

CITY MANAGER'S WEEKLY UPDATE December 18, 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 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) Adoption of 2020 Budget Amendment Ordinance; (9) Adoption of 2021 Salary Ordinance; (10) Continuation of Public Hearing on Adoption of 222nd Street Vacation Ordinance; (11) Public Hearing and Adoption of 2020 Transportation Master Plan Update; and (12) Review of Lodging Tax Advisory Committee 2021 Funding Recommendation.

The City Council's December 31 work/study session has been **cancelled** due to the holiday.

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

- **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](#).
- **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 21 meeting with formal consideration tentatively scheduled for January 4, 2021.

- **DEI Commission:** The Diversity Equity and Inclusion (DEI) Commission met this week and discussed forming subcommittees and well as a Coffee with the Commission event after the first of the year. Information about this event will be posted at www.cityofmlt.com/2084 as well as on the city's social media sites once it becomes available.
- **Records Management:** The City Clerk's Division continued records disposition this week in preparation for the move into new City Hall in February. Several boxes of old records were legally destroyed after passing their retention and more boxes of permanent records are being prepared for transfer to the State Archivist. Wednesday, the city wished our part-time Clerk II, James Gisle, farewell as his contract came to an end. James worked on the Laserfiche implementation project and scanned a great deal of the backlog of documents from the Community and Economic Development Department. Thank you to James for a job very well done!
- **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 hosted a second free COVID-19 testing event on Wednesday, December 16 at Mountlake Terrace High School. Over 200 people received free COVID-19 tests!
- **Closure of 44th Avenue West for Night Work:** On Sunday, December 6, Sound Transit's light rail contractor began working on a portion of 44th Avenue West between 200th Street SW and 204th Street SW in Lynnwood. This work is to install falsework for the installation of the bridge for the Lynnwood Link Light Rail trackway across 44th 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 continue Monday, January 4, 2021 through Thursday, January 7, 2021, 12:00 a.m. to 5:00 a.m.
- **Night Work for Construction of the Mountlake Terrace Bus Loop and Parking Lot at 59th Place:** December 8, Sound Transit's contractor began working on the eastern half of the Transit Center off of 236th 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. After-hours construction hotline: 1-888-298-2395.
- **Water Main Break Causes Overpass Closure:** On Wednesday, December 2, there was a water main break on the west side of the 228th 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 was reopened on Saturday, December 6, however preparation and paving occurred this week on Monday and

Tuesday. Thankfully, the rain held off just enough and the roadway opened about 4:00 p.m. on Tuesday, December 15.

- **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 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 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

*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.

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 to make payment arrangements if they are unable to pay at this time.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Lap and Fitness Swimming:** The Recreation Pavilion pool (5303 228th Street SW) is open and following a modified schedule. 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, call (425) 776-9173 during the hours between 7:00 a.m. to 2:30 p.m. to make a reservation.

Lap swimming is available for two swimmers per lane, with five lanes available, during most timeframes. 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.

- **Water Fitness:** We had a good start on Monday, December 14, with limited water fitness classes. Classes will be limited to nine people to ensure physical distancing and all classes will be located in shallow water. Registration must be in advance either online at www.mltrec.com or by calling 425.776.9173 between the hours of 7 am and 2:30 pm Monday through Friday. 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 being offered are: Shallow Water Fitness 9:30-10:30am MWF; Arthritis 11:00am-12:00pm MWF; Low Impact Fitness Training (LIFT) 9:30-10:30am Tu Th; Boot Camp 11:00am-12:00pm Tu Th. Schedules will be available at the Pavilion and online at <https://www.cityofmlt.com/531/Pool-Schedule> . For questions contact the Recreation Pavilion at 425.776.9173.

This schedule is temporary and subject to change 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

- **Youth Programs-** On Wednesday December 16, the youth program staff hosted a holiday staff meeting, with a Secret Santa game for all the youth program staff. Thanks to the staff for all their hard work this year!
- **Winter Break:** There are still spots open in Kids Krew for winter break. If you would like to register, you can use your DASH account or by emailing childcare@mltwa.gov.
- **Gift Giving:** The youth programs collect items for families through the Pioneer Counseling Services, and picked up the items on Friday December 18th. Lots of items of need have been collected for the families. Thank you to all who donated.
- **Evergreen:** The Evergreen Playfield field #1 turf project is moving forward and permits have been submitted. Park staff will be working to complete some prep work to the field and surrounding areas throughout the end of the year.
- **Eagle Project:** Rosella Gehr has completed her Eagle project of placing bat boxes at Ballinger Park. Rosella met with staff on-site to discuss locations and logistics, received donations and built the boxes, then placed them in the park while following state guidelines. Rosella designed a sign to place near the boxes with information about the benefits of bats in urban areas and created a flyer to place in kiosks with information about her project. Rosella met with staff and had her project signed off as completed on Thursday December 17th.
- **Recreation, Parks and Open Space (RPOS) Stakeholders Meeting:** Recreation and Parks staff, working with consultants, held a stakeholders meeting for athletic fields on Wednesday December 16th. The meeting consisted of representatives from local user groups that utilize the Mountlake Terrace sport fields and programs. At the meeting the user groups offered input for the future of Mountlake Terrace Parks. This is part of the ongoing Recreation and Parks Open Space plan update to be completed by the end of 2021.

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, email mltpd@mltwa.gov. View general Police Department information [here](#).

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

Weekly Patrol Synopsis

- On December 9, patrol responded to a fraud report at a residence located in the 4300 block of 223rd Street SW. The victim stated a known suspect stole his credit card and used it to make several unauthorized purchases. Investigation continues.
- On December 9, patrol responded to a theft report at a residence located in the 4800 block of 221st Street SW. The victim stated unknown suspect(s) stole parts from his vehicle overnight.
- On December 9, patrol responded to a fraud report at a residence located in the 22900 block of 55th Avenue W. The victim reported unknown suspect(s) convinced her to purchase several gift cards and provide them the authorization numbers.
- On December 9, patrol responded to a theft-from-vehicle complaint in a parking lot located in the 22000 block of 66th Avenue W. The victim reported unknown suspect(s) broke into his vehicle and stole miscellaneous property.
- On December 10, patrol responded to a domestic disturbance at a residence located in the 22600 block of 73rd Place W. Investigation indicated the incident was non-criminal.
- On December 10, patrol responded to a domestic disturbance at a residence located in the 21900 block of 54th Avenue W. Investigation indicated the incident was non-criminal.
- On December 10, patrol responded to assist South County Fire at a residence located in the 22300 block of 68th Place W. Upon arrival, patrol located a resident having a violent episode and restrained him in order to facilitate transport to the hospital.
- On December 10, patrol responded to a malicious mischief report at a residence located in the 4700 block of 212th Street SW. The victim reported unknown suspect(s) spray painted his vehicle.
- On December 10, patrol responded to a fraud complaint at a residence located in the 4300 block of 236th Street SW. The victim reported unknown suspect(s) used his personal information to apply for several unauthorized lines of credit. There are no investigative leads.
- On December 11, patrol responded to a theft-from-vehicle report at a business located in the 21700 block of 66th Avenue W. The victim reported a male suspect, captured on surveillance video, broke into a company vehicle and stole miscellaneous items. Investigation continues.

- On December 11, patrol responded to a death investigation at a residence located in the 24300 block of 52nd Avenue W. Investigation indicated the elderly resident passed as the result of several health issues.
- On December 11, patrol responded to a domestic disturbance at a residence located in the 21400 block of 52nd Avenue W.
- On December 12, patrol responded to a trespass complaint at a business located in the 24000 block on Van Ry Boulevard. The victim reported an unknown male was in one of the vacant rooms and refusing to leave. The suspect was contacted and refused to cooperate. An extended negotiation through the door occurred and the male eventually complied. He was cited for obstructing a police officer and released.
- On December 12, patrol responded to a malicious mischief report at a residence located in the 23300 block of Lakeview Drive. The victim reported unknown suspect(s) broke into a mailbox causing damage; it was unknown if mail was stolen.
- On December 12, during a "Target Zero" DUI emphasis patrol, a motorist was stopped for defective equipment. Investigation revealed him to be unlicensed and having a warrant for his arrest. He was arrested for the warrant, and during a search of his person incident to arrest was found to be in possession of narcotics. He was booked for the offenses at the Snohomish County Jail without incident.
- On December 12, patrol responded to a vehicle theft that had just occurred in the 6100 block of St. Albion Way. The vehicle was located abandoned nearby and returned to the owner.
- On December 13, while working a "Target Zero" emphasis patrol, an officer stopped a suspicious vehicle and arrested one of the occupants for a warrant. He was booked at the Snohomish County Jail without incident.
- On December 13, patrol responded to a malicious mischief report at a residence located in the 4400 block of 212th Street SW. The victim stated unknown suspect(s) damaged his vehicle.
- On December 13, patrol responded to a domestic disturbance at a residence located in the 4300 block of 236th Street SW. Investigation revealed the occupants were intoxicated and arguing. The argument moved to the parking lot, and prior to the argument becoming physical, a neighbor grabbed and held the aggressor. The parties were separated, sending one home.
- On December 13, patrol responded to a domestic disturbance at a residence located in the 4000 block of 212th Street SW. Upon arrival, the victim stated a person she knew showed up at the residence unannounced and began to yell at her. The suspect left prior to police arrival and was not located. No reported crime occurred.
- On December 14, patrol responded to a death investigation at a residence located in the 5600 block of 220th Street SW. Investigation revealed the 32-year-old resident was deceased in his

room. There were no suspicious circumstances, however the likely cause of death could not be identified. A deputy medical examiner and detectives responded to the scene. Investigation continues.

- On December 14, patrol responded to a suspicious person at a business located in the 21700 block of Highway 99. The reporting person said the subject was staring at her for an extended period. Upon contacting the subject, he stated the employee was his girlfriend and he was providing her security. It was apparent the subject was suffering from a behavioral health issue. He was trespassed from the property.
- On December 14, patrol responded to a theft in progress at a business located in the 4300 block of 212th Street SW. Upon arrival the suspects were located and detained. One was discovered to have a warrant for her arrest. She was arrested and booked at the Snohomish County Jail without incident.
- On December 14, patrol responded to a behavioral health issue at a residence located in the 6100 block of St. Albion Way. The reporting person advised that a resident was threatening to commit suicide. Upon arrival the resident was not located. An extensive search for the individual was unsuccessful. The case was referred to the crisis center.
- On December 15, patrol responded to a suspicious subject at a business located in the 4300 block of 212th Street SW. The subject was located in the bathroom unconscious and under the influence of intoxicants. He was trespassed from the property.

Weekly Investigations Update

- Cases Assigned
 - 20-14716 Death Investigation
 - 20-14568 Theft
- Cases Cleared
 - 20-12564 Sex Offense
 - 20-3123 Fraud
 - 20-13157 Sex Offense
 - 20-9268 Sex Offense
 - 20-13798 Theft
 - 20-13799 Theft

Community Outreach & Directed Enforcement

- Officers continue to conduct local business and security checks including the Studio 6 Motel, Ballinger Park, Interurban Trail, Veterans Park, and the marijuana dispensaries.

- 26 reported self initiated outreach contacts.
- Patrol conducted registered sex offender residency checks.
- Patrol emphasis at 217th & 51st.
- Traffic emphasis on 48th.
- Traffic emphasis on 44th.
- Officers partnered with Crazy Moose Casino to provide Christmas meals, handing out 200 vouchers with each voucher providing a meal for four people.



Officer Rodgers assisting a motorist

Other Items of Interest

- Patrol assisted with the COVID-19 testing event at the Mountlake Terrace High School.
- This week Eric Stark met with officers from Mountlake Terrace to present his challenge coin. Mr. Stark is a Metro bus driver who was shot while driving his route in Lake City recently. He credits law enforcement with saving his life, and has a mission to demonstrate his support for law enforcement regionally by designing and presenting his own challenge coin to police officers.
- Patrol attended an FBI National Academy winter training seminar held online. Topics included critical incident debriefing.
- Sergeant Porter assisted with regional training as an instructor for defensive tactics.
- Officers attended regional skills refresher training. Sergeant Burkett and Detective Perry pictured practicing defensive tactics.



Code Enforcement Property of the Week

On November 20, Code Enforcement chalked vehicle tires in the area between the 4800 block and Cedar Way on 237th Pl SW. This particular area in the past has received multiple parking complaints involving; vehicles with expired licenses, vehicles being stored on public streets for a period greater than 72 hours, and vehicles with flat tires. On November 24, Code Enforcement



returned to the location and noted two vehicles were being stored on the public right-of-way and issued parking citations to both vehicles.

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