

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL
HELD MONDAY, JUNE 29, 2020 AT 7:00 p.m. VIA ZOOM**

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Attendance:

Mayor Nicola Smith
Council President Christine Frizzell
Council Vice President Shannon Sessions
Councilmember Ian Cotton
Councilmember Ruth Ross
Councilmember George Hurst
Councilmember Jim Smith
Councilmember Julieta Altamirano-Crosby
Assistant City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
Executive Asst. Leah Jensen

Others:

Finance Director Sonja Springer
Strategic Planner Corbitt Loch
Parks & Recreation Director Lynn Sordel
Ec. Devt/Interim CD Director David Kleitsch
Communications Manager Julie Moore
Human Resources Director Evan Chinn
Kris Hildebrandt – candidate for Human Services
Commission

Comments and Questions on Memo Items

- None

Interview: Human Services Commission Applicant Kris Hildebrandt

- Parks & Recreation Director Lynn Sordel introduced Kris Hildebrandt. She then reviewed her background and discussed her interest in the Human Services Commission.
- Councilmembers took turns asking questions of Ms. Hildebrandt.

COVID-19 Update

- Communications Manager Julie Moore presented the COVID-19 update of statistics in Lynnwood and Snohomish County. She outlined the new face mask regulations and also stated that all city employees will be required to complete a health survey each day when they report to work starting July 1.
- Councilmember Smith requested information about how many deaths there have been in Lynnwood, how many of those had underlying health conditions or were in a senior facility, and how many were in city limits. Communications Manager Moore indicated she would request it, but noted that the information had been difficult to get.
- Councilmember Cotton requested that staff cite sources for the numbers quoted so others can verify it. Communications Manager Moore stated that the numbers come from the Snohomish Health District’s website and from the Washington State Department of Health website.
- The City has received 23,000 free face coverings from the Washington State Department of the Military; 2100 were distributed at a drive-through event over the weekend. Others will be distributed through non-profits in contact with those who need them.
- Cares Act Funding Update – The Business Relief Fund (\$500,000) received 176 applications for the \$10,000 grants. The Community Relief Fund item was pulled from the Council packet last week because of a potential for an appearance of conflict of interest. This was researched further, and the Administration feels comfortable forward moving forward with this for more discussion and potential approval.
- Councilmember Hurst suggested having a Special Business meeting on July 6 in order to take action on the C3 funding sooner.

- 49 • Questions and answers followed.

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51 **Update on Financial Impacts of COVID-19**

- 52 • Finance Director Sonja Springer gave an update on financial impacts to the City’s revenue as a result
- 53 of COVID-19. Even after significant expenditure reductions, there is currently a “gap” of \$2.2
- 54 million between 2020 revenues and expenditures. Finance Director Springer reviewed six options to
- 55 consider for filling the gap: 1) use a portion of the General Fund unassigned fund balance or
- 56 Revenue Stabilization Fund balance; 2) use a one-time transfer from the EDIF fund in 2020 to allow
- 57 the City to meet its reserve requirements of 2 ½ months at the end of the year; 3) institute a
- 58 mandatory furlough for all city employees, excluding the Police Department; 4) lay off employees;
- 59 5) a combination of #1 and 2; and 6) a combination of #4 and #5. Staff recommended Option #1.
- 60 • Comments, questions and answers followed.
- 61 • Council expressed a general interest in some sort of combination of #1 or 2.
- 62 • Councilmember Hurst read a draft letter to the Salary Commission requesting no increases in elected
- 63 city official salaries for the 2021-2022 biennium.
- 64 • Councilmembers generally spoke in support of the proposed letter.
- 65 • Interim City Clerk Fitzthum indicated she could get the letter routed around to councilmembers for a
- 66 signature.
- 67 • Human Resources Director Chinn indicated he would bring forward a request to extend the Salary
- 68 Commission work.

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70 **Mayor Comments and Questions**

- 71 • None

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73 **Council President and Council Comments**

- 74 • Council President Frizzell expressed appreciation for the information.

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76 **Executive Session**

- 77 • Council recessed into Executive Session for ten minutes to receive a report on an employee
- 78 complaint.

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80 **Adjourn**

- 81 • Meeting adjourned at 9:03 p.m.

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DocuSigned by:

 204B3CE79E804DA...

86 Nicola Smith, Mayor