

**LYNNWOOD
CITY COUNCIL
Work Session**

**Date: Monday, January 6, 2020
Time: 7:00 PM
Place: City Hall Council Chambers**

- 7:00 PM **A** Comments and Questions on Memo Items
- 7:05 PM **B** Resolution: 2020 Draft Council Meeting Calendar
- 7:35 PM **C** Discuss: 2020 Council Liaisons | Elected Positions
- 8:05 PM **D** Discuss: 2020 Council Liaisons | Appointed by Council President
- 8:25 PM **E** Break
- 8:35 PM **F** Discuss: Annual Council Summit Agenda
- 9:10 PM **G** Executive Session, if needed
- 9:15 PM **H** Mayor Comments and Questions
- 9:20 PM **I** Council President and Council Comments
- Adjourn

Memorandums for Future Agenda Items:

M-1 Final Acceptance: Sewer Force Main #8, Project 3

Memorandums for Your Information:

Contact: Executive Office (425) 670-5001

CITY COUNCIL ITEM A

**CITY OF LYNNWOOD
City Council**

TITLE: Comments and Questions on Memo Items

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM B

CITY OF LYNNWOOD City Council

TITLE: Resolution: 2020 Draft Council Meeting Calendar

DEPARTMENT CONTACT: Council Vice President Christine Frizzell

SUMMARY:

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

ACTION:

Review and discuss draft meeting calendar for 2020.

DOCUMENT ATTACHMENTS

Description:	Type:
2020 Draft Meeting Calendar	Backup Material
City Holidays.2020	Backup Material
Resolution to Adopt Meeting Calendar	Backup Material

2020 Lynnwood City Council Meeting Calendar

					Resolution 2020-00 January 00.2020				
Month	Date	Type	Day	Comments	Month	Date	Type	Day	Comments
JAN	6	WS	1M		JUL	6	WS	1M	
JAN	13	BM	2M		JUL	13	BM	2M	
JAN	15	WS	3W		JUL	15	WS	3W	
JAN	20		3M	Cancelled/MLK	JUL	20	WS	3M	
JAN	21	WS	3T	Replaces MLK Holiday	JUL	27	BM	4M	
JAN	27	BM	4M	Three CMs will be traveling to AWC today AWC City Action Days 28th-29th					
					AUG	3	WS	1M	
FEB	3	WS	1M		AUG	10	BM	2M	Summer Rec. Aug.11-Sept.7
FEB	8	SWS	2S	Council Summit?					
FEB	10	BM	2M						
FEB	17		3M	Cancelled/Presidents' Day	SEPT	7		1M	Cancelled/Labor Day
FEB	18	WS	3T	Replaces Presidents' Day	SEPT	8	WS	1T	Replaces Labor Day
FEB	19	WS	3W		SEPT	14	BM	2M	
FEB	22	SWS	4S	Council Summit?	SEPT	16	WS	3W	
FEB	24	BM	4M		SEPT	21	WS	3M	
					SEPT	28	BM	4M	
MAR	2	WS	1M						
MAR	9	BM	2M		OCT	5	WS	1M	
MAR	16	WS	3M		OCT	12	BM	2M	
MAR	18	WS	3W		OCT	19	WS	3M	
MAR	23	BM	4M		OCT	21	WS	3W	
MAR	30	WS	5M		OCT	26	BM	4M	
APR	6	WS	1M		NOV	2	WS	1M	
APR	13	BM	2M		NOV	9	BM	2M	
APR	15	WS	3W		NOV	16	WS	3M	
APR	20	WS	3M		NOV	18	WS	3W	
APR	27	BM	4M		NOV	23	BM	4M	
					NOV	30	WS	5M	
MAY	4	WS	1M		DEC	7	WS	1M	
MAY	11	BM	2M		DEC	14	BM	2M	Winter Recess Dec.15-Jan.3
MAY	18	WS	3M						
MAY	20	WS	3W						
MAY	25		4M	Cancelled/Memorial Day	2021				
MAY	26	BM	4T	Replaces Memorial Day	JAN	4	WS	1M	
					JAN	11	BM	2M	
JUN	1	WS	1M		JAN	18		3M	Cancelled/MLK
JUN	8	BM	2M		JAN	19	WS	3T	Replaces/MLK
JUN	15	WS	3M		JAN	20	WS	3W	
JUN	17	WS	3W		JAN	25	BM	4M	
JUN	22	BM	4M	Will CMs be traveling to AWC today? AWC Annual Meeting 23rd-26th					
JUN	29	WS	5M						
<i>Rev.</i>									

HOLIDAYS - 2020

Holiday	Hours	Date	
NEW YEARS DAY	8	JANUARY 1, 2020	Wednesday
MARTIN LUTHER KING DAY	16	JANUARY 20, 2020	Monday
PRESIDENT'S DAY	24	FEBRUARY 17, 2020	Monday
MEMORIAL DAY	32	MAY 25, 2020	Monday
INDEPENDENCE DAY	40	JULY 3, 2020	Friday
LABOR DAY	48	SEPTEMBER 7, 2020	Monday
VETERANS DAY	56	NOVEMBER 11, 2020	Wednesday
THANKSGIVING DAY	64	NOVEMBER 26, 2020	Thursday
FRIDAY FOLLOWING THANKSGIVING	72	NOVEMBER 27, 2020	Friday
DAY BEFORE CHRISTMAS	80	DECEMBER 24, 2020	Thursday
CHRISTMAS DAY	88	DECEMBER 25, 2020	Friday
ONE ADDITIONAL DAY *(Floating Holiday) ¹	<u>96</u>	ANY TIME WITH THE APPROVAL OF DEPARTMENT HEAD	
TOTAL HOLIDAY HOURS	<u><u>96</u></u>		

¹Floating 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. 2020-01

**A RESOLUTION OF THE CITY OF LYNNWOOD,
WASHINGTON, ESTABLISHING A SCHEDULE OF
ANTICIPATED CITY COUNCIL MEETINGS FOR
CALENDAR YEAR 2020.**

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 2020 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 2020 as it deems necessary and appropriate, and consistent with State law and the City code.

PASSED by the City Council this _____ day of January 2020.

APPROVED:

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

Sonja Springer, Finance Director

APPROVED AS TO FORM:

Rosemary Larson, City Attorney

CITY COUNCIL ITEM C

CITY OF LYNNWOOD City Council

TITLE: Discuss: 2020 Council Liaisons | Elected Positions

DEPARTMENT CONTACT: Christine Frizzell, Council Vice President

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

Description:	Type:
Preference Sheet	Backup Material
2020 Liaison Positions	Backup Material

**Council Member *Preferences* for
2020 Elected Positions**

Council President

Christine Frizzell (#1)
George Hurst (#3)

Council Vice President

Shannon Sessions (#1)
Jim Smith (#3)

Alliance for Housing Affordability

Christine Frizzell (#2)
Jim Smith (#2)
Julieta Altamirano-Crosby (#1)
Ian Cotton (#1)
Alternate:

Community Transit

George Hurst (#2)
Mayor Nicola Smith
Julieta Altamirano-Crosby (#2)

Lynnwood Tourism Advisory Council

Shannon Sessions (#3)
Ian Cotton (#2)
Alternate:

Snohomish County 911 Board/SERS

Tom Davis
Shannon Sessions (#2)
George Hurst (#1)
Jim Smith (#1)
Alternate:

Snohomish Health District

Christine Frizzell (#3)
Julieta Altamirano-Crosby (#3)

Snohomish County Tomorrow

Julieta Altamirano-Crosby (#4)
Alternate:

Officers & External Organizations Elected by Council Vote ~ 2020

	2020 Assignments	Meets	Location
Council President		Scheduling Mtg, Wkly. Day/Time	Council Office
		TBD by Consensus	
Council Vice President		(same as above)	Council Office
Alliance for Housing Affordability		4:30-5:45pm - Quarterly 4th Wednesday (Feb. May, Aug. Nov.)	Jackson House Common Room, 1818 Pacific Avenue, Everett
<i>Alternate:</i>			
Community Transit		1st Thursday at 3pm	Board Room/Everett 7100 Hardeson Road
Lynnwood Tourism Advisory Council		2nd Thu @ 7:45am	Permit Ctr. Conf Rm
<i>Alternate:</i>			
Snohomish County 911 Board/SERS		3rd Thursday @ 8:30am	RFA
Alternate			
Snohomish County Health District		Board meets 2nd Tues @ 3-5pm - Policy Committee Structure is under review.	Auditorium of Rucker Building, Everett
Snohomish County Tomorrow		4th Wednesday @ 6:00-8:00pm	Drewel Bldg/Admin East
<i>Updated</i>			

CITY COUNCIL ITEM D

CITY OF LYNNWOOD City Council

TITLE: Discuss: 2020 Council Liaisons | Appointed by Council President

DEPARTMENT CONTACT: Christine Frizzell, Council Vice President

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

Description:	Type:
Preference Sheet	Backup Material
2020 Liaison Positions	Backup Material

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

Arts Commission

Ruth Ross (#3)

Audit & Insurance/Finance Committee - 3 positions

(These are 2-year appointments ~ next is 2020 & 2021)

Christine Frizzell (#1)

George Hurst (#1)

Julieta Altamirano-Crosby (#1)

Ian Cotton (#1)

Disability Board – 2 positions

(These are 2-year appointments ~ next is 2020 & 2021)

Shannon Sessions (#3)

Christine Frizzell (#2)

George Hurst (#2)

Jim Smith (#2)

Diversity, Equity & Inclusion Commission

Ruth Ross (#1)

Shannon Sessions (#2)

Jim Smith (#1)

History and Heritage Board

Shannon Sessions (#1)

Human Services Commission

Lynnwood Public Facilities District – PFD

Ian Cotton (#2)

Lynnwood Citizens Patrol Volunteers

Julieta Altamirano-Crosby (#3)

Ian Cotton (#3)

Lynnwood VIPS Volunteers

Jim Smith (#3)

Parks, Recreation & Cultural Arts

Ruth Ross (#2)

Christine Frizzell (#3)

Julieta Altamirano-Crosby (#2)

Liaison Appointments Preference Work Sheet

Planning Commission

George Hurst (#3)

Sister City Board ~ *2-year term*

Julieta Altamirano-Crosby (#4)

Shannon Sessions (#4)

Jim Smith (#4)

Boards and Commissions Appointed by Council President ~ 2020

Board/Commission	2020 Assignments	Meets	Location
Arts Commission		3rd Tuesday @ 6:30-8:00pm	Lynnwood Senior Center
Audit & Ins./Finance Committee <i>(2 year term 2020-2021)</i>		4th Thursday 3:00-5:00pm	City Hall Conference Room #4
Rep 1			
Rep 2			
Rep 3			
Disability Board <i>(2 year term 2020-2021)</i>			
Rep 1		2nd Tuesday @ 9:00am	City Hall Conference Room #4
Rep 2			
History & Heritage Board		2nd Tuesday @ 4:30-6:00pm	Superintendent's Cottage/Heritage Park
Human Services Commission		1st Thursday @ 6:30pm	Council Chambers
Lynnwood Public Facilities District		1st Tuesday @ 6:00pm	PFD
Lynnwood Citizens Patrol Volunteers		2nd Tuesday @ 6:00pm	Court Room
Lynnwood Vips Volunteers		2nd Wednesday @ 9:00am - 10:00am. May elect to take off one month during summer.	Fire Station 14 - 188th/68th Avenue West
Diversity, Equity & Inclusion Commission		2nd Wednesday @ 6:30 - 8:00pm	Conference Room #4
Parks & Rec & Cultural Arts		1st Wednesday @ 6:30pm	Lynnwood Senior Center
Planning Commission		2nd & 4th Thursday @ :700pm	Council Chambers
<i>Updated</i>			

CITY COUNCIL ITEM E

**CITY OF LYNNWOOD
City Council**

TITLE: Break

DEPARTMENT CONTACT: Christine Frizzell, Council Vice President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM F

CITY OF LYNNWOOD City Council

TITLE: Discuss: Annual Council Summit Agenda

DEPARTMENT CONTACT: Christine Frizzell, Council Vice President

SUMMARY:

It is customary for the Council to stage a mini-council summit during the first month of 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:

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

DOCUMENT ATTACHMENTS

Description:	Type:
Proposed Agenda Topics	Backup Material

**2020 Council Summit
Proposed Agenda Discussion Items**

1. Budget *(Sessions)*
2. Low-income housing ordinance/options *(Sessions)*
3. Adjustments from I-976 *(Sessions)*
4. Community Conversations with Council *(Sessions)*
5. City Council Digital reader board *(Sessions)*
6. Housing Policy – Committee? *(Frizzell)*
7. Community Engagement Calendar *(Frizzell)*
8. Training for Council 2x a year *(Frizzell)*
9. Stakeholder Invites for 2020 *(Frizzell)*
10. Housing Roundtable(s) *(Frizzell)*
11. Business Roundtable(s) 2x a year *(Frizzell)*
12. Housing Availability and Incentives *(Ross)*
13. Budget *(Ross)*
14. Homelessness *(Smith)*
15. Taxes and spending *(Smith)*
16. Mitigating traffic impact from light rail *(Smith)*
17. Commissions *(Smith)*
18. Robert’s Rules of Order (Simplified) *(Smith)*
19. Housing – How do we encourage all kinds of housing? *(Hurst)*
20. Business – How do we attract high-wage businesses? *(Hurst)*
21. Budget controlling spending versus more taxes *(Hurst)*
22. Council – A policy creator or just a follower of staff recommendations? *(Hurst)*
23. Creation of a Public Safety Committee or Commission? *(Hurst)*
24. Set minimum Council meeting time – 9:00pm earliest adjournment *(Hurst)*

No input from CMs Cotton and Altamirano-Crosby at this time

CITY COUNCIL ITEM G

**CITY OF LYNNWOOD
City Council**

TITLE: Executive Session, if needed

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM H

**CITY OF LYNNWOOD
City Council**

TITLE: Mayor Comments and Questions

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM I

**CITY OF LYNNWOOD
City Council**

TITLE: Council President and Council Comments

DEPARTMENT CONTACT: Christine Frizzell, Council Vice President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM M-1

CITY OF LYNNWOOD Public Works

TITLE: Final Acceptance: Sewer Force Main #8, Project 3

DEPARTMENT CONTACT: David Mach/Brian Delp

SUMMARY:

This project provided for the installation of 2,947 (LF) linear feet of 14 Inch diameter epoxy lined ductile Iron force main pipe from existing Lift Station 8 to the gravity connection at 40th Ave W/196th St SW intersection. Work also included installation of 385 (LF) linear feet of 12" diameter and 18" diameter gravity sewer pipe, 204(LF) linear feet of force main casing, 400 (LF) linear feet of 18" diameter HDPE pipe, and associated blow-offs, air/vacuum assemblies, replacement of concrete curb, gutter and sidewalk, landscape restoration, paving and channelization.

ACTION:

Grant final acceptance of the work performed under the contract for the Sewer Force Main #8 Project, subject to the requirements of all appropriate State and Federal agencies, and ultimately release of the retention, if any.

BACKGROUND:

Bids for the project were opened on October 31, 2018. On December 10, 2018, the Lynnwood City Council awarded the contract to Tapani, Inc of Battleground, WA in the amount of \$2,530,765.44 which includes the base bid plus all applicable sales tax. The first day of construction was March 4, 2019 with Physical Completion occurring on September 12, 2019. Five (5) change order were processed on the project. The total final payment to the contractor is as follows:

\$2,530,765.44 - Original Contract
 \$26,984.10 - Change Order 1 Drain, Fittings, Vault, Conduit and Adjustment
 -\$3,315.00 - Change Order 2 MH 1627 Modifications
 \$2,292.36 - Change Order 3 Sales Tax Increase
 \$214,505.40 - Change Order 4 Revised Force Main Profile & Equitable Adjustment
 -\$89,256.38 - Change Order 5 Deleted Bid Items
 \$101,384.68 - Line Item Over Run

\$2,783,360.60 TOTAL Contractor Payment

This project was anticipated to have high risk because of the nature and the extent of underground work. Major utility conflicts were encountered at 196th Street SW and 36th Avenue West which required redesign of the pipe location. A high construction contingency amount was included in the financial plan for the project and the final payments to the contractor were well within that contingency amount.

PREVIOUS COUNCIL ACTIONS:

December 10, 2018

FUNDING:

Funding 412 \$3,815,000.00

KEY FEATURES AND VISION ALIGNMENT:

The Lynnwood Community Vision states that the City is to be a welcoming city that builds a healthy and sustainable environment. The project supports that vision and results in an important improvement to the City's infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The project is a supporting capital project that is listed in the City of Lynnwood Capital Facilities Plan.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available