

## **LYNNWOOD CITY COUNCIL**

### **Business Meeting**

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

**Date: Monday, March 22, 2021**

**Time: 6:00 PM**

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10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

A February 25, 2021 Finance Committee Meeting Minutes

B March 01, 2021 Work Session Minutes

C March 08, 2021 Business Meeting Minutes

40 MESSAGES AND PAPERS FROM THE MAYOR

50 PUBLIC COMMENTS AND COMMUNICATIONS

60 PRESENTATIONS AND PROCLAMATIONS

A Proclamation: National Volunteer Month 2021

70 WRITTEN COMMUNICATIONS AND PETITIONS

80 COUNCIL COMMENTS AND ANNOUNCEMENTS

90 BUSINESS ITEMS AND OTHER MATTERS

90 .1 UNANIMOUS CONSENT AGENDA

A Confirmation of Appointment: Human Services Commission Applicant Christine Thomas

B Construction Contract Award: 2021 Pavement Preservation Project

C Voucher Approval

90 .2 PUBLIC HEARINGS OR MEETINGS

90 .3 OTHER BUSINESS ITEMS

A Ordinance- Community Justice Center Bonds

B Presentation: Snohomish County Health District

C Discussion: Boards and Commissions

D 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 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

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**TITLE:** February 25, 2021 Finance Committee Meeting Minutes

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

#### DOCUMENT ATTACHMENTS

Description:	Type:
<a href="#">2.25.21 Finance Committee meeting minutes</a>	Backup Material

**MINUTES OF THE  
LYNNWOOD CITY COUNCIL FINANCE COMMITTEE  
HELD THURSDAY, February 25, 2021 AT 3:00 p.m. VIA ZOOM**

**A. Attendance:**

Council President George Hurst  
Councilmember Julieta Altamirano-Crosby  
Councilmember Christine Frizzell

Others Attending:  
Acting Finance Director Corbitt Loch  
City Treasurer Cyndie Eddy

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**A. Sales Tax Revenue for December 2020**

Acting Finance Director Loch shared December financials with the committee comparing to last year (2019) for December and year to date. Total sales tax collected in 2020 was \$21,020,926 which was only 11% lower than 2019 despite the pandemic, \$1M more than Finance Director Springer had forecasted. As expected, retail sales, accommodation and food services, and arts/entertainment suffered the biggest losses. However, motor vehicles & parts, construction, and real estate were not down as much while professional, scientific & technical services was up significantly.

**B. Property tax levy rate comparison**

In anticipation of the mailing of property tax statements by the Snohomish County Treasurer, Loch shared that 2021 Property Tax Levy Rate Comparison to other cities shows that we have the lowest rate per \$1000 assessed value. This is in part because it does not include EMS Levies. He will plan on sending this update to the council as a memo item.

**C. Finance Department Priorities Review**

The key priorities for the finance department are as follows:

- Utility bill payment rules/timeframes: Finance will bring recommendations on how to handle past due accounts to the committee in March, to share with council in April.
- Criminal Justice Center bond: This is in the works and will be brought to council for approval on March 22, 2021.
- Closing financials for 2020: This will be available in April. At that time we will determine how much we will need to transfer from reserves to balance the General Fund.

**D. Discuss HB 1590**

Acting finance director Corbitt Loch stated that the revenues from enacting this additional tax would be approximately \$2.4M per year for the city. It will most likely happen at the county level, but waiting to see this play out.

The meeting was adjourned at 4:00 pm.

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Corbitt Loch, Acting Finance Director



## CITY COUNCIL ITEM 30-B

### CITY OF LYNNWOOD City Council

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**TITLE:** March 01, 2021 Work Session Minutes

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

#### DOCUMENT ATTACHMENTS

**Description:**

[March 1 work session minutes](#)

**Type:**

Backup Material

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL  
HELD MONDAY, MARCH 1, 2021 AT 6:00 p.m. VIA ZOOM**

**A. Roll Call:**

Mayor & Council:

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

Asst. City Administrator Art Ceniza  
Interim City Clerk Karen Fitzthum  
Executive Assistant Lisa Harrison

Others Attending:

Jim Nelson, Police Chief  
Chuck Steichen, Deputy Police Chief  
Corbitt Loch, Acting Finance Director  
DBS Director David Kleitsch  
David Mach, Engineering Manager  
Ashley Winchell, Planning Manager

Guests:

Brent Hanson, MacKenzie Architects  
Thomas Teopfler, Public Financial Management  
Steven Amanos, Public Financial Management

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**A. Community Justice Center Project Update (2:00)**

Police Chief Nelson introduced representatives from MacKenzie Architects who reviewed the key elements of the design for the Community Justice Center. Construction documents are 90% complete and they are currently going through permitting and entitlements. The bond will be presented for approval in March, bidding will take place in May with construction starting in June of 2021.

Public Financial Management (PFM) was then brought on to discuss the bond strategy. They stated that the city has plenty of debt capacity, even with the \$60M to fund the center.

Council members asked questions and made comments.

**B. Briefing: 2024 Comprehensive Plan Update (49:00)**

DBS Director David Kleitsch and Planning Manager Ashley Winchell discussed the next update to the comprehensive plan, which is due to the state on June 30, 2024. The plan pulls information from state and county policies and will plan through 2044. Presentations will be given to council as they progress, with updates coming in April.

Council members asked questions and made comments.

**D. Mayor Comments and Questions**

None

**E. Council President and Council Comments (1:32:00)**

- Council President Hurst reminded members about recruiting businesses for the business roundtable on March 17. He also mentioned that he will provide an update on a council Facebook page in an upcoming meeting.

**Executive Session**

- None

The meeting was adjourned at 7:32 p.m.

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Nicola Smith, Mayor

## CITY COUNCIL ITEM 30-C

### CITY OF LYNNWOOD City Council

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**TITLE:** March 08, 2021 Business Meeting Minutes

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

#### DOCUMENT ATTACHMENTS

Description:	Type:
<a href="#">March 8,2021 Business Meeting Minutes</a>	Backup Material

CITY OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
March 8, 2021

10. CALL TO ORDER - The March 8, 2021 Business Meeting of the Lynnwood City Council, held via Zoom, was called to order by Mayor Smith at 6:00 p.m. A quorum was present.

20. ROLL CALL

Mayor & Council:

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

Asst. City Administrator Art Ceniza  
Interim City Clerk Karen Fitzthum  
City Attorney Rosemary Larson  
Executive Assistant Lisa Harrison

Others Attending:

Corbitt Loch, Acting Finance Director  
Jim Nelson, Police Chief  
Chuck Steichen, Deputy Police Chief  
Robert Mathias, Building Official  
Connie Galer, Police Department

Guests:

Chris Collier, AHA  
Steven Amano, PFM  
Thomas Toepfer, PFM  
Stacie Amasaki, Foster Garvey  
Nancy Neraas, Foster Garvey

30. APPROVAL OF MINUTES (1:52)

*Motion made by Council Member Sessions, seconded by Councilmember Cotton, to approve the minutes of:*

*A. February 16, 2021 Work Session Minutes*

*B. February 17, 2021 Work Session Minutes*

*C. February 20, 2021 Special Work Session Minutes (Council Summit)*

*D. February 22, 2021 Business Meeting Minutes*

*The above minutes were approved as written unanimously.*

40. MESSAGES AND PAPERS FROM THE MAYOR (2:31)

Mayor Smith stated that Snohomish County cases of Covid-19 are finally trending down, with less than 100 cases/1,000. A fifth mass vaccination center has opened at the Angel of the Winds stadium in Everett. She recommends residents check with their primary care physician or pharmacy first or go on to the Snohomish County web site.

50. CITIZENS COMMENTS AND COMMUNICATIONS (5:27)

The following individuals made comments via Zoom:

- Elizabeth Lunsford, Lynnwood 98037
- Ted Hikel, Lynnwood 98036

29 60. PRESENTATIONS AND PROCLAMATIONS

30 None

31  
32 70. WRITTEN COMMUNICATIONS AND PETITIONS (12:21)

33 A written statement from Assistant City Administrator Art Ceniza was read aloud and shall be  
34 entered into the records (Exhibit A attached).

35  
36 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (17:14)

37 Each council member had the opportunity to make comments about happenings around the  
38 city. Council member Cotton spoke to the reasons why the Community Justice Center is an  
39 important investment for the future and the benefits of this new development.

40 90. BUSINESS ITEMS AND OTHER MATTERS

41 90.1 UNANIMOUS CONSENT AGENDA (35:02)

42 *Items listed below were distributed to Councilmembers in advance for study and were*  
43 *enacted with one motion. Motion passed unanimously.*

44 *Council Member Cotton moved for unanimous consent of the following items:*

45 A. *Authorize the Mayor to execute a construction service contract with Permabilt*  
46 *Industries in the amount of \$223,587.91.*

47 B. *Authorize the Mayor to enter into and execute on behalf of the City, a supplement*  
48 *to the contract with RH2 Engineering Inc. for construction engineering support*  
49 *services not to exceed a total contract value of \$621,900.*

50 C. *Voucher Approval*

51 1. *Approve claims in the amount of 2,468,860.52 for the period 2/13/16/2021 -*  
52 *2/26/2021.*

53 2. *Approve payroll in the amount of \$1,147,262.27 dated 2/26/2021.*

54  
55 90.2 PUBLIC HEARINGS OR MEETINGS

56 None

57 90.3 OTHER BUSINESS ITEMS (37:18)

58 A. Presentation: Snohomish County Housing Update

59 Council President Hurst introduced Chris Collier of the Housing Affordability  
60 Alliance, who shared an update on the current housing affordability issues in  
61 Snohomish County as well as recommendations for the future. Council members  
62 participated in a round robin of questions and comments.

63  
64 B. Discussion- Community Justice Center Financing (1:31:00)

65 Acting Finance Director Loch introduced the teams from PFM and Piper-Sandler  
66 who shared analysis of the city's current financing situation with respect to  
67 funding the \$60M development of the Community Justice Center. The bond will  
68 be presented for approval by the council on March 22, 2021.

C. Resolution - Confirmation of Emergency Declaration - Utility Billing Special Rate  
Deadline Waiver (1:57:00)

*A motion was made by Council Member Cotton, seconded by Council Member Frizzell, to adopt resolution #21-04, A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON, RATIFYING, CONFIRMING AND ADOPTING RULES AND REGULATIONS STATED IN THE MAYOR'S DECLARATION OF EMERGENCY – CITY OF LYNNWOOD COVID-19 RESPONSE DATED FEBRUARY 9, 2021.*

*A roll call vote was taken. The resolution was passed unanimously.*

100. NEW BUSINESS (2:05:00)

A brief discussion was had about next steps on the Race and Social Justice position. It was recommended by the attorney that any discussions requesting legal counsel be conducted in executive session.

110. ADJOURNMENT (2:19:00)

The meeting was adjourned at 8:19 p.m.

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Nicola Smith, Mayor

**EXHIBIT A- Written Communications**

March 8, 2021

To: Karen Fitzthum, City Clerk  
From: Art Ceniza, Assistant City Administrator  
CC: Mayor Smith, Councilmembers  
Subject: Message to be Read at Council Business Meeting, March 8, 2021

Comments on Race and Social Justice Coordinator Position

I respectfully request that at the Council's Business Meeting on Monday, March 8, 2021, under Written Communications, that the following comments on the Council motion related to the hiring of the Race and Social Justice coordinator position be read into the record.

These comments were shared at the Mayor's weekly meeting with Council President and Vice President on Tuesday, February 23, 2021:

On November 23, 2020 the Council voted to adopt the 2021-2022 budget for the City of Lynnwood. Included in the budget was the approval and funding for a Race and Social Justice Coordinator position or RSJ for short. Given the current racial and social tension in the country the RSJ coordinator position is urgently needed and in alignment with Council Resolution 2017-03 that reaffirms the city's commitment to be a safe, welcoming and equitable community for all.

The position is supported by the city's Diversity, Equity and Inclusion Commission, the city's Racial Equity Advancing Lynnwood team and the city's Lynnwood Employees Embracing Diversity Committee.

Since the adoption of the budget, the Council passed two motions to delay filling the position.

The first motion was passed on November 23, 2020 and reads "to delay the hiring of the Race and Social Justice Coordinator until further research is done in 2021"

To comply with that motion, further information was provided to Council via a presentation by staff and consultants at a Council Work Session on Tuesday, February 16, 2021. Council was also asked by staff for input on outcome measures and what success for the position looked like. After the presentation and good discussion between Council and staff, it appeared that a majority of the Council felt the intent of the motion was satisfied and that the Executive should move forward to begin the process to advertise and fill the position

126 However, at a Council Business meeting on Monday, February 22, the Council passed by a 4-3  
127 vote a second motion to further delay filling the RSJ position that said “the hiring of the Social  
128 Justice Coordinator be delayed until outcome measures, based on the budgeting for outcomes  
129 model, be defined for this position and the results of the Lynnwood Community Equity Survey  
130 be presented to the City Council for deliberation”

131 As a member of the city’s employee diversity committee, I was very disappointed in the  
132 Council’s motion to further delay filling the RSJ position and expressed my concerns to Council  
133 leadership at our weekly meeting with them the following morning. I was also concerned that  
134 the Council was getting too far into the weeds on the details of filling a coordinator position  
135 which the RSJ position is. Council hasn’t done this on any other position I am aware of.

136 However, my primary concern is that the vote to delay may send a wrong message. That  
137 addressing the race and social justice issue is not an urgent priority of the city. And It gives the  
138 impression of the city dragging its feet on addressing an important social issue. The effect of  
139 the motion also means that the position may not be filled til the second half 2021 resulting in a  
140 significant delay in starting the important work that must be done by this position.

141 While I recognize and respect the role of the Council to make policy and budget decisions, my  
142 hope is that Council also recognizes and appreciate the role of the Mayor to implement those  
143 policy and budget decisions. In this case, the Council made the policy and budget decision to  
144 hire an RSJ Coordinator. And now , it should fall on the Mayor to do just that without delay.

145 I believe that the development of outcome measures and conduct of the community equity  
146 survey can be done simultaneously with the hiring of the RSJ position.

147 Finally, I want to thank you Council for allowing my comments to be read tonight.



## **CITY COUNCIL ITEM 60-A**

### **CITY OF LYNNWOOD Executive**

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**TITLE: Proclamation: National Volunteer Month 2021**

**DEPARTMENT CONTACT: Julie Moore, Public Affairs Officer**

**SUMMARY:**

A proclamation is to be read and adopted, proclaiming April as National Volunteer Month in the City of Lynnwood.

**DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">Proclamation: National Volunteer Month 2021</a>	Proclamation



**LYNNWOOD**  
WASHINGTON

*A great deal more*

# Proclamation

City of Lynnwood

## NATIONAL VOLUNTEER MONTH 2021

WHEREAS, the entire community can effect positive change with any volunteer action no matter how big or small; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations; and

WHEREAS, millions of volunteers working in their communities utilize their time and talents daily to make a real difference; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, the COVID-19 global pandemic has impacted our City's volunteer force and many other community volunteers; and

WHEREAS, many volunteers had to stay home to stay safe and healthy, and others stepped forward in a big way to help support our community during this time of great need; and

WHEREAS, the month of April is National Volunteer Month, and now more than ever the City of Lynnwood wishes to recognize and celebrate the people in our community that are dedicating their time to help others; and

NOW, THEREFORE BE IT RESOLVED that we, Mayor Nicola Smith, and the Lynnwood City Council, proclaim April, 2021 as National Volunteer Month in the City of Lynnwood and we encourage our fellow residents to volunteer and "light the way" in their community.

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Nicola Smith, Mayor  
March 22, 2021

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George Hurst, City Council President  
March 22, 2021

**CITY COUNCIL ITEM 90.1-A**  
**CITY OF LYNNWOOD**  
**Parks, Recreation, & Cultural Arts**

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**TITLE: Confirmation of Appointment: Human Services Commission Applicant Christine Thomas**

**DEPARTMENT CONTACT: Lynn D. Sordel**

**SUMMARY:**

Position 4 of the Human Services Commission is currently vacant. The Mayor recommends Ms. Christine Thomas to fill the vacancy.

**ACTION:**

Appoint Christine Thomas for position #4 of the Human Services Commission for a term expiring December 31, 2023.

**BACKGROUND:**

Ms. Thomas submitted her application on August 18, 2019, at a time when there were no vacancies on the Commission. She was interviewed by Director Sordel and the Mayor on February 22, 2021. Ms. Thomas attended meetings on February 12 and March 4. She was interviewed by City Council on March 15.

Members of the Human Services Commission serve for three-year terms, per City ordinance.

The present status of the Human Services Commission is as follows:

Position 1-Vanessa Villavicencio-Term Expires December 31, 2022

Position 2-Kris Hildebrandt-Term Expires December 31, 2022

Position 3-Chris Collier-Term Expires December 31, 2023

Position 4-vacant-Term Expires December 31, 2023

Position 5-Pam Hurst-Term Expires December 31, 2023

Position 6-Michelle Reitan-Term Expires December 31, 2021

Position 7-Mary Anne Dillon-Term Expires December 31, 2021

**ADMINISTRATION RECOMMENDATION:**

Appoint Christine Thomas.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

## **CITY COUNCIL ITEM 90.1-B**

### **CITY OF LYNNWOOD Public Works**

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**TITLE: Construction Contract Award: 2021 Pavement Preservation Project**

**DEPARTMENT CONTACT: David Mach and Amie Hanson**

#### **SUMMARY:**

The purpose of this agenda item is to contract with Central Paving, LLC for the 2021 Pavement Preservation Project. A request for authorization will cover the bid amount of \$1,941,001.50 and a construction contingency. This request is to cover pavement and ramp construction at four sites in the City. This project includes improvements for pavement through full depth repair and mill and overlay. This project also includes curb ramps, pedestrian push buttons, pedestrian signals, and plastic pavement markings.

#### **ACTION:**

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Central Paving, LLC for the 2021 Pavement Preservation and Rehabilitation Project, not to exceed a total contract value of \$2,135,102.

#### **BACKGROUND:**

The Pavement Preservation & Rehabilitation Program focuses on preserving the City's pavement structure and integrity based on the monitored Pavement Condition Index and backlog. In 2018, construction of a chip seal project was completed on 12 lane-miles of roadway through this Program. In 2019, construction was completed along 188<sup>th</sup> St SW and a residential cul-de-sac (51<sup>st</sup> Pl SW) using a combination of full-depth repair and grind and overlay. In 2020, construction was completed along 68<sup>th</sup> Ave W and at various residential cul-de-sacs.

This year's construction project was developed based on an assessment of pavement conditions throughout City of Lynnwood, evaluation of requirements to rehabilitate specific locations and a need to improve existing curb ramps to meet current ADA requirements. The selected street locations include:

- 200<sup>th</sup> Ave W from SR-99 to Scriber Lake Road
- Scriber Lake Road from 200<sup>th</sup> Ave W to 196<sup>th</sup> Ave W (SR 524)
- 44<sup>th</sup> Ave W from 212<sup>th</sup> Ave W to 20800 block
- 48<sup>th</sup> Ave W from 196<sup>th</sup> Ave W (SR-524) to Veterans Way

This Project also includes repairing traffic signals at the intersection of 200<sup>th</sup> Ave W and Scriber Lake Rd and minor drainage improvements at the 44<sup>th</sup>/20800 block intersection.

#### **PREVIOUS COUNCIL ACTIONS:**

Business Meeting February 2, 2021 – Interlocal Agreement – City of Edmonds – 76<sup>th</sup> Ave Overlay Project

Business Meeting January 25, 2021 – Final Acceptance: 2020 Pavement Preservation Project

Business Meeting August 10, 2020 – Final Acceptance: 2019 Pavement Preservation Project

Business Meeting March 23, 2020 – Construction Contract Award: 2020 Pavement Rehabilitation and Preservation Project

Business Meeting June 10, 2019 90.1-A Construction Contract Award: 2017-2022 Pavement Preservation & Rehabilitation Program – 2019 Overlay and Curb Ramp Project

Business Meeting February 25, 2019 90.1-A Final Acceptance: 2018 Chip Seal Paving Project

Business Meeting April 23, 2018 90.1-B 1) Construction Contract Award; 2) Consultant On-Call Construction Engineering Services Contract: 2017-2022 Pavement Preservation & Rehabilitation Program

Business Meeting July 24, 2017 90.1-N Consultant Contract: 2017-2022 Pavement Preservation & Rehabilitation Program

Business Meeting April, 11, 2016 90.3-B 1) Ordinance and Financial Plan; 2) Contract: Pavement Management – System Ratings Project

## **FUNDING:**

The project costs are consistent with the adopted 2021-2022 biennial capital budget.

The revenues contributing to Fund 360 for the \$2,135,102 originate from the following funds:

- Fund 412, Utilities: \$88,725
- Fund 150, Transportation Benefit District: \$2,046,377

## **KEY FEATURES AND VISION ALIGNMENT:**

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.”

The 2021 Pavement Preservation Project supports that vision and results in an important improvement to the City’s infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. This project provides improved streets along with accessible pedestrian amenities and ramps which support the goals of being a welcoming city that builds a healthy and sustainable environment; investing in efficient, local and regional transportation systems; and being responsive to the wants and needs of our citizens.

## **DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">2021 Paving Project - Bid Summary</a>	Backup Material

**BID RECORDING FORM****PROJECT NAME:** 2021 Paving**READER:** Ashley Tillery**DATE OF OPENING:** Febraury 24, 2021**RECORDER:** Katie McKee**TIME OF OPENING:** 2:00 PM**BID #:** 3210**ENGINEER'S ESTIMATE:** \$2,853,000.00**CONTRACT:** 3210

**Note: The following Bid results are for Contractor information only. These results will undergo further review by Lynnwood in determination of award to the lowest responsive and responsible bidder.**

BIDDING COMPANY	ADDRESS	BID	SIGNED	ADDENDUMS		PROJECT TOTAL
		SECURITY	OFFER	RECEIVED 1, 2 & 3		BASE BID
1 Central Paving	1410 W Dolerway RD, Ellensburg, 98926	X	X	X		<b>\$1,941,001.50</b> <del>\$1,935,001.50</del>
2 JB Ashphallt	2228 95th Pl W, Edmonds 98020	X	X	X		\$ 2,017,767.00
3 Granite Construction	1525 E Marine View Dr, Everett 98201	X	X	X		\$ 2,067,512.00
4 Cadman Materials, Inc.	7554 185th Ave NE, Redmond 98052	X	X	X		\$ 1,958,744.00
5 SRV Construction, Inc.	PO Box 507, Anacortes 98221	X	X	X		\$ 2,286,550.50
6 Lakeside Industries, Inc.	PO Box 247, Monroe 98272	X	X	X		\$ 2,199,999.00
7 Award Construction, Inc.	980 Willeys Lake Rd, Ferndale 98248	X	X	X		\$ 2,446,603.00

## CITY COUNCIL ITEM 90.1-C

### CITY OF LYNNWOOD Administrative Services

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**TITLE:** Voucher Approval

**DEPARTMENT CONTACT:** Corbitt Loch, Acting Director

**SUMMARY:**

Approve claims in the amount of \$1,777,666.83 for the period 2/27/16/2021 - 3/12/2021.  
Approve payroll in the amount of \$1,120,219.92 dated 3/12/2021.

**DOCUMENT ATTACHMENTS**

Description:	Type:
No Attachments Available	

## CITY COUNCIL ITEM 90.3-A

### CITY OF LYNNWOOD Administrative Services

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**TITLE:** Ordinance- Community Justice Center Bonds

**DEPARTMENT CONTACT:** Corbitt Loch

**SUMMARY:**

This agenda item provides for approval of the ordinance needed for the Community Justice Center bond issuance. During the March 8 Council meeting, it was confirmed that no additional information would be needed prior to Council action. Accordingly, no staff presentation is anticipated.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Is the bond ordinance consistent with past direction from the City Council?

**ACTION:**

Approve the draft bond ordinance.

**BACKGROUND:**

See meeting materials provided for the March 1 Work Session and the March 8 Business Meeting.

**PREVIOUS COUNCIL ACTIONS:**

See meeting materials provided for the March 1 Work Session.

**FUNDING:**

As described previously, debt service associated with the Limited Tax General Obligation (LTGO) bonds consists of: 1) \$500,000/year of Criminal Justice Sales Tax revenue; 2) contract jail cost savings; and 3) revenue generated through other agencies' use of Lynnwood's correctional facility.

**KEY FEATURES AND VISION ALIGNMENT:**

The planned improvements will allow the Police Department to provide more-advanced services to individuals in need. This is another example of Lynnwood being a responsive government. Also, the renovation will create a safer and more-functional facility which in turn supports professional and organizational excellence.

**ADMINISTRATION RECOMMENDATION:**

Approve the draft bond ordinance.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Bond ordinance</a>	Backup Material
<a href="#">Financial Advisor Presentation</a>	Backup Material



CITY OF LYNNWOOD, WASHINGTON

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE of the City of Lynnwood, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$62,000,000 aggregate principal amount of limited tax general obligation bonds in one or more series to provide funds to finance the City's community justice center project and other capital improvements, and to pay the costs of issuance of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

Passed March 22, 2021

*This document prepared by:*

*Foster Garvey P.C.  
1111 Third Avenue, Suite 3000  
Seattle, Washington 98101  
(206) 447-4400*

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*\*The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF LYNNWOOD, WASHINGTON

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE of the City of Lynnwood, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$62,000,000 aggregate principal amount of limited tax general obligation bonds in one or more series to provide funds to finance the City's community justice center project and other capital improvements, and to pay the costs of issuance of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1.     Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a)     "*Authorized Denomination*" means \$5,000 or any integral multiple thereof within a maturity of a Series for those Series of Bonds sold through a negotiated or competitive sale, and in any denomination designated by the Designated Representative for those Bonds sold by private placement.

(b)     "*Beneficial Owner*" means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(c)     "*Bond*" means each bond issued pursuant to and for the purposes provided in this ordinance.

(d)     "*Bond Counsel*" means the firm of Foster Garvey P.C., its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(e)     "*Bond Fund*" means the fund or account known as the Limited Tax General Obligation Bond Fund, 2021, of the City created for the payment of the principal of and interest on the Bonds.

(f)     "*Bond Purchase Agreement*" means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance. In the case of a competitive sale, the official notice of sale, the Purchaser's bid and the award by the City shall constitute the Bond Purchase Agreement for purposes of this ordinance.

(g) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(h) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City for any Series of Bonds sold by negotiated or competitive sale, and means the City’s Finance Director or any successor bond registrar selected for any Series of Bonds sold by private placement.

(i) “*City*” means the City of Lynnwood, Washington, a municipal corporation duly organized and existing under the laws of the State.

(j) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(k) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(l) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(m) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(n) “*Final Terms*” means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants.

(o) “*Finance Director*” means the City’s Finance Director, Acting Finance Director, or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(p) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(q) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(r) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(s) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC, dated November 25, 1996, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(t) “*MSRB*” means the Municipal Securities Rulemaking Board.

(u) “*Official Statement*” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(v) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(w) “*Project*” means the City’s community justice center project, consisting of designing and building a purpose-built police department, a misdemeanor jail and remodeled court, and other capital purposes, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Project, consistent with RCW 39.46.070, may be included as costs of the Project. The Project includes acquisition, construction and installation of all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances.

(x) “*Project Fund*” means the fund or account designated or created by the Finance Director for the purpose of carrying out the Project.

(y) “*Purchaser*” means the corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as purchaser in a private placement, underwriter or placement agent in a negotiated sale or awarded as the successful bidder in a competitive sale of any Series of the Bonds.

(z) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(aa) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(bb) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(cc) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(dd) “*SEC*” means the United States Securities and Exchange Commission.

(ee) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(ff) “*Series of the Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(gg) “*State*” means the State of Washington.

(hh) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(ii) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 16 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of Project.* The City is in need of a community justice center, consisting of designing and building a purpose-built police department, a re-imagined misdemeanor jail and remodeled court, and other capital projects of the City. The City Council therefore finds that it is in the best interests of the City to carry out the Project.

(b) *Plan of Financing.* Pursuant to applicable law, including without limitation chapters 39.36, 39.44, 39.46, 39.52 and 35A.40.080 RCW, the City is authorized to issue general obligation bonds for the purpose of financing the Project. The total expected cost of the Project is approximately \$64,000,000, which is expected to be financed with proceeds of the Bonds, the criminal justice sales tax, the reallocation of jail expenses, jail bed revenue and other available money of the City.

(c) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$62,000,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

- (1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2021 is \$7,953,751,038.
- (2) As of December 31, 2020, the City had limited tax general obligation indebtedness, consisting of bonds and leases outstanding in the principal amount of \$20,415,000, which is incurred within the limit of up to 1½% of the value of the taxable property within the City permitted for general municipal purposes without a vote. In addition, as of December 31, 2020, the City guaranteed \$19,255,400 of outstanding debt of the Lynnwood Public Facilities District.
- (3) As of December 31, 2020, the City had no unlimited tax general obligation debt outstanding.

(d) *The Bonds.* For the purpose of providing the funds necessary to carry out the Projects and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser,

pursuant to the terms set forth in the Bond Purchase Agreement as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation bonds evidencing indebtedness in one or more Series in the aggregate principal amount of not to exceed \$62,000,000 to provide funds necessary to carry out the Project and to pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds shall be deposited as set forth in Section 8 of this ordinance and shall be used to carry out the Project, or a portion of the Project, in such order of time as the City determines is advisable and practicable.

Section 4. Description of Bonds; Appointment of Designated Representative. The Finance Director, or the Mayor in the absence of the Finance Director, is appointed as the Designated Representative of the City and is authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of each Series of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the following parameters:

- (a) The Bonds may be issued in one or more Series, and the aggregate principal amount of the Bonds shall not exceed \$62,000,000;
- (b) One or more rates of interest may be fixed for the Bonds as long as no rate of interest for any maturity of the Bonds exceeds 5.00%;
- (c) The true interest cost to the City for each Series of Bonds does not exceed 4.00%;
- (d) The aggregate purchase price for each Series of Bonds shall not be less than 98% and not more than 135% of the aggregate stated principal amount of the Bonds, excluding any original issue discount;
- (e) The Bonds may be issued subject to optional and mandatory redemption provisions;
- (f) The Bonds shall be dated as of the date of their delivery, which date and time for the issuance and delivery of the Bonds is not later than December 31, 2021;
- (g) Each Series shall mature no later than December 31, 2050.

In addition, a Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date. The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement; and may accept such additional terms, conditions and covenants as she or he may determine are in the best interests of the City, consistent with this ordinance.

In determining the number of series, the series designations, final principal amounts, date of the Bonds, denominations, interest rates, payment dates, redemption provisions, tax status, and maturity dates for the Bonds, the Designated Representative, in consultation with other City

officials and staff and advisors, shall take into account those factors that, in her or his judgment, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable to the Bonds.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar for any Series of Bonds sold by negotiated or competitive sale. The City's Finance Director will be appointed as the initial Bond Registrar for any Series of Bonds sold by private placement. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* If a Bond is to be issued in book-entry form, DTC shall be appointed as initial Securities Depository and each such Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a



substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

#### Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate Of Authentication. This Bond is one of the fully registered City of Lynnwood, Washington, Limited Tax General Obligation Bonds, 2021 (or year of issue), described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Proceeds.

(a) *Bond Fund.* The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest and any redemption premium on the Bonds. Bond proceeds in excess of the amounts needed to pay the costs of the Project and the costs of issuance of the Bonds, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

(b) *Project Fund.* The Project Fund is created or will be created as a fund or account of the City for the purpose of paying the costs of the Project. Proceeds received from the sale and delivery of the Bonds for the Project shall be deposited into the Project Fund and used to pay the costs of the Project and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and used for the purposes of that fund, except that earnings subject to a federal tax or rebate requirement (if applicable) may be withdrawn from the Project Fund and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption, or prepayment, at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Section 4.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Agreement, consistent with the parameters set forth in Section 4 and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to

be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Director shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time prior to the scheduled optional redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money, including the City's criminal justice sales taxes, as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law within the constitutional and

statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants; Designation of Bonds as “Qualified Tax Exempt Obligations.”

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Director is authorized and directed to review and update the City’s written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as “Qualified Tax-Exempt Obligations.”* A Series of the Bonds may be designated as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

- (1) the Series does not constitute “private activity bonds” within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and
- (3) the amount of tax-exempt obligations, including the Series, designated by the City as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds

prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the "trust account"), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

#### Section 14. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or private placement or by competitive sale in accordance with a notice of sale consistent with this ordinance, based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale or Private Placement.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale or private placement, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Agreement for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Agreement on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Procedure for Competitive Sale.* If the Designated Representative determines that a Series of the Bonds is to be sold by competitive sale, the Designated Representative shall cause the preparation of an official notice of bond sale setting forth parameters for the Final Terms and any other bid parameters that the Designated Representative deems appropriate consistent with this ordinance. Bids for the purchase of each Series of the Bonds shall be received at such time or place and by such means as the Designated Representative directs. On the date and time established for the receipt of bids, the Designated Representative (or the designee of the Designated Representative) shall open bids and shall cause the bids to be mathematically verified. The Designated Representative is authorized to award, on behalf of the City, the winning bid and accept the winning bidder's offer to purchase that Series of the Bonds, with such adjustments to the aggregate principal amount and principal amount per maturity as the

Designated Representative deems appropriate, consistent with the terms of this ordinance, and such award shall constitute the Bond Purchase Agreement. The Designated Representative may reject any or all bids submitted and may waive any formality or irregularity in any bid or in the bidding process if the Designated Representative deems it to be in the City's best interest to do so. If all bids are rejected, that Series of the Bonds may be sold pursuant to negotiated sale or in any manner provided by law as the Designated Representative determines is in the best interest of the City, within the parameters set forth in this ordinance.

(d) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser in accordance with the Bond Purchase Agreement, together with the approving legal opinion of Bond Counsel regarding the Bonds.

#### Section 15. Official Statement.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to her or him, approve the preliminary Official Statement prepared in connection with each sale of a Series of the Bonds to the public or through a Purchaser as a placement agent. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, if applicable, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for each Series of the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

Section 16. Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds, the City makes the following written undertaking (the "Undertaking") for the benefit of holders of the Bonds:

(a) *Undertaking to Provide Annual Financial Information and Notice of Listed Events.* The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

(1) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) ("annual financial information");

(2) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (A) principal and interest payment delinquencies; (B) non-payment related defaults, if material; (C) unscheduled draws on debt service reserves reflecting financial difficulties; (D) unscheduled draws on credit enhancements reflecting financial difficulties; (E) substitution of credit or liquidity providers, or their failure to perform; (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (G) modifications to rights of holders of the Bonds, if material; (H) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (I) defeasances; (J) release, substitution, or sale of property securing repayment of the Bonds, if material; (K) rating changes; (L) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (M) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (N) appointment of a successor or additional trustee or the change of name of a trustee, if material; (O) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

(3) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

(1) Shall consist of (A) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available they will be provided; (B) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (C) assessed valuation for that fiscal year; and (D) regular property tax levy rate for the fiscal year;

(2) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal

year may be changed as required or permitted by State law, commencing with the City's fiscal year in which a Series of the Bonds are issued; and

(3) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute an event of default. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Finance Director or her or his designee is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

(1) Preparing and filing the annual financial information undertaken to be provided;

(2) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;



(3) Determining whether any person other than the City is an “obligated person” within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

(4) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and

(5) Effecting any necessary amendment of this undertaking.

Section 17. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 18. General Authorization and Ratification. The Mayor, Designated Representative, City Clerk and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of each Series of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds, including paying the fees and costs of the Purchaser, Bond Counsel, financial advisors and Rating Agency. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 19. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 20. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council of the City of Lynnwood, Washington, at a regular open public meeting thereof on the 22<sup>nd</sup> day of March, 2021, and signed in authentication of its passage this 22<sup>nd</sup> day of March, 2021.

---

Mayor

ATTEST:

---

City Clerk

APPROVED AS TO FORM:

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Foster Garvey P.C., Bond Counsel

## CERTIFICATION

I, the undersigned, City Clerk of the City of Lynnwood, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. \_\_\_\_ (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on March 22, 2021, as that ordinance appears on the minute book of the City.

2. That said meeting was duly convened and held in all respects in accordance with law (including Proclamation 20-28 made by the Governor of the State of Washington on March 24, 2020, as extended, and acts of the legislative leadership of the State of Washington), and to the extent required by law, due and proper notice of such meeting was given.

4. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is expected to be \_\_\_\_\_, 2021.

5. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: March 22, 2021.

CITY OF LYNNWOOD, WASHINGTON

\_\_\_\_\_  
City Clerk



# City of Lynnwood, Washington

## Limited Tax General Obligation Bonds, 2021

**March 8, 2021**

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***PFM Financial  
Advisors LLC***

Thomas Toepfer  
Steven Amano

---

***Foster Garvey PC***

Nancy Neraas  
Stacie Amasaki

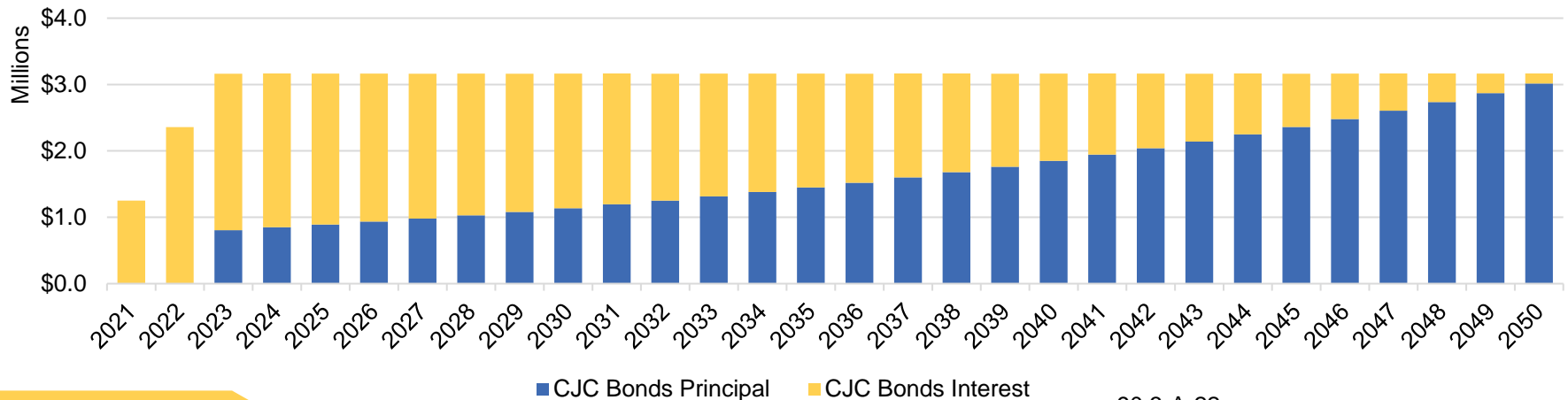
90.3-A-21



## Introduction – Community Justice Center Bonds

- The City's current facility which houses the police department, court, and jail services has been in use since 1994
- Over the past 20 years, the police department, court, and jail have undergone several space needs studies which have indicated significant space needs issues
- The City is anticipating expanding the current justice center site to an adjacent, City owned, lot
  - The City would continue to have the court and jail co-located on the current site (the current building would be renovated and expanded), while the Police Department would be relocated to the adjacent lot
- Total cost of the Project is expected to be \$64 million, with \$60 million of project costs being financed through the issuance of LTGO Bonds, 2021
  - Based on current market rates<sup>(1)</sup>, a 30-year financing is expected to cost the City approximately \$3.165 million in annual debt service payments

Justice Center Bonds (30-year term) <sup>(1)</sup>	
<b>Avg. Annual Debt Service</b>	\$3,165,000
<b>TIC (True Interest Cost)</b>	3.00%
<b>Total Debt Service</b>	\$92,217,152





## The Bond Ordinance

- The proposed Bond Ordinance authorizes a financing to provide funds for the City's Community Justice Center Project and other capital improvements to the City, and to pay costs of issuance of the Bonds
- The Bond Ordinance provides for the following:
  - Approves the sale of the Bonds within certain parameters
  - Establishes parameters for terms of the Bonds
  - Appoints the City's designated representative (Finance Director or Mayor in the absence of the Finance Director) to approve the final terms of the bonds
- Although the financing is expected to be completed in May 2021, the Bond Ordinance provides authority for issuance before December 31, 2021
- ***Parameters set forth in the Bond Ordinance include:***
  - Maximum Principal: \$62.0 million (maximum proceeds available for the project of **\$60 million** plus costs of issuance)
  - Maximum Interest Rate: 5.0%
  - Maximum True Interest Cost: 4.0%
  - Final maturity: No later than December 31, 2050



## Community Justice Center Bonds – Key Dates

MARCH						
S	M	T	W	T	F	S
	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			

APRIL						
S	M	T	W	T	F	S
				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	

MAY						
S	M	T	W	T	F	S
						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					

### Activity

### Date

City Council Meeting to discuss draft Bond Ordinance (6:00 PM)

March 8<sup>th</sup>

**City Council Meeting to consider Bond Ordinance (6:00 PM)**

**March 22<sup>nd</sup>**

Call with Rating Agency

Week of April 12<sup>th</sup>

**Bond pricing**

**May 5<sup>th</sup>**

Bond closing – funds delivered to the City

May 20<sup>th</sup>

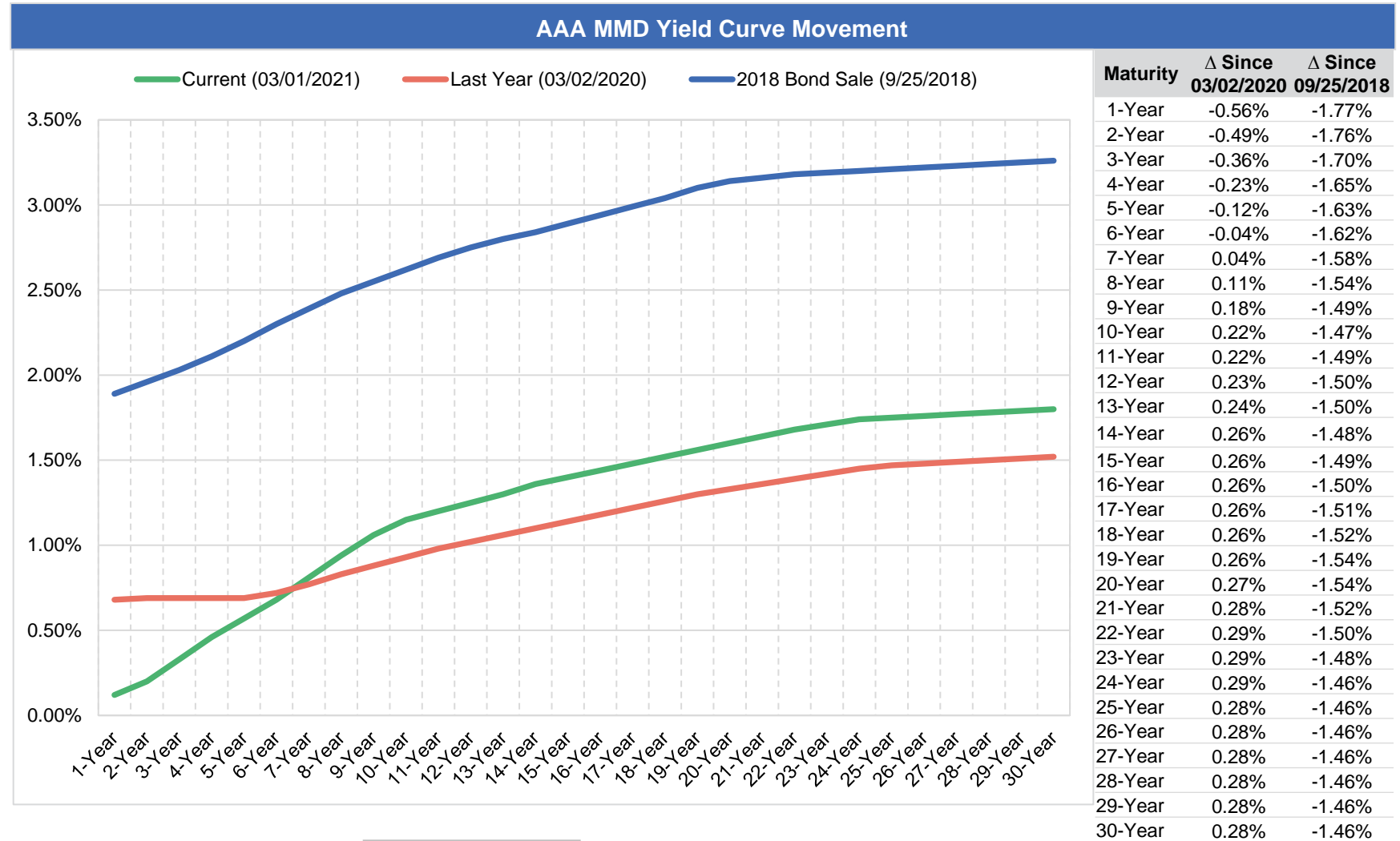


# **Appendix – Market Update**





## Recent AAA MMD Yield Curve Movement

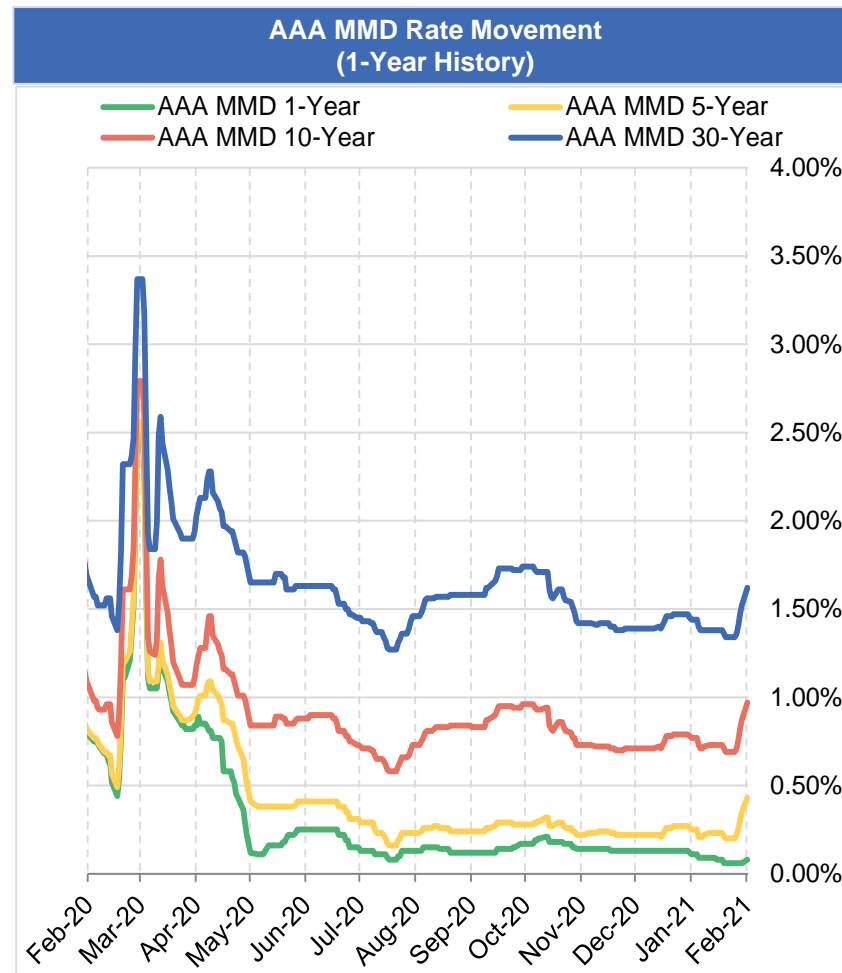
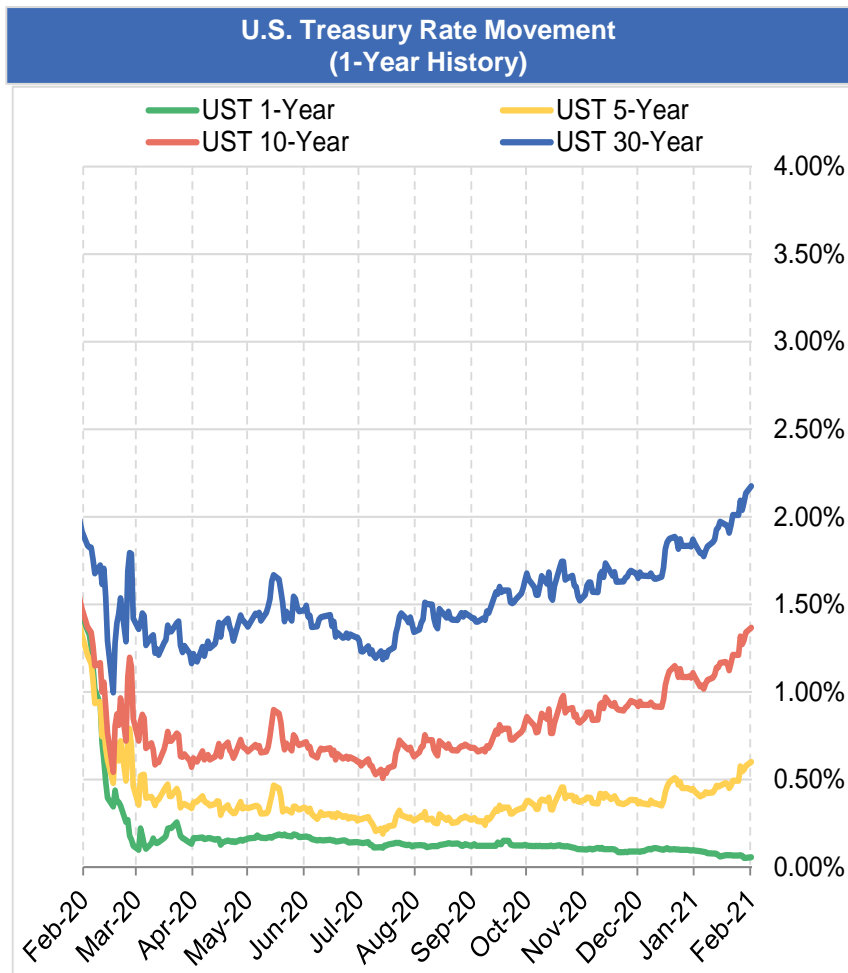


Source: Thomson Reuters

90.3-A-26



## U.S. Treasury & AAA MMD Rate Movement

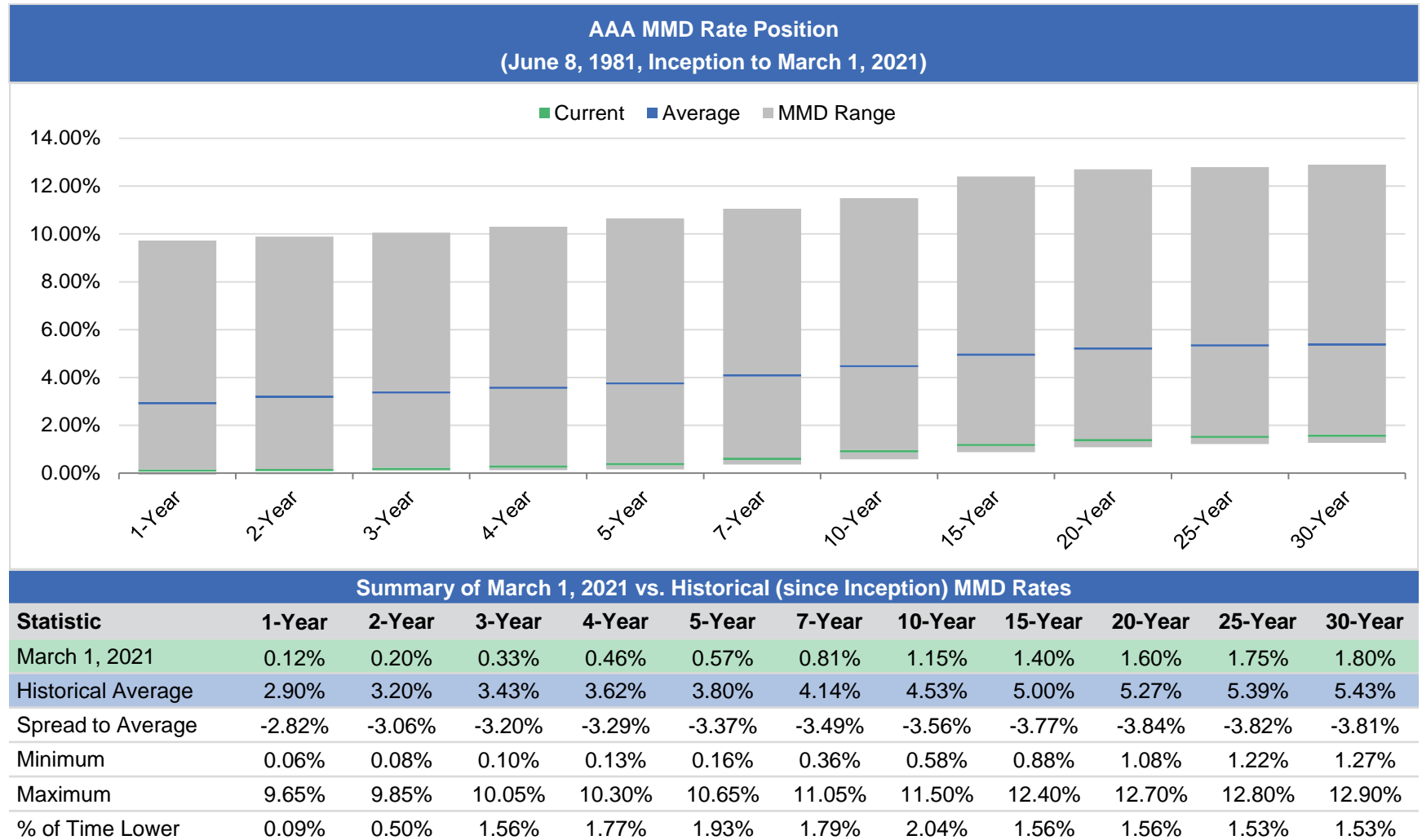


Source: Thomson Reuters

90.3-A-27



## AAA MMD Position Since Inception



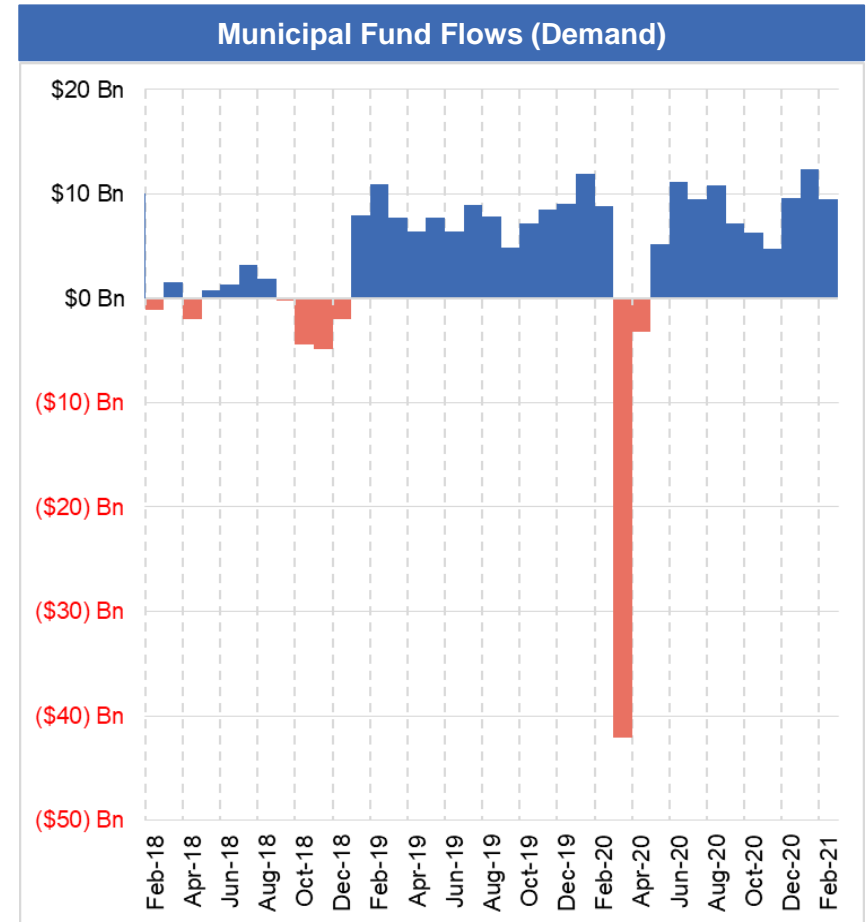
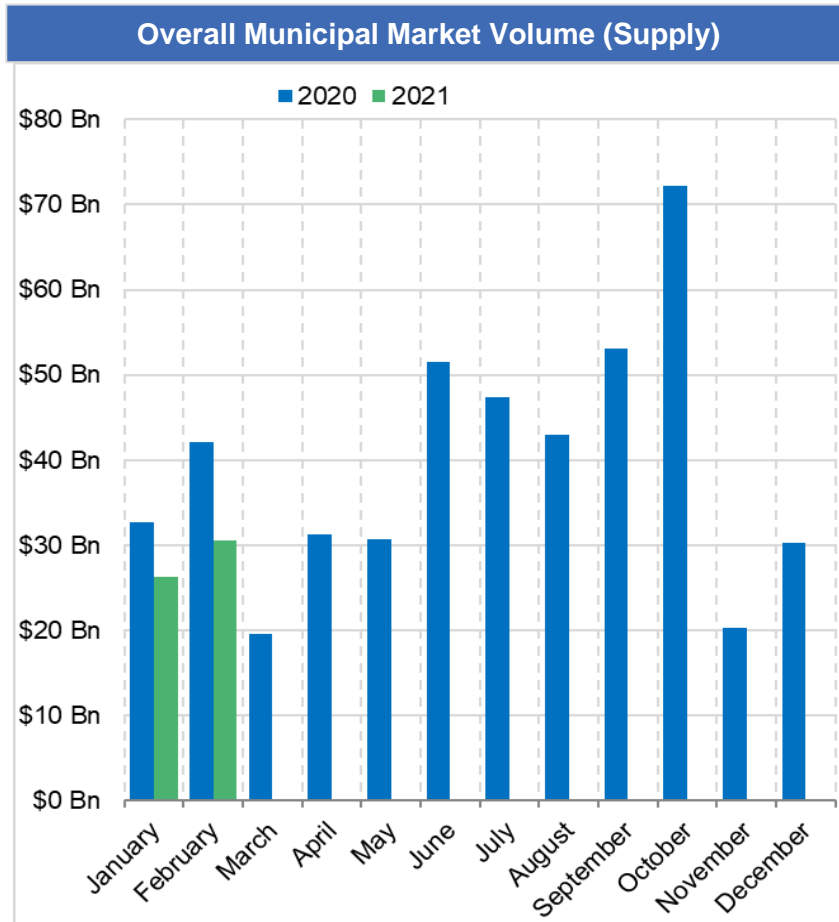
Source: Thomson Reuters

90.3-A-28



## Municipal Market Supply & Demand

- New issuance volume was down by approximately 22% year-over-year in February.



Source: Bond Buyer, Investment Company Institute

90.3-A-29

***PFM Financial Advisors LLC***

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***Foster Garvey PC***

Nancy Neraas, Principal  
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Stacie Amasaki, Principal  
(206) 447-6278 | stacie.amasaki@foster.com

Foster  
Garvey



## **CITY COUNCIL ITEM 90.3-B**

### **CITY OF LYNNWOOD City Council**

---

**TITLE:** Presentation: Snohomish County Health District

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

**SUMMARY:**

Katie Curtis, Prevention Services Acting Director of Snohomish Health District will share 2020 in review, Covid activities as well as non-Covid activities and accomplishments.

**DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">SNHD Update</a>	Backup Material

# Resiliency & Recovery for a Healthy, Thriving Community

**City of Lynnwood Presentation**  
**Katie Curtis, Prevention Services Acting Director**  
**Snohomish Health District**



# **2020 in REVIEW (NON-COVID)**





# Rebuilding the Agency

Online service delivery

IT infrastructure

Rucker Building improvements

Transparency and accountability

- ClearGov

# Public Health Activities Continue



**4,500+**

Inspections on restaurants, grocery stores, espresso stands, caterers and mobile food vehicles



**1,000+**

Complaints addressed (food, pools, septic and solid waste)



**~500**

Permits for pools and spas that we routinely inspect



**200+**

Public and private schools with kitchen permits and required safety inspections

# Prevention Services Division



More than  
3,000 cases  
of sexually  
transmitted  
diseases  
reported



1300+  
consultations  
with child care  
providers – 3x  
more than in  
2019



Investigated  
1,000+  
communicable  
disease cases  
(separate from  
COVID-19)



Conducted 47  
Vaccines for  
Children  
compliance  
visit and 500+  
technical  
assistance visits



# In Your Community

554 annual food establishment permits issued.

Followed up on 107 complaints involving food establishments.

Responded to 277 COVID-related calls involving Lynnwood businesses.

230 child care providers received consultations through Child Care Health Outreach program, and 527 continuing education courses completed by providers in or from Lynnwood.

Provided more than 350 services to 39 children in Lynnwood with our Children with Special Healthcare Needs program, including home visits, telehealth services, referrals, etc.

Tested nearly 5,000 Lynnwood residents at our community-based COVID testing events.

# **COVID-19 RESPONSE**

# Web Resources ([www.snohd.org/covid](http://www.snohd.org/covid))

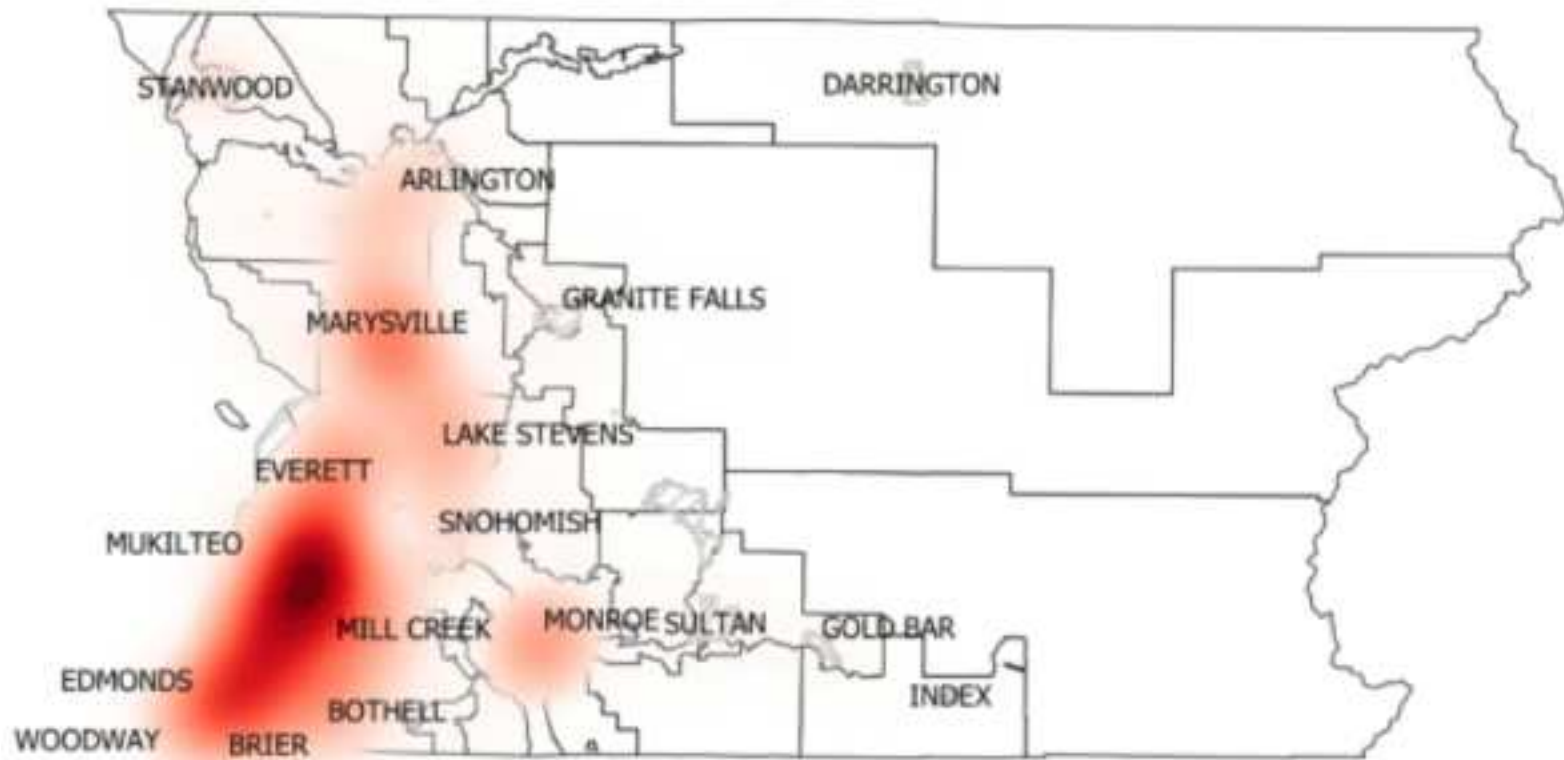
## CORONAVIRUS INFORMATION

The Snohomish Health District is tracking COVID-19 carefully and working with the community to reduce the impacts of this virus. We can all help fight this pandemic by staying informed and prepared. This is an evolving situation, and these web pages are updated frequently. To reach the Snohomish Health District's COVID-19 call center, call 425-339-5278.

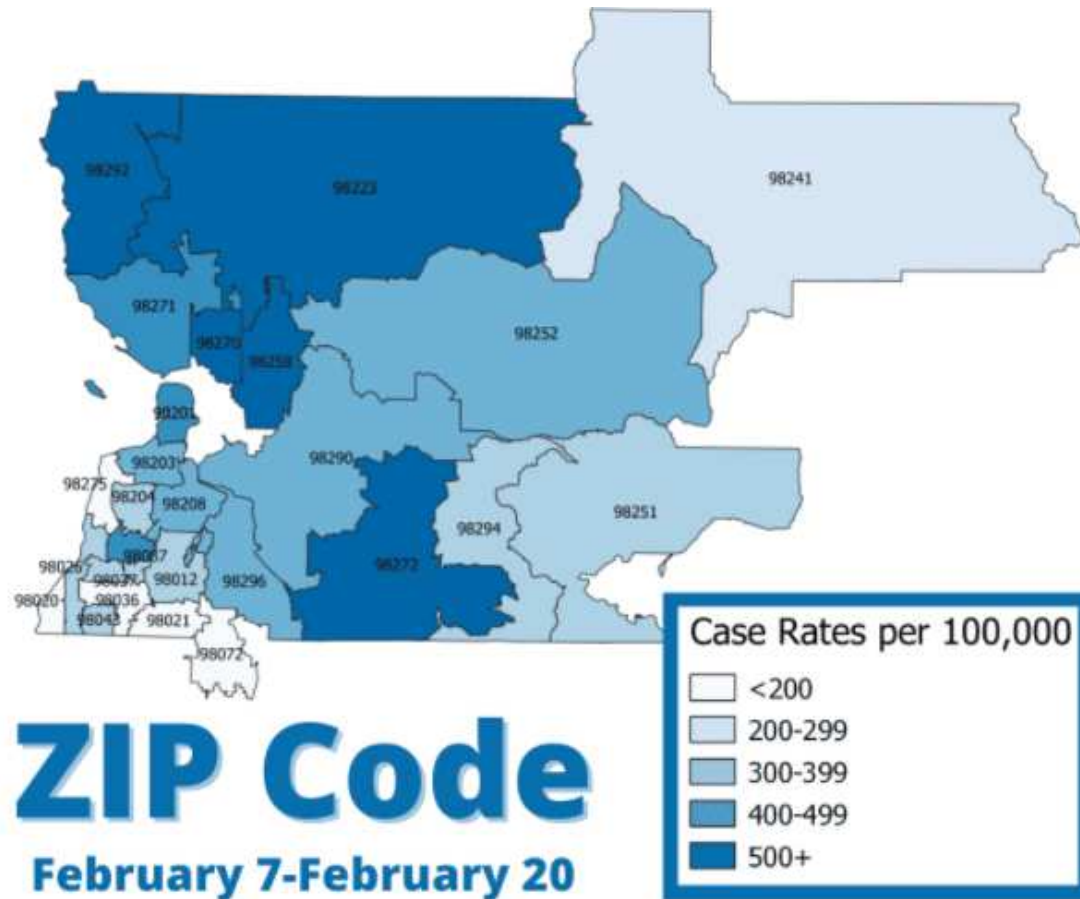
Please click the topic buttons below for more information.



# COVID-19 Heat Map--Cumulative



# Rate by Zip Code for 2-week Period





# COVID-19 Looking Ahead

- Healthcare System
  - Continue work with hospitals, LTCFs, clinics, pharmacies & providers
- Disease Prevention & Containment
  - Continue testing, case, contact and outbreak investigations
  - Support schools in implementing statewide guidance
- Vaccine
  - Work with Vaccine Taskforce to increase supply to meet capacity
  - Develop reporting information on demographics, etc.
  - Collaborate with partners to increase access for underserved
  - Continue to follow prioritization in vaccination phases

# COVID-19 Vaccine Dashboard

## RECEIVED AND ALLOCATED\*

	Moderna Dose 1	Moderna Dose 2	Pfizer Dose 1	Pfizer Dose 2	Subtotal Dose 1	Subtotal Dose 2	Johnson & Johnson (1- dose)	TOTAL ***
Doses Received (12/15/20 - 3/6/2021)	92,730	102,800	32,175	14,040	124,905	116,840	8,300	250,045
Allocated for Week 13 (3/7/21 - 3/13/21)	1,800	11,800	0	7,020	1,800	18,820	200	20,820
Total vaccines allocated	94,530	114,600	32,175	21,060	126,705	135,660	8,500	270,865

## ADMINISTERED\*\*

	Moderna Dose 1	Moderna Dose 2	Pfizer Dose 1	Pfizer Dose 2	Subtotal Dose 1	Subtotal Dose 2	Johnson & Johnson (1- dose)	TOTAL ***
Doses administered (12/15/20 - 2/27/2021)	65,768	34,320	35,172	14,759	100,940	49,079	0	150,019
Doses administered in Week 12 (2/28/21 - 3/6/21)	13,923	8,878	8,042	1,371	21,965	10,249	675	32,889
Total vaccines administered	79,691	43,198	43,214	16,130	122,905	59,328	675	182,908

As of March 11, 2021

# Moving **FORWARD**



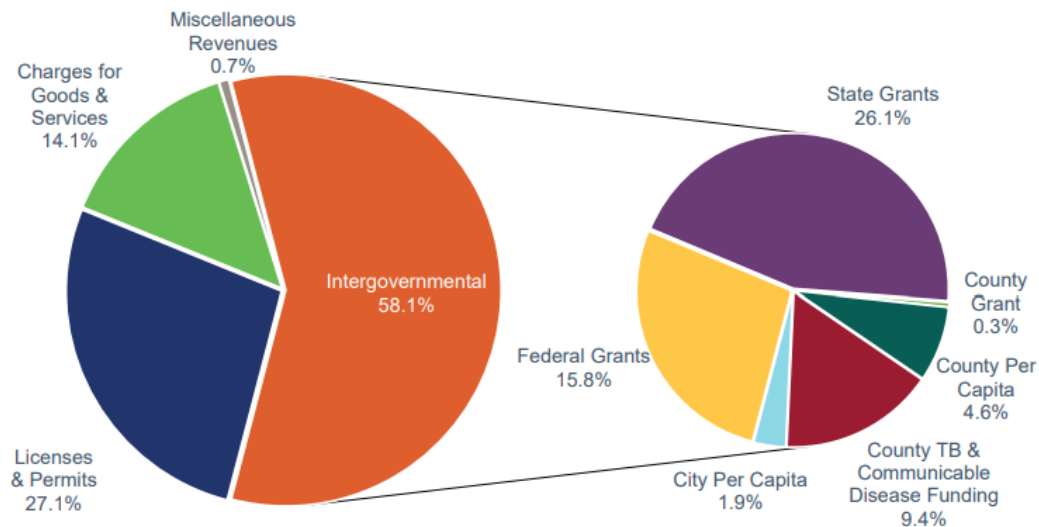
# Implementing Our Strategic Plan

- Reduce the rate of communicable disease and other notifiable conditions
- Prevent or reduce chronic diseases and injuries
- Provide high-quality environmental health services
- Improve maternal, child, and family health outcomes
- Provide legally required vital records
- Address ongoing, critical public health issues
- Support increased access to medical, oral, and mental health care
- Build a more sustainable organization

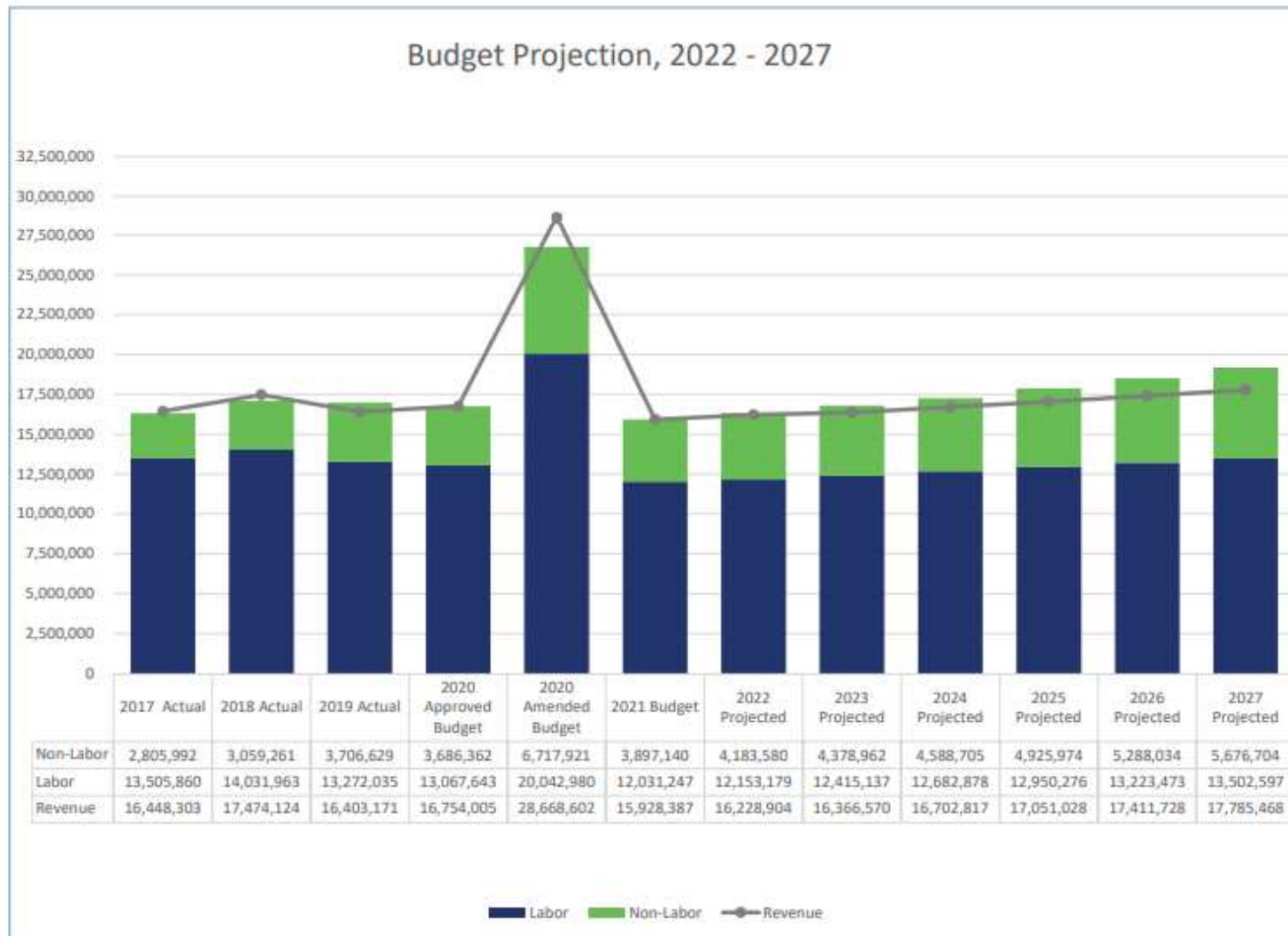
# Projected Revenues

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Proposed Budget
Licenses & Permits	3,860,426	4,008,199	3,787,452	3,577,892	4,314,297
Intergovernmental Revenue	10,147,984	11,046,367	9,913,452	22,383,413	9,260,321
Charges for Goods & Services	2,140,985	1,838,729	2,578,610	2,449,479	2,239,463
Miscellaneous Revenues	<u>298,909</u>	<u>580,829</u>	<u>401,213</u>	<u>257,818</u>	<u>114,557</u>
	<b>16,448,304</b>	<b>17,474,124</b>	<b>16,680,727</b>	<b>28,668,602</b>	<b>15,928,387</b>

2021 Budgeted Revenue By Source



# Updated Six-Year Forecast





# Looking Ahead

COVID Funding - continue engaging with federal delegation and local partners to ensure extended & expanded

Sustainable Funding - while 2021-2025 are fairly stable, current trends would leave the District with an inadequate total fund balance to cover reserves starting in 2026.

Increased Revenue – finalizing renovations to lease out space in Rucker Building; hiring grant coordinator; Sound Foundation for Public Health getting up and running.

# Sound Foundation for Public Health



- New Foundation board members selected
- Anticipate filing paperwork in Q1
- Finalizing MOU between Foundation and Health District

***Purpose:*** To provide support for priorities identified in community health assessments, community health improvement plans, and/or emerging public health issues in Snohomish County.



# Stay in touch

## Blog & Newsletters



Sign up for our blog, newsletters, alerts and more at [www.snohd.org/NotifyMe](http://www.snohd.org/NotifyMe)

## Social Media



Follow us on Facebook, Twitter, Snapchat, TikTok, YouTube, and Instagram



# Thank you

## contact information

For more info, please contact:

Shawn Frederick, MBA

Administrative Officer

425.339.8687

[SFrederick@snohd.org](mailto:SFrederick@snohd.org)

Katie Curtis

Prevention Services Acting Director

425.339.8711

[KCurtis@snohd.org](mailto:KCurtis@snohd.org)

## CITY COUNCIL ITEM 90.3-C

### CITY OF LYNNWOOD City Council

---

**TITLE:** Discussion: Boards and Commissions

**DEPARTMENT CONTACT:** Council President George Hurst

**SUMMARY:**

Continue discussion started at the council summit regarding expectations and experiences with boards and commissions. Attached are sample agendas from each group as well as the suggested edits from staff, presented October 5, 2020.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Sample agendas</a>	Backup Material
<a href="#">10.5.20 LMC edits</a>	Backup Material

## Sample Agendas from boards and commissions



### CITY OF LYNNWOOD ARTS COMMISSION

**AGENDA**  
**MARCH 16, 2021 6:30PM**  
**ONLINE**

10. CALL TO ORDER

20. ROLL CALL

Elizabeth Lunsford	Julieta Altamirano Crosby, Council Liaison
Barry Miller	
Teo Popescu	Fred Wong, Community Programs Coord (CPC)
Robert Gutcheck, Chair	
Rhiannon Kruse	
Lynn Hanson, Secretary	
Raniere, Vice Chair	

30. APPROVAL OF MINUTES – February 16, 2021

40. COMMISSIONER & AD HOC REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

80.1 Equity & Social Justice work	30 min
80.2 Cultural Plan	15 min
80.3 Community Justice Center Public Art	5 min
80.4 Big Hair signal box / other idea	5 min
80.5 Mural – virtual meet the artist (April 22 or 14)	5 min

90. FUTURE BUSINESS

100. ADJOURNMENT

**Upcoming Meetings:**  
April 20, 2021 – Regular Meeting @ ONLINE, 6:30-8:30pm

**Lynnwood Civil Service Commission  
Meeting Agenda  
March 11, 2021 - 4:30 PM  
Zoom Meeting**

**Attendees:**

Commissioner Chair Ed dos Remedios  
Commissioner Vice Chair Loren Simmonds  
Commissioner Patrick Decker  
Police Commander Cole Langdon  
Police Sergeant Josh Kelsey  
Secretary/Chief Examiner Lori Charles  
HR Analyst Darlene Connor

**Agenda Item**

**Presenter(s)**

**10. Call to order**

**20. Roll Call**

All

**30. Approve Minutes**

30.1 Approve minutes from the January 6, 2021 Commission Meeting

All

**60. New Business**

60.1 Introduction of new Civil Service Commissioner

Charles

60.2 Upcoming Joint Board and Commission meeting – April 29, 2021

Charles

60.3 Confirmation of the March 10, 2021 Police Sergeant Eligibility List

Connor

**70. Old Business**

**80. Comments for the good of the order**

All

**90. Adjourn**

**City of Lynnwood**  
**Diversity, Equity and Inclusion Commission**  
**Agenda**  
**March 10, 2021- 6:30 pm**  
**Via <https://lynnwoodwa.zoom.us/j/81211951376>**  
**Zoom**

Naz Lashgari (Chair)  
Daniela Altamirano-Crosby  
Jared Bigelow (Co-chair)  
Joshua Binda  
Selam Habte  
Jennifer McLaughlin  
Marcia Smith  
CM Jim Smith (Council Liaison)  
Evan Chinn (Staff Liaison)  
Guest: Julie Moore – City of Lynnwood Public Affairs Officer

**10. Call to Order:**

**20. Roll Call:**

**30. Approval of Minutes:**

- February 10, 2021 DEIC minutes for review and approval

**40. Public Comments (3 minutes per person):**

**50. New Business**

1. City/Local response on Covid vaccines to communities of color and DEIC Role – Julie
2. Congratulations Daniela! - Daniela
3. Ice Breaker: Ideas for Growth/Envisioning Equitable Lynnwood - Jennifer
4. Step Up Speaker submission – Jennifer/Evan
5. Jail Bond vote
6. Update/Preview Public Service Announcement – AAPI Welcome video – Evan/Jennifer
7. Participation Expectations/Communications Naz/Jared
8. Goals/accomplishments/subcommittee, officers, and elections? Naz/Jared/Marcia

**60. Old Business**

1. February 16 presentation to Council Update

**70. Staff Liaison Comments, Announcements, and Invitations**

**80. Council Liaison Comments, Announcements, and Invitations**

**90. Comments for the good of the order.**

**100. Adjourn**



## Board of Ethics Agenda

December 9, 2020 – 6:00 pm to 8:00 pm

1. Roll Call – Liaison Karen Fitzthum
2. Changes to proposed agenda – all Board members
3. Adoption of Minutes – October 28<sup>th</sup> meeting
4. Election of officers – 2.94.080 A (5)
  - a. Presiding officer – Board Chair
  - b. First Vice-Chair
  - c. Second Vice-Chair
5. Research on establishing Board Counsel
6. Adoption of Bylaws
7. Public Comments
8. Board Member Comments
9. Set next meeting date
10. Set proposed agenda for next meeting
11. Adjourn



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD (HHB)**

**AGENDA**

**4:30 – 6PM, TUESDAY, MARCH 9, 2021**

**ONLINE**

10. CALL TO ORDER

20. ROLL CALL

Crys Donovan, Position #1 – Vice Chair	TBD, Arts Commission
Joshua Brown, Position #2	TBD, Diversity Commission
Kevin Brewer, Position #3	TBD, Parks Board
Vacant, Position #4	TBD, Planning Commission
Jeanne Rogers, Position #5, COL Docent, Secretary	Sarah Olson, Deputy Parks Director
Gary Rogers, Position #6	Fred Wong, Community Programs Coordinator
Cheri Ryan, Position #7, LAMHA - Chair	
	Eric Peterson, Park Operations Superintendent
Shannon Sessions, Council Liaison	TBD, Community Development Dept

30. APPROVAL OF MINUTES – February 9, 2020

40. BOARD MEMBER & COMMITTEE REPORTS

50. COUNCIL LIAISON REPORT

60. CITIZEN COMMENTS (Guest Tom Sprague)

70. STAFF REPORT

80. BUSINESS ITEMS

80.1 Guest Tom Sprague	15 min
80.2 Snohomish County Grant - planning	10 min
80.3 Lynnwood People of Interest - project	15 min
80.4 Future programs – planning (HH Day in July)	5 min
80.5 Signal Box Art Wrap - Idea	5 min
80.6 Lynnwood Historic Registry	10 min

90. FUTURE BUSINESS

100. ADJOURNMENT

**Upcoming Meetings:**

April 13, 2021 – Regular Meeting @ ONLINE, 4:30pm

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 425-670-5502 with 24-hours advance notice for special accommodations.



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**AGENDA****Human Services Commission****Thursday October 1, 2020 — 6:30 pm**

Virtual Meeting via Zoom (link provided)

- 1. CALL TO ORDER-Chairman Farkas**
- 2. ROLL CALL-Chairman Farkas**
- 3. APPROVAL OF MINUTES-September 3, 2020 meeting**
- 4. CITIZEN COMMENTS (Limited to three minutes per speaker)**
- 5. COMMISSIONER COMMENTS**
- 6. DISCUSSION/ACTION ITEMS**

	<b>Topic</b>	<b>Lead</b>	<b>Time (Min.)</b>
A.	Follow Up Discussion on Fenn Report Priorities (see pages 16-20 in the report)	Sordel and Board	60
B.	Discussion-Stakeholder/Partner Meeting	Commissioners	20
C.	Comments from Verdant Health Commission Board	Sordel	10

- 7. OTHER BUSINESS/REPORTS**
- 8. COUNCIL LIAISON REPORT**
- 9. NEXT MEETING**  
November 5, 2020 @6:30  
p.m.
- 10. ADJOURN**

**LEOFF 1 Disability Board Agenda  
March 9, 2021 - 9:00 AM  
Teleconference via Zoom**

**Attendees**

Mike McBride, Chairman  
John Conderman  
Ed Dos Remedios  
Jim Smith  
Shannon Sessions  
Paisley Stenerson, Board Secretary

**Other's Present:**

**Agenda Item**

**Presenter(s)**

**10. Call to order**

**20. Roll Call**

All

**30. Approval of Minutes**

All

30.1 Approval of the February 9, 2021 Board minutes

**40. Audit of Claim**

All

40.1 Routine claims

40.2 Motion for audit of claims

**50. Old Business**

All

50.1 LEOFF-1 Policies and Procedures Review

**60. New Business**

All

None

**70. Adjourn**

All

**[Next meeting Tuesday, April 13<sup>th</sup>, 2021 at 9:00am](#)**

**AGENDA  
LYNNWOOD PARKS AND RECREATION BOARD  
REGULAR MEETING**

**March 3, 2021  
Virtual via Zoom (see instructions below)  
6:00pm**

10. Call to Order
20. Roll Call:
  - Boardmember Coelho
  - Boardmember Darboe
  - Boardmember Gladysz
  - Boardmember Hernandez
  - Boardmember McKeown
  - Boardmember Stohr
  - Councilmember Frizzell
  - Director Sordel
  - Deputy Director Olson
  - Senior Parks Planner Thompson
  - Administrative Assistant Flesher
30. Approval of Minutes – February 3, 2021.
40. Written Communications
50. Public Comments
60. Comments from Boardmembers
70. Messages from the City Council
80. Resolutions and Other Business **10 minutes** **Action**
  - 80.1 Approve April – July Meeting Schedule
90. Staff Reports **90 minutes** **Information/Discussion**
  - 90.1 PARC Plan Update:
    - Park and Trail Usage Study
    - Outreach and Engagement Plan
  - 90.2 Staff Report **5 minutes** **Read for Information**
100. Adjournment

**Upcoming Meetings/Events (pending adoption):**

Regular Meeting: April 7, 2021 – Time TBD - via Zoom  
Regular Meeting: May 5, 2021 – Time TBD - via Zoom  
Regular Meeting: June 2, 2021 – Time TBD - via Zoom  
Special Meeting: July 14, 2021 – Time TBD – Park Tour

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities.  
Contact the City at 425-670-5505 with 24-hours advance notice for special accommodations.

**Zoom Link:**

<https://lynnwoodwa.zoom.us/j/96972883955>

**Or Telephone:**

US: +1 253 215 8782

Webinar ID: 969 7288 3955



**AGENDA**  
**Lynnwood Planning Commission**  
**Meeting**  
**Thursday, October 22, 2020 — 6:30 pm**  
Online via Zoom

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**A. CALL TO ORDER – ROLL CALL**

**B. APPROVAL OF MINUTES**

August 27, 2020

**C. PUBLIC COMMENTS** – (on matters not scheduled for discussion or public hearing on tonight's agenda) Note: Individuals wishing to offer a comment on a non-hearing agenda item, at the discretion of the Chair, may be invited to speak later in the agenda, during the Commission's discussion of the matter. Individuals wishing to comment on the record on matters scheduled for a public hearing will be invited to do so during the hearing.

**D. PUBLIC HEARINGS**

**E. WORK SESSION TOPICS**

1. Housing Action Plan Update

**F. OTHER BUSINESS**

**G. COUNCIL LIAISON REPORT**

**H. PLANNING MANAGER'S REPORT**

**I. COMMISSIONERS' COMMENTS**

**J. ADJOURNMENT**

*The public is invited to attend and participate in this public meeting. Parking and meeting rooms are accessible to persons with disabilities. Upon reasonable notice to the City Clerk's office (425) 670-5161, the City will make reasonable effort to accommodate those who need special assistance to attend this meeting.*

**AGENDA**  
**LYNNWOOD TOURISM ADVISORY COMMITTEE**  
**Zoom Meeting: <https://lynnwoodwa.zoom.us/j/87462122878>**

**Thursday, February 11, 2020**  
**8:00 am**

- 10. Call to order
- 20. Roll Call:
  - Chairperson Shannon Sessions
  - Committee Member Georgia Borg-Leon
  - Committee Member Eric Amundson
  - Committee Member Jerry Irwin
  - Committee Member Janet Pope
  - Committee Member Linda Jones
  - Economic Development Director David Kleitsch
  - Tourism Manager Christy Murray
- 30. Approval of Minutes:
  - 30.1 Approval of Minutes, November 12, 2020
- 40. Written Communications
- 50. Public Comments
- 60. Reports from Committee Members
- 70. Resolutions and Action Items
- 80. Staff Reports
  - 80.1 2020 Lodging Metrics Report
  - 80.2 Director's Report
- 90. General Discussion
- 100. Adjournment

Next meeting: Tentatively scheduled for March 11, 2021

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 425-670-5040 with 24-hours advance notice for special accommodations.

**FROM 10/5/20 MEETING**

**CITY COUNCIL ITEM G**  
**CITY OF LYNNWOOD**  
**Executive**

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**TITLE:** Proposed Board and Commission Lynnwood Municipal Code Revisions

**DEPARTMENT CONTACT:** Julie Moore, Public Affairs Officer

**SUMMARY:**

City Administration is proposing several updates and amendments to the Lynnwood Municipal Code Chapters that pertain to Boards and Commissions. Attached is a tracked changes version of the proposed code revisions to Chapter 2.24 Advisory Bodies, 2.26 Arts Commission, 2.29 Planning Commission, 2.60 Diversity, Equity & Inclusion Commission, 2.98 Salary Commission, 2.30 History & Heritage Board, and 2.28 Parks & Recreation Board.

**ACTION:**

Requesting that City Council review and consider the attached revisions and amendments to the Lynnwood Municipal Code pertaining to Boards and Commissions.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Summary of Proposed LMC Changes</a>	Backup Material
<a href="#">Proposed Board and Commission LMC Revisions</a>	Backup Material



Summary of changes: AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO THE CITY'S BOARDS AND COMMISSIONERS; AMENDING CHAPTERS 2.24, 2.26, 2.29, 2.60, 2.98, 2.30, AND 2.28 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

Section	Page	Line	Summary
<b>SECTION 1 - 2.24 Advisory Bodies – General Provisions</b>			
2.24.010 Definitions	1-2	20-33 1-2	This adds definitions of who can serve on an advisory board: resident, community stakeholder, and non-resident.  This change also reflects removing the requirement to be a registered voter.
2.24.020 Scope of Work	2	8-22	Clean up edits. Replaces language of the city's comprehensive plans and expands it to adopted plans and regulations.
2.24.030 Membership, nomination and confirmation process, reappointment process, residency requirements, and responsibilities	3       4	1-2 4-10  16-17 18-23 24-27 28-2 3-6  7-9	Clean up edits. Clean up edits regarding residency, removed & relocated voter registration requirements to another section (2.24.101) Clean up edits Combined E and F. Removed G which set term limits Clean up edits Included Open Public Meetings requirements and relevant RCW chapters Clean up edits
2.24.040 Officers – Identifications & Elections	4	11-15	Removed gender specific pronouns
2.24.050 Quorums, transacting business and resolutions	4	20-24	Expanded the method by which an advisory body could provide a recommendation to council and/or administration
2.24.070 Multiple appointments prohibited	4-5	29-31, 1-2 3-4	Clean up edits  Adding an exemption of Salary Commission members to hold multiple appointments when appropriate.
2.24.080 Conflicts of Interest	5	6-9	Removed gender specific pronouns
2.24.090 Liaisons and <del>representatives</del> administrative support	5	10  11-15  16-23	Administrative support is more reflective of the role played by staff  Clean up edits, added that Salary Commission and Ethics Board shall not have council liaisons Clarifying the role of the administrative support person
2.24.100 Procedures, records and minutes	5	25-28	Clean up edits
2.24.110 Meetings	5-6	30-32, 1-	Clean up edits, specifying where meetings are posted

G-2

		2	
2.24.120 Compensation and reimbursement of expenses	6	4-6	Clean up edits
2.24.130 Lobbying efforts	6	9-14	Clean up edits
<b>SECTION 2 – Chapter 2.26 ARTS COMMISSION</b>			
2.26.030 Membership appointment - term	7	20-26	Updated terms
2.26.040 Residency requirements	7	30-32	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions
<b>SECTION 3 – Chapter 2.29 PLANNING COMMISSION</b>			
2.29.030 Membership appointments	8-9	28-30, 1-4	Updated term dates
2.29.031 Residency requirements	9	9-10	Added residency requirements.
<b>SECTION 4 – Chapter 2.60 DIVERSITY, EQUITY &amp; INCLUSION COMMISSION</b>			
2.29.030 Membership Appointment - term	11	11-15	Updated term dates
2.26.040 Residency requirements	11	20-25	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions
<b>SECTION 5 – Chapter 2.98 SALARY COMMISSION</b>			
2.29.030 Membership Appointment - term	13	28-34	Updated term dates
2.98.050 Open meetings	14	12	Clean up edit
<b>SECTION 6 – Chapter 2.30 HISTORY &amp; HERITAGE BOARD</b>			
2.30.030 Membership Appointment - term	15	28-34	Updated term dates
2.30.040 Residency requirements	16	12	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions
<b>SECTION 7 – Chapter 2.28 PARKS &amp; RECREATION BOARD</b>			
2.28.030 Membership Appointment - term	17	20-26	Updated term dates
2.30.040 Residency requirements	17	29-31	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions



## CITY COUNCIL ITEM 90.3-D

### CITY OF LYNNWOOD Executive

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**TITLE:** Executive Session, If Needed

**DEPARTMENT CONTACT:** Leah Jensen

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available