

CITY MANAGER'S WEEKLY UPDATE January 1, 2021

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, January 4, 2021 beginning at 7:00 p.m. via telephone and internet.** The agenda includes: (1) Election of Mayor Pro Tem for 2021; (2) Approval of Evergreen Playfield #1 FieldTurf USA Construction Contract (Tentative); (3) Approval of Addendum to City Manager's 2016 Employment Agreement; (4) Approval of Lodging Tax Advisory Committee 2021 Funding Recommendation; (5) Review of City Council Meeting Schedule; (6) Discussion of City Council Retreat Dates; and (7) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions.

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

- **One Week Extension on Statewide Restrictions:** The Governor announced a one-week extension of the "Stay Safe–Stay Healthy" [proclamation](#) this week, along with the statewide restrictions imposed. The extension of the statewide restrictions moves the date to January 11, 2021. No changes were made in the proclamation aside from the expiration date.

“Our consistent mission has been keeping Washingtonians safe and ensuring health care system and hospital capacity,” Governor Inslee said. “We understand the profound impact COVID is having on our healthcare system, families, and businesses, but I am heartened by the number of Washingtonians who continue to do the right thing. If we continue distancing from others, wearing facial coverings and avoiding social gatherings, we will make it to the other side of this pandemic together.” An updated reopening plan is currently being developed to provide a pathway for businesses and workers impacted by this order to reopen safely. The updated plan will be released next week.

Accordingly, the city has extended its temporary outdoor use permits until January 31, 2021, and the city is reaching out to those Mountlake Terrace businesses with the outdoor permits to let them know about the extension.

- **Lodging Tax Advisory Commission (LTAC) Meeting:** The LTAC met Thursday, December 10 to review funding applications submitted by Friends of the Arts and Tour de Terrace for events in 2021. A funding recommendation was reviewed by the City Council at their December 21 meeting with formal consideration scheduled for January 4, 2021.
- **City Hall Move Preparation:** Staff began discussing the upcoming move to the new Civic Campus in the latter part of February. A meeting is planned to discuss a citywide mailing to include the new location as well as updated city emails. The city will be working with a selected moving company ([Requests for Proposals now open](#)) in the coming weeks to inventory furniture and items that will be moved. RFP submittals are due by noon on January 22, 2021.
- **Closure of 44th Avenue West for Night Work:** 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 for the installation of a light rail bridge across 44th Avenue. This work will take place at night to minimize impact to businesses and the community, and will occur over the course of December (weather dependent), and continue Monday, January 4, 2021 through Thursday, January 7, 2021, from midnight to 5:00 a.m.
- **Zoom Council Meetings:** The recorded videos of City Council meetings on Zoom 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 , including Community Resources, Support for Businesses, and Facility Closures.
- **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 (childcare is an exception). 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 ○ 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, 2020, water service is not being shut off for residential customers' inability to pay during the COVID-19 emergency. The action remains in effect into January, 2021, under the state's most recent proclamations addressing the pandemic. 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

- **Lap and Fitness Swimming:** The Recreation Pavilion pool (5303 228th Street SW) will reopen on January 4 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:** The Recreation Department is offering limited registration water fitness classes. Classes will be limited to nine (9) participants in each class to ensure physical distancing; 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 7:00am and 2:30pm, 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 that are being offered are: Shallow Water Fitness 9:30-10:30am, M/W/F; Arthritis 11:00am-12:00pm, M/W/F; 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 www.cityofmlt.com/531. 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 www.mltrec.com.

- **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 remains closed for all in-person business due to construction of the Police Station expansion/Civic Campus Redevelopment Project. 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 Police Activity								
<i>(Activity is updated in the last week of the month)</i>								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Nov</i>	160	79	25	16	1	4	5	7
<i>YTD</i>	2,157	884	347	151	25	82	63	139

Weekly Patrol Synopsis

This week included one reported verbal domestic argument, three warrant arrests, and two vehicle prowls.

- On December 23, officers responded to a report of a sexual assault that occurred earlier in the year. This case has been forwarded to the investigations unit.
- On December 23, officers responded to the Studio 6 Motel for a disturbance. It was reported that one subject threatened another with a firearm. Officers arrived and contacted the subjects who denied any threats. No firearms were discovered.
- On December 23, officers responded to the 21600 block of 55th Avenue West for a physical domestic report. Upon arrival, officers contacted two subjects who were in an argument about relatives. The argument escalated and the male subject grabbed the female by the neck and pinned her to the ground. The male was arrested for assault and booked into jail.
- On December 24, officers responded to the 5900 block of 214th Street SW for a report of malicious mischief, which involved a known subject having slashed two tires on the victim's vehicle.
- On December 25, officers responded to the 4100 block of 212th Street SW for a physical domestic report. Upon arrival officers found several subjects who appeared to have been in a physical altercation. Officers also discovered an unconscious female in the bathroom. One of the officers provided the unconscious female a dose of Narcan because of suspected narcotics use. This revived the unconscious subject who was eventually transported to Swedish Hospital. It was later determined that a male subject assaulted one of the females in the resident by pulling her hair and prevented the other from leaving. He was arrested for assault and booked into jail.
- On December 25, officers responded to a report of found mail in a garbage bag. Officers were able to return some of the mail and packages.
- On December 26, officers responded to the 4700 block of 242nd Street SW for an attempted burglary. The homeowner heard a loud noise on his porch and later found his deadbolt laying on the ground. No entry was made and there are no suspects.
- On December 27, officers responded to the 4400 block of 212th Street SW for a report of a car spinning its tires. Officers arrived and contacted the driver. The driver was showing signs of intoxication, and probable cause was developed for DUI. The driver was arrested and booked into jail.
- On December 27, a hit-and-run was reported at the Studio 6 Motel. At this time there are no leads.
- On December 28, a burglary was reported at a commercial storage facility. The case is under investigation.
- On December 28, officers responded to a business located at the 22700 block of 44th Avenue W for a disturbance. A subject who was not wearing a face covering entered the business and

when asked to put on a mask the subject became irate. He kicked at the windows, tore down a display and broke a door. The case is under investigation.

Community Outreach & Directed Enforcement

The week of December 23 through December 29 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 Hotel, Ballinger Park, Interurban Trail, Veterans Memorial Park and the marijuana dispensaries. Below are some highlights of the community contacts that we have made to include contacts with homeless subjects.

- Officer Elrod provided an indigent male with a ride to the Shoreline Transit Center, ensuring the individual had money for bus fare, and offering other outreach assistance.
- Officer Elrod visited with an elderly community member and noted that she was doing well.
- Business check at the Cinebarre movie theatre. The building was secure and no homeless campers were located.
- Officer Krahn visited the QFC Grocery Store.
- Sergeant Pickard spoke with three homeless subjects at the south side of the library about cleaning up their camps due to health reasons, and offering outreach assistance.
- Foot patrol at locations of previous homeless camps.

Code Enforcement Property of the Week

Code Enforcement responded to a parking complaint involving a vehicle being stored on public right-of-way, located near the 23900 block of 46th Ave W. Code Enforcement verified the complaint, chalked the tires and issuing a correction notice in accordance with 10.10.190 – Storing vehicles on public street in excess of 72 consecutive hours prohibited. On 12/4/2020, Code Enforcement returned to the location and noted no changes had been made to the vehicle. Towing was dispatched and the vehicle was impounded.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- January 6, 5:00 p.m., Arts Advisory Commission interviews for Council Subcommittee
- 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