

## CITY MANAGER'S WEEKLY UPDATE

### July 3, 2020

#### CITY COUNCIL MEETINGS

In order to further support social distancing and limitations on public gatherings, Governor Inslee issued [Proclamation 20-28.4](#) 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. 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, July 6, 2020 beginning at 7:00 p.m. via telephone and internet.** Agenda items include: (1) Approval of Interlocal Agreement with the Department of Social and Health Services for Community Settings Respite Care; (2) Review of 2019 Fourth Quarter Financial Report; and (3) Adoption of Resolution Authorizing the City Manager to Execute a Contract with the Department of Commerce for CARES Act Funds, Request Reimbursement for Eligible Expenditures and Provide for the Establishment of Administrative Procedures

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](http://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, July 8 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 (819 7873 9030) and click “join” (you will be prompted to install the Zoom application if you do not already have it); and (3) Enter password (07 08 2020).
- **Face Masks Giveaways:** In follow up to the Governor's [Order 20-03](#) requiring the use of face coverings in any indoor or outdoor public setting, the city has recently obtained two shipments of cloth face masks. The city received 8,000 cloth face masks from Snohomish County for low income Mountlake Terrace residents. Proof of residency is required and residents must attest that they meet the income threshold (see chart below).

The first event was held on Monday, June 29, west of the former Rogers Market parking lot located at 23120 56<sup>th</sup> Avenue West. We are seeking clarification if the leftover masks can be provided to the general population following the giveaway events.

2020 Federal Poverty Levels 2020	
Size of Household	200% Level
1	\$ 24,980.00
2	\$ 33,820.00
3	\$ 42,660.00
4	\$ 51,500.00
5	\$ 60,340.00
6	\$ 69,180.00
7	\$ 78,020.00
8	\$ 86,860.00



The city is working with the Edmonds School District, the Seniors Group and food banks for additional distribution events.

In addition, the city received 1,000 face masks and bottles of hand sanitizer for distribution to the community. These were purchased in follow up to City Council direction and will be submitted for reimbursement with CARES Act funding. We will be working on multiple events to distribute these items.

- **CARES Act Funding:** This week, a small business grant program was advertised with step by step [instructions](#) and an online [application form](#). Eligible businesses submitting a complete and timely application will have a chance to receive a grant of up to \$5,000. Funds may be used for operating expenses, including business rent or lease, payroll, utilities, inventory, marketing, and improvements to meet social distancing or employee safety requirements (see

application for eligibility.) Eligible expenses must be incurred within the time period of March 1, 2020 to September 30, 2020 and documentation of expenses will be required. **Grant applications are due by Monday, July 13.** Next week, the city will issue a Request for Production (RFP) for nonprofit agencies to partner with the city to distribute CARES Act funding to Mountlake Terrace residents for assistance paying bills.

- **Planning Commission Vacancy:** Following a recent resignation on the Planning Commission, the Mayor and Mayor Pro Tem had six interviews scheduled for this week on Wednesday, July 1. Their recommendation will be on the July 16 City Council work/study session agenda with the formal appointment made on July 20. The interim term would be effective on July 21 and expire on June 30, 2022.
- **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. Playground facilities are closed. 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:	<a href="mailto:cityhall@ci.mlt.wa.us">cityhall@ci.mlt.wa.us</a>
Code Enforcement:	<a href="mailto:codeenforcement@ci.mlt.wa.us">codeenforcement@ci.mlt.wa.us</a>
Traffic Tickets/Violations:	<a href="mailto:Violations@ci.mlt.wa.us">Violations@ci.mlt.wa.us</a>
Utility Billing:	<a href="mailto:utilitybilling@ci.mlt.wa.us">utilitybilling@ci.mlt.wa.us</a>

Police fines and payments may be placed in the Police Station payment box outside the station or mailed in to 5906 232<sup>nd</sup> 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 219<sup>th</sup> 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:** The following meetings and events have been cancelled due to the current public health emergency. Future meetings will be determined at a later date.
  - July 3 Fireworks Event – Cancelled
  - July 24-26 Tour de Terrace – Cancelled
  - August 4 National Night Out Against Crime – Cancelled
  - September 19-October 3 Arts of the Terrace Juried Art Show – Cancelled

**COMMUNITY & ECONOMIC DEVELOPMENT**

- **Development Application Process:** During Phase 2 of the state’s “Safe Start” program, all permit applications will be accepted at this time. Permit applications are located on specific pages of the City of Mountlake Terrace website: [www.cityofmlt.com](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:

City Website Portal	Mail/Drop-off*	Appointment Required with Permit Specialist
<ul style="list-style-type: none"> <li>• Single Family                             <ul style="list-style-type: none"> <li>○ Mechanical</li> <li>○ Electrical</li> <li>○ Plumbing</li> <li>○ Roof</li> <li>○ Sewer Repair</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fence</li> <li>• Shed</li> <li>• Driveway</li> <li>• Violation/Investigation</li> <li>• Water Meter</li> <li>• Sewer</li> <li>• Utility and Communication Companies</li> </ul>	<ul style="list-style-type: none"> <li>• Land Use</li> <li>• Civil</li> <li>• Commercial/Multi-family Building</li> <li>• Deck</li> <li>• Single Family Building Addition or Remodel</li> </ul>

\*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.

Implementation of Phase 2 Construction Restart allows for scheduling of inspections. A 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 July 28, 2020 and may be extended based on the continuance of the Governor's "Stay Home, Stay Healthy" order.* No late fees or penalties will apply during this time.

The service fee charged by the vendor for online utility payments has also been suspended for those choosing to pay online.

The city recognizes that COVID-19 is a threat to the health of the community, and the ability to frequently wash our hands is paramount in the fight to curb the spread of the virus. As called for by the state and Snohomish Health District, this step will enable the community to ensure proper cleaning measures. We encourage customers to continue to make their payments or to contact Utility Billing at 425-744-6214 or [utilitybilling@ci.mt.wa.us](mailto:utilitybilling@ci.mt.wa.us) to make payment arrangements if they are unable to pay at this time.

## **PUBLIC WORKS ENGINEERING & OPERATIONS**

- **Transportation Plan Update Online Survey:** The City of Mountlake Terrace is updating its Transportation Master Plan (TMP). Residents are encouraged to take an online survey to provide feedback on the city's transportation and traffic conditions. Click [here](#) to take the survey. The deadline to complete the survey is July 31, 2020.

The primary purpose of this effort is to update the original plan to more accurately address the changing conditions Mountlake Terrace will experience with the introduction of light rail to the city, development of the Town Center, and overall growth the community will experience in upcoming years.

The current [Mountlake Terrace Transportation Master Plan \(TMP\)](#) was approved in November 2007. The update is necessary to reflect Mountlake Terrace's current needs and vision for its transportation system to accommodate future demand for improved, safe and efficient travel throughout the city. The TMP update will also meet requirements under the Washington State Growth Management Act Chapter 36.70A.RCW and be consistent with the Puget Sound Regional Council Transportation 2040 plan.

The TMP update will focus on defining transportation deficiencies and identify potential improvements that address transportation safety, connectivity, operation, and capacity needs to improve the transportation system throughout the city. The TMP update will also address ongoing programs for preserving and maintaining the existing transportation infrastructure.

- **Final Main Street Paving & Traffic Signal Activations:** Main Street paving is complete and the new traffic signal system at the 236<sup>th</sup>/56<sup>th</sup> intersection is activated. Pavement markings were installed and the traffic signal at Van Ry Blvd was activated. Minor construction activities, including final private property restorations, will continue in the coming weeks.

**RECREATION, PARKS & PROPERTY MANAGEMENT**

- **Dog Obedience:** The Dog Obedience classes that were scheduled to begin July 6, 8 & 9 have been delayed until Phase 3 is entered. The Basic class and Puppygarten Class will take place once classes are allowed to meet. The Beyond Basic class was canceled due to low enrollment.
- **Lifesaving Award:** There will be an online presentation for Coordinator, Chris Barker and Head Lifeguard, Krystin Johnson for an American Red Cross Lifesaving Award for their part in a rescue they made in January of this year. The ceremony will be an online presentation on July 22. The National office and local chapter will work together to present this honor.
- **Training and Reopening:** Recreation Supervisor, Rose Ploeg, continues to work on a reopening plan following the guidelines that the state has set down. The training document that a subcommittee worked on with the Washington State Department of Health has been adopted by DOH and amended for L & I who has accepted the document. Once in Phase 3 staff will be brought in for training, then the pool will be able to open.
- **Youth Programming Job Opportunity:** Hiring a half-time Recreation Leader I for half day preschool and kindergarten readiness. This is a non-benefitted position at MLT Recreation Pavilion. Visit [www.cityofmlt.com](http://www.cityofmlt.com) or call 425-640-3102 for more details.
- **Summer Camp:** Camps have started and there are many available spots in both Majors and All-Stars camp. Junior Kids Krew Summer began Wednesday, July 1. There are only a few spots available on Thursdays in July.
- **Evergreen Ballfield Project:** The lights have been installed at the Evergreen Playfield E-1 soccer field. Crews completed the boring and connections last week and the lights are operable. There is some cleanup and other minor work and the lighting portion will be completed.
- **Fourth of July:** Fireworks are prohibited in Mountlake Terrace and park crews have placed signs and prepared the parks for the Fourth of July weekend.

**POLICE DEPARTMENT**

MONTHLY ACTIVITY								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Month*</i>								
<i>YTD</i>	951	502	180	79	14	44	21	61

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

**Weekly Patrol Synopsis**

- Patrol responded to five domestic disturbances during this period.

- On June 24 patrol responded to a theft report at a residence located in the 21300 block of 48<sup>th</sup> Avenue W. The victim reported suspect(s) stole a package from her front door step. There is no suspect information.
- On June 24 patrol responded to a domestic assault at a residence located in the 22700 block of 72<sup>nd</sup> Place W. Investigation revealed the couple to be in a dating relationship and an argument ensued over a telephone. The suspect attacked her boyfriend because he would not concede the phone to her. The victim had several visible injuries on his back. The suspect was arrested and booked for the offense at the Snohomish County Jail without incident.
- On June 24 patrol contacted a subject at a park located in the 5300 block of 228<sup>th</sup> Street SW. Investigation revealed the subject to be intoxicated and stated he was suicidal and explained his plan to end his life. He was taken into protective custody and transported to Swedish Hospital for a mental health evaluation.
- On June 25 patrol responded to a residential burglary report at a residence located in the 23000 block of Lakeview Drive. The victim reported suspect(s) broke into his residence and stole miscellaneous property. There is no suspect information. Investigation continues.
- On June 25 patrol responded to a residential burglary report at a residence located in the 6300 block of 224<sup>th</sup> Street SW. The victim reported suspect(s) attempted entry into his home via a window, however the crime was thwarted by his dog. There is no suspect information.
- On June 25 patrol responded to an assault in a parking lot located in the 4300 block of 228<sup>th</sup> Street SW. The victim reported being accosted by an unknown female for not wearing a mask while in the parking lot. The two argued and the suspect hit the victim with her car, running over her hand and causing multiple abrasions on her body. The suspect fled the scene. An area check was negative. Investigation continues.
- On June 25 patrol responded to a suspicious person in the 6300 block of St. Albion Way. The reporting person stated a suspicious male in the area invited her children to 'go into the woods with him.' The kids declined the offer. Significant effort to locate the subject was made without success.
- On June 26 patrol responded to a behavioral health incident at a residence located in the 5100 block of 238<sup>th</sup> Place SW. The subject was intoxicated and suffering from depression, but stated he was not intending to harm himself. The individual was given information regarding resources available to assist him.
- On June 27 patrol responded to a behavioral health incident at a residence located in the 5600 block of 213<sup>th</sup> Street SW. Patrol contacted the resident who was hostile and threatening to kill himself. After some de-escalation, patrol was able to take him into protective custody and released him to mental health workers at Swedish.

- On June 27 patrol responded to a vehicle theft report at a residence located in the 22500 block of 48<sup>th</sup> Avenue W. The victim reported suspect(s) stole his vehicle overnight. There is no suspect information, investigation continues.
- On June 27 patrol responded to a hit-and-run collision in the 23300 block of 53<sup>rd</sup> Avenue W. Patrol located the suspect vehicle and driver. Investigation revealed the driver to be intoxicated. He was arrested for the offenses and transported to the hospital where a search warrant was served and he was medically cleared. The suspect was released to his family in lieu of booking into jail due to health concerns. Charges sent to the prosecutor for filing.
- On June 27 patrol responded to a malicious mischief report at a residence located in the 21200 block of 48<sup>th</sup> Avenue W. The victim reported suspect(s) vandalized her vehicle. The victim provided information on a possible suspect who had been involved in an argument with a family member. Investigation continues.
- On June 28 patrol responded to a malicious mischief complaint at a residence located in the 6300 block of 223<sup>rd</sup> Place SW. The victim reported suspect(s) broke a locking mailbox by forcing it open. A second resident nearby also reported being victim to the same crime. There is no suspect information.
- On June 28 patrol responded to a behavioral health report at a residence located in the 6200 block of St. Albion Way. Upon arrival officers observed a female being assaultive to family members who were also trying to restrain her. She was taken into protective custody and it was later learned the individual has diagnosed behavioral health issues and has not been taking her medications. She was transported to Swedish for an evaluation.
- On June 28 patrol responded to a theft-from-vehicle report at a residence located in the 23300 block of 53<sup>rd</sup> Avenue W. The victim reported seeing suspect(s) stealing tools from his truck, and then fled in a vehicle when interrupted. An area check was negative, investigation continues.
- On June 29 patrol responded to a theft-from-vehicle report at a residence located in the 23300 block of 53<sup>rd</sup> Avenue W. The victim reported suspect(s) broke into her vehicle and stole miscellaneous property. There is no suspect information.
- On June 29 patrol responded to a theft-from-vehicle report at a residence located in the 21800 block of 56<sup>th</sup> Avenue W. The victim reported suspect(s) broke into his vehicle and stole miscellaneous property. There is no suspect information.
- On June 29 patrol responded to a malicious mischief report at a residence located in the 22000 block of 56<sup>th</sup> Avenue W. The victim reported suspect(s) had punctured the tires on his vehicle. There is no suspect information.
- On June 29 patrol responded to a theft-from-vehicle report at a residence located in the 6500 block of 227<sup>th</sup> Street SW. The victim reported suspect(s) broke into her vehicle overnight and stole miscellaneous property. There is no suspect information.



- On June 29 patrol responded to a fraud complaint at a business located in the 6800 block of 220<sup>th</sup> Street SW. The victim reported the computer system was infected with ransomware. Ultimately the server required replacement costing in excess of \$10,000. There is no suspect information, investigation continues.
- On June 29 patrol responded to an assault complaint at Ballinger Park. The reporting person said the suspect, an adult male unknown to them, was swimming and pulled kids under water a couple times. The suspect denied the accusation and said he only did so to his kids. Case referred to prosecutor for review.
- On June 29 patrol responded to a suspicious person in a parking lot located in the 21900 block of 64<sup>th</sup> Avenue W. The reporting person stated a suspicious male asked her kids if they wanted candy. While investigating the incident, the subject reappeared and explained he did not have any intent other than to give the kids candy he did not want. No crime occurred, the subject was admonished for his behavior and released.
- On June 29 patrol responded to a malicious mischief report at a residence located in the 24200 block of 54<sup>th</sup> Avenue W. The victim reported suspect(s) breaking his birdcage, which was located on the porch, and setting his birds free. There is no suspect information.
- On June 30 patrol responded to a vehicle prowl that had just occurred in a parking lot located in the 21900 block of 64<sup>th</sup> Avenue W. The victim reported seeing the suspect using a flashlight and making entry into her vehicle. She yelled at him and he ran away. A suspect was located nearby, however the victim could not positively identify the subject as the suspect, therefore he was released. There are no additional investigative leads.

### **Weekly Investigations Update**

#### Cases Assigned

- 19-14802 Sex Offense
- 20-7603 Assault
- 20-2618 Assault
- 20-7500 Theft

#### Cases Cleared

- 20-6551 Assault
- 20-7440 Burglary

### **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.
- Several reported self-initiated community outreach contacts.
- Continued speed emphasis on Lakeview Drive.
- Continued speed emphasis on 214<sup>th</sup> Street SW
- Speed emphasis on 244<sup>th</sup> Street SW.

### **Code Enforcement Property of the Week**

On March 12, Code Enforcement observed multiple property nuisance violations occurring on a property located near the 5400 block of 238<sup>th</sup> St SW. Code Enforcement noted piles of fallen branches throughout the property, vegetation exceeding 12 inches in height (grass and bushes),

open fish tanks (filled with an unknown substance), milk containers filled with an unknown substance, debris and trash, wood pallets, propane tanks exposed to the elements, household chairs exposed to the elements, a rider lawnmower partially covered by a tarp, a deep freezer/refrigerator not properly secured or stored, a truck camper in the backyard not tended to or taken care of, a boat trailer with debris and trash on top of it, overgrown by brush, an old boat placed next to the trailer and cardboard not properly put away.

Code Enforcement issued a civil notice of violation noting a number of code violations. June 10, Code Enforcement returned to the property and noted the property had complied with the civil notice of violation.

### **NEWS RELEASES**

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

### **UPCOMING MEETINGS AND EVENTS**

- July 8, 6:00 p.m., Virtual Coffee with the City, Zoom Meeting (Meeting ID: 819 7873 9030 | Password: 07 08 2020)
- July 16, 5:30 p.m., Snohomish County Cities Meeting
- July 24, 25, 26, Tour de Terrace, Evergreen Playfield, **Cancelled**
- August 4, 6:00 - 9:00 p.m., National Night Out, Evergreen Playfield, **Cancelled**
- August 12, 6:00 p.m., Virtual Coffee with the City, Meeting ID To Be Determined
- 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, **Cancelled**
- 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