

**LYNNWOOD CITY COUNCIL
Special Business Meeting
This meeting will be held
electronically via Zoom. See the City
of Lynnwood website for details.**

**Date: Monday, July 6, 2020
Time: 6:00 PM**

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- 10 CALL TO ORDER & FLAG SALUTE
 - 20 ROLL CALL
 - 30 APPROVAL OF MINUTES
 - 40 MESSAGES AND PAPERS FROM THE MAYOR
 - 50 CITIZEN COMMENTS AND COMMUNICATIONS
 - 60 PRESENTATIONS AND PROCLAMATIONS
 - 70 WRITTEN COMMUNICATIONS AND PETITIONS
 - 80 COUNCIL COMMENTS AND ANNOUNCEMENTS
 - 90 BUSINESS ITEMS AND OTHER MATTERS
 - 90 .1 UNANIMOUS CONSENT AGENDA
 - 90 .2 PUBLIC HEARINGS OR MEETINGS
 - 90 .3 OTHER BUSINESS ITEMS
 - A** Salary Commission Extension of Time
 - B** Contract Award - Community Relief Funding
 - 100 NEW BUSINESS
 - 110 ADJOURNMENT

THE PUBLIC IS INVITED TO ATTEND

Parking and meeting rooms are accessible for persons with disabilities. Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting 425-670-5023 no later than 3pm on Friday before the meeting. Persons who are deaf or hard of hearing may contact the event sponsor through the Washington Relay Service at 7-1-1.

"El estacionamiento y las salas de junta cuentan con acceso para personas con discapacidad. Las personas que requieran de adaptaciones razonables pueden solicitar materiales impresos en formatos alternativos como intérpretes de lenguaje de señas, intérpretes de idiomas, asistencia física para acceso, así como otros ajustes razonables.

Pueden comunicarse al numero 425-670-5023 antes de las 3:00 pm del Viernes antes a la reunión. Las personas con discapacidad auditiva o con problemas de audición pueden comunicarse con el patrocinador del evento a través del Washington Relay Service al 7-1-1."

Regular Business Meetings are held on the second and fourth Mondays of the month. They are videotaped for broadcast on Comcast Channel 21 and FIOS - Frontier Channel 38 on Wednesdays at 7:30p.m. and Sundays at 7:00a.m. and 2:00p.m.

CITY COUNCIL ITEM 90.3-A

CITY OF LYNNWOOD Executive

TITLE: Salary Commission Extension of Time

DEPARTMENT CONTACT: Evan Chinn - Liaison to Salary Commission

SUMMARY:

Salary Commission, as with other Boards and Commissions, were prevented from meeting for several months due to the Covid-19 emergency.

ACTION:

Approve Salary Commission to extend the period of time for completing their work past April 30th, to conclude their work, allow for public comment, and host two public hearings. Extension to be effective immediately and continue through November 30th, 2020.

BACKGROUND:

Dear Council Members:

I am formally requesting (from the Lynnwood City Council) an extension of time for the Salary Commission to continue our work beyond a deadline of April 30th. We were able to meet several times to get the process started, but were then unable to conclude our timeline for work once the Governor's Covid-19 pandemic directives were in place.

Granting an extension allows us to resume meetings using Zoom webinar (which also meets the requirement for public comment) effective immediately through November 30th, 2020. This will allow the five Commissioners adequate time to complete our analysis, host the two public hearings required, and share final decisions with the City of Lynnwood Finance Director and her department as part of the upcoming budget considerations.

Thank you for your prompt attention, decision, and reply so our work may proceed.

Regards,

Michele McGraw

Salary Commission Chair

ADMINISTRATION RECOMMENDATION:

Approve

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.3-B

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 \$200,000.

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:	Type:
Draft Memorandum of Understanding with Communities of Color Coalition	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.

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