

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

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

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

30. APPROVAL OF MINUTES (7:01) p.m.

Motion made by Councilmember Hurst, seconded by Councilmember Smith, to approve the minutes of:

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

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

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

Mayor Smith made comments regarding Memorial Day, appreciation for city employees, and the City’s response to COVID-19.

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

- An email from the following individual was read into the record:
- Ted Hikel, Lynnwood 98036

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 (Shannon said \$6,800).*

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.
48

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

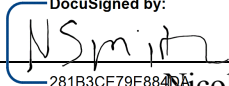
32 Not held.

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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 DocuSigned by:
46 
47 281B3CE79E884041 Nicola Smith, Mayor