

## **LYNNWOOD CITY COUNCIL**

### **Business Meeting**

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

**Date: Monday, June 22, 2020**

**Time: 7:00 PM**

---

10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

**A** Business Meeting ~ May 26, 2020

**B** Special Work Session ~ May 28, 2020

**C** Work Session ~ June 1, 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** Confirm the Appointments of Megan Fujimori and Otmane Riad to the Diversity, Equity and Inclusion Commission

**B** Confirm: Linda Jones for the Tourism Advisory Committee

**C** Naming Request: Interurban Car 55 at Heritage Park

**D** Contract Amendment - US Bank

**E** Voucher Approval

90 .2 PUBLIC HEARINGS OR MEETINGS

90 .3 OTHER BUSINESS ITEMS

**A** Contract Award - Community Relief Funding

**B** Resolution-Change Time of City Council Meetings

**C** Ordinance-Change Time of City Council Meetings

**D** Ordinance: Budget Amendment for COVID-19 Grants

**E** 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 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 OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
May 26, 2020

- 1  
2  
3 10. CALL TO ORDER - The May 26, 2020 Business Meeting of the Lynnwood City Council,  
4 held via Zoom, was called to order by Mayor Smith at 7:00 p.m. The flag salute was led by  
5 Councilmember Ross.  
6  
7 20. ROLL CALL

Mayor & Council:

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

Others Attending:

Communications Manager Julie Moore  
Deputy Parks & Rec. Dir. Sarah Olson  
Finance Director Sonja Springer

Asst. City Administrator Art Ceniza  
Interim City Clerk Karen Fitzthum  
City Attorney Rosemary Larson

- 8  
9  
10  
11 30. APPROVAL OF MINUTES (7:01) p.m.

12  
13 *Motion made by Councilmember Hurst, seconded by Councilmember Smith, to approve the*  
14 *minutes of:*

- 15 A. *Special Work Session ~ April 23, 2020*  
16 B. *Work Session ~ May 4, 2020*  
17 C. *Business Meeting ~ May 11, 2020*  
18

19 *The minutes were approved unanimously with a correction to item C, the minutes of the*  
20 *Business Meeting of May 11.*

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

23  
24 Mayor Smith made comments regarding Memorial Day, appreciation for city employees,  
25 and the City's response to COVID-19.  
26

- 27 50. CITIZENS COMMENTS AND COMMUNICATIONS (7:06 p.m.)

28  
29 An email from the following individual was read into the record:

- 30 • Ted Hikel, Lynnwood 98036  
31

1 Public comments were solicited. There were none.

2  
3 60. PRESENTATIONS AND PROCLAMATIONS

4  
5 A. COVID-19 Update (7:10 p.m.)

6  
7 Communications Manager Moore gave an update on current local statistics related to  
8 COVID-19. She also discussed food bank activities, how the City is responding and  
9 adjusting its services as a result of the pandemic, and Federal CARES Act funding to  
10 address COVID-19 related expenses. Councilmember comments and questions  
11 followed. Communications Manager Moore then discussed the business relief program  
12 and community relief program efforts. Council President Frizzell announced the  
13 members of the CARES Work Committees. The business-focused work committee  
14 members were Councilmember Cotton and Council Vice President Sessions. The  
15 community-focused work committee members were Councilmember Smith and  
16 Councilmember Altamirano-Crosby.

17  
18 70. WRITTEN COMMUNICATIONS AND PETITIONS

19  
20 None.

21  
22 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (7:41 p.m.)

23  
24 Councilmembers commented on recent developments in the City.

25 90. BUSINESS ITEMS AND OTHER MATTERS

26 90.1 UNANIMOUS CONSENT AGENDA (7:52 p.m.)

27  
28 *Items listed below were distributed to Councilmembers in advance for study and were*  
29 *enacted with one motion.*

30  
31 *Council Vice President Sessions moved for unanimous consent of the following items:*

32  
33 A. *Contract Supplement for Construction Engineering Services: Sanitary*  
34 *Sewer Lift Stations 4 & 8 Improvements*

35  
36 *Authorize the Mayor to enter into and execute on behalf of the City a supplement*  
37 *to the contract with RH2 Engineering, Inc. for construction engineering support*  
38 *services not to exceed a total contract value of \$529,200.*

39  
40 B. *Interagency Agreement Funding Authorization – Wastewater Treatment*  
41 *Plant Odor Control and Building Contracting*

42  
43 *Authorize the Mayor to approve the Funding Authorization amendment to the*  
44 *previously approved Interagency Agreement with DES not to exceed a total*  
45 *contract value of \$6,800,000.*

46  
47 C. *Voucher Approval*

1 *Approve claims and payroll in the amount of \$3,046,466.17 and \$1,084,487.51*  
2 *respectively.*

3  
4 *Motion passed unanimously.*

5  
6 90.2 PUBLIC HEARINGS OR MEETINGS

7  
8 90.3 OTHER BUSINESS ITEMS

- 9  
10 A. Ordinance: Funding for Affordable and Supportive Housing Pursuant to SHB  
11 1406 (7:54 p.m.)

12  
13 *Motion made by Councilmember Hurst, seconded by Councilmember Cotton, to*  
14 *adopt Ordinance No. 3357, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*  
15 *WASHINGTON, AUTHORIZING AND IMPOSING A SALES AND USE TAX*  
16 *FOR AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH*  
17 *SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND*  
18 *OTHER MATTERS RELATED THERETO; AND PROVIDING FOR*  
19 *SEVERABILITY, PUBLICATION AND AN EFFECTIVE DATE."*

20  
21 Councilmembers spoke to the motion.

22  
23 *Upon a roll call vote, the motion passed unanimously (7-0).*

- 24  
25 B. Temporary Relief of Business Event Fee (7:58 p.m.)

26  
27 Councilmember Smith reviewed this item intended to give some relief to local  
28 businesses.

29  
30 *Motion made by Councilmember Smith, seconded by Council Vice President*  
31 *Sessions, that the City application fees for commercial special events for the*  
32 *remainder of 2020 be eliminated, and that the businesses be restricted to no more*  
33 *than one special event every two months, each event is not to exceed five days,*  
34 *and that the business complies with all safety regulations.*

35  
36 Deputy Director Olson reviewed the current fees and application process as well  
37 as staff's recommendation that even if the fees are temporarily waived, there  
38 should still be an application process. The topic of events permits is something  
39 that staff is already currently considering.

40  
41 Councilmembers commented on this item and asked questions of staff.

42  
43 Councilmember Cotton asked City Attorney Larson for input on the wording of  
44 the motion. City Attorney Larson commented that it would work to remove both  
45 the application fee and the deposit. It was pointed out that the wording of the  
46 proposal was more restrictive than the current regulations with regard to the  
47 timing.

1 *Motion to amend the motion by removing the following: “, and that the businesses*  
2 *be restricted to no more than one special event every two months, each event is*  
3 *not to exceed five days, and that the business complies with all safety regulations”*  
4 *made by Councilmember Smith, seconded by Councilmember Cotton.*

5  
6 *Upon a roll call vote, the motion to amend passed unanimously (7-0).*

7  
8 *Upon a roll call vote, the motion that the City application fees for commercial*  
9 *special events for the remainder of 2020 be eliminated passed unanimously (7-0).*

10  
11 C. Interagency Contract - CARES Act (8:23 p.m.)

12  
13 *Motion made by Councilmember Cotton, seconded by Council President Frizzell,*  
14 *to authorize the Mayor to execute the Interagency Agreement with the*  
15 *Washington State Department of Commerce in order to access the Coronavirus*  
16 *Relief Fund for Local Governments.*

17  
18 Councilmembers spoke to the motion.

19  
20 *Upon a roll call vote, the motion passed unanimously (7-0).*

21  
22 D. Utility Tax Elimination on Water/Sewer/Water runoff (8:26 p.m.)

23  
24 Councilmember Smith reviewed this proposal intended to assist citizens who are  
25 struggling financially. Finance Director Springer expressed her concerns about  
26 financial the impacts of permanently eliminating the utility tax which would  
27 decrease about \$115,000 a month (\$1.4 million/year) revenue for the General  
28 Fund and possibly impact the bond rating. She strongly recommended that tax not  
29 be eliminated. Instead, she recommended that the City take advantage of the  
30 CARES Act funding and provide assistance directly to the citizens and businesses  
31 that need it. Councilmembers made pro and con comments related to the proposal.  
32 Councilmembers expressed a desire to help those who need it, but concerns were  
33 raised regarding impacts to the budget and city services. There was discussion  
34 about encouraging those who need it to contact the Utilities Department for  
35 information about the existing utility assistance program for low income  
36 residents. Assistant City Administrator Art Ceniza recommended addressing the  
37 utility tax matter in the context of the 2021-22 budget along with all the other  
38 revenues.

39  
40 The original motion from a previous meeting was restated: *that the City of*  
41 *Lynnwood eliminate the 6% tax on the Water/Sewer/Water Runoff bills effective*  
42 *June 1, 2020.*

43  
44 *Motion made by Councilmember Smith, seconded by Councilmember Cotton, to*  
45 *amend the initial motion to be effective on January 1, 2021.*

46  
47 Councilmember comments followed. Councilmember Altamirano-Crosby asked  
48 Director Springer about the languages the applications for low income utility

1 discounts are in. Director Springer indicated she would bring that information  
2 back to Council.

3  
4 *Upon a roll call vote, the motion to amend the motion passed 4-3.*  
5 *Yes – Councilmember Cotton, Councilmember Hurst, Councilmember*  
6 *Altamirano-Crosby, Councilmember Smith*  
7 *No – Council President Frizzell, Council Vice President Sessions,*  
8 *Councilmember Ross*

9  
10 *Upon a roll call vote, the motion as amended (for the City of Lynnwood to*  
11 *eliminate the 6% tax on the Water/Sewer/Water Runoff bills effective January 1,*  
12 *2021) passed 4-3.*  
13 *Yes – Councilmember Hurst, Councilmember Smith, Councilmember Altamirano-*  
14 *Crosby, Councilmember Cotton*  
15 *No – Councilmember Ross, Council Vice President Sessions, Council President*  
16 *Frizzell*

17  
18 *Motion made by Councilmember Smith, seconded by Councilmember Cotton, to*  
19 *adopt Ordinance No. 3358, “An Ordinance of the City of Lynnwood, Washington*  
20 *eliminating the City’s utility tax on water distribution and sewage utilities,*  
21 *amending section 3.41.030 of the Lynnwood Municipal Code and providing for*  
22 *severability, an effective date and summary publication,” and additionally that on*  
23 *page 3, section 4, the effective date would be January 1, 2021.*

24  
25 *Upon a roll call vote, the motion passed (4-3).*  
26 *Yes – Councilmember Smith, Councilmember Cotton, Councilmember*  
27 *Altamirano-Crosby, Councilmember Hurst*  
28 *No – Council Vice President Sessions, Council President Frizzell, Councilmember*  
29 *Ross*

30  
31 E. Executive Session, if needed

32  
33 Not held.

34  
35 100. NEW BUSINESS

36  
37 110. ADJOURNMENT

38  
39 *Motion to adjourn made by Councilmember Altamirano-Crosby, seconded by*  
40 *Councilmember Cotton. Motion passed unanimously.*

41  
42 The meeting was adjourned at 9:30 p.m.

43  
44  
45  
46  
47  

---

Nicola Smith, Mayor

1                   **MINUTES OF THE SPECIAL COUNCIL MEETING OF THE LYNNWOOD CITY COUNCIL**  
2   **HELD MAY 28, 2020 AT 3:00 p.m. VIA ZOOM**

3  
4   **Attendance:**

5 Mayor Nicola Smith (absent)  
6 Council President Christine Frizzell, Chair  
7 Council Vice President Shannon Sessions  
8 Councilmember Ian Cotton (absent)  
9 Councilmember Ruth Ross  
10 Councilmember George Hurst  
11 Councilmember Jim Smith (absent)  
12 Councilmember Julieta Altamirano-Crosby  
13  
14 Interim City Clerk Karen Fitzthum

**Others:**

Finance Director Sonja Springer  
Budget Supervisor Janella Lewis  
Strategic Planner Corbitt Loch

---

17 **Comments and Questions on Memo Items**

- 18 • None

19  
20 **First Quarter 2020 Financial Report – Sonja Springer, Finance Director**

- 21 • Director Springer reviewed the Executive Summary of the First Quarter 2020 Financial Report.  
22 Council questions and comments followed.  
23 • Councilmember Ross brought up concerns about the impacts to the City’s bond rating. Director  
24 Springer indicated she is monitoring this.  
25 • Council President Frizzell recommended considering the impact of potential bad debt if it is not  
26 already being considered. She also asked to get sales tax collection data sooner than the next  
27 quarterly report. Director Springer indicated it could be provided monthly.  
28

29 **Update on 2021-2022 Budget Process Schedule – Sonja Springer, Finance Director**

- 30 • Director Springer reviewed the 2021-2022 Budget Process Schedule. She explained that the City is a  
31 little behind schedule in some areas due to the current situation, but all departments are currently  
32 working on budget submittals, and the dates when Council will see the budget have not changed.  
33 Council will receive a high level summary by the Mayor on September 14, and the first public  
34 hearing will be on September 28. The detailed budget will be provided to Council on October 12.  
35 Departments will provide presentations throughout October, and there will be a public hearing on  
36 November 9. Council will deliberate throughout November, and the budget is scheduled to be  
37 adopted at the end of November or in December.  
38 • Council comments and questions followed.  
39 • There was discussion about how to engage boards and commissions and community groups in this  
40 time of COVID-19. It was noted this would depend on what is allowed in each particular phase.  
41 Director Springer explained that flyers will go into utility bills to inform people about the public  
42 hearings. Interim City Clerk Fitzthum explained limitations about the ability for boards and  
43 commissions to meet right now. Strategic Planner Loch explained that staff hoped to hear feedback  
44 from boards and commissions through the Council liaisons once they are able to meet again.  
45

46 **Summary of General Fund Revenue-Expenditure “Gap” for 2020**

- 47 • Director Springer then reviewed a memo she had provided to Council discussing the General Fund  
48 Expenditure “Gap” for 2020. She discussed details of the impact of COVID-19 on sales tax and

49 other revenue on the City’s General Fund. The total revenue shortage for 2020 is expected to be \$8.2  
50 million. This has been somewhat offset by expenditure reductions and cost savings from the closure  
51 of the Recreation Center and the Senior Center, but leaves a remaining “gap” for 2020 of  
52 \$3,225,800. Director Springer also discussed updated revenue forecasts and summarized that the  
53 2021-2022 Budget will be a challenging one to put together.

- 54 • Council comments and questions followed.
- 55 • Councilmember Hurst predicted that the sales tax revenue will actually be even lower.
- 56 • Council President Frizzell asked about the possibility of insurance claims related to loss of revenue  
57 at the Recreation Center. Interim City Clerk Fitzthum gave an update on these efforts.
- 58 • Council President Frizzell asked to see the forecast with a larger sales tax revenue decrease. Director  
59 Springer adjusted percentages in real time for the Council to see different potential scenarios.
- 60 • Council President Frizzell commented that she will be reworking legislative budget numbers and  
61 bringing those back to the Council.

62  
63 **Development of Outcome Measures (Performance Measures) for the Legislative Department’s**  
64 **2021-2022 Budget – Corbitt Loch, Senior Manager, Strategic Planner**

- 65 • Strategic Planner Loch reviewed the topic of performance measures for the Legislative Department.  
66 He gave examples of what other jurisdictions have used as performance measures.
- 67 • Council President Frizzell recommended doing a community survey and also looking at the previous  
68 survey that was done.
- 69 • Councilmember Hurst concurred and suggested focusing on voter registration and participation as a  
70 performance measure.
- 71 • Council President Sessions also recommended reviewing the previous community survey. She spoke  
72 to the importance of the Council staying within its appropriate role in the community. There was  
73 some discussion about the difference between running a nonprofit organization and the responsibility  
74 of running a city.
- 75 • Strategic Planner Loch recommended going back to the American Community Survey, which is  
76 done every four years, for some guidance.

77  
78 **Council President and Council Comments**

- 79 • Councilmember Hurst recommended listening in to the Special Health District Board Meeting  
80 happening on Friday and also the Special County Council Meeting coming up when Snohomish  
81 County’s request for a variance to go to Phase 2 is going to occur.

82  
83 **Adjourn**

- 84 • Meeting adjourned at 4:38 p.m.

85  
86  
87  
88  
89

---

Nicola Smith, Mayor

1                                   **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**  
2                                   **HELD MONDAY, JUNE 1, 2020 AT 7:00 p.m. VIA ZOOM**

3  
4   **Attendance:**

5 Mayor Nicola Smith  
6 Council President Christine Frizzell  
7 Council Vice President Shannon Sessions  
8 Councilmember Ian Cotton  
9 Councilmember Ruth Ross  
10 Councilmember George Hurst  
11 Councilmember Jim Smith  
12 Councilmember Julieta Altamirano-Crosby  
13  
14 Assistant City Administrator Art Ceniza  
15 Interim City Clerk Karen Fitzthum

**Others:**

Finance Director Sonja Springer  
IT Support Specialist Demetrius Lee  
Court Administrator Paulette Revoir  
HR Director Evan Chinn  
South County Interim Fire Chief Thad Hovis  
Deputy Chief Shawn Maxwell

16  
17  
18 Mayor Smith discussed the citywide curfew that was put in place tonight as part of her Civil Emergency Order  
19 related to civil unrest.  
20

21   **Comments and Questions on Memo Items**

22  
23 Memorandums for Future Agenda Items:

- 24   • M-1 Ordinance: Interim Floodplain Development Regulations  
25

26 Memorandums for Your Information:

- 27   • FYI-1 South Lynnwood Neighborhood Plan Update  
28   • FYI-2 Housing Action Plan Update  
29   • FYI-3 Ordinance 3358 - Executive Veto and Written Objections  
30

- 31   • Mayor Smith commented on her Executive Veto Ordinance. Councilmembers made general  
32    comments.  
33

34   **COVID-19 Update**

- 35   • Mayor Smith read a report on Covid-19 statistics and updates from Julie Moore into the record.  
36   • Questions and answers followed.  
37

38   **Briefing: Impacts of COVID-19 on South County Fire Department Operations**

- 39   • Interim Fire Chief Thad Hovis and Deputy Chief Shawn Maxwell gave an update on the impacts of  
40    Covid-19 on Fire Department operations and how the Fire Department has managed this enormous  
41    challenge. They spoke to the importance of good leadership, preparation, high standards and  
42    teamwork in their department and with other departments.  
43   • Councilmembers expressed gratitude to the members of the Fire Department for their service.  
44   • Councilmember Hurst asked about call volumes. Interim Chief Hovis explained that there was  
45    approximately a 20-30% decrease in call volumes during the stay at home order, but it spiked again  
46    once people started going out again.  
47   • Vice President Sessions requested hearing from the fire commissioners on a regular basis. Interim  
48    Chief Hovis indicated he would pass on that request.

49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91

**Briefing: Impacts of COVID-19 on Municipal Court Operations**

- Court Administrator Paulette Revoir gave an update on how Covid-19 has affected the City’s Municipal Court operations. The court has been closed to the public since March 17, and they have had to adapt to new ways to still provide court services. The court has been “virtual” since that time thanks to a paperless technology upgrade that was in place prior to Covid-19. She discussed how the court has been handling hearings, trials, staffing, collection of fines and fees, and managing the jail population numbers. She also discussed changes the court is doing to accommodate a safe re-opening with the unique challenges they face. She expressed appreciation to city leadership for guidance and support. Councilmembers expressed appreciation for the report and for court operations.

**Mayor Comments and Questions**

- Mayor Smith gave an update and clarification regarding the curfew and closure around the mall area.

**Council President and Council Comments**

- Councilmember Smith requested better communication between Council leadership and the Council. He also expressed disappointment and disagreement with the veto memo.
- Councilmember Altamirano-Crosby requested clarification about the curfew requirements. Mayor Smith indicated she would forward the memo to Councilmember Altamirano-Crosby.
- Councilmember Hurst noted that Council is supposed to approve the Civil Emergency Order; he asked when that would happen. There was discussion about options available to the Council regarding this. There was consensus to hold the vote at the next Business Meeting. Councilmember Hurst asked for a description of the process undertaken to declare the curfew. Mayor Smith reviewed the events and the process for making the decision.
- Council Vice President Sessions expressed sentiments regarding recent events. She also expressed appreciation to Lynnwood High School for going above and beyond to make the virtual graduation ceremony special for 2020 graduates and their families.

Mayor Smith announced that Council would be moving into an Executive Session for at least 20 minutes for the purpose of discussing labor relations and would be adjourning the meeting immediately following Executive Session.

**Executive Session: Labor Relations**

- Executive Session was held from 8:26 to 8:57 for the purpose of discussing labor relations.

**Adjourn**

- Meeting adjourned at 8:57 p.m.

---

Nicola Smith, Mayor

# CITY COUNCIL ITEM 60-A

## CITY OF LYNNWOOD Executive

---

**TITLE:** COVID-19 Update

**DEPARTMENT CONTACT:** Christine Frizzell, Council Vice 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 Executive

---

**TITLE:** Confirm the Appointments of Megan Fujimori and Otmane Riad to the Diversity, Equity and Inclusion Commission

**DEPARTMENT CONTACT:** Evan Chinn, Human Resources Director

### **SUMMARY:**

Position #1 on the Diversity, Equity and Inclusion Commission is vacant. Mayor Smith and staff respectfully nominate Megan Fujimori to fill Position #1; term ending December 31, 2022.

Position #6 on the Diversity Equity and Inclusion Commission is vacant. Mayor Smith and staff respectfully nominate Otmane Riad to fill Position #6; term ending December 31, 2022.

### **ADMINISTRATION RECOMMENDATION:**

Confirm Megan Fujimori and Otmane Riad to fill Positions #1 and #6, respectively to the Diversity, Equity and Inclusion Commission.

### **DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">DEIC Candidate Application</a>	Backup Material
<a href="#">DEIC Candidate Application</a>	Backup Material

# Board and Commission Application



Submission date: 10 March 2020, 2:02PM

Receipt number: 17

Related form version: 2

Question	Response
All Are Welcome	
Name	Megan Fujimori
Address	[REDACTED] Lynnwood, WA 98037
Phone	[REDACTED]
Alternate Phone	N/A
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	Diversity, Equity and Inclusion Commission
Why are you interested in serving on this board or commission?	My deep commitment to diversity is something I would like to contribute to the City of Lynnwood through advocating for marginalized populations, such as the Asian American Community. I'm interested in hearing the voices of the Asian American Community in Lynnwood and taking action to further their goals in the community as a volunteer.
What do you perceive as the role of a board or commission member?	I'm not sure I understand this question.
How would you represent the interests of the community?	I am excited to connect with and listen to other Lynnwood residents about their perspectives and interests in the community. I will take their perspectives into consideration and express them during meetings. My goal is to advocate for diversity and marginalized populations of Lynnwood.
List any experiences that may assist you in serving in this role.	Please see attached resume.
List any other information you would like us to consider.	Please see attached resume.
Optional resume upload	<a href="#">Megan Fujimori - Resume.pdf</a>
Date	03/10/2020

**BOARD & COMMISSION APPLICATION**

Name: Otmame Riad

Address: [REDACTED]

City: Lynnwood State: WA Zip: 98036

Daytime Phone Number: [REDACTED]

Secondary Phone Number:

Email Address: [REDACTED]

Thank you for your interest in serving on a Lynnwood Board or Commission. Members of each of the panels are appointed for a specific period of time. Some panels may have a residency requirement. To help us get to know you and your interests better, please answer the questions that follow. Please feel free to use an attachment if you need more space than is provided. You may also submit a resume along with your application.

1. Are you a registered voter in the City of Lynnwood? Yes  No   
If no, are you registered to vote someplace else? Yes  No
2. Please place a check next to the Board or Commission that you are interested in serving on. If you check more than one please prioritize.
  - Arts Commission
  - Civil Service Commission (1<sup>st</sup> choice)
  - History & Heritage Board
  - Human Services Commission (2<sup>nd</sup> choice)
  - Diversity, Equity & Inclusion Commission (3<sup>rd</sup> choice)
  - Park & Recreation Board
  - Planning Commission (4<sup>th</sup> choice)
  - Tourism Advisory Committee

3. Why do you want to serve in this position?

This would offer me the chance to give something back to the community and make a difference to the people around me.



4. What do you perceive as the role of the Board or Commission in the community?  
The use of board and commission provides an in depth examination of issues and bring a broad range of ideas to elected officials.
  
5. How would you represent the interests of the Community?  
By being a communication chanel between elected officials and the community.
  
6. What experience or education do you possess that you believe would be helpful?  
Master in Tax and five years of experiece in law enforcement.
  
7. What has been your experience with committees or boards in Lynnwood?  
Attended few meeting of the Board of Park & Recreation.
  
8. Is there anything else you would like to tell us?  
I have been living in Lynnwood for the past five years and I'm so proud to call myself a Lynnwoodian.

Please submit your application to:

Lynnwood City Hall  
18900 44<sup>th</sup> Ave W, Lynnwood, WA 98036  
[jmoore@LynnwoodWA.gov](mailto:jmoore@LynnwoodWA.gov) | 425-670-5023

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

### **CITY OF LYNNWOOD Economic Development**

---

**TITLE: Confirm: Linda Jones for the Tourism Advisory Committee**

**DEPARTMENT CONTACT: David Kleitsch / Christy Murray**

#### **SUMMARY:**

Position 5 on the Tourism Advisory Committee / Lodging Tax Advisory Committee is currently vacant. Linda Jones, Director of the Lynnwood Chamber of Commerce, interviewed to fill Position 5 on June 17, 2020.

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

This action implements the City Council's policy direction establishing the Tourism Advisory Committee / Lodging Tax Advisory Committee pursuant to LMC Chapter 2.27.

#### **BACKGROUND:**

The Tourism Advisory Committee (TAC) was established pursuant to LMC 2.27. The Committee is comprised of eight designated positions and serves to advise and provide recommendations to the Mayor and City Council with regard to tourism matters. Positions 1 through 5 of the TAC constitutes the City of Lynnwood Lodging Tax Advisory Committee (LTAC) pursuant to Washington State statutes, Chapter 67.28 RCW.

Appointments to the TAC occur pursuant to LMC 2.27.030 which provides for the appointment of Tourism Advisory Committee Members to one-year terms, or to fulfill un-expired terms. The current membership of the Tourism Advisory Committee is as follows:

Position 1, Ian Cotton, City Elected Official  
Position 2, Lodging Tax Collector, VACANT  
Position 3, Lodging Tax Collector, Georgia Borg-Leon  
Position 4, Lodging Tax User, VACANT  
Position 5, Lodging Tax User, VACANT  
Position 6, Restaurant Representative, Linda Geddes  
Position 7, Retail Representative, Jerry Irwin, General Manager, Alderwood Mall  
Position 8, Citizen Representative, Debby Mueller

City Council appoints Position 1, City Elected Official, as part of the Council appointment process. City Council confirms appointments to positions 2 through 8 as part of the TAC / LTAC appointment process.

Staff has been actively engaged in recruiting for the other vacant positions. This process has been delayed by the COVID-19 emergency.

#### **ADMINISTRATION RECOMMENDATION:**

Confirm Linda Jones to fill Position 5, on the Lodging Tax User, Tourism Advisory Committee for the term ending December 31, 2020.

## DOCUMENT ATTACHMENTS

Description:

[LTAC Application - Linda Jones](#)

Type:

Backup Material



**LYNNWOOD**  
WASHINGTON

**TOURISM ADVISORY COMMITTEE APPLICATION**

NAME Linda Jones DATE 11-1-19  
ADDRESS [REDACTED]  
CITY Lynnwood ZIP CODE 98036  
DAY PHONE [REDACTED] EVENING PHONE [REDACTED]  
E-MAIL ADDRESS [REDACTED]  
SIGNATURE [REDACTED]

90.1-B-3

Thank you for your interest in serving on the Lynnwood Tourism Advisory Committee. Committee members are appointed to fill a one-year term. City residency is required for the citizen-at-large positions identified by City Council in the nomination confirmation. To help us get to know you and your interests in tourism, please answer the following questions:

Why do you want to serve in this position?

To promote tourism and increase awareness of all Lynnwood offers.

How do you perceive the role of tourism and tourism promotion in the community?

To support and grow the Lynnwood economy.

How would you represent the interests of the community on the Tourism Advisory Committee?

speaking on behalf of the business community and educating the businesses on the value of tourism.



What is your background or experience in strategic planning, finance, marketing, public relations, or related fields?

All aspects of chamber management, including all of the above for 14 years. During the same period I served on the LTAC of Skagit County, managed the VIC and received lodging tax to do so.

Please indicate your business or personal affiliation:

- Business Representative – Lodging tax collector
- Activity Representative – Involved in activity authorized to be funded by hotel-motel tax
- Restaurant Representative
- Retail Representative
- Citizen-at-Large
- Other (specify) \_\_\_\_\_

90.1-B-4

Please submit your completed application to:

Christy Murray, Tourism Manager

By Mail:  
City of Lynnwood  
P.O. Box 5008  
Lynnwood, WA 98046-5008

By Email:  
[cmurray@LynnwoodWA.gov](mailto:cmurray@LynnwoodWA.gov)

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

---

**TITLE: Naming Request: Interurban Car 55 at Heritage Park**

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

**SUMMARY:**

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

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

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

**ACTION:**

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

**BACKGROUND:**

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

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

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

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

**FUNDING:**

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

**ADMINISTRATION RECOMMENDATION:**

Approve naming request.

**DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">Trolley Naming Request</a>	Backup Material
<a href="#">Park Facility Naming Guidelines</a>	Backup Material

January 14, 2020

History and Heritage Board Members:

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

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

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

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

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

*Spirit of Walter V Shannon*

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

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

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

**February 5, 2002**

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

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

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

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

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

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

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

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

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

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

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

27 Bill Evans  
28 Bill Evans, Director  
29

2-14-02  
Date

31  
32 Scott Minnig  
33 Scott Minnig, Parks & Recreation Board Chair  
34  
35  
36  
37

2/14/02  
Date

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

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

10 February 5, 2002  
11  
12

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

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

24 Bill Evans

25 Bill Evans, Director

26 2-14-02

27 Date

28  
29  
30 Scott Minnig

31 Scott Minnig, Parks & Recreation Board Chair

32 2/14/02

33 Date

**CITY COUNCIL ITEM 90.1-D**

**CITY OF LYNNWOOD  
Administrative Services**

---

**TITLE:** Contract Amendment - US Bank

**DEPARTMENT CONTACT:** Cathy Robinson, Interim Procurement Manager

**SUMMARY:**

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

**ACTION:**

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

**FUNDING:**

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

**ADMINISTRATION RECOMMENDATION:**

Approve.

**DOCUMENT ATTACHMENTS**

**Description:**

[Procurement Report](#)

**Type:**

Backup Material

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

---

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

<b>Solicitation:</b> N/A
<b>Record of Negotiation:</b> N/A
<b>Recommended Action:</b> Approve

**Procurement Officer:** Cathy Robinson

**Date:** June 8, 2020

**CITY COUNCIL ITEM 90.1-E**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE:** Voucher Approval

**DEPARTMENT CONTACT:** Leah Jensen

**ACTION:**

Approve Claims and Payroll in the amount of \$996,205.79 and \$1,106,136.41 respectively.

**BACKGROUND:**

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

# CITY COUNCIL ITEM 90.3-A

## CITY OF LYNNWOOD Executive

---

**TITLE: Contract Award - Community Relief Funding**

**DEPARTMENT CONTACT: Julie Moore**

### **SUMMARY:**

Through the federal CARES Act funding, the City has the opportunity to provide funds to Lynnwood residents for the provision of economic support in connection with the emergency. On June 8, the City Council authorized \$200,000 of the CARES Act funding to go towards a Community Relief Program to provide rental and/or mortgage assistance to Lynnwood residents in need.

The City of Lynnwood intends to work with Communities of Color Coalition (C3) to distribute these funds to Lynnwood residents in need. The initial amount of the agreement will be \$200,000. However, additional funding may be available later this year, and if so, the agreement may be amended to accommodate those extra funds.

### **ACTION:**

Authority the Mayor to execute an agreement with Communities of Color Coalition for disbursing funds to Lynnwood residents through October 31, 2020, in an amount not to exceed \$350,000.

### **BACKGROUND:**

The Community Relief workgroup requested proposals and received responses from 3 potential partners. Evaluation of the proposals was completed, and this organization was selected to provide the service.

The Council is asked to approve this agreement quickly in order to expedite funds to our residents.

### **FUNDING:**

This agreement is funded through the CARES Act grant from the US Treasury through the Washington State Department of Commerce.

### **ADMINISTRATION RECOMMENDATION:**

approve

### **DOCUMENT ATTACHMENTS**

**Description:**

[Draft Memorandum of Understanding with Communities of Color Coalition](#)

**Type:**

Backup Material

## **Memorandum of Understanding**

The parties hereto are the Communities of Color Coalition, a nonprofit corporation of the State of Washington (hereinafter referred to as "C3") and the City of Lynnwood, Washington, a Washington municipal corporation (hereinafter referred to as "City")

WHEREAS, C3 is a non-partisan group of citizens who meet on behalf of the people of Snohomish County to discuss, problem-solve, and advocate for social justice, cultural and religious respect and human rights, especially for people of color and other under-represented groups; and

WHEREAS, one of C3's areas of concern is equal access to and opportunities in economic development, employment and financial well-being; and

WHEREAS, the City will receive federal CARES Act funds to address COVID-19 related expenses, which includes expenses for the provision of economic support in connection with the emergency; and

WHEREAS, the City of Lynnwood and the Lynnwood City Council have approved the creation of the Community Relief Fund to help Lynnwood community members most affected and negatively impacted by COVID-19 through a rent/mortgage assistance program; and

WHEREAS, the City wishes to work with C3 to help get relief directly to City of Lynnwood's most vulnerable residents in an effort to keep individuals and families in their homes during this public health crisis;

NOW THEREFORE, the parties do agree as follows

### **Mutual Covenants**

1. Responsibilities of C3
  - a. C3 agrees to comply with all rules and requirements of the City and the Washington Department of Commerce. A copy of the CARES Act agreement including the compliance requirements is provided as Exhibit A to this agreement. C3 will use all resources provided by the City to support families and individuals affected by the impacts of Covid-19.
  - b. C3 shall focus the distribution of funds to residents inside Lynnwood city limits for the purpose of basic needs including rent or mortgage assistance.
  - c. C3 shall distribute funds directly to individuals and/or households.
  - d. C3 shall limit their administrative costs to no more than 2% of the full grant amount.
  - e. C3 will report back to the City every two weeks with an invoice and accounting of funds distributed to date, including the number of addresses served and amount of grant given to each household. Report should be sent

to Julie Moore at [jmoore@LynnwoodWA.gov](mailto:jmoore@LynnwoodWA.gov).

2. Responsibilities of City

- a. City will refer wherever possible, residents who are eligible and need assistance with rent or mortgage payments to C3 in order to keep individuals and families in their homes during this public health crisis.
- b. City will publish the availability of the financial support through all its current media channels.
- c. The City will reimburse C3 for approved invoices with grant reports.

City of Lynnwood

Communities of Color Coalition

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

\_\_\_\_\_  
Name  
Title

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_

DRAFT

## CITY COUNCIL ITEM 90.3-B

### CITY OF LYNNWOOD Administrative Services

---

**TITLE:** Resolution-Change Time of City Council Meetings

**DEPARTMENT CONTACT:** Corbitt Loch

**SUMMARY:**

See agenda materials for item: "Ordinance-Change Time of City Council Meetings".

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

See agenda materials for item: "Ordinance-Change Time of City Council Meetings".

**ACTION:**

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

**BACKGROUND:**

See agenda materials for item: "Ordinance-Change Time of City Council Meetings".

**PREVIOUS COUNCIL ACTIONS:**

See agenda materials for item: "Ordinance-Change Time of City Council Meetings".

**FUNDING:**

See agenda materials for item: "Ordinance-Change Time of City Council Meetings".

**KEY FEATURES AND VISION ALIGNMENT:**

See agenda materials for item: "Ordinance-Change Time of City Council Meetings".

**ADMINISTRATION RECOMMENDATION:**

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

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Draft resolution removing reference to meeting time</a>	Backup Material



**RESOLUTION NO. 2020-\_\_**

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

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

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

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

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

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

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

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

PASSED by the City Council this \_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

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

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sonja Finance Director

\_\_\_\_\_  
Rosemary Larson, City Attorney

PASSED BY CITY COUNCIL: \_\_\_/\_\_\_/2020  
RESOLUTION NO.: 2020-\_\_

## CITY COUNCIL ITEM 90.3-C

### CITY OF LYNNWOOD Administrative Services

---

**TITLE: Ordinance-Change Time of City Council Meetings**

**DEPARTMENT CONTACT: Corbitt Loch**

**SUMMARY:**

This agenda item is in response to Council direction to change the start-time of regular work sessions and business meetings from 7:00 pm to 6:00 pm. During the June 15, 2020 work session, the City Council reviewed the draft ordinance and resolution. As written, the July 6, 2020 work session will be the first meeting to begin at 6:00 pm. Unless extended by motion, meetings will adjourn at 9:00 pm.

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

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

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

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

**ACTION:**

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

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

**BACKGROUND:**

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

The date, time, and location of regular City Council meetings are codified within 2.04.010 LMC and 2.04.030. Therefore, an ordinance is needed to change meeting times. To improve clarity and consistency, staff also offers some changes to the wording of these two portions of the Municipal Code.

The draft ordinance and resolution were reviewed by the City Council on June 15, 2020. As written, the change in time will apply to the July 6, 2020 work session and all regular meetings thereafter.

The Council's Rules of Procedure, which are enacted by resolution, also specify the starting times of City Council meetings. It is recommended that this text be repealed as it would conflict with the new ordinance and is unnecessary. The verbiage recommended for repeal reads as follows:

***Rule 2. Meeting Location & Time:*** *The City Council shall meet as provided in Chapter 2.04 LMC (See Appendix B). Currently, Council meetings are held every Monday at 7:00 P.M., unless rescheduled or cancelled by Council action.*

A draft resolution is attached to repeal Rule 2.

**PREVIOUS COUNCIL ACTIONS:**

This topic was discussed during the February 8, 2020 City Council retreat and the June 15, 2020 work session.

**FUNDING:**

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

**KEY FEATURES AND VISION ALIGNMENT:**

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

**ADMINISTRATION RECOMMENDATION:**

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

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

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Draft ordinance regarding meeting time</a>	Backup Material

1 CITY OF LYNNWOOD

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

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

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

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

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

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

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

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

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

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

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

28 A. ~~((Beginning September 1, 2002, the))~~ The city council shall meet on the second and  
29 fourth Monday of each month for regular business meetings at ~~((7:00 p.m.))~~ 6:00 p.m. and  
30 continuing until adjournment no later than ~~((10:00 p.m.))~~ 9:00 p.m. unless the meeting is  
31 extended by a majority vote of the council.

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

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

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

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

3 A. The city council shall meet on the first, third, and fifth Mondays and the third  
4 Wednesday of each month for work sessions at ~~((7:00 p.m.))~~ 6:00 p.m. and continuing until  
5 adjournment ~~((at 10:00 p.m.))~~ no later than 9:00 p.m. unless the meeting is extended by a  
6 majority vote of the council. ~~((To continue past this time of adjournment, a majority of~~  
7 ~~councilmembers present must concur.))~~

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

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

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

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

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

21 PASSED this 22nd day of June 2020, and signed in authentication of its passage this \_\_\_\_  
22 day of June, 2020.

23 APPROVED:  
24 \_\_\_\_\_  
25 Nicola Smith, MAYOR

26 ATTEST/AUTHENTICATED:  
27 \_\_\_\_\_  
28 Karen Fitzthum  
29 Acting City Clerk

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

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

## CITY COUNCIL ITEM 90.3-D

### CITY OF LYNNWOOD Administrative Services

---

**TITLE: Ordinance: Budget Amendment for COVID-19 Grants**

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

#### **SUMMARY:**

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

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

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

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

The CARES Act funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 through October 31, 2020. The funds will be receipted and expended out of the General Fund and the Technology Reserve Fund #520.

The attached draft Budget Amendment Ordinance includes an increase of both revenues and expenditures of \$968,000 in the General Fund and \$220,000 in the Technology Reserve Fund #520.

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

The CARES Act Funding will be distributed as follows:

##### 1) Business Relief Funds - \$500,000

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

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

##### 2) Community Relief Funds - \$200,000

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

has the experience and capacity to administer emergency grants to Lynnwood residents.

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

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

Of the \$488,000 allocated to reimburse the City of COVID-19 related expenditures, \$268,000 will go to fund COVID-19 related expenditures out of the "Non-Department" in the General Fund and \$220,000 will go to the Technology Reserve Fund #520 to cover citywide technology expenditures.

**BACKGROUND:**

The CARES Act funding allocation was reviewed and discussed with Council at the June 8 business meeting under the COVID-19 Update, and also at the June 15 work session.

**FUNDING:**

Grant funding will come from the Department of Justice and through the State Department of Commerce.

**ADMINISTRATION RECOMMENDATION:**

Adopt the 2020 budget amendment for the receipt of the COVID-19 grants and to appropriate the expenditure budget for COVID-19 grant related expenditures at the June 22 Council meeting.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Draft 2020 Budget Amendment Ordinance</a>	Backup Material

1 **CITY OF LYNNWOOD**

2  
3 **ORDINANCE NO. \_\_\_\_\_**

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

---

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

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

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

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

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

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

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

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

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



1 ATTEST/AUTHENTICATED:

2

3

4

5 \_\_\_\_\_  
Karen Fitzthum

6 Acting City Clerk

7

8

9 APPROVED AS TO FORM:

10

11

12

13 \_\_\_\_\_  
Rosemary Larson

14 City Attorney

15

16

17 PASSED BY THE CITY COUNCIL: \_\_\_\_\_

18 PUBLISHED: \_\_\_\_\_

19 EFFECTIVE DATE: \_\_\_\_\_

20 ORDINANCE NUMBER: \_\_\_\_\_

Exhibit A.1

ADOPTED 2019-2020 BUDGET SUMMARY BY FUND, ORDINANCE 3315

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

Exhibit A.2

2019-2020 AMENDED BUDGET SUMMARY BY FUND, ORDINANCE 3341

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

Exhibit A.3

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

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

Exhibit A.4

2019-2020 REVISED BUDGET SUMMARY BY FUND, ORDINANCE # \_\_\_\_\_

FUND	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES	TOTAL BEGINNING FUND BALANCE & REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	TOTAL EXPENDITURES & ENDING FUND BALANCE
<b>GENERAL GOVERNMENT</b>						
<b>011 General Fund</b>	\$ 5,962,407	\$ 113,999,904	\$ 119,962,311	\$ 115,686,728	\$ 4,275,583	\$ 119,962,311
020 Econ Dev Infrastructure	9,444,064	3,735,721	13,179,785	7,000,000	6,179,785	13,179,785
098 Revenue Stabilization	6,000,000	-	6,000,000	-	6,000,000	6,000,000
099 Program Development	15,627	-	15,627	-	15,627	15,627
101 Lodging Tax	1,151,905	3,312,808	4,464,713	3,264,539	1,200,174	4,464,713
104 Drug Enforcement	205,661	272,000	477,661	260,000	217,661	477,661
<b>105 Criminal Justice Fund</b>	3,778,427	<b>1,728,845</b>	5,507,272	<b>2,633,784</b>	2,873,488	5,507,272
110 Transportation Impact Fee	1,510,878	1,043,500	2,554,378	1,926,454	627,924	2,554,378
111 Street Operating	122,208	4,765,750	4,887,958	4,798,496	89,462	4,887,958
114 Cumulative Pk Res & Dev	74,718	27,000	101,718	26,000	75,718	101,718
116 Cumulative Art Reserve	48,402	51,000	99,402	50,000	49,402	99,402
121 Tree Reserve	217,465	30,000	247,465	55,000	192,465	247,465
128 Paths & Trails Improv	71,401	229,708	301,109	293,526	7,583	301,109
144 Solid Waste Management	67,454	88,250	155,704	108,147	47,557	155,704
180 Park Impact Fee Fund	51,622	2,003,000	2,054,622	2,000,000	54,622	2,054,622
203 General Govt Debt Service	-	1,000,000	1,000,000	1,000,000	-	1,000,000
215 800 Mzh Debt Service	11,776	138,200	149,976	149,976	-	149,976
223 Rec Center 2012 LTGO	110,701	3,313,276	3,423,977	3,313,276	110,701	3,423,977
224 LID Guaranty Fund	325,455	-	325,455	150,000	175,455	325,455
263 LID 93-1 I-5 196TH	871,885	406,960	1,278,845	751,000	527,845	1,278,845
510 Equipment Rental Reserve	4,285,782	3,414,416	7,700,198	3,301,252	4,398,946	7,700,198
511 Equipment Rental Oper	184,589	3,373,700	3,558,289	3,375,573	182,716	3,558,289
513 Lynnwood Shop Operations	157,783	235,000	392,783	235,000	157,783	392,783
515 Self Insurance Fund	170,182	1,758,000	1,928,182	1,856,000	72,182	1,928,182
<b>520 Technology Reserve Fund</b>	-	<b>611,750</b>	<b>611,750</b>	<b>450,000</b>	<b>161,750</b>	<b>611,750</b>
<b>Total General Govt. Funds</b>	<b>\$ 34,840,392</b>	<b>\$ 145,538,788</b>	<b>\$ 180,379,180</b>	<b>\$ 152,684,751</b>	<b>\$ 27,694,429</b>	<b>\$ 180,379,180</b>
<b>ENTERPRISE FUNDS</b>						
411 Utility Operations	11,348,818	48,979,975	60,328,793	52,678,361	7,650,432	60,328,793
412 Sewer/Water/Storm Capital	24,871,602	15,079,453	39,951,055	37,482,210	2,468,845	39,951,055
419 2010 Utility System Bonds	276,566	1,140,350	1,416,916	1,140,350	276,566	1,416,916
460 Golf Course	216,546	3,035,090	3,251,636	2,934,371	317,265	3,251,636
<b>Total Enterprise Funds</b>	<b>\$ 36,713,532</b>	<b>\$ 68,234,868</b>	<b>\$ 104,948,400</b>	<b>\$ 94,235,292</b>	<b>\$ 10,713,108</b>	<b>\$ 104,948,400</b>
<b>CAPITAL FUNDS</b>						
330 REET 2	2,741,162	2,240,000	4,981,162	4,318,000	663,162	4,981,162
331 REET 1	1,801,825	2,240,000	4,041,825	3,149,153	892,672	4,041,825
333 Capital Development	961,917	2,200,000	3,161,917	3,139,000	22,917	3,161,917
357 Other Gov Capital Improv	127,134	10,070,000	10,197,134	10,170,000	27,134	10,197,134
360 Transportation Capital Infr.	15,708,445	52,753,795	68,462,240	66,779,841	1,682,399	68,462,240
370 Facilities Capital Infr.	497,422	3,490,934	3,988,356	3,896,657	91,699	3,988,356
380 Parks & Recreation Capital	490,519	10,160,119	10,650,638	10,059,215	591,423	10,650,638
390 Public Safety Capital	-	1,300,000	1,300,000	1,300,000	-	1,300,000
<b>Total Capital Funds</b>	<b>22,328,424</b>	<b>84,454,848</b>	<b>106,783,272</b>	<b>102,811,866</b>	<b>3,971,406</b>	<b>106,783,272</b>
<b>TOTAL 2019-2020 AMENDED BUDGET</b>	<b>\$ 93,882,348</b>	<b>\$ 298,228,504</b>	<b>\$ 392,110,852</b>	<b>\$ 349,731,909</b>	<b>\$ 42,378,943</b>	<b>\$ 392,110,852</b>

**CITY COUNCIL ITEM 90.3-E**

**CITY OF LYNNWOOD  
City Council**

---

**TITLE:** Executive Session, if needed

**DEPARTMENT CONTACT:** Nicola Smith, Mayor

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available