

**LYNNWOOD
CITY COUNCIL
Work Session**

Date: Monday, June 15, 2020

Time: 7:00 PM

Place: This meeting will be held electronically via Zoom. See the City of Lynnwood website for details.

- 7:00 PM **A** Comments and Questions on Memo Items
- 7:05 PM **B** COVID-19 Update
- 7:35 PM **C** Budget Amendment for COVID-19 Grants
- 7:55 PM **D** Opportunity Zone Update
- 8:10 PM **E** Update: Development & Business Services Process Improvements
- 8:25 PM **F** Break
- 8:35 PM **G** Ordinance-Change Time of City Council Meetings
- 8:50 PM **H** Discussion: Council Budget Changes for COVID-19 Adjustments
- 9:10 PM **I** Council Engagement at Summer Events
- 9:25 PM **J** Executive Session, If Needed
- 9:45 PM **K** Mayor Comments and Questions
- 9:50 PM **L** Council President and Council Comments
- Adjourn

Memorandums for Future Agenda Items:

M-1 Naming Request: Interurban Car 55 at Heritage Park

M-2 Contract Amendment - US Bank

Memorandums for Your Information:

Contact: Executive Office (425) 670-5001

CITY COUNCIL ITEM A

**CITY OF LYNNWOOD
City Council**

TITLE: Comments and Questions on Memo Items

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM B

CITY OF LYNNWOOD City Council

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 C

CITY OF LYNNWOOD Administrative Services

TITLE: Budget Amendment for COVID-19 Grants

DEPARTMENT CONTACT: Sonja Springer, Finance Director and Corbitt Loch, Senior Manager-Strategic Planning

SUMMARY:

The City has secured two sources of funding to assist with the financial impacts of COVID-19. This budget amendment recognizes the grant revenues from these two sources as well as the related expenditures of these grant funds.

The first grant was awarded on April 24, 2020 to the City by the Department of Justice to cover reimbursement of Coronavirus Emergency Response related expenditures up to \$37,845. These funds will be received in the City's Criminal Justice Fund #105, where related expenditures have been charged.

The second grant in the amount of \$1,188,000 was awarded to the City by the Washington State Department of Commerce. This grant is administered by the Washington State Department of Commerce and was allocated to cities based upon population.

These funds were made available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus aid, Relief, and Economic Security Act ("CARES Act"). The grant is funded entirely through the federal stimulus funding under the CARES Act provided by the US Treasury to the Governor via the Office of Financial Management.

The CARES Act funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 through October 31, 2020. The funds will be received in the General Fund and expensed in the "Non-Department" department of the General Fund.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

The CARES Act Funding will be distributed as follows:

1) Business Relief Funds - \$500,000

The goal for the use of these funds is to provide economic support to small businesses in the City of Lynnwood impacted by COVID-19.

The \$500,000 will fund grants of \$10,000 each to small businesses to be used to pay for existing operating expenses, including business rent or mortgage, payroll, utilities, inventory, marketing and improvements to meet social distancing requirements.

2) Community Relief Funds - \$200,000

The goal for the use of these funds is to target relief efforts to our Lynnwood community members most affected and negatively impacted by COVID-19. The City will contract with a local non-profit agency that has the experience and capacity to administer emergency grants to Lynnwood residents.

3) Reimbursement of City COVID-19 Related Expenditures: \$488,000

These funds will be used to reimburse the City for COVID-19 related expenditures including technology costs, payroll costs, and personal protective equipment (PPE) for employees and face coverings for customers.

ADMINISTRATION RECOMMENDATION:

Adopt the 2020 budget amendment for COVID-19 at the June 22 Council meeting.

DOCUMENT ATTACHMENTS

Description:

[Budget Amendment for COVID-19](#)

Type:

Backup Material

1 **CITY OF LYNNWOOD**

2
3 **ORDINANCE NO. ____**

4
5 **AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON,**
6 **ADOPTING AMENDMENTS TO THE 2019-2020 BIENNIAL BUDGET;**
7 **PROVIDING FOR TRANSMITTAL OF THE AMENDED BUDGET TO**
8 **THE STATE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE**
9 **DATE AND SUMMARY PUBLICATION.**

10
11
12 WHEREAS, on November 26, 2018, by Ordinance No. 3315, the City Council adopted a
13 biennial budget for the years 2019-2020; and

14 WHEREAS, during the 24-month term of a biennial budget, it is customary for the City
15 Council to consider adjustments to an adopted budget in order to advance the interests of the
16 City; and

17 WHEREAS, on August 12, 2019, by Ordinance No. 3341, the City Council amended the
18 adopted budget for the years 2019-2020; and

19 WHEREAS, on November 25, 2019, by Ordinance No. 3349, the City Council modified the
20 adopted budget for the years 2019-2020; and

21 WHEREAS, to support the City's response to the COVID-19 pandemic, the City of
22 Lynnwood applied for and has been awarded a grant from the U.S. Department of Justice (DOJ)
23 in the amount of \$37,845; and

24 WHEREAS, the DOJ grant funds are to be used to off-set unplanned City expenses resulting
25 from the public emergency created by the COVID-19 pandemic; and

26 WHEREAS, the U.S. CARES Act created the Coronavirus Relief Fund which allocated \$143
27 million to Snohomish County and local jurisdictions therein, resulting in \$1,188,000 available to
28 the City of Lynnwood; and

29 WHEREAS, to support the City and the community's response to and recovery from the
30 COVID-19 pandemic, the City of Lynnwood applied for and has been awarded a CARES Act grant
31 in the amount of \$1,188,000; and

32 WHEREAS, the City Council intends to accept and allocate the \$1,188,000 CARES Act grant
33 approximately as follows: 1) \$500,000 in financial assistance to local small businesses; 2)
34 \$200,000 in financial assistance to local residents through agreements with one or more human
35 service providers; and 3) \$488,000 for the City of Lynnwood to off-set unplanned expenditures
36 resulting from the public emergency created by the COVID-19 pandemic; and

1 ATTEST/AUTHENTICATED:

2

3

4 _____

5 Sonja Springer

6 Finance Director

7

8

9 APPROVED AS TO FORM:

10

11

12 _____

13 Rosemary Larson

14 City Attorney

15

16

17 PASSED BY THE CITY COUNCIL: _____

18 PUBLISHED: _____

19 EFFECTIVE DATE: _____

20 ORDINANCE NUMBER: _____

Exhibit A.1

ADOPTED 2019-2020 BUDGET SUMMARY BY FUND, ORDINANCE 3315

FUND	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES	TOTAL BEGINNING FUND BALANCE & REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	TOTAL EXPENDITURES & ENDING FUND BALANCE
GENERAL GOVERNMENT						
011 General Fund	\$ 7,106,249	\$ 111,755,736	\$ 118,861,985	\$ 113,879,450	\$ 4,982,535	\$ 118,861,985
020 Econ Dev Infrastructure	8,103,577	3,735,721	11,839,298	7,000,000	4,839,298	11,839,298
098 Revenue Stabilization	6,000,000	-	6,000,000	-	6,000,000	6,000,000
099 Program Development	627	-	627	-	627	627
101 Lodging Tax	1,173,439	3,312,808	4,486,247	3,264,539	1,221,708	4,486,247
104 Drug Enforcement	144,144	272,000	416,144	260,000	156,144	416,144
105 Criminal Justice Fund	3,431,421	1,691,000	5,122,421	2,414,000	2,708,421	5,122,421
110 Transportation Impact Fee	895,617	1,043,500	1,939,117	1,926,454	12,663	1,939,117
111 Street Operating	371,560	4,765,750	5,137,310	4,798,496	338,814	5,137,310
114 Cumulative Pk Res & Dev	63,166	27,000	90,166	26,000	64,166	90,166
116 Cumulative Art Reserve	48,254	51,000	99,254	50,000	49,254	99,254
121 Tree Reserve	289,225	30,000	319,225	55,000	264,225	319,225
128 Paths & Trails Improv	8,852	229,708	238,560	229,708	8,852	238,560
144 Solid Waste Management	50,251	88,250	138,501	108,147	30,354	138,501
180 Park Impact Fee Fund	-	2,003,000	2,003,000	2,000,000	3,000	2,003,000
203 General Govt Debt Service	-	1,000,000	1,000,000	1,000,000	-	1,000,000
215 800 Mzh Debt Service	11,776	138,200	149,976	149,976	-	149,976
223 Rec Center 2012 LTGO	110,701	3,313,276	3,423,977	3,313,276	110,701	3,423,977
263 LID 93-1 I-5 196TH	409,650	406,960	816,610	751,000	65,610	816,610
510 Equipment Rental Reserve	4,389,909	3,414,416	7,804,325	3,238,100	4,566,225	7,804,325
511 Equipment Rental Oper	8,238	3,373,700	3,381,938	3,375,573	6,365	3,381,938
513 Lynnwood Shop Operations	116,933	235,000	351,933	235,000	116,933	351,933
515 Self Insurance Fund	166,270	1,758,000	1,924,270	1,856,000	68,270	1,924,270
520 Technology Reserve Fund	-	241,750	241,750	80,000	161,750	241,750
Total General Govt. Funds	\$ 32,899,859	\$ 142,886,775	\$ 175,786,634	\$ 150,010,719	\$ 25,775,915	\$ 175,786,634
ENTERPRISE FUNDS						
411 Utility Operations	16,625,673	56,851,525	73,477,198	52,195,043	21,282,155	73,477,198
412 Sewer/Water/Storm Capital	19,640,999	15,079,453	34,720,452	34,720,452	-	34,720,452
419 2010 Utility System Bonds	885,337	1,140,350	2,025,687	1,140,350	885,337	2,025,687
460 Golf Course	250,298	3,035,090	3,285,388	2,934,371	351,017	3,285,388
Total Enterprise Funds	\$ 37,402,307	\$ 76,106,418	\$ 113,508,725	\$ 90,990,216	\$ 22,518,509	\$ 113,508,725
CAPITAL FUNDS						
330 REET 2	2,155,166	2,240,000	4,395,166	4,318,000	77,166	4,395,166
331 REET 1	1,162,176	2,240,000	3,402,176	3,149,153	253,023	3,402,176
333 Capital Development	961,372	2,200,000	3,161,372	3,139,000	22,372	3,161,372
357 Other Gov Capital Improv	100,000	11,100,000	11,200,000	11,200,000	-	11,200,000
360 Transportation Capital Infr.	6,844,075	53,134,830	59,978,905	56,764,830	3,214,075	59,978,905
370 Facilities Capital Infr.	150,847	3,624,153	3,775,000	3,775,000	-	3,775,000
380 Parks & Recreation Capital	21,878	10,026,900	10,048,778	10,026,900	21,878	10,048,778
390 Public Safety Capital	-	1,300,000	1,300,000	1,300,000	-	1,300,000
Total Capital Funds	11,395,514	85,865,883	97,261,397	93,672,883	3,588,514	97,261,397
TOTAL 2019-2020 ADOPTED BUDGET	\$ 81,697,680	\$ 304,859,076	\$ 386,556,756	\$ 334,673,818	\$ 51,882,938	\$ 386,556,756

Exhibit A.2

2019-2020 AMENDED BUDGET SUMMARY BY FUND, ORDINANCE 3341

FUND	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES	TOTAL BEGINNING FUND BALANCE & REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	TOTAL EXPENDITURES & ENDING FUND BALANCE
GENERAL GOVERNMENT						
011 General Fund	\$ 5,962,407	\$ 113,131,404	\$ 119,093,811	\$ 114,796,328	\$ 4,297,483	\$ 119,093,811
020 Econ Dev Infrastructure	9,444,064	3,735,721	13,179,785	7,000,000	6,179,785	13,179,785
098 Revenue Stabilization	6,000,000	-	6,000,000	-	6,000,000	6,000,000
099 Program Development	15,627	-	15,627	-	15,627	15,627
101 Lodging Tax	1,151,905	3,312,808	4,464,713	3,264,539	1,200,174	4,464,713
104 Drug Enforcement	205,661	272,000	477,661	260,000	217,661	477,661
105 Criminal Justice Fund	3,778,427	1,691,000	5,469,427	2,595,939	2,873,488	5,469,427
110 Transportation Impact Fee	1,510,878	1,043,500	2,554,378	1,926,454	627,924	2,554,378
111 Street Operating	122,208	4,765,750	4,887,958	4,798,496	89,462	4,887,958
114 Cumulative Pk Res & Dev	74,718	27,000	101,718	26,000	75,718	101,718
116 Cumulative Art Reserve	48,402	51,000	99,402	50,000	49,402	99,402
121 Tree Reserve	217,465	30,000	247,465	55,000	192,465	247,465
128 Paths & Trails Improv	71,401	229,708	301,109	293,526	7,583	301,109
144 Solid Waste Management	67,454	88,250	155,704	108,147	47,557	155,704
180 Park Impact Fee Fund	51,622	2,003,000	2,054,622	2,000,000	54,622	2,054,622
203 General Govt Debt Service	-	1,000,000	1,000,000	1,000,000	-	1,000,000
215 800 Mzh Debt Service	11,776	138,200	149,976	149,976	-	149,976
223 Rec Center 2012 LTGO	110,701	3,313,276	3,423,977	3,313,276	110,701	3,423,977
263 LID 93-1 I-5 196TH	871,885	406,960	1,278,845	751,000	527,845	1,278,845
510 Equipment Rental Reserve	4,285,782	3,414,416	7,700,198	3,301,252	4,398,946	7,700,198
511 Equipment Rental Oper	184,589	3,373,700	3,558,289	3,375,573	182,716	3,558,289
513 Lynnwood Shop Operations	157,783	235,000	392,783	235,000	157,783	392,783
515 Self Insurance Fund	170,182	1,758,000	1,928,182	1,856,000	72,182	1,928,182
520 Technology Reserve Fund	-	241,750	241,750	80,000	161,750	241,750
Total General Govt. Funds	\$ 34,514,937	\$ 144,262,443	\$ 178,777,380	\$ 151,236,506	\$ 27,540,874	\$ 178,777,380
ENTERPRISE FUNDS						
411 Utility Operations	11,348,818	56,851,525	68,200,343	52,536,027	15,664,316	68,200,343
412 Sewer/Water/Storm Capital	24,871,602	15,079,453	39,951,055	36,921,210	3,029,845	39,951,055
419 2010 Utility System Bonds	276,566	1,140,350	1,416,916	1,140,350	276,566	1,416,916
460 Golf Course	216,546	3,035,090	3,251,636	2,934,371	317,265	3,251,636
Total Enterprise Funds	\$ 36,713,532	\$ 76,106,418	\$ 112,819,950	\$ 93,531,958	\$ 19,287,992	\$ 112,819,950
CAPITAL FUNDS						
330 REET 2	2,741,162	2,240,000	4,981,162	4,318,000	663,162	4,981,162
331 REET 1	1,801,825	2,240,000	4,041,825	3,149,153	892,672	4,041,825
333 Capital Development	961,917	2,200,000	3,161,917	3,139,000	22,917	3,161,917
357 Other Gov Capital Improv	127,134	11,100,000	11,227,134	11,200,000	27,134	11,227,134
360 Transportation Capital Infr.	15,708,445	53,134,830	68,843,275	65,749,841	3,093,434	68,843,275
370 Facilities Capital Infr.	497,422	3,624,153	4,121,575	3,896,657	224,918	4,121,575
380 Parks & Recreation Capital	490,519	10,026,900	10,517,419	10,059,215	458,204	10,517,419
390 Public Safety Capital	-	1,300,000	1,300,000	1,300,000	-	1,300,000
Total Capital Funds	22,328,424	85,865,883	108,194,307	102,811,866	5,382,441	108,194,307
TOTAL 2019-2020 AMENDED BUDGET	\$ 93,556,893	\$ 306,234,744	\$ 399,791,637	\$ 347,580,330	\$ 52,211,307	\$ 399,791,637

Exhibit A.3

2019-2020 MODIFIED BUDGET SUMMARY BY FUND, ORDINANCE # 3349

FUND	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES	TOTAL BEGINNING FUND BALANCE & REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	TOTAL EXPENDITURES & ENDING FUND BALANCE
GENERAL GOVERNMENT						
011 General Fund	\$ 5,962,407	\$ 113,031,904	\$ 118,994,311	\$ 114,718,728	\$ 4,275,583	\$ 118,994,311
020 Econ Dev Infrastructure	9,444,064	3,735,721	13,179,785	7,000,000	6,179,785	13,179,785
098 Revenue Stabilization	6,000,000	-	6,000,000	-	6,000,000	6,000,000
099 Program Development	15,627	-	15,627	-	15,627	15,627
101 Lodging Tax	1,151,905	3,312,808	4,464,713	3,264,539	1,200,174	4,464,713
104 Drug Enforcement	205,661	272,000	477,661	260,000	217,661	477,661
105 Criminal Justice Fund	3,778,427	1,691,000	5,469,427	2,595,939	2,873,488	5,469,427
110 Transportation Impact Fee	1,510,878	1,043,500	2,554,378	1,926,454	627,924	2,554,378
111 Street Operating	122,208	4,765,750	4,887,958	4,798,496	89,462	4,887,958
114 Cumulative Pk Res & Dev	74,718	27,000	101,718	26,000	75,718	101,718
116 Cumulative Art Reserve	48,402	51,000	99,402	50,000	49,402	99,402
121 Tree Reserve	217,465	30,000	247,465	55,000	192,465	247,465
128 Paths & Trails Improv	71,401	229,708	301,109	293,526	7,583	301,109
144 Solid Waste Management	67,454	88,250	155,704	108,147	47,557	155,704
180 Park Impact Fee Fund	51,622	2,003,000	2,054,622	2,000,000	54,622	2,054,622
203 General Govt Debt Service	-	1,000,000	1,000,000	1,000,000	-	1,000,000
215 800 Mzh Debt Service	11,776	138,200	149,976	149,976	-	149,976
223 Rec Center 2012 LTGO	110,701	3,313,276	3,423,977	3,313,276	110,701	3,423,977
224 LID Guaranty Fund	325,455	-	325,455	150,000	175,455	325,455
263 LID 93-1 I-5 196TH	871,885	406,960	1,278,845	751,000	527,845	1,278,845
510 Equipment Rental Reserve	4,285,782	3,414,416	7,700,198	3,301,252	4,398,946	7,700,198
511 Equipment Rental Oper	184,589	3,373,700	3,558,289	3,375,573	182,716	3,558,289
513 Lynnwood Shop Operations	157,783	235,000	392,783	235,000	157,783	392,783
515 Self Insurance Fund	170,182	1,758,000	1,928,182	1,856,000	72,182	1,928,182
520 Technology Reserve Fund	-	391,750	391,750	230,000	161,750	391,750
Total General Govt. Funds	\$ 34,840,392	\$ 144,312,943	\$ 179,153,335	\$ 151,458,906	\$ 27,694,429	\$ 179,153,335
ENTERPRISE FUNDS						
411 Utility Operations	11,348,818	48,979,975	60,328,793	52,678,361	7,650,432	60,328,793
412 Sewer/Water/Storm Capital	24,871,602	15,079,453	39,951,055	37,482,210	2,468,845	39,951,055
419 2010 Utility System Bonds	276,566	1,140,350	1,416,916	1,140,350	276,566	1,416,916
460 Golf Course	216,546	3,035,090	3,251,636	2,934,371	317,265	3,251,636
Total Enterprise Funds	\$ 36,713,532	\$ 68,234,868	\$ 104,948,400	\$ 94,235,292	\$ 10,713,108	\$ 104,948,400
CAPITAL FUNDS						
330 REET 2	2,741,162	2,240,000	4,981,162	4,318,000	663,162	4,981,162
331 REET 1	1,801,825	2,240,000	4,041,825	3,149,153	892,672	4,041,825
333 Capital Development	961,917	2,200,000	3,161,917	3,139,000	22,917	3,161,917
357 Other Gov Capital Improv	127,134	10,070,000	10,197,134	10,170,000	27,134	10,197,134
360 Transportation Capital Infr.	15,708,445	52,753,795	68,462,240	66,779,841	1,682,399	68,462,240
370 Facilities Capital Infr.	497,422	3,490,934	3,988,356	3,896,657	91,699	3,988,356
380 Parks & Recreation Capital	490,519	10,160,119	10,650,638	10,059,215	591,423	10,650,638
390 Public Safety Capital	-	1,300,000	1,300,000	1,300,000	-	1,300,000
Total Capital Funds	22,328,424	84,454,848	106,783,272	102,811,866	3,971,406	106,783,272
TOTAL 2019-2020 AMENDED BUDGET	\$ 93,882,348	\$ 297,002,659	\$ 390,885,007	\$ 348,506,064	\$ 42,378,943	\$ 390,885,007

Exhibit A.4

2019-2020 REVISED BUDGET SUMMARY BY FUND, ORDINANCE # _____

FUND	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES	TOTAL BEGINNING FUND BALANCE & REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	TOTAL EXPENDITURES & ENDING FUND BALANCE
GENERAL GOVERNMENT						
011 General Fund	\$ 5,962,407	\$ 114,219,904	\$ 120,182,311	\$ 115,906,728	\$ 4,275,583	\$ 120,182,311
020 Econ Dev Infrastructure	9,444,064	3,735,721	13,179,785	7,000,000	6,179,785	13,179,785
098 Revenue Stabilization	6,000,000	-	6,000,000	-	6,000,000	6,000,000
099 Program Development	15,627	-	15,627	-	15,627	15,627
101 Lodging Tax	1,151,905	3,312,808	4,464,713	3,264,539	1,200,174	4,464,713
104 Drug Enforcement	205,661	272,000	477,661	260,000	217,661	477,661
105 Criminal Justice Fund	3,778,427	1,728,845	5,507,272	2,633,784	2,873,488	5,507,272
110 Transportation Impact Fee	1,510,878	1,043,500	2,554,378	1,926,454	627,924	2,554,378
111 Street Operating	122,208	4,765,750	4,887,958	4,798,496	89,462	4,887,958
114 Cumulative Pk Res & Dev	74,718	27,000	101,718	26,000	75,718	101,718
116 Cumulative Art Reserve	48,402	51,000	99,402	50,000	49,402	99,402
121 Tree Reserve	217,465	30,000	247,465	55,000	192,465	247,465
128 Paths & Trails Improv	71,401	229,708	301,109	293,526	7,583	301,109
144 Solid Waste Management	67,454	88,250	155,704	108,147	47,557	155,704
180 Park Impact Fee Fund	51,622	2,003,000	2,054,622	2,000,000	54,622	2,054,622
203 General Govt Debt Service	-	1,000,000	1,000,000	1,000,000	-	1,000,000
215 800 Mzh Debt Service	11,776	138,200	149,976	149,976	-	149,976
223 Rec Center 2012 LTGO	110,701	3,313,276	3,423,977	3,313,276	110,701	3,423,977
224 LID Guaranty Fund	325,455	-	325,455	150,000	175,455	325,455
263 LID 93-1 I-5 196TH	871,885	406,960	1,278,845	751,000	527,845	1,278,845
510 Equipment Rental Reserve	4,285,782	3,414,416	7,700,198	3,301,252	4,398,946	7,700,198
511 Equipment Rental Oper	184,589	3,373,700	3,558,289	3,375,573	182,716	3,558,289
513 Lynnwood Shop Operations	157,783	235,000	392,783	235,000	157,783	392,783
515 Self Insurance Fund	170,182	1,758,000	1,928,182	1,856,000	72,182	1,928,182
520 Technology Reserve Fund	-	391,750	391,750	230,000	161,750	391,750
Total General Govt. Funds	\$ 34,840,392	\$ 145,538,788	\$ 180,379,180	\$ 152,684,751	\$ 27,694,429	\$ 180,379,180
ENTERPRISE FUNDS						
411 Utility Operations	11,348,818	48,979,975	60,328,793	52,678,361	7,650,432	60,328,793
412 Sewer/Water/Storm Capital	24,871,602	15,079,453	39,951,055	37,482,210	2,468,845	39,951,055
419 2010 Utility System Bonds	276,566	1,140,350	1,416,916	1,140,350	276,566	1,416,916
460 Golf Course	216,546	3,035,090	3,251,636	2,934,371	317,265	3,251,636
Total Enterprise Funds	\$ 36,713,532	\$ 68,234,868	\$ 104,948,400	\$ 94,235,292	\$ 10,713,108	\$ 104,948,400
CAPITAL FUNDS						
330 REET 2	2,741,162	2,240,000	4,981,162	4,318,000	663,162	4,981,162
331 REET 1	1,801,825	2,240,000	4,041,825	3,149,153	892,672	4,041,825
333 Capital Development	961,917	2,200,000	3,161,917	3,139,000	22,917	3,161,917
357 Other Gov Capital Improv	127,134	10,070,000	10,197,134	10,170,000	27,134	10,197,134
360 Transportation Capital Infr.	15,708,445	52,753,795	68,462,240	66,779,841	1,682,399	68,462,240
370 Facilities Capital Infr.	497,422	3,490,934	3,988,356	3,896,657	91,699	3,988,356
380 Parks & Recreation Capital	490,519	10,160,119	10,650,638	10,059,215	591,423	10,650,638
390 Public Safety Capital	-	1,300,000	1,300,000	1,300,000	-	1,300,000
Total Capital Funds	22,328,424	84,454,848	106,783,272	102,811,866	3,971,406	106,783,272
TOTAL 2019-2020 AMENDED BUDGET	\$ 93,882,348	\$ 298,228,504	\$ 392,110,852	\$ 349,731,909	\$ 42,378,943	\$ 392,110,852

CITY COUNCIL ITEM D

CITY OF LYNNWOOD Economic Development

TITLE: Opportunity Zone Update

DEPARTMENT CONTACT: Christy Murray

SUMMARY:

The City of Lynnwood received an Opportunity Zone (OZ) designation for the South Lynnwood / City Center area. The OZ program is intended to spur long term private investment in low-income communities by providing a tax incentive for investors to re-invest their unrealized capital gains into Opportunity Funds that are dedicated to investing into OZs.

ACTION:

None

BACKGROUND:

In 2018, the City of Lynnwood partnered with the Economic Alliance Snohomish County to submit Census Tract 514 as one of five OZ designations allowed by the County Economic Development Organization, and the 139 allowed in Washington State. Census Tract 514 incorporates areas of City Center and South Lynnwood area.

The OZ program, created by the 2017 Tax Cuts and Jobs Act, is intended to spur long term private investment in low-income communities by providing a tax incentive for investors to re-invest their unrealized capital gains into Opportunity Funds that are dedicated to investing into OZs. Allowable investment types by OZ Funds include commercial real estate development and renovation, opening new businesses, and expansion of existing businesses.

The OZ program offers three levels of tax benefits:

- 1) A temporary deferral of inclusion in taxable income for capital gains reinvested in an Opportunity Fund. The deferred gain must be recognized on the earlier of the date on which the opportunity zone investment is disposed of or December 31, 2026.

- 2) A step-up in basis for capital gains reinvested in an Opportunity Fund. The basis is increased by 10% if the investment in the Opportunity Fund is held by the taxpayer for at least 5 years and by an additional 5% if held for at least 7 years, thereby excluding up to 15% of the original gain from taxation.

- 3) A permanent exclusion from taxable income of capital gains from the sale or exchange of an investment in an Opportunity Fund if the investment is held for at least 10 years. This exclusion only applies to gain accrued after an investment in an Opportunity Fund.

There has been some interest from developers in utilizing the OZ Program for new development in City Center. Kinect @ Lynnwood is a multifamily project with 239 residential units with structured parking intends to use the OZ program. Another developer is currently preparing an application for a project in City Center and intends to use the OZ program.

The OZ is also being evaluated as a potential economic development tool as part of the South Lynnwood Neighborhood Sub-Area Plan. The OZ Program may be combined Federal Low-Income Housing Tax Credits or Federal New Market Tax Credits that may benefit the South Lynnwood Neighborhood.

FUNDING:

OZ Funds are created through private investment.

DOCUMENT ATTACHMENTS

Description:	Type:
Opportunity Zone Update Presentation	Backup Material



Opportunity Zone Update

Presentation to Council March 30, 2020

Opportunity Zone Program

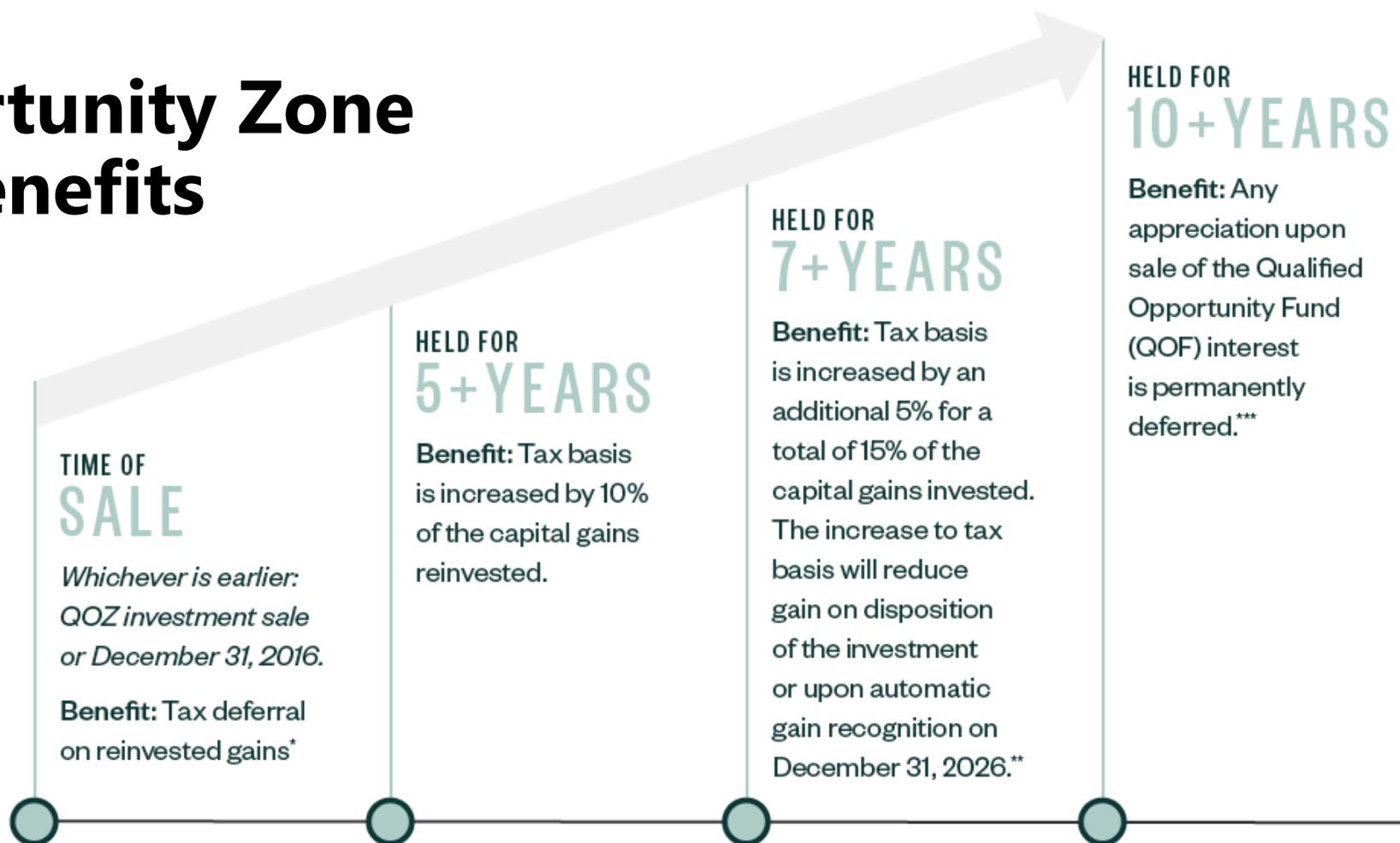
- Created by the 2017 Tax Cuts and Jobs Act
- Intended to spur long-term investment in low-income communities

Eligible Investment Types

- Commercial real estate development and renovation
- Opening new businesses in OZs
- Expansion of existing businesses into OZs
- Large expansions of businesses already within OZs



Opportunity Zone Tax Benefits



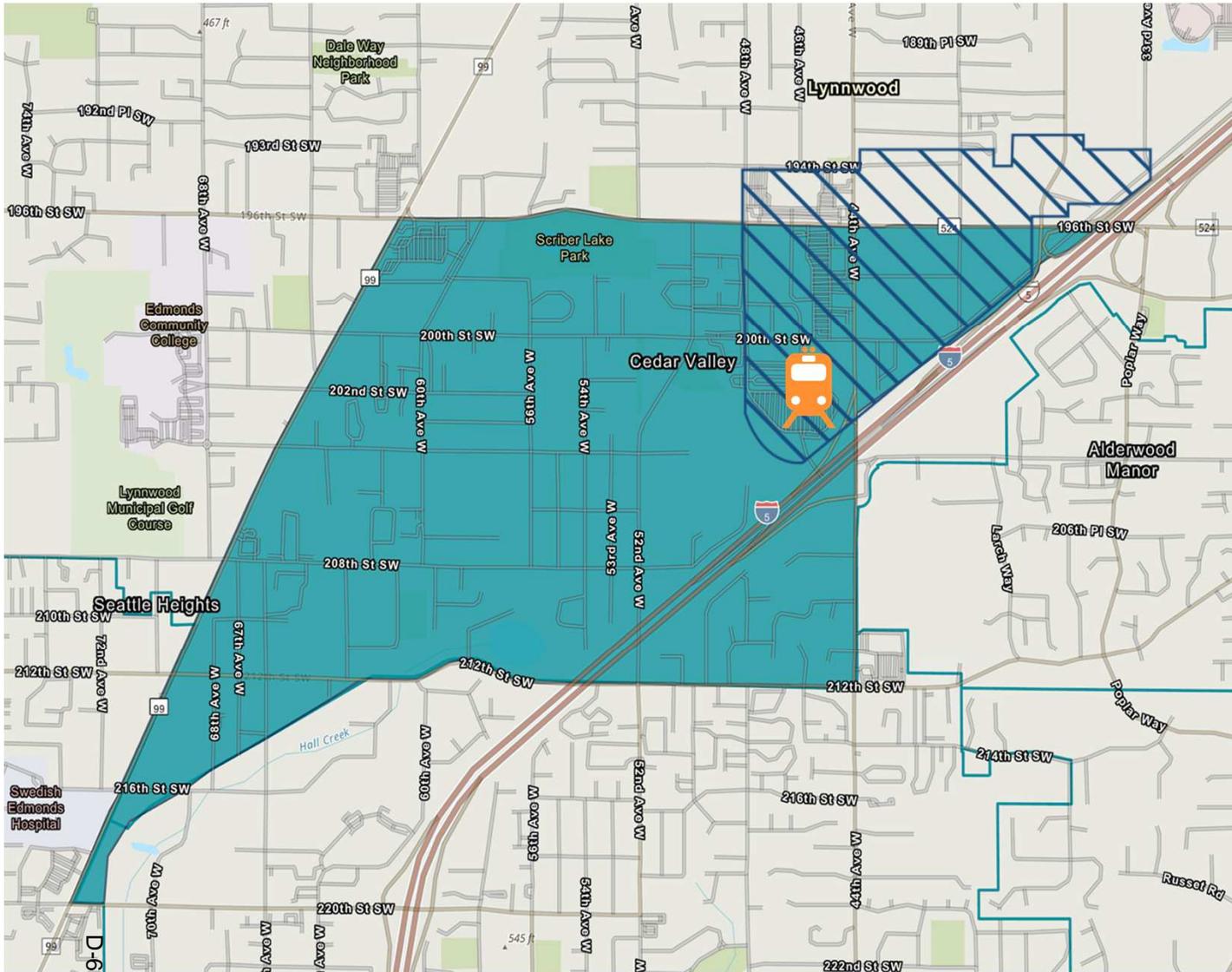
* Investors may contribute cash or property to an opportunity fund, but the tax benefits aren't available to an opportunity fund interest acquired in an exchange for services.

** This benefit expires December 31, 2019.

*** To qualify for deferred tax treatment, an investor must:

- Recognize gain from a transaction that's reported as capital gain
- Invest all or a portion of the realized gain cash proceeds in a QOF within 180 days

Note that related party transactions aren't eligible for deferral.



Lynnwood's Opportunity Zone

 City Center

 Future City Center Light Rail Station

What's Happening in Lynnwood

Kinect @ Lynnwood

- 239-unit multi-family housing project
- Located at 4100 Alderwood Mall Blvd



D-7

South Lynnwood SubArea Plan

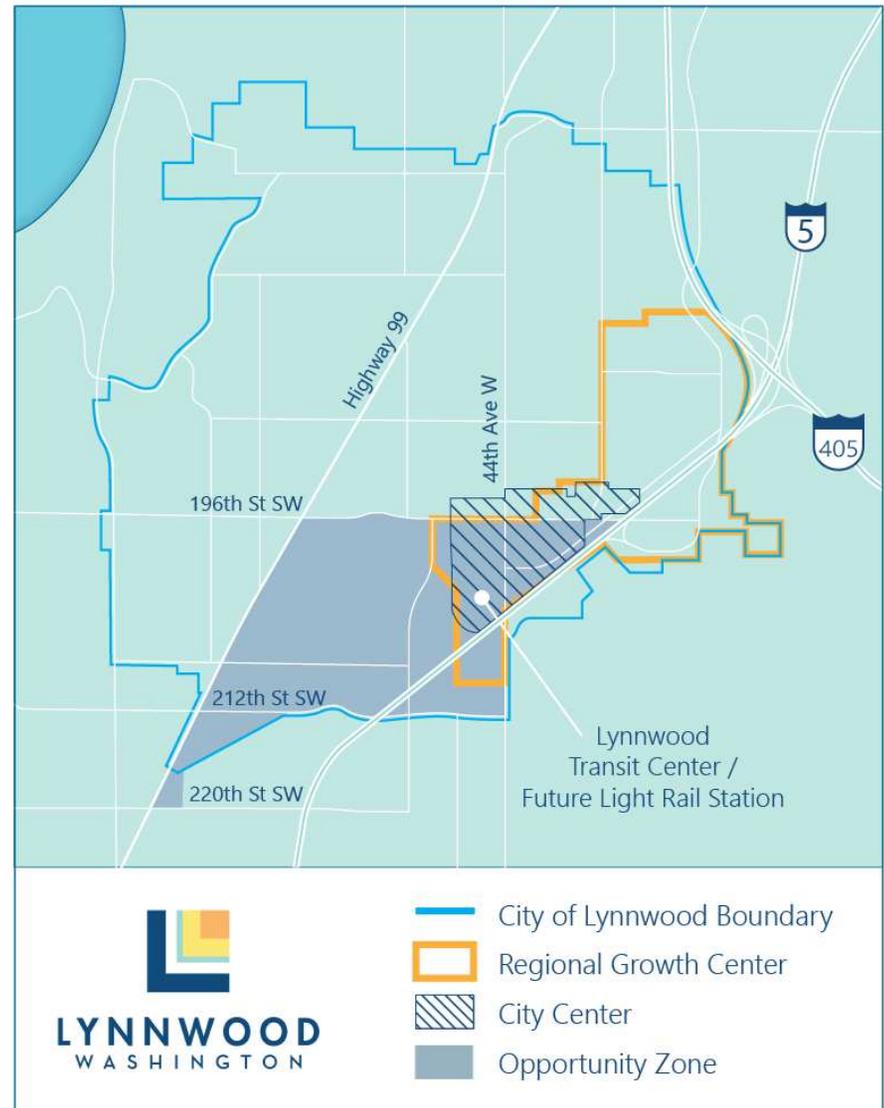
- Plan is evaluating OZ as economic development tool

City Center Multi-Family Housing

- Proposed multi-family project
- Currently working with City staff

What's Next

- Staying engaged with regional and state partners
- Staying informed of changes to regulations and best practices for leveraging our OZ designation
- Continuing to market our OZ designation to incentivize development in Lynnwood's City Center



Thank you!

Questions / Comments

CITY COUNCIL ITEM E

CITY OF LYNNWOOD Economic Development

TITLE: Update: Development & Business Services Process Improvements

DEPARTMENT CONTACT: David Kleitsch

SUMMARY:

Strategica, Inc., has been contracted by Lynnwood to conduct an efficiency study on process review and improvements for Development & Business Services (DBS). The attached memo provides an update on the project and the steps forward to completion.

ACTION:

Receive update.

PREVIOUS COUNCIL ACTIONS:

KEY FEATURES AND VISION ALIGNMENT:

ADMINISTRATION RECOMMENDATION:

Receive update.

DOCUMENT ATTACHMENTS

Description:	Type:
Memorandum	Backup Material

MEMORANDUM

DATE: March 10, 2020

TO: City Council

FROM: David Kleitsch Economic Development Director
Interim Community Development Director

SUBJECT: Update: Development & Business Services Process Review
and Improvement Project

Introduction

This item provides an overview of the Development & Business Services (DBS) Process Review and Improvements Project, and the next steps moving forward.

Background

The City of Lynnwood has undertaken efficiency studies of various city departments. These efforts have included Administrative Services, Fire, Information Technologies, Municipal Courts, Police, and Public Works.

Beginning in November 2017, Mayor Smith convened a team of department directors to address process improvements and customer service within Development & Business Services (DBS). This team included the Executive Office, and department directors from Community Development, Economic Development, Public Works, Administrative Services, Information Technologies, Human Resources, and the South Snohomish County Regional Fire Authority.

In 2018, the departments collocated at DBS conducted a visioning exercise and developed a mission statement. In February 2019, work began in earnest on various activities to address DBS process review and customer service.

Strategica was selected in August 2019 to undertake the DBS Process Review and Improvement Project and the project was initiated in September 2019. Presentation to Council of Strategica's report was originally anticipated in March 2020. The advent of the COVID-19 emergency postponed the opportunity to present this information to Council. As Lynnwood moves forward with the COVID-19 Phase 2 reopening, a presentation by Strategica to Council may now be scheduled.

Policy Considerations

Should Lynnwood continue on course to address the process improvements and customer service focus for Development & Business Services?

DBS process improvements and a customer service focus are fundamental to the Lynnwood Community Vision and the Lynnwood Strategic Plan 2018-2022. Specifically:

The goals for DBS process improvements and customer service support the Community Vision for: a sustainable, vibrant community with engaged citizens and an accountable government; a welcoming city that builds a healthy and sustainable environment; and high quality, sustainable development and design.

Improving DBS serves to implement the Lynnwood Strategic Plan 2018-2022 by championing Priority 1, City Center and Lynnwood Link Light Rail; Priority 2, Financial Stability and Economic Success; and Priority 3, Operational and Organizational Excellence.

Strategica Study: DBS Process Review and Improvements Project

Strategica, Inc., has been contracted by Lynnwood to conduct an efficiency study on the organizational structure and processes for Development & Business Services (DBS). The four City functions that are co-located at Development & Business Services include:

- Community Development (Planning, Plan Review and Inspections, and Permitting)
- Economic Development
- Fire Prevention (South Snohomish County Regional Fire Authority)
- Public Works (Development Services for private development)

Strategica has evaluated and provided recommendations regarding DBS. The following components are included in the Process Review and Improvements Report:

- DBS Strategic Plan
- Organizational structure and staffing needs
- Future permitting process system
- Process improvements.

On July 6, 2020, Strategica will present their report and recommendations to the Council.

Council Briefings:

Council previously received updates and presentations on Development & Business Services process improvements and customer service. Please refer to the agenda items for September 3, 2019, March 11, 2019, and February 18, 2020 for background information regarding this agenda item.

- March 11, 2019: Presentation on Development & Business Services Process Improvements and Customer Service.

- September 3, 2019: Update on Development & Business Services Process Improvements and Customer Service
- February 18, 2020: Status Report on Development & Business Services Process Improvements and Customer Service.

Path to Completion

Briefing to Executive	February 24, 2020
Briefing to DBS Directors	Feb 24 / March 4, 2020
COVID-19 Delay	March 23 / June 8, 2020
Briefing to DBS Management Team	June 4, 2020
Briefing to Executive	June 8, 2020
Briefing to DBS All-Hands Meeting	June 12, 2020
Briefing to Executive Leadership Team	June 23, 2020
Presentation to Council	July 6, 2020

CITY COUNCIL ITEM F

**CITY OF LYNNWOOD
City Council**

TITLE: Break

DEPARTMENT CONTACT: Christiine Frizzell, Council President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM G

CITY OF LYNNWOOD Administrative Services

TITLE: Ordinance-Change Time of City Council Meetings

DEPARTMENT CONTACT: Corbitt Loch

SUMMARY:

This agenda item is in response to Council direction to change the start-time of regular work sessions and business meetings from 7:00 pm to 6:00 pm. A draft ordinance and resolution have been prepared for the Council's consideration. As written, the July 6, 2020 work session will be the first meeting to begin at 6:00 pm.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Should the time of regular work sessions and business meetings be changed from 7:00 pm to 6:00 pm?

Should the 10:00 pm ending meeting time provided in the Municipal Code be changed to 9:00 pm?

Should this change be implemented for the July 6, 2020 work session?

ACTION:

Schedule this matter for Council action on June 22, 2020. During the June 22, 2020 business meeting:

Approve the draft ordinance as written or as amended by the City Council, and

Approve the draft resolution as written or as amended by the City Council.

BACKGROUND:

During the City Council Summit held on February 8, 2020, Councilmembers provided direction for staff to prepare legislation that would change the time of regular work sessions and business meetings from 7:00 pm to 6:00 pm.

The date, time, and location of regular City Council meetings are codified within 2.04.010 LMC and 2.04.030. Therefore, an ordinance is needed to change meeting times. A draft ordinance is attached for the Council's review. To improve clarity and consistency, staff also offers some changes to the wording of these two portions of the Municipal Code. These grammatical changes are not essential to the ordinance's purpose and can be removed if desired.

The change in time would apply to the July 6, 2020 work session and all regular meetings thereafter.

The Council's Rules of Procedure, which are enacted by resolution, also specify the starting times of City Council meetings. A draft resolution is attached that would remove language that would otherwise conflict with the revised Municipal Code.

PREVIOUS COUNCIL ACTIONS:

The topic of changing the time of regular business meetings and/or work sessions arises from time-to-time. No action has been taken in the recent past.

FUNDING:

No new funding is required. Utilizing an earlier start-time has the potential to save on overtime and compensatory time for non-exempt employees, as well as the cost of consultants when attendance at City Council meetings is necessary.

KEY FEATURES AND VISION ALIGNMENT:

The Community Vision calls for the City to be an open and responsive government with engaged citizens. Changing the time of regular City Council meetings from 7:00 pm to 6:00 pm may make public attendance more convenient.

ADMINISTRATION RECOMMENDATION:

During the June 22 business meeting:

Approve the draft ordinance as written or as amended by the City Council, and

Approve the draft resolution as written or as amended by the City Council.

DOCUMENT ATTACHMENTS

Description:	Type:
Draft ordinance regarding meeting time	Backup Material
Draft resolution regarding meeting time	Backup Material

1 CITY OF LYNNWOOD

2 ORDINANCE NO. ____

3 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
4 OF LYNNWOOD, WASHINGTON, RELATING TO THE
5 TIME OF REGULAR BUSINESS MEETINGS AND
6 REGULAR WORK SESSIONS OF THE CITY COUNCIL,
7 AMENDING LMC 2.04.010 AND LMC 2.04.030, AND
8 PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY
9 AND SUMMARY PUBLICATION

10 WHEREAS, the date, time, and location of regular business and work session meetings of
11 the Lynnwood city council are specified by Chapter 2.04 LMC (Lynnwood Municipal Code); and

12 WHEREAS, the city council desires to change the time of regular business meetings and
13 regular work sessions of the city council from 7:00 p.m. to 6:00 p.m.; and

14 WHEREAS, the city council finds that the change in time prescribed herein can: 1) support
15 the public's ability to attend and participate in city governance; and 2) reduce employee overtime
16 and compensatory time, consultant and vendor compensation, and other expenses influenced by
17 the time of regular business meetings and work sessions; and

18 WHEREAS, the non-substantive amendments to LMC 2.04.010 and LMC 2.04.030
19 prescribed herein improve the clarity of these provisions; and

20 WHEREAS, the provisions of this ordinance are procedural in nature and are exempt from
21 SEPA threshold determination and EIS requirements as specified by to WAC 197-11-800(19); and

22 WHEREAS, the City Council has determined that the provisions of this ordinance are in
23 the interest of the public's health, safety and general welfare;

24 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD,
25 WASHINGTON, DO ORDAIN AS FOLLOWS:

26 Section 1: LMC 2.04.010 is amended to read as follows:

27 **2.04.010 Time and place of regular business meetings.**

28 A. ~~((Beginning September 1, 2002, the))~~ The city council shall meet on the second and
29 fourth Monday of each month for regular business meetings at ~~((7:00 p.m.))~~ 6:00 p.m. and
30 continuing until adjournment no later than 10:00 p.m. unless the meeting is extended by a
31 majority vote of the council.

32 B. Meetings will be held in the council chambers at the Civic Center of the city of
33 Lynnwood, located at 19100 44th Avenue West, or at such other places, dates, and time as the
34 city council shall direct at ~~((the))~~ a previous regular business meeting~~((, or regular))~~ or work
35 session, or as provided according to law.

36 C. The city council may by resolution adopt rules ~~((to provide))~~ and procedures for
37 ~~((adjournments))~~ conducting business meetings ~~((as needed))~~.

1 Section 2: LMC 2.04.030 is amended to read as follows:

2 **2.04.030 Time and place of work sessions.**

3 A. The city council shall meet on the first, third, and fifth Mondays and the third
4 Wednesday of each month for work sessions at (~~(7:00 p.m.)~~) 6:00 p.m. and continuing until
5 adjournment (~~(at)~~) no later than 10:00 p.m. unless the meeting is extended by a majority vote of
6 the council. (~~(To continue past this time of adjournment, a majority of councilmembers present~~
7 ~~must concur.)~~)

8 B. Meetings will be held in the council chambers at the Civic Center of the city of
9 Lynnwood, located at 19100 44th Avenue West, or at such other places, dates, and time as the
10 city council shall direct at (~~(the)~~) a previous regular business meeting(~~(, or regular)~~) or work
11 session, or as provided according to law.

12 C. The city council may by resolution adopt rules (~~(to provide)~~) and procedures for
13 (~~(adjournments)~~) conducting work sessions (~~(as needed)~~).

14 Section 3: Effective Date. The provisions of this ordinance shall be effective July 1, 2020.

15 Section 4: Severability. If any section, subsection, sentence, clause, phrase or word of this
16 ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction,
17 such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any
18 other section, subsection, sentence, clause, phrase or word of this ordinance.

19 Section 5: Summary Publication. Publication of this ordinance shall be by summary publication
20 consisting of the ordinance title.

21 PASSED this ___ day of _____ 2020, and signed in authentication of its passage
22 this ___ day of _____, 2020.

23 APPROVED:
24 _____
25 Nicola Smith, MAYOR

26 ATTEST/AUTHENTICATED:
27 _____
28 Sonja Springer
29 FINANCE DIRECTOR

30 APPROVED AS TO FORM:
31 _____
32 Rosemary Larson
33 CITY ATTORNEY

34 PASSED BY THE CITY COUNCIL: _____
35 PUBLISHED: _____
36 EFFECTIVE DATE: _____
37 ORDINANCE NUMBER: _____



RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,
RELATING TO THE COUNCIL RULES OF PROCEDURE AND THE TIME
OF CITY COUNCIL BUSINESS MEETINGS AND WORK SESSIONS.**

WHEREAS, RCW 35A.12.120 authorizes the City Council to adopt rules of procedure, to establish an order of business and to provide for its organization and operation; and

WHEREAS, by passage of Resolutions No. 2008-11, Resolution No. 2011-16, Resolution No. 2012-01, Resolution No. 2012-05, Resolution 2015-04, and Resolution 2016-16, the City Council adopted or amended Rules of Procedure; and

WHEREAS, it is in the public’s interest at the City Council Rules of Procedure be reviewed and updated periodically; and

WHEREAS, Rule 2 of the Rules of Procedure specifies the time of city council meetings, in conflict with the provisions of LMC 2.04.010A and LMC 2.04.030A which control; and

WHEREAS, the City Council has determined that amending the Council Rules of Procedure as stated in this Resolution supports the public’s health, safety, and welfare;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD RESOLVES AS FOLLOWS:

Section 1. Rule 2 of the Council Rules of Procedure, as enacted by Resolution No. 2015-04, and as amended by Resolution 2016-16, is repealed.

PASSED by the City Council this __ day of _____, 2020.

APPROVED:

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

Sonja Finance Director

Rosemary Larson, City Attorney

PASSED BY CITY COUNCIL: ___/___/2020
RESOLUTION NO.: 2020-__

Excerpt: Rule 2 of City Council Rules of Procedure

Rule 2. Meeting Location & Time:

The City Council shall meet as provided in Chapter 2.04 LMC (See Appendix B). Currently, Council meetings are held every Monday at 7:00 P.M., unless rescheduled or cancelled by Council action.

CITY COUNCIL ITEM H

CITY OF LYNNWOOD City Council

TITLE: Discussion: Council Budget Changes for COVID-19 Adjustments

DEPARTMENT CONTACT: Council President Christine Frizzell

SUMMARY:

In accordance with other departments within the city, Council needs to review our current budget and make appropriate cost savings. The majority of changes are in the area of travel, conferences, training and seminars.

ACTION:

Discussion

DOCUMENT ATTACHMENTS

Description:	Type:
Council Budget Adjustments 2020	Backup Material

LEGISLATIVE BUDGET									
2019-2020 Covid Adjustment									
							COVID 19	COVID 19	
			BUDGET	ACTUAL	ENCUMBRANCES	AVAILABLE	ADJUSTMENT	ADJUSTED	EXPLANATION
			2019-2020	1/1/19-5/26/20		BUDGET		AVAILABLE	
								BUDGET	
SALARIES AND WAGES:									
		Council Members	282,000	192,400		89,600	0	89,600	
		Executive Assistant	124,385	112,163		12,222	0	12,222	Expect to Hire for Position
PERSONNEL BENEFITS:									
			329,554	217,245		112,309	0	112,309	
SUPPLIES:									
531010		OFFICE SUPPLIES	2,500	1,393		1,107	-607	500	Reduction
531040		BOOKS/PERIODICALS/VIDEOS	200	110		90		90	
531110		FOOD FOR HUMAN CONSUMPTION	1,500	196		1,304	-1,004	300	Reduction
		ANNUAL SUMMIT							
		OATH OF OFFICE							
		CONVERSATIONS WITH COUNCIL							
531120		OTHER OPERATING SUPPLIES	1,000	266		734	-234	500	Reduction
		POP UP BANNER							
		COUNCIL GROUP PICTURE							
		READER BOARD - CAPITAL PROJECT							
535010		MINOR EQUIPMENT	0	8		-8		-8	
535820		COMPUTER EQUIPMENT	0	968		-968	1,000	32	Unanticipated Increase
SERVICES:									
541060		OTHER PROFESSIONAL SERVICES	5,000	125		4,875	-4,375	500	Retain for Interpreters
		INTERPRETERS							
		PARLIMENTARY TRAINING							
		GROUP TRAINING							
542010		TELEPHONE	10,698	1,536		9,162	-7,162	2,000	Over Budgeted
542020		POSTAGE	50	93		-43	100	57	
542070		CELL PHONES & TABLET SERVICE	6,480	3,075		3,405		3,405	
542080		INTERNET SERVICES	4,082	2,221		1,861		1,861	
543010		TRAVEL & SUBSISTENCE - COUNCIL MEMBERS	19,000	2,552		16,448	-16,448	0	Cancelled for 2020
546020		INTERFUND INSURANCE	9,782	7,939		1,843		1,843	
548810		M&R SOFTWARE	5,616	5,649		-33	500	467	Unanticipated Increase
548850		M&R COMPUTER SOFTWARE	0			0		0	
549030		COPY MACHINE & PRINTING	2,500	1,676		824		824	
NEW CODE		COUNCIL MEETING EXPENSES	51,200	24,089	5,290	21,821	-16,521	5,300	Reduction of Usage
(WAS 549110)		MEETING VIDEOS							
		MINUTES PROCESSING							
		COMMUNITY MEETINGS							
549120		TRAINING/CONFERENCE FEES - EXEC ASSISTANT	1,500	790		710	-710	0	Cancelled for 2020
		TRAINING/CONFERENCES/TRAVEL - COUNCIL MEMBERS	14,000	1,924		12,076	-12,076	0	Cancelled for 2020
NEW CODE		SISTER CITY TRAVEL							
PROJECT CODE		FAIR ON 44TH							
		IT REPLACEMENT CHARGES	1,500	1,000		500		500	
		MISC OTHER SVCS		99		-99	200	101	
		SUPPLIES & SERVICES TOTAL	136,608	55,709	5,290	75,609	-57,337	18,272	
		TOTALS	872,547	577,517	5,290	289,740	-57,337	232,403	41% Reduction of Supplies & Services

CITY COUNCIL ITEM I

CITY OF LYNNWOOD City Council

TITLE: Council Engagement at Summer Events

DEPARTMENT CONTACT: Council President Christine Frizzell

SUMMARY:

Council determined at our retreat in February 2020 that we wanted more interaction with people that live, work and play in our City.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

As a Welcoming City, are we connecting with our community effectively? Is this approach a practice to be continued? Are there processes we can do better?

ACTION:

Discussion

KEY FEATURES AND VISION ALIGNMENT:

To be a council that leads in being vision oriented, valuing our community while focusing on organizational excellence and being attuned to the needs of the community we serve.

DOCUMENT ATTACHMENTS

Description:

[COL Summer Events 2020](#)

Type:

Backup Material

2020

Summer Events



LYNNWOOD WALKS

6pm Thursdays

June 25–September 24

Lynnwood Recreation Center

MEET ME AT THE PARK

July & August at a park near you

www.HealthyLynnwood.com

SANDLOT CINEMAS

Dusk on Thursdays

August 6, 13, 20

Lynndale Park Ballfields

...AND MORE!

June 4–14: EGGS–plore Virtual Auction

July 11: History & Heritage Day

July 18: Afro Latino Festival

August 8: History & Heritage Day

August 15: Ubuntu Exposé

Sept. 21: International Peace Day

Events may be rescheduled or canceled.
Visit www.HealthyLynnwood.com for up-to-date event information.

[#recreateresponsibly](https://www.instagram.com/recreateresponsibly)

CITY COUNCIL ITEM J

**CITY OF LYNNWOOD
Executive**

TITLE: Executive Session, If Needed

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM K

**CITY OF LYNNWOOD
City Council**

TITLE: Mayor Comments and Questions

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM L

**CITY OF LYNNWOOD
City Council**

TITLE: Council President and Council Comments

DEPARTMENT CONTACT: Christine Frizzell, Council President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM M-1
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: Naming Request: Interurban Car 55 at Heritage Park

DEPARTMENT CONTACT: Sarah Olson, Lynn D. Sordel, Fred Wong

SUMMARY:

The Parks, Recreation & Cultural Arts Department proposes renaming the Interurban Trolley Car #55 to the "Spirit of Walter V. Shannon." This request for an eponym was initiated by long-time trolley docent and History & Heritage board member Gary Rogers and subsequently recommended by both the History & Heritage and Parks & Recreation boards. If approved, this name will be formalized in the 2020 History Month Proclamation and unveiled at the History & Heritage Day Open House on August 8, 2020.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Should the Council approve the honorary renaming of a park facility, the Interurban Trolley Car #55?

ACTION:

Approve staff to formally name the Interurban Trolley Car #55, "Spirt of Walter V. Shannon" and paint the name on the forward compartment of the trolley.

BACKGROUND:

In January 2020, the History & Heritage Board received a request to honor Mr. Walter Shannon's contribution on the City of Lynnwood and Heritage park eponymously by giving Car #55 the name, "Spirit of Walter V. Shannon." The Board recommended this request be advanced and the Parks & Recreation Board discussed the request at their March 4, 2020 meeting in which they unanimously approved the matter be recommended to the City Council per the Public Parks and Parks and Recreation Facilities Guidelines for Naming Policy.

Mr. Walter Shannon was a motorman for the North Coast Transportation Company that operated the Interurban Trolley Service between Everett and Seattle. Through Mr. Shannon's professional life and retirement, he became an historian of the Interurban trolleys collecting photos and artifacts and served the City of Lynnwood as a restoration consultant to accurately restore Car #55 which is now on display at Heritage Park. Mr. Shannon's wealth of knowledge contributed to restoration of the Car, development of our docent program and materials for use in interpretive boards about the Interurban Trolley line, as well as donated several key items to the restoration including a working bell.

Since Mr. Shannon's passing in 2003, his daughter and son-in-law, Jeanne & Gary Rogers, have been trolley docents at Heritage Park helping to interpret the area's history and share information about trains and the Interurban Trolley cars of the early 20th century. The trolley is one the iconic structures at Heritage Park and serves as a signature interpretive feature of the City's history.

If approved, staff will make this name official as part of the annual History Month Proclamation in May as well as unveil the new name at the June History & Heritage Days Open House scheduled for Saturday, August 8, 2020.

FUNDING:

Healthy Communities Program budget will be used for this project which is anticipated to be approximately \$200 in supplies and labor.

ADMINISTRATION RECOMMENDATION:

Approve naming request.

DOCUMENT ATTACHMENTS

Description:	Type:
Trolley Naming Request	Backup Material
Park Facility Naming Guidelines	Backup Material

January 14, 2020

History and Heritage Board Members:

Proposal: Name Interurban Car 55 "Spirit of Walter V Shannon"

My name is Gary Rogers and I am the son-in-law of the late Walter V Shannon. Mr. Shannon was an employee of the North Coast Transportation Co. which operated the Interurban trolley and bus lines between Bellingham, Mt Vernon, Everett and Seattle Washington. During most of his career with North Coast Lines he was a Motorman and Bus Driver. Besides performing his duties while employed by the NCL, and in his retirement, he was a historian and collector of photos, documents and artifacts of the Interurban back to its start of its service in 1910. When the Interurban discontinued operations in February of 1939 Mr. Shannon drove buses for the same company and subsequently Greyhound until 1955.

When Interurban car 55 was restored by the city of Lynnwood, Mr. Shannon was consulted by the restoration contractor to assure accuracy of the restoration. He also donated a bell, number box and controller to the project which are installed on car 55. After Mr. Shannon passed away in 2003, his daughter Jeanne Rogers became Executor of his estate. In honor of her father's love and dedication to keep the history of the interurban alive she organized a car 55 volunteer restoration committee consisting of retired railroad workers and volunteered to become a Docent at Heritage Park where Interurban Car 55 is on display. Most of the pictures telling the story of the Interurban on the wall inside the trolley barn at Heritage Park are from Mr. Shannon's collection.

I'm submitting this letter to the History and Heritage Board of Lynnwood to endorse this formal request that Interurban Car number 55 be named "Spirit of Walter V Shannon". Mr. Shannon's family would cover all cost to have his name scripted in 3 inch letters on each side close to front of the car (example below). I respectfully request that this proposal be forwarded to the proper Lynnwood city officials if necessary to obtain approval.

Sincerely,
Gary Rogers
History and Heritage Board Member
Docent Interurban Car 55

Spirit of Walter V Shannon

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

**City of Lynnwood
Parks, Recreation & Cultural Arts Department**

**Public Parks & Park and Recreation Facilities
Guidelines for Naming**

February 5, 2002

The City of Lynnwood believes that the designation of names for public parks and park and recreation facilities is in the public interest and should promote community identity and pride.

The City Council shall designate the names of public parks and park and recreation facilities, after receiving a recommendation from the Lynnwood Parks and Recreation Board, which is based on public input from individuals and organizations.

The selection of names for parks and park and recreation facilities shall be based upon the following criteria:

1. Neighborhood or geographical identification (e.g. South Lynnwood, Meadowdale).
2. Natural or geological features (e.g. Scriber Lake, Scriber Creek).
3. Historical or cultural significance (e.g. Pioneer Park, Heritage Park).
4. An historical figure or an individual or family or organization that has made a significant land, monetary or service contribution to the acquisition of the property, park system or the community in general (e.g. Wilcox Park).

→ Parks and facilities shall not ordinarily be named for living persons, except in the event that an individual, family or organization has made a significant and tangible contribution or donation to, or has performed extraordinary or outstanding public service for the parks and recreation system, or in cases where such name is stipulated as a condition of the donation or acquisition.

→ In cases where the person is living, or the event to be commemorated took place within the last year, there shall be a lapse of at least six months between the receipt of the name proposal and the final recommendation for its adoption.

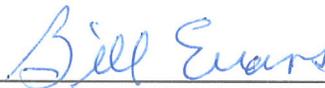
1 → In cases where the person is deceased, the person shall have been
2 deceased for a minimum of one year, and there shall be a lapse of
3 at least six months between the receipt of the name proposal and
4 the final recommendation for its adoption.
5

6 → In cases of outstanding public service, parks or facilities may be
7 named for a person provided at least one or more years have
8 lapsed between the service provided and the consideration for
9 naming.
10

11 5. In general, portions of a facility shall not have a name other than that of
12 the entire facility. However, a park's interior features, sub-elements and/or
13 facilities may have names other than that of the entire park (e.g. Harry H.
14 Moore Little League Field). In naming minor facilities and sub-elements of
15 parks, these names are subject to the criteria designated herein.
16

17 6. Elected/appointed City of Lynnwood officials and currently employed City
18 staff shall not be eligible for consideration until they are no longer in office
19 or have been retired from city service for at least two years.
20

21 7. A name, once adopted, should be bestowed with the intention that it will
22 be permanent, and changes should be strongly resisted.
23
24
25
26

27 
28 _____
29 Bill Evans, Director

27 2-14-02
28 _____
29 Date

31
32 
33 _____
34 Scott Minnig, Parks & Recreation Board Chair

34 2/14/02
35 _____
36 Date
37

1
2
3 City of Lynnwood
4 Parks, Recreation & Cultural Arts Department

5 Public Parks & Park and Recreation Facilities
6 Procedures for Naming
7 and
8 Process for Obtaining Public Input
9

10 February 5, 2002
11
12

- 13 • Timing is important in naming facilities, since temporary or working
14 designations tend to be retained. In the development of facilities, a number of
15 designations shall be used until the formal naming of the facility.
16
- 17 • Whenever possible, a facility shall be named early in the acquisition/ design
18 process, prior to construction of the improvement.
19
- 20 • Names will generally be considered to be unique to a specific facility, and will
21 not be transferred to a new or replacement facility in the future.
22
- 23 • In considering park names, review of existing park and community facilities
24 shall be made, to avoid duplication or confusion.
25
- 26 • If a contest or competition is to be held to determine the name of a park or
27 recreation facility, the Park Board and the Director shall establish guidelines
28 and rules for the contest.
29
- 30 • Workshops during the master plan process will include naming suggestions.
31 The involvement and input of neighborhood residents surrounding the
32 property or facility to be named will be sought.
33
- 34 • Suggestions for names shall be encouraged from organizations, individuals,
35 commissions and boards. All suggestions, solicited or not, shall be
36 acknowledged and recorded for consideration by the Park Board.
37
- 38 • There shall be a park naming presentation or public meeting before the Park
39 Board.
40
- 41 • A park naming recommendation will be made from Park Board to City
42 Council.
43
- 44 • If possible, the park name shall be included in the Park Master Plan
45 presentation to Council, for the adoption of the plan and park name.
46

- 1 • Facilities shall be identified by the established name, and signs shall be
2 maintained as a source of identity and civic pride.
3
- 4 • In the event a name change for a facility is sought, the City Council will delay
5 a final decision for 120 days after its initial consideration of the change. Such
6 a change will generally follow the process for a new name.
7
- 8 • If a park or sub-element of a park is named after an individual, family or
9 organization, the final naming recommendation shall include narrative
10 describing, in detail, the contribution, achievement or public service.
11
- 12 • The Parks, Recreation and Cultural Arts Department, upon approval of the
13 naming or renaming action by City Council, shall implement name changes
14 for designated parks and recreation facilities. The Department shall notify
15 and acknowledge those who have submitted the adopted suggestions. The
16 Department shall also notify appropriate offices, agencies and the media.
17 Upon City Council denial of a name or name change, the Department shall
18 notify those who suggested the name/name change.
19
20
21
22
23

24 Bill Evans

25 Bill Evans, Director

26 2-14-02

27 Date

28
29
30 Scott Minnig

31 Scott Minnig, Parks & Recreation Board Chair

32 2/14/02

33 Date

CITY COUNCIL ITEM M-2

CITY OF LYNNWOOD Administrative Services

TITLE: Contract Amendment - US Bank

DEPARTMENT CONTACT: Cathy Robinson, Interim Procurement Manager

SUMMARY:

The City requires the services of a financial institution in support of a wide variety of monetary transactions. US Bank provides these services under contract to the City. The current contract will be extended for two years, from May 1, 2020 through April 30, 2022.

ACTION:

Authorize the Mayor to execute a contract amendment with US Bank for the provision of banking and financial services for two additional years. The estimated two year total is \$80,000.

FUNDING:

The funding for these services are included in the currently adopted biennium budget for Administrative Services.

ADMINISTRATION RECOMMENDATION:

Approve.

DOCUMENT ATTACHMENTS

Description:

[Procurement Report](#)

Type:

Backup Material

**Procurement Report #502 –
Banking Services, Contract
Amendment #7**

Purpose of Contract: The City has an ongoing requirement for basic banking services and lockbox receipting of utility payments, provided by a financial institution with a branch within City limits.
Estimated cost: The estimated value of this extension is \$40,000.00 per year, for 2 years (total estimated value \$80,000.00).
Advanced Planning: An extension is warranted for this contract, as the City must have ongoing banking services. A new RFP will be conducted for competitive proposals for future banking services.
Method of Procurement: US Bank was awarded a contract as a result of an RFP, with optional contract extensions by mutual agreement.
Type of Contract: This is an ongoing services contract.
Term of Contract: This extension is for 2 years making the new expiration date April 30, 2022.

Solicitation: N/A
Record of Negotiation: N/A
Recommended Action: Approve

Procurement Officer: Cathy Robinson

Date: June 8, 2020