

CITY MANAGER'S WEEKLY UPDATE July 31, 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 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) Update from Sound Transit; (3) Acknowledgement of Amendment No. 11 to the Professional Services Agreement with ARC Architects, Inc. for Additional Audio Visual Design Services; (4) Approval of Mountlake Terrace Youth Athletic Association Field Use Agreement; and (5) Adoption of Diversity, Equity and Inclusion Commission Ordinance.

The City Council's next work/study session is on **Thursday, August 13, 2020 beginning at 7:00 p.m. via telephone and internet.**

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

- **Mask Mailing:** On Wednesday, July 29, Northwest Publishing/Arctic Printing in Mountlake Terrace delivered the citywide mailing of two face masks for each Mountlake Terrace residence and business, a letter explaining the program, and the city's newsletter to the Post Office. By Friday or Saturday, Mountlake Terrace residents and businesses should look for an envelope that says "Face Masks Enclosed – Stay Safe! Paid For With CARES Act Funding."

Our sincere thanks to Northwest Publishing/Arctic Printing in Mountlake Terrace for printing the city newsletter, envelopes and letter insert as well as stuffing about 9,700 envelopes, and completing this huge job on time so the newsletters arrive in mailboxes by August 1. The cost to purchase and mail the face coverings will be reimbursed with federal CARES Act funding and combining this mailing with the city newsletter saved the city nearly \$1,600! This project ensures every household in Mountlake Terrace will have at least two face coverings to promote

public health and comply with the Governor's order. For those who are in need of additional face masks for your family, please email cityhall@ci.mt.wa.us or call City Hall at (425) 776-1161 and we will do our best to provide more while supplies last. On Friday, we delivered about 175 additional masks to families in our community.

- **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.
- **Pop Up Food Pantry:** In the midst of COVID-19, food insecurity is affecting many residents in the Mountlake Terrace community. To address this need, Volunteers of America of Western Washington (VOAWW) is working with the City of Mountlake Terrace to hold a pop up food pantry on Friday, August 7 from 11:00 a.m. to 1:00 p.m. The location is adjacent to the former Roger's Market location at 57th Avenue W and 232nd Street SW. This partnership was initiated by Steve Woodard, who along with Mountlake Terrace residents and Councilmembers, delivered VOAWW food pantry boxes from Lynnwood to residents in our city over the past several weeks. The growing demand, from five boxes requested in the first week to 52 boxes in the sixth week, led to bringing the pop up pantry directly to Mountlake Terrace.

Partners on this effort include the City, Concern for Neighbors Food Bank, Cedarwood International Food Bank, Edmonds College Food Pantry, Farmer Frog, EastWest Food Rescue, Kindness Rocks MLT, Mountlake Terrace Community Foundation, Mountlake Terrace Senior Center/Creekside Church, and South County Fire. For those needing food, you may either walk up or drive through the pop up pantry while complying with physical distancing measures. Residents who cannot attend can request delivery service. The city will also provide cloth face masks for those who request them. In addition to non-perishable items, fresh produce is also available in partnership with Farmer Frog and EastWest Food Rescue. For those interested in volunteering, you may sign up [here](#) and if you would like food delivered, please sign up [here](#). The food is available to anyone whether you are a Mountlake Terrace resident or not. For more information, please contact mltvoawwfb@gmail.com or (425) 610-9088.

- **Diversity, Equity and Inclusion Commission:** At their July 30 meeting, the City Council reviewed an ordinance to establish a Diversity, Equity and Inclusion Commission. Feedback was provided and the ordinance is now on the August 3 agenda for consideration. After the ordinance is adopted, the city will issue a news release for interested parties to apply to serve on the Commission. We have also established a list of interested parties who would like to stay informed and so far about a dozen residents have contacted the city. 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.
- **Mountlake Terrace Seeks Nonprofit Partnerships to Assist Residents:** The city 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 was Friday, July 31, 2020 and we received two submittals.

The city will work with one or more nonprofits to utilize 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.

- **“Virtual” Coffee with the City:** Coffee with the City returns on Wednesday, August 12 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 (881 0745 0056) and click “join” (you will be prompted to install the Zoom application if you do not already have it); and (3) Enter password (7761161).
- **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.
- **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.
 - 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 	<ul style="list-style-type: none"> • Fence • Shed • Driveway • Violation/Investigation 	<ul style="list-style-type: none"> • Land Use • Civil • Commercial/Multi-family Building

<ul style="list-style-type: none"> ○ Roof ○ Sewer Repair 	<ul style="list-style-type: none"> ● Water Meter ● Sewer ● Utility and Communication Companies 	<ul style="list-style-type: none"> ● Deck ● Single Family Building Addition or Remodel
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*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 October 15 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.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Dog Obedience:** All dog classes have been cancelled for the rest of the summer. The next session will begin after the Labor Day weekend: Basic Dog Obedience will begin on September 14, Beyond Basic on September 16 and Puppygarten on September 17 providing Snohomish County is in Phase 3 of reopening.

- **Aquatics:** There is no programming taking place; however planning is still underway for reopening during Phase 3. Staff continues to work on a COVID Subcommittee that have been in contact with the Governor's Office and the Department of Health to ensure reopening is safe and feasible. On Thursday, there will be a zoom meeting of the Aquatic Network hosted by WRPA.
- **Youth Programming Job Opportunities:** The city is hiring a full-time benefitted Site Leader and 3/4 time site assistant at the Recreation Pavilion for before and after school programs. Also hiring one 3/4 time benefitted Site Assistant at Madrona K-8 for before and after school. In addition, the city is looking to hire additional non-benefitted half-time Recreation Leader I's for half day Preschool and Kindergarten Readiness. Visit www.cityofmlt.com or call (425) 640-3102 for more details.
- **Youth Summer Camps:** This week in camp Junior Kids Krew painted bugs and insects as well as sand sculptures. Majors had a beach theme this week, crafts included seashells and sand beach pudding. Majors campers also crafted a large chalk print on the south playground. All-stars camp had a Harry Potter week where they made wands and potions and ending the week with a movie. All-stars and Majors camps have space available for all weeks. Email mnorton@mltwa.gov to register.
- **Fitness Classes:** Yoga/Pilates and personal training are available. Yoga is Wednesdays at 6:00 a.m. or 6:00 p.m. Personal training times can vary. For more information or to register, call (425) 640-3105 or email kwitte@mltwa.gov.
- **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.
- **Police Station:** The Property Management Department has been working to complete replacing compressors at the Police Station to ensure the building has cooling. The compressors were installed and working a couple of weeks ago and completed the last of the pressure testing this week.
- **Evergreen Playfield Project:** The Evergreen Playfield complex E-1 Turf renovation project is continuing. Park staff removed the last of the old light poles from the site and are starting site prep for the project with the intent of construction this fall.

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

- On July 22, patrol responded to a theft-from-vehicle report at a residence located in the 6600 block of 221st Place SW. The victim reported suspect(s) broke into her vehicle overnight and stole miscellaneous property including credit cards. The suspect(s) made several unauthorized transactions using the stolen cards. Investigation continues.
- On July 22, patrol responded to a fraud report at a residence located in the 22700 block of Lakeview Drive. The victim reported an unknown male suspect contacted her via telephone and attempted to convince her to withdraw \$12,000 and send it to him. Additional investigation revealed the suspect was able to access her account and make a deposit that is likely to be fraudulent. There is no suspect information.
- On July 22, patrol responded to a burglary report at a business located in the 23600 block of 56th Avenue W. The reporting person said a suspect broke into the location and stole multiple packages. Surveillance of the crime was obtained. Investigation continues.
- On July 22, patrol responded to a theft-from-vehicle report at a residence located in the 23400 block of Lakeview Drive. The victim reported suspect(s) broke into the vehicle and stole miscellaneous property. There is no suspect information.
- On July 22, patrol responded to a disturbance at the Studio 6. The reporting person indicated males were fighting at the location. Investigation revealed two subjects were arguing about money. There was a lack of cooperation. Both subjects agreed to separate.
- On July 22, patrol responded to a vehicle theft at a residence located in the 6100 block of St. Albion Way. The victim reported his motorcycle was stolen. The vehicle was entered into the nationwide database as stolen. There is no suspect information.
- On July 22, patrol responded to a vehicle collision in the 21600 block of 52nd Avenue W. Upon arrival patrol discovered the driver went off the road and through a fence before coming to a stop. Investigation revealed the driver to be DUI, unlicensed and restricted to ignition interlock due to a previous DUI. She was arrested for the offense. She was later booked at the Snohomish County Jail for the offenses without incident.
- On July 23, patrol responded to a vehicle theft report at a residence located in the 21200 block of 48th Avenue W. The victim reported sometime overnight suspect(s) stole his vehicle. The vehicle was entered into the nationwide database as stolen. There is no suspect information.

- On July 23, Officer Froisland and K9 Jax assisted the Washington State Patrol with the search of a vehicle where the driver was arrested for controlled substance DUI.
- On July 24, patrol responded to a vehicle theft at a residence located in the 4200 block of 236th Street SW. The victim reported suspect(s) stole her vehicle sometime overnight. The vehicle was entered into the nationwide database as stolen. There is no suspect information.
- On July 24, patrol responded to a suicidal subject at a residence located in the 21900 block of 52nd Avenue W. The reporting person stated his girlfriend threatened to kill herself. Upon arrival the resident could not be located. Due to the exigency of the situation her cell phone was emergency "pinged" to identify her location. Officers responded to the location and found the individual in her vehicle. She had self-inflicted wounds on her arms and acknowledged being suicidal. She was taken into protective custody and committed to the hospital for a behavioral health evaluation.
- On July 24, patrol responded to a theft that just occurred in the 4100 block of 236th Street SW. The victim reported giving the suspect a \$480 cab ride from Vancouver to Mountlake Terrace. Upon arriving at the destination the suspect fled and did not pay. An area check for the suspect was completed without success. There are no investigative leads.
- On July 24, Officer Froisland and K9 Jax assisted the Lake Stevens Police Department.
- On July 25, patrol responded to a disturbance in the 21900 block of 55th Avenue West. Upon arrival patrol observed three subjects, two of whom were in a physical fight. The subjects were separated, and one was found to be in possession of a firearm. The individuals involved were uncooperative with the investigation. The two subjects fighting were both charged with disorderly conduct. In addition, one of them was charged with concealing a firearm without a license.
- On July 25, patrol responded to a theft report at a residence located in the 5600 block of 227th Street SW. The reporting person stated the suspect(s) went into her gated yard and stole a pressure washer. There is no suspect information.
- On July 26, patrol responded to a domestic disturbance at a residence located in the 6100 block of St. Albion Way. Investigation revealed the residents to be intoxicated and arguing. During the argument the suspect took his wife's cell phone and intentionally broke it. He was arrested for the offense and booked at the Snohomish County Jail without incident.
- On July 26, patrol responded to assist Edmonds Police with an assault that just occurred at a residence located in the 21000 block of 72nd Avenue W. The suspect had fled prior to police arrival at the scene, but officers in the area found and apprehended the suspect. He was released to the custody of the Edmonds Police Department.
- On July 26, patrol responded to a domestic disturbance at a residence located in the 5800 block of 236th Street SW. The reporting person said her adult brother threatened to assault her and her daughter in addition to damaging property. The reporting person was concerned due to a

number of previous incidents where the suspect had assaulted family members and damaged property. The suspect was arrested for the offense, threats (harassment), and booked at the Snohomish County Jail for the offense without incident.

- On July 26, patrol responded to a referral from Child Protective Services (CPS). The reporting person said her young child was being physically abused by her ex-husband. Investigation continues.
- On July 26, patrol responded to a trespass complaint at a residence located in the 5800 block of 223rd SW. The victim reported a neighbor had been stalking her husband, coming on their property daily, looking in their windows and leaving items in their mailbox. The neighbor was contacted and acknowledged the activity. The neighbor agreed to discontinue the behavior.
- On July 27, patrol responded to a burglary report at a residence located in the 5400 block of 212th Street SW. The victim reported suspect(s) broke into her garage and stole miscellaneous property. There is no suspect information and investigation continues.
- On July 27, patrol responded to a welfare check at the Park & Ride. The subject was located unconscious on the ground. Investigation revealed the subject was found to be under the influence and in possession of narcotics paraphernalia, in addition to having a Department of Corrections escape warrant for his arrest. He was transported to the Snohomish County Jail where he was booked for the warrant without incident.
- On July 27, patrol responded to a CPS referral at a residence. The reporting person explained she had protective custody of a child due to substance abuse issues with the child's mother. When the reporting person brought the child to visit with her mother, there was a confrontation and the mother was not allowing the child to leave. Custody of the child was confirmed. After some conversation, the mother allowed her daughter to leave with her temporary guardian.
- On July 27, patrol responded to a theft report at a residence located in the 5100 block of 217th Street SW. The victim reported her mail was stolen by unknown suspect(s). There are no investigative leads.
- On July 28, patrol responded to a suicidal subject at a residence. The reporting person said she was suicidal and had cut her wrists. Upon arrival patrol located the person and confirmed she had self-inflicted wounds to her arms. In addition, it appeared she had damaged a significant amount of her own property. She was taken into protective custody and transported to Swedish Hospital for a behavioral health evaluation.

Patrol later returned to the residence a second time following a call to 911 that the person had returned home, forced entry inside and armed herself with a knife. She was contacted a second time, taken into protective custody and committed again.

- On July 28, patrol responded to a theft-from-vehicle report at a residence located in the 4300 block of 236th Street SW. The victim reported suspect(s) broke into her vehicle and stole miscellaneous property. There is no suspect information.

Weekly Investigations Update

- **Cases Assigned**
 - 20-8946 Suspicious Circumstances
 - 20-8678 Burglary
 - 20-8563 Death Investigation
 - 20-8665 Theft from Vehicle
 - 20-8029 Theft from Vehicle
 - 20-8492 Child Protective Services Referral
- **Cases Cleared**
 - 20-7343 Assault

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.
- Nine outreach contacts this period.
- Patrol emphasis at 70th & 220th / 60th & 244th / and 60th & 219th.
- Local media carried [a news story](#), discussing BolaWrap and mentions Mountlake Terrace as the first agency locally to have the device in the field.

Code Enforcement Property of the Week

On June 15, Code Enforcement followed up to a property complaint involving overgrown vegetation, located near the 4300 block of 225th Street SW. In the past, Code Enforcement has worked with this property regarding the same code violation. Code Enforcement issued a civil notice and order to the property owner 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).

On June 25, Code Enforcement returned to the location and noted no changes had been made. Civil penalties were issued to the owners of the property.

On July 21, Code Enforcement returned to the location and noted the vegetation was cut back and now in compliance with the City's nuisance ordinances.



Other Items of Interest

- Records resumed processing concealed weapon permit applications.
- Officer Marshall attended training on less-lethal weapons.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- August 12, 6:00 p.m., Virtual Coffee with the City, Zoom Meeting ID 881 0745 0056 | Password 7761161
- September 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 17, 5:30 p.m., Snohomish County Cities Meeting
- 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