

## CITY MANAGER'S WEEKLY UPDATE July 17, 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 regular meeting is on **Monday, July 20, 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) Approval of City Council Subcommittee Recommendation for Interim Planning Commission Member Appointment; (3) Approval of Professional Services Agreement for Recreation, Parks and Open Space (RPOS) Master Plan; (4) Approval of WSDOT Maintenance Agreement for 220<sup>th</sup> Street Adaptive Signals; (5) Approval of WSDOT Contribution Agreement for 220<sup>th</sup> Street Adaptive Signals; (6) Approval of Contract for 66<sup>th</sup> Avenue Reconstruction Design; (7) Approval of Professional Services Agreement Supplement No. 2 with Duane Hartman & Assoc. (DHA) for On-Call Survey and CAD Services; (8) Approval of Amendment to Contract for King County Directors' Association and Musco Sports Lighting, LLC for Field Lighting at Evergreen Playfield #1; (9) Adoption of Resolution Granting Mountlake Terrace Senior's Group Request for Rent Reduction and Rent Forgiveness and Authorizing Approval to Amend the Mickey Corso Community Clubhouse Lease; (10) Review of 2020 First Quarter Financial Report; (12) Executive Session Regarding Pending or Potential Litigation, Per RCW 42.30.110(1)(i). [*Note: Executive Sessions are Closed to the Public. Action, if Needed, Will Occur During the Open Session of a Council Meeting.*]; and (12) Reconvene into Open Session. Potential Action as a Result of Meeting in Executive Session. [*Note: No Action Anticipated.*].

The City Council's next work/study session is on **Thursday, July 30, 2020 beginning at 7:00 p.m. via telephone and internet.** Agenda items include: (1) Review of 2020 First and Second Quarters Police Department Report; and (2) Quarterly Discussion and Update of City Council Goals (Tentative).

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

### **Distribution of Face Coverings Citywide:**

- **#MLTMasks:** The City of Mountlake Terrace was featured this week on Q13 television news in a story by Matt Lorch who attended the city's face mask giveaway at Cedarwood International Food Bank in Mountlake Terrace. [Q13's story](#) highlighted how the city is taking a leadership role in ensuring the community has masks through a citywide mailing, a schedule to reach residents who need masks the most, and even deliveries to those who are unable to their homes to pick up masks. The city also received coverage in a [Seattle Times blog](#), in social media and on radio.
- **Mailing:** The city will be mailing two face masks to each home and business in a few weeks to help ensure compliance with Governor Inslee's order requiring the use of masks in public. The cost to purchase and mail the face coverings will be reimbursed with federal CARES Act funding. The City Council wants to make sure everyone has a face covering to promote public health and safety. The city has also purchased 2,500 one-ounce bottles of hand sanitizer which are being distributed at events where face masks can be picked up.
- **Distribution Events:** Even before face masks are mailed, 8,000 cloth face coverings are being distributed to low-income residents in conjunction with the Snohomish County Department of Emergency Management. These face coverings are being distributed at food banks, the senior center, low-income housing facilities, and school grab-and-go meal events through the end of July. To date, the city has distributed nearly 3,000 face masks at these events.

Upcoming events where these masks will be available include:

- Tuesday, July 21, 9:30-11:30 a.m. : Concern for Neighbors Food Bank, 4700 228<sup>th</sup> Street SW
- Tuesday, July 21, 5:00-6:00 p.m.: Mountlake Terrace Senior Community Center, 23000 Lakeview Drive
- Wednesday, July 22, 10-10:15 a.m.: YWCA Somerset Apartments
- Thursday, July 23, 11-11:15 a.m.: Meadowdale Community Church

Low-income residents who cannot travel to one of these sites can call City Hall at (425) 776-1161 and the city will make sure you get them. Surrounding cities also received face coverings from the county, so if you have friends and family in need, encourage them to call their local City Hall.

Below are photos of the food bank event where masks were distributed this week, along with a message for a mask home delivery.



- **City Happenings:** The August issue of City Happenings was completed this week and will be printed and included in the mailing of face masks. This issue features articles on projects that are funded in the Transportation Improvement Program, CARES Act Funds information, park project updates, Virtual Coffee with the City, Police Department Transparency, and Acts of Kindness During COVID-19.
- **Mountlake Terrace Small Business Relief Grants:** On June 30, the City of Mountlake Terrace announced a Small Business Relief Grant Program made possible by funding provided by the state and 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](mailto:lplancich@mltwa.gov) or (425) 744-6207.
- **Diversity, Equity and Inclusion Commission:** At their July 6 meeting, the City Council provided direction to establish a Diversity, Equity and Inclusion Commission. Staff will prepare an ordinance to establish the Commission for the Council's review in early August. This commission will be open to the Mountlake Terrace community, so if you are interested in serving or participating in the process or you know someone who is, please watch the city's website and social media sites or call the City Clerk at (425) 744-6206. More information will be available as the program is established.
- **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](mailto:cityhall@ci.mlt.wa.us)  
Code Enforcement: [codeenforcement@ci.mlt.wa.us](mailto:codeenforcement@ci.mlt.wa.us)  
Traffic Tickets/Violations: [Violations@ci.mlt.wa.us](mailto:Violations@ci.mlt.wa.us)  
Utility Billing: [utilitybilling@ci.mlt.wa.us](mailto: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 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 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
- **Civic Campus Update:** Construction on the new City Hall, Police Station and Town Center Plaza continues.



*Police Station Addition*



*City Hall Entry*

**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 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.

For project 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 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.mlt.wa.us](mailto:utilitybilling@ci.mlt.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:** Basic Dog Obedience and Puppygarten have been delayed another week.
- **Aquatics:** Recreation Supervisor, Rose Ploeg assisted with the mask giveaway at the Food Bank on Monday, July 13. Staff continues to work on the reopening plan, budgets, and staying in touch with Coordinators and Head Guards.
- **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](http://www.cityofmlt.com) or call 425-640-3102 for more details.

- **Youth Summer Camps:** This week in camp, Junior Kids Krew are welcoming Seattle Pony Parties. Each child will have the opportunity to ride a pony of their choice, either a Cowboy or Unicorn. Majors are doing pirate crafts and water games. All-stars start off their week with water relay races and they will continue to utilize water into the crafts and games throughout the week. All-stars and Majors camps have space available for all weeks.
- **Personal Training:** The Pavilion is offering personal training indoor and outdoor. This is a great way to get in shape or get some exercise during everything that is happening. For questions or to schedule an appointment email [kwitte@mltwa.gov](mailto:kwitte@mltwa.gov).

**POLICE DEPARTMENT**

MONTHLY ACTIVITY*								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<i>Month*</i>								
<i>YTD</i>	1148	538	180	89	17	53	28	85

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

**Weekly Patrol Synopsis**

- On July 8, patrol responded to a hit-and-run collision in the 4300 block of 212<sup>th</sup> Street SW. The victim reported the suspect vehicle collided with his vehicle and fled the scene. Investigation continues.
- On July 9, patrol responded to a theft-from-vehicle report in the 22700 block of Lakeview Drive. The victim reported suspect(s) broke into her vehicle and stole miscellaneous property. There is no suspect information.
- On July 9, patrol responded to a stolen property report at a business located in the 6500 block of 216<sup>th</sup> Street SW. The reporting person stated they discovered equipment not belonging to the business had been left on the property by an unidentified person. Further investigation revealed the equipment to be stolen. Investigation continues.
- On July 9, patrol responded to a theft-from-vehicle report in the 7100 block of 229<sup>th</sup> Place SW. The victim reported suspect(s) broke into their vehicles overnight and stole miscellaneous property. There is no suspect information.
- On July 9, patrol responded to a theft report in the 23400 block of Lakeview Drive. The victim reported that while he was at the apartment complex's pool a stranger stole his wedding ring. There is no suspect information, investigation continues.
- On July 9, patrol responded to a domestic assault at a residence located in the 4300 block of 236<sup>th</sup> Street SW. The reporting person said he and his brother were intoxicated and arguing about money. During the incident the suspect assaulted his brother by pushing him to the ground and punching him repeatedly. Injuries were notable. The suspect was not immediately located. Case referred to the City Prosecutor for review.

- On July 9, patrol responded to a malicious mischief report in the 5200 block of 238<sup>th</sup> Street SW. The victim reported being confronted by unknown suspects who chased him and damaged his vehicle. The victim was able to flee without assault. There is suspect information and investigation continues.
- On July 9, patrol responded to a theft report at a business located in the 21000 block of 44<sup>th</sup> Avenue W. The reporting person had loaned equipment to the suspect, who then left without returning it. Investigation continues.
- On July 9, patrol responded to a theft report at a residence located in the 22100 block 60<sup>th</sup> Avenue W. The victim reported suspect(s) stole her money and passport from her purse while unattended in her residence. There is no suspect information and investigation continues.
- On July 10, patrol responded to a fraud report at a residence located in the 6300 block of 219<sup>th</sup> Street SW. The victim reported an unknown suspect used his credit card for an unauthorized large financial transfer. There is no suspect information and investigation continues.
- On July 10, patrol responded to a welfare check at a residence located in the 4100 block of 212<sup>th</sup> Street SW. Upon arrival the resident was contacted and confirmed to be under the influence of narcotics. Further investigation revealed the residence was in poor condition with obvious signs of narcotics use. As a result, the resident's two young children were taken into protective custody and transferred to CPS.
- On July 11, patrol responded to a theft-from-vehicle report at a residence located in the 5900 block of 226<sup>th</sup> Street SW. The victim stated sometime during the previous night unknown suspect(s) broke into his vehicle and stole his tools. There is no suspect information, investigation continues.
- On July 12, patrol observed a suspicious vehicle parked unoccupied in the 21900 block of 64<sup>th</sup> Avenue W. Investigation revealed the vehicle to have been reported stolen. The vehicle was processed for evidence and returned to the owner. There is no suspect information and investigation continues.
- On July 12, patrol responded to a domestic assault at a residence located in the 21600 block of 66<sup>th</sup> Avenue W. Investigation revealed a man and woman, who were living with the man's relative, came home after a night of drinking and began to argue with the relative. The female suspect assaulted the relative. During the altercation the suspect injured herself and required medical clearance. Once the suspect was cleared she was transported to the Snohomish County Jail and booked for the offense without incident.
- On July 12, patrol responded to a behavioral health incident at a residence located in the 4700 block of 212<sup>th</sup> Street SW. Investigation revealed the resident to have overdosed on several prescription medications. Due to his urgent medical needs, aid was called and transported the subject to the hospital. He was later committed for a behavioral health evaluation.



- On July 12, patrol responded to a dangerous dog complaint in the 4900 block of 221<sup>st</sup> Street SW. The victim reported being attacked by a nearby dog. The victim displayed where she was bitten on her thigh. The dog owner said the dog was in the backyard, but must have found a way to escape. The dog is quarantined pending animal control investigation.
- On July 12, patrol responded to a theft report at a business located in the 22000 block of 66<sup>th</sup> Avenue W. Investigation revealed the suspect accessed the employee break room and stole the victim's unattended wallet. Soon thereafter the victim received notification from her bank that the suspect was attempting unauthorized transactions. There is surveillance of the suspect. Investigation continues.
- On July 13, patrol was contacted by the King County Sheriff's Office regarding a subject who had been arrested with outstanding Mountlake Terrace warrants. Mountlake Terrace took custody of the subject who was then booked at the Snohomish County Jail for the warrants without incident.
- On July 13, patrol responded to a domestic disturbance at a residence located in the 4300 block of 236<sup>th</sup> Street SW. Investigation revealed the residence was in disarray, indicative of a recent struggle. Both subjects showed signs of recent injury, however both of denied it was from fighting. Witnesses were interviewed and probable cause was developed for arrest. The male suspect was arrested for assault and booked at the Snohomish County Jail for the offense without incident.
- On July 13, patrol responded to a death investigation at a residence located in the 21400 block of 44<sup>th</sup> Avenue W. Investigation revealed the resident to have been deceased for several days. There were no indications of suspicious circumstances.
- On July 14, patrol responded to a theft-from-vehicle report at a residence located in the 24100 block of 60<sup>th</sup> Avenue W. The victim reported suspect(s) broke into her vehicle overnight and stole miscellaneous property.
- On July 14, patrol responded to a theft report in the 22800 block of Lakeview Drive. The victim reported leaving his bicycle secured with a lock at the location and upon returning later in the day discovered it was stolen. There is no suspect information.
- On July 14, patrol responded to a domestic assault that just occurred at a residence located in the 22100 block of 42<sup>nd</sup> Avenue W. The suspect fled in a vehicle prior to police arrival. Investigation revealed the victim to have a dating relationship with the suspect. The suspect had demanded to be let into the house to see her child. The victim refused and the suspect broke the door and repeatedly hit the victim. The suspect also took the victim's phone from his hand and left with it. The victim had injuries consistent with the allegations. In addition, a witness was present during the incident. Patrol later located the suspect at her residence in Lynnwood. Because the suspect was under the influence of narcotics when contacted by patrol, she was medically cleared prior to booking at the Snohomish County Jail for the offenses.

### **Weekly Investigations Update**

- Cases Assigned
  - 20-8268 Theft
- Cases Cleared
  - 20-6823 Theft
  - 20-7040 Burglary
  - 20-7603 Assault
  - 20-2446 Theft
  - 20-7500 Theft
  - 20-7849 Burglary
  - 20-7500 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 on business checks and outreach.
- Patrol worked with Edmonds Police to facilitate a safe protest event in the area of 220<sup>th</sup> Street SW and Highway 99.
- Six outreach contacts this period.

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

On June 11, Code Enforcement responded to a parking complaint involving an abandoned Mazda pickup parked near the 21500 block of 50<sup>th</sup> Avenue W. When Code Enforcement arrived they observed the vehicle having an expired license and broken windshield. Code Enforcement issued a correction notice and chalked the rear driver's side tire.

On June 23, Code Enforcement returned to the location and noted vehicle had not moved as indicated by the chalk marks. Code Enforcement issued a parking citation and second correction notice.

On July 1, Code Enforcement returned to the location, and noted the vehicle had not moved. Towing was dispatched and the vehicle was impounded.



### **Other Items of Interest**

- Officers attended police skills refresher training.
- Sergeant Pickard responded as a member of the Snohomish Multi-Agency Response Team to the Bothell police shooting in which an officer was killed this week. Sergeant Porter also responded as a member of North Sound Metro SWAT.

### **NEWS RELEASES**

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

**UPCOMING MEETINGS AND EVENTS**

- 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