



LYNNWOOD CITY COUNCIL Business Meeting
City Hall Council Chambers 19100 44th Ave W Lynnwood WA 98036
MONDAY, FEBRUARY 27, 2023 6:00 PM

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. MESSAGES AND PAPERS FROM THE MAYOR
5. WRITTEN COMMUNICATIONS AND PETITIONS
6. PRESENTATIONS AND PROCLAMATIONS
7. PUBLIC COMMENTS AND COMMUNICATIONS - up to 30 minutes
8. COUNCIL COMMENTS AND ANNOUNCEMENTS
9. PUBLIC HEARING
10. APPROVAL OF MINUTES
 - 10.A [Minutes Approval](#) - 5 minutes
Luke Lonie, City Clerk
11. UNANIMOUS CONSENT AGENDA
 - 11.A [Voucher Approval](#) - 0 minutes
Michelle Meyer, Finance Director
 - 11.B [RFP 3541: 2023-2024 Tourism Marketing Campaign](#) - 0 minutes
Ben Wolters and Ryan Bush, Development and Business Services
 - 11.C [Bid Award: Wastewater Treatment Plant \(WWTP\) Interim Sludge Hauling Project](#)
- 0 minutes
Public Works Director Franz and Deputy Director Bond
12. BUSINESS ITEMS AND OTHER MATTERS
 - 12.A [ARPA Funding Request: Graffiti and Vandalism mitigation](#) - 0 minutes
Lynn D. Sordel, Parks, Recreation & Cultural Arts Director and Eric Peterson,

Parks Maintenance and Operations Manager

12.B [Approval: Event Center City Use Day Requests](#) - *5 minutes*
Sarah Olson, Deputy Parks, Recreation & Cultural Arts Director

12.C [American Rescue Plan Act Fund Consideration: Northwest Veteran's Museum](#) -
30 minutes
Council President Sessions

13. NEW BUSINESS

ADJOURNMENT

CITY COUNCIL 10.A

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Minutes Approval

DEPARTMENT CONTACT: Luke Lonie, Executive Office

SUMMARY:

Approval of Minutes of the December 5, 2022, December 12, 2022, January 3, 2023, and January 9, 2023 Council Meetings.

PRESENTER:

Luke Lonie, City Clerk

ESTIMATED TIME:

5

SUGGESTED ACTION:

Approve the minutes of the December 5, 2022 Work Session, the December 12, 2022 Business Meeting, the January 3, 2022 Work Session, and the January 9, 2022 Special Work Session.

DEPARTMENT ATTACHMENTS

Description:

[12.5.22 Minutes Draft.pdf](#)

[12.12.22 Minutes Draft.pdf](#)

[1.3.23 Minutes Draft.pdf](#)

[1.9.23 Special WS Minutes Draft.pdf](#)



**CITY OF LYNNWOOD
CITY COUNCIL WORK SESSION MINUTES
December 5, 2022**

1. CALL TO ORDER

The meeting was called to order at 6:02 pm.

2. ROLL CALL

Present:

Mayor Christine Frizzell
Council President George Hurst
Councilmember Julieta Altamirano-Crosby
Councilmember Joshua Binda
Councilmember Patrick Decker
Councilmember Shannon Sessions
Councilmember Jim Smith
Councilmember Shirley Sutton

3. MAYOR COMMENTS

4. COUNCIL COMMENTS

5. COMMENTS AND QUESTIONS ON MEMO ITEMS

6. WORK SESSION ITEMS

6.A Presentation: Public Facilities District Master Plan Improvements

Janet Pope, Executive Director of the Lynnwood Public Facilities District (PFD), and Dan Felton from JLL presented on improvements to the PFD.

6.B Presentation and Ordinance to start transition from the Washington State Utility and Transportation Commission Solid Waste Hauler Tariffs

Marcie MacQuarrie, Deputy Public Works Director, and Bill Franz, Public Works Director, presented on the transition from the

Washington State Utility and Transportation Commission Solid Waste Hauler Tariffs.

6.C HASCO ILA Task Force Update

Councilmember Hurst provided an update on the HASCO Task Force.

Council took a 10 minute break from 7:35 - 7:45 pm.

6.D Discussion: 2023 Salary Schedule

Evan Chinn, Human Resources Director, Michelle Meyer, Finance Director, Cabot Dow, President of Cabot Dow Associates, and Alex Sheeks, Principal Associate of Cabot Dow Associates, presented on their findings in the Cabot Dow Salary Study.

Moved by George Hurst; seconded by Julieta Altamirano-Crosby to extend until the end of the agenda.

Motion Passed.

6.E Review: 2023-2024 Budget

Michelle Meyer, Finance Director; Bill Franz, Public Works Director; and Evan Chinn, Human Resources Director, presented on the proposed 2023-2024 Biennial Budget.

ADJOURN

The meeting was adjourned at 9:47 pm.



**CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
December 12, 2022**

1. CALL TO ORDER

The meeting was called to order at 6:00 pm.

2. FLAG SALUTE

3. ROLL CALL

Present:

Mayor Christine Frizzell
Council President George Hurst
Councilmember Julieta Altamirano-Crosby
Councilmember Joshua Binda
Councilmember Patrick Decker
Councilmember Shannon Sessions
Councilmember Jim Smith
Councilmember Shirley Sutton

Councilmembers Binda and Altamirano-Crosby appeared via Zoom.

4. MESSAGES AND PAPERS FROM THE MAYOR

5. WRITTEN COMMUNICATIONS AND PETITIONS

6. PRESENTATIONS AND PROCLAMATIONS

6.A 2021 Audit Exit Conference

Haji Adams and June Li of the Washington State Auditor's Office
presented the 2021 Audit Exit Conference.

6.B Police Department Spotlight and Annual Awards

Police Chief Jim Nelson, Deputy Chief Chuck Steichen, and Deputy Chief Coleman Langdon presented the annual 2022 Police Department Awards to members of the Lynnwood Police Department.

7. PUBLIC COMMENTS AND COMMUNICATIONS – up to 30 minutes

Public Comment was given by six community members.

8. COUNCIL COMMENTS AND ANNOUNCEMENTS

9. PUBLIC HEARING

10. APPROVAL OF MINUTES

10.A Minutes Approval

Councilmember Smith removed the October 10 Meeting Minutes.

Moved by Councilmember Decker to approve the Minutes of the September 26, 2022 Business Meeting, the October 3 Work Session, the November 7 Work Session, November 14 Business Meeting, the November 16 Work Session, the October 27, 2022 Finance Committee Meeting, and the November 17, 2022 Finance Committee Meeting.

Motion Passed.

11. UNANIMOUS CONSENT AGENDA

Moved by Councilmember Smith to approve the Unanimous Consent Agenda as read.

11.A Voucher Approval

Approve claims in the amount of \$2,256,126.44 for the period 11/21/22 through 12/04/22. Approve payroll in the amount of \$1,416,892.05 dated 12/2/22.

11.B Reappointment: Diversity, Equity, and Inclusion Commission

Reappoint Commissioner Lu Jiang (Position #2) of the Diversity, Equity and Inclusion Commission, or a term expiring December 31, 2025.

11.C Reappointment: Diversity, Equity, and Inclusion Commission

Reappoint Commissioner Jennifer McLaughlin (Position #1) of the Diversity, Equity and Inclusion Commission, or a term expiring December 31, 2025.

11.D Reappointment: Tourism Advisory Committee/Lodging Tax Advisory Committee

Reappoint committee members Georgia Borg-Leon (Position 3), Janet Pope (Position 4), Linda Jones (Position 5), and Jerry Irwin (Position 7) to the Tourism Advisory Committee/Lodging Tax Advisory Committee for a one-year term expiring December 31, 2023.

11.E Reappointment: Parks & Recreation Board

Reappoint Boardmember McKeown to Position 3 of the Parks & Recreation Board for a term expiring December 31, 2025.

11.F Reappointments: Human Services Commission

Reappoint Vanessa Villavicencio to Position 1 and Kris Hildebrandt to Position 2 of the Human Services Commission for terms expiring December 31, 2025.

11.G Reappointments: Arts Commission

Reappoint Robert Gutcheck to Position 4 and Rhiannon Kruse to Position 5 of the Arts Commission for terms expiring December 31, 2025.

11.H Reappointment: Board of Ethics

Reappoint Ty Tufono-Chaussee to position #2 of the Board of Ethics, currently set to expire on December 31, 2022.

12. BUSINESS ITEMS AND OTHER MATTERS

12.A Resolution: 2023 Council Meeting Calendar

Moved by George Hurst to adopt Resolution 2022-11, a resolution of the City of Lynnwood, Washington, establishing a schedule of anticipated City Council meetings for calendar year 2023.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: None

12.B Ordinance: 2021-2022 Final Budget Amendments

Finance Director Michelle Meyer presented amendments for the 2021-2022 Final Budget.

Moved by Shannon Sessions to adopt Ordinance 3430, an ordinance of the City of Lynnwood, Washington, adopting amendments to the 2021-2022 biennial budget; providing for transmittal of the amended budget to the state; and providing for severability, an effective date and summary publication.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby,
Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton
Voting Against: None

12.C Ordinance: Code Amendment Organics Procurement

Moved by George Hurst to adopt Ordinance 3431, an ordinance adding sections 2.92.050 environmentally preferable purchasing and product utilization relating to ESSHB 1799 to the Lynnwood Municipal Code; providing for severability, an effective date, and summary publication.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby,
Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton
Voting Against: None

12.D American Rescue Plan Act Subrecipient Contract Approvals

Finance Director Michelle Meyer presented additional information on the American Rescue Plan Act Subrecipient Contract Approvals.

Council took a break from 7:44 to 7:56.

Moved by Jim Smith to approve Scopes of Work for ARPA subrecipient contracts for the Lynnwood Food Bank and Heroes' Cafe and authorize the Mayor to sign subrecipient contracts once finalized.

Motion Passed: 7- 0

Voting For: Shannon Sessions, Shirley Sutton, George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker
Voting Against: None

12.E Ordinance: 2023 Salary Schedule

Moved by George Hurst to Adopt ordinance 3432 (as amended), an ordinance of the City Council of the City of Lynnwood, Washington relating to classification and compensation of city employee positions; and providing for severability, an effective date and summary publication.

Moved by George Hurst to amend 2023 salary schedule to retain the title Assistant City Administrator.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby,
Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton
Voting Against: None

Moved by George Hurst to Amend ordinance to reduce cost of living adjustment (COLA) to 8% for all pay grades except grades 626 and 627, and set a COLA of 4% for grades 626 and 627.

Motion Passed: 5- 2

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Patrick Decker, Shirley Sutton

Voting Against: Joshua Binda, Shannon Sessions.

Moved by Jim Smith to Amend ordinance to eliminate neighborhood and community affairs position.

Motion Passed: 5- 2

Voting For: George Hurst, Jim Smith, Joshua Binda, Patrick Decker, Shirley Sutton

Voting Against: Julieta Altamirano-Crosby, Shannon Sessions

Main Motion Passed 7-0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: None

12.F Ordinance: 2023-2024 Budget

Ordinance 3428 was moved and seconded on the November 28, 2022 meeting and continued until the December 12, 2022 meeting.

Moved by George Hurst to Amend Ordinance 3428 to include Title IV consultant at \$120,000, Courtroom AV Upgrade for \$132,000, cybersecurity services for \$150,000, and four master custody officers for \$792,500.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: None

Moved by George Hurst; seconded by Jim Smith to Amend Ordinance 3428 to transfer \$2,000,000 from the Transportation Benefit District fund 150 to the Transportation Capital Fund 360 Budget.

Motion Passed: 7- 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: None

Moved by Shannon Sessions; seconded by Patrick Decker to extend until the end of the agenda.

Motion passed.

Moved by Jim Smith to Adopt Ordinance 3428 (as amended), an ordinance of the City of Lynnwood, Washington, adopting a two-year biennial budget, for the years ending December 31, 2023 and 2024; transmitting budget copies to the state; and providing for an effective date, severability, and summary publication.

Motion Passed: 6- 1

Voting For: George Hurst, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: Jim Smith

13. NEW BUSINESS

ADJOURNMENT

The meeting was adjourned at 9:04 pm.



**CITY OF LYNNWOOD
CITY COUNCIL WORK SESSION MINUTES
January 3, 2023**

1. CALL TO ORDER

The meeting was called to order at 6:00 pm. Due to technical difficulties, the meeting was paused until 6:05 pm.

2. ROLL CALL

Present:

Mayor Christine Frizzell
Council President George Hurst
Councilmember Julieta Altamirano-Crosby
Councilmember Joshua Binda
Councilmember Patrick Decker
Councilmember Shannon Sessions
Councilmember Jim Smith
Councilmember Shirley Sutton

Councilmember Julieta Altamirano-Crosby attended via Zoom.

Moved by Jim Smith to allow public comment during Work Session (motion amended to place public comment after item 6.A).

Motion Passed: 7 – 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: None

Moved by George Hurst to move item 6.F to item 6.A, and to move Mayor Comments and Council Comments after Item 6.

Motion Passed.

3. COMMENTS AND QUESTIONS ON MEMO ITEMS

4. WORK SESSION ITEMS

4.A Discussion of proposed Opioid Treatment Program in the City of Lynnwood (Part 1 of 2)

Nicole Smith-Mathews and Dan Hymas presented on the proposed Opioid Treatment Program.

5. PUBLIC COMMENT

Public comment was given by 18 community members.

Council took a break from 8:19 pm until 8:31 pm

4.A Discussion of proposed Opioid Treatment Program in the City of Lynnwood (Part 2 of 2)

Director David Kleitsch from the Development and Business Services Department, Deputy Chief Cole Langdon, Sergeant Lindsay Carter, Ken Salem of the Boys & Girls Club, Dr. Rebecca Miner of the Edmonds School District, and Representative Lauren Davis provided additional information

Moved by George Hurst to Postpone items 6.B (Discuss: 2023 Liaison Appointed positions), 6.C (Discuss: 2023 Elected leadership and liaison positions), 6.D (Discuss: Proclamations for 2023), 6.E (Discuss: Summit logistics), and 6.F (Draft 2023 Legislative Priorities) until January 9.

Motion Passed.

Moved by George Hurst; seconded by Julieta Altamirano-Crosby to extend meeting until the end of the discussion of the proposed Opioid Treatment Program in the City of Lynnwood.

6. MAYOR COMMENTS

7. COUNCIL COMMENTS

ADJOURN

The meeting was adjourned at 9:56 pm.



**CITY OF LYNNWOOD
CITY COUNCIL SPECIAL WORK SESSION MINUTES
January 9, 2023**

1. CALL TO ORDER

The meeting was called to order at 6:01 pm.

2. ROLL CALL

Present:

Mayor Christine Frizzell
Council President George Hurst
Councilmember Julieta Altamirano-Crosby
Councilmember Joshua Binda
Councilmember Patrick Decker
Councilmember Shannon Sessions
Councilmember Jim Smith
Councilmember Shirley Sutton

3. WORK SESSION ITEMS

Moved by Jim Smith to Postpone item 3.E, Draft 2023 Legislative Priorities, until January 17th Work Session
Motion Passed

Moved by Julieta Altamirano-Crosby to move item 3.F, discussion of Acadia Opioid Treatment Program planned for Lynnwood, to item 3.A, and to move the Executive Session to before item 3.A.

Motion Passed: 7 – 0

Voting For: George Hurst, Jim Smith, Julieta Altamirano-Crosby, Joshua Binda, Patrick Decker, Shannon Sessions, Shirley Sutton

Voting Against: None

EXECUTIVE SESSION

Council went into Executive Session at 6:25 pm and reconvened at 6:42 pm.

Moved by Julieta Altamirano-Crosby to to allow public comment.
Motion Passed.

PUBLIC COMMENT

Public comment was given by 11 community members.

3. WORK SESSION ITEMS

- 3.A Discussion of Acadia Opioid Treatment Program planned for Lynnwood
Councilmembers discussed the Acadia Opioid Treatment Program.
- 3.B Discuss: 2023 Liaison Appointed positions
Council discussed the 2023 Council Liaison Appointed Positions to
City Boards and Commissions.
- 3.C Discuss: 2023 Elected leadership and liaison positions
Councilmembers discussed Elected Leadership and Liaison positions.
- 3.D Discuss: Proclamations for 2023
Councilmembers discussed Council Proclamations for 2023.
- 3.E Discuss: Summit logistics
Council discussed and planned the annual Council summit.

ADJOURN

The Special Work Session was adjourned at 8:15 pm. The Regular Business Meeting began at 8:25 pm, the minutes of which are separate.

CITY COUNCIL 11.A

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Voucher Approval

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

Voucher Approval

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

0

SUGGESTED ACTION:

Approve claims in the amount of \$2,356,472.15 for the period 2/6/23 through 2/19/23.
Approve payroll in the amount of \$1,334,372.79 dated 2/10/23.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 11.B

CITY OF LYNNWOOD CITY COUNCIL

TITLE: RFP 3541: 2023-2024 Tourism Marketing Campaign

DEPARTMENT CONTACT: Brady Schach, Development and Business Services

SUMMARY:

On October 17, 2022, the City publicly issued RFP 3541. Eight proposals were received, of which three were invited to interview with the evaluation panel. Searle Creative Group was deemed most qualified responsive and responsible proposer.

PRESENTER:

Ben Wolters and Ryan Bush, Development and Business Services

ESTIMATED TIME:

0

BACKGROUND:

The Development and Business Services department is seeking qualified tourism marketing services to increase the City's tourism visibility and industry.

The Tourism Advisory Committee has reviewed this proposal and recommends that the City Council approve the contract.

SUGGESTED ACTION:

Approve the award to Searle Creative Group LLC for 2023-2024 Tourism Marketing Campaign for a not to exceed total of \$282,225.00.

FUNDING:

The contract cost is not-to-exceed a total of \$282,225.00, including all applicable taxes. The term of the contract is for two years.

DEPARTMENT ATTACHMENTS

Description:

[RFP 3541 - 2023-2024 Tourism Marketing Campaign.pdf](#)

PROCUREMENT REPORT
#3541 – 2023-2024 Tourism Marketing Campaign
Contract Award

Type of Contract: One time, 2-year agreement.
Term of Contract: Estimated date of completion by January 1, 2025.
Background/Purpose of Contract: The Development and Business Services department is seeking qualified tourism marketing services to increase the City's tourism visibility and industry.
Cost (includes sales tax if applicable): The contract cost will be a not-to-exceed total of \$282,225.00, including all applicable taxes.
Advanced Planning: The Development and Business Services Department worked closely Procurement to establish the required criteria and scope of services in conjunction with the proposed departmental budget.
Method of Procurement: A formal request for proposals solicitation was used for this solicitation.
Solicitation: On October 17, 2022, the City publicly issued RFP 3541. Eight proposals were received, of which three were invited to interview with the evaluation panel. Searle Creative Group was deemed most qualified responsive and responsible proposer.
Recommended Action: Approve the award to Searle Creative Group LLC for 2023-2024 Tourism Marketing Campaign for a not to exceed total of \$282,225.00.
Procurement Officer: Brady Schach, Buyer Date: February 9, 2023

CITY COUNCIL 11.C

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Bid Award: Wastewater Treatment Plant (WWTP) Interim Sludge Hauling Project

DEPARTMENT CONTACT: Bill Franz, Public Works

SUMMARY:

Contract with McClure and Sons Inc. for the WWTP Interim Sludge Hauling Project.

PRESENTER:

Public Works Director Franz and Deputy Director Bond

ESTIMATED TIME:

0

BACKGROUND:

In 2020 the City initiated a Facility Plan to plan for the next technology to deal with the undigested sludge generated by the Wastewater Treatment Plant. While the Facility Plan points to an eventual replacement of the incinerator with a dryer, the problems with the incinerator have pushed the city to consider an early permanent shutdown of the incinerator. During the interim between incineration and drying, undigested, but dewatered, sludge would be hauled to a landfill.

This project is to build a temporary conveyance system, odor control system and an enclosure building to house two sludge containers.

This sludge hauling project provides us with the necessary time to design and construct upgrades to the treatment plant. This proactive approach ensures compliance with regulations while also improving the overall functionality and efficiency of the plant.

The low bid was \$1,929,643.73. With the inclusion of a project contingency of \$192,964.27, the total amount proposed for authorization by the Mayor is \$2,122,608.00.

Bids were opened on 2/14/2023 at 2:00 pm electronically on the City's online procurement portal. The engineer's cost estimate for the project was between \$1.8 million to \$2.6 million, and all five bids received were within this estimated range.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with McClure and Sons, Inc of Mill Creek, Washington for construction services related to the WWTP Interim Sludge Hauling Project. The contract value is based on the low bid and the total Mayor's authority is \$2,122,608.00 which includes construction contingency.

PREVIOUS COUNCIL ACTIONS:

There's no previous council actions associated to this project. The Council has been briefed on the issues related to solids handling, however.

FUNDING:

The project costs are consistent with the adopted 2023-2024 biennial capital budget. Utility Fund 412.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to be a welcoming city that builds a healthy and sustainable environment. The WWTP Sludge Hauling 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. This project provides improved public health as part of the treatment plant solids handling processes. By removing sludge from the wastewater treatment facility and hauling it away for safe disposal or treatment, a sludge hauling project can help reduce the risk of disease outbreaks and other health hazards in the community.

DEPARTMENT ATTACHMENTS

Description:

[Bid Proposals.pdf](#)

Row	Vendor	Status	Submission Date	Bid Proposals
1	McClure and Sons, Inc	Submitted	2/14/2023 13:36	\$ 1,929,643.73
2	Strider Construction Co., Inc.	Submitted	2/14/2023 13:48	\$ 1,983,058.00
3	Interwest Construction, Inc.	Submitted	2/14/2023 13:41	\$ 2,019,998.40
4	Gary Harper Construction Inc.	Submitted	2/14/2023 13:45	\$ 2,130,509.92
5	Award Construction, Inc	Submitted	2/14/2023 13:35	\$ 2,134,192.90

CITY COUNCIL 12.A

CITY OF LYNNWOOD CITY COUNCIL

TITLE: ARPA Funding Request: Graffiti and Vandalism mitigation

DEPARTMENT CONTACT: Lynn Sordel, Parks, Recreation and Cultural Arts

SUMMARY:

Council will receive a comprehensive review of the impacts of graffiti, vandalism and related homeless impacts to City parks and trails. A request for ARPA funds will be deliberated to mitigate these issues.

PRESENTER:

Lynn D. Sordel, Parks, Recreation & Cultural Arts Director and Eric Peterson, Parks Maintenance and Operations Manager

ESTIMATED TIME:

0

BACKGROUND:

The City's parks and trails have been impacted by a wide variety of issues tied to gang activity (graffiti), vandalism to public facilities and homeless impacts. The City's parks maintenance and operations team has been challenged by the frequency and the complex issues that come from these activities. The current staffing levels of this team is unable to respond in a timely fashion and their work priorities are negatively impacted more than ever before.

Staff would like to present a series of recommendations to offset these unprecedented problems. We believe these ideas would result in timely responses and attention to the critical issues that are seriously impacting our public spaces.

SUGGESTED ACTION:

Approve the use of ARPA funds totaling \$388,432. These funds would provide two limited term FTE maintenance workers and the required supplies to mitigate the issues we have identified.

FUNDING:

ARPA funding is recommended. This proposal meets all of the ARPA requirements.

DEPARTMENT ATTACHMENTS

Description:

[GraffitiandVandalism2023-2024RequestARPA.pdf](#)

[February21Photos.docx](#)

Program: XXXX	Program No.: Will be Assigned if Approved
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1. Brief Description:

This request is for 2 additional FTEs in the 2023-2024 budget. Additional funding will allow the department to add 1 Maintenance Worker II and 1 Maintenance Worker I in April of 2023. This addition to the department will help mitigate the increase in vandalism and graffiti. This is in alignment with the 5 strategic goals outlined in the 2016-2035 Parks, Arts, Recreation & Conservation Plan as well as the Strategic Plan

- ☐ Request for New Program

☒ Request for Additional Funding: Existing Program
- ☐ One-time expense

☒ Limited-term expense

☐ Ongoing expense

2. Program Outcomes: (add more if needed)

Over the current biennium park maintenance responsibilities continue to expand, with many current and future additions to the departments scope of work. In the last 3 years we have seen an unprecedented increase in vandalism and graffiti throughout our parks and open space. this activity has consumed a significant number of resources to control the negative impacts. Our goal is to remove graffiti within 24 hours. This helps detour it from happening again. We have installed cameras at several facilities and use mobile cameras for monitoring remote areas. Graffiti impacts are being addressed daily, drug use, vandalism, camping / encampments, theft, and gang activity continue to be prevalent in our parks. All these factors play a role in this request for additional staff.

Current staffing levels don't account for this unprecedented uptick in the duties listed above. These activities need to be addressed immediately and take staff away from our routine maintenance programs. This creates a reactive maintenance system that becomes less efficient. General maintenance activities get interrupted and may never get completed as seasons change so does the workload for each activity. Staff needs to have time to continue to address the seasonal maintenance needed to keep the parks open and safe. Landscape maintenance, turf maintenance, building maintenance, irrigation, and daily park service. If approved this request will help us staff the parks 365 days a year and support the routine maintenance programs. The additional staffing will generally be assigned to the graffiti and vandalism activities outlined above. These positions will also support security issues with evening closures of the restrooms. Restrooms have been subject to heavy vandalism after hours. Each evening staff will manually lock the restrooms to ensure there is no vandalism or homeless activity. Currently we use electric locks that are frequently damaged and disabled.

3. Program Outcomes and the Strategic Plan, 2022-2026: (MOVE CIRCLES TO CORRECT COLUMN)

		High	Med.	Low
1	Fulfill the community vision for the City Center, the Regional Growth Center, and light rail service through Lynnwood.	○		

2	Ensure financial stability and economic success.	☐		
3	Nurture operational & organizational excellence.	☐		
4	Be a safe community	☐		
5	Be a diverse, welcoming, equitable, and livable city.	☐		
	Pursue & maintain collaborative relationships and partnerships.	☐		

4. Relation to Community Vision: (MOVE CIRCLES TO CORRECT COLUMN)

	High	Med.	Low
The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.	☐		
To be a welcoming city that builds a healthy and sustainable environment.	☐		
To encourage a broad business base in sector, size and related employment, and promote high quality development.		☐	
To invest in preserving and expanding parks, recreation, and community programs.	☐		
To be a cohesive community that respects all citizens.		☐	
To invest in efficient, integrated, local and regional transportation systems.	☐		
To ensure a safe environment through rigorous criminal and property law enforcement.	☐		
To be a city that is responsive to the wants and needs of our citizens.	☐		

5. Equity Lens:

This program furthers social equity in service delivery and/or enhances services to under-represented or under-served communities through The additional FTE support the City's investment in parks recreation and community programs. Additional staffing will allow the department to meet community needs by providing safe, secure, and accessible parks. Well cared for parks help to build and enhance a strong, diverse, integrated community by providing a welcoming place for the community to enjoy. These positions will meet the current need to preserve and expand natural spaces, parks, cultural diversity, and heritage.

6. Mandatory v. Optional: (MOVE CIRCLES TO CORRECT COLUMN)

	Yes	No	~
Mandatory?	☐		
Viable alternatives for service delivery?		☐	

7. Program Personnel:

	FTE	Existing/New/Reclassification	HR Review Complete
Maintenance Worker II	1.00	New / Limited Term	Yes

Maintenance Worker I	1.00	New / Limited Term	Yes

8. Program Cost (summary):

	2023	2024	2023-2024 Budget
Salaries & Wages	\$91,573	\$122,097	\$213,670
Personnel Benefits	\$53,469	\$71,293	\$124,762
Supplies	\$25,000	\$25,000	\$50,000
Services			
Total Expense	\$170,042	\$218,390	\$388,432
Revenues or Savings			
Net Expense (ARPA)	\$170,042	\$218,390	\$388,432

9. Outcome Measures:

	Target 2023	Target 2024
Improve response time for graffiti and vandalism. Assist with cameras and other forms of deterrence	24 hours or less	24 hours or less
Provide for improved park maintenance practices	Complete seasonal maintenance	Complete seasonal maintenance

10. Executive's Assessment: (DO NOT COMPLETE)

	High	Med.	Low
Relevance to Community Vision			
Relevance to Strategic Plan, 2022-2026			
Mandatory			
Fiscally Sustainable			
Consistency with Mayor's Budget Priorities Memo			















CITY COUNCIL 12.B

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Approval: Event Center City Use Day Requests

DEPARTMENT CONTACT: Sarah Olson, Parks, Recreation and Cultural Arts

SUMMARY:

Staff recommend approval of one (1) event center use day for the proposed 2023 Dia de los Muertos and one half (1/2) use day for the scheduled 2023 State of the City Address.

PRESENTER:

Sarah Olson, Deputy Parks, Recreation & Cultural Arts Director

ESTIMATED TIME:

5

BACKGROUND:

PRCA's Healthy Communities Division is responsible for planning, organizing, coordinating, and/or partnering with outside organizations to create community events in Lynnwood aimed at improving community and civic health as outlined in the Healthy Communities Action Plan:

- Goal: Create and support strong, vibrant, social networks that promote social interaction and community cohesiveness by providing physical gathering spaces and supporting programs and events.
- Objective 2: Bring community members together around events, activities, and improved communication of community resources.
- Action 2a: Partner with organizations and neighborhoods to support community events, activities and programs

Staff opened the updated [Event Partnership portal](#) in January 2023 and are actively seeking and receiving applications for event partnership support which may include requests for third party utilization of the City's Event Center Use Days. An application from the WAGRO Foundation seeking a use day to host the annual Dia de los Muertos event on October 29, 2023 has been received and reviewed. The requested date is available, the applicant is able to meet the Event Center's requirements as a third-party Use Day recipient, *and the Public Facilities District has determined the event is eligible under their policy guidelines.* Therefore, Staff recommend approval of the facility request of one Use Day for the Dia de los Muertos event.

At the City Council Work Session on February 21, 2023, a request was made to consider advancing the City's State of the City Address planned for March 3, 2023 to Council for approval of a Use Day. *The Public Facilities District has confirmed that the contract can be revised to utilize a Use Day for the upcoming event.* Staff recommend approval of the facility request of one half Use Day for the State of the City Address.

2023 Use Day Summary:

1. Pacifica Chamber Orchestra (1/2 day) - NOT USED
2. International Women's Day (Full day) - NOT USED
3. Veterans Dinner (Full day) - ALLOCATED
4. State of the City (1/2 day) - REQUESTED
5. WAGRO Dia de los Muertos (full day) - REQUESTED

Balance:

1 Day Allocated

1.5 Days Requested

1.5 Days Remaining Available

SUGGESTED ACTION:

Authorize the Mayor or her designee to approve, coordinate, and/or execute contracts with the Lynnwood Event Center utilizing City Use Days provided for in the interlocal agreement with the Lynnwood Public Facilities District for the following events and organizations: one (1) Full Day for WAGRO Foundation's Dia de los Muertos event on October 29, 2023; and, one Half Day (1/2) for the City's State of the City Address event on March 3, 2023.

PREVIOUS COUNCIL ACTIONS:

- Resolution 2005-18
- Resolution 2007-23
- Interlocal Agreement with Public Facility District Supplement #4 September 14, 2004

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to be a welcoming city that is responsive to the wants and needs of our citizens.

DEPARTMENT ATTACHMENTS

Description:

[PARTNERSHIP-APPLICATION_WAGRO.pdf](#)

[2023 Lynnwood State of the City Flyer.pdf](#)

Event Partnership Inquiry



Submission date: **1 February 2023, 6:46PM**

Receipt number: **22**

Related form version: **12**

Applicant Information

Agency or Group Name **WAGRO Foundation**

Type of Organization **Non-Profit**

Contact Name **Daniela Altamirano Crosby**

Address

Email **wagrofoundation@gmail.com**

Phone Number

Event Information

Event Name **Day of the Dead Celebration: " Annual Contest of Altars, Calaveras Literarias (Literary Skulls) and Catrinas**

Date(s): **10/28/2023**

This event is: **A one-time event**

Event Location (name and address) **Lynnwood Convention Center**

Describe the event: **For the past eleven years, in collaboration with the City of Lynnwood, Mukilteo School Districts, Everett Community College, Lynnwood Library, St. Mary Magdalen Catholic School, Denny Juvenile Justice Center, Cocoon House, Community Foundation of Snohomish County, Humanities Washington, DELTA, and Central Washington University we have been**

honoring one of our most beloved traditional Mexican celebrations, "Dia de Muertos/Day of the Dead". This Day of the Dead celebration features an Altars, Catrinas and Literary Skulls contest. A call for entries is issued to invite contestants. A jury determines the winners in each category for first, second and third place, which include cash prizes. This event is a must because it creates a very special space for healing, comfort and reflection. We invite the community to visit and contribute offerings to the Community Altar on display at the entrance of the event and encourage attendees to place a photo or memento on the "Day of the Dead" community altar.

All members of the community, regardless of their background, are welcome to honor a family member, friend, pet or even a historical figure that is important to each of them.

Our vision is to invite the entire community to join us and participate in the Day of the Dead Celebration: "6th Annual Altars, Literary Skulls and Catrinas Contest" to be held at the Lynnwood Convention Center. The purpose of the contest is to preserve and share a cultural celebration through art and tradition with all attendees.

This year's event will feature art, music, food, raffles, contests, children's activities, Loteria game, and the presence of the Northwest Orchestra with Paula Madrigal Musical Director and Conductor.

A workshop "Tradition and History of the Day of the Dead" will be presented by Dr. Rodrigo Renteria-Valencia (from Central Washington University).

Music will be provided by world-renowned Spanish singer-songwriter Paco Diez.

Aztec Yolihuani Dance

This event is free to attendees.

The Day of the Dead, one of the most important Mexican festivities. Traditionally celebrated on November 1 or 2, it is a time for families to honor and celebrate their ancestors.

People also dress up as catrinas (skeletons) and write

poems (often satirical) called *calaveritas literarias*. The roots of Day of the Dead, which is celebrated in contemporary Mexico and among Mexican descendants in the United States and around the world, go back some 3,000 years to rituals honoring the dead in pre-Columbian Mesoamerica. The Aztecs and other Nahua peoples who lived in what is now central Mexico had a cyclical view of the universe and saw death as an integral and ever-present part of life.

The Day of the Dead is a Mexican holiday in which families welcome the souls of their deceased relatives in a brief gathering that includes food, drink and celebration.

Who will attend?

Open to the entire community

How many will attend?

250+

Is this a fundraising event?

No

How will your agency or group use the funds?

Is there a charge to attend the event?

No

How much?

What will ticket sales funds be used for?

Event Partnership Inquiry

I am interested in the following event partner benefits (check all that apply)

Promotional support for my event

Public Facility Use

Dignitary appearance by the City Mayor and/or elected officials

Describe how your event benefits the Lynnwood community?

The purpose of this event is to preserve and share this cultural celebration through art and tradition with all who attend. This event is imperative for all community members because it creates a special shared space for healing, comfort, and reflection. We also invited those attending the event to contribute a photo or memento on the “Día de los Muertos” ofrenda (community altar) that was exhibited at the front of the event entrance. In order to be able to respect those who are no longer with us. This is beneficial to our Lynnwood community because as a welcoming city we want to show those who come for diverse backgrounds that their traditions are understood by Lynnwood residents all around

Please indicate the public facility/space you are requesting (check all that apply):

Lynnwood Events Center

Lynnwood Event Center

I affirm that my business/agency is financially capable of executing an event agreement with the Lynnwood Event Center including passing a credit check, make a security deposit, and provide insurance.

Which park facility are you requesting?

Who are you requesting an appearance from at your event? (select all that apply)

Mayor Christine Frizzell
Council President Shannon Sessions

Please list any City Staff you are requesting an appearance:

Grant Funding Support

Over the Road Banner - what dates are you seeking for banner display (select calendar range up to 3 weeks):

Planning Support

Special Event Permit

Acknowledgements

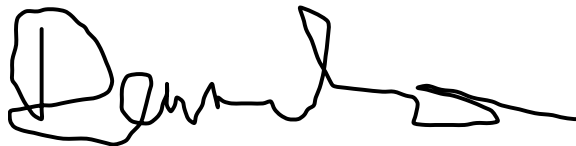
Acknowledgement of Requirements and Restrictions

I understand and acknowledge that additional requirements and restrictions may apply.

Acknowledgement of Application Approval

I understand and acknowledge that applications are not guaranteed approval.

Applicant Signature

A handwritten signature in black ink, appearing to read "Dawn", with a long horizontal flourish extending to the right.

[Link to signature](#)

State of the City



LYNNWOOD
WASHINGTON



With Mayor Christine Frizzell
Friday, March 3
8:30-9:30 a.m.

Lynnwood Event Center
Free and open to the public

CITY COUNCIL 12.C

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: American Rescue Plan Act Fund Consideration: Northwest Veteran's Museum

DEPARTMENT CONTACT: Lisa Harrison, City Council

SUMMARY:

The Northwest Veteran's Museum has requested \$5,000 - \$10,000 in ARPA funds to recoup money lost while closed during the pandemic.

PRESENTER:

Council President Sessions

ESTIMATED TIME:

30

DEPARTMENT ATTACHMENTS

Description:

[ARPA Expenditures and Balance Remaining 1.31.23.pdf](#)

City of Lynnwood American Rescue Plan Act Allocations					
Date Approved	Expenditure Category and Detailed Description	2021 ACTUAL	2022 ACTUAL	2023+ REMAINING	Total
	1. Public Health				
	2. Negative Economic Impacts				
5/23/2022	2.1 Household Assistance: Food Programs Lynnwood Food Bank			\$ 400,000	
4/25/2022	2.1 Household Assistance: Food Programs Heroes' Café			\$ 5,000	
5/23/2022	2.37 Economic Impact Assistance: Other: VOAWW Neighborhood Center Construction			\$ 1,000,000	
	3. Public Sector Capacity				
8/9/2021	3.2 Rehiring Public Sector Staff: PW Custodian (1 FTE)	\$ 18,720		\$ -	
9/13/2021	3.4 Effective Service Delivery: City Council Chambers AV	\$ 6,133	\$ 100,954	\$ 42,913	
4/11/2022	3.4 Effective Service Delivery: Municipal Court Chambers AV			\$ 70,000	
	4. Premium Pay				
	5. Water Sewer Broadband Infrastructure				
	6. Replace Lost Revenue & Provide Expanded Services up to \$10M				
8/9/2021	6.1 Provision of Government Services: Body camera equipment, services, and warranty	\$ 400,000	\$ -	\$ -	
8/9/2021	6.1 Provision of Government Services: Body camera program staff (1 FTE)		\$ 52,312	\$ 77,688	
4/25/2022	6.1 Provision of Government Services: Residential Street Improvements			\$ 2,500,000	
5/9/2022	6.1 Provision of Government Services: Recreation Scholarships			\$ 25,000	
5/23/2022	6.2 Non-federal match for other Federal Programs: Scriber Lake Park Boardwalk			\$ 2,000,000	
6/27/2022	6.1 Provision of Government Services: Hire 5 new full time police officers through 2024		\$ 187,883	\$ 1,669,994.22	
6/27/2022	6.1 Provision of Government Services: 18 additional body cameras for Police Department		\$ 92,512	\$ -	
6/27/2022	6.1 Provision of Government Services: 20 Tasers for Police Department		\$ 75,644	\$ -	
7/25/2022	6.1 Provision of Government Services: Capital Facilities Plan for Veteran's Hub			\$ 55,000	
10/10/2022	6.1 Provision of Government Services: Lynnwood Police Assistance Fund			\$ 20,000	
11/14/2022	6.1 Provision of Government Services: Community and Human Services Position			\$ 300,000	
	7. Administrative				
6/13/2022	7.1 Administrative Expenses: ARPA Accountant (.5 FTE 2.5 years)		\$ 19,561	\$ 105,439	
	Eligible Category to be defined				
5/23/2022	Silver Creek Church (\$15K lighting, \$50K repave parking lot for FB)			\$ 65,000	
7/25/2022	Kids in Transition Snohomish County Grant Match			\$ 150,000	
7/25/2022	VOAWW Rapid Rehousing Snohomish County Grant Match			\$ 250,000	
11/14/2022	Tutoring			\$ 60,000	
11/14/2022	Lynnwood Chamber of Commerce Shop Local Campaign			\$ 43,000	
	Total	\$ 424,852	\$ 528,867	\$ 8,839,034	\$ 9,792,752.90
	ARPA Revenue (tranches 1 and 2)				\$ 10,936,804.00
	Allocated To Date				\$ 9,792,752.90
	Balance Remaining				\$ 1,144,051.10