

## CITY MANAGER'S WEEKLY UPDATE July 10, 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. This proclamation continues to be extended during the pandemic, and 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 16, 2020 beginning at 7:00 p.m. via telephone and internet.** Agenda items include: (1) Review Scope of Work for the Recreation, Parks and Open Space (RPOS) Master Plan; (2) Review of City Department Performance Measures for January-June 2020: a. Recreation, Parks & Property Management; b. Community & Economic Development; c. Public Works Engineering & Operations; d. Organizational Development; and e. City Council/City Manager/Community Relations; (3) Review of Maintenance & Operation Agreement with WSDOT for 236<sup>th</sup> Street SW & Van Ry Boulevard; (4) Review of WSDOT Maintenance and Contribution Agreements for 220<sup>th</sup> Street Adaptive Signals; (5) Review of Contract for 66<sup>th</sup> Avenue Reconstruction Design; and (6) Review of City Council Subcommittee Recommendation for Interim Planning Commission Member Appointment.

The City Council's next regular meeting is on **Monday, July 20, 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 City Council Subcommittee Recommendation for Interim Planning Commission Member Appointment; (3) Approval of Professional Services Agreement for Recreation, Parks and Open Space (RPOS) Master Plan; (4) Approval of WSDOT Maintenance Agreement for 220<sup>th</sup> Street Adaptive Signals; (5) Approval of WSDOT Contribution Agreement for 220<sup>th</sup> Street Adaptive Signals; (6) Approval of Contract for 66<sup>th</sup> Avenue Reconstruction Design; (7) Approval of Professional Services Agreement Supplement No. 2 with Duane Hartman & Assoc. (DHA) for On-Call Survey and CAD services; and (8) Review of 2020 First Quarter Financial Report.

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](http://www.cityofmlt.com/129) for more information and the city's social media pages.

### CITY CLERK AND COMMUNITY RELATIONS

- **Small Business Grant Program (Deadline to Apply is July 13):** The City Council has established a small business grant program to assist Mountlake Terrace businesses impacted by COVID-19. This program is funded by the federal CARES Act, and businesses can access step-by-step [instructions](#) and an online [application form](#) on the city's website. Eligible businesses submitting a complete and timely application will have a chance to receive a grant of up to \$5,000. Funds may be used for operating expenses, including business rent or lease, payroll, utilities, inventory, marketing, and improvements to meet social distancing or employee safety requirements (see application for eligibility.) Eligible expenses must be incurred within the time period of March 1, 2020 to September 30, 2020 and documentation of expenses will be required. **Grant applications are due by Monday, July 13.**
  
- **Distribution of Face Coverings Citywide:**
  - **Mailing:** The city will be mailing two face masks to each home and business in a few weeks to help ensure compliance with Governor Inslee's order requiring their use in public. The cost to purchase and mail the face coverings will be reimbursed with federal CARES Act funding. The City Council wants to make sure everyone has a face covering to promote public health and safety. The city has also purchased 2,500 one-ounce bottles of hand sanitizer and will be distributing those at events where additional masks are passed out in the community.
  
  - **Distribution Events:** Even before facemasks are mailed, 8,000 cloth face coverings are being distributed to low-income residents in conjunction with Snohomish County. These face coverings are being distributed at food banks, the senior center, low-income housing facilities, and school grab-and-go meal events through the end of July. Upcoming events where these masks will be available include:
    - Monday, July 13, 12:00-2:30 p.m.: Cedarwood International Food Bank located at Bethel Chapel, 23010 66<sup>th</sup> Avenue W.
  
    - Tuesdays, July 14 and 21, 5:00-6:00 p.m.: Mountlake Terrace Senior Community Center, 23000 Lakeview Drive.

Low-income residents who cannot travel to one of these sites can call City Hall at (425) 776-1161 and the city will make sure you get one. Surrounding cities also received face coverings from the county, so if you have friends and family in need, encourage them to call their local City Hall.

Below are some photos of the July 9 Grab & Go events at Mountlake Terrace High School and Elementary Schools where the city distributed about 1,000 masks and hand sanitizer. Earlier in the week, on July 7, the city distributed 553 face masks at the Concern for Neighbors Food Bank.



- **“Virtual” Coffee with the City:** This week’s “Virtual Coffee with the City” returned with the City Manager, Police Chief and City Clerk responding to questions and chatting with residents via Zoom teleconference. It’s a great opportunity to have direct contact with city officials and ask questions about what is happening in the city. Next month’s “coffee” will be held on Wednesday, August 12 at 6:00 p.m. Stay tuned for details!
- **Diversity, Equity and Inclusion Commission:** At their July 6 meeting, the City Council provided direction to establish a Diversity, Equity and Inclusion Commission. Staff will prepare an ordinance to establish the Commission for the Council’s review in August. This commission will be open to the Mountlake Terrace community, so if you’re interested in serving or participating in the process or you know someone who is, please watch our website and social media sites or call the City Clerk at (425) 744-6206. More information will be available as the program is established.
- **COVID-19 Webpage:** Visit [www.cityofmlt.com/2060](http://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 that began on June 29. Athletic fields are also open for small group training of five or less. Park trails, the boat launch, fishing pier, off leash dog park, tennis courts and basketball court 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](mailto:cityhall@ci.mlt.wa.us)  
Code Enforcement: [codeenforcement@ci.mlt.wa.us](mailto:codeenforcement@ci.mlt.wa.us)  
Traffic Tickets/Violations: [Violations@ci.mlt.wa.us](mailto:Violations@ci.mlt.wa.us)  
Utility Billing: [utilitybilling@ci.mlt.wa.us](mailto: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 232<sup>nd</sup> 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 219<sup>th</sup> Street SW, #200, Mountlake Terrace, WA 98043. They may also be paid online and the city's vendor is currently waiving the \$2.00 convenience fee. Visit [www.cityofmlt.com/167](http://www.cityofmlt.com/167) to learn more about making utility payments.

- **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 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 Update:** Construction on the new City Hall, Police Station and Town Center Plaza continues.



*Police Station Addition*



*City Hall*

**COMMUNITY & ECONOMIC DEVELOPMENT**

- **Development Application Process:** During Phase 2 of the state's "Safe Start" program, 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](http://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"> <li>• Single Family                             <ul style="list-style-type: none"> <li>○ Mechanical</li> <li>○ Electrical</li> <li>○ Plumbing</li> <li>○ Roof</li> <li>○ Sewer Repair</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Fence</li> <li>• Shed</li> <li>• Driveway</li> <li>• Violation/Investigation</li> <li>• Water Meter</li> <li>• Sewer</li> <li>• Utility and Communication Companies</li> </ul> | <ul style="list-style-type: none"> <li>• Land Use</li> <li>• Civil</li> <li>• Commercial/Multi-family Building</li> <li>• Deck</li> <li>• Single Family Building Addition or Remodel</li> </ul> |

\*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.

Phase 2 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](mailto: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 236<sup>th</sup>/56<sup>th</sup> 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**

- **Youth Programming Job Opportunities:** Hiring full-time site leader and a 3/4 time site assistant. Both are benefitted positions at the Recreation Pavilion. Also hiring one 3/4 time site assistant at Madrona K-8 and it is also a benefitted position. Hiring half-time Recreation leader I for half day preschool and kindergarten readiness. This is a non-benefitted position at the Recreation Pavilion. Visit [www.cityofmlt.com](http://www.cityofmlt.com) or call 425-640-3102 for more details.
- **Summer Camp:** Week two of summer camp and numbers are slightly increasing in All-Stars but plenty of availability in both All-Stars and Majors camp. More spots have opened up in Junior Kids Krew giving availabilities any day of the week. Next Tuesday, July 14<sup>th</sup> JKK will be welcoming Seattle Pony Parties. Each child will have the opportunity to ride a pony. To register, email [morton@ci.mlt.wa.us](mailto:morton@ci.mlt.wa.us).

- **Dog Obedience:** Dog obedience classes that were scheduled to begin this week have been delayed until Phase 3 of the reopening plan. If reopening happens by the first part of August the classes will be able to get in all their sessions with some creative scheduling.
- **Reopening plans for Aquatics:** Planning continues for reopening.
- **Fourth of July:** Park crews reported a few areas in the parks that needed special clean up. However, there has been little or no property damage reported following the 4<sup>th</sup> of July weekend in the Mountlake Terrace parks.
- **Sno-Isle Library Scavenger Hunt:** The Mountlake Terrace Library is hosting a scavenger hunt throughout town. Twelve pictures of smiling suns are hidden in your community including in local business windows and in Mountlake Terrace parks. Each sun has a number and word on it that will reveal a secret message. For more information you can visit the Sno-Isle website at: [https://www.sno-isle.org/assets/7375/7375\\_20200619023731.pdf](https://www.sno-isle.org/assets/7375/7375_20200619023731.pdf)

**POLICE DEPARTMENT**

| MONTHLY ACTIVITY |         |               |         |            |      |            |                |                |
|------------------|---------|---------------|---------|------------|------|------------|----------------|----------------|
|                  | Reports | Traffic Stops | Arrests | Collisions | DUIs | Burglaries | Vehicle Thefts | Vehicle Prowls |
| <i>June</i>      | 197     | 36            | 21      | 10         | 3    | 9          | 7              | 24             |
| <i>YTD</i>       | 1,148   | 538           | 180     | 89         | 17   | 53         | 28             | 85             |

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

**Weekly Patrol Synopsis**

- This week included:
  - eight reported verbal domestic arguments;
  - one warrant arrest;
  - two vehicle thefts;
  - one vehicle recovery; and
  - three reports of identification theft related to employment security fraud cases.
- On July 1, officers responded to the Studio Six Motel for a theft report. A TV, pillows, remote and other items were stolen from one of the rooms. The case has been assigned to detectives.
- On July 2, an officer discovered graffiti on the Mountlake Terrace High School grounds. The graffiti stated “BLM” and school staff was notified. There are no suspects or leads at this time.
- On July 2, officers responded to the 4300 block of 212<sup>th</sup> Street SW for a report of a wallet that was stolen from Safeway.
- On July 2, officers responded to the 4800 block of 236<sup>th</sup> Street SW for a residential burglary report. It was reported that unknown female subjects broke into the residence and stole several

items. A neighbor was able to provide some suspect information. The case is under investigation.

- On July 3, an officer found a cash register at the 21900 block of the Interurban Trail. An investigation revealed that the register belonged to an Edmonds restaurant that had just been burglarized. Edmonds Police are investigating.
- On July 3, two dogs broke through a fence at the 22600 block of 73<sup>rd</sup> Place W and attacked another dog that was being walked on a leash. This case is being investigated by Animal Control.
- On July 3, a hit-and-run was reported at the 22000 block of 54<sup>th</sup> Avenue W. No leads at this time.
- On July 3, Officer Froisland and K9 Jax performed a controlled substance check for the Edmonds Police Department.
- On July 4, officers responded to the Lakeside Apartments for a suspicious circumstance report. Officers contacted a 30-year-old male subject who stated that he had been communicating with a female that he met through social media. The female claimed that she was 18 years old but she was actually 10. Further investigation revealed that no crime was committed and everyone went their separate ways.
- On July 4, officers responded to the 6300 block of St. Albion way for a verbal domestic. Upon arrival officers contacted both parties involved and determined that the male was threatening harm to the female. The male was arrested and booked into jail for domestic violence harassment.
- On July 5, officers transported an adult male to Swedish Hospital for suicidal indications.
- On July 6, an officer assisted the Edmonds Police with a DUI. The suspect vehicle was involved in a hit-and-run. The Mountlake Terrace officer found the vehicle, stopped it and detained the driver until the Edmonds Police arrived.
- There were four vehicle prowls this past week.
  - 21800 block of 66<sup>th</sup> Avenue W.
  - 6700 block of 220<sup>th</sup> Street SW.
  - 6700 block 234<sup>th</sup> Street SW.
  - 23300 block of 67<sup>th</sup>.
- On July 6, officers responded to the 6400 block of 236<sup>th</sup> Street SW for a suspicious circumstance report. It was reported that a female subject was seen riding on the hood of a vehicle. Investigation revealed that a male and female had been in a verbal argument, and as the male attempted to leave, the female jumped on the hood of his car and refused to get off. The male reportedly continued driving and swerving in an attempt to get the female to fall off. The male was eventually arrested and booked for DV assault.

### **Weekly Investigations Update**

- |                         |                           |
|-------------------------|---------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u>    |
| 20-7814 Theft           | 20-7214 Fraud             |
| 20-8038 Assault         | 20-7603 Vehicular Assault |
| 20-7845 Burglary        |                           |

### **Community Outreach & Directed Enforcement**

Due to the COVID-19 Pandemic, officers are practicing social distancing while responding to all dispatched calls and taking care of residents in need.

- Sergeant Pickard contacted a father, mother, and three-year-old son walking at the corner of 216<sup>th</sup> and 50<sup>th</sup> and gave their son a sticker. They were appreciative of the Police Department's work.
- Officer Marshall provided a courtesy transport for an individual that missed their bus.
- Foot patrol at 236<sup>th</sup> and I-5. No new camps located.
- Foot patrol at Cinabarre. No new camps located.
- Foot patrol in the 21500 block of 60<sup>th</sup>. No new camps located.
- Foot patrol the Interurban Trail. No new camps located.
- Extra patrol check at the Transit Center. No homeless subjects located.
- Officer Elrod visited with a resident, and offered to cut her lawn over the weekend.

### **Code Enforcement Property of the Week**

Code Enforcement followed up to a property complaint involving a pile of wood chips in the front of a property, located near the 21800 block of 55<sup>th</sup> Avenue W. When Code Enforcement arrived at the location, they noted a large pile of woodchips near the front yard and an overgrown lawn. Code Enforcement made multiple attempts to contact an occupant of the property, with no success.

Code Enforcement issued a civil notice of violation in accordance with 8.15.040.A.1 (Vegetation exceeding 12 inches in height located in any front, back, or side yard, adjacent to public right-of-way) and 8.15.040.A.6 (Woodpiles that are not properly stacked or accumulations of wood debris, such as branches, that could become a fire hazard or harbor rodents).

On June 29, the property owner notified Code Enforcement via email that the violations had been resolved. On July 1, Code Enforcement inspected the property and verified the property was compliant with the city's nuisance ordinances.



## **NEWS RELEASES**

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

## **UPCOMING MEETINGS AND EVENTS**

- 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., Virtual Coffee with the City, Meeting ID To Be Determined
- 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