

**LYNNWOOD CITY COUNCIL
Business Meeting
City Hall Council Chambers**

**Date: Monday, May 11, 2020
Time: 7:00 PM**

- 10 CALL TO ORDER & FLAG SALUTE
- 20 ROLL CALL
- 30 APPROVAL OF MINUTES
 - A Business Meeting ~ April 27, 2020
- 40 MESSAGES AND PAPERS FROM THE MAYOR
- 50 CITIZEN COMMENTS AND COMMUNICATIONS
- 60 PRESENTATIONS AND PROCLAMATIONS
 - A COVID 19 Update
- 70 WRITTEN COMMUNICATIONS AND PETITIONS
- 80 COUNCIL COMMENTS AND ANNOUNCEMENTS
- 90 BUSINESS ITEMS AND OTHER MATTERS
 - 90 .1 UNANIMOUS CONSENT AGENDA
 - A Contract Amendment - Parametrix
 - B Voucher Approval
 - 90 .2 PUBLIC HEARINGS OR MEETINGS
 - 90 .3 OTHER BUSINESS ITEMS
- 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 número 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
Executive**

TITLE: Business Meeting ~ April 27, 2020

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:

[Business Meeting Minutes ~ April 27,2020](#)

Type:

Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
April 27, 2020

1
2
3 10. CALL TO ORDER - The April 27, 2020 Business Meeting of the Lynnwood City Council,
4 held in the Council Chambers of Lynnwood City Hall, was called to order by Council
5 President Christine Frizzell at 7:00 p.m. She noted that Mayor Smith was not present as she
6 was attending to a family matter.

7
8 20. ROLL CALL

Mayor & Council:

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

Others Attending:

Interim City Clerk & Chief Procurement
Officer Fitzthum
Director Ec. Devt./Interim Comm. Devt.
Kleitsch
Commander Steichen
City Attorney Larson

Asst. City Administrator Art Ceniza
Executive Assistant Beth Morris

9
10
11
12 30. APPROVAL OF MINUTES (7:01) p.m.

13
14 *Motion made by Council Vice President Sessions, seconded by Councilmember Ross, to*
15 *approve the minutes of:*

16 *A. Special Council Meeting – April 9, 2020*

17 *B. Business Meeting – April 13, 2020*

18 *C. Work Session – April 20, 2020*

19 *The minutes were approved as presented.*

20
21 40. MESSAGES AND PAPERS FROM THE MAYOR (7:03 p.m.)

22
23 On behalf of Mayor Smith, Councilmember Smith read an email dated April 22 which was
24 received from Phong Nguyen of Anna's Home Furnishings.

25
26 50. CITIZENS COMMENTS AND COMMUNICATIONS

27
28 None

29
30 60. PRESENTATIONS AND PROCLAMATIONS

31
32 A. Honoring Beth Morris, Executive Assistant to City Council (7:08 p.m.)

1
2 Councilmembers spoke in appreciation of beloved Council Executive Assistant Morris
3 who was retiring from her position of 14 years. Asst. City Administrator Ceniza read a
4 statement of appreciation from Mayor Smith and also expressed his own sentiments.
5 Council Executive Assistant Morris responded.
6

7 B. COVID 19 Update (7:22 p.m.)
8

9 Commander Steichen and Director Kleitsch gave updates on how the City is responding
10 to the COVID-19 situation. Councilmembers asked questions, and staff responded.
11 There was some discussion, initiated by Councilmember Smith, about the possibility of
12 sending a letter from the Council to the Governor Inslee encouraging more safe and
13 sane business policies in order to level the playing field for businesses. Councilmember
14 Smith asked for legal advice related to this. City Attorney Larson commented on how
15 this could happen logistically.
16

17 70. WRITTEN COMMUNICATIONS AND PETITIONS
18

19 80. COUNCIL COMMENTS AND ANNOUNCEMENTS
20

21 Councilmembers commented on recent developments in the City.

22 90. BUSINESS ITEMS AND OTHER MATTERS

23 90.1 UNANIMOUS CONSENT AGENDA
24

25 *Items listed below were distributed to Councilmembers in advance for study and were*
26 *enacted with one motion.*

27
28 *Councilmember Hurst moved for unanimous consent of the following items:*
29

30 *A. Voucher Approval*
31

32 *Approve claims and payroll in the amount of \$2,760,265.50 and \$1,074,679.02*
33 *respectively.*
34

35 *Motion passed unanimously.*
36

37 90.2 PUBLIC HEARINGS OR MEETINGS
38

39 90.3 OTHER BUSINESS ITEMS
40

41 A. Executive Session, if needed
42

43 Not held.
44

45 100. NEW BUSINESS
46

1 Councilmember Cotton asked when Council could expect to receive some kind of
2 briefing on what the unified response from the administration is. Council President
3 Frizzell replied that would be provided to Council as soon as it is available.
4

5 Councilmember Cotton asked the City Attorney about any potential liability associated
6 with writing a letter to the state. City Attorney Larson replied that writing a letter and
7 making a request would not invoke any monetary liability.
8

9 Councilmember Hurst also requested information from the department heads.
10

11 110. ADJOURNMENT
12

13 The meeting was adjourned at 9:02 p.m.
14
15
16
17

18 Nicola Smith, Mayor

CITY COUNCIL ITEM 60-A

CITY OF LYNNWOOD Executive

TITLE: COVID 19 Update

DEPARTMENT CONTACT: Christine Frizzell, Council President

SUMMARY:

The City continues to monitor and respond to the COVID-19 emergency. The Council will receive an update from City staff.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.1-A

CITY OF LYNNWOOD Administrative Services

TITLE: Contract Amendment - Parametrix

DEPARTMENT CONTACT: Karen Fitzthum, Interim City Clerk/Chief Procurement Officer,
Cathy Robinson, Procurement Mgr

SUMMARY:

The City requires the services of a consultant to perform permit review and inspection services to support the Lynnwood Link Light Rail construction project. Parametrix provides these services under contract for the City. The current contract will be amended to increase the contract amount from \$1,000,000 to \$2,000,000.

The City has an interlocal agreement with Sound Transit for reimbursement of costs associated to the permit review and inspections on the construction of their project in our jurisdiction.

ACTION:

Authorize the Mayor to execute contract amendment #2 with Parametrix for permit review and inspection services increasing the total contract value to \$2,000,000.

BACKGROUND:

On February 21, 2019, the City entered into a contract with Parametrix for permit review and inspection services related to the Lynnwood Link Light Rail project for \$1,000,000, with the understanding this amount may need to be revised later.

On September 30, 2020 Amendment #1 was executed to reflect 2020 rate increases. The original contract amount remained unchanged.

The proposed action was reviewed and determined to meet the necessary and routine threshold for action under the Covid-19 emergency restrictions.

This contract amendment was originally anticipated for April 2020 action by the Council. As part of our obligation to Sound Transit under the ILA, we must maintain our review of permits they submit, and this contract is necessary to continue that work. The contract is anticipated to continue through 2025 and this is one of several amendments that will be brought to the Council for approval in the years to come.

PREVIOUS COUNCIL ACTIONS:

Council approved the contract with Parametrix on December 10, 2018.

FUNDING:

A portion of the \$1,000,000 contract increase is reimbursable by Sound Transit. The contractor deferred permits are subject to permit fees paid to the City of Lynnwood which will cover the remaining portion of the increase.

ADMINISTRATION RECOMMENDATION:

Approve

DOCUMENT ATTACHMENTS

Description:	Type:
Contract 3037 - Procurement Report	Backup Material

Procurement Report
Contract #3037, Amendment #2 - Lynnwood
Link Light Rail Permit & Inspections Services

Purpose of Contract:

Provide permit review and inspection services to City Staff in support of the Lynnwood Link Light Rail construction project.

Estimated cost:

On February 21, 2019, the City entered into a contract with Parametrix for permit review and inspection services related to the Lynnwood Link Light Rail project for \$1,000,000, with the understanding this amount may need to be revised later.

On September 30, 2020 Amendment #1 was executed to reflect 2020 rate increases. The original contract amount remained unchanged.

Amendment #2 is requesting an additional \$1,000,000 increasing the total contract amount to \$2,000,000. This additional increase is for reviewing contractor deferred permits.

A portion of the \$1,000,000 contract increase is reimbursable by Sound Transit. The contractor deferred permits are subject to permit fees paid to the City of Lynnwood which will cover the remaining portion of the increase.

Advanced Planning:

The department worked with the Consultant on the additional costs and revenue offset.

Method of Procurement:

City used a Request for Qualifications process to select the most qualified.

Type of Contract:

This is a service contract.

Term of Contract:

Original contract term expires on February 20, 2021, with two additional 2-year contract extensions available.

Solicitation: N/A

Record of Negotiation: N/A

Recommended Action: Approve

Procurement Officer: Ginny Meads, Buyer

Date: March 23, 2020

CITY COUNCIL ITEM 90.1-B

**CITY OF LYNNWOOD
Executive**

TITLE: Voucher Approval

DEPARTMENT CONTACT: Leah Jensen

ACTION:

Approve Claims and Payroll in the amount of \$1,307,665.11 and \$1,062,095.86 respectively.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available