

CITY MANAGER’S WEEKLY UPDATE

May 1, 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.

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 to learn more about making utility payments.

- **Information on COVID-19:** City updates related to COVID-19 are available at 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.
- **Records Update:** The city's Public Records Officer and the Records Technician have been working together to analyze and identify Community Development Department record types and series. The team has assigned the disposition authority numbers (DANs) as defined by Washington State Archives and is building the folder structure into the Enterprise Content Management (ECM) system, also known as Laserfiche. In this system, the retention period will be assigned to each record according to the State Archives list so the city can manage its records in a timely and orderly fashion.
- **City Happenings:** Staff is working on the June issue of the city newsletter with information and resources for those in our community who are affected by COVID-19 and its associated economic impacts. This issue will also have updates on upcoming events and programs given the information known at this time.
- **Civic Campus Construction:** Primary construction activity this week consists of framing for the City Hall portion of the project.



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.mt.wa.us to make payment arrangements if they are unable to pay at this time.

PUBLIC WORKS (ENGINEERING & OPERATIONS)

- **Main Street Construction:** This past week 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, AND PROPERTY MANAGEMENT

- **Fitness Programs:** Christie Oliver has a complete workout for you in eight parts on the Recreation Pavilion YouTube channel. It is free and shareable! Another set is in the works. So if you have already got it memorized in the last two weeks, good job! Also keep an eye out for new exercises to freshen up your routine. The Stott Pilates exercise program is perfect for your living room or a small corner of your space. All you need is a soft spot on the carpet, a yoga mat, or blanket. If you are familiar with Pilates or Yoga mat-work, Christie's voice has all the coaching and tips you need. If fitness and mat-work are new to you, Christie is an excellent teacher and will guide you through. Start with video number one and repeat often. It might not seem like much activity at first but will build your deep core first and then as the videos progress the exercises target the larger and more superficial core muscles on top. [Check out this program and Jennifer Haywood's Gentle Yoga videos at here](#). Even a little bit of exercise in your quarantined space is a healthy diversion and will support your mood and overall wellbeing. Stay active and keep learning!
- **Aquatics:** The Aquatic Team have reset the deck after the acid washing was completed. The rails leading into the pool that have been a bit wobbly have been tightened and will not wobble when entering via a ladder. The hot tub was drained and scrubbed with new VGB drain covers installed. The deck area around the hot tub was pressure washed. Mark Feeney, Aquatic Coordinator (and Chair of the Washington Recreation & Parks Association's Aquatic Network), hosted the WRPA Aquatic network Zoom meeting with over 50 in attendance.

Lifejackets and float belts were repaired and a new whiteboard was hung where an old bulletin board on deck fell apart. Aquatic Team have started discussing what reopening will look like. Also work has continued on the 2021-2022 Budget pieces.

- **Wellness:** A new Wellness challenge through Association of Washington Cities (AWC) began on Friday, May 1, for those who have AWC medical benefits. Employees can register through Castlight (AWC's Wellness App) and can **Step into Spring** while at home or outside. Participants track their activities, it is not just walking, and are eligible for prizes through AWC. This program is one that helps the city meet the requirements to earn the WellCity Award, which they have earned the last two years and helps off set some medical costs for the city. In addition, an option for those employees not part of AWC benefits can also participate by using a paper tracking system because the point is that employees stay healthy and well.
- **Support Services:** Recreation Coordinator Andrew Appelwick has completed NIMS training.
- **Eagle Project Postponed:** Eagle Candidate Nathan Hjellen was scheduled to complete his Eagle project in April. Nathan has been preparing to install a swing set as well as play area borders at Bicentennial Park. Nathan has asked the Mount Baker Council of the BSA to grant an extension with the intent of completing the installation at the end of June or the end of August if he can do the installation while following all COVID-19 safety guidelines.

POLICE DEPARTMENT

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

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

Weekly Patrol Synopsis

- On April 22, patrol responded to a nuisance complaint at a business located in the 21900 block of SR99. Two subjects were contacted, and one was revealed to have a Department of Corrections warrant for her arrest. Due to health concerns, booking was declined.
- On April 22, patrol responded to a suspicious vehicle complaint located in the 4400 block of 237th Place SW. Investigation revealed the driver to be passed out with the vehicle in park, but revving due to his foot resting on the accelerator. Once the situation was made safe, officers woke the subject and confirmed him to be under the influence of intoxicants. He was arrested for DUI physical control, processed and booked at the Snohomish County Jail for the offense without incident.
- On April 23, patrol responded to a malicious mischief complaint at Terrace Park School. Investigation revealed damage at the facility. There is no suspect information. Investigation continues.

- On April 23, patrol responded to two separate child abuse cases. Both cases have been assigned to investigators to follow up.
- On April 23, patrol responded to a theft-from-auto report at a residence located in the 22800 block of Lakeview Drive. The victim reported suspect(s) forced entry into her parked vehicle and stole her credit cards. Further investigation revealed the suspect(s) were able to complete multiple local unauthorized transactions using the stolen cards. Investigation continues.
- On April 23, patrol responded to an abandoned vehicle complaint located in the 23400 block of 55th Avenue W. Investigation revealed the vehicle to have been stolen and abandoned at the location. The owner of the vehicle was contacted and notified of the recovery. There is no suspect information.
- On April 24, patrol responded to a theft report at a business located in the 4300 block of 212th Street SW. The victim reported leaving his bicycle in the rack outside the business and upon returning he discovered it was stolen. There is no suspect information. Investigation continues.
- On April 24, patrol responded to a disturbance in a parking lot located in the 21900 block of 66th Avenue W. Investigation revealed a subject suffering from mental health issues confronted a subject he was convinced had sabotaged his vehicle via a phone application. No crime occurred, nor was there sufficient facts to commit the person for a psychiatric evaluation.
- On April 24, patrol responded to a theft report in a parking lot located in the 4300 block of 212th Street SW. The victim reported his bicycle was stolen from the bed of his truck. Surveillance of the crime was obtained. Investigation continues.
- On April 27, patrol responded to a theft-from-vehicle report at a residence located in the 21300 block of 52nd Avenue W. The victim stated suspect(s) forced entry into her secured vehicle overnight and damaged it. She was unsure if property was stolen. There is no suspect information.
- On April 27, patrol responded to a hit-and-run collision report. The victim reported his vehicle was parked in front of his residence when it was struck by an unknown motorist. There is no suspect information.
- On April 27, patrol responded to a theft-from-vehicle report at a residence located in the 21400 block of 52nd Avenue W. The victim reported suspect(s) forced entry into her secured vehicle overnight, damaged it, and mail was stolen. There is no suspect information.
- On April 27, patrol responded to a vehicle theft report at a residence located in the 22800 block of Lakeview Drive. The victim reported leaving his vehicle secured in front of his residence and discovered it was stolen overnight. The vehicle was entered as stolen into state and nationwide databases. There is no suspect information. Investigation continues.

- On April 27, patrol responded to a theft-from-vehicle report at a residence located in the 5100 block of 219th Street SW. The victim reported suspect(s) forced entry into the vehicle and stole miscellaneous property. There is no suspect information.
- Patrol responded to five domestic disturbances during this period.

Weekly Investigations Update

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| <ul style="list-style-type: none">• <u>Cases Assigned</u><ul style="list-style-type: none">○ 20-4763 Death Investigation○ 20-4721 Death Investigation○ 20-4874 Theft from Vehicle○ 20-4877 CPS○ 20-4848 CPS○ 20-4913 Theft○ 20-4929 Animal Cruelty | <ul style="list-style-type: none">• <u>Cases Cleared</u><ul style="list-style-type: none">○ 20-4036 Malicious Mischief○ 20-4787 Theft○ 20-2499 Burglary○ 20-1974 Burglary○ 20-2581 Malicious Mischief○ 20-4293 Theft○ 20-4669 Harassment |
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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.
- Seven reported self-initiated community outreach contacts.
- Traffic emphasis on Lakeview Drive.
- Patrol emphasis in the 4500 block of 224th Place SW.
- Patrol emphasis in the 7000 block of 220th Street SW.
- Patrol emphasis in the 6000 block of 244th Street SW.
- Patrol emphasis at the Library and surrounding area. Fencing seems to be helping with some of the hazards in the area thus far.
- Continued "Stay Home, Stay Healthy" order education contacts.
- Multiple security checks of businesses closed for the "Stay Home, Stay Healthy" order.

Code Enforcement Property of the Week

On April 16, Code Enforcement was dispatched to an abandoned vehicle complaint involving a white Subaru Legacy parked in the 23300 block of 64th Avenue W. When Code Enforcement



arrived they observed the vehicle parked facing against the authorized direction of travel. The vehicle had an expired license and front-end damage. Code Enforcement chalked the rear passenger side tire, and issued a correction notice in accordance with 10.10.230 (Abandoned vehicles) and 10.10.190 (Storing vehicles on the public street over 72 consecutive hours prohibited).

On April 28, Code Enforcement returned to the location and found no change. Towing was dispatched and the vehicle was impounded.

Other Items of Interest

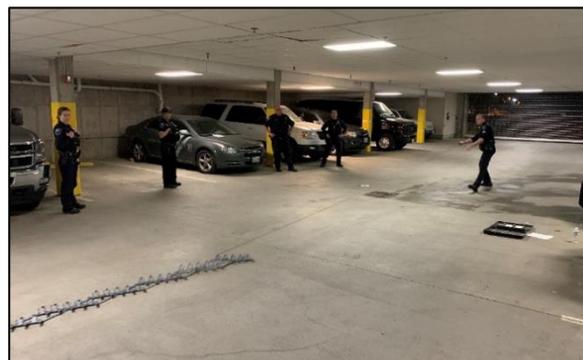
- Officers recently went to Sno911's south campus in Mountlake Terrace to acknowledge dispatchers during National Public Safety Telecommunicators Week.



- Officers have been participating in "BolaWrap" training and certification process. The BolaWrap devices deploy a strand of wire to 'wrap' a suspect around the legs or torso.



- Below are photos of squad briefing spike strip certifications.



- Officer Froisland and K9 Jax continue their training and are set to attempt certification in early May.



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 (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 – Cancelled (Virtual Event)
- 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