

CITY MANAGER'S WEEKLY UPDATE

August 26, 2022

NOTICE: Due to staffing issues in the City Manager's Office, the frequency of City Manager's updates will need to be adjusted until such time full staffing is achieved; this could result in semi-monthly, monthly, or other interval updates. Thank you for your patience!

CITY COUNCIL MEETINGS

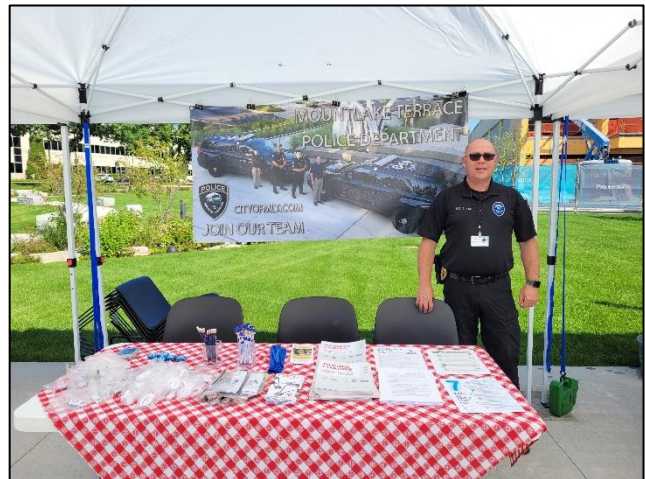
The City Council's meets next on **Thursday, September 1** beginning at 7:00 p.m. for a work/study session and on **Tuesday, September 6** at 7:00 p.m. for the regular meeting

For information on how to attend a meeting online, visit www.cityofmlt.com/129. You can also view the [City Council Meeting Schedule](#) for upcoming agenda items.

CITY CLERK AND COMMUNITY RELATIONS

- **Premera Preparedness Fair:** On Thursday, August 25, staff from Community Relations, Police Department and Public Works attended a preparedness fair at the Premera Blue Cross campus.

The city used the opportunity to provide information about emergency preparedness and safety tips as well as employment opportunities. Pictured here is Police Sergeant Scott King.



- **2022-2023 Washington State Archives Local Records Grant Program:**

The City of Mountlake Terrace was successful in obtaining a \$4,000 digital imaging grant to scan and digitize boxes of jurisdictional boundary records that are taking up valuable shelf space in our records room. These records are infrequently accessed essential and historical records, some of which are in wide format. The state's retention schedule requires these records to be kept onsite until no longer needed for agency business and then transferred to WA State Archives.

Digitizing these records and storing them in the Laserfiche content management system addresses some of the city's records management goals. Kudos to Public Records Officer Rebecca Guillen for her work on this project! Fewer than half of the 101 applicants received grants during this round of awards.



- **City Clerk Recruitment:** With the anticipated departure of long-time City Clerk/Community Relations Director Virginia Clough next week, the city issued an opportunity to apply for a stand-alone City Clerk position. This position was approved at a special meeting of the City Council on August 25, 2022. First review of applicants will occur on September 13 and the city is looking to fill this need as soon as possible. The job posting can be found [here](#).
- **Coffee with the City:** The community is invited to the monthly Virtual Coffee with the City from 6 to 7 p.m. on Wednesday, September 14, 2022 via Zoom. The coffee hour presents an informal opportunity to hear what's happening, ask questions and share feedback.

This is a casual setting with the City Manager and staff members to talk about city operations, events and opportunities for community involvement. Everyone is welcome, including students. To participate by telephone, the call-in number is 1-253-215-8782. To join via the internet: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 880 4842 2899 and click "join" (you will be prompted to install the Zoom application if you do not already have it); and 3) Enter passcode 091422. Or, click the [meeting link](#).

- **City Hall and Police Station Open:** The new City Hall and Police Station opened on August 1 for in-person business. The Civic Campus project is close to completion with items remaining on a punch list. Business may still be conducted via email and telephone with the following contacts 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
 - 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 with your permit number, and your request to be added to the account. For additional assistance, please call 425-744-6267.

- **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.

RECREATION, PARKS & PROPERTY MANAGEMENT

- **Now Hiring!** Click [here](#) to see available job opportunities.
 - **Dance Academy Hiring:** Join our team of excellent and collaborative dance teachers for summer camps and classes and the School Year 2022-23 schedule. We're looking for preschool lovers to teach Creative Children's Dance, Tap & Ballet, Pre-Ballet, and Funky Jazz classes. And teachers who enjoy ages 6-18 for specialties in Ballet levels I-V, Jazz levels I - V and Lyrical levels II - V. New teachers can be integrated into the schedule 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.
 - **Youth Summer Programs:** If you're interested in joining our summer camp staff, please contact Danielle Ladd 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 <https://www.cityofmlt.com/Jobs.aspx>.
 - **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.
 - **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.

- **Swim Lesson Registration:** Registration for Fall swimming lessons is approaching starting with Saturday pre-registration will be August 27 with online registration starting at 9:00 a.m. Monday/Wednesday Pre-Registration will be August 30, Tuesday/Thursday on August 31 and Daily lessons on August 31 at 9:00 a.m. online. Open Registration will be available to everyone on Thursday, September 1 starting at 12:00 p.m. online and in person. Lesson Schedules are or will be available online.
- **Espresso Special:** Next week's special at the Recreation Pavilion espresso stand will be a Mocha. Stop by for an iced or hot mocha 8/29-9/2 and receive \$.50 off a 16oz. Espresso hours are Monday through Friday, 7:00am – 1:30pm.
- **Dance Academy Registration is Open:** Sign up now! Registration requires all paperwork to be turned in. You can download and print the forms from our webpage www.mltrec.com/435/Academy-Classes, or you can pick up a packet at the Pavilion. To see all the classes offered visit our interactive Craze brochure at [CRAZE Fall 2022 by Mountlake Terrace Recreation and Parks – Issue and turn to pages 16 & 17.](#)
- **Dance & Fitness Quarterly Classes:** Registration is open for Fall Session #1 September 12th – October 29th and Fall Session #2 October 31st – December 17th. Adults can register or drop in for Tap, Ballet, Yoga, Tai Chi, and Pilates. Kids can register for Quarterly Toddler - Parent Acrobatics 18mo.-3 years, Creative Dance 3-4 years and Quarterly Pre-Ballet 4-6 years. Visit our [CRAZE Fall 2022 by Mountlake Terrace Recreation and Parks - Issue and turn to pages 14 & 15.](#)
- **Children's Sewing Classes:** New this year, we're offering sewing classes to children in grades 1st-6th. Machine Sewing on Tuesdays from 4:30-6:00 p.m. beginning September 27. You can register your child [here](#). Stuffed Animal Sewing on Wednesdays from 6:00-7:30 p.m. beginning September 28. You can register your child [here](#). These are beginning level classes so no prior machine sewing experience is necessary. Instructors from Little Hands Creations teach these classes and they provide all of the supplies and sewing machines. For more information or questions, contact dladd@mltwa.gov.
- **Basketball Fall League:** Fall basketball begins September 28. Get your team together and register [here](#)! Games on Wednesdays. Ten weeks/games, then tournament. Questions? Contact Athletic Supervisor Danielle Ladd dladd@mltwa.gov.
- **Happy Feet & Future Legends Soccer Skills Class Fall Quarter:** A soccer skill building program for children ages 2 through 10. Limited space available. Sunday afternoons at the Ballinger Playfield beginning September 18. Go here to register, <http://mltrec.com/2124/Youth-Soccer-Skills>. Contact Danielle Ladd if you have questions dladd@mltwa.gov.
- **Ballinger Park Trail:** Work is underway to install the ADA asphalt trail connecting the Senior Center parking lot with the Ballinger Park boat launch parking lot. The contractor, Wyser Construction Company will be grading the trail alignment and prepping for paving, which is currently scheduled for mid-September. This schedule could change as asphalt installation is weather dependent.

- **Ballinger Park Playground:** The contractor is currently excavating the footprint of the playground and gearing up for construction.
- **Ivy League:** A volunteer group known as the "Ivy League" has adopted Veterans Memorial Park and has been working to remove the invasive ivy growing in the park. The group's next effort is scheduled for August 27th at 9:00 am to help continue to remove debris and spread wood chips in an effort to eliminate invasive plant species in the park. For more information on volunteering in the Mountlake Terrace Parks contact Parks and Facilities Superintendent Ken Courtmanch at kcourtmanch@mltwa.gov.
- **Forest Crest Volunteers:** Terrace Brier Soccer has scheduled a work party at Forest Crest prior to the fall soccer season. The group intends to clean and weed out the entry and add bark chips to the front area as well as clean along fence lines and in the wooded areas. The volunteers will be on-site on Saturday August 27th.

POLICE DEPARTMENT

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
July	240	401	42	15	1	12	5	16
YTD	1521	1690	297	150	24	47	51	74

Weekly Patrol Synopsis

- There were three verbal domestic arguments this week.
 - 24100 block of 52nd Ave. W.
 - 23000 block of La Pierre Dr.
 - 21900 block of 66th Ave. W.
- There were zero vehicle prowls this week.
- There were four warrant arrests this week.
 - 4300 block of 212th Street SW.
 - 23200 block of 58th Ave. W.
 - 24300 block of 55th Ave. W.
 - 195th and Hwy 99 (Lynnwood)
- There were three vehicle thefts this week.
 - 22900 block of 55th Ave. W.
 - 4400 block of 212th Street SW.
 - 22900 block of 56th Ave. W.
- There were three vehicle recoveries this week.
 - 23300 block of Lake View Drive.

- 5200 block of 244th Street SW.
- 4600 block of 244th Street. SW.
- On 8-17-22 officers stopped a vehicle for being in the wrong lane of travel on 15th Ave. NE in Shoreline. During the driver contact officers noticed the driver appeared to be intoxicated. The driver performed a series of field sobriety tests which he failed. The driver was arrested and booked into jail for DUI.
- Officers responded to the 24000 block of Van Ry Blvd for an assault in progress. It was later determined that the argument was over a parking problem. The aggressor had since fled the area and was not located. This case is still under investigation.
- Officers responded to the 6300 block of St. Albion Way for an assault between several juveniles. Case is still under investigation.
- A hit and run occurred in the QFC parking lot. There is no suspect or vehicle information at this time.
- Officers attempted to stop a vehicle at the 4300 block of 212th Street SW for displaying a cancelled license plate. The vehicle failed to stop and fled at a high rate of speed. Case is still under investigation.
- Officers responded to a burglary at the 21500 block of 48th Ave. W. No suspects or leads at this time.
- Officer assisted the Lynnwood Police with the use of one of our drones looking for a burglary suspect.
- A reckless burning case is being investigated. The fire was located at the 22200 block of 52nd Ave. W.
- A long term Mountlake Terrace resident was found deceased at the 22200 block of 65th Ave. W. Nothing suspicious.
- Officers responded to an assault involving a dispute between two neighbors. The suspects was arrested and booked for assault in the 4th degree.
- Officers investigated a malicious mischief where sprinkler heads were damaged at the 4700 block of 212th Street SW.
- There was an attempted burglary at the 21400 block of 44th Ave. W. No suspects or leads at this time.
- A Mountlake Terrace resident received massage services at his residence which included a "happy ending." The resident was then unhappy with the amount he was charged \$1,400 and believed he was being a victim of extortion.

- A Mountlake Terrace sergeant assisted the Edmonds police with a barricaded subject.
- A package theft was reported at the 6300 block of 230th Street SW. There is good suspect information. Case is under investigation.

Weekly Investigation Update

Cases Assigned

- 22-12396 Death Investigation
- 22-12313 Eluding

Cases Cleared

- 22-10649 Assault/Prosecutor Request
- 22-10481 Sex Offense
- 22-9696 I.D. Theft

Community Outreach & Directed Enforcement

The week of August 17th through August 23rd was active with officers making several contacts with many community members and visitors. Officers continue to utilize the Embedded Social worker contacting people in need or crisis. Officers also continue to conduct business checks, park checks, neighborhood checks and school visits. Below are some highlights of community contacts we have made.

Officers made 13 “Community Oriented Policing” contacts and utilized materials from the Community Outreach Program this week.

Sgt. King participated in Premera’s Safety Preparedness Fair on 8/25/2022.

- Officers Shin and Ratliff performed a check of the Interurban Trail. While checking the wooded area, a community member was contacted. The community member believed her ankle was broken and she had been stuck in the area for multiple hours. Officers requested for a Medic response. She was eventually transported to a hospital.
- Sgt. Perry stopped a car and learned the passenger was someone previously arrested in 2020 during a drug task force DMI who ultimately went to prison for several months following the arrest. She expressed her gratitude for that arrest as it helped her to become clean from meth now for 2+ years.
- O’Hagan met with Greg Schwab from Edmonds School District regarding school safety and officer presence on campus.

Code Enforcement Property of the Week

Code Enforcement observed a black Jeep Grand Cherokee being stored on the public right-of-way, located near the 24300 block of 59th Ave W. Code Enforcement chalked the rear driver’s side tire and issued a correction notice in accordance with (10.10.190 – Storing vehicles on public street in excess of 72 consecutive hours), and (10.10.230 – Abandoned vehicle having; Expired license exceeding 30 days expired).

Code Enforcement returned to the above location and noted the correction notice had been removed but the chalk marks were still intact indicating the vehicle had not moved. Code enforcement contacted Snohomish County 911 and requested an impound tow. Mary's Towing was dispatched and the above vehicle was impounded and towed.



NEWS RELEASES

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

UPCOMING MEETINGS AND EVENTS

- 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,

Stephen Clifton, Acting City Manager
City of Mountlake Terrace