

CITY MANAGER'S WEEKLY UPDATE

August 7, 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, August 13, 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) Introduction of ADA Self-Assessment and Transition Plan; (3) Introduction of Cedar Park Preliminary Fee Simple Unit Lot Subdivision; and (4) Review of Resolution Allowing Certain Temporary Outdoor Uses in Public Right-of-Way and Private Off-Street Parking Area for Businesses to Expand Capacity for Outdoor Seating.

The City Council's next regular meeting is on **Monday, August 17, 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 Snohomish Health District Administrative Officer Shawn Frederick; (3) Approval of Maintenance & Operation Agreement with WSDOT for 236th Street SW & Van Ry Boulevard Signal; (4) Approval of October 14, 2020 Special Work/Study Session; (5) Approval of Resolution Allowing Certain Temporary Outdoor Uses in Public Right-of-Way and Private Off-Street Parking Area for Businesses to Expand Capacity for Outdoor Seating; (6) Public Hearing and Consideration of Cedar Park Preliminary Fee Simple Unit Lot Subdivision; and (7) Appointment of City Council Subcommittee to Interview for Diversity, Equity and Inclusion Commission.

A telephone number will be available prior to the meeting time or download the Zoom app on your mobile device and use the Meeting ID. A link to the meeting recording will be uploaded to the City's [Facebook page](#) (City of Mountlake Terrace Government) and [Twitter account](#) (City of MLT) following the meeting. Public comment will be accepted via email for this meeting. Check www.cityofmlt.com/129 for more information and the city's social media pages.

CITY CLERK AND COMMUNITY RELATIONS

- **“Virtual” Coffee with the City:** 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).

- **Diversity, Equity and Inclusion Commission:** At the August 3 meeting the City Council adopted an ordinance to establish a Diversity, Equity and Inclusion Commission, and a news release was issued on August 6 seeking applications for residents interested in serving on the Commission. Links to the application were posted on a new webpage located at www.cityofmlt.com/2084. Interested volunteers can also apply online [here](#) or contact the City Clerk at (425) 744-6206 or cityhall@ci.mlt.wa.us to have an application sent to them. **Applications must be received by 4:00 p.m. on Monday, August 24, 2020.** Shortly thereafter, interviews will be scheduled with a City Council Subcommittee. Appointment of Commission members is anticipated at a City Council meeting in September. For more information, see the [news release](#).
- **Mask Mailing:** In follow-up to the mailing of facemasks to residents and businesses, the city has received and responded to over 80 requests for additional masks. City employees have helped out by responding to residents, packaging masks and hand sanitizer and making the deliveries. The feedback from the community has been extremely positive with numerous emails and in-person expressions of appreciation. As part of this program to help keep the community safe, the city provided free face masks at a Pop Up Food Pantry on Friday, August 7.
- **Pop Up Food Pantry:** The city participated in partnership with Volunteers of America of Western Washington (VOAWW) on August 7 event to address food insecurity in the Mountlake Terrace community. This partnership was initiated by Steve Woodard, who along with Mountlake Terrace residents and Councilmembers, delivered VOAWW food pantry boxes to residents 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 pantry directly to Mountlake Terrace. Today's event distributed several boxes of food, almost 700 masks and over 175 small bottles of hand sanitizer!

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.

- **CARES Act Funding – Community Assistance:** In follow up to recent City Council discussions and the Request For Proposals seeking nonprofits to partner with the city for community assistance, the city is working on contracts with nonprofits. Once these contracts are finalized, the city will advertise so residents who have been impacted by COVID-19 can apply for assistance for unpaid bills such as child care and utilities and get food delivered. Stay tuned for more announcements.

- **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 with funding provided by the state from 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 September 19-October 3 Arts of the Terrace Juried Art Show has been cancelled due to the current public health emergency. Future meetings will be determined at a later date.
- **Civic Campus Update:** Construction on the Mountlake Terrace Civic Campus Project continues. Here are some recent photos of the City Hall building and Police Station.



City Hall Construction

Police Station



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 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.mlt.wa.us to make payment arrangements if they are unable to pay at this time.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Aquatics:** Plans are in the works for reopening, which will take place during Phase 3. Many things will need to happen before opening including training of Aquatic staff who have not had training for four months. Extensions for staff certifications have been sent to the American Red Cross, those will be updated when we are able to get into the water. There will be new protocols in place until COVID is past.
- **Dog Obedience:** Has been canceled until the fall classes begin after Labor Day. If Phase 3 is not in place those classes will be delayed until it is in place.
- **Youth Programs-** Children are having a blast in summer camp! In the Majors camp, kids are having fun playing with water balloons, making slime and went on a scavenger hunt. In the All-Stars camp, kids are building balloon powered cars (a stem activity). The Jr. Kids Krew program is working on ocean collages and butterfly art work. For more information about camps or to register, email childcare@mltwa.gov
- **Personal Training:** Get a great workout in while being safe! One-on-one personal training in a private room is available at the Pavilion. Trainer Christine will work with you to reach your fitness goals. Call (425) 640-3105 to register.
- **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.
- **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.
- **Eagle Project Postponed:** Eagle Candidate Nathan Hjellen is 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 the COVID-19 pandemic, and is planning the installation at the end of August or September while following all COVID-19 safety guidelines.
- **Eagle Scout Projects:** Park staff have been contacted by two Eagle Scout candidates interested in completing a project in Mountlake Terrace once safety guidelines allow. Staff will be working with both candidates to assist in project selection and completion.

POLICE DEPARTMENT

MONTHLY ACTIVITY*								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
July*	193	22	23	12	1	4	8	18
YTD	1,341	560	203	101	18	57	36	103

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

Weekly Patrol Synopsis

- On July 29, patrol responded to three theft-from-vehicle reports in the following areas:
 - 22000 block of 67th Place W.
 - 4400 block of 212th Street SW.
 - 21400 block of 44th Avenue W.
- On July 29, patrol responded to a malicious mischief report at a residence located in the 23800 block of 56th Avenue W. The victim stated unknown suspect(s) had been vandalizing his vehicle over the last couple of weeks, most recently breaking his windshield. There are no investigative leads.
- On July 30, patrol responded to a malicious mischief complaint at a business located in the 23200 block of 56th Avenue W. The reporting person stated the suspect broke a window with a rock for no apparent reason. The suspect was located nearby and taken into protective custody and transported to Swedish Hospital for a behavioral health commitment.
- On July 30, patrol responded to a theft report at a residence located in the 23200 block of 66th Avenue W. The victim reported unknown suspect(s) stole the wheels and tires of his vehicle. There are no investigative leads.
- On July 30, patrol responded to a fraud report at a residence located in the 6000 block of St. Albion Way. The victim reported unknown suspect(s) were able to make unauthorized transactions against her bank account. Investigation continues.
- On July 30, patrol responded to a behavioral health complaint at a residence located in the 6200 block of St. Albion Way. The resident was having a violent outburst and assaulted individuals trying to restrain her. She was taken into protective custody and transported to the hospital for an evaluation.
- On July 30, patrol responded to a report of a suicidal person at a residence located in the 21300 block of 50th Avenue W. The reporting person said the resident took pills and threatened suicide. Upon arrival the resident was gone. Due to the emergent nature of the call, the person's cell phone was 'pinged' and officers were able to locate the person. She was referred to the crisis center for evaluation.

- On July 30, patrol responded to a domestic disturbance at a residence located in the 22100 block of 60th Avenue W. One of the residents left prior to police arrival, but was located on foot nearby. Investigation confirmed no crime occurred, however one of the involved had multiple warrants. He was arrested for the warrants and booked at the Snohomish County Jail without incident.
- On July 31, patrol responded to a report of a suicidal person at a residence located in the 23100 block of 56th Avenue W. Upon contacting this individual he confirmed he intended to commit suicide by taking pills. He was taken into protective custody and transported to Swedish Hospital for a behavioral health evaluation.
- On July 31, patrol responded to a fraud report at a residence located in the 4300 block of 239th Street SW. The reporting person said the suspect paid for furniture with a fraudulent check. All communication occurred via the internet. There are no investigative leads.
- On July 31, patrol responded to a vehicle collision in the 22400 block of 60th Avenue W. The reporting person said the driver of a third vehicle struck two vehicles and fled the scene. An area check was conducted for the suspect with negative results.
- On August 1, patrol responded to a vehicle theft report at a residence located in the 4200 block of 236th Street SW. The victim stated unknown suspect(s) stole his vehicle overnight. The vehicle was entered in the nationwide database as stolen.
- On August 1, patrol responded to a vehicle collision report in the 22800 block of Lakeview Drive. The reporting person said his vehicle was struck by another motorist who fled the scene. Investigation continues.
- On August 1, patrol was conducting an emphasis in the 5600 block of 216th Place SW. A subject with warrants was observed in the area. Upon attempting to contact the subject he fled on foot. The officer involved elected not to pursue the subject. A report of resisting arrest was referred to the prosecutor for charging.
- On August 1, patrol responded to a vehicle collision in the 5500 block of 244th Street SW. The victim reported his vehicle was struck by a motorist who fled the scene. There is no suspect information.
- On August 1, patrol responded to a death investigation at a residence located in the 21500 block of 48th Avenue W. The reporting party said she arrived at the location to discover her husband was deceased. Investigation revealed he had been suffering from a variety of health conditions, and the deputy medical examiner responded.
- On August 2, patrol conducted an area check for a wanted assault suspect in the 6000 block of 244th Street SW. The suspect was located, arrested and transferred to the King County Sheriff's Office.

- On August 2, patrol responded to a domestic disturbance at a residence located in the 4300 block of 236th Street SW. Investigation revealed the married couple to be intoxicated. During an argument the suspect bit and punched her husband. The victim had visible injury as a result. The suspect was arrested for the offense and booked at the Snohomish County Jail without incident.
- On August 2, patrol responded to a behavioral health complaint at a residence located in the 6200 block of St. Albion Way. The reporting person said a resident was suicidal and caused property damage to the residence. The resident was taken into protective custody and transported to Swedish Hospital for a behavioral health evaluation.
- On August 2, patrol contacted suspicious subjects in the 22400 block of the Interurban Trail. Investigation revealed one of the subjects to have warrants for his arrest. He was taken into custody and found to be in possession of a stolen credit card and drug paraphernalia. He was booked at the Snohomish County Jail without incident.
- On August 2, patrol responded to a vehicle prowler that had just occurred in the 5400 block of 228th Street SW. The victim said shortly after parking her vehicle the suspect(s) broke out the window and stole her wallet. Suspect(s) were not located. There are no investigative leads.
- On August 2, patrol responded to a domestic disturbance at a residence located in the 21400 block of 52nd Avenue W. Investigation revealed two adult brothers were arguing and it escalated to a physical confrontation where the suspect hit the victim on the head with a glass bottle. The suspect was arrested for the offense and booked at the Snohomish County Jail without incident.
- On August 3, patrol responded to a theft-from-vehicle report at a business located in the 6600 block of 220th Street SW. Investigation revealed suspect(s) prowled multiple vehicles at the location, stealing miscellaneous property. Officers also confirmed a license plate was stolen from one of the vehicles. Seattle Police had stopped a vehicle with the stolen plate and arrested the driver. Investigation continues.
- On August 3, patrol stopped a vehicle for licensing violations in the 5600 block of 220th Street SW. The driver initially provided a false name, but after investigation the driver admitted she was using her daughter's information and it was determined the driver had multiple warrants for her arrest. Due to health concerns the driver was not taken into custody.
- On August 3, patrol responded to a fraud report at a residence located in the 5200 block of 216th Street SW. The reporting person stated he received mail indicating an unknown suspect used his personal information to purchase a vehicle. There is no suspect information.
- On August 3, patrol responded to a disturbance in the 22700 block of Lakeview Drive. Upon arrival officers contacted a subject who appeared to be experiencing behavioral health issues due to narcotics use. The subject was behaving erratic and not making sense when contacted. The subject agreed to go to the hospital and was released to medical staff.

- On August 3, patrol responded to an assault complaint at a residence located in the 20900 block of 44th Avenue W. Upon arrival patrol located the victim and a witness. The victim stated he was knocked unconscious by a known subject. Due to injuries he sustained during the incident aid was summoned to evaluate him. It was determined the offense occurred in unincorporated Snohomish County. Deputies responded and took over the investigation.
- On August 4, patrol responded to a burglary report at a residence located in the 22500 block of 56th Avenue W. The victim reported leaving his residence unsecured and suspect(s) stole miscellaneous property. Investigation continues.
- On August 4, patrol responded to a stolen vehicle recovery in a parking lot located in the 4400 block of 212th Street SW. An unlicensed cargo van was located with stolen motorcycles inside. Suspect information was provided. Investigation continues.
- On August 4, patrol responded to a vehicle theft report at a residence located in the 4900 block of 226th Street SW. The victim reported unknown suspect(s) stole his vehicle. The vehicle was entered in the nationwide database as stolen.

Weekly Investigations Update

- | | |
|------------------------------|------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| ○ 20-8029 Malicious Mischief | ○ N/A |
| ○ 20-8492 CPS | |
| ○ 20-8852 CPS | |
| ○ 20-8958 Theft | |

Community Outreach & Directed Enforcement

- Officers continue to conduct local business and security checks including the Studio 6 Motel, Ballinger Park, Interurban Trail, Veterans Park, and the marijuana dispensaries.
- Emphasis at the Northern Lights due to recent property crimes.
- Emphasis at Cesco Medical Supply due to recent narcotics activity.
- Traffic emphasis in the 23500 block of 65th.
- Narcotics K9 assist for Edmonds Police.
- Jax had some positive interaction with local residents.
- Officers reported six self-generated community outreach contacts.

Other Items of Interest

- Sergeant Pickard assisted the Mukilteo Police Department with a promotional assessment center.
- Patrol conducted registered sex offender contacts.

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