

## CITY MANAGER'S WEEKLY UPDATE

### May 8, 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, May 18, 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) Approval of Professional Services Agreement with SAFEbuilt, LLC; (4) Adoption of Resolution to Apply for Aquatic Land Enhancement Account (ALEA) Grant for Ballinger Park; (5) Adoption of Resolution to Apply for Youth Athletic Facilities (YAF) Grant for Evergreen Playfield #3; (6) Adoption of Resolution to Apply for Land Water Conservation Fund (LWCF) Grant for Evergreen Playfield #3; (7) Adoption of Resolution to Apply for Youth Athletic Facilities (YAF) Grant for Evergreen Playfield Tennis Courts; (8) Adoption of Resolution to Approve, Ratify and Confirm Addendum to Edmonds Wastewater Treatment Plant Agreement Extending the Term of the Agreement to August 17, 2020; and (9) Approval of Interlocal Agreement for BikeLink Grant with the City of Lynnwood.

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

#### CITY CLERK AND COMMUNITY RELATIONS

- **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.

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

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:	<a href="mailto:cityhall@ci.mlt.wa.us">cityhall@ci.mlt.wa.us</a>
Code Enforcement:	<a href="mailto:codeenforcement@ci.mlt.wa.us">codeenforcement@ci.mlt.wa.us</a>
Traffic Tickets/Violations:	<a href="mailto:Violations@ci.mlt.wa.us">Violations@ci.mlt.wa.us</a>
Utility Billing:	<a href="mailto:utilitybilling@ci.mlt.wa.us">utilitybilling@ci.mlt.wa.us</a>

Police fines and payments may be placed in the Police Station payment box outside the station or mailed in to 5906 232<sup>nd</sup> Street SW, Mountlake Terrace, WA 98043.

City utility payments may be placed in the drop box outside the Redstone Corporate Center II (Interim City Hall) parking lot or mailed to 6100 219<sup>th</sup> Street SW, #200, Mountlake Terrace, WA 98043. They may also be paid online and the city's vendor is currently waiving the \$2.00 convenience fee. Visit [www.cityofmlt.com/167](http://www.cityofmlt.com/167) to learn more about making utility payments.

- **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.
  - May 12 Recreation and Parks Advisory Commission meeting is cancelled
  - May 13 Coffee with the City is cancelled
  - May 14 City Council Work/Study Session is cancelled
  - May 19 Arts Advisory Commission meeting is cancelled
  - May 28 City Council Work/Study Session is cancelled
  - July 3 Fireworks Event is cancelled (by Cheeseburger Babies Foundation)
- **Information on COVID-19:** City updates related to COVID-19 are available at [www.cityofmlt.com/2060](http://www.cityofmlt.com/2060) and a quick link is located in **red text** at the top of our website. "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.

- **May 11 Planning Commission Meeting:** The City Clerk's Office is working with the Community and Economic Development Department on plans to hold a Planning Commission meeting on May 11 remotely. This meeting is to begin updates to the city's floodplain regulations as required by FEMA in time for implementation in mid-June.
- **City Newsletter:** The city is working on the layout of the next issue of City Happenings that will be mailed at the end of May. This issue will have community resources and updates related to COVID-19.
- **Records Update:** The City's Public Records Officer and the Records Technician are working together to analyze and identify record types and series in the Community Development department. The team will assign disposition authority numbers (DANs) to these records as defined by Washington State Archives. As these records are scanned into the Enterprise Content Management (ECM) system, also known as Laserfiche, the retention period will be assigned to each record so the city can manage its records in a timely and orderly fashion.
- **Civic Campus Construction:** Primary Construction activity this week consisted of framing the City Hall administration and lobby portion of the project; pouring concrete for the Police Station Addition foundation flooring; grading the plaza area of the site; and work on the existing Police Station to prepare it for the addition.

## **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 31 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.mt.wa.us](mailto:utilitybilling@ci.mt.wa.us) to make payment arrangements if they are unable to pay at this time.

**PUBLIC WORKS (ENGINEERING & OPERATIONS)**

**Main Street Construction:** The city’s Main Street contractor has completed roadway grading and initial paving efforts. In the coming weeks, utility companies will remove poles, and the city’s contractor will install new traffic signals and complete landscaping. Paving the final layer of asphalt along the roadway is expected in June.

**RECREATION, PARKS & PROPERTY MANAGEMENT**

- **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.](#)
- **Pool Work:** The main project for the week is sealing the concrete around the hot tub, staff locker rooms, and pump room. Staff are also updating policies and procedures, creating a reopening plan for the pool, and undertaking budget preparations for 2021-22. Later in the week staff will paint portions of the natatorium. Aquatic staff continue to engage with other aquatic professionals via zoom and Facebook meetings and webinars.
- **Summer Camp Preparations:** On Monday May 4, Tracie Neal participated in a webinar class on “Social Distancing in Camps” hosted by the Washington Recreation & Parks Association (WRPA). The class provided information on how to address social distancing with kids in a camp setting.
- **Facilities Work:** Facilities staff continues to complete work at the Recreation Pavilion and other buildings including shower room grouting, beam support work, roof cleaning and repair and a shower stall replacement.
- **Fishing:** The pier and boat launch have been opened to fishing on Lake Ballinger with the continued following of social distancing and safety guidelines.



**POLICE DEPARTMENT**

MONTHLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>April</i>	157	11	18	9	3	10	7	15
<i>YTD</i>	676	437	143	70	13	39	20	40

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

### **Weekly Patrol Synopsis**

- This week included two verbal domestic arguments, one warrant arrest and one vehicle theft.
- On April 29, officers responded to the 5800 block of 244<sup>th</sup> St. SW for a commercial burglary in progress. When officers arrived they noticed the back door had been forced open and they saw a male subject walking away from the building. Officers also noticed a large amount of cash spilling from the subject's pockets. The subject was arrested for burglary. Just prior to transport the subject began coughing and was taken to the hospital and tested for COVID-19. The test came back negative. The subject then stated that he had injected "baggies" of heroin. The ER then performed an X-Ray and found no suspicious items. The subject was eventually booked onto Snohomish County Jail for burglary and violating the Governors order by conducting non-essential activities.
- On April 29, a burglary was reported at the Lakeside Apartments. It was reported that a child's bike and scooter were stolen from a storage area. There are no suspects or leads at this time.
- On April 29, officers were advised that items from a previous vehicle prowl were found on a suspect that Edmonds Police had arrested. Case under further investigation.
- On April 29, a vehicle prowl was reported at the 23000 block of 46<sup>th</sup> Ave. W. Nothing was stolen and there are no suspects or leads.
- On April 30, officers responded to the 4300 block of 212<sup>th</sup> St. SW for a hit-and-run report. The victim's vehicle was struck by the suspect vehicle who then fled the area. There was video of the incident and the victim was able to obtain a license of the suspect vehicle. Investigation is ongoing.
- On May 1, officers responded to the 21700 block of 66<sup>th</sup> Ave. W. for a vehicle prowl report. The vehicle owner stated that a number of tools were stolen. No suspects or leads at this time.
- On May 1, it was reported that an elderly male with dementia was missing. This information was broadcast throughout the law enforcement community and on social media. A short time later the missing person was found safe and returned home.
- On May 2, officers responded to the 4300 block of 236<sup>th</sup> St. SW for a report of a physical domestic. Upon arrival officers located a male and female who were in an argument. One officer saw the male slap the female on or near her face. Investigation revealed that the two were arguing over the female attempting to drive while intoxicated. The male subject was eventually arrested and booked for assault 4 DV.
- On May 2, officers responded to the 5600 block of 220<sup>th</sup> St. SW for a report of a physical domestic. Upon arrival officers contacted a male and female subject who have a child in common. The two were intoxicated and arguing about a cell phone. During the argument the female kicked the male on the head. Probable cause was developed and the female was arrested and booked for assault 4 DV.

- On May 2, officers responded to the area of 244<sup>th</sup> and Cedar way for a report of a stolen vehicle being followed by the vehicle owner's friend. The vehicle was located and stopped. The two occupants of the vehicle were arrested and booked for possession of a stolen vehicle and possession of drug paraphernalia.
- On May 3, officers responded to the 6600 block of 220<sup>th</sup> St. SW for a report of a subject slumped over in his vehicle parked at a gas pump. Officers arrived and found a male subject passed out with drug paraphernalia in his lap. The subject admitted to using drugs. The subject's mother was called to take custody of him and he was issued a citation for possession of drug paraphernalia.
- On May 3, officers responded to the 22400 block of 56<sup>th</sup> Ave. W. for a report of a female walking in the middle of the road and sitting on cars. Officers contacted the female who would not cooperate with officers' commands to get out of the roadway. It was determined that the female had mental health issues and was transported to Swedish Edmonds Hospital for an evaluation.
- On May 4, a resident stated that an unknown subject attempted to apply for unemployment using the resident's information. No suspects or leads at this time.
- On May 4, a resident reported that two subjects were camping on his property and wanted them trespassed. Officers contacted the campers and issued them trespass notices.
- On May 5, it was reported that several mail boxes in a neighborhood were found open. It was unclear if any mail was stolen or not.
- On May 5, officers responded to the 4700 block of 212<sup>th</sup> St. SW. for a theft report. The victim saw her neighbor removing packages from the victim's front porch. The victim did not want to pursue charges.

### **Weekly Investigations Update**

- Cases Assigned
  - 20-1505 Theft
  - 20-5168 Sex Offense
  - 20-3730 Assault
- Cases Cleared
  - 20-4720 Assault
  - 20-5059 Vehicle Prowl
  - 19-14343 Fraud
  - 20-1391 Burglary
  - 20-5017 Vehicle Prowl
  - 20-4877 CPS
  - 20-2498 Burglary
  - 20-2464 Burglary

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

During the COVID-19 pandemic community outreach has been limited by social distancing standards. Officers are still responding to all dispatched calls and taking care of residents in need:

- Officer Hoeth helped an elderly male find his way home. He had wandered out to the area of 236th/66th.
- Frequent checks of parks (boat ramp) and trails (Interurban) to discourage gathering and monitor outdoor activity.
- Extra patrol Park and Ride Lot. Officers contacted a homeless person sleeping on the 4<sup>th</sup> floor in a parking stall. He was given a bottle of water and warned that it was not safe to sleep in the open in a parking stall. He moved on.
- Business check at the Red Dragon Casino following an alarm. It was secure. It appears a homeless person(s) is sleeping on the deck and under the exterior stair case.
- Foot patrol to check on various areas of past camping - no new camps located.
- Officer Marshall remained on-scene of a collision where a car had crashed into a building. The business had an extensive amount of expensive equipment inside. Officer Marshall stood guard until a key-holder could respond.
- Sergeant Moss assisted a state trooper who had a flat tire at 6400 220<sup>th</sup> St SW
- Officer Werfelman gave a juvenile a ride home to 5703 215<sup>th</sup> Pl SW and spoke to him about the dangers of alcohol consumption.
- Sergeant Moss was approached by a homeless male who was walking in the 22100 block of Highway 99. Sgt. Moss provided him with some community outreach materials.

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

On May 4, 2020, Code Enforcement observed a white Honda Accord parked in a parking stall for the disabled without displaying a proper parking permit or license plate. Code Enforcement found the vehicle to be in violation of MTMC 10.10.060 – (No parking in a parking space provided and legally marked for disabled persons without displaying proper parking permit or license plate), and issued a parking citation for the violation.



### **NEWS RELEASES**

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

### **UPCOMING MEETINGS AND EVENTS**

- May 13, 6:00 p.m., Coffee with the City, Recreation Pavilion (**Cancelled**)
- May 21, 5:30 p.m., Snohomish County Cities Meeting (To Be Determined)
- June 10, 6:00 p.m., Coffee with the City, Recreation Pavilion (To Be Determined)
- June 23-26, AWC Annual Conference, **Cancelled** (Virtual Event)
- July 8, 6:00 p.m., Coffee with the City, Recreation Pavilion (To Be Determined)
- 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