

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL  
HELD MONDAY, JULY 6, 2020 AT 6:31 p.m. VIA ZOOM**

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**Attendance:**

Mayor Nicola Smith  
Council President Christine Frizzell  
Council Vice President Shannon Sessions  
Councilmember Ian Cotton  
Councilmember Ruth Ross  
Councilmember George Hurst  
Councilmember Jim Smith  
Councilmember Julieta Altamirano-Crosby  
Interim City Clerk Karen Fitzthum  
Executive Assistant Leah Jensen

**Others:**

PublicWorks Director Franz  
Project Tourism Manager Christy Murray  
Communications Manager Julie Moore  
Parks & Recreation Director Lynn Sordel  
Director Ec. Devt/Interim CD David Kleitsch

**Guests:**

Erik Ashlie-Vinke, Sound Transit  
Randy Harlow, Sound Transit  
David Howe, Strategica  
Andrew Ruotsala, Strategica

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**Comments and Questions on Memo Items**

M-1 Contract: Consultant Engineering Services: Facility Plan for Lynnwood Wastewater Treatment Plant

- Mayor Smith solicited comments. There was no discussion on this item.

M-2 Ordinance: Franchise Agreement with Level 3 for Operations of Communication Facilities

- Mayor Smith solicited comments. There was no discussion on this item.

**COVID-19 Update**

- Communications Manager Moore made the report regarding COVID-19 statistics, the Safe Start Plan, free COVID-19 testing on Fridays in July starting on July 10 at the Lynnwood Food Bank, and free face coverings available from the State’s Military Department to be distributed to low income individuals via various organizations. She also gave an update on the CARES Act Funding Relief Program. The Business Relief Group is reviewing applications right now for grants for small businesses. 176 applications were received.
- Questions and answers followed.

**Sound Transit Update**

- Erik Ashlie-Vinke, North Corridor Government & Community Relations Manager, and Randy Harlow, Lynnwood Link Extension Executive Project Director, from Sound Transit made a presentation covering the project timeline, construction updates, the Lynnwood City Center station and garage, and community outreach efforts. The timeline shows Lynnwood City Center garage opening in early 2023 with service beginning mid-2024, but the impacts of COVID-19 have not been assessed yet. Mr. Ashlie-Vinke announced the FTA recently notified congress that Sound Transit would be receiving \$1 million each for Lynnwood Link and Federal Way. The House of Representatives passed the Moving Forward Act last week, and now it will go to Senate.
- Questions and answers followed.
- Mayor Smith also discussed how the Sound Transit Board is responding to the COVID-19 situation. At their last meeting they voted on some key filters which she outlined. The filters will

49 help determine which projects will move forward and which will be stalled. Mr. Ashlie-Vinke  
50 added that no major decisions regarding realignment will be made until next July.

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52 **Presentation: Development & Business Services Process Improvements**

- 53 • Director Kleitsch introduced consultants Andrew Ruotsala and David Howe from Strategica. The
- 54 consultants were hired to assess all functions in Development & Business Services which
- 55 includes the Community Development Department, Economic Development Department, Public
- 56 Works Development Engineering, and Fire Prevention.
- 57 • Mr. Howe gave some background on this process and then reviewed project results of the
- 58 efficiency study conducted by Strategica. A roster of performance and outcome measures was
- 59 developed to track strategic implementation through measures of efficiency and outcome
- 60 measures. The Strategica group also looked at organizational structure. The group found that the
- 61 DBS organizational structure as of fall 2019 was hindering performance and mission attainment;
- 62 multiple changes to the organizational structure were recommended.
- 63 • Mr. Ruotsala and Mr. Howe then discussed the current permitting system used for DBS and the
- 64 need for an updated system to modernize DBS processes. Process improvement
- 65 recommendations were reviewed related to developer agreements, long range planning products,
- 66 business licensing procedures, code enforcement, and rental unit housing.
- 67 • Comments, questions, and answers followed.

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69 **Mayor Comments and Questions**

- 70 • Mayor Smith commented on the positive changes in DBS, the recent Race and Equity Community
- 71 Listening Session, and tomorrow’s planned protest and rally at City Hall campus.

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73 **Council President and Council Comments**

- 74 • Councilmember Cotton suggested that the Administration provide the Council with a matrix of all
- 75 essential positions that are open, but expected to fill this year. Mayor Smith indicated she would look
- 76 into that.
- 77 • Councilmember Altamirano-Crosby requested \$3000-\$5000 funding from the Federal CARES Act
- 78 Funding in order to provide quarantine housing for anticipated positive COVID-19 test cases among
- 79 the homeless population.
- 80 • Councilmembers commented on recent events around the community.

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82 **Executive Session – if needed**

- 83 • None

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85 **Adjourn**

- 86 • Meeting adjourned at 8:24 p.m.

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DocuSigned by:  
  
 Nicola Smith, Mayor