

CITY MANAGER’S WEEKLY UPDATE

June 12, 2020

CITY COUNCIL MEETINGS

In order to further support social distancing and limitations on public gatherings, Governor Inslee issued [Proclamation 20-28.4](#) 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 City Council’s next regular meeting is on **Monday, June 15, 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) Update from Federal Lobbyist on Federal Response to Pandemic; (3) Adoption of Electronic Signature Policy Resolution; (4) Public Hearing and Adoption of 2021-2026 Six-Year Transportation Improvement Program (TIP) Ordinance; and (5) Discussion and Guidance for the Use of CARES Act Funds.

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

- **“Virtual” Coffee with the City:** This month’s Coffee with the City was held remotely via Zoom. Over 30 community members attended and asked questions of the City Manager and Police Chief for more than 90 minutes. We appreciate the input received and will likely continue this format to expand options to engage with the community.
- **CARES Act Funding:** The City Council discussed potential uses of CARES Act funds at the June 11 meeting, providing additional guidance prior to formal direction expected at the June 15 meeting. The public can provide input via email at cityhall@ci.mlt.wa.us. Comments must be received by 4:00 p.m. on the day of the meeting.
- **COVID-19 Webpage:** Visit www.cityofmlt.com/2060 to find coronavirus information regarding City News and Information, Community Resources, Support for Businesses, and Facility Closures. There is a link to this webpage at the top of the city’s website.
- **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 childcare 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 cancelled due to the current public health emergency. Future meetings will be determined at a later date.
 - June 16 Arts Advisory Commission Meeting - 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
- **Civic Campus Construction:** Primary construction activities this week consisted of:
 - Framing:
 - Council Chambers and lobby;
 - City Hall second floor;
 - The outer walls of the Police Station addition;
 - The outer walls of the water feature and seating walls near 58th Avenue West
 - Grading of the Town Center Plaza area and installation of drain lines
 - Installation of first floor plumbing and electrical rough-in



COMMUNITY & ECONOMIC DEVELOPMENT

- **Flood Hazard Regulations:** At its June 1 meeting the City Council was briefed on proposed updates to the city’s flood hazard regulations, with final adoption on June 8. The updated regulations and the current Flood Insurance Rate Maps (FIRMs) issued by the Federal Emergency Management Agency (FEMA) must be in place by June 19, 2020 in order for the community to be eligible for FEMA’s Flood Insurance Program.

For more information on the floodplain regulations update, contact Senior Planner Edith Duttlinger at (425) 744-6279 or eduttlinger@ci.mtl.wa.us.

- **Phase 2 Construction Update:** During the implementation of the Phase 2 Construction Restart, all permit applications will be accepted at this time. Permit applications are located on specific pages of the City of Mountlake Terrace website: www.cityofmlt.com. Please be aware that compliance to COVID-19 mandates has created longer processing times for permits. Submission of permits will be handled in the following manner:

City Website Portal	Mail/Drop-off*	Appointment Required with Permit Specialist
<ul style="list-style-type: none"> • Single Family <ul style="list-style-type: none"> ○ Mechanical ○ Electrical ○ Plumbing ○ Roof ○ Sewer Repair 	<ul style="list-style-type: none"> • Fence • Shed • Driveway • Violation/Investigation • Water Meter • Sewer • Utility and Communication Companies 	<ul style="list-style-type: none"> • Land Use • Civil • Commercial/Multi-family Building • Deck • Single Family Building Addition or Remodel

*A Permit Specialist will contact the applicant with confirmation the application has been received and information on the fees due to begin processing the application.

Implementation of Phase 2 Construction Restart allows for scheduling of inspections. Your project must have issued permits on-site, require workers to be six-feet apart, and have a developed exposure control, mitigation, and recovery plan.* There are three ways to schedule or request an inspection:

- [Online Form](#)
- [Permit Portal](#)
- Call the Inspection Request Line at 425-755-9694. Please have your permit number and address ready.

Inspections requested before 3:00 p.m. will be scheduled for the following regular business day. Electrical inspections take place Tuesday, Wednesday and Thursday only.

**Washington State Department of Labor & Industries will enforce requirements for contractors to comply with comprehensive COVID-19 exposure control, mitigation, recovery plans and safety practices.*

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 July 28, 2020 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

- **Transportation Plan Update Online Survey:** The City of Mountlake Terrace is updating its Transportation Master Plan (TMP). Residents are encouraged to take an online survey to provide feedback on the city's transportation and traffic conditions. Click [here](#) to take the survey. The deadline to complete the survey is July 31, 2020.

The primary purpose of this effort is to update the original plan to more accurately address the changing conditions Mountlake Terrace will experience with the introduction of light rail to the city, development of the Town Center, and overall growth the community will experience in upcoming years.

The current [Mountlake Terrace Transportation Master Plan \(TMP\)](#) was approved in November 2007. The update is necessary to reflect Mountlake Terrace's current needs and vision for its transportation system to accommodate future demand for improved, safe and efficient travel throughout the city. The TMP update will also meet requirements under the Washington State Growth Management Act Chapter 36.70A.RCW and be consistent with the Puget Sound Regional Council Transportation 2040 plan.

The TMP update will focus on defining transportation deficiencies and identify potential improvements that address transportation safety, connectivity, operation, and capacity needs to improve the transportation system throughout the city. The TMP update will also address ongoing programs for preserving and maintaining the existing transportation infrastructure.

- **Final Main Street Paving & Traffic Signal Activations:** Main Street paving is complete and the new traffic signal system at the 236th/56th intersection is activated. Pavement markings were installed and the traffic signal at Van Ry Blvd was activated. Minor construction activities, including final private property restorations, will continue in the coming weeks.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Aquatics:** Staff have been taking part in a sub-committee through the WRPA Aquatic Network to create a document of guidelines to be reviewed and endorsed by the Washington State Department of Health. This document outlines how facilities can safely train their lifeguards when Phase 3 begins. These guidelines have been endorsed by the State Department of Health and have been sent on to L&I. They can be used in combination with organizations' certifying agency and be presented to local Health Departments as well.
- **Aqua Kids Camp:** The Aqua Kids Camp for this summer has been canceled. A combination of issues has led us to this decision. Social distancing in this interactive camp will not provide the experience we intended, since there is no access the water. Pools open in Phase 3 and Recreational swims in Phase 4. Water activities is a major component of the camp. In addition, there is construction at the boat launch at Lake Ballinger, which has closed down the rest rooms. This was a very difficult decision to make. Our number one goal is for Aqua Kids to be a fun experience for the kids and our number one goal overall is the safety of the participants in our programs. Refunds will be processed this week to all who are currently registered.
- **Youth Programs:** Tracie Neal sat in on a webinar through the Department of Children, Youth and Families. The topic was updated information on covid-19 related to childcare centers, and the re-opening of the schools in the fall.
- **Youth Programs:** Snohomish County has entered into Phase 2 of the Washington reopening plan. Any parents going back to work in this phase can now enroll in weekly childcare at this time. To enroll please contact Renee Norton at rnorton@ci.mlt.wa.us.
- **Ballfields Opening:** Baseball fields will be reopening for small group practices. If you are interested in renting a field, contact Kevin Witte at kwitte@ci.mlt.wa.us.

- **Evergreen Ballfield Project:** The first phase of the Evergreen Field #1 turf project will be starting on Monday, June 15. Musco Lighting will begin the process of replacing the old halide field lighting system with much more efficient L.E.D. lights and fewer poles. This is the first phase of the project that will convert the dirt soccer field into a synthetic turf field with new lights and amenities.

POLICE DEPARTMENT

MONTHLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
MAY	275	65	37	9	1	5	1	21
YTD	951	502	180	79	14	44	21	61

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

Weekly Patrol Synopsis

- On June 3 at 1:49 p.m. patrol responded to a fraud report at a residence located in the 24000 block of 48th Avenue W. The victim reported suspect(s) cashing unauthorized checks against his account. It was unknown how or when the checks were stolen. Investigation continues.
- On June 3 at 3:25 p.m. patrol responded to a motorist asleep at the wheel in the 6600 block of 220th Street SW. Patrol arrived, made the vehicle safe and woke the driver. Investigation revealed the driver to be under the influence of opiates. She was arrested for DUI and booked at the Snohomish County Jail without incident.
- On June 3 at 5:22 p.m. patrol responded to a malicious mischief complaint at a church located in the 22100 block of 58th Avenue W. Various graffiti was observed at the location. There is no suspect information.
- On June 3 at 8:15 p.m. patrol responded to a missing person report at a residence located in the 22800 block of 58th Avenue W. The reporting person said his wife failed to return from work and has a history of mental health issues. Investigation continues.
- Officer Froisland and Jax provided two agency assists this period.
- On June 3 at 10:03 p.m., patrol contacted a suspicious subject in the 21900 block of Highway 99. Investigation revealed him to have a warrant for his arrest. After receiving hospital clearance, the subject was booked for the warrant at the Snohomish County Jail without incident.
- On June 4 at 1:03 a.m., patrol stopped a suspicious vehicle in the 6600 block of 220th Street SW. Investigation revealed both subjects in the vehicle to have warrants for their arrest. Both were transported to jail for booking. One subject was declined due to medical reasons and was released from custody.

- On June 4 at 9:42 a.m. patrol responded to a theft-from-vehicle report at a residence located in the 4700 block of 212th Street SW. The victim reported suspect(s) broke into his vehicle and stole a variety of electronics and his wallet. There is no suspect information.
- On June 4 at 9:56 a.m. patrol responded to a theft report at a residence located in the 4400 block of 212th Street SW. The victim reported discovering suspect(s) stole the catalytic converter from his vehicle. There is no suspect information.
- On June 4 at 2:21 p.m. patrol responded to a sex offense report. Investigation revealed the incident occurred in unincorporated Snohomish County and the case was transferred to the Sheriff's Office for additional investigation.
- On June 4 at 2:28 p.m. patrol responded to a theft report at a residence located in the 4200 block of 236th Street SW. The victim reported her bicycle was stolen off her patio sometime overnight. There is no suspect information.
- On June 4 at 6:17 p.m. patrol responded to a theft-from-vehicle report at a residence located in the 5400 block of 212th Street SW. The victim reported suspect(s) broke into her vehicle and stole her wallet. There is no suspect information.
- On June 4 at 6:30 p.m. patrol responded to a death investigation at a residence located in the 23300 block of 50th Avenue W. Investigation revealed the deceased had been suffering from a variety of medical issues that contributed to her passing.
- On June 5 at 12:46 a.m., patrol contacted a suspicious subject in a parking lot located in the 6900 block of 220th Street SW. The subject was found to be in possession of drug paraphernalia. The paraphernalia was seized for destruction and the subject was released with a warning for trespassing.
- On June 5 at 2:37 a.m. patrol responded to a theft-from-vehicle report at a residence located in the 22800 block of Lakeview Drive. The victim reported suspect(s) forced entry into her vehicle, however nothing was stolen. There is no suspect information.
- On June 5 at 8:19 a.m. patrol responded to a theft-from-vehicle report at a residence located in the 23300 block of Cedar Way. The victim reported suspect(s) broke into her vehicle and stole miscellaneous items. There is no suspect information.
- On June 5 at 12:33 p.m. patrol responded to a burglary report at a residence located in the 21900 block of 64th Avenue W. The victim reported suspect(s) accessed her residence through the dog door and stole miscellaneous property. Investigation continues.
- On June 5 at 3:39 p.m. patrol responded to a disturbance located in the 23200 block of LaPierre Drive. Investigation revealed neighbors arguing over one neighbor driving recklessly in the neighborhood. Threats to assault and shoot one another were made. Neither subject chose to cooperate with enforcement.

- On June 6 at 4:14 p.m. patrol responded to a malicious mischief complaint at a church located in the 22100 block of 58th Avenue W. Suspect(s) again painted graffiti around the campus. There is no suspect information.
- On June 6 at 6:39 p.m. patrol responded to a disturbance at Veterans Park. Investigation revealed four subjects engaged in a verbal altercation. Brass knuckles were seized from one subject. None of the subjects cooperated with enforcement.
- On June 6 at 8:02 p.m. patrol responded to a theft report at a business located in the 21900 block of 64th Avenue W. The victim reported while inside the store suspect(s) broke into her vehicle and stole her purse. Her debit card was subsequently used to make unauthorized purchases. Investigation continues.
- On June 7 at 12:41 a.m. patrol responded to a collision in the 22500 block of 64th Avenue W. The suspect rammed three vehicles and fled on foot. Investigation identified the suspect, who was apprehended nearby. In addition to the hit-and-run, he was arrested for a previous hit-and-run collision on June 1 and a Department of Corrections escape warrant. He was later identified as the suspect in a Lynnwood Police investigation. After medical clearance he was booked for the offenses at the Snohomish County Jail without incident.
- On June 7 at 10:39 a.m. patrol responded to a vehicle theft report at a residence located in the 22800 block of 53rd Avenue W. The victim reported his keys were stolen by a known subject previously and he discovered the vehicle was stolen. Investigation continues.
- On June 7 at 6:53 p.m. patrol responded to a disturbance in a parking lot located in the 4300 block of 212th Street SW. Investigation revealed neighbors engaged in a verbal altercation with threats and accusations of assault. Neither subject was cooperative with enforcement.
- On June 8 at 11:18 a.m. patrol responded to a theft-from-vehicle call in progress in a parking lot located in the 22200 block of 70th Avenue W. Responding officers were able to locate the suspect nearby. Investigation revealed the subject broke into a cargo trailer and was in the process of stealing miscellaneous property. The suspect was booked for the offense at the Snohomish County Jail without incident.
- On June 8 at 1:40 p.m. patrol responded to a theft report at a residence located in the 5800 block of 223rd Place SW. The victim reported several package thefts from her porch during the last several days. There is no suspect information.
- On June 8 at 6:54 p.m. patrol responded to a theft report at a residence located in the 23600 block of 56th Avenue W. Suspect(s) accessed the garage and cut the lock securing the victim's bicycle. Investigation continues.
- On June 8 at 11:52 p.m. patrol attempted to stop a vehicle for registration violations in the 6000 block of 220th Street SW. The driver failed to yield, accelerated and began to drive recklessly in an attempt to elude police. The officer did not pursue the vehicle.

- On June 9 at 6:16 a.m. patrol responded to a theft-from-vehicle report at a residence located in the 23600 block of 56th Avenue W. Suspect(s) broke into the victim's vehicle and stole miscellaneous property. Investigation continues.
- Officers investigated two adult protective services referrals this period.
- On June 9 at 9:53 a.m. patrol responded to a theft-from-vehicle report at a residence located in the 24000 block of 56th Avenue W. Suspect(s) broke into the victim's vehicle and stole miscellaneous property. There is no suspect information.
- On June 9 at 7:45 p.m. patrol responded to a theft report at a residence located in the 6500 block of 232nd Street SW. Suspect(s) entered the victim's property and stole a bicycle. There is no suspect information.

Weekly Investigations Update

- | | |
|--------------------------|------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| • 20-6725 Burglary | • 20-4874 Theft |
| • 20-6657 Missing Person | • 20-6495 Sex Offense |
| • 20-3123 Fraud | |
| • 20-6790 Theft | |

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.
- Emphasis at Red Dragon Casino property due to homeless camping on property and heavy narcotics activity.
- Traffic emphasis on 214th Street SW east on 44th Avenue W.
- Emphasis at Library and Veterans Park due to homeless and narcotics activity.
- Officers attended graduation events at St. Pius and Mountlake Terrace High School.
- Continued enforcement at Red Dragon for trespassing and narcotics use.
- Officer Marshall responded to a death investigation and received a positive response on social media.



Code Enforcement Property of the Week

On May 27 Code Enforcement followed up to a nuisance property complaint involving debris, building and construction material accumulations located near the 4600 block of 241st Street SW. Code Enforcement observed a large amount of wood and metal debris piled on the west side of the property. A civil Notice of Violation was issued to the property occupant(s) in accordance with various codes regulating building materials and debris. Code Enforcement will continue to follow up until the nuisance conditions are abated.



Other Items of Interest

- Officers attended police skills refresher training.
- Sergeants Moss and Mettler both received their first level supervisor state certification. This includes a minimum of 80 hours of training and an application review process.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- 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