

CITY MANAGER’S WEEKLY UPDATE

May 22, 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 the public must 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, June 1, 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 Amendment 1 with PND Engineers for Design of Ballinger Park Water Elements (Tentative); (4) Review of 2021-2022 Biennial Budget Schedule; (5) Discussion of Uses of CARES Act Funding.

The City Council’s **special meeting** is on **Monday, June 8, 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; and (3) Public Hearing and Adoption of Updates to Flood Hazard Area Regulations.

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 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:	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.

- **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 28 City Council Work/Study Session – Cancelled
 - July 3 Fireworks Event – Cancelled
 - July 24-26 Tour de Terrace – Cancelled
 - August 4 National Night Out Against Crime – Cancelled
 - September 19-October 3 Arts of the Terrace Juried Art Show – Cancelled
- **Food Drive:** The City Manager's Office took the lead in organizing a food drive to provide food for the Concern For Neighbors and Cedarwood International Food Banks in Mountlake Terrace, as well as the Weekend Meal Program of the Foundation for Edmonds Schools. Two news releases and several social media posts have been shared, and the first carload of donations was delivered to the Concern for Neighbors Food Bank on Tuesday. The Food Bank asked the city to help them get the word out about their program.

The next donation will be delivered to the Cedarwood International Food Bank located at Bethel Chapel on 66th Avenue. The city will deliver single-serving foods to the Weekend Meal Program on May 29.

The city is considering making a regular area in the lobby of city hall to continue community food donations.



- **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. Currently the city is working on updates to better organize this information.
- **City Newsletter:** Layout of the June issue was completed and will be printed and mailed by the end of May. This issue will feature community resources and updates related to COVID-19 including "KeepMLTStrong.com," a community partnership the city is involved in.
- **CARES Act Funding:** The city's leadership team has been working with our state delegation to evaluate the newly-allowed uses of potential funding from the state under the CARES Act

to assist the community during the pandemic. This item will be discussed at an upcoming City Council meeting.

COMMUNITY & ECONOMIC DEVELOPMENT

- **Construction Application Restart June 1:** During the initial implementation of the construction restart under the state's Phase I program to move through the pandemic, **no new** development permit applications are being accepted until June 1.

If a construction permit relates to an existing permitted project it will be accepted. New permit applications are only allowed if the construction work is deemed essential, such as public facilities and emergencies, as outlined in the [Governor's clarification](#) on March 25, 2020.

With respect to new construction and accompanying permits, Community and Economic Development Director Christy Osborn states, "The department will begin to accept new applications and permits beginning June 1, 2020. Modification to processes will be implemented due to the continued closure of City Hall such as virtual meetings and some electronic submittals."

If a project meets the current [stated requirements](#), completed forms may be emailed to the [Permit Specialist](#). Applications are located on the specific webpages listed at <https://www.cityofmlt.com/1993/Permits-Licenses>. Compliance to COVID-19 mandates has created longer processing times for permits.

To schedule an inspection at this time, a project must have permits issued prior to March 23, 2020. Inspections are accepted only for existing, low-risk construction projects that do not require workers to be closer than six-feet and has an exposure control, mitigation, and recovery plan in place. To schedule an inspection, please call 425-775-9694.

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

PUBLIC WORKS ENGINEERING & OPERATIONS

- **Final Main Street Paving & Traffic Signal Activations:** The Main Street Revitalization Project on 236th Street SW is ready for the final layer of asphalt paving by the city's contractor from west of 56th Avenue W to I-5. Travel along the roadway will remain open throughout the 7:00 a.m. to 7:00 p.m. paving activities on Tuesday, May 26 and Wednesday, May 27. These dates are weather-dependent and paving may be delayed into later that same week if conditions are not suitable for paving.

Northern and southern halves of the roadway will be paved on separate days with flaggers alternating traffic during paving activities. Drivers should expect delays of up to 30 minutes or more and are encouraged to use alternate routes in this vicinity until paving operations are complete. Following this paving work, travel within the construction zone will generally return to normal. Additionally, the new traffic signal at 56th Avenue W and 236th Street SW is expected to be activated during daytime hours on Thursday, May 28, but would likely be impacted by any weather delay. This new signal is necessary for the widened 236th Street SW and 56th Avenue W at this intersection, to upgrade signal technologies, and to match current Town Center styles.

Pavement markings for vehicle and bicycle travel lanes, the center left-turn lane and pedestrian crosswalks throughout the construction zone will be installed through the week of June 1. Drivers are encouraged to avoid freshly painted lines.

The signal at Van Ry Boulevard at 236th (opening to public use later in 2020) is also expected to be activated in early June.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Aquatics:** Aquatics staff are working on the reopening plan, ordering Personal Protection Equipment for staff, reviewing ideas and developing a plan for staff training once we are able to return. The American Red Cross granted extensions of employee lifesaving and instructor certifications that would have lapsed due to the closure of the Pavilion. We have also been participating in Webinars provided by various aquatic organizations.
- **Dance & Fitness:** Mountlake Terrace Recreation Pavilion launched a new YouTube Channel in April. Currently the channel is being used to distribute dance and fitness instructional videos but we hope in the future to have all parks departments uploading fun content. Our excellent dance and fitness instructors, under supervision of program director Chloe Davenport, have made recordings at home that focus on the classes they were teaching before the "Stay Home" Order was issued. However, we invite others to join in and stay active during the quarantine too!

There's a wide variety of level and style available with complete workouts organized into playlists. Currently, there are dance playlist for pre-school level dance in tap, ballet, jazz and creative dance. Dance classes for elementary school through adult participants includes, tap,

ballet, lyrical and Irish step. Fitness classes with uploads include Gentle Yoga and Stott Pilates both of which are great fitness activities in small spaces.

To find the channel on YouTube, go to www.youtube.com and search” Recreation Pavilion.” To see the channel organized into playlists chose the playlist option and you’ll see playlists of videos labeled by class. Links to the channel are also posted on the “Mountlake Terrace Recreation and Parks” Facebook page. Be sure to subscribe and receive notifications when new videos are uploaded.

- **Youth Programs:** On Monday, May 18, the kids in youth camp made some volcanos in observing the 40th anniversary of the eruption of Mount St. Helens erupting. The kids had a great time watching their volcanos erupt.
- **Facilities:** The facilities division continues to complete work at the Recreation Pavilion that would otherwise be difficult to accomplish during regular operations. Air ducting throughout the locker rooms has been thoroughly cleaned, and supports for some exterior beams have been installed. Some roof and further beam work has been scheduled as well.

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

- There were 41 reports of identity theft this week, all of which were related to an unemployment benefits scam that has originated from outside the country.
- On May 13, officers responded to the 21900 block of 58th Avenue W. where a vehicle owner found his car had been prowled overnight and several tools were stolen. No suspects or leads at this time.
- On May 13, officers responded to the Silver Oaks Apartments for a mental health report. Officers contacted an adult female who was distraught and concerned with the pandemic situation. Officers stayed with the subject while she vented and spoke about her issues until she was able to calm herself.
- On May 13, officers responded to the 23600 block of 48th Avenue W. for a report of a physical domestic. Upon arrival officers located a female subject who had a no contact order for the residence. Officers contacted the female who admitted that she was aware of the order and also stated that she kicked her mother in the leg because she was angry at her. The subject was arrested and booked into the Snohomish County Jail for Assault DV and violation of the no contact order.

- On May 14, officers responded to the 6600 block of 220th Street SW for a hit-and-run report. The victim had a photograph of the suspect's license number, which records tied to a Marysville address. A short time later the suspect reported that his car had just been stolen.

As an officer was talking with the vehicle owner it became clear to the officer the car had not actually been stolen, and the owner eventually admitted he was the driver during the hit-and-run. The suspect about the car being stolen out of fear of going to jail because the driver's license was suspended. The suspect driver was issued citations for hit-and-run as well as driving while license suspended (DWLS).

- On May 14, officers responded to the 5800 block of 236th Street SW for a report of a female running in the street. Officers contacted the female and attempted to communicate with her, but she was non-communicative, yelling nonsensical things and not being cooperative. The female was taken to Swedish Edmonds for a mental health evaluation.
- On May 15, there was a vehicle prowling at the 21600 block of 66th Avenue W. Tools were stolen by an unknown suspect.
- On May 15, officers responded to Ballinger Park for a disturbance. It was reported that a juvenile male attempted to throw another subject in the lake and threatened to stab him. The suspect was contacted and detained as he was walking away from the area. The suspect claimed that he was just joking around but the victim did not believe it was a joke. The Denny Youth Center stated that the suspect did not meet their booking criteria so he was released pending charges.
- On May 15, a local resident with dementia was reported as missing. The subject was eventually found by the Washington State Patrol and returned safely home.
- On May 16, officers responded to the 21800 block of 66th Avenue W. for a report of a vehicle prowling with suspect information. The victim of the vehicle prowling showed surveillance video of two suspects prowling the vehicle. Officers recognized the suspects in the video. The suspects were issued citations for vehicle prowling in the second degree.
- On May 16, Officer Froisland and K9 Jax were requested to assist Edmonds Police with a check for narcotics.
- On May 17, officers responded to the 4500 block of 224th Pl. SW for a suspicious circumstance report. The reporting party claimed that she had some medical issues and at times she was being held against her will in a residence nearby. This case has been assigned to a detective.
- On May 18, Mountlake Terrace officers assisted the Brier Police with a verbal domestic argument.
- On May 18, officers responded to the 5300 block of 242nd Street SW for a welfare check. It had been reported that the occupant of the residence had significant health issues and had not

been heard from. Officers found the owner of the residence deceased. Nothing suspicious was found and the death was likely due to the significant health issues.

- On May 19, officers responded to the Lakeside Apartments for a disturbance. Upon arrival officers found that the argument was regarding arguing neighbors. Officers stayed and calmed both subjects.
- On May 19, officers were dispatched to the Lakeside Apartments for a report of abuse of a child. Officers arrived and performed a lengthy investigation. Probable cause was developed for assault 4th degree. A female was arrested and her two children were taken into protective custody.
- On May 18, officers responded to the 4800 block of 236th Street SW to assist Lynnwood Police in locating an assault suspect. The suspect was located and taken into custody without incident.
- On May 18, officers responded to the 21900 block of 66th Avenue W. for a report of a subject sleeping in his vehicle while it was running yet stopped in the roadway. Officers arrived and found the operator sleeping in the vehicle. Further investigation revealed that the driver was intoxicated. He was charged and booked for DUI.
- On May 19, a vehicle prowl was reported at the 23500 block of Lakeview Drive. No suspects or leads at this time.
- On May 19, Officer Froisland and K9 Jax assisted the Snohomish County Sheriff's office with a narcotics check.
- On May 19, an unknown subject shot a BB at a moving vehicle in the 22800 block of 44th Avenue W. There are no suspects or leads at this time.

Weekly Investigations Update

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|--------------------------------|---------------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| • 20-5104 Hit & Run | • 20-5168 Sex Offense |
| • 20-5693 Assault | • 20-3436 Fraud |
| • 20-4766 Burglary 1 | • 20-5541 Assault 1/Un Imp |

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 residents in need.

- Officers assisted a disabled motorist on Lakeview Drive.

- Officer Sheets assisted a former department member with their disabled vehicle at the Lynnwood Transit Center.
- Following up on a previous arrest outside of the Red Dragon Casino, officers inspected the area outside the building for evidence of narcotic activity. Officers checked the property and found evidence of drug use as well as garbage indicative of a homeless encampment. The property has been closed due to the COVID-19 pandemic, and officers made several phone calls to reach the general manager for the property to inform her of the issue and make plans to clean the property.
- Officers conducted a speed emphasis at 64th and 236th. No stops were conducted.
- Foot patrol 236th and I-5. No new camps located.
- Officer's contacted approximately 20 family members who were doing their own version of a cancer walk / tailgate party at 7200 block of 228th. They were social distancing.

Code Enforcement Property of the Week

Code Enforcement created a courtesy warning for residents of Mountlake Terrace, reminding them to cut back their vegetation. This violation is found under the Mountlake Terrace Municipal Code 8.15.040.A.1 –(Vegetation exceeding 12 inches in height (exclusive of plants and flowers within a flower bed or container, shrubbery, or trees) located in any front, back, or side yard, adjacent public right-of-way or planting strip, or any vacant property). During this time of year, with a combination of the sun and rain, it doesn't take long for vegetation to grow greater than 12 inches in height. Code Enforcement will continue to monitor the properties with excessive vegetation growth.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- 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, **Cancelled**
- August 4, 6:00 - 9:00 p.m., National Night Out, Evergreen Playfield, **Cancelled**
- 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, **Cancelled**
- 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