

CITY MANAGER'S WEEKLY UPDATE June 26, 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 work/study session is on **Thursday, July 2, 2020 beginning at 7:00 p.m. via telephone and internet.** Agenda items include: (1) Update on Uses of CARES Act Funds; (2) Discussion of Resolution Authorizing the City Manager to Execute a Contract with the Department of Commerce for CARES Act Funds; and (3) Discussion of Senior Center Lease Reduction Due to COVID-19 Pandemic.

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

- **Planning Commission Vacancy:** Following a recent resignation on the Planning Commission, the Mayor and Mayor Pro Tem will be conducting interviews of applicants on file from last November's recruitment to fill the vacancy. The interim appointment is tentatively scheduled on the July 20 City Council meeting agenda for approval. The interim term would be effective on July 21 and expire on June 30, 2022.
- **City To Provide Face Masks to Low Income Residents:** In follow up to the Governor's [Order 20-03](#) that mandates the use of face coverings in any indoor or outdoor public setting in the state, the city has obtained cloth face masks that are available to low income Mountlake Terrace residents at a drive through/walk up event on **Monday, June 29 from 4:00 – 7:00 p.m.** The event will take place on 57th Avenue W, just north of 232nd Street SW, west of the former Rogers Market parking lot located at 23120 56th Avenue West. These masks were provided by the state to Snohomish County Department of Emergency Management (DEM) for free and are only available to those who meet the low income standard. **Please bring proof of address such as a piece of mail or photo ID. As required by the county, you will be asked to attest that you meet the income qualifications.** The city is also reaching out to Edmonds School District to see if additional giveaways can be done at the District's "Grab and Go Meal" program sites.

Low income individuals are defined as someone at or below the 200% federal poverty level. Please see chart for income ranges.

2020 Federal Poverty Levels 2020	
Size of Household	200% Level
1	\$ 24,980.00
2	\$ 33,820.00
3	\$ 42,660.00
4	\$ 51,500.00
5	\$ 60,340.00
6	\$ 69,180.00
7	\$ 78,020.00
8	\$ 86,860.00

The Governor's order regarding face masks went into effect on Friday, June 26 and applies to anyone who is:

- Inside of or in line to enter any indoor public space
- Seeking health care services
- Waiting for or riding public transportation
- Outdoors and unable to keep six feet away from others not in their household

There are exceptions to this order for children under the age of five and people with a medical condition, mental health condition or disability that prevents them from wearing a face covering. In no case should children under two years of age wear a face covering due to the risk of suffocation. The Department of Health has issued [guidance](#) for cloth face coverings. A cloth face covering is anything from a scarf or bandana to a sewn mask with ties or straps that go around your head or behind your ears.

It is important to ensure you are using and handling cloth face coverings properly. The face covering should fit snugly around both your mouth and nose, and it should not have holes or tears in the fabric. Cloth face coverings should be washed frequently, ideally after each use, and certainly daily. If you are not able to wash it after each use, wash your hands or use alcohol based hand sanitizer immediately after putting it back on and avoid touching your face. For more information, visit the Department of Health's website at www.doh.wa.gov/masks. Find the document [here](#).

Additional face masks have been ordered for wider distribution to the community. The cost of these facemasks will be submitted for reimbursement to the city with CARES Act funding.

- **CARES Act Funding:** At the June 15 meeting, the City Council provided direction on the use of city CARES Act funds to include programs focusing on community safety, assistance, and the economy. Additional updates on CARES Act funding is scheduled for the July 2 City Council work/study session and the public is encouraged to provide input at cityhall@ci.mt.wa.us.

- **Records Management:** The Public Records Officer (PRO) has been busy on a number of projects including conducting disposition of 14 boxes of eligible records with the Recreation and Parks Department. In addition, the PRO is completing the state-mandated JLARC Report on public records requests that is due on June 30. The city is also awaiting news from State Archives on our grant application for shelving in the records room at the new City Hall.
- **Civic Campus Project:** Construction on the new City Hall and Police Station Addition continues. Pictured here is the north side of City Hall Administration wing. More photos are available for viewing on the city's [Facebook page](#).



- **“Virtual” Coffee with the City:** Coffee with the City returns on Wednesday, July 8 in a remote format via Zoom teleconference at 6:00 p.m. Residents, business owners and others from the community are invited to join the City Manager for a “virtual” cup of coffee and hear first-hand what’s happening in the city. To participate by telephone, the call in number is 1-253-215-8782. To join via internet: (1) Go to <https://zoom.us/join>; (2) Enter meeting ID (819 7873 9030) and click “join” (you will be prompted to install the Zoom application if you do not already have it); and (3) Enter password (07 08 2020).
- **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.

At this time the Recreation Pavilion is closed to the public with the exception of the city’s childcare programs with summer camps beginning on June 29. Athletic fields are also open

for small group training of five or less. 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.
 - 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

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) went into effect June 19, 2020.

For more information on the floodplain regulations update, contact Senior Planner Edith Duttlinger at (425) 744-6279 or eduttlinger@ci.mlt.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. A project must have any issued permits available onsite, 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.mlt.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 are preparing for reopening of the pool. Part of that is ensuring there is enough Personal Protective Equipment (PPE) such as facemasks for Lifeguards, reviewing how to train lifeguard staff, discussing with other municipalities across the country (via zoom) who have already been open, what has been successful and what has not been successful. Staff have also been looking at potential signage for the pool due to the many requirements necessary to ensure safety and compliance.
- **Youth Programs:** Summer Camp begins on June 29, there are still spaces available in Majors and All Stars Camps. To register go to www.mltrec.com to get the application or email rnorton@ci.mlt.wa.us.

- **Evergreen Ballfield Project:** The light poles at the Evergreen Playfield have been erected and the main cabinets have been placed. Crews are now boring and placing conduit for the electrical wiring and will be placing new breakers and controllers over the next two weeks.
- **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 received an extension from the Mount Baker Council of the BSA due to complications from the COVID-19 pandemic. Nathan now intends to complete the installation at the end of July 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
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 17, patrol responded to a domestic assault at a residence located in the 4700 block of 227th Street SW. Investigation revealed the victim and suspect were married and intoxicated. The victim stated they both recently resumed recreational drinking and have been getting in a lot of fights as a result. During this incident they began to argue, which escalated to shoving. The victim was pushed into a cabinet by her husband and sustained a large welt/bruise on her face. The suspect was arrested and booked at the Snohomish County Jail for the offense without incident.
- On June 17, patrol responded to a malicious mischief report at a residence located in the 21400 block of 52nd Avenue W. The victim reported suspect(s) damaged the tires of her vehicle sometime overnight. There is no suspect information.
- On June 17, patrol responded to a fraud report at a residence located in the 23500 block of 65th Place W. The victim reported sending his online girlfriend, whom he had never met in person, approximately \$55,000 over a long period of time. His bank recognized the fraud and advised him. The victim still doubted he was actually a victim, insisting the online relationship was genuine, although it is apparent the individual is fictitious. Investigation continues.
- Officer Froisland and Jax assisted Lake Forest Park Police with a request for K9 assistance.
- On June 17, patrol responded to a threats complaint at a residence located in the 24200 block of 54th Avenue W. The suspect previously made threats to blow up the Snohomish County Courthouse. The suspect was located and taken into custody for the offense. Custody and investigation transferred to the Snohomish County Sheriff's Office.

- On June 18, patrol responded to two reports of vehicle theft at a residence located in the 6200 block of 224th Street SW. The victims reported both their vehicles were stolen. One of the vehicles was located abandoned nearby and returned to the owner. The second vehicle was entered as stolen in the nationwide database. There is no suspect information.
- On June 18, patrol responded to a theft-from-vehicle report at a residence located in the 22200 block of 68th Place W. The victim reported suspect(s) broke into his vehicle overnight and stole his prescription medications. There is no suspect information.
- On June 18, patrol responded to a theft-from-vehicle complaint at a residence located in the 22300 block of 64th Avenue W. The victim reported suspect(s) broke into her vehicle and stole miscellaneous property. There is no suspect information.
- On June 18, patrol responded to a domestic assault complaint at a residence located in the 5700 block of 230th Street SW. Investigation revealed the couple were in a dating relationship and arguing about property. During the argument the male half took something from the female. This resulted in the male being hit with a baseball bat. Neither subject could be located and were uncooperative with the investigation other than talking over the phone. Investigation continues.
- On June 18, patrol responded to a sex offense complaint at a residence located in the 23500 block of 47th Place W. The victim said she met an adult male via social media, and believes she was drugged without her knowledge and sexually assaulted. Investigation continues.
- On June 18, patrol responded to a narcotics complaint at a residence located in the 5000 block of 212th Street SW. The reporting person stated an acquaintance provided her with drugs that caused her to overdose and required treatment at the hospital. The suspect was contacted and said the drugs were provided at the complainant's request. Case referred to the prosecutor for review and filing of charges.
- On June 18, patrol responded to a theft report at a residence located in the 5600 block of 220th Street SW. The victim stated her mail was stolen, some of which was recovered in a parking lot of a neighboring city. There is no suspect information.
- On June 19, patrol responded to a behavioral health complaint at a residence located in the 21600 block of 46th Place W. Reporting neighbors said the resident was highly agitated and screaming from the street. Officers contacted the individual and were able to communicate with him until a family member arrived and was able to calm him down. It was determined the individual has mental health issue and had not been taking prescribed medications.
- On June 20, patrol responded to a vehicle theft at a residence located in the 22800 block of Lakeview Drive. The victim reported her vehicle was taken overnight. There is no suspect information. Investigation continues.

- On June 20, patrol responded to disorderly subjects in the 21300 block of 52nd Avenue W. Investigation revealed the subjects were trespassing on the property repeatedly and harassing residents. They were located nearby and trespassed from the property.
- On June 20, patrol responded to CPR in progress at a residence located in the 22400 block of 44th Avenue W. Despite best efforts the resident could not be resuscitated. Investigation did not indicate an obvious explanation for the death, however it was learned the deceased was asthmatic. A deputy medical examiner responded. Investigation continues.
- On June 20, patrol responded to a disturbance at a business located in the 6600 block of 220th Street SW. Investigation revealed one of the subjects to have been previously trespassed from the business. He was cited for trespassing and released.
- On June 21, patrol observed a known warrant subject in the 23500 block of 48th Avenue W. When patrol attempted to arrest the subject he fled into a nearby residence, then out the back. Containment was established quickly and the suspect eventually surrendered. He was arrested for the warrant and booked at the Snohomish County Jail without incident.
- On June 21, patrol responded to a theft-from-vehicle report at a residence located in the 23100 block of 67th Place W. The victim reported suspect(s) broke into his vehicle and stole miscellaneous property. There is no suspect information.
- On June 22, patrol responded to a commercial burglary at a business located in the 21200 block of 44th Avenue W. The suspect broke out a window and stole items from the store.

On the same night, patrol responded to a commercial burglary at a business located in the 22800 block of 44th Avenue W. Upon arrival officers discovered a window shattered and items stolen from the store. Surveillance verified a suspect broke the window and stole property. An officer recognized the suspect.

An area check was conducted and the suspect was found hiding behind a nearby business. The suspect was found to have committed both burglaries. Due to the suspect being a juvenile he could not be booked. He was released to his parents. Case referred to the prosecutor for charging.

- On June 22, patrol responded to a malicious mischief complaint at a residence located in the 22100 block of 53rd Avenue W. Suspect(s) broke the victim's glass front door with a projectile. There is no suspect information.
- On June 22, patrol responded to a suspicious person at a residence located in the 6700 block of 232nd Place SW. The reporting person said his neighbor has mental health issues and had been harassing him for years. On this particular day, the reporting party said the neighbor confronted him in his driveway and repeatedly threatened to kill him. The suspect was contacted and verified to be experiencing behavioral health issues. Due to lack of cooperation from the victim patrol was unable to determine a long term solution.

- On June 22, patrol responded to a vehicle theft report at a residence located in the 21900 block of 64th Avenue W. The reporting person stated unknown suspect(s) stole his vehicle overnight. There is no suspect information. Investigation continues.
- On June 22, patrol responded to a domestic disturbance at a residence located in the 6200 block of St. Albion Way. Investigation revealed the resident to be experiencing behavioral health issues. Rapport was established and the subject agreed to be transported to Swedish Hospital in order to speak with a mental health professional.
- On June 22, patrol responded to a theft from vehicle report at a business located in the 24300 block of 56th Avenue W. The victim reported suspect(s) broke into his vehicle and stole miscellaneous property. There is no suspect information. Investigation continues.
- On June 22, patrol observed a suspicious vehicle in the 6000 block of St. Albion Way. It was discovered the vehicle was previously reported stolen. The vehicle was stopped and the driver arrested. The suspect was also found to be in possession of methamphetamine and drug paraphernalia. He was booked at the Snohomish County Jail for the offenses without incident.
- On June 23, patrol responded to a theft report at a residence located in the 23500 block of 58th Avenue W. The victim stated he kenneled his dog in the yard for a few hours while gone and upon returning discovered the kennel was opened and his dog was stolen. Investigation continues.
- On June 23, patrol responded to a suicidal person at a residence located in the 4900 block of 243rd Street SW. Patrol located the subject who had overdosed on alcohol and medicine. Patrol provided lifesaving efforts until aid arrived and transported the person to Swedish Hospital.

Weekly Investigations Update

- **Cases Assigned**
 - 20-7343 Assault
 - 20-7214 Fraud
 - 20-7303 Sex Offense
- **Cases Cleared**
 - 20-7303 Sex Offense
 - 20-6790 Theft
 - 20-4878 Sex Offense
 - 20-6657 Missing Person

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.
- Several reported self-initiated community outreach contacts.
- Officers continued a traffic emphasis on Lakeview Drive.
- Officers participated in graduation parades for Mountlake Terrace Elementary, St. Pius and Terrace Park. (Photo: Officer Froisland, Jax and an Mountlake Terrace Elementary staffmember)



Code Enforcement Property of the Week

On June 11, Code Enforcement responded to a parking complaint involving an abandoned Mazda pickup parked near the 21500 block of 50th Avenue W. When Code Enforcement arrived, they observed the vehicle having an expired license and broken windshield. Code Enforcement issued a correction notice and chalked the rear driver's side tire. On June 23, Code Enforcement returned to the location, noting the above Mazda pickup had not moved as indicated by the chalk marks. As a result, Code Enforcement issued a parking citation and correction notice for the following violations; 10.10.230 (Abandoned/inoperable vehicles having a license expired in excess of 30 days and broken windshield) and 10.10.190 (Storing vehicles on a public street in excess of 72 consecutive hours).



If the conditions remain uncorrected after 72 hours, the vehicle may be subject to impound.

Other Items of Interest

- Officer O'Hagan attended the SRO Summit course online over the course of several days.
- Officer Krahn was visited by several of his former explorers and their families:



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- July 8, 6:00 p.m., Virtual Coffee with the City, Zoom Meeting (Meeting ID: 819 7873 9030 | Password: 07 08 2020)
- 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