



LYNNWOOD CITY COUNCIL Work Session
City Hall Council Chambers
19100 44th Ave W
Lynnwood WA 98036
MONDAY, JULY 19, 2021 6:00 PM

1. Roll Call
2. COMMENTS AND QUESTIONS ON MEMO ITEMS
3. WORK SESSION ITEMS
 - A. Planning Commissioner Introduction: Rebecca Samy
Ashley Winchell, Community Planning Manager
[Rebecca Samy_redacted.pdf](#)
 - B. American Rescue Plan Act Funding Overview
Michelle Meyer, Director of Finance
[ARPA Presentation for 7.19 WS.pdf](#)
4. MAYOR COMMENTS
5. COUNCIL COMMENTS
6. EXECUTIVE SESSION - Real Estate transaction discussion

MEMOS FOR FUTURE ACTION

Contract Award - Community Justice Center Construction
James Nelson, Police Chief; Michelle Meyer, Finance Director
[ITB 3348_Procurement Report_Final.pdf](#)

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CITY COUNCIL 3.A
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Planning Commissioner Introduction: Rebecca Samy

DEPARTMENT CONTACT: Ashley Winchell, Development and Business Services

SUMMARY:

This agenda item requests that City Council confirm the Mayor's appointment of Rebecca Samy to Planning Commission, Position #1.

PRESENTER:

Ashley Winchell, Community Planning Manager

ESTIMATED TIME:

10

BACKGROUND:

Ms. Samy is Principal Planner for Snohomish County. Ms. Samy seeks to give back to her community using her professional planning background.

As provided by Chapter 2.29 LMC, commissioners serve four-year terms. If this nomination is confirmed by the Council, Ms. Samy will serve the planning commission through December 31, 2024.

DEPARTMENT ATTACHMENTS

Description:

[Rebecca Samy_redacted.pdf](#)

Board and Commission Application



Submission date: **12 April 2021, 9:10PM**
Receipt number: **69**
Related form version: **2**

All Are Welcome

Name	Rebecca Samy
Address	[REDACTED]
Phone	[REDACTED]
Alternate Phone	
Email Address	[REDACTED]
Are you a registered voter in the City of Lynnwood?	Yes
Are you a registered voter somewhere else?	No
Please choose the Board or Commission for which you are applying	Planning Commission

Why are you interested in serving on this board or commission?

I believe that the built environment shapes and influences how a community functions and thrives. The Planning Commission is a great opportunity for me to give back to the community utilizing my professional planning background. As a newer resident to Lynnwood, I am excited by all the work that has gone into making Lynnwood a leader in planning for light rail and the work the city is doing toward more diverse and inclusive housing opportunities. As a Principal Planner for Snohomish County in the Permitting Division I understand how important it is to make sure that codes are implementable, understandable and achieve the results that the community wants to see. Serving on the Planning Commission would be a wonderful chance to help shape future growth efforts while preserving the elements that make Lynnwood unique.

What do you perceive as the role of a board or commission member?

The role of a planning commissioner is to be informed, balanced and provide recommendations to the council. As the planning commission works primarily on issues related to development proposals and land use issues, it would be my duty to understand how land use codes work, implications related to project design proposals, and ask informed questions and provide thoughtful recommendations to the council to better inform their decisions. It is a planning commissioner's duty to represent the interests and be a voice for the community at large. There is also a responsibility to be flexible and open minded when proposals and regulatory changes are presented. It isn't a commissioner's duty to promote a singular or personal agenda, but rather ensure that the community's best interest is the root of any decision or recommendation, even if it is not a popular choice.

How would you represent the interests of the community? **As a new resident to Lynnwood, but long-time resident of Snohomish County I would represent the interconnectivity of the city-county with consideration of regional dynamics. The bigger picture of how the jurisdictions work with each on a regulatory basis to achieve mutual goals. As a parent I also bring a long-term perspective to the work that the planning commission may encounter.**

List any experiences that may assist you in serving in this role. **I have worked in multiple states and jurisdictions (see attached resume) as a planner and understand the complexity of rules and regulations. As a planner in Washington, I work with critical area regulations, shoreline regulations and land use codes every day. I am certified floodplain administrator (CFM) and understand the connections between the built environment, stormwater regulations and increased urbanized flooding. I hold a Master's in Geography and a Bachelor's in History and Geography. My educational background focused on land use planning, but is rooted in history, specifically environmental history. This has provided me with a unique perspective on how humans are shaped by their environment and how the built environment impacts worldview. I am a former AmeriCorps/Utah Conservation Corps crew leader and have practical experience leading people, building trails, sheltering the homeless, and many other experiences related to community building.**

List any other information you would like us to consider. **I believe in giving back to the community. Volunteering for the Planning Commission would be a wonderful way to do so**

Optional resume upload



Date

04/12/2021

CITY COUNCIL 3.B
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: American Rescue Plan Act Funding Overview

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

Overview of American Rescue Plan Act Funding

PRESENTER:

Michelle Meyer, Director of Finance

ESTIMATED TIME:

30

BACKGROUND:

Staff will review the most up to date information on American Rescue Plan Act funding. This will include updates on the City's allocation, program guidelines, best practices, strategies for implementation and next steps.

PREVIOUS COUNCIL ACTIONS:

Finance Committee Meeting: June 24, 2021.

FUNDING:

The City of Lynnwood's total allocation through the State and Local Fiscal Recovery Funds portion of the American Rescue Plan Act is \$10,926,131.

DEPARTMENT ATTACHMENTS

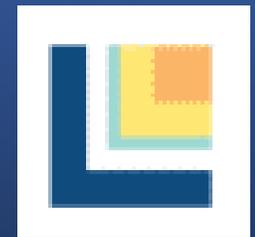
Description:

[ARPA Presentation for 7.19 WS.pdf](#)

American Rescue Plan Act Funding Overview

July 19, 2021

City Council Work Session



American Rescue Plan Act Funding Overview

AGENDA

- Background
- Allocations
- Eligible Uses
- Recommendations
- Implementation
- Timeline
- Discussion/Questions

American Rescue Plan Act Information

INFORMATION COMPILED FROM:

- United States Department of Treasury
- State of Washington Department of Commerce
- State of Washington Office of Financial Management (OFM)
- Snohomish County
- Government Finance Officers Association (GFOA)
- National League of Cities (NLC)
- Municipal Research and Services Center (MRSC)
- International City County Managers Association (ICMA)

American Rescue Plan Act Background

- May 17, 2021: US Department of Treasury released the “Interim Final Rule”
- Changes to the program can still be made until the “Final Rule” is issued after July 16, 2021
- Lynnwood is a nonentitlement unit of government (NEU)
- NEU’s receive funding through State of Washington Office OFM (50% in 2021, 50% in 2022)
- Cover costs starting March 3, 2021, obligated by end of 2024, spent by end of 2026

American Rescue Plan Act Funding Allocations

\$350 Billion	State and Local Fiscal Recovery Funds
\$7.12 Billion	Washington State
\$292 Million	Snohomish County
\$10.9 Million	City of Lynnwood

Additional Funding Streams

- State Associate Economic Development Organizations
- State Small Business Grants, Equity and Credit Initiatives
- State Tourism Recovery
- State Industry Sectors
- Restaurant Relief
- Airports
- Farm and Food Supply
- Events and Theater
- Utility Assistance
- Rent/Homeowner Assistance

American Rescue Plan Eligible Uses

Respond to COVID-19 Public Health Emergency

Restore Public Sector Capacity to Pre-Pandemic Levels

Address Negative Economic Impacts

Replace Lost Revenues and Provide Expanded Services up to Amount of Revenue Loss

Water, Sewer and Broadband Infrastructure

American Rescue Plan Recommendations

GFOA ARPA Guiding Principles:

- Consider temporary nature of ARPA funds
- Be informed of ARPA plans throughout the Community/State level
- Take time and be thoughtful

NLC Principles for Implementation:

- Assess government operations AND community needs to develop a plan for recovery
- Use revenues strategically for priorities not eligible for other federal and state programs
- Prioritize fiscal stability and returning to work
- Maintain records and document impact
- Your congressional delegation is part of your success

American Rescue Plan Implementation

Stabilize and Recover: Short-term

Strategize and Enhance: Long-term

American Rescue Plan Implementation

Stabilize and Recover: Short-term

Respond to COVID-19 Public Health Emergency

- Operational or Capital: Identify necessary capital investment in public facilities, PPE needs
- Behavioral or Public Health: Identify possible service enhancements to meet needs

Restore Public Sector Capacity to Pre-Pandemic Levels (Goal of full City “reopening” in Fall of 2021)

- Identify reduced staff positions needed to restore service capacity to Pre-Pandemic Levels

Address Negative Economic Impacts

- Identify impacted industries and businesses and opportunities for support and collaboration
- Identify hardest hit communities and opportunities for support and collaboration
- Identify possible partner agencies (Chamber of Commerce, Lynnwood Food Bank, etc.)
- Identify other state, federal and local programs that will provide targeted funding to avoid duplication (including utility fund delinquencies)

American Rescue Plan Implementation

Strategize and Enhance: Long-term

Replace Lost Revenues and Provide Expanded Services up to Amount of Revenue Loss

- Calculate revenue loss for 2020 and estimate future years (will determine amount available to allocate)
- Identify organizational and community needs for expanded services
- Prioritize direct service to residents, cybersecurity, public safety, streets, environmental remediation

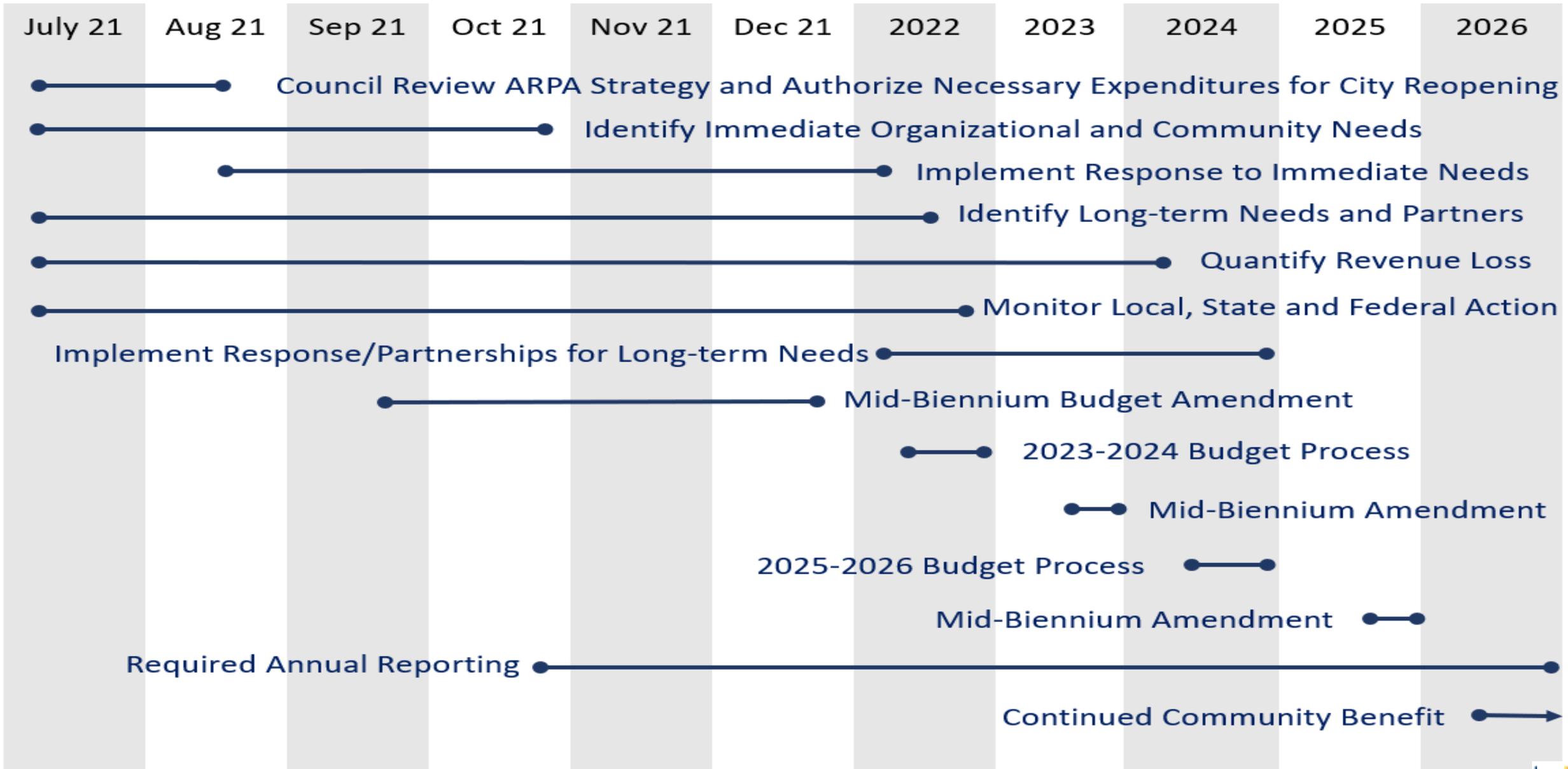
Water, Sewer and Broadband Infrastructure

- Identify eligible projects to provide adequate minimum levels of service

Address Negative Economic Impacts

- Continued focus on long-term strategies especially for hardest-hit areas of the community

American Rescue Plan Action Timeline



American Rescue Plan Next Steps

July - August 2021

7/19 Council Work Session

- ARPA Overview

7/22 Finance Committee

- Immediate Items Review

8/2 Council Work Session

- Immediate Items Review

8/9 Council Business Meeting

- Immediate Items Approval

CITY COUNCIL
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Contract Award - Community Justice Center Construction

DEPARTMENT CONTACT: Cathy Robinson, Executive Office

SUMMARY:

The City desires to establish a contract for construction of the Community Justice Center project.

PRESENTER:

James Nelson, Police Chief; Michelle Meyer, Finance Director

ESTIMATED TIME:

5

BACKGROUND:

The City issued a formal advertised invitation to bid for the Community Justice Center project. Six bids were received. FORMA Construction Company is the lowest, responsive, responsible bidder for the base bid and all three additive alternate items.

SUGGESTED ACTION:

Authorize the Mayor to execute a contract with FORMA Construction Company for the Community Justice Center construction project in the amount of \$56,380,704.52 and execute change orders up to 10% of the contract amount.

FUNDING:

The project is primarily funded through the Limited Tax Obligation Bonds (LTGO) that were issued on June 24, 2021. Due to significant supply chain and material cost impacts, which are impacting the entire nation as a result of the pandemic, the bids were higher than anticipated.

The ordinance that established the parameters for the bond issuance, Ordinance No. 3387 which was adopted on March 22, 2021, allowed for a maximum True Interest Cost (TIC) of 4.0%; the actual TIC for the bonds is 2.5%. Because of this low interest rate, the City may issue additional principal funding to cover the full cost of the construction contract without exceeding the initial anticipated annual debt service payment funded through Criminal Justice Sales Tax.

The City's financial advisors and bond counsel are preparing an ordinance outlining the parameters for a subsequent bond issuance. The additional funding for the Community Justice Center, not to exceed \$5 million, can be issued in 2022 in conjunction with the scheduled refunding on the City's 2012 bonds to save on costs of issuance.

The proposed authorizing ordinance will be discussed at the August 2, 2021 Council Work Session and presented for approval at the August 9, 2021 Council Business Meeting.

The updated revenue and expenditure amounts for the project will be incorporated into the Mid-Biennial Budget Review process.

DEPARTMENT ATTACHMENTS

Description:

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