

CITY MANAGER’S WEEKLY UPDATE

March 27, 2020

CITY COUNCIL MEETINGS

In order to further support social distancing and limitations on public gatherings, Governor Inslee earlier this week 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. For City Council meetings, the proclamation requires meetings be held over the telephone or internet, and that the public be able to hear the meeting live via telephone. (The city can continue to carry the meeting live over the internet as it has done since 2007, but under the proclamation the city must also provide for the public to listen by telephone.)

The proclamation also temporarily restricts City Council action to items that are “necessary and routine” (such as approving minutes and vouchers) or “matters necessary to respond to the COVID-19 outbreak and the current public health emergency.” The purpose of this restriction is to limit action on items until such time as regular public participation is possible.

The City Council’s work/study session scheduled for Thursday, April 2, 2020 is cancelled as the Governor’s proclamation limits the business that can be conducted.

The City Council’s next regular meeting is on **Monday, April 6, 2020 beginning at 7:00 p.m. via telephone and internet.** The agenda is still to be determined pending clarification of the Governor’s Proclamation, but at this time will likely include only the approval of meeting minutes and vouchers.

Please stay tuned for more information as the city works through the logistics of meeting access via telephone. Currently, audio of City Council and Planning Commission meetings is streamed live and on demand at www.cityofmlt.com/129.

GET OUTSIDE!

Need to get out of the house? This is a great time to explore the city’s passive parks and trails (with proper distancing of course). **Go take a walk and send us pictures of the flora and fauna you find!** [Find a list of parks and trails here.](#)

CITY CLERK AND COMMUNITY RELATIONS

- **COVID-19:** The City Manager’s Office along with the Executive Leadership Team continues to monitor this fluid situation and is following direction from the Governor’s Office, Snohomish Health District, Snohomish County Department of Emergency Management, and Washington State Department of Health.

This week, the City Manager's Office was focused on preparing an ordinance for the March 26 City Council Special Meeting that allows for remote participation.

Accordingly, the city has been focused on learning teleconference technology and how to apply it to various meetings including City Council meetings.

At this time, Interim City Hall remains open and we have taken steps to monitor staff for COVID-19 symptoms. We ask the public to please email City Hall at cityhall@ci.mlt.wa.us or call (425) 776-1161 instead of in-person contact in compliance with the Governor's "Stay Home, Stay Healthy."

City updates on COVID-19 related news are available at www.cityofmlt.com/2060. "Community Updates" are posted along with news releases and other information on the public health emergency. Visit this webpage or the city's social media accounts ([Mountlake Terrace Government on Facebook](#) or [CityofMLT](#) on Twitter) for more information.

- **Supporting Mountlake Terrace Businesses:** Community & Economic Development took the lead this week in supporting our local eateries by beginning a daily rotation of takeout from restaurants in the city. This week, City Hall employees order lunch from five different Mountlake Terrace establishments. The city encourages the community to view [this list](#) of Mountlake Terrace establishments created by MLTNews.com and ordering take out if you are able to.
- **Meeting and Event Cancellations:** The following meetings and events have been postponed or cancelled due to the current public health emergency. Future meetings will be determined at a later date.
 - April 2 City Council work/study session is cancelled
 - April 8 Coffee with the City is cancelled
 - April 11 Easter Egg Hunt is cancelled (by Cheeseburger Babies Foundation)
 - April 11 April Pools Day is cancelled
 - April 14 Recreation and Parks Advisory Commission meeting is cancelled
- **City Happenings Newsletter:** The April issue was mailed on March 27. This issue features articles on Ballinger Park waterfront improvements, how the code enforcement process works, Earth Day activities including a focus on recycling resources, and a last-minute edition of an article with COVID-19 resources.

COMMUNITY & ECONOMIC DEVELOPMENT

- **Civic Campus Construction:** Primary Construction activity this past week consisted of installing foundation forms and pouring concrete for city hall and police station addition, installing drain lines around the city hall foundation, mass excavation and rough grading of the overall site, installing domestic water and fire lines, and trenching and backfilling for site electrical lines. (Photos below.)



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 April 24 and may be extended if the Governor extends the period of school shutdowns.* 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.

HUMAN RESOURCES

- **Job Opportunities:** For current job opportunities, please visit the city's website at www.cityofmlt.com/Jobs.aspx. You can also subscribe to job posting notifications to be automatically alerted to the latest career opportunities by clicking on the Notify Me® button

[here](#). If you have questions about job opportunities, please contact Human Resources at HRCity@ci.mlt.wa.us or (425)744-6225.

RECREATION, PARKS, AND PROPERTY MANAGEMENT

- **Projects at the Pool:** Due to the closure of the Recreation Pavilion during the COVID-19 pandemic, staff is utilizing the opportunity to complete some projects in and around the pool including constructing a new floor for the sauna and patch sections of the pool liner. In addition, staff is doing a deep clean of the facility, sealing concrete floors and organizing toys and supplies.
- **Childcare Programs:** The Recreation Pavilion is still providing care during this time while kids are out of school. Care is provided for Junior Kids Krew (preschool aged kids) and kids within the existing Kids Krew sites, all held at the Pavilion. Email rnorton@ci.mlt.wa.us if you would like to register.
- **Fall Registration:** Registration is still being taken for fall Preschool, Kindergarten Readiness, Kids Krew and Junior Kids Krew. You can print forms, fill out and send back to the Pavilion with a phone in payment. Please contact rnorton@ci.mlt.wa.us if you would like to register.
- **Parks:** All city-owned playgrounds, athletic fields, sport courts, outdoor restrooms, the dog park and fishing pier are closed until further notice to assist with keeping the public safe from COVID-19 exposure. Passive parks and trails are still open for exercise.

POLICE DEPARTMENT

MONTHLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
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YTD	378	351	95	43	8	26	10	19

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

Weekly Patrol Synopsis

- **Weekly Summary:** This week included one warrant arrest, three verbal domestic arguments, and one vehicle theft.
- On March 18, officers took a phone report regarding a fraudulent charge on a bank account. It was reported that the victim’s account had been compromised and an unknown suspect used the account to purchase food from a local restaurant.
- On March 18, officers responded to a court order violation. The respondent/suspect had communication through a third party with the petitioner/victim. The suspect admitted this to officers and stated that he was just attempting to see his children.

- On March 19, officers were dispatched to the 5000 block of 243rd Street SW for a report of an assault with a weapon. The investigation revealed that a female suspect pointed a handgun at multiple victims while arguing over a parking spot. The suspect did this while her two young children were in her vehicle. The suspect was located in Everett and arrested.
- On March 21, officers responded to the Safeway store for a hit-and-run. It was reported that a black vehicle with a Hispanic driver hit the victim's vehicle and then fled the area. A license plate was obtained and the registered owner was contacted. The registered owner stated that she loaned her vehicle to a subject but did not know how to get a hold of him. The registered owner denied any involvement of the hit and run. Investigation is ongoing.
- On March 21, officers responded to the 6000 block of St. Albion way for a theft of a license plate. No suspect or leads at this time.
- On March 21, officers responded to the Safeway at the 4300 block of 212th Street SW for a shoplifting complaint. Safeway staff witnessed two suspects shoplifting from the store and pointed out to officers that they were still in the parking lot. The staff wanted the suspect trespassed. Officers contacted the suspects and issued them trespass notices.
- On March 22, officers responded to the 4400 block of 212th Street SW for a vehicle prowling report. It was reported that a suspicious male was lurking around vehicles in the store parking lot. A witness took photos of the suspect and his vehicle. The suspect was able to steal items from a vehicle and a nearby store. Further investigation revealed that the vehicle the suspect was driving was stolen. Investigation is ongoing.
- On March 23, officers responded to the 23800 block of Hwy 99 to assist Edmonds Police with a burglary in progress. Upon arrival an officer located the suspect and ordered him to the ground. The suspect complied and was eventually arrested.
- On March 23, a resident reported a fraud through her Instagram account. An unknown suspect sent the victim a large check to deposit. After the check was deposited the victim withdrew money and then found the check was fraudulent.
- On March 23, officers were dispatched to the 21300 block of 48th Avenue W for a civil complaint. During the investigation one of the subjects revealed that she was assaulted by her former roommate. This case is under investigation.
- On March 23, officers responded to the 4600 block of 220th Street SW for a theft complaint. A resident received notification and a photo that a package was delivered at his doorstep. When he arrived home the package was gone. No suspect information at this time.

Weekly Investigations Update

Cases Assigned

- 20-3815 Runaway
- 20-3804 Vehicle Theft
- 20-3806 Vehicle Prowl

Cases Cleared

- 20-3377 Fraud
- 20-2326 Threats
- 20-345 ID Theft

Community Outreach & Directed Enforcement

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

- Sergeant Moss noticed someone had forgot to close the trunk of their parked car in the street and closed it for them (nothing suspicious).
- Sergeant Moss was doing a security check of the Studio 6 motel and spoke with a resident about the COVID-19 situation.

Code Enforcement Property of the Week

Code Enforcement followed up to a nuisance property complaint near the 23100 block of 63rd Avenue W involving junk, debris, junk vehicles and vehicle repairs. When Code Enforcement arrived, they observed junk vehicles, trash, auto parts and vehicle debris.

As a result, Code Enforcement issued a civil notice of violation to the property owner(s) and occupants in violation of the following ordinances: 8.15.040.I (debris and trash accumulations), 8.15.050.E.1 (repairing of any vehicles on private property is prohibited unless it is maintenance or repair of a vehicle registered to a resident of the property), 8.15.040.G.1 (garbage not kept in proper receptacle), 8.15.050.A (motor vehicle repair, sales, storage or otherwise operating a vehicle-oriented business is prohibited), 8.15.050.B.1 (all motor vehicles that are junk, inoperable or unused for 30 days), 8.15.050.B.2 (motor vehicle's belonging to a person other than a resident may not be stored on a property), 8.15.050.B.3 (all motor vehicles shall be parked on an improved surface anywhere on a property, or on a maintained surface), and 8.15.050.D (all vehicle parts and accessories must be stored in an approved structure).



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- April 25, 9:00 a.m., Earth Day/Arbor Day (Tentative), Ballinger Park
- May 13, 6:00 p.m., Coffee with the City, Recreation Pavilion
- May 21, 5:30 p.m., Snohomish County Cities Meeting
- June 10, 6:00 p.m., Coffee with the City, Recreation Pavilion
- June 23-26, AWC Annual Conference, Tri-Cities
- July 8, 6:00 p.m., Coffee with the City, Recreation Pavilion
- July 16, 5:30 p.m., Snohomish County Cities Meeting
- July 24, 25, 26, Tour de Terrace, Evergreen Playfield
- August 4, 6:00 - 9:00 p.m., National Night Out, Evergreen Playfield
- August 12, 6:00 p.m., Coffee with the City, Recreation Pavilion

- September 9, 6:00 p.m., Coffee with the City, Recreation Pavilion
- September 17, 5:30 p.m., Snohomish County Cities Meeting
- September 18, 7:00 p.m., Arts of the Terrace Awards Reception, MLT Library
- 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