

CITY MANAGER'S WEEKLY UPDATE July 24, 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 30, 2020 beginning at 7:00 p.m. via telephone and internet.** Agenda items include: (1) Roll Call and Verification Each Remote Councilmember Can Hear All Other Councilmembers; (2) Review of Amendment No. 11 to the Professional Services Agreement with ARC Architects, Inc. for Additional Audio Visual Design Services; (3) Review of 2020 First and Second Quarters Police Department Report; and (4) Review of Diversity, Equity and Inclusion Commission Ordinance.

The City Council's next regular meeting is on **Monday, August 3, 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) Acknowledgement of Amendment No. 11 to the Professional Services Agreement with ARC Architects, Inc. for Additional Audio Visual Design Services; and (3) Approval of Mountlake Terrace Youth Athletic Association Field Use Agreement.

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

- **Mountlake Terrace Seeks Nonprofit Partnerships to Assist Residents:** The city has issued a Request for Proposals (RFP) seeking nonprofit organizations to partner with the city to help Mountlake Terrace residents with meal delivery and paying unmet bills. The deadline for nonprofits to apply is 4:00 p.m. on Friday, July 31, 2020.

Earlier this month the Mountlake Terrace City Council approved the use of federal CARES Act funds for programs to assist the community during the COVID-19 pandemic. The Council has authorized a program for nonprofit groups to contract with the city for two purposes: (1)

Meal delivery from food banks and grab-and-go meal programs to homebound Mountlake Terrace residents; and (2) Grants to Mountlake Terrace residents to pay unmet bills.

The intent of the program is for the city to contract with one or more nonprofits for each service. The RFP can be found on the city's website at: <https://www.cityofmlt.com/Bids.aspx?BidID=25>. If your nonprofit is interested and able to help, **please provide a proposal as outlined in the RFP by 4:00 p.m. on Friday, July 31**. For information on the program, contact City Manager Scott Hugill at (425) 744-6208 or cityhall@ci.mlt.wa.us.

- **Diversity, Equity and Inclusion Commission:** At their July 6 meeting, the City Council provided direction to establish a Diversity, Equity and Inclusion Commission. Staff is working on an ordinance and other supporting materials for the Council's review at their meeting on July 30 with consideration of the ordinance in August. This commission will be open to the Mountlake Terrace community, so if you are interested in serving or participating in the process, or you know someone who is, please watch the city's website and social media sites or call the City Clerk at (425) 744-6206. More information will be available after the Council has reviewed the program and it has established.
- **Zoom Council Meetings Added to Website:** The Zoom videos of City Council meetings held remotely now have a new home on the City Council's meeting page at www.cityofmlt.com/129. Scroll to the bottom of the page to find the links.
- **Distribution of Face Coverings Citywide:** The Community Relations Director and Human Resources Manager, with assistance from the City Council and others, have distributed about 3,700 face masks to the city's most vulnerable residents. Over the past three weeks, the city participated in 12 free cloth mask giveaways primarily at Grab & Go events, the Senior Center and the community's two food banks.

June 29	Pop Up Event near Formers Roger's Market Site (Hand sanitizer had not yet been received)	124
July 7	Concern For Neighbors Food Bank	553
July 8	Mountlake Terrace High School Grab & Go	258
July 8	Mountlake Terrace Elementary Grab & Go	712
July 13	Cedarwood International Food Bank	442
July 14	Foundation for ESD – Alderwood B&G Club	260
July 14	Mountlake Terrace Senior Center	198
July 15	Foundation for ESD - Spruce Park	154
July 20	HASCO Properties in Mountlake Terrace (3)	184
July 21	Concern For Neighbors Food Bank	480
July 21	Mountlake Terrace Senior Center	170
July 22	YWCA Somerset Apartments	<u>72</u>
		3,607

In addition to these events, city staff have made several home deliveries and 100 masks were provided to the Police Department to distribute during community outreach. The city may do additional events following the citywide mailing of face masks.

Low-income residents who were unable to attend one of these events can call City Hall at (425) 776-1161 and the city will make sure you get masks. 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 photos of the food bank and senior center events this past week.



City staff and volunteer at CFN Food Bank and Councilmembers at the Senior Center.

- **Mask Mailing:** Northwest Publishing/Arctic Printing in Mountlake Terrace received the shipment of 15,000 additional masks on Thursday, July 23, for the citywide mailing of two face masks for each Mountlake Terrace residence and business, a letter explaining the program, and the city's newsletter - look for an envelope that says "Face Masks Enclosed – Stay Safe! Paid For With CARES Act Funding."

The print shop is assembling approximately 9,700 envelopes and the mailing will be sent as soon as possible once that is completed. 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 and comply with the Governor's order.

- **City Happenings:** As mentioned above, the August issue of City Happenings is in print and will be in the mailing of face masks. This issue features articles on projects that are funded in the Transportation Improvement Program, CARES Act Funds information, park project updates, Virtual Coffee with the City, Police Department Transparency, and Acts of Kindness During COVID-19.
- **Mountlake Terrace Small Business Relief Grants:** On June 30, the City of Mountlake Terrace announced a Small Business Relief Grant Program made possible by funding provided by the state and the [Federal 2020 CARES Act](#). Up to \$100,000 has been initially identified for

this program. The city's goal is that each grant will provide a financial resource to help a Mountlake Terrace business emerge from this difficult time by retaining and creating jobs, acquiring necessary products to re-open, and providing goods and services to the community. Applications were due on July 13, 2020 and eligible businesses submitting a complete and timely application will have a chance to receive a grant of up to \$5,000 to help pay for operating expenses. Applications received are currently under review and businesses selected to receive grant funding will be contacted by e-mail. For more information, contact Lisa Plancich, Administrative Assistant, at lplancich@mltwa.gov or (425) 744-6207.

- **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 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
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 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

- **Development Application Process:** During this stage of the COVID-19 pandemic the city is accepting building and other development applications through a ‘no-contact’ procedure. Permit applications are located on specific pages of the [website](#). 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.

For inspections, the 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.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.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Dog Obedience Classes:** The Basic and Puppygarten classes have been delayed for another week. Plans are in the works to run them twice per week in August if Phase 3 does not start in July or go with a shortened class.
- **Aquatics:** On July 22, Coordinator Chris Barker and Head Lifeguard Krystin Johnson were awarded (remotely) the Lifesaving Award for Professional Responders by the American Red Cross which goes to Red Cross trained professional responders, in this case Lifeguards, while on duty. This is for the emergency that took place in the pool on January 30, 2020.
- **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 or call (425) 640-3102 for more details.
- **Youth Summer Camps:** This week in camp Junior Kids Krew are having beach themed crafts and ending with a hot dog party. Majors are making their own kites and drip paint crafts as well as water games. With Terrace Park Gym becoming available, All-stars start off their week with scooter races and they will continue to utilize water into the crafts and games throughout the week. All-stars and Majors camps have space available for all weeks.
- **Eagle Project Postponed:** Eagle Candidate Nathan Hjellen was scheduled to complete his Eagle project in April and postponed until July. 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 Coronavirus. Nathan intended to reschedule and complete the installation at the end of July. He is now hoping to do the installation at the end of August or September while following all COVID-19 safety guidelines.
- **Ballinger Boat Launch Restrooms:** The restrooms at the Ballinger Boat Launch have been demolished in anticipation of the installation of new restrooms with an outdoor shower. The demolition was completed in about three days during the week of July 20. Portable restrooms are available until the new restrooms can be installed later this year.



POLICE DEPARTMENT

MONTHLY ACTIVITY*								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Month*</i>								
<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

- There were four vehicle thefts this week: 22800 block of Lakeview Drive; 4200 block of 236th Street SW; 4300 block of 236th Street SW; and 22800 block of 44th Avenue W.
- On July 15, a resident found that his vehicle had several new scratches on it. The vehicle had been legally parked at the 22000 block of 64th Avenue W.
- On July 15, a vehicle prowling occurred at the 7100 block of 220th Street SW. Several tools were stolen from a work truck. There was surveillance video of the incident. Case assigned to detectives.
- On July 15, a subject attempted to pass a counterfeit \$5.00 bill at a business located at the 6600 block of 220th Street SW. A suspect has been identified.
- On July 15, an officer saw an occupied vehicle that was reported stolen near the 6000 block of 244th Street SW. The officer stopped the vehicle and with the assistance of other officers the occupants were detained. Probable cause was developed to arrest the occupants for possession of a stolen vehicle. The vehicle was then towed to the Police Station for a search warrant for drug paraphernalia in view inside the vehicle.
- On July 15, a resident was advised that an unknown person opened a checking account in his name. Investigation is ongoing.
- On July 16, officers were dispatched to the 5600 block of 220th Street SW for a suspicious subject "acting weird" in a vehicle. The officers were able to identify the subject and learned that he had warrants for his arrest. There was also heroin in plain view inside the vehicle. The subject was eventually taken to Swedish Edmonds for medical reasons. Investigation is ongoing.
- On July 16, a resident received a phone call from a subject claiming to be a police officer. The caller indicated that the resident's husband was arrested and that she needed to send bail money. The victim was able to confirm that her husband was not arrested, and did not send any money.

- On July 17, officers responded to the 5200 block of 238th Street SW for a report of a physical domestic between a brother and sister. The argument was over a power tool battery. Probable cause was developed to arrest the female for assault for head-butting her brother in the face.
- On July 17, officers responded to the 5900 block of 227th Street SW for a report of a physical domestic. Upon arrival officers learned that a husband was physically restraining his wife. Probable cause was developed to arrest the husband for assault.
- On July 18, an unknown suspect stole two push scooters from the back patio of a residence located at the 5000 block of 212th. The theft was caught on video. Investigation is ongoing.
- On July 18, officers responded to the Studio Six Hotel for a subject refusing to leave. Hotel management stated that the subject was causing too many problems and he was not welcome anymore. Officers issued the subject a trespass notice and escorted him off the property.
- On July 18, officers responded to the 5600 block of 227th Street SW for a report of a male passed out in his vehicle. Aid arrived and transported the subject to Swedish Edmonds. Drug paraphernalia was seen in the vehicle and was secured.
- On July 19, several pieces of mail were found scattered around the 2300 block of 66th Avenue W. Officers returned most of the mail to the owners, while the rest was placed into evidence. No suspects or leads at this time.
- On July 19, two bicycles were reported stolen from a shed in the backyard of a residence located at the 5600 block of 224th. No suspects or leads at this time.
- On July 20, a television was stolen from the Studio Six Hotel. There are no suspects or leads at this time.
- On July 19, officers responded to the 23300 block of 58th Avenue W for a report of a physical domestic between a male and female. Officers knew the subjects due to previous contacts with them. After the subjects were located, probable cause was developed to arrest the female for assault.
- On July 19, officers were dispatched to the Ballinger Lake Park located at the 23000 block of Lakeview Drive for a report of a missing swimmer. It was reported that a 33-year-old male told his family that he was going to swim from the beach to the island in the middle of the lake. After about an hour his family became concerned. Mountlake Terrace Police, South County Fire and the Snohomish County Sheriffs Dive Team responded, however their search efforts were unsuccessful. On July 20, at approximately 9:00 a.m. the Snohomish County Dive Team resumed their search efforts and discovered the male subject approximate 30 yards from shore. The Mountlake Terrace resident appeared to have died from drowning.
- On July 20, a vehicle prowl occurred at the 23500 block of Lakeview Drive. A cordless drill battery was stolen. There are no suspects or leads at this time.

- On July 20, officers responded to a suicidal subject at the 5500 block of 225th Place. The officers found the subject in a bath tub unconscious with a suicide note nearby. Aid responded and transported the subject to Swedish Edmonds for a mental health evaluation.

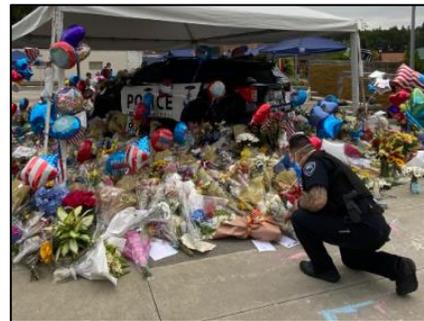
Weekly Investigations Update

- Cases Assigned
 - 20-8515 Rape
 - 20-8520 Rape
 - 20-8640 Robbery
 - 20-7500 Theft
- Cases Cleared
 - 20-8268 Theft
 - 20-8038 Assault

Community Outreach & Directed Enforcement

Due to COVID-19, officers are practicing social distancing. Community outreach has been limited and officers are working to protect the community from the virus. Officers are still responding to all dispatched calls and taking care of residents in need.

- Officer Rodgers spoke with a security guard about local crime prevention at Andorra Estates.
- Officer Marshall disposed of some needles that were found by a passerby at Lake Village Condominiums.
- Officer Nguyen provided a courtesy transport of a homeless individual.
- Several hours were spent on extra patrols on a known narcotic house in the city. Regular checks and extra time was also spent Studio 6 Hotel.
- Following the on-duty death of Bothell Police Officer Shoop, several Mountlake Terrace personnel assisted Bothell Police with Honor Guard duties. Sergeant Moss' crew purchased flowers and paid their respects to Officer Shoop at a memorial in Bothell (see pictures below).



Code Enforcement Property of the Week

Code Enforcement followed up to a nuisance complaint located near the 4400 block of 231st Place SW, involving tall vegetation that extended onto the adjacent public walkway.

Code Enforcement issued a Notice of Violation in accordance with; 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), and 8.15.040.A.3 (Vegetation that obstructs or hinders the use of any public walkway, sidewalk, or street, or that obstructs or obscures the view of traffic or traffic control devices).

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, Zoom 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