LYNNWOOD CITY COUNCIL

Business Meeting This meeting will be held electronically via Zoom

Date: Monday, April 27, 2020

Time: 7:00 PM

- 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 fisica para acceso, asi como otros ajustes razonables. Pueden comunicarse al numero 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:	Type:	
Minutes	Backup Material	

MINUTES OF THE LYNNWOOD CITY SPECIAL COUNCIL MEETING THURSDAY, APRIL 9, 2020, AT 3:00 P.M., ZOOM MEETING Attendance: Council President Christine Frizzell, Chair Councilmember George Hurst Councilmember Julieta Altamirano-Crosby Councilmember Ian Cotton Councilmember Jim Smith Staff: Art Ceniza, City Administrator Sonja Springer, Finance Director Corbitt Loch, Strategic Planner Janella Lewis, Finance Supervisor William Franz, Public Works Director

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

1) COVID-19 Estimated Financial Impacts

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

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

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

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

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

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

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

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

2) Closing Comments

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

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

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

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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

10		CALL TO ORDER - The April 13, 2020 Business Meeting of the Lynnwood City Council,		
	held vi	ia Zoom, was called to order by Mayor	r Smith at 7:00 p.m.	
20). ROLL	CALL		
	o. Holl	0.122		
	Mayor	& Council:	Others Attending:	
		Nicola Smith	Finance Director Springer	
	Counc	il President Christine Frizzell	Acting City Clerk & Chief Procurement	
	Counc	il Vice Pres. Shannon Sessions	Mgr Fitzthum	
		ilmember Ruth Ross	Dir. Ec. Devt/Interim Comm. Devt.	
		ilmember Ian Cotton	Kleitsch	
		ilmember George Hurst	Police Chief Davis	
		ilmember Julieta Altamirano-Crosby	Human Resources Director Chinn	
	Counc	ilmember Jim Smith	Communications Mgr. Moore	
			Commander Steichen	
		City Administrator Art Ceniza	City Attorney Larson	
	Execut	tive Assistant Beth Morris		
30). APPR	OVAL OF MINUTES		
	Motion	n made by Councilmember Smith, seco	nded by Council President Frizzell, to approve	
	the mi	nutes of:		
	A.	A. Finance Committee – February 27,2020		
	B.	B. Finance Committee – March 16, 2020		
	<i>C</i> .	Business Meeting – March 23, 202		
	D.	· · · · · · · · · · · · · · · · · · ·	020	
	E.	Work Session – March 30, 2020		
	F.	Work Session – April 6, 2020		

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40. MESSAGES AND PAPERS FROM THE MAYOR

The minutes were approved as presented.

232425

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

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50. CITIZENS COMMENTS AND COMMUNICATIONS

28 29 30

None

60. PRESENTATIONS AND PROCLAMATIONS

31 32

1 2	A.	CO	VID 1	19 Update
3 4 5		upd		der Steichen, Human Resources Director Chinn, and Police Chief Davis gave on COVID 19. Councilmembers made comments and asked questions related to the ions.
6 7	70.	WR	ITTE	N COMMUNICATIONS AND PETITIONS
8 9 10	80.	CO	UNC	IL COMMENTS AND ANNOUNCEMENTS
11		Cou	nciln	nembers commented on recent developments in the City.
12	90.	BUS	SINE	SS ITEMS AND OTHER MATTERS
13 14		90.1	UNA	ANIMOUS CONSENT AGENDA
15 16			The	item listed below was distributed to Councilmembers in advance for study.
17 18 19			Coui	ncilmember Altamirano-Crosby moved for unanimous consent of the following:
20 21 22			Appi	oucher Approval rove claims and payroll in the amount of \$3,034,329.47 and \$1,120,168.91 ectively.
23 24 25			Moti	ion passed unanimously.
26 27		90.2	PUB	ELIC HEARINGS OR MEETINGS
28 29		90.3	OTH	IER BUSINESS ITEMS
30 31			A.	Agreement: Addendum No. 3 to Interlocal Agreement for Funding of the Lynnwood Public Facilities District
32 33 34				Director Kleitsch made the staff presentation regarding this item.
35 36 37 38 39				Motion made by Council Vice President Sessions, seconded by Councilmember Cotton, to Approve Addendum No. 3 to the Interlocal Agreement between the City of Lynnwood, the Lynnwood Public Facilities District, the Snohomish County Public Facilities District and Snohomish County to provide the early distribution of the funding allocations for development and funding of the Lynnwood Convention Center.
40 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 47			B.	Executive Session, if needed

1		None held.
2 3	100.	NEW BUSINESS
4 5 6		A. Scheduling Motion – April 15, 2020 Work Session
7 8 9		Scheduling motion made by Council President Frizzell, seconded by Councilmember Cotton, to cancel the April 15, 2020 Council Work Session scheduled to occur via Zoom.
10 11		Councilmembers spoke to the motion.
12 13 14 15		Upon a roll call vote, the motion passed (6-1) with Councilmembers Frizzell, Ross, Sessions, Crosby, Smith, and Cotton voting in favor, and Councilmember Hurst voting against the motion.
16 17 18 19 20		Scheduling motion made by Council President Frizzell, seconded by Councilmember Cotton, to cancel the Regular Finance Committee Meetings held the fourth Thursday of the month City Hall Conference Room #4 from 3:00 p.m. to 5:00 p.m. until further notice. Upon a roll call vote, the motion passed unanimously (7-0).
21 22 23 24 25 26 27		Scheduling motion made by Council President Frizzell, seconded by Councilmember Ross, to hold a Special Council Meeting on the fourth Thursday of the month from 3:00 p.m. to 5:00 p.m. via Zoom until further notice. The purpose of these Special Council Meetings is to update the Council on the financial impacts of COVID-19 on the City. Four or more Council members may be present at this meeting. Upon a roll call vote, the motion passed unanimously (7-0).
28 29 30		There was discussion about the possibility of discussing gifting of funds to assist non-profit organizations in the community.
31 32	110.	ADJOURNMENT
33 34 35 36		The meeting was adjourned at 8:30 p.m.
37 38 39 40		Nicola Smith, Mayor
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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:	Type:	
Minutes	Backup Material	

Attendance:		
Mayor Nicola Smith (Absent)	Council Member George Hurst	
Council President Christine Frizzell (Chair)	Council Member Jim Smith	
Council Vice President Shannon Sessions	Council Member Julieta Altamirano-Crosby	
Council Member Ian Cotton		
Council Member Ruth Ross	Assistant City Administrator Art Ceniza	
	Executive Assistant Beth Morris	
Others:		
Finance Director Sonja Springer		
Commander Chuck Steichen		
Communications Manager Julie Moore	Dit-th	
Actg. City Clerk/Chief Procurement Mgr. Karen	Fitztnum	
Strategic Planner Corbitt Loch		
COVID-19 Update		
<u>-</u>	ed copies of her update to Council and reviewed.	
 Commander Steichen provided additiona 		
 Commander Secretary provided additional Council questions and comments. 	i intornimutori.	
Council questions and comments.		
Executive Session – if needed		
None.		
Mayor Comments and Questions		
-	ented a brief update on Federal Lobbyist Mark Dedrick a	
· · · · · · · · · · · · · · · · · · ·	Murray's announcement regarding legislation she would	
•	nrich (D-NM) that would provide financial relief to small	
cities with less than 500,000 population.	1	
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Council President and Council Comments		
 Council Member Hurst e-mailed the Cou that it be discussed at the Work Session. 	ncil information regarding a County Relief Fund and aske	
 Council brainstormed ideas. 		
 Discussion will be continued at the Speci 	al Council Meeting on Thursday, April 23, 2020 at 3:00p	
 Council Vice President Sessions asked if Council Members had seen the Council Work Session 		
	on Center sign. She would check with IT to see if posting	
the meeting increased viewers.	on contenting the would enter with 11 to see it posting	
the meeting mercused viewers.		
Adjourn		
 Meeting adjourned at 8:15pm. 		

City Council Work Session Minutes 04.20.2020

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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:

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:

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:

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: