

CITY MANAGER'S WEEKLY UPDATE

March 20, 2020

CITY COUNCIL MEETINGS

The City Council is planning to hold a **special meeting, tentatively scheduled on Thursday, March 26, 2020 beginning at 7:00 p.m.** in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220, to consider an ordinance to amend the city code to allow for the City Council to participate remotely via phone and/or video during emergencies. In addition, the Council will consider a revised public comment policy that reflects the orders of the Governor's Office and Health District regarding gatherings and social distancing. The public is encouraged to listen live or on demand via the city's audio stream at www.cityofmlt.com/129 in lieu of attending if possible. We anticipate finalizing the meeting date on Monday, March 23.

The City Council's next work/study session is on **Thursday, April 2, 2020 beginning at 7:00 p.m.** in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Review of WSDOT Agreement for 220th Traffic Signal; (2) Review of Building Construction Professional Services Agreements with: BHC, WC3 and Safebuilt; (3) Review of 3rd of July Event Agreement; and (4) Review of 2020 Tour de Terrace Agreement.

The City Council's next regular meeting is on **Monday, April 6, 2020 beginning at 7:00 p.m.** in the Interim City Hall Council Chambers, 6100 219th Street SW, Suite 220. The City Council agenda includes: (1) Arbor Day Proclamation; (2) Approval of Building Construction Professional Services Agreements with BHC, WC3 and Safebuilt; (3) Approval of Mountlake Terrace Youth Athletic Association Field Use Agreement; (4) Approval of WSDOT Agreement for 220th Traffic Signal; (5) Approval of 3rd of July Event Agreement (Tentative); (6) Approval of Interlocal Agreement with Snohomish County for Bicentennial Park Playground Equipment (Tentative); (7) Award of SCADA Agreement; (8) Approval of 2020 Tour de Terrace Agreement; (9) Adoption of Pet Licensing Code Amendment Ordinance; (10) Adoption of Pet Licensing Code Amendment Fee Resolution; (11) Civic Campus Project Update.

COMMUNITY MEETINGS AND EVENTS

- **The March 19 Hazel Miller Ballinger Park Playground Design Meeting has been postponed as a precautionary measure due to the COVID-19 emergency.** Stay tuned for updates on this event.
- **Coffee with the City, scheduled for April 8, has been cancelled as a precautionary measure due to the COVID-19 emergency.** Stay tuned for updates on this event.

CITY CLERK AND COMMUNITY RELATIONS

- **COVID-19:** The City Manager's Office along with the Executive Leadership Team continues to monitor this fluid situation and is following direction from the Governor's office, Snohomish Health District, Snohomish County Department of Emergency Management, and Washington State Department of Health. This week, several of the leadership team participated in a webinar hosted by Municipal Research Services Center (MRSC) entitled, "Managing the Impact of COVID-19 on your Agency." The webinar focused on emergency powers of the various levels of government (federal, state, county, and city), impacts to employees including telecommuting and use of leave time, and meetings of legislative bodies during public health emergencies.

Additionally, the City Clerk participated in a webinar entitled "Effective Video and Telephone Meetings" as the city is working on technology and procedures to enable the City Council to participate remotely during an emergency. A revised public comment policy has also been drafted so the city can continue to have community participation during public meetings while also ensuring compliance with the health officials' requirements on gatherings and social distancing.

At this time, our facilities remain open and we have taken steps to monitor staff for COVID-19 symptoms. We ask the public to please email City Hall at cityhall@ci.mlt.wa.us or call (425) 776-1161 instead of in-person contact unless absolutely necessary.

A new webpage has been created at www.cityofmlt.com/2060 to provide information to our community as well as resources in a variety of languages. A "community update" is posted as new information arises and is shared through social media so our residents can stay up to date with city actions as well as news from agencies that may help our residents and businesses.

- **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.
 - March 23 Planning Commission meeting is cancelled
 - April 8 Coffee with the City is cancelled
 - April 11 Easter Egg Hunt is cancelled (by Cheeseburger Babies Foundation)
 - April 11 April Pools Day is cancelled
 - April 14 Recreation and Parks Advisory Commission meeting is cancelled
- **Clerk II Records Tech Position:** James Gisle, who just completed an internship with the Community & Economic Development (CED) Department, has accepted a part-time temporary Records Tech position. He is currently a senior at Central Washington University and he is being tasked with digitizing records as part of the Enterprise Content Management (ECM) project. As an intern, James became familiar with many of the CED records so we anticipate he will hit the ground running on this project.
- **City Happenings Newsletter:** The April issue was completed this week after several revisions in response to the COVID-19 public health emergency. Several city events and meetings have been cancelled or postponed and it is still unknown how long it will be until gatherings may

take place. An article on COVID-19 resources is included on Page 8 of this newsletter that will be mailed in April.

- **Tree City USA:** The Recreation & Parks Department has been notified that the City of Mountlake Terrace is the newest city in Washington to be designated as a "Tree City USA" by the Department of Natural Resources and the Arbor Day Foundation. The city will recognize this award at a future Council meeting.

COMMUNITY & ECONOMIC DEVELOPMENT

- **Tamblyn Townhomes:** This project, located on the corner of 240th Street SW and 58th Avenue West, is well underway. The stormwater detention plan was recently approved and the 14 unit development is proceeding on schedule. Tamblyn is a redevelopment of two residential lots, totaling 0.38 acres, into 14 lots, resulting in three-story flex-space townhomes contained in two buildings. Vehicular access to understructure garages will be via a driveway off 58th Avenue West. Due to site topography, townhomes facing 240th appear to be 2-story structures. Pedestrian activity area improvements will be added on 58th Avenue West as well.

FINANCE

- **Relief Due to COVID-19 Emergency:** Effective March 19, the City of Mountlake Terrace announced there would be no water utility service shutoff to customers for failure to pay during the COVID-19 emergency. *The action is in effect through April 24 and may be extended if the Governor extends the period of school shutdowns.* No late fees or penalties will apply during this time.

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.

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

- **Projects at the Pool:** Due to the closure of the Recreation Pavilion under direction from health officials to limit gatherings, staff will utilize the opportunity to complete some projects in and around the pool including constructing a new floor for the sauna and patch the river liner. In

addition, they will clean public and staff locker rooms, paint where needed, seal the staff locker rooms and guard room floors with concrete sealer and toys and supplies will be organized.

- **Childcare Programs:** The Recreation Pavilion is still providing childcare during this time that kids are out of school. Care is provided for Junior Kids Krew (preschool aged kids) and kids within our existing Kids Krew sites, all held at the Pavilion.
- **Fall Registration:** Registration is still being taken for fall Preschool, Kindergarten Readiness, Kids Krew and Junior Kids Krew. Sign up at the Pavilion from 10 a.m. - 4 p.m. You can also print forms, fill out and send back to us with a phone in payment.
- **Parks:** Additional cleaning is taking place at park restrooms and playground equipment. It is expected that there will be a surge in park use due to the limited opportunities to recreate elsewhere.
- **Eagle Candidate Project:** Eagle Candidate Nathan Hjellen has had his project approved. Nathan will be installing a new swing set and borders at Bicentennial Park and has secured donations from the Mountlake Terrace Community Foundation. Nathan met with staff this week to finalize logistics and tentatively expects to complete his project in April and has a backup plan in the event that timeline is not feasible.
- **Park Services Hiring:** The Park Services Department is looking for a part time Maintenance Aide position to help cover weekends during the spring and summer. Interested applicants please [click here](#).

POLICE DEPARTMENT

MONTHLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
February	155	218	40	22	4	9	4	6
YTD	378	351	95	43	8	26	10	19

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

Weekly Patrol Synopsis

- On March 11, patrol responded to a suspicious vehicle located in the 21200 block of 58th Avenue W. Upon arrival the vehicle was located, running and unoccupied. Investigation revealed it to be stolen. The owner was contacted and retrieved the vehicle. There is no suspect information.
- On March 11, patrol responded to a malicious mischief complaint at a residence located in the 6100 block of St. Albion Way. The victim reported their doormat was stolen and paint was poured in front of the door. A suspect has been identified and investigation continues.
- On March 11 patrol responded to a vehicle theft report in a parking lot located in the 6100 block of 219th Street SW. The victim reported leaving her car secured in the lot while inside

the building. Upon returning an hour later the vehicle was missing. The vehicle was entered as stolen in the local/national databases. There is no suspect information, investigation continues.

- On March 11 patrol responded to a disturbance at a business located in the 21900 block of Highway 99. Investigation revealed a patron was being confrontational with other patrons and staff. The subject was located, escorted from the property and formally trespassed.
- On March 11 patrol responded to a fraud complaint at a residence located in the 4400 block of 212th Street SW. The victim reported discovering multiple unauthorized withdrawals from her bank account. It is unknown how the account was compromised, but a suspect was identified. Investigation continues.
- On March 12 patrol responded to a disturbance at a residence located in the 23500 block of Lakeview Drive. Investigation revealed the resident was arguing with an adult son who refused to leave. The son alleged his father hit him with a hammer, but there was no evidence to support this claim. It was apparent the son was experiencing mental distress. After some conversation the son agreed to leave.
- On March 12 patrol responded to a theft from vehicle report at a residence located in the 4100 block of 225th Place SW. The victim said suspect(s) broke into his vehicle overnight and stole his belongings. There is no suspect information, investigation continues.
- On March 12 patrol responded to a disturbance in a parking lot located in the 23500 block of Lakeview Drive. The reporting person said an adult male subject was angry about a photograph she took and threatened to shoot her. An area check for the suspect was negative. Investigation continues.
- On March 12 patrol responded to a theft report at a residence located in the 6300 block of 230th Street SW. The victim reported suspect(s) stole her mail from her mailbox and tried to break into her residence through a window that was broken during the incident. A nearby residence was victim to a similar crime. There is no suspect information, investigation continues.
- On March 12 patrol responded to a malicious mischief complaint in a parking lot located in the 23500 block of Lakeview Drive. Investigation revealed the suspect was a local resident who, a couple of hours before, had been committed to Swedish Hospital for a mental health evaluation. The suspect was able to escape the hospital and was not located. The suspect returned to the location and damaged the victim's vehicle and fled on foot. An area check was negative. Charges were forwarded to the City Prosecutor for filing.
- On March 13 patrol responded to a commercial alarm at a building located in the 23500 block of 56th Avenue W. Upon arrival patrol located a suspect inside a building under construction. Investigation revealed the suspect jumped the fencing in order to access the site. The suspect denied intending to steal property. He was issued a citation for trespassing and released.
- On March 15 patrol responded to a theft from vehicle report at a residence located in the 4700 block of 225th Place W. The victim reported the suspect(s) stole his wallet from his unsecured

vehicle overnight and used his credit cards to make several unauthorized purchases. Investigative leads were identified, investigation continues.

- On March 15 patrol responded to a theft from vehicle report at a residence located in the 4200 block of 236th Street SW. The victim reported suspect(s) broke out the window to her vehicle and stole her property. There is no suspect information, investigation continues.
- On March 17 patrol responded to a stolen vehicle recovery located in the 6400 block of 222nd Street SW. Investigation revealed the vehicle to be unoccupied, but was evidence of a crime previously committed in the City of Bothell. Bothell Police responded and took possession of the vehicle.
- On March 17 patrol responded to a fraud complaint at a residence located in the 22300 block of 68th Place W. Investigation revealed the former caretaker for the elderly victim was using the victim's credit card to make personal withdrawals. Investigation continues.

Weekly Investigations Update

Cases Assigned

- 20-3391 Theft
- 20-3575 Theft
- 20-3436 Fraud
- 20-2020 Fraud

Cases Cleared

- 20-15739 Theft
- 20-3253 Collision
- 20-3126 Malicious Mischief
- 20-2139 Theft
- 20-2256 Collision
- 20-2716 Eluding
- 20-1524 Theft
- 20-1074 Fraud
- 20-853 Fraud
- 19-10504 Assault

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.
- Eight reported self-initiated community outreach contacts.
- Patrol emphasis on the Interurban Trail.
- Patrol emphasis in the 7000 block of 220th Street SW.
- Officers spoke to dozens of citizens who had questions surrounding the COVID-19 pandemic.
- Several outreach contacts made and supplies provided due to cold weather.
- Officer Elrod checked on several elderly residents to ensure they are healthy and have what they need.
- Picture of Officer Hoeth changing a flat tire for a stranded motorist:



Code Enforcement Property of the Week

On March 6, Code Enforcement followed up on a parking complaint involving a black Honda Civic with an expired license being stored on public street, located near the 21700 block of 52nd Avenue W. Code Enforcement issued a correction notice in accordance with 10.10.190 (storing vehicle on public street in excess of 72 consecutive hours) and 10.10.230 (abandoned inoperable vehicle having; expired license exceeding 30 days). On March 11, Code Enforcement returned to the location and noted no changes had been made. Towing was dispatched and the vehicle was impounded.



Other Items of Interest

- Officer O'Hagan attended active shooter incident safety training.
- Due to the Mountlake Terrace High School closing, Officer O'Hagan has temporarily been reassigned to patrol, working an afternoon shift.
- Officer Froisland has rotated to her training schedule to facilitate the K9 training beginning this week.
- Sergeant Porter attended Bolawrap instructor training in Oregon. The department is purchasing the device for patrol. For more information about the device [click here](#).
- North Sound Metro SWAT was deployed in support of the Edmonds Police Department's apprehension of two suspects in the 7-11 homicide investigation. After a standoff of several hours the suspects were taken into custody without injury.
- Officers continue to complete their mandatory crisis intervention training.

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 \(Tentative\)](#), Ballinger Park
- 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, 6:00-9:00pm, National Night Out, 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