CITY MANAGER’S WEEKLY UPDATE
August 28, 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, September 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) Review of Ballinger Park/Hall Creek Restoration Project; (3) Review of Resolution for Recreation Program Refund Policy; (4) Review of Contracts with Nonprofits for CARES Act Funding; and (5) Review of Amendment to ARC Architect Contract.

The City Council’s next regular meeting is on Tuesday, September 8, 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) Presentation of Tree City USA Award; (3) Presentation of Association of Washington Cities (AWC) WellCity Award; (4) Arbor Day Proclamation; (5) Adoption of Resolution for Recreation Program Refund Policy; (6) Approval of ARC Architect Contract Amendment; and (7) Approval of Ballinger Park/Hall Creek Restoration Project.

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

- **2020 Census**: If your household has not yet completed the 2020 census, go to 2020census.gov to learn how you can report online. The census determines federal funding for the community, such as Medicaid, roads and schools, school lunches, Head Start Program, and many other programs.
Apply Now for Round 2: Working Washington Small Business Grants: Commerce has funded a second round of $10 million in grants to support small businesses with 20 or fewer employees. Grant amounts will not exceed $10,000 total per business and is made possible by the Federal CARES Act. Nonprofits are not eligible for this program. To be eligible for consideration, qualifying small businesses must: employ 20 or fewer employees; be licensed to do business in Washington State; and provide proof that it has been impacted by COVID-19. Learn more.

Diversity, Equity and Inclusion Commission: In early August, the city issued a news release to advertise the recruitment for residents interested in serving on the new Diversity, Equity and Inclusion Commission. The city received 19 applications by the August 24 deadline and the City Council Subcommittee will be conducting interviews via Zoom between September 1-9. Appointment of Commission members is anticipated at a City Council meeting in September. More information can be found on a new webpage located at www.cityofmlt.com/2084.

Virtual Stormwater Scavenger Hunt: The city is hosting a free stormwater scavenger hunt for kids between August 29-September 28, 2020! Hunting down watery places, getting answers and taking photos will get you and your family outside and provide a unique way to learn where rain ends up in your neighborhood.

To play, download the free Goose Chase App on your smartphone or tablet. The scavenger hunt will become live at midnight on August 29. Choose to play as a guest, or register and create an account. Once in the app, search for MLT Stormwater Scavenger Hunt. Download or print a paper copy of the scavenger hunt or email lreed@mltwa.gov. $5 gift certificates from Snohomish Pie Company will be awarded to the first 40 completed scavenger hunts, and everyone who participates will be eligible to win a LifeStraw® Go water filter bottle (grand prize winner to be randomly selected from all completed entries.) Questions? Please contact Laura Reed, Stormwater Program Manager, at lreed@mltwa.gov.

“Virtual” Coffee with the City: Coffee with the City returns on Wednesday, September 9 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 (899 4191 8291) and click “join” (you will be prompted to install the Zoom application if you do not already have it); and (3) Enter password (090920).

CARES Act Funding – Community Assistance: The city is working on contracts with area nonprofits to deliver food to homebound residents as well as help with unmet bills (e.g., child care and utilities) due to the pandemic.

Zoom Council Meetings Added to Website: The Zoom videos of City Council meetings held remotely are available on the City Council’s meeting page at www.cityofmlt.com/129. Scroll to the bottom of the page to find the links.
• **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
- 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](http://www.cityofmlt.com/167) to learn more about making utility payments.

• **Meeting and Event Cancellations:** This year’s Arts of the Terrace Juried Art Show (previously scheduled for mid-September to early October 3) has been cancelled due to the current public health emergency. Future meetings will be determined at a later date.
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:

<table>
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<tr>
<th>City Website Portal</th>
<th>Mail/Drop-off*</th>
<th>Appointment Required with Permit Specialist</th>
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<tbody>
<tr>
<td>• Single Family</td>
<td>• Fence</td>
<td>• Land Use</td>
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<td>o Electrical</td>
<td>• Driveway</td>
<td>• Commercial/Multi-family Building</td>
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<td>• Water Meter</td>
<td>• Single Family Building Addition or Remodel</td>
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<td>• Utility and Communication Companies</td>
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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](#), or call the Inspection Request Line at (425) 755-9694. 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.*

PUBLIC WORKS ENGINEERING & OPERATIONS

- **Road Closure:** A full closure of 214th Street SW, immediately east of 38th Place W, is currently anticipated to begin the week of September 8 and end on September 25. These dates may later change depending on material delivery schedules. This closure allows the contractor of the adjacent development project to install a new culvert underneath 214th Street SW for potential fish passage, as required by the Department of Fish & Wildlife. Detour routes will be signed to direct traffic to 212th Street SW during this closure.

FINANCE

- **Relief Due to COVID-19 Emergency:** Effective March 19, there will be no water utility service shutdown 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

- **Summer Camps:** The kids in Majors Camp are working on building boats, will have wheels day on Tuesday, and sprinkler fun all week. The kids in All Stars Camp will be walking to Terrace Creek Park on Tuesday and will have wheels day on Wednesday. The kids in Jr Kids Krew Camp are having water week, will have wheels day on Tuesday, and will be walking to Evergreen Park on Friday.

- **Dance Program:** The Recreation and Parks Department is working towards a live stream studio for our fall and winter dance and fitness group classes. With a studio dedicated to live streaming the dance & fitness needs of our community will be met with a clear and professional broadcast. It is our goal to keep our community healthy, active, and connected while we stay home. Our instructors are learning new ways to engage, motivate, and teach remotely. Classes will be prepared with the knowledge that most people will not be in a studio at home. Instructors will help with ideas for how to make the most out of the space participants have. More to come on specific classes that you can register for, which will be posted on the Recreation & Parks Facebook page and website. For more information, contact Chloe Davenport at (425) 640-3107 or cdavenport@ci.mlt.wa.us.

- **Personal Training:** Guided by a licensed physical therapist, Christie Oliver's one-on-one personal training is still an indoor option for your fitness needs. For more information or to make an appointment, contact Chloe Davenport at (425) 640-3107 or cavenport@ci.mlt.wa.us.

- **Fall Child Care:** Registration is now open for fall child care. Care is available Monday-Friday, 6:30 a.m.-6:30 p.m., starting on September 9. Staff will assist children with their distanced learning as well as keep them entertained throughout the day. For more information or to register email childcare@mltwa.gov.

- **Aquatics:** The waiting continues for Phase 3 to begin. Aquatic staff, along with several other Aquatic Managers across the state, have collaborated to send a letter/request for the Governor to reconsider some changes to guidelines for indoor aquatic facilities that pertain to lap swimming, swimming lessons (particularly beginning levels), and water aerobics along with explanations on how this can be safely achieved using the current guidelines for distancing.
• **Eagle Project**: Staff was contacted by Eagle Candidate Rosella Gehr from the Chief Seattle District who is looking for a project in the Lake Ballinger area. Rosella has expressed an interest in researching and installing “bat boxes” at Ballinger Park and will begin writing up the project for approval. Once the project is decided, Rosella hopes to begin early next year.

• **Natural Growth Protection Areas**: The Parks Department has ordered Natural Growth Protection Area (NGPA) signs for placement at a number of areas. The signs will replace some simple NGPA stakes that were placed at Ballinger Park and will add signs at various locations in Terrace Creek Park. The signs are intended to alert patrons to areas that are sensitive growth locations for native plants.

• **Sno-Isle Library Scavenger Hunt**: The Mountlake Terrace Library scavenger hunt is still in progress. Twelve pictures of smiling suns are hidden in your community including in local business windows and in 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](#).

**POLICE DEPARTMENT**

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<th>MONTHLY ACTIVITY*</th>
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*Activity is updated the first full week of each month

**Weekly Patrol Synopsis**

- There were seven reported verbal domestic arguments this week.

- There was one vehicle theft this week: 4700 block of 216th Street SW.

- There were three warrant arrests this week.

- On August 19, officers responded to the 5600 block of 244th Street SW for a vehicle prowl. It was reported that several vehicles at a business were prowled and an exhaust system was stolen from one of the vehicles. There are no suspects or leads at this time.

- On August 19, a suspect was seen prying a lock box open in the early morning hours in the 22800 block of Cedar Way. The suspect was able to steal a set of keys to a trailer. Investigation is ongoing.

- On August 19, an officer and animal control were dispatched to a residence for a report of an abandoned dog. Upon arrival officers found a dog in an apartment that had been there for a few days with no owner was present. The dog was taken to care. Investigation revealed that the dog owner had been arrested in a different county and was unable to find someone to care for the animal dog.
On August 20, an officer stopped a vehicle at the 6000 block of 244th Street SW for failing to stop at an intersection. A check revealed the driver had a felony warrant for his arrest. The driver then gave the officer a false name in an attempt to avoid being arrested. The driver was eventually arrested for his warrant and for providing false and misleading statements.

On August 20, a victim reported that he was defrauded of $20,000. The victim received an email posing as Amazon and providing a phone number for ‘customer service’ to assist with a refund. During the phone conversation the suspect was given access to the victim’s bank account. The suspect transferred $15,000 out of the account and back into the account. The suspect then convinced the victim to mail him $15,000 so he could properly deposit it back into the correct account. The victim sent the cash via USPS to an address in California. The suspect then called the victim and stated that all of the cash was not in the mail and demanded $5,000 more in gift cards. This was also done. The case is under investigation.

On August 20, gas was siphoned out of two vehicles in the 5600 block of 244th Street SW.

On August 20, a traffic stop was attempted in the 22400 block of Highway 99. The suspect vehicle did not stop, and instead fled at a high rate of speed travelling into oncoming traffic and through red lights. Due to the amount of vehicle and pedestrian traffic, the officer did not pursue.

On August 21, officers responded to the 21800 block of 51st Avenue W for a death investigation. Upon arrival, officers found a 90-year-old male that appeared to have died from natural causes.

On August 21, a book of checks was stolen from a vehicle in the 21500 block of 48th Avenue W. A few days later one of the checks was cashed for $400. The case is under investigation.

On August 22, a male subject was arrested and booked into jail for malicious mischief after breaking windows at the Studio Six Motel.

On August 22, officers responded to a fraud report. The suspect on a phone call took control of the victim’s computer and convinced the victim to provide $3,000 in gift cards and send electronic scans of the cards to the suspect.

On August 22 police received a report of an unknown male approaching a woman and making requests of a sexual nature. The case is under investigation.

On August 23, officers were dispatched to a mail theft in progress in the 23000 block of 63rd Place W. A suspect was seen stealing mail throughout the neighborhood from a vehicle. The suspect vehicle was located and the suspect was contacted. Probable cause was developed to seize the vehicle pending a search warrant. Investigation is ongoing.

On August 24, a resident reported that he was a victim of identity theft. Someone was using his bank card to make withdrawals. The case is under investigation.
On August 24, a resident reported that he was a victim of fraud. The victim had answered an ad on Craigslist requesting someone to perform data entry. The victim quickly learned that this was a scam and no money was lost.

On August 24, officers responded to a suspicious subject in the 23300 block of Cedar Way. Officers contacted a subject who was appearing to be under stress. Officers were advised that the subject had been diagnosed with a disorder. Using de-escalation techniques, officers were able to calm the subject down and the individual was transported to Swedish Edmonds for a mental health evaluation.

A vehicle prowl was reported at the 5700 block of 220th Street SW.

On August 25, officers investigated a Child Protective Services (CPS) referral. It was reported that a father was physically abusive to his daughter. Case is under investigation.

Officer Froisland and Jax assisted several agencies throughout the week with narcotics investigations.

**Weekly Investigations Update**

**Cases Assigned**
- 20-10143 Mail Theft
- 20-9919 CPS
- 20-10089 Vehicle Prowl/Fraud
- 20-9882 CPS
- 20-9916 CPS
- 20-9304 Vehicle Theft/Fraud
- 20-10203 Identity Theft
- 20-9740 Fraud
- 20-9846 Vehicle Recovery
- 20-10002 Fraud-Forgery
- 20-9300 Theft-Felony

**Cases Cleared**
- 20-9554 Theft
- 20-9157 Missing
- 20-6406 Vehicle theft
- 20-8852 CPS
- 20-8950 ID theft
- 20-9424 Robbery
- 20-6725 Burglary

**Community Outreach & Directed Enforcement**

During the COVID-19 pandemic, officers are practicing social distancing to protect the community and themselves from the virus. Officers are still responding to all dispatched calls and taking care of residents in need.

Mayor Matsumoto Wright, Councilmembers Wahl and Woodard, along with Chief Caw and Sergeant King met with Mr. and Mrs. Mansour who delivered flowers, along with Lynnwood Councilmember Smith, to show their support and appreciation of the Police Department (See photograph).
- Officer Rodgers spoke with employees of the 56th Avenue Market about COVID-19 issues in the community.
- Officer Jones conducted extra patrols on the Interurban Trail.
- Veterans Memorial Park foot patrol, with no camps or persons located in the park. Some trash and a broken flat screen TV were located just west of the play area.
- Sergeant Pickard contacted a homeless person who was fixing the flat tire on his bike, who was passing through from Oregon. Sgt. Pickard gave him a bottle of water.
- Foot patrol in the 7000 block of 226th Place. There were no new camps located within the greenbelt area of the construction area.
- Officer Jones conducted extra patrols at the boat ramp and spoke to several park and beach users.
- Foot patrol at 220th and 56th Avenue West.
- Foot patrol at 236th and I-5. An abandoned sleeping bag was located underneath the southbound 236th on-ramp.
- Sergeant Pickard spoke with several walkers at Ballinger Park who were enjoying the warm weather and park conditions.
- Foot patrol in the 22100 block of 70th Avenue. There were no camps located.
- Officer Elrod visited with his senior citizen friend, Diane.
- Sergeant King sent a police department patch to a couple in Texas who wrote a nice letter in support of the police and requested the patch. They have a wall in their home dedicated to displaying law enforcement patches. (See photograph).

**Code Enforcement Property of the Week**

Code Enforcement monitors designated fire lanes located within the city, and during the week of August 21, issued multiple citations to vehicles that were illegally parked in fire lanes. These citations were issued in accordance with MTMC 10.10.150 (No person shall stop, stand or park a vehicle in a designated fire lane on private or public property). Code Enforcement will continue to monitor public and private properties with designated fire lanes.
NEWS RELEASES

News releases can be found on the city's webpage.

UPCOMING MEETINGS AND EVENTS

- September 9, 6:00 p.m., Virtual Coffee with the City, Zoom Meeting ID: 899 4191 8291 | Password: 090920
- September 17, 5:30 p.m., Snohomish County Cities Meeting, TBD
- 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