



## LYNNWOOD CITY COUNCIL Business Meeting

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

<https://www.lynnwoodwa.gov/Government/City-Council/City-Council-Meetings>

**MONDAY, AUGUST 9, 2021 6:00 PM**

- 
1. CALL TO ORDER AND FLAG SALUTE
  2. ROLL CALL
  3. APPROVAL OF MINUTES- Councilmember Decker
    - A. Approve the minutes as written for the following meetings: July 21, 2021 Work Session; July 22, 2021 Finance Committee meeting, and July 26, 2021 Business Meeting.  
Councilmember Decker  
[7.21.21 Worksession Minutes.pdf](#)  
[7.22.21 Finance Committee Minutes draft.pdf](#)  
[7.26.21 Business Meeting Minutes.pdf](#)
  4. MESSAGES AND PAPERS FROM THE MAYOR
  5. PRESENTATIONS AND PROCLAMATIONS - Councilmember Altamirano-Crosby
    - A. Presentation: Introduction to Concepción Bello Nava, the Artistic Director of the Renowned Dance Troupe Compañía de Danza Folklórica Xochicalli.  
Julieta Altamirano-Crosby  
[Resolution 2020-05.pdf](#)  
[Proclamation - Friendship City Chilpancingo Mexico.pdf](#)
  6. CONSENT AGENDA- Councilmember Frizzell
    - A. Planning Commissioner Confirmation: Rebecca Samy  
Ashley Winchell, Community Planning Manager  
[Rebecca Samy\\_redacted.pdf](#)
    - B. Confirm Diversity, Equity and Inclusion Commission Candidate Lu Jiang.  
Evan Chinn  
[Jiang Lu - DEI - Res\\_Redacted.pdf](#)  
[Jiang\\_Lu\\_Resume\\_CityofLynnwood\\_\\_Redacted.pdf](#)

- C. Appointments: Lynnwood Public Facilities District Board, Position #5, Wally Webster  
David Kleitsch, Development and Business Services Director  
[Position #5, PFD Appointment, 2021.pdf](#)  
[Resolution 2010-07, PFD Appointment Process, 2010.06.14.pdf](#)  
[Resolution 19-01 Boardmember Appointment Criteria, 2019.07.19.pdf](#)

- D. Voucher Approval

7. WRITTEN COMMUNICATIONS AND PETITIONS

8. PUBLIC COMMENTS AND COMMUNICATIONS

9. COUNCIL COMMENTS AND ANNOUNCEMENTS- Councilmember Altamirano-Crosby

10. BUSINESS ITEMS AND OTHER MATTERS

- A. American Rescue Plan Act Funding Immediate Needs  
Michelle Meyer, Director of Finance  
[ARPA Presentation for 8.9 CM.pdf](#)

11. NEW BUSINESS

ADJOURNMENT

**CITY COUNCIL 3.A**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE:** Approve the minutes as written for the following meetings: July 21, 2021 Work Session; July 22, 2021 Finance Committee meeting, and July 26, 2021 Business Meeting.

**DEPARTMENT CONTACT:** Lisa Harrison, City Council

**PRESENTER:**

Councilmember Decker

**ESTIMATED TIME:**

5

**DEPARTMENT ATTACHMENTS**

Description:

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[7.21.21 Worksession Minutes.pdf](#)

[7.22.21 Finance Committee Minutes draft.pdf](#)

[7.26.21 Business Meeting Minutes.pdf](#)



**CITY OF LYNNWOOD  
CITY COUNCIL WORK SESSION MINUTES  
July 21, 2021**

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1. Roll Call

Present:

Member Patrick Decker  
Member Christine Frizzell  
Member Ruth Ross  
Member Shannon Sessions  
Mayor Nicola Smith  
President George Hurst  
Member Jim Smith  
Member Julieta Altamirano-Crosby

2. COMMENTS AND QUESTIONS ON MEMO ITEMS

3. WORK SESSION ITEMS

3.A Introduction to DEIC Candidate Lu Jiang

HR Director Evan Chinn introduced candidate Jiang as a candidate for the DEIC. Jiang then shared her background and reason for interest in serving the city. Council members asked questions and made comments.

3.B Continued discussion on possible revisions to the Lynnwood Municipal Code pertaining to City Advisory Bodies.

Communications manager Julie Moore led a discussion about proposed changes to the LMC regarding boards and commissions. The council decided on the following issues, which will be up for approval at the next business meeting:

- Registered voter requirement: Agreed to try allowing one position per board/council to be non-voters as long as they are Lynnwood residents.
- Term limits: All agreed to remove this requirement so that citizens are not limited to the amount of time they serve.
- term dates: find a way to state it so that it doesn't have to be updated

Moore will make the edits and bring back an ordinance for approval of all changes.

**3.C Ordinance: Update of the Lynnwood Building and Fire Codes by Amending LMC Titles 9, 15, and 16**

Michael Fitzgerald of south county fire reviewed the proposed changes to the fire codes. Council members asked questions and made comments.

**4. MAYOR COMMENTS**

None

**5. COUNCIL COMMENTS**

**6. EXECUTIVE SESSION, AS NEEDED**

**ADJOURN**

The meeting was adjourned at 7:55 p.m.



**CITY OF LYNNWOOD**  
**FINANCE COMMITTEE FINANCE COMMITTEE MINUTES**  
**July 22, 2021**

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1. CALL TO ORDER

2. ROLL CALL

Present:

Chair Christine Frizzell

George Hurst

Julieta Altamirano-Crosby

Also present: Corbitt Loch, Janella Lewis and Cyndie Eddy.

3. FINANCIAL REPORTS

3.A 1st Quarter 2021 Financial Report

Finance Director Meyer shared the results from Q1 for the general fund. In general we are on track through Q1, with quarterly sales tax recovering. In terms of departments, most are below spending goals, accounting for 9.7% of the budget versus 12.5% of the year. In terms of sales tax, revenues were 30% higher through March of this year compared to last year.

4. DISCUSSION ITEM

4.A Financial Policy Update Overview

Director Meyer asked the committee to provide feedback on the City's adopted Financial Policy. A redlined version will be reviewed at the next meeting.

4.B ARPA Stabilize and Recover/Short-term funding recommendations

Director Meyer shared with the committee a list of staff requests that are being developed for use of the American Rescue Act funds for immediate needs. These include restoring some direct-service positions that were left vacant as a result of COVID budget constraints, audio/visual equipment for Council Chambers (IT) and body cameras for police. Specifics will be presented to the full council at an upcoming meeting.

4.C Financial Reporting Update Overview

Director Meyer asked the committee to provide feedback at the next meeting regarding the format for reporting financials. The next meeting will be on September 23, 2021.

5. ADJOURN

This meeting adjourned at 4:37 pm.



**CITY OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
July 26, 2021**

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1. CALL TO ORDER AND FLAG SALUTE
2. ROLL CALL

Present:

Member Patrick Decker  
Member Christine Frizzell  
Member Ruth Ross  
Member Shannon Sessions  
Mayor Nicola Smith  
President George Hurst  
Member Jim Smith  
Member Julieta Altamirano-Crosby

Moved by George Hurst; seconded by Julieta Altamirano-Crosby to Confirm Council President Hurst made a motion to suspend all business except for minutes and consent agenda in order to allow for public comments following a protest at City Hall.

Motion Passed: 7 - 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

3. APPROVAL OF MINUTES- Council Member Ross

- 3.A Minutes from July 6 Work Session, July 12 Business Meeting and July 19 Work Session.

Moved by Ruth Ross; seconded by George Hurst to Approve Motion to approve minutes as written for the July 6 work session, the July 12 Business meeting and the July 19 work session.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None



4. MESSAGES AND PAPERS FROM THE MAYOR

The mayor read a statement regarding the death of Tirhas Tesfatsion at the Lynnwood jail, but was unable to complete her statement due to crowd shouting and unrest in the Chambers.

5. PUBLIC COMMENTS AND COMMUNICATIONS

Over 50 members of the community appeared in chambers as part of a protest about the death of Tirhas Tesfatsion in the Lynnwood jail. Many made comments and asked questions about the investigation into Ms. Tesfatsion's death. The Council responded that it is an on-going investigation and they cannot comment until it is complete.

6. WRITTEN COMMUNICATIONS AND PETITIONS

7. COUNCIL COMMENTS AND ANNOUNCEMENTS- Council Member Sessions

8. CONSENT AGENDA- Council Member Smith

Moved by Jim Smith; seconded by George Hurst to Approve Approve the following unanimous consent agenda items:

- Authorize the mayor to enter into and execute on behalf of the City a construction contract with Rodarte Construction for the 60th Ave W Sewer Repair Project in an amount not to exceed \$949,333.13 with an additional 15% contingency for a total amount of \$1,091,733.10. Sales tax is included.
- Voucher Approval: Approve claims in the amount of \$4,259,812.07 for the period 6/26/21 through 7/16/21. Approve payroll in the amount of \$1,206,201.81 dated 7/16/21.

Motion Passed: 7 - 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

ADJOURNMENT

The meeting adjourned at 8:52 p.m.

**CITY COUNCIL 5.A**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE:** Presentation: Introduction to Concepción Bello Nava, the Artistic Director of the Renowned Dance Troupe Compañía de Danza Folklórica Xochicalli.

**DEPARTMENT CONTACT:** Leah Jensen, City Council

**SUMMARY:**

Ms. Bello Nava is a representative from Lynnwood's Friendship City in Chilpancingo, Guerrero, Mexico. She will visit with dance troupes in Lynnwood to share traditional Mexican folkdance techniques and other aspects of her culture.

**PRESENTER:**

Julieta Altamirano-Crosby

**ESTIMATED TIME:**

10

**BACKGROUND:**

In September of 2020, the City of Lynnwood formed a Friendship City relationship with Chilpancingo, Guerrero Mexico. Ms. Bello Nava's visit to Lynnwood is the result of an agreement build community-to-community relationships and to enhance cultural awareness among our two cities.

**SUGGESTED ACTION:**

Welcome Ms. Bello Nava to Lynnwood.

**PREVIOUS COUNCIL ACTIONS:**

The Council established a Friendship City program by resolution on March 3rd of 2020, as part of the Sister City program.

**FUNDING:**

N/A

## **VISIONS AND PRIORITIES ALIGNMENT:**

Lynnwood's Friendship City program aligns with the following priorities: be a safe, welcoming, and livable city; pursue and maintain collaborative relationships and partnerships.

## **DEPARTMENT ATTACHMENTS**

Description:

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[Resolution 2020-05.pdf](#)

[Proclamation - Friendship City Chilpancingo Mexico.pdf](#)



**LYNNWOOD**  
WASHINGTON

**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE CITY COUNCIL OF LYNNWOOD  
WASHINGTON, SUPPORTING THE SISTER CITY PROGRAM AND  
REPEALING RESOLUTION 85-6 AND 2015-10.**

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**WHEREAS**, the Sister City Program speaks directly to the City of Lynnwood community vision; and

**WHEREAS**, community members of Lynnwood have demonstrated a desire to learn more about the people of other communities throughout the world and enhance international communication and understanding; and

**WHEREAS**, community members of Lynnwood wish to encourage educational, cultural, athletic, trade, tourism, business, technology, and governmental exchanges to help acquaint themselves with the diverse peoples of the world; and

**WHEREAS**, Lynnwood wants to provide its community members with opportunities that offer services and benefits from community projects of international scope; and

**WHEREAS**, a Sister City to Lynnwood shall be carefully selected to assure that these relationships will be educational, long-lasting and of maximum benefit for all; and

**WHEREAS**, Lynnwood's Sister City relationship shall be based upon common interests and characteristics important to both Lynnwood and the Sister City; and

**WHEREAS**, Lynnwood pledges its support to the community in the creation of a Sister City Program, including a Friendship City relationship; and

**WHEREAS**, Lynnwood is a member of the Sister Cities International organization; and

**WHEREAS**, the research and proposal for a Sister City Program was completed and presented to the City Council on June 18, 2014; and

**WHEREAS**, the City Council of the City of Lynnwood supports the Sister City Program and its goals, the selection process, requirement and criteria, and the program committees and responsibilities; therefore,

41 THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO RESOLVE AS FOLLOWS:

42  
43 **SECTION 1: SISTER CITY PROGRAM**

44  
45 The Lynnwood Sister City Program is a long-term relationship between the City of Lynnwood and  
46 a city in a country outside of the United States, which shall be officially recognized upon the  
47 signing of an agreement by the elected Mayors to become Sister Cities.

48  
49 **SECTION 2: GOALS**

50  
51 The Lynnwood Sister City Program goals shall serve its community members and the people of  
52 the established Sister City:

- 53 1. Build people-to-people relationships;
- 54 2. Provide educational opportunities;
- 55 3. Promote economic development, trade and tourism opportunities; and
- 56 4. Strengthen diversity and enhance the understanding of cultural awareness  
57 and sensitivity.

58  
59 **SECTION 3: COMMITTEES & RESPONSIBILITIES**

60  
61 The Lynnwood Sister City Program shall be guided by two committees and responsible for the  
62 following:

63 1) Sister City Selection Committee shall be responsible for the selection of a  
64 Lynnwood Sister City. The committee shall include:

- 65 • Executive representatives appointed by the Mayor
- 66 • One Councilmember
- 67 • One member of Lynnwood's Diversity Commission
- 68 • One member of the Lynnwood Chamber of Commerce
- 69 • President of the Lynnwood Sister Cities Association

70  
71 2) Sister City Working Committee shall be responsible for building and sustaining the  
72 operations of the program. The committee shall include:

- 73 • Executive representatives appointed by the Mayor
- 74 • Councilmember liaison with a 2-year term
- 75 • Lynnwood Sister Cities Association members

76  
77 **SECTION 4: REQUIREMENT, SELECTION PROCESS & CRITERIA OF A SISTER CITY**

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79 City residency and/or owning a business located in Lynnwood is a requirement of the applicant  
80 and/or one of the applicants.

81  
82 At the discretion of the Mayor and/or upon the request of community member(s), the selection  
83 process of a Sister City shall include:

- 84 • A public notice seeking interest in a Sister City;
- 85 • A completed application for a Sister City with a letter of interest from the Office of the
- 86 Mayor and/or an equivalent office;
- 87 • A public comment opportunity; and
- 88 • A public notice advising the selected Sister City.

89

90 The criteria to select a Sister City shall consider the following:

- 91 • Population, geographic location, and demographics;
- 92 • Business, trade, and tourism;
- 93 • Existing linkages, e.g. University exchanges, business, cultural, and social organization
- 94 ties, etc.;
- 95 • Accessibility and transportation;
- 96 • Humanitarian interests;
- 97 • Economic factors;
- 98 • Official language;
- 99 • Major industries, educational institutions, social organizations, and business vitality;
- 100 • Form of government;
- 101 • History of diplomatic relations and the present degree of cooperation between the
- 102 United States and foreign country; and
- 103 • Lynnwood population of its community members and community support.

104

105 **SECTION 5: FRIENDSHIP CITY**

106

107 Within the Sister City Program, a Friendship City shall be a relationship between the City of  
108 Lynnwood and local community members of their country of origin. A Friendship City shall:

109

- 110 • Be at the discretion of the Mayor;
- 111 • Be considered upon request of community members who have City residency and/or
- 112 own a business located in Lynnwood;
- 113 • Be acknowledged by a City proclamation;
- 114 • Have no signing of any government agreements to become a Friendship City;
- 115 • Require no Friendship City selection process; and
- 116 • Take part in the Sister City Working Committee.

117

118 **SECTION 6: PRIOR SISTER CITY RESOLUTIONS AND RELATIONSHIPS**

119 The provisions of Resolution 85-6 and 2015-10 are repealed by this Resolution.

120

121 RESOLVED BY THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, this 3rd  
122 day of March 2020.

123

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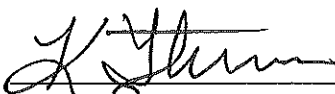
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APPROVED:

  
\_\_\_\_\_  
Nicola Smith, Mayor

ATTEST/AUTHENTICATE:

  
\_\_\_\_\_  
Karen Fitzthum, Acting City Clerk

Passed by City Council: 03/09/2020  
Resolution Number: 2020-05



**LYNNWOOD**  
WASHINGTON

*A great deal more*

# Proclamation

City of Lynnwood

## Proclamation Declaring a Friendship City Relationship Between Chilpancingo de los Bravo, Mexico and Lynnwood Washington, USA

WHEREAS, the City of Lynnwood established a Friendship City Program by resolution on the 3<sup>rd</sup> day of March 2020 as a part of the Sister City Program; and,

WHEREAS, the Friendship City agreement shall be a relationship between the City of Chilpancingo and the City of Lynnwood; and,

WHEREAS, the Friendship City Program was established to build people-to-people and community-to-community relationships; and,

WHEREAS, a Friendship City relationship will strengthen and value diversity, and enhance cultural awareness and sensitivity among communities in Chilpancingo and those in Lynnwood; and,

WHEREAS, a Friendship City relationship will bring the two cities together to share ideas, exchange views and understand different viewpoints; and,

WHEREAS, a Friendship City relationship between the City of Chilpancingo Mexico and the City of Lynnwood Washington will establish a more culturally integrated society and foster the opportunity for communities in both cities to share ideas that will advance cultural understanding, appreciation and respect for others; and,

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Nicola Smith, do hereby proclaim that a Friendship City relationship between the City of Lynnwood Washington, USA and Chilpancingo de los Bravo, Mexico will mutually benefit both communities and therefore I endorse the establishment of this relationship.

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Nicola Smith, Mayor  
City of Lynnwood

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September 9, 2020



**CITY COUNCIL 6.A**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Planning Commissioner Confirmation: Rebecca Samy**

**DEPARTMENT CONTACT: Ashley Winchell, Development and Business Services**

**SUMMARY:**

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

**PRESENTER:**

Ashley Winchell, Community Planning Manager

**ESTIMATED TIME:**

10

**BACKGROUND:**

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

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

**SUGGESTED ACTION:**

Confirm Ms. Samy to position #1 of the Planning Commission.

**PREVIOUS COUNCIL ACTIONS:**

City Council interviewed Ms. Samy at the Work Session on July 19, 2021

**DEPARTMENT ATTACHMENTS**

Description:

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[Rebecca Samy\\_redacted.pdf](#)

# Board and Commission Application



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

## All Are Welcome

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

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

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

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

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

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

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

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

Optional resume upload



Date

04/12/2021

**CITY COUNCIL 6.B**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE:** Confirm Diversity, Equity and Inclusion Commission Candidate Lu Jiang.

**DEPARTMENT CONTACT:** Evan Chinn, Executive Office

**SUMMARY:**

Introduce DEIC Candidate Lu Jiang

**PRESENTER:**

Evan Chinn

**ESTIMATED TIME:**

10

**BACKGROUND:**

Lu Jiang applied for the DEIC, has attended several meetings and had a great interview with the DEIC, Mayor Smith and Staff Liaison Evan Chinn. She brings a wealth of experience and background in equity, public service, racial and social justice through her work and volunteer experience as an attorney. She is a 22 year resident of Lynnwood and is eager to serve.

**SUGGESTED ACTION:**

Confirm DEIC Candidate Lu Jiang and consider for membership

**PREVIOUS COUNCIL ACTIONS:**

N/a

**FUNDING:**

N/a

**VISIONS AND PRIORITIES ALIGNMENT:**

Safe, Welcoming City

**DEPARTMENT ATTACHMENTS**

Description:

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[Jiang Lu - DEI - Res\\_Redacted.pdf](#)

[Jiang\\_Lu\\_Resume\\_CityofLynnwood\\_\\_Redacted.pdf](#)

# Board and Commission Application



Submission date: **10 June 2021, 1:30PM**  
Receipt number: **75**  
Related form version: **2**

## All Are Welcome

Name	Lu Jiang
Address	4813 180TH ST SW C-208, Lynnwood, WA 98037
Phone	425-789-9401
Alternate Phone	N/A
Email Address	Lu.Jiang.JD@outlook.com
Are you a registered voter in the City of Lynnwood?	Yes
Are you a registered voter somewhere else?	No
Please choose the Board or Commission for which you are applying	<b>Diversity, Equity and Inclusion Commission</b>
Why are you interested in serving on this board or commission?	<b>I was born in a non-democratic country and grew up in an impoverished immigrant household, experiencing firsthand the forces that keep disenfranchised people from accessing resources and actualizing their potential. For a short period of time, I experienced the turmoil of homelessness. The harrowing experience of living in poverty—particularly with racist attitudes toward new immigrants—has shaped my commitment to advocate for marginalized populations, fight against racism, and develop solutions that optimize program objectives while establishing intersectional approaches based on diversity, equity, and inclusion.</b>

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

If selected for the position, I see my role as a collaborator—working closely with Lynnwood DEI Commission to strategize and mobilize public engagement to understand different forms of racism, discrimination, and oppression that BIPOC communities face in public systems. When appropriate, advise the mayor and the city council to eliminate systemic barriers to justice.

How would you represent the interests of the community?

I have lived in the City of Lynnwood for over 22 years. I am familiar with the growing diversity in our city's demographic and the need for local leadership to reflect the population it seeks to serve. The City of Lynnwood has a prominent Asian American and Pacific Islander (AAPI) population. As a member of this community, I am knowledgeable and culturally competent to listen, understand, and communicate the needs of our AAPI constituents. After another wave of anti-Asian hate sweeping across cities in our nation, AAPI interests must be represented on the Lynnwood DEI Commission.

List any experiences that may assist you in serving in this role.

Throughout my life, I have consistently advanced the rights of vulnerable populations. For example, while working as the director for the University of North Dakota Legal Clinic, I managed a case team with three student attorneys. My group focused on representing low-income clients facing housing discrimination and employees who faced workplace sexual harassment from large corporations with a history of discriminatory practices. I represented the North Dakota Council on Abused Women's Services (NDCAWS) in a case that catalyzed the introduction of Senate Bill 2195 (later codified as N.D. CODE § 47-16-17.1), offering protection for victims of domestic violence from housing discrimination and landlord retaliation after a domestic violence incident. After the success of our partnership with NDCAWS, my team launched the first state-wide "Know Your Rights" series where we travel to major cities and remote counties to educate the public, providers, and social workers on new legal protections

for victims of domestic violence and housing discriminations. I am confident that my ability to articulate, influence others constructively, think strategically, and render sound judgments will enable me to succeed as a contributing member of the Lynnwood DEI Commission. I have continued developing and utilizing my interpersonal skills throughout my career to create a more diverse and equitable space for all voices to be heard. For example, in 2019, I designed, managed, and coordinated the acclaimed Gates Foundation All Staff Meeting Series, inviting a broad range of speakers (immigrant students, community partners, program officers, and senior leadership) and curating an immersive audience experience. The wealth of voices representing the populations we served deepened the audience's understanding of the importance of explicit and implicit system-change efforts in the Pre-education through workforce continuum. In addition to the variety of managerial and diplomatic skills I have demonstrated through these activities, my performance track record and reliability have enabled me to cultivate strong relationships with partners, grantees, government liaisons, and a broad range of stakeholders.



List any other information you would like us to consider.

**I spent years as a civil litigator in private law practice. My areas of expertise included employment law, sexual harassment, workplace discrimination, wage and hour, and advocacy. My background allowed me to build a thorough understanding of the many legal challenges that today's marginalized communities face. As an unrelenting champion for students and minorities alike, I have established the Equal Justice Endowment at the University of North Dakota and the Women's Empowerment Endowed Scholarship at the Seattle Central College. Each of these unique scholarship opportunities is designed to provide financial support to underserved student populations, regardless of immigration status. In 2017, I was recognized by the Guinness World Records Foundation for the role I played in supporting the Uniting to Combat NTDs Summit—establishing a new Guinness World Record in the largest mobilization of donated medications. In 2020, I was awarded the Young Alumni Achievement Award from the University of North Dakota Alumni Foundation. In my spare time, I coach the International Community High School varsity mock trial team, and have guest lectured at Seattle University and Seattle Central College. I hold a B.A. in Business Management from the University of Washington, and a J.D. from the University of North Dakota School of Law.**

Optional resume upload



Date

06/10/2021

# LU JIANG, J.D.

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A mission-driven legal professional with expertise in nonprofit management, contracts, and strategy development. Excellent organization under pressure in complex projects. Proven ability to apply policies, processes, systems, tools, and approaches. Fluency in English, Cantonese, and Mandarin.

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## EDUCATION

### **Graduate Certificate in Nonprofit Management**

Harvard University Extension School, Cambridge, MA, Expected Graduation in 2022

### **Juris Doctor, *cum laude***

University of North Dakota School of Law, Grand Forks, ND, 2012

### **Bachelor of Arts in Business Administration**

University of Washington Michael G. Foster School of Business, Seattle, WA, 2008

## PROFESSIONAL EXPERIENCE

### **PRO BONO MANAGER**

**May 2021 to Present**

#### **Legal Counsel for Youth and Children, Seattle, WA**

The Legal Counsel for Youth and Children is a statewide civil legal aid nonprofit organization.

- Design and launch the first statewide civil pro bono program dedicated to serving youth between the ages of 12 to 17 who are at risk of, or currently experiencing homelessness
- Develop anti-racism policies, practices, training, and resource materials to support a broad spectrum of stakeholders
- Design and implement a plan to engage a diverse group of volunteers, including outreach to and engagement with minority bar associations
- Oversee collaboration with local community partners to discern data for demographics of young people served, with emphasis on BIPOC and LGBTQA+ communities, to inform systematic policy reforms
- Facilitate regular meetings, training, and identity group conversations on equity, systemic racism, and anti-racism

### **PROGRAM MANAGER**

**December 2017 to March 2021**

#### **Bill & Melinda Gates Foundation, Seattle, WA**

The Bill & Melinda Gates Foundation is the world's largest private nonprofit organization.

- Launched the Diversity, Equity, and Inclusion (DEI) Champions subgroup to support the creation and design of a team-wide DEI Framework
- Developed recommendations for operationalizing the DEI Framework with five underrepresented learning communities
- Co-launched the Equitable Futures Initiative and managed the development of the Theory of Action framework, transforming a nascent initiative into a presidential-level, US \$10 million portfolios in 24 months
- Collaborated and strategized with the organization's business partners to identify issues in complex data-sharing agreements, program designs, and implementation plans and to ensure continuous improvement for mission-critical, place-based grantees

**PROGRAM COORDINATOR****June 2016 to December 2017****Bill & Melinda Gates Foundation, Seattle, WA**

- Managed over 30 active investments, including consultant and technical assistance contracts, and a budget of US \$23 million for the Global Media Partnerships portfolios
- Cultivated strong relationships with internal and external partners, grantees, liaisons, and consultants with a focus on clear and consistent communications
- Managed the team's operational efficiency, alignment, and compliance to organizational practices and policies through formal system of tracking, monitoring, and prioritizing shifting tasks as well as cross-cutting projects
- Co-managed the central knowledge management system (KMS) with internal and external-facing resources to foster meaningful collaboration and continuous improvement

**CO-CHAIR, BOARD OF DIRECTORS****May 2017 to April 2018****QLaw of Washington, Seattle, WA**

QLaw of Washington is the state's only LGBTQ Bar Association.

- Directed strategic planning for and the formulation and implementation of a five-year strategic plan to ensure that judicial candidates received notification and education on issues affecting the LGBTQ community
- Planned and executed the continuing legal education course *Religious Exemption and its Impact on the LGBTQ Community*
- Designed, drafted, and won proposals targeting the scholastic funding gap and doubled the amount of money awarded by the inaugural QLaw Legal Scholarship Award to law students during their post-graduation transitions

**CLINIC ATTORNEY****May 2016 to May 2017****Housing Justice Project, Seattle, WA**

The Housing Justice Project is a homelessness prevention program providing accessible legal services.

- Drafted contracts, pleadings, amendments, and legal demand letters on behalf of eligible clients
- Negotiated practical solutions for legal matters involving landlord and tenant relations
- Provided direct legal representation for clients and negotiate pre-litigation settlements
- Conducted legal research on current and emerging laws and policies impacting the landlord-tenant law ecosystem
- Researched industry practices regarding preventative eviction training and mediation strategies

**ATTORNEY****June 2014 to April 2016****Pinnacle Legal Consulting, Lynwood, WA**

Pinnacle Legal Consulting was a law firm specializing in representing local nonprofit organizations, small businesses, and individuals in need of affordable legal services in employment law, contracts, business transactions, and general civil law.

- Advised on contracts and agreements, including employment and vendor contracts
- Made research-based recommendations in the areas of employment law, statutes, and policies
- Assisted with the review of unemployment benefits appeals and produced memoranda on complex legal issues
- Created content for training manuals, including policies, employee handbooks, and executive employment agreements
- Negotiated complex employment contracts for limited-term healthcare professionals and advised clients on pre-litigation prevention strategies

**ATTORNEY****November 2012 to June 2014****Phillips Law Firm, Woodinville, WA**

Phillips Law Firm is an industry leader in personal injury and civil litigation matters. In 2012, it launched the first employment law division dedicated to representing plaintiffs in employment law matters.

- Drafted, reviewed, and litigated employment contract matters related to the Fair Labor Standards Act (FLSA), the Washington Minimum Wage Act (MWA), and Title VII of the Civil Rights Act of 1964
- Devised and executed litigation, discovery, and settlement strategies for the firm's employment law division
- Negotiated employment terms on behalf of clients in contract disputes
- Represented clients in mediation, arbitration, and settlement negotiations on violations of the MWA and FLSA
- Drafted deposition memoranda and trial plans

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**ADDITIONAL KEY ROLES**

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**LAW CLERK****June 2011 to August 2011****United States Equal Employment Opportunity Commission, Seattle, WA****DIRECTOR AND STUDENT ATTORNEY****January 2011 to December 2011****University of North Dakota Legal Clinic, Grand Forks, ND**

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**VOLUNTEER WORK**

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- Seattle Colleges Foundation (formerly the Seattle Central College Foundation) – Board Member
- Asian Americans Pacific Islanders in Philanthropy Seattle Chapter – Co-chair
- YMCA Washington Mock Trial Program – Trial Advocacy Coach
- American Bar Association National Moot Court Competition – Judge

**CITY COUNCIL 6.C**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Appointments: Lynnwood Public Facilities District Board, Position #5, Wally Webster**

**DEPARTMENT CONTACT: David Kleitsch, Development and Business Services**

**SUMMARY:**

Reappoint Boardmember Webster to the Lynnwood Public Facilities Board of Directors, Position #5

**PRESENTER:**

David Kleitsch, Development and Business Services Director

**ESTIMATED TIME:**

15

**BACKGROUND:**

City Council appoints Boardmembers to the Lynnwood Public Facilities District (LPFD). This action is undertaken pursuant to the process outlined in Resolution No. 2010-07.

Boardmember Webster's term expires in October 2021. Boardmember Webster has expressed the desire to be reappointed, and the Lynnwood Public Facilities District supports this request. Council is requested to reappoint Boardmember Webster to a four year term that expires in October 2025.

At the Work Session on August 2, 2021, Boardmember Webster's appointment was advanced for action at the Business Meeting on August 9, 2021,

**SUGGESTED ACTION:**

Re-appointment Wally Webster to the Lynnwood Public Facilities District Board, Position #5

**PREVIOUS COUNCIL ACTIONS:**

Boardmember Simmonds was appointed to the LPFD Board, Position #3 .  
In September 2017, Boardmember Webster was appointed to the LPFD Board, Position #5.  
On June 14, 2010, Council adopted Resolution No. 2010-07 regarding the LPFD Board recruitment and appointment process.  
On August 24, 1999, Council adopted Ordinance No. 2266 creating the LPFD.

**DEPARTMENT ATTACHMENTS**

Description:

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[Position #5, PFD Appointment, 2021.pdf](#)

[Resolution 2010-07, PFD Appointment Process, 2010.06.14.pdf](#)

[Resolution 19-01 Boardmember Appointment Criteria, 2019.07.19.pdf](#)

5701 63<sup>rd</sup> Avenue West  
Lynnwood, WA 98037-2742

July 14, 2021

Rosario Reyes, Chair  
Board of Trustee  
Lynnwood Public Facilities District  
3815 196th St SW Ste 136  
Lynnwood, WA 98036

Dear Chair Reyes:

**Subject:** Reappointment to the Board of Directors  
Lynnwood Public Facilities District

The purpose of this letter to officially confirm my request to be reappointed to the Lynnwood Public Facilities District Board of Directors for a four (4) year term effective November 1, 2021.

If you need additional information to complete the request, let me know.

Sincerely,



Wally Webster II  
Board Member

**cc:** Janet Pope, Executive Director  
Lynnwood Public Facilities District

# CITY OF LYNNWOOD

## RESOLUTION NO. 2010-07

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING THE RECRUITMENT AND APPOINTMENT PROCESS FOR NOMINATIONS TO THE LYNNWOOD PUBLIC FACILITIES DISTRICT BOARD**

WHEREAS, it is the desire of the City Council to have the best possible candidates for all positions on the Lynnwood Public Facilities District (LPFD) Board, and

WHEREAS, the deepest pool of candidates offers the best possibility of finding individuals with the skills required, and

WHEREAS, on March 1, 2005 the LPFD adopted Resolution No. 05-21 recommending to the City certain criteria for the appointment of future members to the LPDF Board of Directors, and that this resolution is advisory in nature and not meant to be binding on the City, and

WHEREAS, on June 19, 2006, the City Council passed Resolution No. 2006-08 establishing a recruitment and appointment process for nominations to the LPDF Board, and

WHEREAS, the City Council desires to amend the process established by Resolution No. 2006-08 in order to clarify and simplify the recruitment and appointment process;

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

Section 1. The City Council adopts the following recruitment and nomination process for all LPFD Board Member positions.

Section 2. Starting the Process. On or before June 20, approximately 120 days prior to the expiration of a LPFD appointment, the City will send a letter to the LPFD Executive Director and it shall inquire as to whether the board member whose position appointment will expire that year wishes to be re-appointed. The board member shall have 30 days to indicate whether there is a desire to be re-appointed and to respond in writing to the City's letter.

Section 3. Starting the Recruitment Process. On or before July 20, approximately 90 days prior to the expiration of a LPFD appointment, the City Council shall decide whether to proceed to initiate a formal recruitment process or re-appoint the existing board member.

3. a. For the reappointment of LPDF board members pursuant to Section 2, upon receiving in writing the desires of the LPFD board member regarding reappointment, the City Council will discuss this matter at the earliest possible Work Session. The City



Council may then schedule the reappointment for action at the next Regular Meeting. If the City Council does not schedule the reappointment for action, staff will proceed with the recruitment process pursuant Section 3. b. or Section 3. c. of this resolution.

3. b. For LPFD board positions #1, #2, and #4, the City shall initiate the formal recruitment process pursuant to Section 4. In the event of a board member resignation or removal for any other reason, and upon notification by the LPFD of such occurrence, the formal recruitment process shall begin immediately upon such notification.

3. c. For LPFD board positions #3 and #5, the provisions of Section 5. B. shall constitute the recruitment process. Nominations shall be submitted within 30 days of starting the recruitment process. The City Council shall then review the nominations received, and schedule interviews with the nominees. Formal action on the appointment shall take place no later than the expiration of the position's current term. In the event of a board member resignation or removal for any other reason, and upon notification by the LPFD of such occurrence, this recruitment process shall begin upon such notification.

Section 4. Formal Recruitment. On or before August 20, approximately 60 days prior to the expiration of a LPFD appointment, the City administration shall prepare a recruiting announcement which shall describe the LPFD organization and operations, role of the board member, and which clearly describes the specific manner of submitting a qualified nomination by a person or organization pursuant to Section 5 below, and the deadline for submission of nominations. The City shall:

- A. Send out announcements to the type of organizations listed in RCW 35.57, to any organization that has requested to be notified, which shall include, but not be limited to the following:
  - South Snohomish County Chamber of Commerce
  - Snohomish County Labor Council
  - Snohomish County Economic Development Council (EDC)
  - Specific unions: Northwest Council of Carpenters' Union, SEIU (Service Employees International Union), Police Officers Guild, Firefighters (IAFF), Teamsters, AFSCME
  - Rotary, Kiwanis, Lions, and other civic/service organizations
- B. Send out announcements to the following newspapers:
  - The Herald
  - The Lynnwood Enterprise
- C. Prepare and place a display advertisement in the following newspapers:
  - The Herald (paper of record)
  - The Lynnwood Enterprise
- D. Display an announcement on the City of Lynnwood website(s)
- E. Publish an announcement in the *Inside Lynnwood* Newsletter (if it is available in a timely manner)

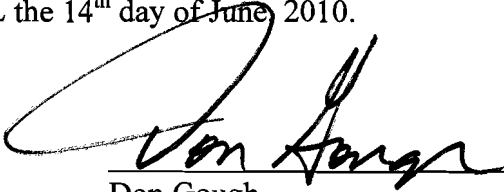
Section 5. Qualified Nomination Procedure. Qualified nominations for consideration by the Lynnwood City Council shall comply with the following:

- A. Recruitment for PFD board positions #1, #2, and #4 shall require the organization making the suggested nomination to submit a letter of nomination and support together with a letter of interest and résumé from the person being nominated.
- B. Recruitment for PFD board positions #3 and #5 shall require the City Councilmember making a nomination(s) to submit a letter of nomination and support together with a letter of interest and résumé from the person being nominated.

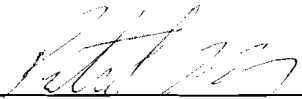
Section 6. Screening of Nominations and Interviews. The City Council on or before September 20, approximately 30 days prior to the expiration of a LPFD appointment, shall review the nominations received, and schedule both interviews with nominees and a date for taking formal action on the appointment.

Section 7. Effective Date. This resolution shall be effective immediately upon passage thereof.


PASSED BY THE CITY COUNCIL the 14<sup>th</sup> day of June, 2010.

  
\_\_\_\_\_  
Don Gough  
Mayor

ATTEST/AUTHENTICATE:

  
\_\_\_\_\_  
Pat Dugan  
Interim Finance Director

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Eric Frimodt  
City Attorney

FILED WITH ADMINISTRATIVE SERVICES: \_\_\_\_\_  
PASSED BY THE CITY COUNCIL: 6-14-10  
RESOLUTION NUMBER: 2010-07

ORIGINAL

LYNNWOOD PUBLIC FACILITIES DISTRICT  
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 05-01

A RESOLUTION of the Board of Directors of the Lynnwood Public Facilities District, Snohomish County, Washington, recommending to the City of Lynnwood certain criteria for the appointment of future members of the Board of Directors.

WHEREAS, the City of Lynnwood created the Public Facilities District (the "District") on August 24, 1999 pursuant to Chapter 165, Laws of 1999, State of Washington; and

WHEREAS, the District is governed by a Board of Directors (the "Board") consisting of five (5) members appointed by the Lynnwood City Council; and,

WHEREAS, the Lynnwood Lodging Tax Advisory Committee, as a part of its recommendation that the City of Lynnwood approve the Supplemental Agreement to Extend Hotel-Motel Tax (City-District Agreement #3), asked the City of Lynnwood to work with the District to prepare a composition plan for future District board membership; and,

WHEREAS, the Board of the District has determined it is appropriate and in the best interests of the District to recommend criteria for future Board appointments;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LYNNWOOD PUBLIC FACILITIES DISTRICT, SNOHOMISH COUNTY, WASHINGTON, as follows:

**Section 1.** The Board recommends to the City of Lynnwood that Board members be appointed who can build on a culture that shall enable the Board to function effectively in the future. The chief positive characteristics of that culture include:

- goal orientation,
- a high degree of mutual respect,
- a high degree of collaboration with the Board and with various stakeholders,
- an "inquiring" attitude,
- the efficient conduct of business,
- mutual trust and confidence,
- open discussion, and
- a positive, solution-driven attitude.

**Section 2.** The Board recommends to the City of Lynnwood that candidates for Board member appointment should possess the following qualifications:

- a strong business background,
- no substantial business relationship with the LPFD to avoid conflicts of interest,
- diversity in business background,
- evidence of long term community commitment,
- strong commitment to the LPFD, and
- respect for and commitment to a cooperative culture.

**Section 3.** The Board recommends to the City of Lynnwood that Board members be appointed such that the Board is knowledgeable in the following areas:

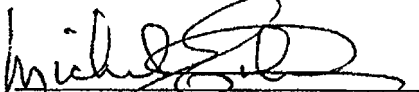
- convention and meeting planning,
- real estate planning and development,
- construction management,
- financial planning, and,
- hotel/hospitality management and marketing.

**Section 4.** The Board recommends to the City of Lynnwood that, in order to guard against a conflict of interest, no Board member should be affiliated with any specific hotel within the business area of the Lynnwood Convention Center.


**Section 5.** The Board recognizes that this Resolution is advisory in nature and not meant to be binding on the City of Lynnwood.

**Section 6.** Effective Date. This precatory Resolution shall be in full force and effect from and after its adoption.

ADOPTED, by a majority of the Board of Directors of the Lynnwood Public Facilities District, Snohomish County, Washington, on March 1, 2005.

  
Michael Echelbarger, Chair

3/1/05  
Date

  
Robert Fuller, Secretary

March 1, 2005  
Date

**LYNNWOOD PUBLIC FACILITIES DISTRICT  
SNOHOMISH COUNTY, WASHINGTON**

**RESOLUTION NO. 19-01**

A **RESOLUTION** of the Board of Directors of the Lynnwood Public Facilities District, Snohomish County, Washington, amending and superseding Resolution 05-01, recommending to the City of Lynnwood certain criteria for the appointment of future members of the Board of Directors.

WHEREAS, the City of Lynnwood created the Public Facilities District (the “District”) on August 24, 1999 pursuant to Chapter 165, Laws of 1999, State of Washington; and

WHEREAS, the District is governed by a Board of Directors (the “Board”) consisting of five (5) members appointed by the Lynnwood City Council; and,

WHEREAS, the Lynnwood Lodging Tax Advisory Committee, as a part of its recommendation that the City of Lynnwood approve the Supplemental Agreement to Extend Hotel-Motel Tax (City-District Agreement #3), asked the City of Lynnwood to work with the District to prepare a composition plan for future District board membership; and,

WHEREAS, the Board of the District has determined it is appropriate and in the best interests of the District to recommend criteria for future Board appointments; and,

WHEREAS, the District desires to encourage the Lynnwood City County to consider local hotel representatives for appointment to the Board;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LYNNWOOD PUBLIC FACILITIES DISTRICT, SNOHOMISH COUNTY, WASHINGTON, as follows:

**Section 1.** The Board recommends to the City of Lynnwood that Board members be appointed who can build on a culture that shall enable the Board to function effectively in the future. The chief positive characteristics of that culture include:

- goal orientation,
- a high degree of mutual respect,
- a high degree of collaboration with the Board and with various stakeholders,
- an “inquiring” attitude,
- the efficient conduct of business,
- mutual trust and confidence,
- open discussion, and
- a positive, solution-driven attitude.

**Section 2.** The Board recommends to the City of Lynnwood that candidates for Board member appointment should possess the following qualifications:

- a strong business background,
- no substantial business relationship with the LPFD to avoid conflicts of interest,
- diversity in business background,
- evidence of long term community commitment,
- strong commitment to the LPFD, and
- respect for and commitment to a cooperative culture.

**Section 3.** The Board recommends to the City of Lynnwood that Board members be appointed such that the Board is knowledgeable in the following areas:

- convention and meeting planning,
- real estate planning and development,
- construction management,
- financial planning, and,
- hotel/hospitality management and marketing.

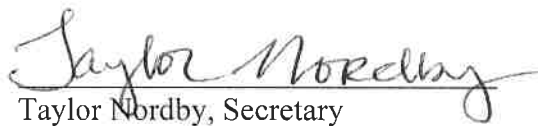
**Section 4.** The Board recognizes that this Resolution is advisory in nature and not meant to be binding on the City of Lynnwood.

**Section 5.** Effective Date. This precatory Resolution shall be in full force and effect from and after its adoption.

ADOPTED, by a majority of the Board of Directors of the Lynnwood Public Facilities District, Snohomish County, Washington, on June 18, 2019.

  
\_\_\_\_\_  
George Sherwin, Chair

7/9/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Taylor Nordby, Secretary

7/9/19  
\_\_\_\_\_  
Date

**CITY COUNCIL 6.D**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Voucher Approval**

**DEPARTMENT CONTACT: Michelle Meyer, Finance**

**SUMMARY:**

Voucher Approval

**ESTIMATED TIME:**

0

**SUGGESTED ACTION:**

Approve claims in the amount of \$3,620,856.11 for the period 7/17/21 through 7/30/21.  
Approve payroll in the amount of \$1,167,707.53 dated 7/30/21.

**DEPARTMENT ATTACHMENTS**

Description:

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**CITY COUNCIL 10.A**

**CITY OF LYNNWOOD  
CITY COUNCIL**

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**TITLE: American Rescue Plan Act Funding Immediate Needs**

**DEPARTMENT CONTACT: Michelle Meyer, Finance**

**SUMMARY:**

Review of identified immediate needs for ARPA funding

**PRESENTER:**

Michelle Meyer, Director of Finance

**ESTIMATED TIME:**

30

**BACKGROUND:**

Staff will review the identified immediate needs in accordance with the eligible uses of American Rescue Plan Act (ARPA) funding. Items included in this initial request are limited to those that will ensure the City is able to provide necessary direct customer service to community members as full operations resume.

**SUGGESTED ACTION:**

Motion to authorize Council Chamber IT improvements not to exceed \$100,000 from American Rescue Plan Act funding and include the expenditure authority in the Mid-biennium amendment.

Motion to restore the following positions in an amount not to exceed \$858,000 from American Rescue Plan Act funding and include the expenditure authority in the Mid-biennium amendment:

- 5.2 Full Time Equivalent positions in Parks, Recreation and Cultural Arts
- 1 Full Time Police Evidence Officer position in Police
- 1 Full Time Legal Specialist I in Municipal Court
- 1 Full Time Custodian in Public Works

Motion to proceed with implementation of the Police Body Camera project not to exceed \$350,000 from American Rescue Plan Act funding, authorizing the Mayor to sign any required agreements and include the expenditure authority in the Mid-biennium amendment.

Motion to authorize beginning the process to create a new position for the Police Body Camera project not to exceed \$130,000 from American Rescue Plan Act funding and include the expenditure authority in the Mid-biennium amendment.

## **PREVIOUS COUNCIL ACTIONS:**

Finance Committee Meeting ARPA Overview: June 24, 2021;  
City Council Work Session ARPA Overview: July 19, 2021;  
Finance Committee Work Session ARPA Immediate Needs Review: July 22, 2021;  
City Council Work Session ARPA Immediate Needs Review: August 2, 2021.

## **FUNDING:**

The City of Lynnwood's total allocation through the State and Local Fiscal Recovery Funds portion of the American Rescue Plan Act (ARPA) is \$10,926,131. The total funding request for the identified immediate needs is \$1,438,000. If alternative funding becomes available, the ARPA funding can be reallocated for other uses.

## **DEPARTMENT ATTACHMENTS**

Description:

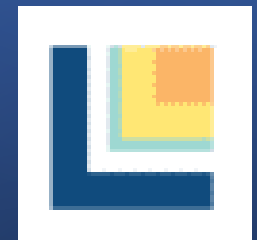
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[ARPA Presentation for 8.9 CM.pdf](#)

# American Rescue Plan Act Funding Immediate Requests

August 9, 2021

City Council Business Meeting



# American Rescue Plan Act Funding Overview

## AGENDA

- Review from August 2nd meeting:
  - Allocations
  - Eligible Uses
  - Recommended Implementation
  - Stabilize and Recover: Short-term/Immediate funding requests
  - Process & Timeline
- Discussion/Feedback/Questions
- Motions to Authorize

# American Rescue Plan Act Funding Allocations

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

## Additional Funding Streams

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

# American Rescue Plan Eligible Uses

**Respond to COVID-19 Public Health Emergency**

**Restore Public Sector Capacity to Pre-Pandemic Levels**

**← Funding focus now**

**Address Negative Economic Impacts**

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

**Water, Sewer and Broadband Infrastructure**

# American Rescue Plan Implementation

**Stabilize and Recover: Short-term**

**Strategize and Enhance: Longer-term**

# American Rescue Plan Immediate Requests

## **Stabilize and Recover: Short-term    Total: \$1,438,000**

### Respond to COVID-19 Public Health Emergency

- Council Chambers IT Improvements
- Funding request of \$100,000

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

- Restore vacant positions
- Funding request of \$858,000

### Provide Expanded Services up to Amount of Revenue Loss

- Purchase and implement an officer Body Camera program
- Funding request of \$480,000



# American Rescue Plan Immediate Requests

## **Stabilize and Recover: Short-term Respond to COVID-19 Public Health Emergency**

Operational and Capital: Council Chamber IT Improvements

- Funding request of \$100,000
- Specialized/expert consultant services
- Facilitate Hybrid In-Person/Remote meetings
- Replace Wiring, Equipment and Screens

# American Rescue Plan Immediate Requests

## **Stabilize and Recover: Short-term**

### **Restore Public Sector Capacity to Pre-Pandemic Levels**

Restore previously eliminated/reduced positions needed to serve public for business recovery

- Funding request of \$858,000 for Sept. 2021-Dec. 2022
- Request to restore 8.2 of 18 FTE positions that were held vacant when COVID reduced operations, necessary for direct service to community members:
  - 5.2 FTE in Recreation/Parks to restore pre-pandemic program offerings
    - Customer Service Lead Clerk, PT staffing for Aquatics, Parks & Recreation, Senior Center & Recreation Programs Coordinator
  - 1 FTE Evidence Officer in Police to ensure timely evidence management
  - 1 FTE Legal Specialist I in Court to restore full-service hours
  - 1 FTE Custodian in Public Works to ensure facility cleanliness for the public

# American Rescue Plan Immediate Requests

## **Stabilize and Recover: Short-term Provide Expanded Services**

Purchase and implement an officer Body Camera program

- Funding request totaling \$480,000
- \$350,000 for equipment, installation, and all services, storage and warranty for five years
- \$130,000 for 1 new FTE clerk position to manage public records Sept. 2021 through Dec. 2022
- Enhance transparency and public trust
- Comply with new legislation that is already in place (unfunded mandate)
- Off-site data retention

# American Rescue Plan Immediate Requests

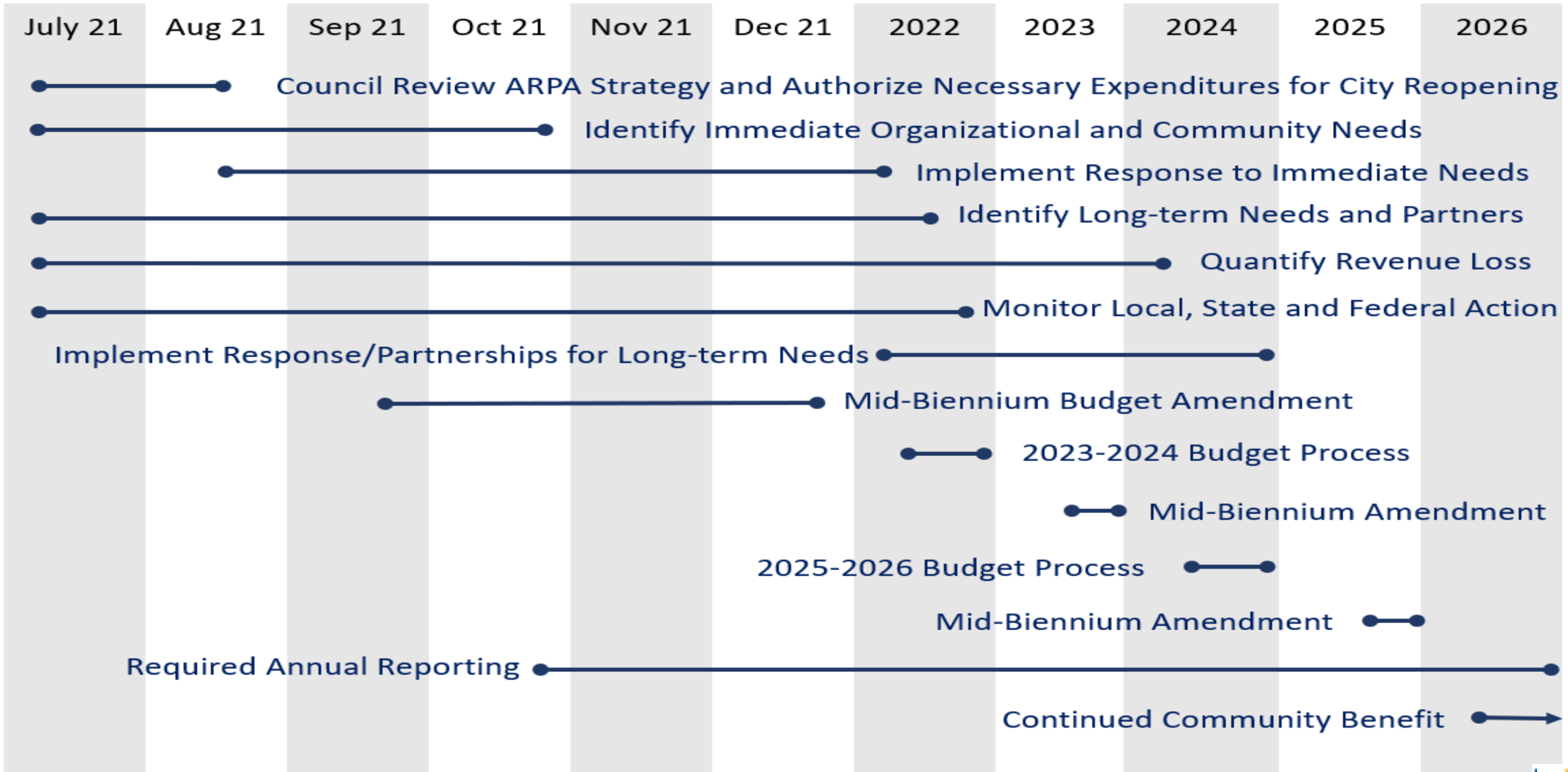
Item	2021 Cost Estimate	2022 Cost Estimate	2021-2022 Biennium Total
<b>Respond to COVID-19 Capital or Operational Needs: \$100,000 for 2021</b>			
<i>Council Chamber IT improvements</i>	\$ 100,000	\$ -	\$ 100,000
<b>Restore Public Sector Capacity to Pre-Pandemic Levels: \$858,000 for 21-22 Budget to fill in September of 2021</b>			
<i>Recreation Customer Service Lead Clerk (1 FTE)</i>	\$ 30,000	\$ 95,000	\$ 125,000
<i>Recreation Aquatics Part-Time Staffing (2.1 non-benefitted FTE)</i>	\$ 40,000	\$ 125,000	\$ 165,000
<i>Recreation Coordinator - Senior Center (.75 FTE)</i>	\$ 25,000	\$ 80,000	\$ 105,000
<i>Recreation Coordinator - Rec Programs (.25 FTE)</i>	\$ 6,000	\$ 22,000	\$ 28,000
<i>Recreation Park Part-Time Staffing (2 PT non-benefitted)</i>	\$ 6,000	\$ 22,000	\$ 28,000
<i>Recreation Service Part-Time Staffing (1.1 non-benefitted FTE)</i>	\$ 15,000	\$ 65,000	\$ 80,000
<i>Police Evidence Officer (1 FTE)</i>	\$ 35,000	\$ 107,000	\$ 142,000
<i>Court Legal Specialist 1 (1 FTE)</i>	\$ 25,000	\$ 80,000	\$ 105,000
<i>Custodian Position (1 FTE)</i>	\$ 20,000	\$ 60,000	\$ 80,000
<b>Replace Lost Revenues &amp; Provide Expanded Services up to Amount of Revenue Loss: \$480,000 for 21-22 Budget</b>			
<i>Body Camera Program Equipment, Services and Warranty</i>	\$ 350,000	\$ -	\$ 350,000
<i>Body Camera Program Staffing (1 FTE)</i>	\$ 32,000	\$ 98,000	\$ 130,000
<b>TOTAL</b>	<b>\$ 684,000</b>	<b>\$ 754,000</b>	<b>\$ 1,438,000</b>

# American Rescue Plan Immediate Requests

## **Stabilize and Recover: Short-term Totaling \$1,438,000**

- If approved, expenditure authority will be incorporated into Mid-Biennium Budget Amendment
- If alternative funding becomes available, can reallocate ARPA dollars for other uses

# American Rescue Plan Action Timeline



## **Recommended Motions for approval:**

- Motion to authorize Council Chamber IT improvements not to exceed \$100,000 from American Rescue Plan Act funding and include the expenditure authority in the Mid-biennium amendment.
- Motion to restore the following positions in an amount not to exceed \$858,000 from American Rescue Plan Act funding and include the expenditure authority in the Mid-biennium amendment:
  - 5.2 Full Time Equivalent positions in Parks, Recreation and Cultural Arts
  - 1 Full Time Police Evidence Officer position in Police
  - 1 Full Time Legal Specialist I in Municipal Court
  - 1 Full Time Custodian in Public Works
- Motion to proceed with implementation of the Police Body Camera project not to exceed \$350,000 from American Rescue Plan Act funding, authorizing the Mayor to sign any required agreements and include the expenditure authority in the Mid-biennium amendment.
- Motion to authorize beginning the process to create a new position for the Police Body Camera project not to exceed \$130,000 from American Rescue Plan Act funding and include the expenditure authority in the Mid-biennium amendment.