

CITY MANAGER'S WEEKLY UPDATE April 17, 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. As a result, City Council meetings are required to be held over the telephone or internet and that the public be able to hear the meeting live via telephone.

The proclamation also temporarily restricts City Council action to items that are "necessary and routine" (such as approving minutes and vouchers) or "matters necessary to respond to the COVID-19 outbreak and the current public health emergency." The purpose of these restrictions is to limit action on items until such time as regular public participation is possible.

The City Council's next regular meeting is on **Monday, April 20, 2020 beginning at 7:00 p.m. via telephone and internet**. The City Council agenda includes: (1) Roll Call and Verification Each Remote Councilmember Can Hear All Other Councilmembers; (2) Approval of Payment of Claims & Approval of Minutes; (3) Acknowledgement of Written Public Comment; (4) Award of Contract for SCADA Systems Upgrade; and (5) Adoption of Resolution Ratifying Declaration of Emergency and Emergency Order.

A telephone number will be available prior to the meeting time 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 for this meeting. Check www.cityofmlt.com/129 for more information (coming soon) and the city's social media pages.

The City Council's work/study session scheduled for Thursday, April 30, 2020 is cancelled as the Governor's proclamation limits the business that can be conducted.

GET OUTSIDE!

Need to get out of the house? This is a great time to explore the city's passive parks and trails (with proper distancing of course). **Go take a walk and send us pictures of the flora and fauna you find!** [Find a list of parks and trails here.](#)

CITY CLERK AND COMMUNITY RELATIONS

- **The City of Mountlake Terrace issued a Declaration of Emergency** on Monday, April 6 following the Governor's extension of the "Stay Home, Stay Healthy" Order until May 4.

The Declaration enables the city to respond to the Governor's order by changing procedures, work beyond normal hours, make emergency procurements, reassign staff to tasks not normally in their job descriptions, and to ensure continuity of government and essential operations consistent with the orders of Governor Inslee during this pandemic.

As a result, 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.

The Recreation Pavilion is closed to the public with the exception of the city's child care programs. Playground facilities are closed. Park trails are open, subject to gathering and social distancing requirements.

Most employees at City Hall, the Public Works Shop, and the Recreation Pavilion, as well as non-commissioned personnel at the Police Station are now separated into two work groups to work remotely or on alternating shifts to reduce the risk of broad infection at city facilities. Here are some helpful phone numbers and emails should you need assistance:

City phone numbers:

Building Permits:	425-744-6267
City Hall – General:	425-776-1161
Code Enforcement:	425-744-6254
Non-Emergency Police/Fire:	425-407-3999 (Call 9-1-1 if emergency)
Recreation Pavilion:	425-776-9173
Traffic Tickets/Violations:	425-744-6228
Utility Billing:	425-744-6214

City emails:

City Hall General:	cityhall@ci.mt.wa.us
Code Enforcement:	codeenforcement@ci.mt.wa.us
Traffic Tickets/Violations:	Violations@ci.mt.wa.us
Utility Billing:	utilitybilling@ci.mt.wa.us

- **Payments during Public Health Emergency:**
 - 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.
- **Information on COVID-19:** City updates on related to COVID-19 are available at www.cityofmlt.com/2060. "Community Updates" are posted along with news releases and other information on the public health emergency. Visit this webpage or the city's social media accounts ([Mountlake Terrace Government on Facebook](#) or [CityofMLT](#) on Twitter) for more information.

- **Meeting and Event Cancellations:** The following meetings and events have been postponed or cancelled due to the current public health emergency. Future meetings will be determined at a later date.
 - April 25, 9:00 a.m., Earth Day/Arbor Day Event is cancelled
 - Summer events are still under consideration pending updated information from the Governor's Office
- **Records Update:** Staff are working to properly sort and dispose of records in accordance with the state's retention requirements. Finance staff, working with the city's Public Records Officer, destroyed 17 boxes worth of records this week per state standards.
- **Records Grant Application:** The Public Records Officer submitted a grant application to the Washington State Archives (a unit of the Washington Secretary of State) in the amount of \$15,143.35 for outfitting the records room in the new City Hall. The request is for shelving, a work desk for inside the records room, and four lockable file cabinets for personnel files.
- **Civic Campus Construction:** Primary Construction activity this past week consisted of smoothing the concrete floor area of city hall and finalizing the framing for the Police Station foundation.



Concrete was poured for sidewalks along 232nd Street SW and 58th Avenue West. A foundation is under construction for the seating wall between the parking lot landscaping and sidewalk along 58th Avenue West. Grading and establishing subgrades for the parking area and plaza is underway.

Framing for the two buildings is scheduled to begin within the next week or two.

FINANCE

- **Relief Due to COVID-19 Emergency:** Effective March 19, there will be no water utility service shutoff to customers for failure to pay during the COVID-19 emergency. *The action is in effect through May 4 and may be extended based on the continuance of the Governor's "Stay Home, Stay Healthy" order.* 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.

- **Low Income Utility Discount Applications Due April 30, 2020:** Low-income homeowners who are over the age of 62 or meet the federal guidelines for disability can apply for a 30 percent (30%) discount on their city utility bill and free garbage service. Low income renters of any age can apply for free garbage service.

Information about the discount program and a downloadable application can be found on our website at www.cityofmlt.com/162 in the "Financial Assistance" section. Utility customers must meet the income guidelines stated on the application, reside at a Mountlake Terrace residence, and have a utility account with the city. The city qualifies "low income" at 140% of the Federal Poverty Guidelines. A list of acceptable documents to verify income are available on the back page of the application. Completed applications, including proof of income or non-income for all adults over the age of 18 living in the residence, must be received at our Utility Billing Department at City Hall no later than April 30, 2020. Please ensure applications are complete when submitting. For more information, contact us at utilitybilling@ci.mlt.wa.us or (425) 744-6214.

PUBLIC WORKS (ENGINEERING & OPERATIONS)

- **Main Street Construction:** At 7:00 a.m. on Tuesday, April 28 the city's Main Street project contractor will close 236th Street SW between the I-5 off-ramp and 58th Avenue W, with plans to reopen the roadway by 5:00 a.m. on Friday, May 1. Should weather slow work during this period, the closure may extend through that Friday.

This closure allows the contractor to bring the roadway adjacent to the Transit Center to its final elevation and pave all but the topmost layer of asphalt. The closure also takes advantage of the current low traffic volumes to shorten the period of closure.

HUMAN RESOURCES

- **Job Opportunities:** For current job opportunities, please visit the city's website at www.cityofmlt.com/Jobs.aspx. You can also subscribe to job posting notifications to be automatically alerted to the latest career opportunities by clicking on the Notify Me® button [here](#). If you have questions about job opportunities, please contact Human Resources at HRCity@ci.mlt.wa.us or (425)744-6225.

RECREATION, PARKS, AND PROPERTY MANAGEMENT

- **Aquatics:** Aquatic Coordinator, Chris Barker and Recreation Supervisor, Rose Ploeg watched a webinar by Joey Rusnak, from Lifeguard Authority in Ottawa Canada, about how to motivate your aquatic staff. Joey is a highly sought after speaker in North American, and this was a very informational session with some good ideas to use. On April 17, another webinar will take place with Dr. Justin Sempsrott, an Emergency Medicine Physician who founded "Lifeguards without Borders." Dr. Sempsrott will discuss COVID-19 from his perspective, and its impact on the aquatics industry.

- **Projects:** Because the deck is cleared off and being acid washed, most projects are located in the office this week and include: Organizing the reader board letters, cleaning floor vents that go around the pool, cleaning and organizing the Coordinator/Aquatic office, developing the summer request form, setting up swim coach interviews via FaceTime, and planning for summer in-service. Once the deck is completed the deck benches and other items will be brought back in.
- **Parks Closures:** All city-owned playgrounds, athletic fields, sport courts, outdoor restrooms, the dog park and fishing pier are closed until further notice to assist with keeping the public safe from COVID-19 exposure. Passive parks and trails are still open for exercise.
- **Arbor Day/Earth Day Cleanup:** The annual cleanup event to be held at Ballinger Park on April 25 has been cancelled. Future cleanups/volunteer events will be held this summer and fall when allowed.
- **Evergreen Playfield #1 Project:** Musco lighting systems will be installed at Evergreen Playfield #1 the week of April 27. This is an allowable public work project under the Governor's order. The design of the turf field is also still moving forward. A public meeting will be scheduled sometime this summer and installation of the turf field in early fall.
- **Childcare Programs:** The Recreation Pavilion is still providing care during this time that kids are out of school for all "essential" personnel. Care is provided for preschool and school aged kids, all held at the Pavilion. Email rnorton@mltwa.gov if you would like to register.
- **Youth Programs:** Enrollment for summer camps and fall registration is happening now! You can get the enrollment packet at mltrec.com or email rnorton@mltwa.gov.
- **Spring Sports:** Spring sports leagues have been delayed. If the spring leagues can begin, updates will be posted at www.mltrec.com/391.
- **Meeting Cancelled:** The April 23 meeting of the Neighborhood Park Improvement Subcommittee (NPIS) has been cancelled in the interest of safety. Monthly meetings will resume once allowed.

POLICE DEPARTMENT

MONTHLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>March</i>	141	75	30	18	2	3	3	6
<i>2020 Total</i>	519	426	125	61	10	29	13	25

**Activity is updated the first full week of each month*

Weekly Patrol Synopsis

- On April 8, patrol responded to a fraud complaint at a residence located in the 21700 block of 52nd Avenue W. The victim stated she thought she found a job online, but over the course of a couple weeks realized she had been defrauded of approximately \$4,000. There is no suspect information, and investigation continues.

- On April 8, patrol responded to a theft-from-vehicle report in a parking lot located in the 22200 block of 70th Avenue W. The victim reported suspect(s) removed a winch from the vehicle. There is no suspect information and investigation continues.
- On April 8, patrol responded to a vehicle theft report at a residence located in the 23900 block of 49th Place SW. The victim reported suspect(s) stealing his secured vehicle from the driveway overnight. There is no suspect information and investigation continues.
- On April 8, patrol responded to a court order service at a residence located in the 4100 block of 212th Street SW. Prior to serving the order it was discovered the respondent had multiple domestic-related warrants for his arrest. Upon serving the order, he was arrested for the warrants and released to the King County Sheriff's Office for booking without incident.
- On April 8, patrol responded to a domestic assault at a residence located in the 21900 block of 54th Avenue W. Investigation revealed the roommates were engaged in an argument when the suspect choked and hit the victim on the head with her fist. The victim sustained visible injury. The suspect was arrested and transported to the Snohomish County Jail where she was booked for the offense without incident.
- On April 9, patrol responded to a collision in the 24400 block of Cedar Way. Investigation revealed a teen took his father's vehicle without permission and had been consuming intoxicants with two friends. The suspect had been driving while intoxicated and struck a morning commuter who was transported to the hospital. Subsequent investigation confirmed probable cause for DUI. Due to a variety of issues, the suspect and his friends were released to his father. Case referred to juvenile court for charging.
- On April 9, patrol responded to a fraud complaint at a residence located in the 4600 block of 227th Street SW. The victim stated she received a bill from Verizon for a new phone and service she did not apply for. Investigation revealed the victim's personal information was compromised and used by the suspect(s) to apply for credit and make unauthorized purchases. Investigation continues.
- On April 9, patrol responded to a fraud complaint at a residence located in the 5000 block of 241st Street SW. The victim discovered her mail was stolen, including a credit card. Several unauthorized transactions occurred prior to realizing the theft. Investigation continues.
- On April 10, patrol responded to a burglary report at a business located in the 21200 block of 52nd Avenue W. The victim stated the suspect forced entry into the business and damaged equipment in order to steal money. Surveillance video captured the offense. Investigation continues.
- On April 10, patrol responded to a report of a court order violation at a residence located in the 22300 block of 68th Place W. The victim, was a protected person in the protection order. The respondent was repeatedly texting the victim in violation of the order. Efforts to contact the suspect were negative. Case forwarded to the city prosecutor for charging.

- On April 10, patrol responded to a domestic disturbance at a residence located in the 6300 block of St. Albion Way. Investigation revealed the family was arguing over a locked door when the suspect picked up a large rock and threatened another family member with it prior to fleeing. The suspect was located and arrested for harassment. He was later booked at the Snohomish County Jail for the offense without incident.
- On April 11, patrol responded to a malicious mischief complaint at a business located in the 6100 block of 212th Street SW. The reporting person said they located an area where suspect(s) cut the fencing to allow access. An area check was conducted for suspect(s) with negative results. There is no suspect information.
- On April 11, patrol responded to an attempted burglary report at a residence located in the 22700 block of 72nd Place W. The victim reported an unknown male attempting to enter his residence at 6:00 a.m. Video of the incident was obtained and identification of the suspect was made. Investigation continues.
- On April 11, patrol responded to a death investigation at a residence located in the 5600 block of 224th Street SW. Investigation revealed the elderly resident was located deceased by family and had multiple health issues. The medical examiner's office was contacted and released her to the funeral home.
- On April 12, patrol responded to a commercial alarm at a business located in the 6900 block of 220th Street SW. While investigating the alarm, recent damage was discovered to fleet vehicles. It appeared suspect(s) prowled the business and vehicles. At the time it was unknown if anything was stolen as the business is closed. Investigation continues.
- On April 13, patrol responded to a vehicle collision in the 4100 block of 212th Street SW. Investigation revealed a motorist lost control of his vehicle, ran over a sign and damaged property in the area. An area check revealed the vehicle was abandoned in a parking lot located in the 4300 block of 212th Street SW. Investigation revealed a suspect, however he could not be located. Investigation continues.
- On April 13, patrol responded to a burglary in progress at a construction site located in the 23500 block of 56th Avenue W. Upon arrival patrol located an uncooperative subject inside the property. A perimeter was established and multiple announcements were made, however the suspect failed to surrender. Patrol conducted a search of the property and found the suspect hiding. He was booked at the Snohomish County Jail for the offense without incident.
- On April 13, patrol responded to a theft-from-vehicle report at a residence located in the 23000 block of Lakeview Drive. The victim reported suspect(s) entered his unsecured vehicle overnight and stole miscellaneous property. There is no suspect information and investigation continues.
- On April 13, patrol responded to a malicious mischief complaint at a residence located in the 23500 block of 52nd Avenue W. The victim reported suspect(s) accessed her property by cutting a chain link fence, then went through miscellaneous belongings. It was unknown at the time if anything was stolen. There is no suspect information.

- On April 13, patrol responded to a death investigation at a residence located in the 24000 block of 49th Place W. Investigation revealed the resident was diagnosed with some health conditions. Family was present when the resident passed. The medical examiner's office was contacted and she was released to a funeral home.
- On April 14, patrol contacted a suspicious person in a parking lot located in the 4300 block of 212th Street SW. The subject was acting unusual and appeared to be under the influence of narcotics. Upon approaching the subject, he was holding drug paraphernalia and methamphetamine in his hands. The items were seized. Due to booking restrictions the subject was not arrested for the offense.
- On April 14, patrol responded to a malicious mischief complaint at the Mountlake Terrace High School. The reporting person discovered the facility had been vandalized with spray paint. There is no suspect information, and investigation continues.
- On April 14, patrol responded to a vehicle recovery at Ballinger Park. A motorcycle was located abandoned in some vegetation at the park and was confirmed stolen. The owner was contacted and the motorcycle was released back to him.

Weekly Investigations Update

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| <ul style="list-style-type: none">• <u>Cases Assigned</u><ul style="list-style-type: none">○ 20-4435 Code Violation○ 20-4139 Missing Person | <ul style="list-style-type: none">• <u>Cases Cleared</u><ul style="list-style-type: none">○ 20-4139 Missing Person○ 20-4435 Code Violation○ 19-13127 Burglary |
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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.
- Six reported self-initiated community outreach contacts.
- Patrol emphasis at Veterans Park and the Library.
- Officers have been conducting registered sex offender contacts and residency verifications.
- Patrol emphasis at Andorra.
- Patrol emphasis in the 7000 block of 220th Street SW.
- Multiple essential activity education opportunities.
- Patrol emphasis at Ballinger Park.

Code Enforcement Property of the Week

On March 17, Code Enforcement followed up a nuisance property complaint involving junk inoperable vehicles located near the 22900 block of 53rd Avenue W.

Code Enforcement observed two junk inoperable vehicles, one of which was parked on an unimproved surface. As a result, Code Enforcement issued a civil notice of violation to the vehicle owner(s), and owner(s) of the above property in accordance with 8.15.050.B.1 (All motor vehicles that are junk, inoperable or unused for 30 days or more shall be stored inside a fully enclosed structure), and 8.15.050.B.3 (All motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface per MTMC 19.125.070). Code Enforcement will continue to follow up until the nuisance conditions are abated.



Other Items of Interest

- North Sound Metro SWAT was deployed in support of the Kirkland Police Department who responded to an armed and barricaded subject. Below is a photograph of an operator using the department's F150 as a platform during the operation, which concluded with the suspect safely taken into custody.



- Officer Froisland and Jax are in week two of team training and are progressing on schedule. Below are some pictures of the training. Jax used the ladder on his own to climb into the boat and locate the training aid.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- April 25, 9:00 a.m., Earth Day/Arbor Day – **CANCELLED**
- May 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 21, 5:30 p.m., Snohomish County Cities Meeting
- June 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 23-26, AWC Annual Conference, Tri-Cities
- July 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 16, 5:30 p.m., Snohomish County Cities Meeting
- July 24, 25, 26, Tour de Terrace, Evergreen Playfield
- August 4, 6:00 - 9:00 p.m., National Night Out (Tentative), Evergreen Playfield
- August 12, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 17, 5:30 p.m., Snohomish County Cities Meeting
- September 18, 7:00 p.m., Arts of the Terrace Awards Reception, MLT Library
- October 14, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 4, 6:00 p.m., Coffee with the City, Recreation Pavilion
- November 19, 5:30 p.m., Snohomish County Cities Meeting
- December 4, 6:30 p.m., Tree Lighting Ceremony, Evergreen Playfield
- December 9, 6:00 p.m., Coffee with the City, Recreation Pavilion

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace