

## CITY MANAGER'S WEEKLY UPDATE

### September 16, 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 meets next on **Thursday, September 19, 2022** beginning at 7:00 p.m. for a regular meeting

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

### CITY CLERK AND COMMUNITY RELATIONS

- **City Clerk Recruitment:** With the departure of long-time City Clerk/Community Relations Director Virginia Clough, 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 took place this week 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 was invited to the monthly Virtual Coffee with the City from 6 to 7 p.m. on Wednesday, September 14, 2022 via Zoom. One person attended. 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](mailto:permitspecialist@mltwa.gov)
  - City Hall – General: 425-776-1161 | [cityhall@mltwa.gov](mailto:cityhall@mltwa.gov)
  - Code Enforcement: 425-744-6254 | [codeenforcement@mltwa.gov](mailto:codeenforcement@mltwa.gov)
  - Non-Emergency Police/Fire: 425-407-3999 (Call 9-1-1 if emergency)
  - Recreation Pavilion: 425-776-9173 | [mltrecreation@mltwa.gov](mailto:mltrecreation@mltwa.gov)

- Traffic Tickets/Violations: 425-744-6228 | [records@mltwa.gov](mailto:records@mltwa.gov)
- Utility Billing: 425-744-6214 | [utilitybilling@mltwa.gov](mailto: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](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.

- **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](mailto:cdavenport@mltwa.gov).
- **Youth Summer Programs:** If you're interested in joining our summer camp staff for year 2023, 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 <https://www.cityofmlt.com/Jobs.aspx>.

- **Athletics Gym/Ballfield Attendants:** This part time position is for that Recreation Leader who can represent our athletic programs. It's an evening and weekend job. Job duties entail setting up sports rentals, attending to open gyms and leagues and preparing fields for ball games. If you're interested, contact Danielle Ladd [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).
- **Pool Rentals:** Pool rentals have returned on a limited basis. Full Pool rentals are available on Friday's from 6:30-7:30 p.m. and Saturday's from 2:00-3:00 p.m. The first rentals available are September 23 & 24. Reservations must be made a minimum of two weeks in advance by calling the Pavilion front desk at 425-776-9173. The swims will also be limited to 120 participants or less. The Friday rentals will not be available on the days Lifeguard In-Service Training is scheduled on October 7, November 4 and December 2. Currently, Room Rentals and Rental packages will not be available until more staff are on board. This will continually be evaluated as more certified staff is hired for the pool and front desk staff is also added.
- **Leisure Pool Swim Cancellation:** As of Thursday, September 15, 2022 - the Leisure pool swim from 4:30-6:00 pm on Tuesday and Thursdays will be canceled until further notice. This is due to a lack of available staff. This swim will be resumed once another lifeguard/instructor is secured during the next swim lesson session in October.
- **Basic Dog Obedience added:** An additional Basic Dog Obedience class has been created on Wednesdays, starting September 21 for the waitlist from the Monday class. There may be spots available for anyone interested in the basic class, for information or to register call the Recreation Pavilion at 425-776-9173.
- **Ballinger Park Trail:** The contractor is diligently working to pave a portion of the trail on Friday (9/16), weather permitting. Over the next few weeks, the contractor will prep the other section of the trail for final paving. The Senior Center will be closed Friday (9/16), while large trucks enter and exit the site for paving activities. Expect a slowdown on Lakeview Drive around Ballinger Park on Friday, due to truck traffic.

- **Ballinger Park Playground:** The contractor is currently installing the perimeter walls of the playground. Over the next few weeks most of the site work will be completed, while playground equipment arrives on-site for installation.
- **HappyFeet & 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](mailto:dladd@mltwa.gov).
- **Children's Sewing Classes:** New this year, we're offering sewing classes to children in grades 1<sup>st</sup>-6<sup>th</sup>. 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](mailto:dladd@mltwa.gov).
- **Children's Art Classes:** New this year, we're offering a drawing/art class instructed by Jessica Carlson owner of Adventures in Art. For ages 7-11 years old. Class is offered on Thursdays from 4:30-6:00 p.m. It's a drawing-based art education program. Jessica instructs using simple drawing methods and a weekly format where children produce unique works of art using a wide variety of artist quality mediums. Students think creatively, expand their drawing skills and become more confident in self-expression. Session #1 September 29-October 27 (5 lessons) R\$100, NR\$104. Session #2 November 3-December 15 (6 lesson) R\$116, NR\$126. Contact Danielle for more information, [dladd@mltwa.gov](mailto:dladd@mltwa.gov).
- **Dance New, Irish Step for preschoolers:** Celi Cubs (ages 3.5 -5) is a fun and creative way to introduce your little mover to Irish Step Dancing. Creative Dance curriculum as well as introductory Irish step vocabulary and stories are presented in a way that keeps little ones engaged and moving. This class is offered in the Dance Academy semester structure with a full school year curriculum planned. Visit our website [www.mltre.com/435/Academy-classes](http://www.mltre.com/435/Academy-classes) to read more about MLT Dance Academy and find the necessary paperwork to register in this program. Or visit our [craze magazine](#) to view our Academy offerings on page 16 & 17.
- **Dance New, Toddler – Parent Acrobatics:** The littlest movers (Ages 18mo.-3yrs) can learn a lot with the help of an adult! Brain dance, fine and gross motor skills, classroom participation skills and having fun are the goals of this lesson. Kids will learn to jump, hop, roll and balance through imaginative songs and games. Tots and parents are sure to learn, grow and bond through the movement activities presented each week. Visit our [craze magazine](#) and turn to page 14 & 15 to see the schedule and link to our on-line data base to get registered.
- **Dance Quarterly Tap and Ballet:** Registration is open for Fall Session #1 and Session #2. Adults and teens can register or drop in for Tap and Ballet. Visit our [craze magazine](#)

and turn to page 14 & 15 to see the schedule and link to our on-line data base to get registered.

- **Fitness Quarterly:** Registration is open for Fall Session #1 and Session #2. Adults and teens can register or drop in for Yoga, Tai Chi, and Pilates. Visit our [craze magazine](#) and turn to page 14 & 15 to see the schedule and link to our on-line data base to get registered.
- **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](mailto:dladd@mltwa.gov).
- **Open Gym Basketball:** Basketball open gym on Saturday mornings from 9:00-11:30 a.m. Drop-in, pay at the Pavilion front desk. R4.25, NR 4.75.
- **Racquetball lessons and tournament:** Let us know if you're interested in learning the fast paced and easy to play sport of racquetball! Racquetball is a unique combination of tennis, handball and squash. We have the courts and we're offering lessons. Contact Danielle Ladd for more information or if you're seeking a partner, [dladd@mltwa.gov](mailto:dladd@mltwa.gov).
- **National Day of Service Park Cleanup:** The National Day of Service was honored by city and school volunteers on Saturday September 10<sup>th</sup>. The event started with 15-20 participants but slowly grew throughout the morning to about 30-35. City volunteers, the RPAC, NPIS and staff worked with the Terrace Park School PTA and the grounds at the Recreation Pavilion and Terrace Park School had volunteers cleaning, weeding and trimming out the flower beds and entries. About two dump truck loads of debris was removed from the sites and kids received a free swim pass for a Rec-Swim the Recreation Pavilion.

Our one day racquetball tournament is Saturday, October 8<sup>th</sup>. First event \$32, second event \$12. Divisions A-B-C-D Singles-A Doubles or B/C Doubles. Contact Donna Jeffries, [donnajeff616@gmail.com](mailto:donnajeff616@gmail.com), if you're interested and/or if you're seeking a doubles partner. Enter the tournament as single or double.

**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
<b>July</b>	240	437	47	14	5	7	8	6
<b>YTD</b>	1751	2127	344	164	29	54	59	80

**Weekly Patrol Synopsis**

- On September 7, patrol responded to a court order violation at a residence located in the 24000 block of Van Ry BLVD. Case referred to the prosecutor.
- On September 7, patrol responded to a harassment report at a residence located in the 22800 block of Lakeview Drive. Investigation continues.
- On September 7, patrol responded to a Child Protective Services referral at a residence located in the 4100 block of 236<sup>th</sup> Street SW.
- On September 7, patrol responded to an Adult Protective Services referral at a residence located in the 23300 block of 51<sup>st</sup> Avenue W.
- On September 8, patrol responded to a theft report at a residence located in the 4700 block of 212<sup>th</sup> Street SW.
- On September 8, patrol responded to a theft report at a residence located in the 4100 block of 236<sup>th</sup> Street SW.
- On September 8, patrol responded to a harassment report at a residence located in the 6100 block of St. Albion Way. The suspect was arrested for the offense.
- On September 8, patrol responded to a death investigation at a residence located in the 4900 block of 234<sup>th</sup> Street SW. Circumstances indicate natural causes.
- On September 8, patrol responded to a domestic disturbance at a residence located in the 24300 block of 57<sup>th</sup> Avenue W.
- On September 9, patrol responded to a court order violation at a residence located in the 24000 block of Van Ry BLVD. The suspect was arrested for the offense.
- On September 9, patrol responded to a burglary report at a business located in the 22400 block of 44<sup>th</sup> Avenue W.
- On September 9, patrol responded to a domestic disturbance at a residence located in the 21200 block of 58<sup>th</sup> Avenue W.
- On September 9, patrol responded to an Adult Protective Services referral at a residence located in the 5500 block of 244<sup>th</sup> Street SW.
- On September 9, patrol responded to a behavioral health complaint at a residence located in the 4700 block of 220<sup>th</sup> Street SW.

- On September 9, patrol responded to a theft report at a business located in the 22800 block of 44<sup>th</sup> Avenue W. The suspect was identified, charges referred to the prosecutor, diversion for possession of narcotics.
- On September 10, patrol responded to a theft report at a business located in the 4300 block of 212<sup>th</sup> Street SW. Investigation continues.
- On September 10, patrol recovered a stolen vehicle in the 5700 block of 235<sup>th</sup> Street SW.
- On September 10, patrol responded to a domestic assault in the 6200 block of 220<sup>th</sup> Street SW. The suspect was arrested for the offense.
- On September 10, patrol responded to a disturbance at a residence located in the 20900 block of 44<sup>th</sup> Avenue W.
- On September 10, patrol responded to a domestic disturbance at a residence located in the 22600 block of 66<sup>th</sup> Avenue W.
- On September 10, patrol responded to a theft report at a residence located in the 23000 block of 60<sup>th</sup> Avenue W.
- On September 10, patrol responded to a domestic disturbance at a residence located in the 23600 block of 58<sup>th</sup> Avenue W.
- On September 11, patrol contacted a suspicious vehicle in the 7200 block of 228<sup>th</sup> Street SW. The driver was subsequently arrested for DUI.
- On September 11, patrol responded to a burglary report at a business located in the 23100 block of 55<sup>th</sup> Avenue W.
- On September 11, patrol responded to a trespass report at a business located in the 21000 block of 44<sup>th</sup> Avenue W.
- On September 11, patrol responded to a disturbance in the 22800 block of Lakeview Drive. The suspect was arrested for DUI and hit & run collision.
- On September 11, patrol responded to an assault report in the 21400 block of 44<sup>th</sup> Avenue W. The suspected was located and arrested.
- On September 11, patrol responded to a theft report at a residence located in the 22800 block of Lakeview Drive.
- On September 12, patrol responded to a hit and run collision in the 4200 block of 212<sup>th</sup> Street SW. Investigation continues.
- On September 12, patrol responded to an assault report at a residence located in the 4100 block of 236<sup>th</sup> Street SW.

- On September 12, patrol responded to a sex offense report at the Mountlake Terrace High School.
- On September 12, patrol responded to a behavioral health complaint at a business located in the 4300 block of 212<sup>th</sup> Street SW.
- On September 13, patrol recovered a stolen vehicle in the 24300 block of 58<sup>th</sup> Place W.
- On September 13, patrol responded to an Adult Protective Services referral at a residence located in the 5500 block of 216<sup>th</sup> Street SW.
- On September 13, patrol contacted a suspicious person in the 4100 block of 212<sup>th</sup> Street SW. He was subsequently arrested for outstanding warrants and provided a diversion for possession of narcotics.
- On September 13, patrol responded to a burglary report at a residence located in the 22800 block of Lakeview Drive.
- On September 13, patrol responded to a Child Protective Services referral at a residence located in the 5500 block of 214<sup>th</sup> Place SW.
- On September 13, patrol responded to a malicious mischief report at a residence located in the 21300 block of 52<sup>nd</sup> Avenue W.
- On September 13, patrol contacted a suspicious person in the 23200 block of 58<sup>th</sup> Avenue W. The subject was arrested for an outstanding warrant.

### **Weekly Investigation Update**

#### **Cases Assigned**

- 22-13814 Burglary
- 22-10515 Theft
- 22-13811 Sex Offense
- 22-13542 Harassment

#### **Cases Cleared**

- 22-12967 Traffic Offense
- 22-13542 Harassment
- 22-11209 Theft
- 21-15111 Sex Offense

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

- 43 reported self-initiated outreach contacts.
- Patrol emphasis 5600 block of 244<sup>th</sup> Street SW.
- Patrol emphasis at Gateway Plaza.
- Patrol emphasis on the Interurban Trail.
- School zone patrols.



- Patrol emphasis at Forest Crest.
- Patrol emphasis 7000 block of 220<sup>th</sup> Street SW.
- Patrol emphasis 22800 block of 44<sup>th</sup> Avenue W.
- Patrol conducted registered sex offender contacts.

### **Other Items of Interest**

- Officers worked a Target Zero distracted driving emphasis.
- Officers worked a Target Zero DUI emphasis.
- Officers attended a meeting with residents of the Markland Woods.
- Officer recruits attended radar training.
- Officers attended patrol bicycle certification training.
- North Sound Metro Swat responded to multiple callouts.

### **Significant Cases**

- N/A

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

On September 9, Code Enforcement observed a vehicle stored in the public right-of-way with expired registration in the 5400 block of 232<sup>nd</sup> Street SW. Code Enforcement chalked the rear driver's side tire and issued a correction notice in accordance with MTMC 10.10.190 – Storing vehicles on public street in excess of 72 consecutive hours and MTMC 10.10.230 – Abandoned vehicle; missing rear license plate.

On September 7, Code Enforcement returned to the above location and noted the correction notice had not been removed and the chalk marks were still intact indicating the vehicle had not moved. Code enforcement impounded the vehicle.



## **NEWS RELEASES**

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

## **UPCOMING MEETINGS AND EVENTS**

- 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