

LYNNWOOD CITY COUNCIL
Business Meeting
This meeting will be held
electronically via Zoom

Date: Monday, April 27, 2020
Time: 7:00 PM

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- 10 CALL TO ORDER & FLAG SALUTE
- 20 ROLL CALL
- 30 APPROVAL OF MINUTES
- A Special Council Meeting ~ April 9, 2020
 - B Business Meeting ~ April 13, 2020
 - C Work Session ~ April 20, 2020
- 40 MESSAGES AND PAPERS FROM THE MAYOR
- 50 CITIZEN COMMENTS AND COMMUNICATIONS
- 60 PRESENTATIONS AND PROCLAMATIONS
- A Honoring Beth Morris, Executive Assistant to City Council
 - B COVID 19 Update
- 70 WRITTEN COMMUNICATIONS AND PETITIONS
- 80 COUNCIL COMMENTS AND ANNOUNCEMENTS
- 90 BUSINESS ITEMS AND OTHER MATTERS
- 90 .1 UNANIMOUS CONSENT AGENDA
 - A Voucher Approval
 - 90 .2 PUBLIC HEARINGS OR MEETINGS
 - 90 .3 OTHER BUSINESS ITEMS
 - A Executive Session, if needed
- 100 NEW BUSINESS
- 110 ADJOURNMENT

THE PUBLIC IS INVITED TO ATTEND

Parking and meeting rooms are accessible for persons with disabilities. Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting 425-670-5023 no later than 3pm on Friday before the meeting. Persons who are deaf or hard of hearing may contact the event

sponsor through the Washington Relay Service at 7-1-1.

"El estacionamiento y las salas de junta cuentan con acceso para personas con discapacidad. Las personas que requieran de adaptaciones razonables pueden solicitar materiales impresos en formatos alternativos como intérpretes de lenguaje de señas, intérpretes de idiomas, asistencia física para acceso, así como otros ajustes razonables. Pueden comunicarse al número 425-670-5023 antes de las 3:00 pm del Viernes antes a la reunión. Las personas con discapacidad auditiva o con problemas de audición pueden comunicarse con el patrocinador del evento a través del Washington Relay Service al 7-1-1."

Regular Business Meetings are held on the second and fourth Mondays of the month. They are videotaped for broadcast on Comcast Channel 21 and FIOS - Frontier Channel 38 on Wednesdays at 7:30p.m. and Sundays at 7:00a.m. and 2:00p.m.

CITY COUNCIL ITEM 30-A

**CITY OF LYNNWOOD
City Council**

TITLE: Special Council Meeting ~ April 9, 2020

DEPARTMENT CONTACT: Sonja Springer, Finance Director

DOCUMENT ATTACHMENTS

Description:

[Minutes](#)

Type:

Backup Material

1 **MINUTES OF THE LYNNWOOD CITY SPECIAL COUNCIL MEETING**
2 **THURSDAY, APRIL 9, 2020, AT 3:00 P.M., ZOOM MEETING**

3
4 **Attendance:**

5 Council President Christine Frizzell, Chair
6 Councilmember George Hurst
7 Councilmember Julieta Altamirano-Crosby
8 Councilmember Ian Cotton
9 Councilmember Jim Smith

10
11 **Staff:**

12 Art Ceniza, City Administrator
13 Sonja Springer, Finance Director
14 Corbitt Loch, Strategic Planner
15 Janella Lewis, Finance Supervisor
16 William Franz, Public Works Director

17
18 **Call to Order:** The meeting was called to order by Council President Christine Frizzell at 3:00 pm.

19
20 **1) COVID-19 Estimated Financial Impacts**

21 Finance Director Springer went over the financial impacts of the COVID-19 pandemic. There were
22 some changes from the prior meeting.

23
24 The reduction to revenue assumptions used for the month of April went from 40% to 50%, making
25 the estimated reduction in sales tax \$3.7M. The estimated reduction in Fines and Forfeitures was
26 also adjusted from 5% to 10% of the 2020 Forecast. This brings the decrease in estimated revenues
27 for the General Fund from \$4.7M to \$5.16M of the 2020 Forecast.

28
29 The TBD, Criminal Justice, and Lodging Tax revenues were also adjusted downward, resulting in
30 estimated reductions to the City from \$5.1M to \$6.1M for 2020.

31
32 Councilmember George Hurst asked if the City of Lynnwood would have to go the route that the City
33 of Tukwila has gone as far as making severe cuts. Ms. Springer said that she did review the City of
34 Tukwila's estimated revenue impacts of COVID-19 and did not know in detail what their analysis was
35 based on. She emphasized that it is hard to forecast what could happen with the COVID-19 crisis,
36 but she is analyzing it every week and adjusting forecasts accordingly.

37
38 Ms. Springer let Council know that Mayor Smith did request department directors put some policies
39 in place to have a hiring freeze, no travel and training, and cut consultants, and postpone the
40 purchase of non-essential goods and services. The transfers to the Street Operating and Capital
41 Development funds are also going to be reduced for 2020. This will produce an estimated General
42 Fund savings of \$3.2M. There is also the insurance through CIAW that the City could receive for
43 business interruptions due to the closure of the Recreation facility and Golf course.

44
45 Council and Staff discussed the Federal Stimulus Package #4. Assistant City Manager Art Ceniza said
46 that he will look at this further and get the information to Council. It is U.S. House Bill HR6467 for
47 cities of 500,000 or more population.

49 Options were discussed on how to help local businesses in their time of need during this crisis.
50 Public Works Director Bill Franz spoke about the Utility Fund and possible reductions or discounts
51 for businesses and residents.

52
53 The Revenue Stabilization Fund was brought up as an option to supplement lost revenue. Staff was
54 asked if there was a mechanism to know which businesses are in distress right now. Staff stated
55 that the Economic and Community Development team are communicating with local businesses.

56
57 **2) Closing Comments**

58 Councilmember Smith asked if all Finance Committee meetings during the pandemic should be
59 identified as Special City Council Meetings, so that all Councilmembers can participate. There was
60 agreement to provide notice of these meetings (second and fourth Thursday of each month) as
61 special meetings of the City Council.

62
63 The next Special City Council meeting hosted by the Finance Committee will be held Thursday, April
64 23 at 3:00 pm, via Zoom.

65
66 **Adjournment: The meeting was adjourned at 4:15 p.m.**

67
68
69
70 _____
71 Sonja Springer, Finance Director

CITY COUNCIL ITEM 30-B

**CITY OF LYNNWOOD
City Council**

TITLE: Business Meeting ~ April 13, 2020

DEPARTMENT CONTACT: Beth Morris, Executive Assistant | City Council

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes	Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
April 13, 2020

1
2
3 10. CALL TO ORDER - The April 13, 2020 Business Meeting of the Lynnwood City Council,
4 held via Zoom, was called to order by Mayor Smith at 7:00 p.m.

5
6 20. ROLL CALL

Mayor & Council:

Mayor Nicola Smith
Council President Christine Frizzell
Council Vice Pres. Shannon Sessions
Councilmember Ruth Ross
Councilmember Ian Cotton
Councilmember George Hurst
Councilmember Julieta Altamirano-Crosby
Councilmember Jim Smith

Asst. City Administrator Art Ceniza
Executive Assistant Beth Morris

Others Attending:

Finance Director Springer
Acting City Clerk & Chief Procurement
Mgr Fitzthum
Dir. Ec. Devt/Interim Comm. Devt.
Kleitsch
Police Chief Davis
Human Resources Director Chinn
Communications Mgr. Moore
Commander Steichen
City Attorney Larson

7
8
9
10 30. APPROVAL OF MINUTES

11
12 *Motion made by Councilmember Smith, seconded by Council President Frizzell, to approve*
13 *the minutes of:*

- 14 A. *Finance Committee – February 27, 2020*
15 B. *Finance Committee – March 16, 2020*
16 C. *Business Meeting – March 23, 2020*
17 D. *Finance Committee – March 26, 2020*
18 E. *Work Session – March 30, 2020*
19 F. *Work Session – April 6, 2020*

20 *The minutes were approved as presented.*

21
22 40. MESSAGES AND PAPERS FROM THE MAYOR

23
24 Asst. City Administrator Ceniza read the Mayor's remarks regarding the impacts of the
25 COVID-19 virus on the city.

26
27 50. CITIZENS COMMENTS AND COMMUNICATIONS

28
29 None

30
31 60. PRESENTATIONS AND PROCLAMATIONS

1 A. COVID 19 Update

2
3 Commander Steichen, Human Resources Director Chinn, and Police Chief Davis gave
4 updates on COVID 19. Councilmembers made comments and asked questions related to the
5 presentations.

6
7 70. WRITTEN COMMUNICATIONS AND PETITIONS

8
9 80. COUNCIL COMMENTS AND ANNOUNCEMENTS

10
11 Councilmembers commented on recent developments in the City.

12 90. BUSINESS ITEMS AND OTHER MATTERS

13 90.1 UNANIMOUS CONSENT AGENDA

14
15 *The item listed below was distributed to Councilmembers in advance for study.*

16
17 *Councilmember Altamirano-Crosby moved for unanimous consent of the following*
18 *item:*

19
20 *A. Voucher Approval*

21 *Approve claims and payroll in the amount of \$3,034,329.47 and \$1,120,168.91*
22 *respectively.*

23
24 *Motion passed unanimously.*

25
26 90.2 PUBLIC HEARINGS OR MEETINGS

27
28 90.3 OTHER BUSINESS ITEMS

29
30 A. Agreement: Addendum No. 3 to Interlocal Agreement for Funding of the
31 Lynnwood Public Facilities District

32
33 Director Kleitsch made the staff presentation regarding this item.

34
35 *Motion made by Council Vice President Sessions, seconded by Councilmember*
36 *Cotton, to Approve Addendum No. 3 to the Interlocal Agreement between the City*
37 *of Lynnwood, the Lynnwood Public Facilities District, the Snohomish County*
38 *Public Facilities District and Snohomish County to provide the early distribution*
39 *of the funding allocations for development and funding of the Lynnwood*
40 *Convention Center.*

41
42 Councilmembers spoke to the motion and asked questions. Staff responded.

43
44 *Upon a roll call vote, the motion passed unanimously (7-0).*

45
46 B. Executive Session, if needed

1 None held.

2
3 100. NEW BUSINESS

4
5 A. Scheduling Motion – April 15, 2020 Work Session

6
7 *Scheduling motion made by Council President Frizzell, seconded by Councilmember*
8 *Cotton, to cancel the April 15, 2020 Council Work Session scheduled to occur via*
9 *Zoom.*

10
11 Councilmembers spoke to the motion.

12
13 *Upon a roll call vote, the motion passed (6-1) with Councilmembers Frizzell, Ross,*
14 *Sessions, Crosby, Smith, and Cotton voting in favor, and Councilmember Hurst*
15 *voting against the motion.*

16
17 *Scheduling motion made by Council President Frizzell, seconded by Councilmember*
18 *Cotton, to cancel the Regular Finance Committee Meetings held the fourth Thursday*
19 *of the month City Hall Conference Room #4 from 3:00 p.m. to 5:00 p.m. until further*
20 *notice. Upon a roll call vote, the motion passed unanimously (7-0).*

21
22 *Scheduling motion made by Council President Frizzell, seconded by Councilmember*
23 *Ross, to hold a Special Council Meeting on the fourth Thursday of the month from*
24 *3:00 p.m. to 5:00 p.m. via Zoom until further notice. The purpose of these Special*
25 *Council Meetings is to update the Council on the financial impacts of COVID-19 on*
26 *the City. Four or more Council members may be present at this meeting. Upon a roll*
27 *call vote, the motion passed unanimously (7-0).*

28
29 There was discussion about the possibility of discussing gifting of funds to assist
30 non-profit organizations in the community.

31
32 110. ADJOURNMENT

33
34 The meeting was adjourned at 8:30 p.m.

35
36
37
38
39 _____
40 Nicola Smith, Mayor
41

CITY COUNCIL ITEM 30-C

CITY OF LYNNWOOD City Council

TITLE: Work Session ~ April 20, 2020

DEPARTMENT CONTACT: Beth Morris, Executive Assistant | City Council

DOCUMENT ATTACHMENTS

Description:

[Minutes](#)

Type:

Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL HELD, MONDAY,**
2 **APRIL 20, 2020 AT 7:00pm VIA ZOOM.**
3

4 **Attendance:**

5 Mayor Nicola Smith (Absent)	Council Member George Hurst
6 Council President Christine Frizzell (Chair)	Council Member Jim Smith
7 Council Vice President Shannon Sessions	Council Member Julieta Altamirano-Crosby
8 Council Member Ian Cotton	
9 Council Member Ruth Ross	Assistant City Administrator Art Ceniza
	Executive Assistant Beth Morris

10
11 **Others:**

12 Finance Director Sonja Springer
13 Commander Chuck Steichen
14 Communications Manager Julie Moore
15 Actg. City Clerk/Chief Procurement Mgr. Karen Fitzthum
16 Strategic Planner Corbitt Loch
17

18
19 **COVID-19 Update**

- 20 • Communications Manager Moore e-mailed copies of her update to Council and reviewed.
21 • Commander Steichen provided additional information.
22 • Council questions and comments.
23

24 **Executive Session – if needed**

- 25 • None.
26

27 **Mayor Comments and Questions**

- 28 • Assistant City Administrator Ceniza presented a brief update on Federal Lobbyist Mark Dedrick and
29 the U.S. Stimulus Bill, and Senator Patty Murray’s announcement regarding legislation she would
30 introduce along with Senator Martin Heinrich (D-NM) that would provide financial relief to smaller
31 cities with less than 500,000 population.
32

33 **Council President and Council Comments**

- 34 • Council Member Hurst e-mailed the Council information regarding a County Relief Fund and asked
35 that it be discussed at the Work Session.
36 • Council brainstormed ideas.
37 • Discussion will be continued at the Special Council Meeting on Thursday, April 23, 2020 at 3:00pm.
38 • Council Vice President Sessions asked if Council Members had seen the Council Work Session
39 meeting notice on the electronic Recreation Center sign. She would check with IT to see if posting
40 the meeting increased viewers.
41

42 **Adjourn**

- 43 • Meeting adjourned at 8:15pm.
44
45
46
47

48 _____
Nicola Smith, Mayor

CITY COUNCIL ITEM 60-A

CITY OF LYNNWOOD Executive

TITLE: Honoring Beth Morris, Executive Assistant to City Council

DEPARTMENT CONTACT: Leah Jensen

SUMMARY:

Executive Assistant to Council, Beth Morris is retiring.

BACKGROUND:

For 14 years, Beth served as the Executive Assistant to Lynnwood's City Council. Her knowledge of the Council's administrative operations and her devotion to providing outstanding service to each councilmember had a huge impact on the success of the Council Office. Her presence in Lynnwood City Hall and especially in the Council Chambers will be missed.

ADMINISTRATION RECOMMENDATION:

Join us in thanking Beth for her service and wishing her happiness in the next chapter of her life.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 60-B

**CITY OF LYNNWOOD
Executive**

TITLE: COVID 19 Update

DEPARTMENT CONTACT: Christine Frizzell, Council President

SUMMARY:

The City continues to monitor and respond to the COVID-19 emergency. The Council will receive an update from City staff.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 90.1-A

**CITY OF LYNNWOOD
City Council**

TITLE: Voucher Approval

DEPARTMENT CONTACT: Sonja Springer, Finance Director

ACTION:

Approve Claims and Payroll in the amount of \$2,760,265.50 and \$1,074,679.02 respectively.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.3-A

**CITY OF LYNNWOOD
City Council**

TITLE: Executive Session, if needed

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available