

## CITY MANAGER'S WEEKLY UPDATE December 11, 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 Tuesday, December 15, 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 **Special Meeting is on Thursday, December 17, 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 17, 2020 beginning at 7:00 p.m. via telephone and internet.** The agenda includes: (1) Review of Ballinger Park Waterfront Design; (2) Review of 2021-2022 Interlocal Agreement for Snohomish Regional Drug Task Force; (3) Review of On-call Material Testing Services Agreements; (4) Review of 2021 Salary Ordinance; (5) Review of City Attorney Contract Extension; (6) Discussion of City Attorney Proposals; (7) Review of Professional Services Contract with the Johnston Group for Federal Lobbying Services; (8) Review of Professional Services Agreement with Gordon Thomas Honeywell Governmental Affairs; and (9) Adoption of Ordinance Amending Issuance and Sale of up to \$2,500,000 of 2020 Water & Sewer Revenue Bonds and Revenue Refunding Bond 2010.

The City Council's next regular meeting is on **Monday, December 21, 2020 beginning at 7:00 p.m. via telephone and internet.** The agenda includes: (1) Cancellation of December 31 Work/Study Session; (2) Approval of On-call Material Testing Services Agreements; (3) Approval of City Attorney Contract Extension; (4) Approval of Professional Services Agreement with The Johnston Group for Federal Lobbying Services; (5) Approval of Professional Services Agreement with Gordon Thomas Honeywell Governmental Affairs; (6) Approval of 2021-2022 Interlocal Agreement for Snohomish Regional Drug Task Force; (7) Approval of Snohomish County Interlocal Agreement for Evergreen Playfield #1; (8) Approval of Addendum to City Manager's 2016 Employment Agreement (Tentative); (9) Adoption of 2020 Budget Amendment Ordinance; (10) Adoption of 2021 Salary Ordinance; (11) Continuation of Public Hearing on Adoption of 222<sup>nd</sup> Street Vacation Ordinance; (12) Public Hearing and Adoption of 2020 Transportation Master Plan Update; and (13) Review of Lodging Tax Advisory Committee 2021 Funding Recommendation.

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](http://www.cityofmlt.com/129) for more information and the city's social media pages.

### **CITY CLERK AND COMMUNITY RELATIONS**

- **Water Main Break Causes Overpass Closure:** On Wednesday, December 2, there was a water main break on the west side of the 228<sup>th</sup> Street overpass at Interstate 5 where Sound Transit's light rail line is being constructed. The road/bridge was closed while the city and Sound Transit's contractor (Skanska) repaired the main. The roadway reopened on Saturday, December 6, and will require paving next week. Lane closures will occur on Monday, December 14 while preparation for paving takes place, and a full overpass closure is scheduled on Tuesday, December 15, for paving activity.
- **Records Management:** Staff disposed of 30 boxes of old records this week that had passed their retention period, along with eight boxes of permanent records for the State Archivist who came to City Hall and picked them up on Thursday. The city continues work to reduce its paper records in preparation for the move into the new City Hall in February.
- **COVID-19 Testing in Mountlake Terrace December 16:** Thanks to the Verdant Health Commission (Snohomish County Hospital District No. 2), Medical Teams International and Edmonds School District who will be hosting a second free COVID-19 testing event on Wednesday, December 16, from 1:00-7:00 p.m. at the Mountlake Terrace High School, 21801 44<sup>th</sup> Avenue West, Mountlake Terrace.
- **Arts Advisory Commission Vacancies:** The city's Arts Advisory Commission currently has two vacancies (one of which is eligible to be held by either a resident or non-resident). The Arts Advisory Commission is currently meeting remotely on the third Tuesdays of the month at 5:30 p.m. When in-person meetings resume, they will meet at the Recreation Pavilion. For more information about the Commission, please visit the [website](#). Applications are due by Wednesday, January 6, 2021. Find applications [here](#).
- **Virtual Tree Lighting Ceremony:** Thanks to Santa and community sponsors including Mountlake Terrace Plaza for participating in the city's first virtual Tree Lighting Ceremony on December 4 - the 38<sup>th</sup> year of lighting the tree of lights on top of the water tower. The event can be viewed on YouTube at the following link: <https://youtu.be/q1uRWJ-R4b8>. The program starts about three minutes after the introductory music.



- **Closure of 44<sup>th</sup> Avenue W for Night Work:** On Sunday, December 6, Sound Transit's light rail contractor began working on a portion of 44<sup>th</sup> Avenue West between 200<sup>th</sup> Street SW and 204<sup>th</sup> Street SW in Lynnwood. This work is to install falsework for the installation of the bridge for the Lynnwood Link Light Rail trackway across 44<sup>th</sup> Avenue West. This work will take place at night to minimize impact to businesses and the community and will occur over the course of three weeks. This work is weather-dependent and the contractor has obtained a noise variance from the City of Lynnwood. This work will take place at the following dates and times:
  - Sunday, December 13, through Thursday, December 17, 12:00-5:00 a.m.
  - Monday, January 4, 2021 through Thursday, January 7, 2021, 12:00-5:00 a.m.
- **Night Work for Construction of the Mountlake Terrace Bus Loop and Parking Lot at 59<sup>th</sup> Place:** December 8, Sound Transit's contractor began working on the eastern half of the Transit Center off of 236<sup>th</sup> Street SW in order to prepare for guideway construction of the Lynnwood Link Light Rail Extension. The work will be in effect for the remainder of 2020. The contractor has obtained a Temporary Noise Variance to complete this work. 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 at (206) 370-5569 or [rhonda.dixon@soundtransit.org](mailto:rhonda.dixon@soundtransit.org). After-hours construction hotline: 1-888-298-2395.
- **Lodging Tax Advisory Commission (LTAC) Meeting:** The LTAC met Thursday, December 10 to review applications submitted by Friends of the Arts and Tour de Terrace for events occurring in 2021. A funding recommendation was made and will be reviewed by the City Council at their December 17 meeting with formal consideration tentatively scheduled for January 4, 2021.
- **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](http://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 open 7:00 a.m. to 2:30 p.m. with reservations only 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   <a href="mailto:permitspecialist@ci.mlt.wa.us">permitspecialist@ci.mlt.wa.us</a>
City Hall – General:	(425) 776-1161   <a href="mailto:cityhall@ci.mlt.wa.us">cityhall@ci.mlt.wa.us</a>
Code Enforcement:	(425) 744-6254   <a href="mailto:codeenforcement@ci.mlt.wa.us">codeenforcement@ci.mlt.wa.us</a>

Non-Emergency Police/Fire: (425) 407-3999 (Call 9-1-1 if emergency)  
 Recreation Pavilion: (425) 776-9173 | [mltrecreation@ci.mlt.wa.us](mailto:mltrecreation@ci.mlt.wa.us)  
 Traffic Tickets/Violations: (425) 744-6228 | [violations@ci.mlt.wa.us](mailto:violations@ci.mlt.wa.us)  
 Utility Billing: (425) 744-6214 | [utilitybilling@ci.mlt.wa.us](mailto: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 232<sup>nd</sup> 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 219<sup>th</sup> 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](http://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](http://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"> <li>• Single Family                             <ul style="list-style-type: none"> <li>○ Electrical</li> <li>○ Mechanical</li> <li>○ Plumbing</li> <li>○ Roof</li> <li>○ Sewer Repair/New</li> <li>○ Window Replacement (Only) Permit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Building                             <ul style="list-style-type: none"> <li>○ Minor Exterior Work Only to Include Roof Overlay or Re-Roof</li> <li>○ Siding and/or Windows</li> </ul> </li> <li>• Deck</li> <li>• Demolition</li> <li>• Driveway Permit</li> <li>• Fence</li> <li>• Fire Prevention</li> <li>• Shed</li> </ul>	<ul style="list-style-type: none"> <li>• Civil</li> <li>• Commercial/Multi-Family Building</li> <li>• Fire Alarm</li> <li>• Fire Sprinkler</li> <li>• Land Use</li> <li>• Low Voltage Electrical, Commercial</li> <li>• New Construction or Addition</li> </ul>

	<ul style="list-style-type: none"> <li>• Solar</li> <li>• Utility and Communication Companies             <ul style="list-style-type: none"> <li>○ Violation/Investigation</li> <li>○ Wall/Rockery</li> <li>○ Water Meter</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Plumbing/Electrical/Mechanical Plan Review</li> <li>• Single Family Building Addition or Remodel</li> <li>• Tenant Improvement</li> </ul>
<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, water service is not being shut off for residential customers' inability 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](mailto:utilitybilling@ci.mlt.wa.us) to make payment arrangements if they are unable to pay at this time.

**RECREATION, PARKS & PROPERTY MANAGEMENT**

- **Winter Break Camp:** There is plenty of space available for the December 21-23 and December 28-30 camps. Email [childcare@mltwa.gov](mailto:childcare@mltwa.gov) or call (425) 640-3102 for more information.
- **New Hire:** Welcome Annalisa H. to the Kindergarten Readiness and Preschool programs as she will be working as an assistant. Annalisa grew up in Mountlake Terrace and spent her youth in the Kids Krew program.
- **Giving Tree:** We are still taking donations for families in need this holiday season. Deadline is Wednesday, December 16. Thanks to all that have already contributed.
- **Water Fitness Returns:** Starting Monday, December 14, limited water fitness classes will return. Classes will be limited to nine to ensure physical distancing and all classes will be located in shallow water. Registration must be in advance either online at [www.mltrec.com](http://www.mltrec.com) or

by calling (425) 776-9173 between the hours of 7:00 a.m. and 2:30 p.m., Monday-Friday. Registration will open at 8:00 a.m. on Friday, December 11 for online or phone. Fees for all classes is \$7.98 for all participants. If participants hold an Optum, Silver Sneakers or Silver and Fit card, they must call in to use their benefits.

Classes that are being offered are: Shallow Water Fitness 9:30-10:30 a.m. on Monday, Wednesday, and Friday; Arthritis 11:00 a.m.-12:00 p.m. on Monday, Wednesday, and Friday; Low Impact Fitness Training (LIFT) 9:30-10:30 a.m. on Tuesday and Thursday; Boot Camp 11:00 a.m.-12:00 p.m. on Tuesday and Thursday. Schedules will be available at the Pavilion and [online](#). For questions contact the Recreation Pavilion at (425) 776-9173.

- **Interviews for Recreation Coordinator/Aquatics:** This week interviews took place for one of the vacant Recreation Coordinator/Aquatics positions. A selection will be announced next week.
- **Eagle Scout Project:** Rosella Gehr installed her Eagle Scout project of bat boxes at Ballinger Park. Rosella met with staff on-site to discuss locations and logistics, received donations, built the boxes, and then placed them in the park. Rosella is currently designing a sign to place near the boxes with information about the benefits of bats in urban areas. Once complete she will install the sign to finalize her project.
- **Turf Project:** The Evergreen Playfield #1 turf project is under review for permits, and park staff will be working to complete some prep work to the field and surrounding areas throughout the end of the year.
- **Ballinger Park:** Park staff has been doing some trimming and pruning work at Ballinger Park. The effort is to limb some trees a little to help with view corridors and assist in mowing and maintaining the park.
- **Dance & Fitness Programs:** Registration is open for the 2021 winter session. Virtual classes will begin January 4 and last through February 25. Yoga, Pilates, Ballet, Jazz, Tap, Lyrical and Personal Training are all being offered via Zoom at a reduced price. To register visit the [Virtual Programs webpage](#).

### **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](http://www.cityofmlt.com/2016). To contact the Police Department for non-emergency business, email [mltpd@mltwa.gov](mailto:mltpd@mltwa.gov). View general Police Department information [here](#).

<b>Monthly Activity</b> <i>(Activity is updated in the last week of the month)</i>								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>Nov</b>	160	79	25	16	1	4	5	7
<b>YTD</b>	2,157	884	347	151	25	82	63	139

### **Weekly Patrol Synopsis**

- This week included one reported verbal domestic argument, four warrant arrests and two vehicle prowls.
- On December 2, a hedge trimmer was reported stolen in the 23000 block of 63<sup>rd</sup> Place W.
- On December 2, a catalytic converter was reported stolen in the 23000 block of Lakeview Drive.
- On December 2, a resident reported being a victim of fraud, with approximately \$44,000 in theft from her bank account. Detectives are working with other agencies on this case.
- On December 2, officers found a suicidal subject in the 21900 block of 56<sup>th</sup> Avenue W. The subject was transported to Swedish Edmonds Hospital for a mental health evaluation.
- On December 3, a brick was thrown through a vehicle windshield in the 4900 block of 216<sup>th</sup>. No suspects or leads at this time.
- On December 3, officers respond to the 6100 block of St. Albion way for a harassment report. Officers contacted three subjects who were arguing about a bottle of wine that was opened prematurely, which caused one of the subjects to threaten to assault the others. This case has been forwarded to the prosecutor for review.
- On December 3, officers responded to the 23500 block of Lakeview Drive for a report of several gunshots and a fleeing vehicle. Upon arrival officers located several empty shell casings. An extensive search for victims was initiated with negative results. Investigation is ongoing.
- On December 4, a resident reported that a fraudulent loan had been taken out in their name. The victim has no idea how or who might have gotten her information.
- On December 4, a rear window was broken out of a vehicle in the 5600 block of 225<sup>th</sup> Place W. No suspects or leads at this time.

- On December 4, officers found a suicidal subject in the 23400 block of 56<sup>th</sup> Avenue W. The subject was transported to Swedish Edmonds Hospital for a mental health evaluation.
- On December 4, officers responded to the 21200 block of 58<sup>th</sup> Avenue W for a report of a physical domestic. Upon arrival officers contacted the victim who stated that he was assaulted by his roommate. He also stated the roommate has some mental health issues that are untreated. Probable cause was developed and the roommate was arrested for assault.
- On December 5, vehicle license plates were stolen in the 23400 block of 55<sup>th</sup> Avenue W.
- On December 5, a mail box was stolen in the 21600 block of 56<sup>th</sup> Avenue W.
- On December 6, officers performed a traffic stop on a vehicle located in the 6000 block of 244<sup>th</sup> Street SW. The officer learned that the passenger and driver were not to be in contact with each other under a No Contact Order. The respondent was arrested for violating the order.
- On December 7, a hit-and-run was reported in the 4800 block of 212<sup>th</sup> Street SW. A vehicle with fresh damage and deployed airbags was found unoccupied. Investigation is ongoing.
- On December 7, a victim reported that her purse was stolen from her home. Investigation is ongoing.
- On December 7, officers assisted South County Fire with an unconscious female who had possibly overdosed. Two doses of naloxone were administered and the female regained consciousness.
- On December 8, officers responded to the 4700 block of 212<sup>th</sup> Street SW for a disturbance. Officers found a subject was upset that another subject had awoken a child. The complainant was uncooperative with officers. After things calmed down the officer determined that no crime occurred.

### **Weekly Investigations Update**

- |                         |               |                        |           |
|-------------------------|---------------|------------------------|-----------|
| • <u>Cases Assigned</u> |               | • <u>Cases Cleared</u> |           |
| ○ 20-14029              | Burglary      | ○ 20-10002             | Fraud     |
| ○ 20-13798              | Vehicle Prowl | ○ 20-13404             | Arson     |
| ○ 20-13799              | Vehicle Prowl | ○ 20-12338             | Extortion |
| ○ 20-14222              | Fraud         | ○ 20-12404             | Burglary  |
| ○ 20-14267              | Suspicious    | ○ 20-3730              | Assault 2 |
| ○ 20-13844              | I.D. Theft    | ○ 20-13813             | Burglary  |

### **Community Outreach & Directed Enforcement**

The week of December 1-8 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.



- Emphasis patrol in the area of 21700 51<sup>st</sup> Avenue W regarding activity in that area.
- Officer Sheets assisted a lost motorist with directions.
- Radar enforcement at the 21700 block of 48<sup>th</sup> Avenue W. During the a 40 minute period, Officer Voeller observed about 25 vehicles, with the fastest logged speed of 31 mph in the 25 mph zone.
- Business checks of Safeway, QFC, and Andorra Estates
- Officer Nguyen spent some time explaining some personal safety ideas for a local resident who lives alone and has no family. The resident left the conversation feeling like she had a relationship with the Officer as well as access to resources.

### **Code Enforcement Property of the Week**

On May 27, Code Enforcement followed up to a property complaint involving debris and construction material accumulations located near the 4600 block of 241<sup>st</sup> Street SW. Code Enforcement observed large amounts of wood and metal debris piled on the west side of the property. Code Enforcement issued a civil Notice of Violation On November 3, after a series of civil notices issued to the occupant(s)/property owner(s), Code Enforcement noted all construction debris had been removed.

### **NEWS RELEASES**

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

### **UPCOMING MEETINGS AND EVENTS**

- January 13, 6:00 p.m., Virtual Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 011321
- February 10, 6:00 p.m., Virtual Coffee with the City, TBD
- February 10-11, AWC City Action Days, Online

Sincerely,

Scott Hugill, City Manager  
City of Mountlake Terrace