



**LYNNWOOD CITY COUNCIL  
Business Meeting  
City Hall Council Chambers  
19100 44th Ave W  
Lynnwood WA 98036  
MONDAY, JUNE 28, 2021  
6:00 PM**

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1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES- Council Member Sessions
  - A. Motion to approve the following minutes as written: June 14, 2021 Business meeting, June 16 Work Session  
[6.14.21 Business meeting minutes for approval.pdf](#)  
[6.16.21 Work Session minutes for approval.pdf](#)
4. MESSAGES AND PAPERS FROM THE MAYOR
5. PUBLIC COMMENTS AND COMMUNICATIONS
6. PRESENTATIONS AND PROCLAMATIONS
7. WRITTEN COMMUNICATIONS AND PETITIONS
8. COUNCIL COMMENTS AND ANNOUNCEMENTS Begin with CVPSmith
9. CONSENT AGENDA- Council Member Decker
  - A. Confirm Civil Service Commission Applicant Kent Landrum  
Lori Charles, Human Resources Manager  
[Landrum Kent - Civil Service Commission Application\\_Redacted.pdf](#)
  - B. Confirm Civil Service Commission Applicant Myrle Carner.  
Lori Charles, Human Resources Manager  
[Carner Myrle - Civil Service\\_Redacted.pdf](#)
  - C. Comprehensive Plan Amendments: - Finalize 2021 Docket (Proposed Amendment List) (3 of 3)  
David Kleitsch, Director; Ashley Winchell, AICP, Community Planning Manager;

and Kristen Holdsworth, AICP, Senior Planner  
[CC PAL Phase 1 Staff Report 06.28.21.pdf](#)

- D. Contract Amendment - Public Defender Services  
Cathy Robinson, Interim Procurement Manager  
[Procurement Report - Contract 1484 Amendment 7\\_Final.pdf](#)
- E. Contract Award - Golf Course Equipment  
Cathy Robinson, Interim Procurement Manager  
[Procurement Report - Golf Course Equipment\\_Final.pdf](#)
- F. Voucher Approval

10. BUSINESS ITEMS AND OTHER MATTERS

- A. Municipal Code Update: Chapter 2.04.073 Other Benefits - Councilmembers  
Rosemary Larson, City Attorney  
[Amending LMC 2 04 073 Other Benefits.docx](#)

11. NEW BUSINESS

- A. Discussion: Court use of chambers during the CJC construction  
Council President Hurst, Court Administrator Paulette Revoir  
[Council Memo 05.26.21 re use of Chambers.pdf](#)

12. ADJOURNMENT

**CITY COUNCIL 3.A**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Motion to approve the following minutes as written: June 14, 2021 Business meeting, June 16 Work Session**

**DEPARTMENT CONTACT: Lisa Harrison, City Council**

**ESTIMATED TIME:**

5

**DEPARTMENT ATTACHMENTS**

Description:

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[6.14.21 Business meeting minutes for approval.pdf](#)

[6.16.21 Work Session minutes for approval.pdf](#)



**CITY OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
June 14, 2021**

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1. CALL TO ORDER 6:00 PM

2. ROLL CALL

Present:

Member Patrick Decker

Member Christine Frizzell

Member Ruth Ross

Member Shannon Sessions

Mayor Nicola Smith

President George Hurst

Member Jim Smith

Member Julieta Altamirano-Crosby

3. APPROVAL OF MINUTES: Councilmember Frizzell

3.A Approval of minutes for the following: May 24, 2021 Business meeting, May 27, 2021 Finance Committee meeting, June 1, 2021 Worksession and June 7, 2021 Worksession.

Moved by Christine Frizzell; seconded by Jim Smith to adopt the minutes as written. Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

4. MESSAGES AND PAPERS FROM THE MAYOR

The Mayor read a report from Finance Director Michelle Meyer who stated that funding from the American Rescue act will be \$10.9 Million over the next two years. Final rule will be available after July 17th.

5. PUBLIC COMMENTS AND COMMUNICATIONS

The mayor reviewed the rules and protocols regarding public comments and the public

hearing. Public comments were received by 1) Elizabeth Lunsford, zip code 98037 and 2) Ted Hikel, zip code 98036

6. PRESENTATIONS AND PROCLAMATIONS

6.A Proclamation: Recognition of Juneteenth

Council Member Patrick Decker read aloud the Juneteenth proclamation. Jennifer McLaughlin, Diversity Equity and Inclusion Commissioner and Lena Hopkins, Human Resources Analyst received the Proclamation. Lena Hopkins described the zoom and drive through events the City is hosting to celebrate Juneteenth in Lynnwood.

7. WRITTEN COMMUNICATIONS AND PETITIONS

None

8. COUNCIL COMMENTS AND ANNOUNCEMENTS: Council President Hurst

Council Members spoke about upcoming events, the election cycle and appreciation for parks.

9. CONSENT AGENDA: Councilmember Ross

Moved by Ruth Ross; seconded by Jim Smith to Approve Approve the unanimous consent agenda be approved which includes:

- a. Approve claims in the amount of \$5,117,724.72 for the period of 5/15/2021 - 6/03/2021.
- b. Approve payroll in the amount of \$1,175,384.98 dated 5/21/2021.
- c. Approve payroll in the amount of \$1,158,527.75 dated 6/04/2021.

Approved as read. Motion Passed: 7 - 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

10. PUBLIC HEARING

10.A Hearing: Comprehensive Plan - 2021 Proposed Amendment List (2 of 3)

Mayor Smith read the rules and procedures for the public hearing, stating that public comments will be received after the presentation.

David Kleitsch, Director of DBS, Ashley Winchell, AICP, Community Planning Manager and Kristen Holdsworth, AICP, Senior Planner presented the overview of the comprehensive plan. Director Kleitsch explained that this process is

to develop a list of items should be further evaluated by staff. There will be briefings and hearings before the comprehensive plan can be changed and adopted.

Projects include:

1. College District subarea plan
2. Highway 99 subarea plan
3. Housing Hope Scriber Lake

On June 28 council should make a motion on what they would like further evaluate. The amendments will be considered by Council in the fall.

Public comments:

- 1) Nick Kula (no zip code given)
- 2) Fred Safstrom (no zip code given)

Staff addressed questions that were brought up by public comments. Council members asked questions. The hearing was closed at 7:00 PM.

## 11. BUSINESS ITEMS AND OTHER MATTERS

- 11.A Ordinance: Six-Year Transportation Improvement Program (TIP) 2022-2027  
Voting starts with Julieta Altamirano-Crosby.

Moved by George Hurst; seconded by Ruth Ross to Adopt Adopt Ordinance #3389, a Six-Year Transportation Improvement Program (TIP) 2022-2027.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

- 11.B Ordinance: Six-Year Capital Facilities Plan (CFP) 2022-2027  
Voting starts with Patrick Decker.

Moved by Shannon Sessions; seconded by George Hurst to adopt the Six-Year Capital Facilities Plan (CFP) 2022-2027, ordinance #3390.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

11.C Discussion: Council Liaison Updates on Boards and Commissions

Council President Hurst stated that it has been a while since we have heard about any of the commissions and asked that each speak briefly about the groups they serve on as liaisons.

- Council member Sessions discussed projects being handled by the History and Heritage Board, the LOEFF board, the Tourism Advisory Committee, and Veterans. She mentioned that Heroes Café is opening up again on June 22 at the New Life Church.
- Council Vice President Smith updated the council on Loeff, Public Facilities District and South County Fire.
- Council member Ross stated that she has not been able to attend Human Services meetings due to Health issues.
- Council President Hurst- updated the council on the Sno911 board and the Diversity, Equity and Inclusion commission.
- Council member Altamirano-Crosby discussed Sister cities, the Arts commission, and Snohomish County Tommorrow.
- Council member Frizzell share an update on the Health District Board, Human Services and Parks & Recreation.

11.D Ordinance: Amendment to LMC 10.02.010 (adoption of new state drug laws)  
Voting starts with Christine Frizzell

Motion made by George Hurst; seconded by Jim Smith to adopt Ordinance #3391, an amendment to LMC 10.02.010 (adoption of new state drug laws).

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Ruth Ross, Shannon Sessions

Voting Against: None

12. NEW BUSINESS

Motion made by George Hurst; seconded by Ruth Ross to direct the planning commission to explore zoning for marijuana retail and production in Lynnwood and that the development and business services department to advise Council by July 12 on a planning Commission schedule.

Motion Failed: 2 - 5

Voting For: George Hurst, Ruth Ross

Voting Against: Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Christine Frizzell, Shannon Sessions

13. ADJOURNMENT

The meeting was adjourned at 8:08 pm.

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Nicola Smith, Mayor





**CITY OF LYNNWOOD**  
**CITY COUNCIL WORK SESSION MINUTES**  
**June 16, 2021**

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1. Roll Call 6:00 pm  
Present:  
Member Patrick Decker  
Member Christine Frizzell  
Member Ruth Ross  
Member Shannon Sessions  
Mayor Nicola Smith  
President George Hurst  
Member Jim Smith  
Member Julieta Altamirano-Crosby  
Decker arrived slightly late (6:06)
2. Comments and Questions on Memo Items  
  
No questions
3. Work Session Item
  - 3.A Briefing: Public Facilities District Master Plan  
Janet Pope, Executive Director of the Lynnwood Public Facilities District, reviewed the approach and timeline for the master plan completion. She is applying for grants and has issued an rfp for consultants to guide them through the process. She will provide council with quarterly updates.
  - 3.B Business Task Force Recommendations to council  
Council President Hurst shared with council the recommendations from the business task force, which consisted of several business owners, himself and council member Altamirano-Crosby.
  - 3.C Business Task Force Overview of Survey  
Council Member Altamirano-Crosby and Executive Assistant Harrison reviewed the survey. Council members and staff had questions and comments. Harrison asked all to send their notes to her for incorporation into the survey.

4. Mayor Comments and Questions

None

5. Council Comments

Council members made comments regarding various topics.

13. ADJOURNMENT

The meeting was adjourned at 7:56 pm.

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Nicola Smith, Mayor

**CITY COUNCIL 9.A**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Confirm Civil Service Commission Applicant Kent Landrum**

**DEPARTMENT CONTACT: Lori Charles, Human Resources**

**SUMMARY:**

Position 1 of the Civil Service Commission is currently vacant. The Mayor recommends Kent Landrum to fill the vacancy.

**PRESENTER:**

Lori Charles, Human Resources Manager

**ESTIMATED TIME:**

10

**BACKGROUND:**

Mr. Landrum submitted his application for Civil Service Commissioner on May 28th, 2021. Mr. Landrum attended the Civil Service Commission meeting on June 2nd, 2021, was interviewed by Civil Service Examiner Lori Charles on June 4th, by the Mayor on June 14th, 2021 and by Lynnwood City Council on June 21, 2021.

Members of the Civil Service Commission serve for six-year terms per City Ordinance.

The present status of the Civil Service Commission is as follows:

Position 1 - Vacant

Position 2 - Vacant

Position 3 - Ed dos Remedios - Term Expires 7/27/2022

**SUGGESTED ACTION:**

Confirm Kent Landrum as a Commissioner for the Civil Service Commission.

**DEPARTMENT ATTACHMENTS**

Description:

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[Landrum Kent - Civil Service Commission Application\\_Redacted.pdf](#)

# Board and Commission Application



Submission date: **28 May 2021, 12:47PM**  
Receipt number: **74**  
Related form version: **2**

## All Are Welcome

Name	<b>Kent Landrum</b>
Address	[REDACTED]
Phone	[REDACTED]
Alternate Phone	
Email Address	[REDACTED]
Are you a registered voter in the City of Lynnwood?	<b>Yes</b>
Are you a registered voter somewhere else?	<b>No</b>
Please choose the Board or Commission for which you are applying	<b>Civil Service Commission</b>
Why are you interested in serving on this board or commission?	<b>Lynnwood has a quality police department. Keeping high standards in the recruitment and selection process will help continue professional excellence and lend to the department maintaining its positive influence in our community.</b>
What do you perceive as the role of a board or commission member?	<b>Assist with rules and regulations for personnel administration, recruitment, and selection processes.</b>
How would you represent the interests of the community?	<b>I would represent the community to the best of my ability. As a citizen of Lynnwood, I want our city to be one of the best in Washington.</b>
List any experiences that may assist you in serving in this role.	<b>As Executive Pastor my job includes oversight of HR and staff management.</b>

List any other information you would like us to consider.

Optional resume upload

Date

**05/28/2021**

**CITY COUNCIL 9.B**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE:** Confirm Civil Service Commission Applicant Myrle Carner.

**DEPARTMENT CONTACT:** Lori Charles, Human Resources

**SUMMARY:**

Position 2 of the Civil Service Commission is currently vacant. The Mayor recommends Myrle Carner to fill the vacancy.

**PRESENTER:**

Lori Charles, Human Resources Manager

**ESTIMATED TIME:**

5

**BACKGROUND:**

Mr. Carner submitted his application for Civil Service Commissioner on May 7th, 2021. Mr. Carner attended the Civil Service Commission meeting on June 2nd, 2021, was interviewed by Civil Service Examiner Lori Charles on June 4th, by the Mayor on June 14th, 2021 and by Lynnwood City Council on June 21, 2021.

Members of the Civil Service Commission serve for six-year terms per City Ordinance.

The present status of the Civil Service Commission is as follows:

Position 1 - Vacant

Position 2 - Vacant

Position 3 - Ed dos Remedios - Term Expires 7/27/2022

**SUGGESTED ACTION:**

Confirm Myrle Carner as Commissioner of the Civil Service Commission.

**DEPARTMENT ATTACHMENTS**

Description:

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[Carner Myrle - Civil Service\\_Redacted.pdf](#)

# Board and Commission Application



Submission date: **7 May 2021, 2:54PM**  
Receipt number: **72**  
Related form version: **2**

## All Are Welcome

Name	<b>Myrle L. Carner</b>
Address	[REDACTED]
Phone	[REDACTED]
Alternate Phone	[REDACTED]
Email Address	[REDACTED]
Are you a registered voter in the City of Lynnwood?	<b>Yes</b>
Are you a registered voter somewhere else?	<b>No</b>
Please choose the Board or Commission for which you are applying	<b>Civil Service Commission</b>
Why are you interested in serving on this board or commission?	<b>I recently retired from the Seattle Police Department having served a total of over 5 decades and would like to see my experience count.</b>
What do you perceive as the role of a board or commission member?	<b>Overseeing the selection process candidates who are interested in Civil Service positions within the City of Lynnwood, WA.</b>
How would you represent the interests of the community?	<b>I would best represent the interests of Lynnwood by applying my prior civil service experience in helping to make our city safer, etc.</b>

List any experiences that may assist you in serving in this role.

**Served on several Boards; Seattle Police Foundation; Crime Stoppers International; Crime Stoppers Global Solutions, Founder/Director of Crime Stoppers of Puget Sound; Founder of the Aurora Kids Foundation; Chairman of the Board for the Aurora Church of the Nazarene in Shoreline, WA,; President of the Emerald City Rotary Club (Seattle, WA); Director of Security for the PUETZ Golf Company; 18 years of Coaching High School Golf;**

List any other information you would like us to consider.

**I will mail in my complete BIO**

Optional resume upload

Date

**05/07/2021**



**CITY COUNCIL 9.C**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Comprehensive Plan Amendments: - Finalize 2021 Docket (Proposed Amendment List) (3 of 3)**

**DEPARTMENT CONTACT: Kristen Holdsworth, Development and Business Services**

**SUMMARY:**

Finalize the 2021 Comprehensive Plan Proposed Amendment List (PAL) (docket) for further study. Items placed on the docket will be further reviewed by staff, with final review and decision by Council in the fall.

**PRESENTER:**

David Kleitsch, Director; Ashley Winchell, AICP, Community Planning Manager; and Kristen Holdsworth, AICP, Senior Planner

**ESTIMATED TIME:**

5

**BACKGROUND:**

The Lynnwood Municipal Code (LMC) provides a process for annual consideration of amendments to the City's Comprehensive Plan (Chapter 18.04 LMC). The Development and Business Services Department (DBS) compiles and maintains for public review the Proposed Amendment List (PAL). This year, there are three proposed amendments that have been placed on the PAL for consideration.

The Planning Commission discussed this matter at a Work Session on April 22, 2021. On May 13, 2021, the Planning Commission conducted a Public Hearing on this matter and unanimously approved a motion recommending to Council that all three amendment proposals be included on the docket for further evaluation.

**SUGGESTED ACTION:**

Approve the following motion: "Place all three of the following proposals on the docket for further evaluation: College District Subarea Plan Text Amendment (CPL-009773-2021); Highway 99 Subarea Plan Text Amendment (CPL-009774-2021); and Housing Hope Scriber Lake – Future Land Use (FLU) Map Comprehensive Plan Amendment and Concurrent Rezone (CPL-009777-2021)."

**PREVIOUS COUNCIL ACTIONS:**

On June 7, 2021, Council received a briefing on the three proposed 2021 Comprehensive Plan amendments. On June 14, 2021, Council held a public hearing regarding this matter. The proposals help implement Lynnwood's Housing Action Plan, which was adopted by Resolution 2021-05 on May 24, 2021.

**FUNDING:**

Processing annual Comprehensive Plan amendments is part of the DBS annual work plan.

**VISIONS AND PRIORITIES ALIGNMENT:**

- To be a welcoming city that builds a healthy and sustainable environment.
- To be a city that is responsive to the wants and needs of our citizens.

**DEPARTMENT ATTACHMENTS**

Description:

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[CC PAL Phase 1 Staff Report 06.28.21.pdf](#)

**Topic: 2021 Comprehensive Plan  
Amendment List (PAL)****Staff Report**

- Public Hearing
- Work Session
- Other Business
- Information
- Miscellaneous

Staff Contacts: Kristen Holdsworth, AICP, Senior Planner

**Summary**

The City is in Phase 1 of the annual Comprehensive Plan Amendment Process.

On June 7, 2021, staff provided a briefing on the Annual Comprehensive Plan Proposed Amendment List, commonly referred to as the docket.

On June 14, 2021, Council held a public hearing regarding the three proposals received.

Please refer to the June 7, 2021 and June 14, 2021 meeting materials for additional information about the annual Comprehensive Plan amendment process and the three proposals received.

At the June 28, 2021 meeting, Council is being asked to finalize the docket through a motion. Phase 2 (staff evaluation) will commence after Council finalizes the docket. Phase 3 (final review and action on the proposed Comprehensive Plan amendments) will occur in Fall 2021.

**Staff Recommendation**

Approve the following motion: "Place all three of the following proposals on the docket for further evaluation: College District Subarea Plan Text Amendment (CPL-009773-2021); Highway 99 Subarea Plan Text Amendment (CPL-009774-2021); and Housing Hope Scriber Lake – Future Land Use (FLU) Map Comprehensive Plan Amendment and Concurrent Rezone (CPL-009777-2021)."

Items placed on the docket will be further reviewed by staff, with final review and decision by Council in the fall.

**CITY COUNCIL 9.D**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Contract Amendment - Public Defender Services**

**DEPARTMENT CONTACT: Cathy Robinson, Executive Office**

**SUMMARY:**

Contract Amendment to extend public defender services.

**PRESENTER:**

Cathy Robinson, Interim Procurement Manager

**ESTIMATED TIME:**

5

**BACKGROUND:**

The City operates a Municipal Court and is required to provide indigents charged with a crime legal counsel as they proceed through the judicial system. This contract provides most of those services as the primary public defender. The City pays a flat monthly fee of \$60,000 for these services. The proposed contract extension will maintain the same monthly flat fee amount for the extended two year period.

In addition to this contract there are contracts for conflict attorneys assigned when a conflict in representation exists for the primary public defender.

**SUGGESTED ACTION:**

Authorize the Mayor to execute Contract Amendment #7 with Feldman & Lee P.S. for public defender services in the amount of \$1,440,000 and extend the contract termination date to June 30, 2023.

**PREVIOUS COUNCIL ACTIONS:**

Council approved the original contract with Feldman & Lee P.S for public defender services in June 2012. There have been six total contract amendments since 2012. Amendment 5 approved by Council in 2017, authorized an increased to the flat monthly fee, which remains the same today. Amendment 6 approved by Council in June 2019, extended the contract for an additional two-year period.

**FUNDING:**

Funding for these services is included in the current biennium budget.

**DEPARTMENT ATTACHMENTS**

Description:

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[Procurement Report - Contract 1484 Amendment 7\\_Final.pdf](#)

**PROCUREMENT REPORT**  
**Contract No. 1484 Public Defender Services**  
**Amendment 7**

<b>Type of Contract:</b> Service contract amendment
<b>Term of Contract:</b> Amendment 7 extends the contract for a two-year period.
<b>Background/Purpose of Contract:</b> The City operates a Municipal Court and is required to provide indigents charged with a crime legal counsel as they proceed through the judicial system. This contract provides most of those services as the primary public defender.  In addition to this contract there are contracts for conflict attorneys assigned when a conflict in representation exists for the primary public defender.
<b>Cost (includes sales tax if applicable):</b> The City pays a monthly flat fee of \$60,000. The total amount of this amendment is \$1,440,000.
<b>Advanced Planning:</b> Procurement staff work with the service provider to extend the contract and maintain the same monthly rate.
<b>Method of Procurement:</b> N/A
<b>Solicitation:</b> N/A
<b>Recommended Action:</b> Approve Contract Amendment 7 with Feldman & Lee P.S. for public defender services in the amount of \$1,440,000 (flat fee \$60,000 per month) and extend the contract termination date to June 30, 2023.
<b>Procurement Officer:</b> Cathy Robinson <b>Date:</b> June 11, 2021

**CITY COUNCIL 9.E**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE:** Contract Award - Golf Course Equipment

**DEPARTMENT CONTACT:** Cathy Robinson, Executive Office

**SUMMARY:**

Approve the purchase of equipment for the golf course.

**PRESENTER:**

Cathy Robinson, Interim Procurement Manager

**ESTIMATED TIME:**

5

**BACKGROUND:**

The Parks and Recreation Department in conjunction with Premier, the City's contracted golf course management company, identified the need to replace a tractor and tractor attachments used for golf course maintenance.

**SUGGESTED ACTION:**

Authorize the Mayor to approve a Purchase Order in the amount of \$118,183.20 to Pacific Golf & Turf for the purchase of golf course equipment.

**FUNDING:**

The funding for this purchase is included in the current biennial budget.

**DEPARTMENT ATTACHMENTS**

Description:

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[Procurement Report - Golf Course Equipment\\_Final.pdf](#)

**PROCUREMENT REPORT  
PURCHASE OF TRACTOR AND TRACTOR ATTACHMENTS**

<b>Type of Contract:</b> One time purchase for a tractor, and tractor attachments.
<b>Term of Contract:</b> One time purchase.
<b>Background/Purpose of Contract:</b> The Parks and Recreation Department in conjunction with Premier, the City's contracted golf course management company, identified the need to purchase a tractor and tractor attachments used for maintenance of the City's Golf Course.
<b>Cost (includes sales tax if applicable):</b> The cost of a tractor and tractor attachments is \$118,183.20, including tax.
<b>Advanced Planning:</b> Procurement staff worked with Premier, the Golf Course Management vendor, and the Parks and Recreation staff to obtain the best price and delivery for these items.
<b>Method of Procurement:</b> Primer manages many golf courses across the U.S. and has established a negotiated contract for golf course equipment. Premier obtained a quote through their established contract for a used tractor (demonstration model) and associated Snake and Spike attachments. The demo tractor and tractor attachments are available for delivery now. The City solicited quotes from vendors utilizing government cooperative contracts. One quote for a new tractor was slightly less, however, a delivery date from the factory was unavailable due to current part shortages. No used or demonstration models were available through the government contracts. The City was unable to obtain quotes for the tractor attachments of a Snake and Spike utilizing government cooperative contracts.
<b>Solicitation:</b> Quotes obtain from Premier's negotiated contract and quotes from government cooperative contracts.
<b>Recommended Action:</b> Approve the purchase of a tractor and tractor attachments from Pacific Golf & Turf for a total cost of \$118,183.20, including sales tax.
<b>Procurement Officer:</b> Ginny Meads <b>Date:</b> June 7, 2021



**CITY COUNCIL 9.F**  
**CITY OF LYNNWOOD**  
**CITY COUNCIL**

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**TITLE: Voucher Approval**

**DEPARTMENT CONTACT: Michelle Meyer, Finance**

**SUMMARY:**

Voucher Approval

**ESTIMATED TIME:**

0

**SUGGESTED ACTION:**

Approve claims in the amount of \$2,123,085.01 for the period 6/4/21 through 6/17/21.  
Approve payroll in the amount of \$1,180,264.85 dated 6/18/21.

**DEPARTMENT ATTACHMENTS**

Description:

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**CITY COUNCIL 10.A**

**CITY OF LYNNWOOD  
CITY COUNCIL**

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**TITLE: Municipal Code Update: Chapter 2.04.073 Other Benefits - Councilmembers**

**DEPARTMENT CONTACT: Karen Fitzthum, Executive Office**

**SUMMARY:**

Update the LMC to allow compliance with the code and with the insurance marketplace restrictions.

**PRESENTER:**

Rosemary Larson, City Attorney

**ESTIMATED TIME:**

0

**BACKGROUND:**

The current Lynnwood Municipal Code needs to be updated to reflect the available insurance in the marketplace. Adoption of this ordinance brings the code and the policy into alignment.

**SUGGESTED ACTION:**

Adopt update to code to allow the LMC 2.04.073 to reflect the available AD&D benefits in the current insurance marketplace.

**DEPARTMENT ATTACHMENTS**

Description:

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[Amending LMC 2 04 073 Other Benefits.docx](#)



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO OTHER COUNCIL BENEFITS; AMENDING LMC 2.04.073B; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION

WHEREAS, LMC 2.04.073(B) entitles Councilmembers to \$100,000 accidental death and dismemberment (AD&D) insurance as a benefit during their term of office; and

WHEREAS, after thorough investigation, the City has determined that standalone AD&D insurance policies are not currently available in the insurance marketplace, i.e., it is impossible to provide standalone AD&D insurance as a benefit; and

WHEREAS, providing a small group of individuals an insurance policy is not a cost-effective option; and

WHEREAS, LMC 2.04.073(A) leverages the benefits package provided to full time non-represented City staff to provide benefits to the Councilmembers cost effectively; and

WHEREAS, a policy for AD&D insurance that is combined or linked with life insurance is available in the marketplace ("Combined Coverage Policy"), and the Combined Coverage Policy is available in the amount of \$50,000 AD&D insurance coverage and \$50,000 life insurance coverage, for a total coverage of \$100,000; and

WHEREAS, the cost of the Combined Coverage Policy described above for the current year is substantially the same as the City has paid in the past for standalone AD&D insurance for Councilmembers; and

WHEREAS, the City has determined that the Combined Coverage Policy is the closest commercially available substitute for the standalone AD&D insurance required by the current City code;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1: Purpose. The purpose of this ordinance is to amend the City code requirements for Councilmember standalone AD&D insurance benefits, to provide for the closest commercially available AD&D insurance product, without any significant increase in cost or benefits.

45  
46 Section 2: Amendment. Section 2.04.073 Other Benefits – Councilmembers of the  
47 Lynnwood Municipal Code is hereby amended to read:

48 2.04.073 Other benefits – Councilmembers.

49 A. Medical Benefits. Until otherwise changed by the city council, the city shall make  
50 available medical, dental and vision benefits to all members of the city council and their  
51 eligible dependents at the same levels and premium payments, and subject to the same  
52 limitations and terms, provided to non-represented regular full-time employees.

53 As of January 1, 2020, the city council may from time to time pursuant to ESSB 5526,  
54 Chapter 364, Laws of 2019 adopt a policy or plan of hospitalization, medical aid or other  
55 forms of medical and health insurance coverage which each councilmember shall be  
56 entitled to receive. At the time of such adoption, the council shall set forth the manner by  
57 which payment for the cost of such policy or plan shall be made, including the proportions  
58 to be paid by the city and each councilmember (if any).

59 B. Other Insurance Benefits. Councilmembers shall be entitled to receive an \$100,000  
60 accidental death and dismemberment and a life insurance policy, in the amount of  
61 \$50,000 of each type of coverage, subject to the same limitations and terms as provided  
62 to non-represented regular full-time employees, and for coverage only during their  
63 respective terms of office.

64 Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should  
65 be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or  
66 unconstitutionality shall not affect the validity or constitutionality of any other section,  
67 sentence, clause or phrase or word of this ordinance.

68 Section 4. Effective Date: This ordinance or an approved summary thereof consisting of its  
69 title shall be published in the City’s official newspaper of record and shall take effect and  
70 be in full force five days following its publication.

71  
72 PASSED this \_\_\_ day of 2021, and signed in authentication of its passage this XX day of XXXXXXXX,  
73 20XX.

74  
75 APPROVED:

76  
77  
78 \_\_\_\_\_  
79 Nicola Smith, Mayor

80  
81 ATTEST/AUTHENTICATED: APPROVED AS TO FORM:

82  
83 \_\_\_\_\_  
84 \_\_\_\_\_

85 Karen Fitzthum, City Clerk

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PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NUMBER:

Rosemary Larson, City Attorney

**CITY COUNCIL 11.A**

**CITY OF LYNNWOOD  
CITY COUNCIL**

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**TITLE:** Discussion: Court use of chambers during the CJC construction

**DEPARTMENT CONTACT:** Lisa Harrison, City Council

**SUMMARY:**

The court will need to hold sessions in the council chambers during construction of the CJC from October 2021 through June 2022. See attached memo for details.

**PRESENTER:**

Council President Hurst, Court Administrator Paulette Revoir

**ESTIMATED TIME:**

30

**DEPARTMENT ATTACHMENTS**

Description:

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[Council Memo 05.26.21 re use of Chambers.pdf](#)

Municipal Court is preparing for the construction of the new Community Justice Center. Over the past several weeks Judge Moore and court leadership have examined, in detail, what effects construction will have on our courtroom, clerk's office, and probation services operations. While court and probation operations will remain on site during the project, it has become clear that court hearings will need to be held off site for 6-9 months. The court's only courtroom is located mere feet from where construction will be occurring. The construction noise will make it impossible for the court to produce clear recordings of court hearings.

### **Request**

The Municipal Court is requesting use of Council Chambers 4 days per week from approximately October 2021 – June 2022. The court is flexible and willing to work with Council regarding which 4 days of the week hearings are held. Hearings will begin at 8am each day and typically end by 4pm. The exception to this is jury trials. On these days it is possible the trial will not recess until after 6 pm.

### **Jury Trials**

Jury Trials call is every other Wednesday at 9am. Parties to a case are required to "confirm" their case for trial the Tuesday before by 12pm. If no trial is confirmed for the following day, the court will recess on Jury Trial call Wednesdays by 10am. Should a trial be confirmed, the court would also be requesting the use of Conference Room #4 to be used as a juror lounge and deliberation space. Again, if a trial is not confirmed, the court will use Conference Room #4.

### **Security**

The court will work with Commander Deppa to arrange for court security. All persons entering the courtroom will need to be screened. Screening will occur in Council Chambers Lobby prior to gaining entrance into the Chambers.

### **Personnel**

All court functions will be performed by judicial branch personnel. At no time will employees of the executive or legislative branch be asked to perform court work.

Should the Council grant the court's request, we will immediately begin working with the Mayor's office and Department Directors to plan for our temporary relocation.

PD	Court Security
Public Works	Facility and parking needs
IT	Court IT needs in Council Chambers
Finance	City Hall Lobby and Front Counter
Comms Manager	Press release, signage, social media

Respectfully Submitted by:  
Paulette N. Revoir, Court Administrator  
[prevoir@lynnwoodwa.gov](mailto:prevoir@lynnwoodwa.gov)  
(425) 670-5102