

CITY MANAGER'S WEEKLY UPDATE December 25, 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 December 31 work/study session has been **cancelled** due to the holiday.

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) Appointments of Council Liaisons and Representatives for Intergovernmental Agency Boards/Commissions; (2) Approval of Lodging Tax Advisory Committee 2021 Funding Recommendation; (3) Approval of Evergreen Playfield #1 Field Turf Construction Contract; (4) Discussion of City Council Retreat Dates; (5) Review of City Council Meeting Schedule; and (6) Approval of Addendum to City Manager's 2016 Employment Agreement.

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

- **Holiday Closures:** All city offices and the Recreation Pavilion will be closed on Friday, December 25 and January 1 in observance of the Christmas and New Year's holidays. In addition, the Recreation Pavilion will be closed on Thursday, December 24 and 31. All city offices and the Pavilion will reopen on Monday, December 28 and again on Monday, January 4.

The Pavilion will be open 7:00 a.m. to 2:30 p.m. on Monday, Tuesday and Wednesday, December 28-30. On January 4, the Pavilion will open at 7:00 a.m. and City Hall business hours begin at 8:00 a.m. For more information, visit the city's website at www.cityofmlt.com or www.mltrec.com.

- **Arts Advisory Commission Vacancies:** The city's Arts Advisory Commission currently has two vacancies (one of which is eligible to be filled 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 5:00 p.m. on Wednesday, December 30, 2020 (previously misprinted as January 6, 2021). Find applications [here](#). Interviews will be conducted on Wednesday, January 4, 2021 via Zoom.

- **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.
- **Diversity, Equity and Inclusion (DEI) Commission:** The DEI Commission met this week and discussed forming subcommittees and opportunities to hear from the community after the first of the year. Information about events will be posted at www.cityofmlt.com/2084 as well as on the city's social media sites as events are scheduled.
- **City Hall Move Preparation:** Staff began discussing the upcoming move to the new Civic Campus in the latter part of February. 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.
- **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

- **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 	<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

	<ul style="list-style-type: none"> • Solar • Utility and Communication Companies <ul style="list-style-type: none"> ○ Violation/Investigation ○ Wall/Rockery ○ Water Meter 	<ul style="list-style-type: none"> • 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, 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.mt.wa.us to make payment arrangements if they are unable to pay at this time.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Lap and Fitness Swimming – Make a Reservation:** 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 (9) participants to ensure physical distancing. Registration must be in advance either online at www.mltrec.com or by calling (425) 776-9173 between the hours of 7:00 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 that are 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 Tue-Thu;
- Boot Camp 11:00am-12:00pm Tue-Thu.

Schedules will be available at the Pavilion and online at <https://www.cityofmlt.com/531/Pool-Schedule>. For questions, please 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.

- **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 here](#).
- **Child Care:** Space is available for the remaining days of winter break. Children will play games and do activities in a safe and fun environment. Email childcare@mltwa.gov to register.
- **Evergreen:** The Evergreen Playfield 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.
- **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 16. 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, Parks and Open Space Plan update to be completed by the end of 2021.

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 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

- This week included five warrant arrests, four vehicle prowls, two vehicle thefts and three recovered stolen vehicles.
- On December 16, while working a regional DUI emphasis, a Mountlake Terrace officer noticed a vehicle driving erratically in the Everett area off of 128th St. SE. The officer stopped the vehicle and noticed signs of narcotics use. The officer developed probable cause and eventually arrested the driver for DUI (Narcotics) and booked him into jail.
- On December 16, officers responded to the 6600 block of 220th St. SW for an assault report. It was reported that a male subject was assaulted by an acquaintance at a nearby apartment complex. The involved subjects are known to law enforcement. The case has been forwarded to the prosecutor for review.
- On December 16, a license plate was stolen in the 21400 block of 48th Ave. W.
- On December 16, there was a package theft from the 6300 block of St. Albion Way.
- On December 17, it was reported that a bank account was opened using the financial information of the reporting individual. The victim was unclear how his information was obtained.
- On December 17, a mail theft was reported in the 5400 block of 220th St. SW.

- On December 17, a hit-and-run collision occurred at the 4700 block of 216th St. SW. A U-Haul collided with a vehicle and the driver failed to provide any information to the victim. The driver of the U-Haul eventually fled the area. The case is under investigation.
- On December 18, officers responded to the 2300 block of 40th Pl. W. for a burglary report. An unknown subject stole an electric bicycle from a garage. The bicycle was eventually returned by a subject who reported he saw the suspect take the bike. The case is under investigation.
- On December 20, officers stopped a vehicle in the 6600 block of 220th St. SW for driving at a high rate of speed. Upon contact, the odor of intoxicants was coming from the driver. Following field sobriety tests, the driver was arrested for DUI.
- On December 19, management of the Studio 6 Motel reported the theft of a television from one of the rooms. There is suspect information, and the case is under investigation.
- On December 20, a male subject came to the Police Station to report that his wife had assaulted him several times over the past year. The most recent was a few weeks ago. The subject was given information on protection orders and put in contact with the city's domestic violence coordinator.
- On December 20, a Christmas wreath was stolen from the 5300 block of 220th St. SW. There are no suspects or leads at this time.
- On December 20, officers responded to a trespass in progress at the 6100 block of St. Albion Way. Two Mountlake Terrace residents were seen trespassing after they had been issued trespass notices. The suspects were contacted and issued citations.
- On December 21, mail was stolen from the 4900 block of 243rd Ct. No suspects or leads at this time.
- On December 21, a broken window was found at the 22200 block of 58th Pl. W. it is unclear if this was an attempted burglary.

Weekly Investigations Update

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|-------------------------|---------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| 16-19228 Robbery | 20-14568 Theft/Prowl |
| | 20-13639 Burglary |
| | 20-13635 Burglary |
| | 20-12079 APS |

Community Outreach & Directed Enforcement

The week of December 1 through December 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 we have made to include contacts with homeless subjects.

- Officer Marshall found a package that had been delivered to the wrong address, and delivered the package the proper recipient.
- Officer Krahn did some proactive patrol at the Lake Ballinger boat launch, and received a nice compliment for his work via email the following day.
- Officer Shin worked a Target Zero Team (TZT) DUI emphasis patrol. Officer Shin conducted 28 traffic stops which resulted in a DUI arrest at the end of the shift.
- Officer Rodgers spoke to a store employee about crime trends and shoplifting problems at the store.
- Officer Rodgers and Officer Marshall provided outreach supplies to a transient.
- Officer Nguyen assisted a disabled motorist by helping arrange for a tow and providing a courtesy transport.
- Patrol provided holiday meal coupons to several families and homeless individuals.
- Sergeant Pickard visited with a family to check on their teenage son who had overdosed last week, and saved by police and fire personnel. The son and his mother were very appreciative of Officer Krahn, Officer Jones, and Sgt. Pickard.
- Officer Elrod visited with the staff at Cedar Way Elementary, Mountlake Terrace Elementary and Mountlake Terrace High School, providing meal vouchers for distribution to families.
- Officer Elrod met with the management at the Lakeside Apartments and provided them with several Christmas meal vouchers for some of their tenants.
- Heavy rains quickly flooded 70th and 220th, 216th and 69th, and 208th and 44th, leading to Police and Public Works staff responding and conducting traffic control.
- City staff provided several Christmas gifts to a family in need.



Code Enforcement Property of the Week

Code Enforcement was dispatched to a parking complaint involving a black Subaru Legacy parked on the public right of way for over two months without being moved. A check of the vehicle indicated it had not been reported stolen, and Code Enforcement issued a correction notice. On December 16, Code Enforcement returned and noted the vehicle had not moved as indicated by marks and the intact correction notice. 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 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