

**LYNNWOOD CITY COUNCIL  
Business Meeting  
City Hall Council Chambers**

**Date: Monday, May 11, 2020  
Time: 7:00 PM**

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- 10 CALL TO ORDER & FLAG SALUTE
- 20 ROLL CALL
- 30 APPROVAL OF MINUTES
  - A Business Meeting ~ April 27, 2020
- 40 MESSAGES AND PAPERS FROM THE MAYOR
- 50 CITIZEN COMMENTS AND COMMUNICATIONS
- 60 PRESENTATIONS AND PROCLAMATIONS
  - A COVID 19 Update
- 70 WRITTEN COMMUNICATIONS AND PETITIONS
- 80 COUNCIL COMMENTS AND ANNOUNCEMENTS
- 90 BUSINESS ITEMS AND OTHER MATTERS
  - 90 .1 UNANIMOUS CONSENT AGENDA
    - A Contract Amendment - Parametrix
    - B Voucher Approval
  - 90 .2 PUBLIC HEARINGS OR MEETINGS
  - 90 .3 OTHER BUSINESS ITEMS
- 100 NEW BUSINESS
- 110 ADJOURNMENT

**THE PUBLIC IS INVITED TO ATTEND**

**Parking and meeting rooms are accessible for persons with disabilities. Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting 425-670-5023 no later than 3pm on Friday before the meeting. Persons who are deaf or hard of hearing may contact the event sponsor through the Washington Relay Service at 7-1-1.**

**"El estacionamiento y las salas de junta cuentan con acceso para personas con discapacidad. Las personas que requieran de adaptaciones razonables pueden solicitar materiales impresos en formatos alternativos como intérpretes de lenguaje de señas,**

**intérpretes de idiomas, asistencia física para acceso, así como otros ajustes razonables. Pueden comunicarse al número 425-670-5023 antes de las 3:00 pm del Viernes antes a la reunión. Las personas con discapacidad auditiva o con problemas de audición pueden comunicarse con el patrocinador del evento a través del Washington Relay Service al 7-1-1."**

**Regular Business Meetings are held on the second and fourth Mondays of the month. They are videotaped for broadcast on Comcast Channel 21 and FIOS - Frontier Channel 38 on Wednesdays at 7:30p.m. and Sundays at 7:00a.m. and 2:00p.m.**

**CITY COUNCIL ITEM 30-A**

**CITY OF LYNNWOOD  
Executive**

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**TITLE:** Business Meeting ~ April 27, 2020

**DEPARTMENT CONTACT:** Leah Jensen

**DOCUMENT ATTACHMENTS**

**Description:**

[Business Meeting Minutes ~ April 27,2020](#)

**Type:**

Backup Material

CITY OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
April 27, 2020

1  
2  
3 10. CALL TO ORDER - The April 27, 2020 Business Meeting of the Lynnwood City Council,  
4 held in the Council Chambers of Lynnwood City Hall, was called to order by Council  
5 President Christine Frizzell at 7:00 p.m. She noted that Mayor Smith was not present as she  
6 was attending to a family matter.

7  
8 20. ROLL CALL

Mayor & Council:

Mayor Nicola Smith (absent)  
Council President Christine Frizzell, Chair  
Council Vice President Shannon Sessions  
Councilmember Ruth Ross  
Councilmember Ian Cotton  
Councilmember George Hurst  
Councilmember Julieta Altamirano-Crosby  
Councilmember Jim Smith

Others Attending:

Interim City Clerk & Chief Procurement  
Officer Fitzthum  
Director Ec. Devt./Interim Comm. Devt.  
Kleitsch  
Commander Steichen  
City Attorney Larson

Asst. City Administrator Art Ceniza  
Executive Assistant Beth Morris

9  
10  
11  
12 30. APPROVAL OF MINUTES (7:01) p.m.

13  
14 *Motion made by Council Vice President Sessions, seconded by Councilmember Ross, to*  
15 *approve the minutes of:*

16 *A. Special Council Meeting – April 9, 2020*

17 *B. Business Meeting – April 13, 2020*

18 *C. Work Session – April 20, 2020*

19 *The minutes were approved as presented.*

20  
21 40. MESSAGES AND PAPERS FROM THE MAYOR (7:03 p.m.)

22  
23 On behalf of Mayor Smith, Councilmember Smith read an email dated April 22 which was  
24 received from Phong Nguyen of Anna's Home Furnishings.

25  
26 50. CITIZENS COMMENTS AND COMMUNICATIONS

27  
28 None

29  
30 60. PRESENTATIONS AND PROCLAMATIONS

31  
32 A. Honoring Beth Morris, Executive Assistant to City Council (7:08 p.m.)

1  
2 Councilmembers spoke in appreciation of beloved Council Executive Assistant Morris  
3 who was retiring from her position of 14 years. Asst. City Administrator Ceniza read a  
4 statement of appreciation from Mayor Smith and also expressed his own sentiments.  
5 Council Executive Assistant Morris responded.  
6

7 B. COVID 19 Update (7:22 p.m.)  
8

9 Commander Steichen and Director Kleitsch gave updates on how the City is responding  
10 to the COVID-19 situation. Councilmembers asked questions, and staff responded.  
11 There was some discussion, initiated by Councilmember Smith, about the possibility of  
12 sending a letter from the Council to the Governor Inslee encouraging more safe and  
13 sane business policies in order to level the playing field for businesses. Councilmember  
14 Smith asked for legal advice related to this. City Attorney Larson commented on how  
15 this could happen logistically.  
16

17 70. WRITTEN COMMUNICATIONS AND PETITIONS  
18

19 80. COUNCIL COMMENTS AND ANNOUNCEMENTS  
20

21 Councilmembers commented on recent developments in the City.

22 90. BUSINESS ITEMS AND OTHER MATTERS

23 90.1 UNANIMOUS CONSENT AGENDA  
24

25 *Items listed below were distributed to Councilmembers in advance for study and were*  
26 *enacted with one motion.*

27  
28 *Councilmember Hurst moved for unanimous consent of the following items:*  
29

30 *A. Voucher Approval*  
31

32 *Approve claims and payroll in the amount of \$2,760,265.50 and \$1,074,679.02*  
33 *respectively.*  
34

35 *Motion passed unanimously.*  
36

37 90.2 PUBLIC HEARINGS OR MEETINGS  
38

39 90.3 OTHER BUSINESS ITEMS  
40

41 A. Executive Session, if needed  
42

43 Not held.  
44

45 100. NEW BUSINESS  
46

1 Councilmember Cotton asked when Council could expect to receive some kind of  
2 briefing on what the unified response from the administration is. Council President  
3 Frizzell replied that would be provided to Council as soon as it is available.  
4

5 Councilmember Cotton asked the City Attorney about any potential liability associated  
6 with writing a letter to the state. City Attorney Larson replied that writing a letter and  
7 making a request would not invoke any monetary liability.  
8

9 Councilmember Hurst also requested information from the department heads.  
10

11 110. ADJOURNMENT  
12

13 The meeting was adjourned at 9:02 p.m.  
14  
15  
16  
17

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18 Nicola Smith, Mayor

# CITY COUNCIL ITEM 60-A

## CITY OF LYNNWOOD Executive

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**TITLE:** COVID 19 Update

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

**SUMMARY:**

The City continues to monitor and respond to the COVID-19 emergency. The Council will receive an update from City staff.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

## **CITY COUNCIL ITEM 90.1-A**

### **CITY OF LYNNWOOD Administrative Services**

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**TITLE:** Contract Amendment - Parametrix

**DEPARTMENT CONTACT:** Karen Fitzthum, Interim City Clerk/Chief Procurement Officer,  
Cathy Robinson, Procurement Mgr

#### **SUMMARY:**

The City requires the services of a consultant to perform permit review and inspection services to support the Lynnwood Link Light Rail construction project. Parametrix provides these services under contract for the City. The current contract will be amended to increase the contract amount from \$1,000,000 to \$2,000,000.

The City has an interlocal agreement with Sound Transit for reimbursement of costs associated to the permit review and inspections on the construction of their project in our jurisdiction.

#### **ACTION:**

Authorize the Mayor to execute contract amendment #2 with Parametrix for permit review and inspection services increasing the total contract value to \$2,000,000.

#### **BACKGROUND:**

On February 21, 2019, the City entered into a contract with Parametrix for permit review and inspection services related to the Lynnwood Link Light Rail project for \$1,000,000, with the understanding this amount may need to be revised later.

On September 30, 2020 Amendment #1 was executed to reflect 2020 rate increases. The original contract amount remained unchanged.

The proposed action was reviewed and determined to meet the necessary and routine threshold for action under the Covid-19 emergency restrictions.

This contract amendment was originally anticipated for April 2020 action by the Council. As part of our obligation to Sound Transit under the ILA, we must maintain our review of permits they submit, and this contract is necessary to continue that work. The contract is anticipated to continue through 2025 and this is one of several amendments that will be brought to the Council for approval in the years to come.

#### **PREVIOUS COUNCIL ACTIONS:**

Council approved the contract with Parametrix on December 10, 2018.

#### **FUNDING:**

A portion of the \$1,000,000 contract increase is reimbursable by Sound Transit. The contractor deferred permits are subject to permit fees paid to the City of Lynnwood which will cover the remaining portion of the increase.



**ADMINISTRATION RECOMMENDATION:**

Approve

**DOCUMENT ATTACHMENTS**

| Description:                                       | Type:           |
|--|-----------------|
| <a href="#">Contract 3037 - Procurement Report</a> | Backup Material |

**Procurement Report**  
**Contract #3037, Amendment #2 - Lynnwood**  
**Link Light Rail Permit & Inspections Services**

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**Purpose of Contract:**

Provide permit review and inspection services to City Staff in support of the Lynnwood Link Light Rail construction project.

**Estimated cost:**

On February 21, 2019, the City entered into a contract with Parametrix for permit review and inspection services related to the Lynnwood Link Light Rail project for \$1,000,000, with the understanding this amount may need to be revised later.

On September 30, 2020 Amendment #1 was executed to reflect 2020 rate increases. The original contract amount remained unchanged.

Amendment #2 is requesting an additional \$1,000,000 increasing the total contract amount to \$2,000,000. This additional increase is for reviewing contractor deferred permits.

A portion of the \$1,000,000 contract increase is reimbursable by Sound Transit. The contractor deferred permits are subject to permit fees paid to the City of Lynnwood which will cover the remaining portion of the increase.

**Advanced Planning:**

The department worked with the Consultant on the additional costs and revenue offset.

**Method of Procurement:**

City used a Request for Qualifications process to select the most qualified.

**Type of Contract:**

This is a service contract.

**Term of Contract:**

Original contract term expires on February 20, 2021, with two additional 2-year contract extensions available.

**Solicitation:** N/A

**Record of Negotiation:** N/A

**Recommended Action:** Approve

**Procurement Officer: Ginny Meads, Buyer**

**Date: March 23, 2020**

**CITY COUNCIL ITEM 90.1-B**

**CITY OF LYNNWOOD  
Executive**

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**TITLE:** Voucher Approval

**DEPARTMENT CONTACT:** Leah Jensen

**ACTION:**

Approve Claims and Payroll in the amount of \$1,307,665.11 and \$1,062,095.86 respectively.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available