CITY MANAGER’S WEEKLY UPDATE  
April 24, 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 4, 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) Review and Approval of Civic Campus Construction Project Contingency.

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

- **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 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: 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

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](http://www.cityofmlt.com/167) to learn more about making utility payments.

- **Event Cancellations:** The city’s annual Earth Day/Arbor Day Volunteer Park Clean Up and tree giveaway, scheduled for April 25, is cancelled due to the “Stay Home, Stay Healthy” order issued by the Governor. Summer events are still under consideration pending updated information from the Governor’s Office.

- **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](http://Mountlake Terrace Government on Facebook) or [CityofMLT on Twitter](http://CityofMLT on Twitter)) for more information.

- **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 for the foundation of the Police Station addition (Photo #1), framing for City Hall (Photo #2), framing for the outer walls of the water feature (Photo #3), and grading and establishing subgrades for the parking area and plaza (Photo #4).

![Photo 1: Finalizing the framing for the Police Station foundation. Concrete will be poured for the flooring the week of April 27.](image1)

![Photo 2: Framing walls for City Hall](image2)
Photo 3: Framing for the outer walls of the water feature

Photo 4: Grading and establishing subgrades for the parking area and plaza is underway.
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](http://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:** Beginning on Tuesday, April 28 at 7:00 a.m., 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 the day of Friday, May 1. This closure allows the contractor to bring the roadway adjacent to the Transit Center to its final elevation and pave all but the final layer of asphalt. The closure also takes advantage of the current low traffic volumes to shorten the period of closure.
RECREATION, PARKS, AND PROPERTY MANAGEMENT

- **Mountlake Terrace Dance Academy and Fitness Programs:** The Recreation Pavilion now has a YouTube Channel called Recreation Pavilion. Please take a look and subscribe if you want to know when new videos are uploaded. Currently the channel is being used to distribute dance and fitness instructional videos. Our teachers have been recording things at home targeted to the classes they were teaching before the Pavilion closed. What has been created and uploaded so far is contained on the channel, in a playlist, labeled by class. For example Ballet IV & V currently has three barre exercises they can follow along with in their playlist. As collections of videos become more complete the list of participants from that class will receive an e-mail with the link so they can easily find content made just for them.

Other dance classes with uploads include, Tap, Irish Step, Pre-Jazz, and Lyrical III-IV. Fitness classes with uploads include Gentle Yoga and Stott Pilates both of which are great fitness activities in small spaces. New things are being posted every day. If you don’t see your class here just get started with something that looks fun! Our videos are free and open to the public so feel free to share. We hope to keep everyone moving and upbeat!

- **Youth Programs:** The Pavilion is continuing to provide care for essential workers Monday-Friday from 7am-6pm. With children now able to do their school work, staff has set up school work time during the day, along with other enrichment activities such as crafts, and yoga. If you are an essential worker and need childcare, email rnorton@ci.mlt.wa.us for registration information. Daily rates are available.

- **Aquatics:** work continues around the pool, it is now back to normal as far as equipment and seating. Deck drains and ladder rails are to be installed this week. Aquatic Leadership is also taking part in webinars and meetings to stay up to date on training and best practices.

- **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. Please remember to avoid gathering and maintain six feet between you and anyone from outside your home.

- **Evergreen Playfield #1 Project:** Musco lighting systems (delayed from the original April date) will be installed at Evergreen Playfield #1 the week of May 18.

The design of the turf field is also still moving forward. A public meeting will be scheduled sometime this summer, with installation of the turf field in early fall.

- **Facilities Pavilion Work:** Pool deck cleaning was completed last week at the Recreation Pavilion. Continued work includes tile and grout work to the shower rooms and staff shower stall work.
POLICE DEPARTMENT

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

Weekly Patrol Synopsis

- On April 15, officers responded to the 23800 block of 59th Place W. for an assault at an adult family home. There was a witness that saw one female grab and push another female to the ground. Both suspect and victim were difficult to communicate with due to health issues. This case has been forwarded to the prosecutor for review.

- On April 15, officers responded to the 4300 block of 236th St. SW for a domestic disturbance. Upon arrival officers contacted a male subject who stated that the mother of his child had entered his residence and was refusing to leave. Officers eventually were able to get the female to leave; she was given a trespass notice.

- On April 15, officers were dispatched to a threat report at the 4700 block of 212th St. SW. A male suspect was threatening harm to his ex-girlfriend’s pet because he believed she broke his computer. Case under investigation.

- On April 16, officers contacted a victim of a fraud. The victim reported that someone had seemingly purchased the truck he was selling online, but the victim was later notified by his bank that the cashier’s check he had received for the sale was fraudulent.

- On April 16, officers responded to the 6200 block of St. Albion Way for a hit-and-run report. The victim’s vehicle was struck by an unknown vehicle overnight causing damage. There are no suspects or leads at this time.

- On April 16, officers responded to the 22800 block of 53rd Ave. W. for a report of a broken window. Upon arrival officer found a broken window on a vacant house. It is unknown how the window was damaged.

- On April 17, officers responded to the 22700 block of 49th Pl. W. for a fire assist. Upon arrival officers found a residence was fully engulfed in flames and fire was already on scene. Officers began evacuating nearby homes to make sure everyone was safe. After investigation the cause was attributed to materials that had self-ignited due to improper disposal.

- On April 17, officers responded to the 21400 block of 52nd Ave. W. for a bicycle theft. A child’s locked bike was stolen by a man wearing all black. There are no further leads at this time.
• On April 17, officers responded to a harassment report. It was reported that the victim’s ex-girlfriend had been sending death threats to him through social media. The case has been assigned to investigations.

• On April 18, an unknown subject broke a mail box in the 23800 block of 44th Ave. W. and stole the contents. There are no suspects or leads at this time.

• On April 18, officers responded to the Safeway at the 4300 block of 212th St. SW for an assault. Two males - one juvenile and one adult - were in a verbal argument about the lack of social distancing. The juvenile then assaulted the adult by pushing him and crushing a can of soda on the adult’s chest. The video surveillance was requested and the case is under investigation.

• On April 18, officers responded to the 21600 block of 60th Ave. W. for a death investigation. A female was found deceased by her boyfriend. The boyfriend stated that the decedent had some significant health problems and is an illicit drug user. The medical examiner responded and took custody of the body. The case is still under investigation.

• On April 19, officers responded to the 6200 block of St. Albion Way for a physical domestic report. Upon arrival officers learned that an argument occurred between a male and female who were in a dating relationship. The argument was over a game they were playing on social media. The male became upset and threw an object hitting the female on the head causing an injury. The male suspect was arrested and booked into jail for assault 4 domestic violence.

• On April 20, officers responded to the 4600 block of 242nd St. SW to investigate a subject who had not been heard from for over two days. Officers found the subject deceased in his home. The medical examiner responded and took custody of the body. Case is under investigation.

• On April 20, officers responded to the 4500 block of 224th Pl. for a theft report. A bracelet was stolen from a trailer that was parked in the back yard of the owner’s residence. Case is under investigation.

• On April 21, officers located a distraught male walking in the area of 212th St. SW and 44th Ave. W. The male said he had just been assaulted by his fiancé at their apartment. The male had injuries consistent with what he was telling officers. Officers were able to find the female subject. She was arrested and booked into jail for assault 4 DV.

Weekly Investigations Update
• Cases Assigned
  o 20-1974 Assault
• Cases Cleared
  o 20-1974 Assault
  o 20-4036 Malicious Mischief

Community Outreach & Directed Enforcement
Due to the COVID-19 Pandemic, officers are practicing social distancing. Our community outreach has been limited and officers are working diligently to protect the community and themselves from the virus. Officers are still responding to all dispatched calls and taking care of those in need.
• K9 Training continues on track with a focus this week on vehicle searches and vehicle search patterns. Additional training on open areas and training in varied environments (wind, dirt, asphalt, etc.) Networking and training with other regional handlers was also conducted.
• Sergeant Porter had a couple children tour the police truck to include turning on the lights and siren.
• Sergeant Mettler was flagged down by a passerby who asked if she could provide a flyer for a lost dog. Flyer was hung in patrol room for information.

**Code Enforcement Property of the Week**

On April 19, Code Enforcement received a property complaint involving multiple vehicles parked in a driveway located near the 21600 block of 55th Avenue W. On April 22, Code Enforcement followed up to the property complaint and observed multiple piles of trash debris in the front yard, one vehicle on jacks, and another inoperable vehicle with an expired license located in the driveway. Both vehicles are not registered to the property. Additionally, Code Enforcement observed yard equipment not properly stored, a water heater in the front yard, cars parts in the driveway and a gas can with an unknown substance.

Code Enforcement issued a civil notice of violation and will continue to follow up on the property until all property 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 – CANCELLED
- May 13, 6:00 p.m., Coffee with the City, Recreation Pavilion (To Be Determined)
- 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
- 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