

**LYNNWOOD  
CITY COUNCIL  
Work Session**

**Date: Monday, January 7, 2019  
Time: 7:00 PM  
Place: City Hall Council Chambers**

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- 7:00 PM      **A**      Resolution: 2019 Draft Council Meeting Calendar
- 7:30 PM      **B**      Discuss: 2019 Council Liaisons | Elected Positions
- 8:00 PM      **C**      Discuss: 2019 Council Liaisons | Appointed by Council President
- 8:15 PM      **D**      Break
- 8:25 PM      **E**      Discuss: Annual Council Summit Agenda
- 9:10 PM      **F**      Executive Session, if needed
- 9:15 PM      **G**      Mayor Comments and Questions
- 9:20 PM      **H**      Council President and Council Comments
- 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

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**TITLE:** Resolution: 2019 Draft Council Meeting Calendar

**DEPARTMENT CONTACT:** Council President Benjamin Goodwin

**SUMMARY:**

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

**ACTION:**

Review and discuss draft meeting calendar for 2019.

**DOCUMENT ATTACHMENTS**

| <b>Description:</b>                    | <b>Type:</b>    |
|--|-----------------|
| <a href="#">Draft Meeting Calendar</a> | Backup Material |
| <a href="#">City Holidays.2019</a>     | Backup Material |
| <a href="#">Resolution</a>             | Backup Material |



## ***HOLIDAYS - 2019***

| Holiday  | Hours            | Date   |           |
|--|------------------|--|-----------|
| NEW YEARS DAY  | 8                | JANUARY 1, 2019                                  | Tuesday   |
| MARTIN LUTHER KING DAY                                 | 16               | JANUARY 21, 2019                                 | Monday    |
| PRESIDENT'S DAY  | 24               | FEBRUARY 18, 2019                                | Monday    |
| MEMORIAL DAY   | 32               | MAY 27, 2019                                     | Monday    |
| INDEPENDENCE DAY                                       | 40               | JULY 4, 2019                                     | Thursday  |
| LABOR DAY  | 48               | SEPTEMBER 2, 2019                                | Monday    |
| VETERANS DAY   | 56               | NOVEMBER 11, 2019                                | Monday    |
| THANKSGIVING DAY                                       | 64               | NOVEMBER 28, 2019                                | Thursday  |
| FRIDAY FOLLOWING THANKSGIVING                          | 72               | NOVEMBER 29, 2019                                | Friday    |
| DAY BEFORE CHRISTMAS                                   | 80               | DECEMBER 24, 2019                                | Tuesday   |
| CHRISTMAS DAY  | 88               | DECEMBER 25, 2019                                | Wednesday |
| ONE ADDITIONAL DAY<br>*(Floating Holiday) <sup>1</sup> | <u>96</u>        | ANY TIME WITH THE APPROVAL<br>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.

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**CITY OF LYNNWOOD**

**RESOLUTION NO. 2019-\_\_**

**A RESOLUTION OF THE CITY OF LYNNWOOD,  
WASHINGTON, ESTABLISHING A SCHEDULE OF  
ANTICIPATED CITY COUNCIL MEETINGS FOR  
CALENDAR YEAR 2019.**

WHEREAS, the State Open Public Meetings Act, Chapter 42.30 RCW, and LMC 2.04.010 through 2.04.030 provide for the scheduling of regular and special meetings of the City Council; and

WHEREAS, the City Council has determined that adoption of an annual calendar of meetings for the Council will help in the orderly and expeditious conduct of Council and City business; now therefore

THE CITY COUNCIL OF THE CITY OF LYNNWOOD DOES RESOLVE AS FOLLOWS:

Section 1. The City Council regular meeting schedule (Attachment A) for calendar year 2019 is adopted, consistent with the provisions of Chapter 42.30 RCW and LMC 2.04.010, LMC 2.04.020 and LMC 2.04.030.

Section 2. The City Council retains its discretion to make other scheduling changes during 2019 as it deems necessary and appropriate, and consistent with State law and the City code.

PASSED by the City Council this \_\_\_\_\_ day of January 2019.

APPROVED:

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

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Sonja Springer, Finance Director

APPROVED AS TO FORM:

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

# CITY COUNCIL ITEM B

## CITY OF LYNNWOOD City Council

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**TITLE:** Discuss: 2019 Council Liaisons | Elected Positions

**DEPARTMENT CONTACT:** Council President Benjamin Goodwin

**SUMMARY:**

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

**ACTION:**

Discuss.

**DOCUMENT ATTACHMENTS**

| <b>Description:</b>                        | <b>Type:</b>    |
|--|-----------------|
| <a href="#">Council Member Preferences</a> | Backup Material |
| <a href="#">Elected Work Sheet</a>         | Backup Material |

**Council Member *Preferences* for  
2019 Elected Positions**

**Council President**

Benjamin Goodwin  
George Hurst

**Council Vice President**

Shannon Sessions  
Christine Frizzell

**Alliance for Housing Affordability**

Shirley Sutton  
Alternate:

**Community Transit**

George Hurst

**Lynnwood Tourism Advisory Council**

Shannon Sessions  
Ian Cotton  
Alternate:

**Snohomish County 911 Board/SERS**

Tom Davis  
Shannon Sessions  
George Hurst  
Alternate:

**Snohomish Health District**

Shirley Sutton

**Snohomish County Tomorrow**

Shirley Sutton  
Alternate:

**South County Fire Commission**

*(3-year term 2017-2019)*  
Benjamin Goodwin  
Christine Frizzell





**Officers & External Organizations Elected by Council Vote ~ 2019**

|   | <b>2019 Assignments</b>   | <b>Meets</b>   | <b>Location</b>  |
|---|---------------------------|--|--|
| <b>Council President</b>                  |                           | Scheduling Mtg, Wkly. Day/Time   | Council Office   |
|   |                           | TBD by Consensus   |  |
| <b>Council Vice President</b>             |                           | (same as above)  | Council Office   |
|   |                           |  |  |
| <b>Alliance for Housing Affordability</b> |                           | 4:30-5:45pm - Quarterly 4th<br>Wednesday (Feb. May, Aug. Nov.)                   | Jackson House<br>Common<br>Room, 1818 Pacific<br>Avenue, Everett |
| <i>Alternate:</i>                         |                           |  |  |
|   |                           |  |  |
| <b>Community Transit</b>                  |                           | 1st Thursday at 3pm  | Board<br>Room/Everett 7100<br>Hardeson Road                      |
|   |                           |  |  |
| <b>Lynnwood Tourism Advisory Council</b>  |                           | 2nd Thu @ 7:45am   | Permit Ctr. Conf<br>Rm   |
| <i>Alternate:</i>                         |                           |  |  |
|   |                           |  |  |
| <b>Snohomish County 911 Board/SERS</b>    |                           | 3rd Thursday @ 8:30am  | RFA  |
|   |                           |  |  |
| <b>Snohomish County Health District</b>   |                           | Board meets 2nd Tues @ 3-5pm -<br>Policy Committee Structure is under<br>review. | Auditorium of<br>Rucker Building,<br>Everett                     |
|   |                           |  |  |
| <b>Snohomish County Tomorrow</b>          |                           | 4th Wednesday @ 6:00-8:00pm  | Drewel Bldg/Admin<br>East  |
|   |                           |  |  |
| <b>South County Fire Commission</b>       | <b>Benjamin Goodwin</b>   |  |  |
| <b>Transitional Term 2017-2019</b>        | <b>Christine Frizzell</b> |  |  |
|   |                           |  |  |
| <i>Updated</i>                            |                           |  |  |

# CITY COUNCIL ITEM C

## CITY OF LYNNWOOD City Council

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**TITLE:** Discuss: 2019 Council Liaisons | Appointed by Council President

**DEPARTMENT CONTACT:** Council President Benjamin Goodwin

**SUMMARY:**

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

**ACTION:**

Discuss.

**DOCUMENT ATTACHMENTS**

| <b>Description:</b>                        | <b>Type:</b>    |
|--|-----------------|
| <a href="#">Council Member Preferences</a> | Backup Material |
| <a href="#">Appointment Work Sheet</a>     | Backup Material |

Council Member Preferences for  
2019 Council President Appointed Positions

**Arts Commission**

Ruth Ross  
George Hurst

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

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

Christine Frizzell  
Vacant  
Ian Cotton

**Disability Board – 2 positions**

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

Shannon Sessions  
George Hurst

**Diversity, Equity & Inclusion Commission**

Ruth Ross

**History and Heritage Board**

Shannon Sessions  
George Hurst

**Human Services Commission**

Shirley Sutton  
Ruth Ross  
Christine Frizzell  
Benjamin Goodwin

**Lynnwood Public Facilities District – PFD**

Shirley Sutton  
Ian Cotton

**Lynnwood Citizens Patrol Volunteers**

**Lynnwood VIPS Volunteers**

Christine Frizzell  
Benjamin Goodwin

**Parks, Recreation & Cultural Arts**

**Planning Commission**

Benjamin Goodwin

**Boards and Commissions Appointed by Council President ~ 2019**

| <b>Board/Commission</b>   | <b>2019 Assignments</b>   | <b>Meets</b>   | <b>Location</b>                             |
|---|---------------------------|--|---|
| <b>Arts Commission</b>  |                           | 3rd Tuesday @ 6:30-8:00pm  | Lynnwood Senior Center                      |
| <b>Audit &amp; Ins./Finance Committee</b><br><i>(2 year term 2018-2019)</i> |                           | 4th Thursday 3:00-5:00pm   | City Hall Conference Room #4                |
| <b>Rep 1</b>  | <b>Christine Frizzell</b> |  |   |
| <b>Rep 2</b>  | <b>Ian Cotton</b>         |  |   |
| <b>Rep 3</b>  | <b>Vacant</b>             |  |   |
| <b>Disability Board</b><br><i>(2 year term 2018-2019)</i>                   |                           |  |   |
| <b>Rep 1</b>  | <b>Shannon Sessions</b>   | 2nd Tuesday @ 9:00am   | City Hall Conference Room #4                |
| <b>Rep 2</b>  | <b>George Hurst</b>       |  |   |
| <b>History &amp; Heritage Board</b>   |                           | 2nd Tuesday<br>February/April/June/August/<br>October/December 4:00-5:30pm             | Superintendent's Cottage/Heritage Park      |
| <b>Human Services Commission</b>  |                           | 1st Thursday @ 6:30pm  | Council Chambers                            |
| <b>Lynnwood Public Facilities District</b><br><i>Alternate:</i>             |                           | 1st Tuesday @ 6:00pm   | PFD   |
| <b>Lynnwood Citizens Patrol Volunteers</b>                                  |                           | 2nd Tuesday @ 6:00pm   | Court Room                                  |
| <b>Lynnwood Vips Volunteers</b>   |                           | 2nd Wednesday @ 9:00am -<br>10:00am. May elect to take off one<br>month during summer. | Fire Station 14 - 188th/68th Avenue<br>West |
| <b>Diversity, Equity &amp; Inclusion<br/>Commission</b>                     |                           | 2nd Wednesday @ 6:30 - 8:00pm  | Conference Room #4                          |
| <b>Parks &amp; Rec &amp; Cultural Arts</b>                                  |                           | 1st Wednesday @ 6:30pm   | Council Chambers                            |
| <b>Planning Commission</b><br><i>Updated</i>                                |                           | 2nd & 4th Thursday @ :700pm  | Council Chambers                            |

**CITY COUNCIL ITEM D**

**CITY OF LYNNWOOD  
City Council**

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**TITLE:** Break

**DEPARTMENT CONTACT:** Council President Benjamin Goodwin

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

# CITY COUNCIL ITEM E

## CITY OF LYNNWOOD City Council

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

**DEPARTMENT CONTACT:** Council President Benjamin Goodwin

**SUMMARY:**

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

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

**ACTION:**

Review and discuss topics submitted by individual Council Members.

**DOCUMENT ATTACHMENTS**

| Description:                           | Type:           |
|--|-----------------|
| <a href="#">Proposed Agenda Topics</a> | Backup Material |

**2019 Council Summit  
Proposed Agenda Discussion Items**

- |     |   |
|-----|---|
| 1.  | Increasing police officers to meet community demand <i>(Sutton)</i>                   |
| 2.  | Housing for homeless residents <i>(Sutton)</i>  |
| 3.  | Parliamentary procedures <i>(Sutton)</i>  |
| 4.  | Emergency preparedness written plan <i>(Sutton)</i>                                   |
| 5.  | AWC Legislature issues (workshops, conferences, etc.) <i>(Sutton)</i>                 |
| 6.  | Training opportunities <i>(Sutton)</i>  |
| 7.  | Establishing Council Priorities and Goals for 2019 <i>(Ross)</i>                      |
| 8.  | Conversations with the Council outreach planning <i>(Ross)</i>                        |
| 9.  | 90-Day Planning Calendar <i>(Sessions)</i>  |
| 10. | Redline & Underline of all documents requesting approval of changes <i>(Frizzell)</i> |
| 11. | Monthly update from lobbyist in Washington DC <i>(Frizzell)</i>                       |
| 12. | Monthly update of 90-day planning calendar <i>(Frizzell)</i>                          |
| 13. | Monthly list of on-going studies, evaluations & expected ETA <i>(Frizzell)</i>        |
| 14. | Lynndale Sidewalks <i>(Sessions)</i>  |
| 15. | Official City Council statement on Compassion with Boundaries <i>(Sessions)</i>       |
| 16. | Costco Phase 2 update <i>(Sessions)</i>   |
| 17. | Schedule Stakeholders' Presentations for 2019 <i>(Sessions)</i>                       |
| 18. | Housing policy for the City – Affordability/Availability <i>(Hurst)</i>               |
| 19. | Homeless policy for the City <i>(Hurst)</i>   |
| 20. | Review effectiveness of recent ordinances – Homeless Tent/DADU <i>(Hurst)</i>         |
| 21. | Advisory Boards & Commissions – effectiveness/consistency <i>(Hurst)</i>              |
| 22. | Council Rules <i>(Hurst)</i>  |
| 23. | Lynnwood as a sustainable City Multimodel <i>(Hurst)</i>                              |
| 24. | Attracting livable-wage employers <i>(Hurst)</i>                                      |

|  |
|--|
| 25. Partnerships in education and technology <i>(Hurst)</i>  |
| 26. Community Health and Safety Services – direction for Police Department with regard to homelessness and other ordinances <i>(Goodwin)</i> |
| 27. City’s responsibility with regard to homelessness and opioids <i>(Goodwin)</i>   |
| 28. City Attorney / legal services <i>(Goodwin)</i>  |
| 29. Judge – continuation of contracted judge or elected judge <i>(Goodwin)</i>   |
| 30. Robert’s Rules or not Robert’s Rules <i>(Goodwin)</i>  |
| 31. Homelessness <i>(Cotton)</i>   |
| 32. Budget Process <i>(Cotton)</i>   |
| 33. Developer Engagement <i>(Cotton)</i>   |
| 34. Renter rights/protection <i>(Cotton)</i>   |

*Updated 01.07.2019*



**CITY COUNCIL ITEM F**

**CITY OF LYNNWOOD  
City Council**

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**TITLE:** Executive Session, if needed

**DEPARTMENT CONTACT:** Nicola Smith, Mayor

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

**CITY COUNCIL ITEM G**

**CITY OF LYNNWOOD  
City Council**

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**TITLE:** Mayor Comments and Questions

**DEPARTMENT CONTACT:** Nicola Smith, Mayor

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

# CITY COUNCIL ITEM H

## CITY OF LYNNWOOD City Council

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**TITLE:** Council President and Council Comments

**DEPARTMENT CONTACT:** Council President Benjamin Goodwin

### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

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No Attachments Available