On November 23, officers responded to the Studio 6 Motel for a report of a subject who overdosed in his vehicle. Upon officers' arrival, they identified the individual and found he had multiple warrants. The subject was also in possession of drug paraphernalia. Due to his medical situation he could not be booked into jail.
- On November 24, officers responded to the 5900 block of 230th for a domestic assault. Officers learned that a couple were in an argument because one of the subjects presented divorce paperwork to the other. The argument turned physical and one of the subjects strangled the other. Probable cause was developed and the suspect was arrested for DV assault.

Weekly Investigations Update

- Cases Assigned
 - 20-13656 Death Investigation
 - 20-13813 Burglary
 - 20-13799 Vehicle Prowl
 - 20-13798 Vehicle Prowl
 - 20-13877 Fail to Register
- Cases Cleared
 - 20-13379 Adult Protective Services
 - 20-10143 Arson/Warrant

Community Outreach & Directed Enforcement

The week of November 18 through November 24 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 we have made to include contacts with homeless subjects.

- Officers handed out meal vouchers to several families for Thanksgiving:
 - Sergeant Mettler attempted to contact a family from a domestic violence call in October to provide a voucher. When he did not receive an answer, Sergeant Mettler contacted a neighbor who had assisted the family during the domestic situation. The neighbor was in need of a voucher, so he was provided one and another to give to the neighbor when they return.
 - Three meal vouchers were provided at Northern Lights Apartments.
 - Officer Sheets provided meal vouchers to residents at along 244th as well as subjects at the library. During one of the contacts, which was a single mother with children, he found the mother was in a cast and had numerous bags of garbage at her front door. He took the garbage out to the dumpster for her.
 - Officer Froisland visited families at the YWCA apartments and gave away three Thanksgiving meal vouchers.
 - Officer Krahn handed out six Thanksgiving vouchers to various community members.
- Extra patrol of a business due to prowls overnight.
- Sgt. Pickard conducted foot patrol in the area of 236th and I-5. He warned two subjects not to camp on state highway property underneath the on-ramp.

Other Items of Interest

A nice item from an apartment manager: One of your officers, I apologize for not getting his name dropped off three Thanksgiving meals tickets for three residents. We called 3 families that have experienced hardship throughout the Pandemic, and each were incredibly appreciative for the gesture. I personally wanted to thank you and the department for this very generous and kind outreach. I wish you and yours a very Happy Thanksgiving!

Code Enforcement Property of the Week

Code Enforcement followed up to a parking complaint of an abandoned pickup parked at the 22200 block of 37th Avenue W. When Code Enforcement arrived, they observed the vehicle having an expired license exceeding 30 days. Code Enforcement issued a correction notice for storing vehicles on a public street in excess of 72 consecutive hours and abandoned inoperable vehicle with an expired license and flat tire. On November 9, Code Enforcement returned to the location and noted the vehicle had not been moved. Towing was dispatched, and the vehicle was towed.

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