

## CITY MANAGER'S WEEKLY UPDATE

### May 13, 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. **Please note this Proclamation has been rescinded by Governor Insless effective June 1, 2022.**

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

The City Council's **Monday, May 16 meeting** ([Meeting Link](#) | Passcode: 051622), beginning at 7:00 p.m., via telephone and internet, agenda includes: (1) Approval to Surplus Public Works Vehicle; (2) Approval of Contract with Encore Environmental, LLC for 213<sup>th</sup> Place SW Rockery Repair; (3) Approval of "Trees for Terrace" Street and Park Tree Planting Grant from the Washington Department of Natural Resources; (4) Adoption of Public Comment Policy Ordinance; (5) Approval of Stormwater Management Action Plan Work Order with Osborn Consulting; and (6) Review of 2021 Fourth Quarter Financial Report.

The City Council's **Thursday, June 2 work/study session**, beginning at 7:00 p.m., via telephone/internet (**and potentially in person**), agenda includes: (1) Review of 2022 First Quarter Financial Report (Tentative); (2) Review of 2022 First Quarter Police Department Report; (3) Juneteenth Proclamation; (4) Review of 2022-2024 Teamsters Local 763 Labor Agreement; and (5) Review of Staffing Levels.

#### CITY CLERK AND COMMUNITY RELATIONS

- Full Closure of I-5 Southbound for Night Work:** As early as Friday, May 13 through Monday, May 16, Sound Transit's contractor will close the I-5 Southbound lanes from 11:00 p.m. through 6:00 a.m. for work on the Lynnwood Link Light Rail extension. Northbound I-5 will remain open in this area and southbound traffic will be detoured. This work will support the trackway that will cross over I-5. The 46th Avenue HOV on-ramp to I-5 southbound will close earlier at 9:00 p.m. and the 220th Avenue on-ramp to I-5 southbound will close at 10:00 p.m.

The Mountlake Terrace Flyover South and North Ramps will remained



closed all weekend. The contractor has obtained a Temporary Noise Variance to complete this work. Please plan ahead, leave early and allow extra time to reach your destination. Due to inclement weather or unforeseen issues, dates and times are subject to change. For more information, contact Sound Transit at 206-398-5300 or [lynnwoodlink@soundtransit.org](mailto:lynnwoodlink@soundtransit.org). The after-hours construction hotline is 888-298-2395.

- **Lake Ballinger Forum Meeting:** The next Lake Ballinger/McAleer Creek Forum meeting will be held virtually on Tuesday, May 17 from 2:00 p.m. to 3:30 p.m. To attend, click this [link](#) and enter the meeting ID 853 5157 6195 and passcode 683992. To attend by phone, please call (253) 215-8782.
- **Diversity, Equity and Inclusion Commission Meeting:** The seven-member DEIC has a mission of promoting and embracing diversity through action, education, and guidance. The Commission seeks to foster an understanding that includes, accepts, respects and appreciates each individual member of our community. Join them at their next meeting on Wednesday, May 18 beginning at 7:00 p.m. To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter [meeting ID 813 0437 9110](#) and click “join” (you will be prompted to install the Zoom application if you do not already have it); and 3) Enter passcode 051822.
- **Mountlake Terrace Watershed Discussion:** Join us for this virtual event on Thursday, May 19 from 12:00 to 1:00 p.m. for this listening and feedback session.

Do you appreciate having a creek in your neighborhood, or enjoy fishing, boating, and swimming at Lake Ballinger? Find out how your local water bodies are doing, what’s being done to protect them, and how you can influence where the City of Mountlake Terrace invests in future water quality. In this webinar, we’ll discuss fish use and passage, pollutants, and the potential impacts on water quality from future growth and traffic. Don’t miss this opportunity to talk with city staff and share your thoughts on which local creeks and lakes are most in need of improvement, and what can be done to keep our watershed healthy! This event is hosted by the City of Mountlake Terrace with assistance from the Snohomish Conservation District. To register, please visit [snocd.org/MLTWatershed](http://snocd.org/MLTWatershed).



**Mountlake Terrace**  
**WATERSHED DISCUSSION** **MAY 19**  
**12-1 PM**

Learn about the health of your local watershed, and influence where the city invests in future surface water quality!

Don't miss this opportunity to speak with City staff about which local creeks and lakes need the most help, and what can be done to keep our watershed healthy!

**WE'LL TALK ABOUT:**

- fish use and passage
- pollutants
- impacts on water quality

LEARN MORE AND REGISTER AT [snocd.org/MLTWatershed](http://snocd.org/MLTWatershed)



**CITY OF MOUNTLAKE TERRACE** Snohomish Conservation District  
working together for better ground since 1941



- **Community Outreach and Education:** This week, the Community Relations Division conducted outreach with Sorelli Pizza, South County Fire and Verdant Health Commission. The Division worked to plan and invite guests to the Ballinger Park Waterfront Project Ribbon Cutting Ceremony that will take place on May 21. Additionally, staff continued working with Snohomish County Office of Recovery and Resilience on an upcoming ARPA Funds Uses Open House at Mountlake Terrace City Hall. More information on this event will be available next week.

The Community Relations Specialist attended a webinar entitled “Unpack the Power of Shared Understanding.” The training focused on creating an environment of shared understanding via communications and information as well as recognizing the causes of misunderstanding and working to prevent and recover from them.

Community Relations continues to coordinate with the Diversity, Equity and Inclusion Commission to promote awareness of events on the Commission’s [diversity calendar](#).

- **Mountlake Terrace Fog Seal & Pavement Marking Repair Project:** The Shared Services Team in the City Manager’s Office coordinated with the Engineering Division to prepare and mail 420 letters notifying residents about an upcoming fog seal and pavement marking repair project that will take place May 31 – June 3. There will be no on-street parking on affected streets during this time frame, with fog sealing applied on the first two days in two zones and pavement markings applied the final two days. Each zone will have parking restrictions on two of the four days. A news release will be issued next week.
- **City Hall Preparing to Reopen:** The city is preparing to reopen City Hall and Police Station to the public. Lobby signage will be installed next week and some of the remaining furniture on order is expected to arrive this month. Construction is still happening to close out the list of punch list items on the Civic Campus project. A contractor has been working to complete elements of the project. The City Clerk and IT Manager are working to prepare for hybrid City Council meetings. City Hall remains closed for in-person appointments in the meantime and hours and contact information are noted below. Stay tuned for more updates on a date certain.

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

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

### **COMMUNITY & ECONOMIC DEVELOPMENT**

- **Inspection Requests Available Exclusively Online:** All inspections are required to be requested via the [Permit Portal](#). The city continues to make an effort to provide consistency and expedite the inspection scheduling process. Consolidating permits and inspections through the portal streamlines this progression.

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

If you do not have online access, and need to request inspections, please email [permitspecialist@mltwa.gov](mailto: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 construction, 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](mailto:Permitspecialist@mltwa.gov) with questions.
- **Interactive Map:** An [interactive map](#) on the city website highlights all large development projects currently happening in Mountlake Terrace. Either clicking the numbers within the map, or the list of project names on the left side, generates a view of development details.

### **PUBLIC WORKS/ENGINEERING SERVICES**

- **Grant Update:** In 2022, the stormwater program will be receiving three grants totaling \$107,400 from the Washington State Department of Ecology (DOE) and the Washington Department of Natural Resources (DNR). DOE is funding a two-year, \$26,000 grant for invasive plant control in Lake Ballinger, and also a \$50,000 grant to support stormwater permit compliance. In addition, the city was recently awarded a \$31,400 grant from DNR to start a new street and parks tree planting program, "Trees for Terrace."

### **RECREATION, PARKS & PROPERTY MANAGEMENT**

- **Now Hiring!** Click [here](#) to see available job opportunities.
  - **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](mailto:cdavenport@mltwa.gov).

- **Youth Summer Programs:** If you're interested in joining our summer camp staff, please contact Danielle Ladd [dladd@mltwa.gov](mailto: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.
- **Aquatics: *Hiring Lifeguards and Swim Instructors*** – Year 'round and for 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 Counselor, Lifeguards, and Swim Instructors. As Aquatics attempts to continue to expand programs, additional staff is needed to accomplish this. 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, we train Swim Instructors. Instructors are trained by an experienced Aquatic Leadership staff, candidates must enjoy the water and working with children. Applications for Lifeguards or Swim Instructors can be submitted [online](#).
- **Athletics:** We're looking for a [Gym/Ballfield Attendant](#)! High school kids welcome too! Contact Danielle Ladd for more information 425-640-3105 or [dladd@mltwa.gov](mailto:dladd@mltwa.gov).
- **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](mailto:rnorton@mltwa.gov).
- **Espresso Special:** Next week's espresso special at the Recreation Pavilion is a Latte. May 16-20, order a Latte iced or hot, and receive \$.25 off a 12oz, \$.50 off a 16oz or \$.75 off a 20oz. Espresso hours are Monday - Friday, 6:00 a.m. - 1:30 p.m.
- **Indoor Playground:** We're extending our Indoor Playground hours! This brightly colored, fun room is for crawlers through age 5 and includes a play house, climbing toys, blocks and much more. New extended hours are Monday-Friday 7:00 a.m.-4:00 p.m. and Saturdays 8:00 a.m.-12:30 p.m.
- **Swim Instruction:** Registration just completed for the last session of spring swim lessons that begin on May 16 for Monday/Wednesday and May 17 for Tuesday/Thursday. Swim lessons are currently full for both days and these will run until June 15 and 16 when the schedule will switch to the summer schedule. Summer Pre-Registration will take place June 14, 15, 17, 18 for those currently enrolled and June 21 will be open registration.
- **Summer Programs:** We're offering a new day camp designed especially for our 5<sup>th</sup> through 7<sup>th</sup> graders. They are the Pro's Day Camp. This group will be out and about on field trips most days during the week. We're also offering a Counselor-in-Training program for ages 13 & 14. This program is the perfect opportunity for your teen to gain leadership skills, work-related skills and learn how to care for younger children. For more information on these two programs, please go [here](#). Other great summer programs for this grade level include our dance camps [Dance Camps](#) and our MLT High School Basketball Camp [MLT High School Basketball](#). Go

here, [MLT Summer Camps](#), to see all we're offering. For more information, call 425-776-9173 or email [childcare@mltwa.gov](mailto:childcare@mltwa.gov).

- **Summer Dance:** Camps and classes are open for registration. You can view upcoming activities and get registered with the front desk or [online](#). We offer classes and camps for children ages 3-18 in a variety of styles including, Ballet, Jazz, Lyrical and Irish Dance. For questions or placement advice, contact Chloe Davenport at 425-640-3107 or [cdavenport@mltwa.gov](mailto:cdavenport@mltwa.gov).
- **Dance Quarterly:** Spring Session #2 runs May 2-June 16 and is open for [registration online](#) or at the front desk. It's not too late to get started. Adult programs accept drop-in attendance. 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](mailto:cdavenport@mltwa.gov)
- **Fitness:** Registration is open for spring session #2 starting May 2 and summer session starting July 11. All ON-SITE fitness classes allow drop-in participation. Move through the week with 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](mailto:cdavenport@mltwa.gov).
- **Tennis Lessons:** Learn tennis from an expert this summer. Lessons are being taught by UW Tennis team member, Zoey Weil. We're offering adult/teen and youth lessons. They'll begin the end of May. For more information, go [here](#).
- **Indoor Playground:** Our indoor playground is a nice, warm place for your little crawler up to age 5 to get some physical activity during these cold winter months. Toys include climbers, building blocks, play kitchen, riding toys and more. Parent supervision is required. Drop-in anytime Monday through Friday, 7:00-11:00 a.m. Pay at the Pavilion front desk then play!
- **Wallyball, Pickleball, Racquetball:** We have courts to rent. Equipment is also available to rent. Reservations can be made up to 7 days in advance. This is a fun option for the family to try! Call the Pavilion front desk to make a reservation 425-776-9173.
- **Life Jacket Loaner Station:** The City of Mountlake Terrace is partnering with South County Fire and volunteer Kevin Sayson to install a life jacket loaner station at Ballinger Park. The program partners with public and private entities to make life jackets available to the public on a loan basis and provides life jackets to these stations so that the public can check out a life jacket for free while enjoying water based recreation activities. The city has repurposed the kiosk at the Ballinger Park Boat Launch and South County Fire and Mr. Sayson will provide life jackets throughout the summer. The station should be available for use at the end of May.

### **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](mailto: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](#).

<b>Monthly Activity</b>								
<i>(Activity is updated in the last week of the month)</i>								
	Reports	Traffic Stops	Arrests	Collisions	DUIs	Burglaries	Vehicle Thefts	Vehicle Prowls
<b>APR</b>	213	201	48	21	2	6	6	10
<b>YTD</b>	855	648	175	84	11	24	40	49

**Weekly Patrol Synopsis**

- There were two verbal domestic arguments this week: 22300 block of 68<sup>th</sup> Place W and 22700 block of 72<sup>nd</sup> Place W.
- There were three warrant arrests this week: 23200 block of 58<sup>th</sup> Avenue W (x2) and 23600 block of 56<sup>th</sup> Avenue W.
- There were three catalytic converter thefts this past week: 7100 block of 220<sup>th</sup> Street SW, 6600 block of 220<sup>th</sup> Street SW, and 7000 block of 220<sup>th</sup> Street SW.
- Officers responded to a civil issue at the 5900 block of 214<sup>th</sup> Street SW. regarding some missing items in a residence.
- Officers responded to a hit-and-run collision at the 23000 block of 54<sup>th</sup> Ave. W. The suspect eventually returned to the scene and took responsibility for the collision.
- Officers trespassed a subject from Safeway at the request of the store manager.
- A Mountlake Terrace resident reported that her cat went missing. She then reported that an unknown subject had her cat and was willing to return it for a ransom. The cat owner and the suspect entered into negotiations as to how much the ransom would be, and settled on a \$25.00 gift card. The cat owner and suspect arranged to meet at a specific location but the suspect never showed up. At this time there are no further leads and the cat is still missing.
- During a traffic stop, officers developed probable cause to arrest the driver for DUI. The driver was booked into the Snohomish County Jail for DUI. During booking a counterfeit \$100.00 bill was discovered.
- Officers responded to the 22700 block of 72<sup>nd</sup> Pl. W. for a report of a physical domestic. Upon arrival the suspect had already fled the area. The female victim was uncooperative and would only say that she was “shocked” on her arm with a stun gun. Officers were unable to locate the suspect. He was cited through the prosecutor’s office.

- A hit-and-run was reported at the 5700 block of 239<sup>th</sup> Street SW. There are no suspect or leads at this time.
- A hit-and-run was reported at the Terrace Station parking garage; the case is still under investigation.
- A theft of mail was reported at the 21600 block of 53<sup>rd</sup> Ave. W. No suspects or leads at this time.
- The National Center for Missing and Exploited Children reported that an individual user on an internet communication app was reported to have child pornography attached to his account. Case has been assigned to a detective.
- Officers are investigating a harassment case at Terrace Park Elementary School.
- A hit-and-run was reported at the 6100 block of 236<sup>th</sup> Street SW. There are no suspects or leads at this time.
- Mountlake Terrace officers assisted the Edmonds Police with the arrest of a burglar.
- There was an attempted theft of tires from a vehicle located at the 4700 block of 216<sup>th</sup> Street SW. No suspects or leads at this time.
- Mountlake Terrace officers assisted Lynnwood Police with a barricaded subject who was causing a disturbance at a motel.
- A hit-and-run occurred at the 4400 block of 212<sup>th</sup> Street SW. The case is still under investigation.
- Officers assisted the Edmonds Police with the deployment of a drone to search for a burglary suspect.
- Officers responded to a civil complaint regarding a parenting plan.
- Officers responded to the Studio 6 motel for a report of a physical domestic. Officers arrested a female for assaulting a male. The two were arguing about how to properly raise their child as well as drug-related issues.
- Officers responded to a subject who was having a mental health crisis. The subject was deemed to be a danger to others and was transported to Swedish Edmonds Hospital for a mental health evaluation.
- Officers responded to a court order violation. Probable cause was developed to arrest the responded of the order. He was not located so he will be cited through the prosecutor.



- Officers responded to the Capri Apartments for a disturbance. Investigation revealed that the argument was regarding a noise complaint and some possible threats. There was no probable cause and the case was settled by contact.
- Officers cited a female subject for purposely breaking a TV at a residence during an event at the home.

### **Weekly Investigation Update**

#### **Cases Assigned**

- 21-12065            Burglary
- 22-5819            Sex offense
- 22-5691            Robbery
- 22-5640            Theft

#### **Cases Cleared**

- 22-3984            Death investigation
- 22-2884            Assault
- 21-14215          Fraud
- 22-5269            Missing Person
- 22-5223            Luring
- 22-4036            Assault 1
- 22-796             PSP
- 22-4618            CPS
- 22-2568            Harassment

### **Community Outreach & Directed Enforcement**

The week of May 4<sup>th</sup> through May 10<sup>th</sup> was active with officers making several contacts with many citizens. Officers continue to conducted local business and area checks at the following locations: Andorra Estates Apartments, Studio 6 Motel (Gateway Plaza), Ballinger Park, Interurban Trail, Veterans Park (Library) and marijuana dispensaries. Below are some highlights of the community contacts that we have made to include contacts with homeless subjects.

- Officer Look spoke with a community member who wanted to pass along appreciation for police work.
- Officer Voeller contacted two subjects at the Library in the early morning hours and moved them along.
- Officer Look provided stickers to two young kids.
- Sergeant Pickard visited with several customers at the Recreation Pavilion.
- Officer Latchman and Officer Sheets conducted an extra patrol at the Studio 6. They spoke with several hotel guests.
- Sergeant Pickard spoke with a homeless person at Veterans Park and warned him about his spreading items out within the gazebo area. He refused assistance and understood the warning.

**Code Enforcement Property of the Week**

Code Enforcement responded to multiple parking complaints involving a boat and trailer abandoned at the 5500 block of 242<sup>nd</sup> Street SW. When Code Enforcement arrived they observed a white boat and trailer with no license plates. The last time the boat was licensed was 2006. There were no record from Department of Licensing of either the boat or trailer. As a result, Code Enforcement issued a correction notice in accordance with [10.10.190](#), [10.10.230](#), and [10.10.200](#). On April 28, Code Enforcement returned to the location and noted the boat and trailer were not relicensed or moved. The boat and trailer and were impounded and towed.



**Other Items of Note**

- Officer Thomas Sheets feeding birds during a welfare check of a 67 year-old female. Birds, dog, and resident were fine.



**NEWS RELEASES**

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

**UPCOMING MEETINGS AND EVENTS**

- 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