CITY MANAGER’S WEEKLY UPDATE
September 11, 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 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) Review of Pet Licensing Resolution and Update to Code Requirements; (3) Discussion of Recreation, Parks and Open Space (RPOS) Survey; (4) Introduction of Cedar Park Preliminary Fee Simple Unit Lot Subdivision; (5) Introduction of Creekside Meadows PUD/Plat and Rezone Ordinance; (6) Review of 2020 Second Quarter Financial Report; (7) Review of Six-Year Financial Forecast; (8) Review of Financial Policies; (9) Review of Local Agency Agreement for Grant on Main Street Phase 2 Design; (10) Review of Funding for 216th Street SW and 48th Avenue W Safe Routes to School Project; (11) Review of Extension of Ziply Franchise; and (12) Review of Council Subcommittee Recommendation for Appointments to Diversity, Equity and Inclusion Commission.

The City Council’s next regular meeting is on Monday, September 21, 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 Pet Licensing Fees Resolution; (6) Adoption of Pet Licensing Code Amendment Ordinance; (7) Approval of Local Agency Agreement for Grant on Main Street Phase 2 Design; (8) Approval of Funding for 216th Street SW and 48th Avenue W Safe Routes to School Project; (9) Public Hearing and Adoption of ADA Self-Assessment and Transition Plan; (10) Public Hearing and Consideration of Cedar Park Preliminary Fee Simple Unit Lot Subdivision; (11) Public Hearing and Adoption of Creekside Meadows PUD/Plat and Rezone Ordinance; (12) Appointment of Diversity, Equity and Inclusion Commission Members; and (13) Discussion of City Manager Annual Evaluation.

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

- **CARES Act Funding Grants to Help Residents with Unpaid Bills**: Mountlake Terrace residents who have been financially impacted by COVID-19 may apply for help with basic needs such as utility bills, food delivery, childcare, car repairs, etc. The maximum amount of funding available for each household is $500. The city is partnering with local nonprofits to help administer this program and will be reimbursed with funding from the federal CARES (Coronavirus Aid, Relief and Economic Security) Fund. Our community partners include Washington Kids in Transition and Foundation for Edmonds School District who are taking the lead to help those households with school-age children, as well as Calvary Fellowship and Mountlake Terrace Community Foundation that will help those without children in the district. Assistance is also available for those needing food delivery from food banks and the school district’s meal programs. Residents should watch for a postcard that will be mailed in the coming days with information about the program in both English and Spanish. Businesses and non-profits are not eligible for this round of funding but should check the city’s website for other grant information. Program updates will be posted at [www.cityofmlt.com/2060](http://www.cityofmlt.com/2060), “City of Mountlake Terrace Government” on Facebook, and “CityofMLT” on Twitter.

- **National Day of Service/Fall Park Clean Up**: This year’s event, scheduled for Saturday, September 12, is cancelled due to COVID-19 gathering restrictions.

- **Mountlake Terrace Resident Featured by Seattle Seahawks**: On Sunday, September 13, make sure to tune into the Seahawk’s first game of the 2020 season at 10:00 a.m. on Channel 13 to see our city’s long-time resident, Mickey Schwald. Mickey is widely known on social media as “Da Mama (of Mountlake Terrace)” and was nominated by RPAC member Noah Knodle to be in a feature called “Gameday in the Life of Mickey Schwald.”

- **2020 Census Deadline is September 30**: If your household has not yet completed the 2020 census, there’s still time to do so! Please visit [2020census.gov](http://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 so your participation is really helpful for our community.

- **Apply Now for Round 2: Working Washington Small Business Grants**: The Washington Department of 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**: Following interviews, a City Council Subcommittee will be providing a recommendation for members of the Diversity, Equity and Inclusion Commission at their September 17 work/study session, with the commission expected to be appointed at the September 21 regular meeting, which begins at 7:00 p.m.
• **Virtual Stormwater Scavenger Hunt Continues:** The city is hosting a free [stormwater scavenger hunt](https://www.cityofmlt.com) 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 went live on August 29 and is currently featured on the city’s homepage. 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](https://www.cityofmlt.com) 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? Contact Laura Reed, Stormwater Program Manager, at lreed@mltwa.gov.

• **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](http://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 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:** This year’s National Day of Service/Fall Park Clean Up (September 12) and Arts of the Terrace Juried Art Show (previously scheduled for mid-September to early October 3) have been cancelled due to the current public health emergency.

**COMMUNITY & ECONOMIC DEVELOPMENT**

- **Construction Project Permits:**
  - C-19-0024 Civil site construction permit to include grading, utilities and infrastructure for a two-lot short plat at 23707 48th Avenue W.
  - C-20-0004 Civil site construction permit to include grading, utilities and infrastructure for a 19-unit townhome subdivision on a 22,640 sq. ft. site over three lots at 23802, 23804, and 23806 55th Avenue W.
  - LI-20-0001 Landscaping and irrigation permit for Premera Blue Cross Campus Renovation at 7001 220th Street SW.
  - C-19-0019 Civil site construction permit to include clearing, grading, utilities and right-of-way use for the Sound Transit Link Light Rail L300 extension over sites 22209 62nd Avenue W, 23112 61st Avenue W, and 6101 227th Street SW. This is the last of 10 major site construction permits Community & Economic Development has coordinated and issued to Sound Transit.

- **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](http://www.cityofmlt.com). Please be aware that compliance to COVID-19 mandates has created longer processing times for permits. Submission of permits will be handled in the following manner:

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<th>City Website Portal</th>
<th>Mail/Drop-off*</th>
<th>Appointment Required with Permit Specialist</th>
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<td>Single Family</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 for Culvert Replacement:** A full closure of 214th Street SW, immediately east of 38th Place W, is currently in place to allow 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 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 continuity 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**

- **Dog Obedience:** The classes that were scheduled to begin the week of September 14 have been cancelled. To hold classes at the Pavilion we are waiting for Phase 3. Everyone registered were contacted and given an option to be refunded or transferred to the November classes.

- **Aquatics:** While waiting for Phase 3, staff is working on plans to recertify several staff Lifeguarding/CPR for Professional Rescuer and First Aid certifications have been given an
extension, as many were set to expire. It may be a combination of online learning and in person water work. The American Red Cross has provided plans that help instructors and instructor trainers conduct these trainings in a way that meets the necessary criteria to pass skills in the water and keeps the lifeguards safe.

- **Aquatics:** Recreation Supervisor/Aquatics, Rose Ploeg, spent some of this time going through the Association of Aquatics Professionals (AOAP) process to earn her AqP designation. To be eligible participants must be an AOAP member for at least two years, have a minimum of two years fulltime work in aquatics, have a current AFO, basic first aid and CPR certification, and have a lifeguard instructor trainer certification. She also completed core educational sessions and electives online. This designation is a commitment to aquatic education, certification and professional development. She has also updated her American Red Cross Instructor and Instructor Trainer Certifications that have come due during this time, as well as planned a virtual Aquatic Conference with a committee from WRPA (Washington Recreation & Park Association) that will take place on September 28 and 29, via Zoom.

- **Dance Program:** The Recreation and Parks Department is working towards a live stream studio for fall and winter dance and fitness group classes. With a studio dedicated to live streaming the dance and fitness needs of our community will be met with a clear and professional broadcast. It is our goal to keep the 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 have limited space 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 Fitness 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.

- **Child Care:** The school year child care programs have started! Staff are assisting children with their remote learning as well as having fun and playing games. Space is available in all programs. For information or to register, email childcare@mltwa.gov.

- **Eagle Project:** Staff met with 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 as well as installing “Natural Growth Protection Area” signs throughout the park. Rosella has begun writing up the project for approvals. Once the final project is approved, Rosella hopes to begin the project early next year.

- **Fall Volunteer Event:** The annual fall volunteer event scheduled for September 12 has been cancelled due to the state guidelines for COVID-19.
• **Volunteers:** Staff has been contacted by Premera Blue Cross with a request to do some volunteering at the end of September or beginning of October following state guidelines. Possible projects include work at the Senior Center and Ballinger Park.

**POLICE DEPARTMENT**

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*Activity is updated the first full week of each month

**Weekly Patrol Synopsis**

- This week included five reported verbal domestic arguments, one vehicle theft, six vehicle prowls, four abandoned vehicles and five warrant arrests.

- On September 2, an officer was booking a suspect into jail for possession for stolen property. While at the jail, the officer heard the corrections officers struggling with the suspect while performing a search. The officer assisted the corrections officers in restraining the suspect, who was attempting to swallow a bag containing several smaller bags of suspected methamphetamine. The suspect was unsuccessful, and gained additional charges for attempting to introduce narcotics into a correctional facility.

- On September 2, an unknown subject broke into the tented area next to the Crazy Moose Casino and damaged equipment. The suspect was seen on video surveillance. Case is under investigation.

- On September 2, officers were contacted about a person sleeping on private property. The caller stated that he attempted to evict the subject from the property but the subject stated that he had no place to go and was contemplating suicide. Officers contacted the subject and discussed assistance with him.

- On September 2, officers were assisting Code Enforcement with a nuisance property in the 23100 block of 63rd Avenue W. While on scene officers noticed subjects in and around the home were acting suspicious. During contact, it was determined that several vehicles, motorcycles and a trailer on the property had previously been reported as stolen. Investigation led the detectives to a storage unit at the 21800 block of 66th Avenue W, where, after a warrant was approved from a judge, detectives found several stolen tools. Case is still under investigation.

- On September 3, a resident reported that an AK-47 was stolen from his closet. Investigation is ongoing.
On September 3, an unknown subject attempted to start a fire outside the Crazy Moose Casino. The suspect was unsuccessful because the structure was made from a flame retardant material. Investigation is ongoing.

On September 4, a resident reported that a cell phone was to be delivered, but it had not arrived despite shipment tracking showing that it had been delivered. The initials on the delivery receipt did not match the victim’s initials. Case is under investigation.

On September 4, officers responded to the 5400 block of 212th Street SW for a report of a physical domestic. Upon arrival officers contacted a female victim who stated that she had been struck by her boyfriend. The victim stated that she had been arguing with her boyfriend and during the argument the suspect slapped a phone out of the victim’s hand preventing her from calling 911; the boyfriend then assaulted her. The victim had injuries consistent with her statement. The suspect fled the area and could not be located. The suspect was cited through the court for assault and interfering with the reporting of domestic violence.

On September 4, officers responded to the 22800 block of 44th for a report of a DUI. Upon arrival officers learned that several subjects had blocked the suspects’ vehicle so she was unable to leave a parking lot after attempting to drive. Officer’s developed probable cause to arrest the driver for DUI and she was booked into jail.

On September 5, officers responded to a church located in the 23000 block of 66th Avenue W. Upon arrival officers contacted a security officer who showed them a sign vandalized with graffiti. No suspects or leads at this time.

On September 5, officers responded to the 22300 block of 48th Avenue W for a report of a hit-and-run collision. A witness reported they had seen a van swerve and hit a parked vehicle and then flee the area. One of the witnesses had a video of the incident. The video revealed the company name of the truck and a license number along with a view of the driver. Case is under investigation.

On September 7, officers responded to a subject slumped over a steering wheel at the 6600 block of 220th Street SW. The electric vehicle was stopped at the gas pumps, with the driver being unresponsive to loud knocking. Officers were concerned for the driver’s safety and after finding the doors locked broke the passenger window to gain access. This also did not wake the driver. Investigation revealed the driver to be under the influence of drugs. He was eventually booked into the Snohomish County Jail for DUI.

On September 7, officers responded to the 5400 block of 212th Street SW for a physical domestic. Upon arrival officers contacted a male and female who were in a dating relationship. They were arguing, and the male subject hit and pushed the female. He was arrested and booked into jail for assault.

On September 8, officers contacted a suspicious vehicle located at the 6000 block of 244th. During the contact officers saw drug paraphernalia in plain view. The occupant in the vehicle
admitted that he had been using meth. The suspect was cited for possession of drug paraphernalia and released.

Weekly Investigations Update
- **Cases Assigned**
  - 20-10610 Vehicle recovery
  - 20-10604 Property
  - 20-10730 Death
  - 20-10672 Arson
  - 20-10596 Suspicious

- **Cases Cleared**
  - 19-11508 ID Theft
  - 20-10726 Missing person

Community Outreach & Directed Enforcement
The week of September 2-8 was active with officers making several contacts with many citizens. Officers continue to conducted local business and area checks at the following locations: Andorra Estates Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and marijuana dispensaries. Below are some highlights of the community contacts that were made to include homeless subjects.

- Officer Shin bought lunch for a customer that could not buy their own at a restaurant.
- Sgt. Pickard spoke with a local convenience store clerk who had requested police come by her five-year-old son's birthday party on September 12 to do a drive around so the boy could see police.
- Sgt. Pickard conducted a traffic emphasis at the barricades east of Taluswood Apartments.
- Officer Jones conducted a business check at Safeway.
- Foot patrol in the 21300 and 21500 block of 60th. No homeless camps located.
- Officer Jones conducted a patrol emphasis at the Ballinger boat ramp were he visited with several park attendees.
- Foot patrol at 58th and 230th at a construction site.
- Sgt. Pickard conducted extra patrols on the Interurban Trail and spoke with several walkers and bikers.
- Sgt. Pickard conducted foot patrol at Terrace Creek Park and spoke with several people. He also checked on a site previously used by a homeless person.
- Sgt. Pickard conducted a foot patrol at the Cinebarre Theaters. No new camps were located around the building.
- Sgt. Moss did some emphasis patrol on one-way street violators near La Pierre Dr. No violations observed.
- Officer Rodgers helped out a stranded motorist near I-5 and 220th. The driver had run out of gas. Officer Rodgers provided a courtesy transport for the stranded motorist to a gas station.
- Officer Rodgers bought some dog food for a homeless person’s dog.

Code Enforcement Property of the Week
Code Enforcement has the authority to inspect vehicles on private property, with the landowner’s consent, in order to have abandoned vehicles removed by issuing a Junk Vehicle Affidavit. Abandoned vehicles must meet three of the following conditions to qualify as a junk vehicle: Must be at least three years old; must be extensively damaged; must be apparently
inoperable; and must have fair market value equal only to the approximate value of the scrap of the vehicle.

On September 2, Code Enforcement assisted a resident with an abandoned vehicle that was left on their property, located near the 4500 block of 219th Street SW. Attempts were made by an occupant of the property to have the registered or legal owner of the vehicle retrieve it, with no success. Code Enforcement issued a Junk Vehicle Affidavit to the owner of the property based on the vehicle being older than three years, extensive damage, and was apparently inoperable. The property owner will have to mail a copy of the Junk Vehicle Affidavit to both the registered and legal owner of the vehicle. If they do not redeem the vehicle within 15 days from when the Junk Vehicle Affidavit was issued, the property owner may donate, sell or retitle the vehicle.

NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- October 7, 6:00 p.m., Coffee with the City, Zoom Meeting (Meeting ID: 847 0685 7511 | Password: 100720)
- November 4, 6:00 p.m., Coffee with the City, TBD
- November 19, 5:30 p.m., Snohomish County Cities Meeting (Tentative)
- 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