

CITY MANAGER'S WEEKLY UPDATE April 10, 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 work/study session scheduled for Thursday, April 16, 2020 is cancelled as the Governor's proclamation limits the business that can be conducted.

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 & Ensuring Teleconference Participants Can Hear Each Other; (2) Approval of Payment of Claims & Approval of Minutes; (3) Acknowledgement of Written Public Comment (4) Review and 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.

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. Doing so better 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.mlt.wa.us
Code Enforcement:	codeenforcement@ci.mlt.wa.us
Traffic Tickets/Violations:	Violations@ci.mlt.wa.us
Utility Billing:	utilitybilling@ci.mlt.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.

- **The April 6 City Council meeting** was conducted remotely via Zoom teleconference. The [audio recording](#) was shared on social media and will be uploaded to the City Council webpage next week due to the current off-shifting of staff. The April 20 recording will be uploaded to social media following the meeting.
- **Supporting Mountlake Terrace Businesses:** Community & Economic Development took the lead again this week in supporting our local eateries by coordinating a daily rotation of takeout from restaurants in the city. The city encourages the community to view [this list](#) of Mountlake Terrace establishments created by MLTNews.com and ordering take out if you are able to.
- **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 11 Easter Egg Hunt is cancelled
 - April 11 April Pools Day is cancelled
 - April 14 Recreation and Parks Advisory Commission meeting is cancelled
 - April 25, 9:00 a.m., Earth Day/Arbor Day Event – Cancelled
- **Civic Campus Construction:** Primary construction activity this past week consisted of preparing the foundation and floor area of City Hall for the pouring of concrete, which took place on April 9. This includes installing communications, plumbing and electrical conduit between foundation walls.

Forms were constructed, and concrete poured, for curbs within the public right-of-way along 232nd Street SW and 58th Avenue W. Existing street lights have been relocated, which included installing new electrical wiring. Grading and establishing subgrades for perimeter walkways, parking area and plaza are still 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.

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

- **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 on the web site (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 here: www.mltrec.com/391.
- **Racquetball Tournament:** The April 18 racquetball tournament has been cancelled.
- **Aquatic Staff projects:** Here is a list of projects being worked on by aquatics staff during closure.
 - Pool Deck washing April 13-17
 - Various small repair jobs i.e. wall patching, pool tiles replaced, rails tightened
- **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 25th has been cancelled. Future cleanups/volunteer events will be held this summer and fall when allowed.
- **Evergreen Playfield #1 Project:** A new lighting system will be installed at Evergreen Playfield #1 the week of April 27. This is an allowable public works project under the Governor’s order. The design of the turf field is also still moving forward. A public meeting on the project will be scheduled sometime this summer with installation of the turf in early fall.
- **Meetings Cancelled:** The April meetings for the Recreation and Parks Advisory Commission (RPAC) and the Neighborhood Park Improvement Subcommittee have 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>YTD</i>	519	426	125	61	10	29	13	25

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

Weekly Patrol Synopsis

- Officers responded to an adult family home at the 21700 block of 58th Ave. W. for an assault report. The victim reported that one of the other residents hit him on the back of the head. The victim stated that the suspect was a regular problem at the home and causing problems. The case was forwarded to the city prosecutor for review.
- On April 1, officers responded to the 24100 block of 57th Pl. W. for a report of a hit-and-run. The victim's vehicle had been parked on the side of the road for several days before the victim noticed damage to the vehicle. No suspects or leads at this time.
- On April 2, officers took a theft report over the phone. It was reported that an unknown suspect contacted the victim's bank and withdrew several thousand dollars. The victim had no idea how the suspect obtained her information.
- On April 2, officers responded to the 4300 block of 212th St. SW for an unresponsive subject in a vehicle. Officers arrived and found a male subject who was unresponsive with shallow breathing. There was also a heavy odor of marijuana coming from within the vehicle. Officers administered one dose of Narcan. Medics arrived as the subject gained consciousness. The subject was transported to Swedish Edmonds Hospital for evaluation.
- On April 3, officers responded via telephone for a burglary report. The victim reported that an unknown suspect entered a shared garage and stole a bicycle. There are no suspects or leads at this time.
- On April 3, officers responded to the 6000 block of St. Albion way for a report of a physical domestic. Upon arrival officers discovered that the suspect had left the area. The investigation revealed that there had been an argument between a husband and wife about how the husband was not practicing good social distancing. The husband became angry and assaulted his wife and another person before leaving. Officers were unable to locate the suspect who will be charged through the city prosecutor.
- On April 4, officers responded to the 23900 block of 56th Ave. W. for a report of a vehicle theft. During the investigation it was revealed that the victim was attempting to report that her ex-boyfriend took her car without her permission. It was also reported that the victim had been bitten, scratched and pushed by her ex-boyfriend. Probable cause was developed for Assault 4 and a "Be On the Lookout" (BOLO) report was entered for the suspect.
- On April 4, an unknown suspect stole sunglasses and a garage door opener from a parked vehicle at the 4500 block of 229th Pl. SW.
- On April 4, a trespasser was reported on a construction site located at 6004 237th St. SW. Officers responded, however, no trespassers were located.

- On April 5, officers responded to the 6300 block of 223rd St. SW for a report of a DUI. Upon officers arrival they found the witness talking with a subject who appeared to be intoxicated. Investigation revealed that the driver was intoxicated and eventually arrested for DUI.
- On April 6, officers were dispatched to the 5400 block of 244th St. SW for a report of a physical domestic. Upon arrival officers contacted a male and female who were in a dating relationship. The investigation revealed that the two had been in a physical altercation and the male was found to be the primary aggressor. He was booked into the Snohomish County Jail for Assault 4 DV.
- On April 6, officers responded to the 21400 block of 52nd Ave. W. for a physical domestic. Upon arrival officers found a female with obvious injuries standing near a vehicle with a windshield that had been smashed. Officers were advised that the male suspect fled the area on foot. Probable cause was developed for the male, who was located a short distance away. He admitted to the assault and was booked into jail.
- On April 6 a burglary was reported in the 21400 block of 48th Ave. W. An unknown suspect broke into a detached garage and stole several items. Investigation is ongoing.

Weekly Investigations Update

Cases Assigned

- 20-4164 Identity Theft
- 20-4293 Burglary
- 20-4130 Theft
- 20-4139 Runaway-Missing

Cases Cleared

- 20-3815 Runaway
- 20-177 Burglary
- 20-171 Burglary
- 20-871 Burglary
- 20-873 Burglary
- 20-874 Burglary
- 20-876 Burglary
- 20-883 Burglary
- 19-17764 Death Investigation
- 20-1462 Theft
- 20-1978 CPS
- 20-3804 Vehicle Theft
- 20-3806 Vehicle Prowl
- 20-1246 Theft
- 20-1891 Burglary

Community Outreach & Directed Enforcement

Due to the COVID-19 pandemic, officers are practicing social distancing, limiting community outreach to protect the community and officers from the virus. Officers are still responding to all dispatched calls and taking care of the community in need:

- Officer Hoeth helped a couple of young girls on a scavenger hunt by providing the “funny face” the girls needed for the hunt.

- Officer Brecht has been checking on businesses she knows to be closed long-term.
- Officers are conducting frequent checks of parks to educate the community on social distancing and limitations on gathering.
- Numerous phone calls to assist the public in clarifying the Governor's "Stay Home, Stay Healthy" order.
- Multiple trips to the library to check with various homeless people.
- Sergeant Moss contacted a juvenile that he was familiar who was out at 2:00 a.m. The juvenile has a criminal history for property crimes within Mountlake Terrace. Sgt. Moss transported the juvenile to his home where it was learned the youth had not been given permission to leave the house.
- Sergeant Moss spotted a known narcotic user at Forest Crest Park after hours, and educated the individual regarding stay-at-home orders and COVID 19. The individual left the park.
- Extra patrol check in Ballinger Park. No new camps located.

Code Enforcement Property of the Week



As an ongoing effort to maintain the city's appearance, Code Enforcement is participating in "Project 365" which focuses on nuisance properties located within an outlined area of the city. On March 10, Code Enforcement observed multiple nuisance violations on a property located near the 5300 block of 238th St SW.

Code Enforcement issued a notice of violation in accordance with 8.15.040.A.6 - Woodpiles that are not properly stacked; such as branches, 8.15.040.A.1 - Vegetation exceeding 12 inches in height, 8.15.040.I - Accumulations of broken or neglected items, litter, salvage material, and junk not in an approved enclosed structure, 8.15.040.K - Broken, inoperable accumulations of, or parts of, machinery or equipment, 8.15.040.E.2 - Improper storing or keeping of any toxic, flammable,

or caustic substance, 8.15.050.B.1 – All motor vehicles that are junk, inoperable, or unused for 30 days shall be stored in a fully enclosed structure, 8.15.050.B.10 – Any vehicle, including a recreational vehicle, parked in a side yard shall be at least three feet away from the structure, and 8.15.050.B.7 Recreational or utility vehicles parked in a side or rear yard, on an unimproved surface, must be mowed and tended to.

Code Enforcement will continue to follow up with this property until all nuisance violations have been corrected.

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 – **CANCELED**
- 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