

CITY MANAGER'S WEEKLY UPDATE

April 15, 2022

CITY COUNCIL MEETINGS

In order to limit the spread of COVID-19, the city continues to follow Governor Inslee's [Proclamation 20-28](#) by holding City Council meetings virtually (online), via Zoom.

View the [City Council Meeting Schedule](#) for upcoming agenda items.

The City Council's **Monday, April 18 meeting** ([Meeting Link](#) | Passcode: 041822) beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Adoption of Ordinance Denying Rezone PZA-21-0001 of Zoning Map Amendment RS 8400 to RS-T; (2) Adoption of City Policies Resolutions: a. Public Records; and b. Social Media; (3) Discussion of 3rd of July Fireworks Event; and (4) Review and Authorization of Recreation Conservation Office (RCO) Grant Application.

The City Council's **Thursday, April 28 work/study session**, beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Review of 2021 Fourth Quarter Financial Report (Tentative); (2) Review of Ordinance Amending MTMC 2.10.010 Regarding Remote Attendance; (3) Review of Public Comment Policy Resolution; (4) Review of Resolution Establishing Juneteenth as Legal City Holiday; and (5) Review of Draft City Council Vision & Goals.

CITY CLERK AND COMMUNITY RELATIONS

- **City Partners with PetData to Simplify Animal Licensing:** It is now easier than ever to register or renew pet licenses in Mountlake Terrace. The [municipal code](#) requires pet licenses for all dogs, cats, horses, pigs and goats that are at least three months old. Dogs and cats must have and wear their issued license tags. This increases their chances of being returned home if they escape. A new website, www.petdata.com/mlt, just went live Monday operated by PetData, Inc..

These licenses will earn a dog a free ride home from Animal Control the first time it gets out. In addition, the technology allows other residents to assist in returning lost pets, and helps in identifying which animals are stray or feral.

The annual cost is \$40 for unaltered pets and \$20 for altered pets, with a rate of \$10 for residents age 65 and older (for altered pets only). Allowed types of livestock are \$20 each. Rabies vaccination paperwork can be uploaded through the website, as well as proof of qualification for the senior discount. For new pets, there is a 30-day grace period. License renewal is required annually, though the tags can stay the same. If you lose the tag, you can get a replacement for \$5.

For more information on pet licensing, or to arrange for service by mail or email, please contact the Police Department at 425-670-8260 or cityhall@mltwa.gov. The front office remains closed to the public due to the Civic Campus construction. Information also is posted online

under the "Pet Licensing" tab at www.cityofmlt.com/1690/Animal-Control. A citywide postcard reminder will be mailed soon.

- **Easter Egg Hunt:** Looking for a place for your children to hunt for eggs this Easter? The Nile Shrine is hosting an Annual Easter Egg Hunt on Saturday, April 16 at 12:30 p.m. Their property is located at 6601 244th Street SW in Mountlake Terrace.

The pre-festivities begin at 12:30 p.m. with the egg hunt following at 1:00 p.m. The Nile Shrine informed the city that age groups for the hunt include 5 and under, 6-8, and 9-12.

Prior to and after the egg hunt, guests may take photos with Mr. and Mrs. Easter Bunny.

- **Community Outreach and Education:** Over the past few weeks, the Community Relations Division has reached out to a number of organizations and businesses. Recent efforts including meetings with Snohomish County Office of Recovery and Resilience regarding use of ARPA funds for pandemic recovery, Bagus Little Asia and UW Medicine Primary and Specialty Care about future ribbon cutting events, South County Fire, South Snohomish County Museum and a local Islamic school. There were also a number of informal visits with local businesses and contacts with the Mountlake Terrace Senior Center, Sound Transit Light Rail Station Artist Kipp Kobayashi and chairs of the Diversity Equity and Inclusion Commission.

Additionally, the Community Relations Specialist met internally with the Community & Economic Development Department, Engineering staff, Parks Division Managers, the Recreation Parks Advisory Commission and took a tour with the city's Stormwater Program Manager.

Events held over the past week include April Pools Day and Coffee with the City while staff planning took place for Earth Day/Arbor Day Park Clean Up, Ballinger Park Waterfront Project Ribbon Cutting, July 3 Fireworks Show and National Night Out Against Crime.

Training efforts included Google Analytics, Economic Alliance Coffee Chat on homelessness, Attorney General's Office and WMCA on HB 1329 and amendments to the Open Public Meeting Act and a Laserfiche webinar called "Mastering Folder Basics."

- **City Happenings in Mailboxes Now:** The April issue of the city newsletter, featuring the Concern for Neighbors Food Bank on the cover, is available [online](#). This newsletter includes a two-page spread highlighting upcoming projects at Ballinger Park and reminders for park visitors such as adhering to the leash law, picking up pet waste and not feeding the wildlife. The history of the Lake Ballinger/McAleeer Creek Watershed Forum along with a map to help



residents find their watershed are also included in this issue. Currently staff is working on the June issue that will highlight summer events.

- **Volunteers Needed for Earth Day/Arbor Day Clean Up:** The city will host a spring cleanup event in honor of Arbor Day and Earth Day on **Saturday, April 23 from 9:00 a.m. to 12:00 p.m.** at the Civic Campus, located at 23204 58th Avenue W. In recent years, the event was held at Ballinger Park and this year the focus will be on the new Civic Campus and adjacent Veterans Memorial Park.

Individuals, families (kids are more than welcome) and groups are encouraged to attend to tidy up the Civic Campus and Library areas and assist a volunteer group known as the “Ivy League” to help with invasive plant removal at Veterans Memorial Park. Please bring work gloves and small hand tools if possible since the city does not have enough for everyone. Weed pullers, pruners and rakes are items most needed.

For more information on volunteering, please contact Parks and Facilities Superintendent Ken Courtmanch at kcourtmanch@mltwa.gov. Coffee and water will be available and lunch will be provided to all volunteers following the event.



- **City Hiring to Meet Service Demands:** The city is growing and has a number of vacancies to be filled in high-demand service areas. If you or someone you know is interested in working in local government, please check out the following opportunities. In the Finance Department, interviews were conducted this week for the Accountant, Finance Technician and Payroll Technician positions. These roles provide support for important frontline services such as utility billing and payroll, as well as behind-the-scenes assistance including special projects.

The city recently filled a vacancy in the Permitting Division of Community & Economic Development, with another Permit Technician starting in a few weeks. Currently there is a need for a Senior Planner to keep up with the rapid pace of development and large-scale projects in Mountlake Terrace. Interviews were held recently for the Associate Planner position.

In the Aquatics program, within Recreation & Parks, the city has record registrations for swimming lessons and the need to fill entry-level lifeguard and swim instructor positions. Applicants must be at least 15 years old, and the city will provide and pay for the certification class required by the American Red Cross. Interested parties who are 14 years old may volunteer as an aide in preparation for future employment. The Recreation Department also is seeking to hire two full-time Aquatics Coordinators and part-time Dance and Fitness

Instructors for a number of classes offered to our community for children, teens and adults. Finally, the city seeks a Facilities Maintenance Worker to provide building maintenance and repairs at city-owned properties.

The Aquatics and Recreation staff work at the Recreation Pavilion, located at 5303 228th Street SW, and the Facilities Maintenance Worker reports within the Parks Division. All other positions referenced will work at City Hall, 23204 58th Avenue W.

The City of Mountlake Terrace is preparing to reopen City Hall as construction wraps up on the final punch list items for the Civic Campus. The city also is gearing up for its usual busy summer season in recreation as well as the return of summer events. For more information about current vacancies and working for the City of Mountlake Terrace, visit www.cityofmlt.com/jobs or contact Human Resources Manager Leslie Choate at hrcity@mltwa.gov or 425-744-6225. Applications can be mailed or emailed upon request, and are posted online, along with all open job descriptions and salary information.

- **Vaccine Information:** The Department of Health has a [web tool](#) to help you find a vaccination appointment by entering your zip code. It looks at various scheduling options from multiple providers to find an appointment easier and is available in multiple languages (see upper right corner to change to another language besides English). For information or to make appointments, call the Snohomish Health District at 425-339-5278.

Vaccine resources and more information: [Vaccine Information From Centers for Disease Control](#); [Snohomish County COVID Vaccine Information](#); [Snohomish County Vaccine Access Information](#); [Washington State Department of Health Vaccine Information](#); [Centers for Disease Control COVID-19 Questions and Answers](#); and [Snohomish Health District COVID-19 Questions and Answers](#).

- **Public Access to City Facilities:** Due to COVID-19 restrictions and the Civic Campus project construction remaining, City Hall remains closed for in-person appointments.

The Recreation Pavilion hours are Monday-Thursday, 5:45 a.m.-8:30 p.m., Friday 5:45 a.m.-6:30 p.m., and Saturday 8:00 a.m.-2:00 p.m. The facility is not open on Sunday. Email mltrecreation@mltwa.gov or call 425-776-9173 to register or get more information about our programs. Athletic fields are open by reservation only and with appropriate safety plans. Park trails, off-leash dog park, tennis courts and basketball court are open. Below are some helpful phone numbers and emails should you need assistance:

Building Permits:	425-744-6267 permitspecialist@mltwa.gov
City Hall – General:	425-776-1161 cityhall@mltwa.gov
Code Enforcement:	425-744-6254 codeenforcement@mltwa.gov
Non-Emergency Police/Fire:	425-407-3999 (Call 9-1-1 if emergency)
Recreation Pavilion:	425-776-9173 mltrecreation@mltwa.gov
Traffic Tickets/Violations:	425-744-6228 records@mltwa.gov
Utility Billing:	425-744-6214 utilitybilling@mltwa.gov

Police fines and payments may be placed in the Police Station payment box at the station or mailed. Utility payments may be placed in the drop box at City Hall, mailed, or paid [online](#).

COMMUNITY & ECONOMIC DEVELOPMENT

- **Inspection Requests Move Exclusively Online:** Last month, the city began requiring all inspections to be requested via the [Permit Portal](#). The city continues to make an effort to provide consistency and expedite the inspection scheduling process, and consolidating permits and inspections through the portal streamlines this progression.

The former Inspection Hotline will redirect callers to the portal. Additionally, all permit information is housed online, in the same place, and can be accessed by using the permit number. Information regarding the necessity of inspections, and staying in compliance with the accompanying permits, is located on the [Permits & Licenses](#) page.

If you do not have online access, and need to request inspections, please email permitspecialist@mltwa.gov with your permit number, and your request to be added to the account. For additional assistance, please call 425-744-6267.

- **Permits:** Until the city re-opens for in-person services, [permit applications](#) are accepted through a 'no-contact' procedure. Permit processing times have increased due to compliance with COVID mandates. During your work, permits must be on-site, workers must follow COVID-19 protocols, and contractors must have a developed exposure control, mitigation, and recovery plan (Department of Labor & Industries will enforce requirements for contractors to comply). Please email Permitspecialist@mltwa.gov with questions.
- **Interactive Map:** View the [interactive map](#) showing all development projects currently happening in the city. Project PDF pages can be viewed by either clicking on numbers in the map or their names on left side of the map.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Now Hiring!** Click [here](#) to see available job opportunities:
 - **Aquatics:** A [full-time Aquatics Coordinator Position is open](#) and can be applied for online. We are looking for a candidate who has experience working in a municipal pool, the ability to train and teach lifeguarding and swimming, has the responsibility of providing assistance to the Aquatics Supervisor (in the in the planning, coordinating, and supervising of the department's aquatic programs and staff). This position serves as an on-deck supervisor managing the pool operations and programs during assigned shift(s).
 - **Gym/Ballfield Attendants:** The Athletics Department is hiring [ballfield](#) and [gym](#) attendants. High school kids welcome too. Contact Danielle Ladd at 425-640-3105 or dladd@mltwa.gov for more information.
 - **Dance Academy & Fitness:** Hiring experienced dance and fitness instructors! *Certified Silver Sneakers, Creative Children's Dance, Ballet, Jazz and Lyrical* instructors are needed and can be integrated into the schedule immediately after a successful interview and teaching a trial class. [Click here to see open positions](#) or contact Dance & Fitness Program Director Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.

- **Facilities Maintenance:** A full-time facilities maintenance position is now available. Help keep the city buildings running on weekends and weekdays. Applications can be submitted [online](#).
- **Lifeguards and Swim Instructors – Year-round and Summer:** Aquatics continues to hire part-time Lifeguards/Swim Instructors. This is a great time to think about and apply for seasonal/summer positions for Aqua Kids Camp Counselors, Lifeguards, Swim Instructors and Swim Team coaches. As Aquatics continues to expand programs we staff is needed to make this happen. If you enjoy working with all ages of people and want to learn how to teach a lifelong safety skill, this is for you! To be a Lifeguard/Swim Instructor, candidates must hold a current Lifeguarding Certification, American Red Cross is preferred, other agencies will be accepted. For those who do not hold a Lifeguard Certification you can be trained as a Swim Instructor, Instructors are trained by Aquatic Leadership staff, candidates must enjoy the water and working with children. Applications for Lifeguards or Swim Instructors can be submitted [online](#).
- **Part-Time Front Desk:** The Recreation Pavilion front desk is hiring! We currently have part-time non-benefitted positions. Click [here](#) to see available job opportunities or contact Renee Norton at 425-640-3108 or rnorton@mltwa.gov.
- **Youth Summer Programs:** If you are interested in joining our summer camp staff, please contact Danielle Ladd at dladd@mltwa.gov. If you enjoy working with children, then this is the job for you! We will have openings in our active, fun day camp as well as our child care program. Click [here](#) for an application.
- **Dog Obedience Classes:** There are two upcoming dog training classes starting the first week of May:
 - Beyond basic is for dogs that have taken the basic dog obedience class or have completed a similar equivalent. This is a fun class that builds on the foundation started in basic obedience and to prepare participants for the American Kennel Club (AKC) canine good citizen test, which will be given on the last night of class. This class will start on May 4 and will meet Wednesdays from 7:30-8:30 p.m. at the Recreation Pavilion. Fees are \$87.50 for residents and \$96.30 for nonresidents.
 - Puppygarten is for puppies 8-16 weeks. This class focuses on proper puppy socialization and normal development as well as how puppies learn. Beginning obedience, common behavior problems are covered and everyone's favorite: Puppy recess! A fun class for puppies and humans. First week of class, please bring proof of current vaccines, regular six-foot leash, training treats and chew toy for class down time. Do not miss out on this crucial learning period in your puppy's life! This class meets on Thursdays 7:00-8:00 p.m. and will start May 5. Fees are \$87.50 for residents and \$96.30 for nonresidents. Registration for both classes is available [online](#).
- **Espresso Specials:** Next week's special at the Recreation Pavilion is Hazelnut Latte. Order a Hazelnut Latte between April 18-22 and receive \$.25 off a 12oz, \$.50 off a 16oz or \$.75 of a 20oz. Espresso hours are 6:00 a.m.-1:30 p.m., Monday through Friday.

- **April Pools Day:** On April 9, fifty participants took part in the safety stations provided by the lifeguard staff. Stations included deep-water survival, boating, first aid, lifeguard obstacle course and swim evaluations were also conducted. Thirty lifejackets were given out to those who completed all the safety stations. This is an event that has been offered for free annually to kick off the start of spring water activities that lead into summer and to remind everyone to be safe in, on and around the water. The lifejackets were provided through the Washington State Boating Program.



- **Dance Quarterly:** Spring Session #2 runs May 2-June 16 and is open for [registration online](#) or at the front desk. We offer Tap and Ballet in short seasonal sessions. Children's quarterly classes include Creative Dance for ages 3-4 and Creative Pre-Ballet for ages 4-6. Adult programs include Beginning or Intermediate Tap and Open level Ballet for experienced beginners and higher. For questions or placement advice, contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
- **Earth Day/Arbor Day:** The city is planning on holding a Spring Cleanup event in honor of Arbor Day and Earth Day. The event is expected to be held on April 23 at 9:00 a.m. at the Mountlake Terrace Civic Campus (23204 58th Avenue W.). The items to be completed will include work around the Civic Campus and Library as well as working with a volunteer group known as the "Ivy League" to assist with invasive plant removal at Veterans Memorial Park. For more information on volunteering, contact Parks and Facilities Superintendent Ken Courtmanch at kcourtmanch@mltwa.gov.

- **Jerry Smith Town Center Plaza:** Facilities staff has been de-winterizing the fountain to get it started for the season. Staff are still working with the contractors and the fountain will be in an operational test for the next 30 days.



- **Fitness:** The current session, called Spring Session #1, is still accepting participants. Fill your week with fitness in Pilates, Yoga, Tai Chi and personal training. To see the exact dates, times and costs visit the [website](#) and click on the Craze Recreation Program Guide. For questions or placement advice, contact Chloe Davenport at 425-640-3107 or cdavenport@mltwa.gov.
- **One-Day Racquetball Tournament:** The racquetball tournaments is scheduled Saturday, April 30. The first event is \$34, second event is \$12. You may enter as single or double. Contact Danielle Ladd for more information, dladd@mltwa.gov.
- **Pool Schedule:** The new pool schedule is available [online](#). There are a few changes due to the lack of certified lifeguarding staff, there are less drop in swimming programs and pool party rentals are currently not able to function. Applications are still being taken [online](#) or at the Recreation Pavilion for Lifeguards with current certification or swim instructors in which training is paid for and provided.
- **Softball:** We are ready to bring softball back! Sunday evenings will have a coed league. Get your team ready and contact Athletic Supervisor Danielle Ladd at dladd@mltwa.gov.
- **Summer Programs:** A new day camp designed especially for 5th through 7th graders is being offered. They are the Pro's Day Camp, this group will be out and about on field trips most days during the week. A Counselor-in-Training program for ages 13 and 14 is also being offered. This program is the perfect opportunity for your teen to gain leadership skills and learn how to care for younger children. View [more information](#) on these two programs. Other great [summer programs](#) for this grade level include [Dance Camps](#) and [MLT High School Basketball Camp](#). For more information, call 425-776-9173 or email childcare@mltwa.gov.

POLICE DEPARTMENT

The Police Station remains closed to the public, although fingerprinting services have resumed and are available by appointment only; the city is unable to accommodate walk-ins at this time. The public can conduct most business with the Police Department over the telephone, fax, or email as well as mail. In the meantime, if you have an emergency, please call 911. If you need an officer and it is not an emergency, call the non-emergency line at 425-407-3999 or email mltpd@mltwa.gov. If you have business to conduct with the [Police Department Records Unit](#), call 425-670-8260. View general Police Department information [here](#).

Monthly Activity								
<i>(Activity is updated in the last week of the month)</i>								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
YTD	672	447	127	63	9	18	34	39

Weekly Patrol Synopsis

- There was one verbal domestic argument this week: 4100 block of 212th Street SW.
- There was one vehicle prowling this week: 4100 block of 236th Street SW.

- There were three vehicle thefts this week: 5200 block of 238th Street SW; 5500 block of 230th Street SW; and 21200 block of 58th Avenue W.
- There were four warrant arrests this week: 24000 block of Van Ry BLVD; 4500 block of 224th Place SW; 11750 NE 118th Street, Kirkland; and 5800 block of 220th Street SW.
- Officers assisted the Snohomish County Sheriff's Department in locating a hit-and-run suspect in the city.
- Officers responded to the 21300 block of 48th Avenue W for a suicidal subject. An adult male had taken several pills in an attempt to take his own life. He was transported to the hospital for evaluation.
- Officers responded to an identity theft. An unknown subject from Florida stole the identity of the victim and opened up several credit cards.
- Officers attempted to stop a vehicle for an equipment violation in the 4400 block of 212th Street SW. The vehicle did not stop and fled the area at a high rate of speed. The vehicle was eventually found in Lynnwood and officers learned that the vehicle was stolen. No suspects or leads at this time.
- Officers responded to the 6200 block of St. Albion Way for a report of a physical domestic. Upon arrival and questioning, officers developed probable cause to arrest a male subject who had left the scene. During the questioning and subsequent K9 track, the suspect returned home. He was then arrested and booked for assault 4 Domestic Violence.
- Officers assisted Edmonds officers with a pursuit that came through the city. The suspects had just committed an armed robbery in Edmonds.
- Officers stopped a suspicious male who reportedly had a handgun. The subject ended up being a 14-year-old male with a BB gun.
- Officers found an elderly female who did not know her name or where she lived. She was transported to the hospital for a mental health evaluation.
- An unknown suspect stole diapers and beer from a business located in the 4300 block of 212th Street SW.
- An attempted burglary occurred in the 21900 block of 64th Avenue W.
- There was a violation of a Domestic Violence No Contact Order in the 4500 block of 224th Place SW. The suspect fled the area prior to police arrival and was not located. The suspect will be cited through the prosecutor.
- A female suspect was caught trespassing in a construction area near Van Ry Boulevard. The suspect was issued a citation and released.

- Officers responded to a male subject who was experiencing suicidal ideations. The subject agreed to mental health treatment.
- Two subjects were issued trespass citations following an incident at the Calvary Fellowship Church.
- Officers responded to the 5000 block of 236th Street SW for a report of a subject with a gun. Officers contacted a known female subject who stated that she wanted to kill herself. The firearm ended up being a BB gun. She was transported to Swedish Edmonds Hospital for a mental health evaluation.
- A shoplift occurred at a business in the 22800 block of 44th Avenue W.
- There was a theft reported in the 5000 block of 239th Place SW. No suspects or leads at this time.
- Detectives are investigating a Child Protective Services report.
- A subject reported that his identity had been stolen to open an account with Verizon.

Significant Case

On April 10, police were dispatched to the Studio 6 motel for a guest who was refusing to leave and not answering his door or telephone. Police were also informed that he was possibly using narcotics. Upon arrival, police knocked on the door several times with no response. With a pass key, they entered the room to check on his welfare due to possible narcotics use withdrawal and the fact that he was not responding.

Upon entry, police observed an adult male laying semi-unconscious on the bed and his breathing was very shallow. There was also obvious signs of narcotics use within the room. An officer administered two doses of Narcan with no obvious success. Medics soon arrived and they easily revived the subject. He was transported to Swedish for a medical evaluation.

Weekly Investigations Update

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|----------------------------------|--------------------------------------|
| • <u>Cases Assigned</u> | • <u>Cases Cleared</u> |
| ○ 22-4453 APS | ○ 22-4209 Weapon violation |
| ○ 22-4618 CPS | ○ 22-1548 Burglary |
| ○ 22-4649 Robbery | ○ 20-15075 Assault 4 |
| ○ 22-4476 Theft-Felony | ○ 19-7595 Burglary |
| | ○ 22-3195 Sex offense |
| | ○ 21-17578 Burglary |
| | ○ 22-3878 Vehicle Theft |
| | ○ 22-1025 Humane |
| | ○ 22-3929 Burglary |
| | ○ 22-3987 Burglary |
| | ○ 22-4371 Runaway |

- April 29 4:30 p.m. Bagus Little Asia Ribbon Cutting
- May 11 6:00 p.m. Coffee with the City, Zoom Meeting ID: 880 4842 2899 | Passcode: 051122
- May 21 12:00 p.m. Ballinger Waterfront Ribbon Cutting
- June 8 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- July 13 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- August 10 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- September 14 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- October 12 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- November 9 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual
- December 14 6:00 p.m. Coffee with the City, Recreation Pavilion or Virtual

Sincerely,

Scott Hugill, City Manager
City of Mountlake Terrace