

**LYNNWOOD  
CITY COUNCIL  
Work Session**

**Date: Monday, January 4, 2021**

**Time: 6:00 PM**

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

- 
- |         |          |   |
|---------|----------|---|
| 6:00 PM | <b>A</b> | Resolution- 2021 Draft Council Meeting Calendar                 |
| 6:10 PM | <b>B</b> | Discuss 2021 Council Liaisons   Elected Positions               |
| 6:30 PM | <b>C</b> | Discuss: 2021 Council Liaisons   Appointed by Council President |
| 6:50 PM | <b>D</b> | Break   |
| 7:00 PM | <b>E</b> | Discuss: Annual Council Summit Agenda Ideas                     |
| 7:20 PM | <b>F</b> | Mayor Comments and Questions                                    |
| 7:25 PM | <b>G</b> | Council President and Council Comments                          |
| 7:30 PM | <b>H</b> | Executive Session, If Needed                                    |
- Adjourn

**Memorandums for Future Agenda Items:**

**Memorandums for Your Information:**

**Contact: Executive Office (425) 670-5001**

# CITY COUNCIL ITEM A

## CITY OF LYNNWOOD City Council

---

**TITLE:** Resolution- 2021 Draft Council Meeting Calendar

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

**SUMMARY:**

Each year the Council adopts a calendar of meeting dates by Resolution.

**ACTION:**

Review and discuss draft meeting calendar for 2021.

**DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">2021 Draft Council Meeting Calendar</a>	Backup Material
<a href="#">City Holiday Calendar</a>	Backup Material

# 2021 Lynnwood City Council Meeting Calendar- DRAFT

					<i>Date adopted by Council:</i>				
Month	Date	Type	Day	Comments	Month	Date	Type	Day	Comments
JAN	4	WS	1M		JUL	5	WS	1M	City offices closed for 4th holiday
JAN	11	BM	2M		JUL	6	WS	1T	Replaces 7/4 holiday
JAN	18		3M	Cancelled/MLK	JUL	12	BM	2M	
JAN	19	WS	3T	Replaces MLK	JUL	19	WS	3M	
JAN	20	WS	3W		JUL	21	WS	3W	
JAN	25	BM	4M		JUL	26	BM	4M	
FEB	1	WS	1M		AUG	2	WS	1M	
FEB	8	BM	2M		AUG	9	BM	2M	Summer Recess Aug.10-Sept.5
FEB	15	WS	3M	Cancelled/Presidents' Day					
FEB	16	WS	3T	Replaces Presidents' Day	SEPT	6		1M	Cancelled/Labor Day
FEB	17	WS	3W		SEPT	7	WS	1T	Replaces Labor Day
FEB	20			Council Summit	SEPT	13	BM	2M	
FEB	22	BM	4M		SEPT	15	WS	3W	
				<b>AWC City Action Days 2/10-2/11</b>	SEPT	20	WS	3M	
					SEPT	27	BM	4M	
MAR	1	WS	1M						
MAR	8	BM	2M		OCT	4	WS	1M	
MAR	15	WS	3M		OCT	11	BM	2M	
MAR	17	WS	3W		OCT	18	WS	3M	
MAR	22	BM	4M		OCT	20	WS	3W	
MAR	29	WS	5M		OCT	25	BM	4M	
APR	5	WS	1M		NOV	1	WS	1M	
APR	12	BM	2M		NOV	8	BM	2M	
APR	19	WS	3M		NOV	15	WS	3M	
APR	21	WS	3W		NOV	17	WS	3W	
APR	26	BM	4M		NOV	22	BM	4M	
					NOV	29	WS	5M	
MAY	3	WS	1M						
MAY	10	BM	2M		DEC	6	WS	1M	
MAY	17	WS	3M		DEC	13	BM	2M	Winter Recess Dec.14-Jan.2
MAY	19	WS	3W						
MAY	24	BM	4M						
MAY	31	WS	5M	Cancelled/Memorial Day	<b>2022</b>				
					JAN	3	WS	1M	
JUN	1	WS	1T	Replaces Memorial Day	JAN	10	BM	2M	
JUN	7	WS	1M		JAN	17	WS	3M	Cancelled/MLK
JUN	14	BM	2M		JAN	19	WS	3W	
JUN	16	WS	3M		JAN	24	BM	4M	
JUN	21	WS	3W		JAN	31	WS	5M	
JUN	28	BM	4M						
				<b>AWC Annual Meeting 22nd - 25th (Spokane, May be online)</b>					

## **HOLIDAYS - 2021**

Holiday	Hours	Date
NEW YEARS DAY	8	January 1, 2021 Friday
MARTIN LUTHER KING DAY	16	January 18, 2021 Monday
PRESIDENT'S DAY	24	February 15, 2021 Monday
MEMORIAL DAY	32	May 31, 2021 Monday
INDEPENDENCE DAY	40	July 5, 2021 Monday
LABOR DAY	48	September 6, 2021 Monday
VETERANS DAY	56	November 11, 2021 Thursday
THANKSGIVING DAY	64	November 25, 2021 Thursday
FRIDAY FOLLOWING THANKSGIVING	72	November 26, 2021 Friday
DAY BEFORE CHRISTMAS	80	December 23, 2021 Thursday
CHRISTMAS DAY	88	December 24, 2021 Friday
ONE ADDITIONAL DAY *(Floating Holiday ) <sup>1</sup>	<u>96</u>	ANY TIME WITH THE APPROVAL OF DEPARTMENT HEAD
<b>TOTAL HOLIDAY HOURS</b>	<u><u>96</u></u>	

<sup>1</sup>Floating Holiday Policy: Must be employed six (6) months. Must be taken each year.

Any questions refer to Department Head.

THIS HOLIDAY SCHEDULE PERTAINS TO GENERAL SALARY PERSONNEL ONLY.

PERSONNEL SUPPORTED BY UNION CONTRACTS SHOULD ADHERE TO THE HOLIDAY SCHEDULE IN YOUR AGREEMENT.

# CITY COUNCIL ITEM B

## CITY OF LYNNWOOD City Council

---

**TITLE:** Discuss 2021 Council Liaisons | Elected Positions

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

**SUMMARY:**

Council Members serve as liaisons to various City boards and commissions, as well as serving as the City's representatives to outside agencies and organizations. Some of these positions are elected by the Council Members.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Elected Positions Preferences</a>	Backup Material

Council Member [Preferences](#) for  
2021 **Elected** Positions

**Council President- 1 position**

Christine Frizzell

George Hurst

**Council Vice President- 1 position**

Shannon Sessions

**Alliance for Housing Affordability- 1 position, 1 alternate**

Ian Cotton

George Hurst

**Community Transit- 1 position**

Mayor Nicola Smith

**Lynnwood Tourism Advisory Council- 1 position, 1 alternate**

Ian Cotton

Shannon Sessions

**Snohomish County 911 Board/SERS - 1 position, 1 alternate**

*(These are 2-year appointments ~ current is 2020 - 2021)*

Julieta Altamirano-Crosby

Christine Frizzell

George Hurst

**Snohomish Health District- 1 position**

Julieta Altamirano-Crosby

Christine Frizzell

**Snohomish County Tomorrow- 1 position**

Julieta Altamirano-Crosby

Christine Frizzell

# CITY COUNCIL ITEM C

## CITY OF LYNNWOOD City Council

---

**TITLE:** Discuss: 2021 Council Liaisons | Appointed by Council President

**DEPARTMENT CONTACT:** Lisa Harrison Executive Assistant

**SUMMARY:**

Council members serve as liaisons to various City boards and commissions, as well as serving as the City's representatives to outside agencies and organizations. Some of these positions are appointed by the Council President.

**ACTION:**

Discuss

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Appointed position preferences</a>	Backup Material

**Council Member Preferences for  
2020 Council President **Appointed** Positions**

**Arts Commission- 1 position**

Julieta Altamirano-Crosby

**Audit & Insurance/Finance Committee -3 positions**

*(These are 2-year appointments ~ current is 2020 - 2021)*

Christine Frizzell

George Hurst

Julieta Altamirano-Crosby

**Disability Board – 2 positions**

*(These are 2-year appointments ~ current is 2020 - 2021)*

Shannon Sessions

Jim Smith

**Diversity, Equity & Inclusion Commission- 1 position**

Ruth Ross

Jim Smith

**History and Heritage Board- 1 position**

Christine Frizzell

Shannon Sessions

**Human Services Commission- 1 position**

Ruth Ross

Jim Smith

**Lynnwood Public Facilities District – 1 position**

Julieta Altamirano-Crosby

Ian Cotton

George Hurst

**Parks, Recreation & Cultural Arts- 1 position**

Julieta Altamirano-Crosby

Christine Frizzell

**Planning Commission- 1 position, 1 alternate**

George Hurst

Alternate: Ruth Ross

**Sister City Board – 1 position**

*(This is a 2-year appointment ~ current is 2020 - 2021)*

Julieta Altamirano-Crosby

**Veterans- 1 position**

Shannon Sessions



**CITY COUNCIL ITEM D**

**CITY OF LYNNWOOD  
City Council**

---

**TITLE:** Break

**DEPARTMENT CONTACT:** Christine Frizzell, Council President

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

# CITY COUNCIL ITEM E

## CITY OF LYNNWOOD City Council

---

**TITLE:** Discuss: Annual Council Summit Agenda Ideas

**DEPARTMENT CONTACT:** Lisa Harrison, Executive Assistant

**SUMMARY:**

It is customary for the Council to stage a mini-council summit during the first month or two of the new year. This is designed to allow the Council to informally discuss a variety of issues that relate to their work during the months ahead.

**ACTION:**

Discuss items submitted by Council Members for inclusion on the Summit agenda.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Annual council summit ideas</a>	Backup Material

## **2021 Council Summit Proposed Agenda Items for Discussion**

### **A. Council Operations**

- 2020 accomplishments (Ross)
- Review of council rules (Sessions, Frizzell, Smith)
- Plans for meeting in person again (Sessions)
- Executive Session start times -5:00? (Frizzell)
- Three- hour Council meetings means three hours for Council meetings: How can we do better planning? Eliminate commission interviews (we receive applications); Written Council liaison reports twice yearly, streamline to four Council meetings per month (Smith)
- Parliamentary Tidbits: Jim and Ian (Smith)
- Council courtesies (Smith)
- Protocol RE talking to Department Heads (Smith)
- Address internal procedures that could improve: Effectiveness and efficiency of Council, Council-Staff working relationships, Effectiveness of Committees, How to improve communication, How to evaluate performance (Altamirano-Crosby)
- Clarification of how to get items onto the agenda (Altamirano-Crosby)
- Policy on how to handle non-agenda items that are brought up spontaneously (Altamirano-Crosby)
- Intergovernmental affairs is now a Council responsibility. (Hurst)

### **B. Staff, boards & commissions**

- Commissions and Boards- review and simplify. (Hurst)
- Do we need alternates? (Frizzell)
- Discuss bringing Legal in-house (Frizzell)
- Discuss Judge Options (Frizzell)
- Discuss Race and Social Justice Coordinator (Frizzell)
- Consider five person commissions (with natural decline). Work on NOT having non-Lynnwood members (Smith)
- Eliminate Finance Committee (entire Council should be involved, especially during budget) (Smith)

### **C. COVID related**

- Covid Memorial (Ross)
- Budget amendments depending on how COVID is going (Sessions)
- What policies are needed to help businesses survive and rebound from Covid? (Hurst)
- What will happen when the eviction moratorium ends? (Hurst)

### **D. Public Issues**

- City Council Facebook Page (Sessions)
- Focus first on our local families rather than the Corporation called City of Lynnwood (Smith)
- Community Engagement: bring members together to learn, connect and collaborate (Altamirano-Crosby)
- How post-covid do we rebuild and expand a sense of neighborhoods as well as a common community in Lynnwood? (Hurst)
- Housing (Ross)
- Housing Policy- What will be the best first actions to move away from apartment construction and promote construction of a diverse housing stock in Lynnwood? The missing middle. (Hurst)
- Streets- find funding for residential streets in need of repair. (Hurst)
- Ordinances to act on: Displaced Low-income Tenants and Marijuana Retail Store Ban. (Hurst)
- A solution to the current and increasing traffic congestion around the mall and light rail station - an autonomous mini transit for Lynnwood City Center. (Hurst)

### **E. Business community Issues**

- Business license fees & Head tax review (Frizzell)
- Business round tables (Frizzell)

### **F. Strategic**

- Visioning: Community-aligned policy leadership (Altamirano-Crosby)
- City Center Plan- review and evaluate. (Hurst)

**CITY COUNCIL ITEM F**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE:** Mayor Comments and Questions

**DEPARTMENT CONTACT:** Mayor Smith

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

**CITY COUNCIL ITEM G**

**CITY OF LYNNWOOD  
City Council**

---

**TITLE:** Council President and Council Comments

**DEPARTMENT CONTACT:** Christine Frizzell, Council President

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

**CITY COUNCIL ITEM H**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE:** Executive Session, If Needed

**DEPARTMENT CONTACT:** Leah Jensen

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available