

CITY OF LYNNWOOD
CITY COUNCIL SPECIAL BUSINESS MEETING MINUTES
December 7, 2009

1
2 10. CALL TO ORDER - The December 7, 2009 Special Business Meeting of the Lynnwood
3 City Council, held in the Council Chambers of Lynnwood City Hall, was called to order by
4 Mayor Gough at 7:00 p.m. The flag salute was led by Council President Ruth Ross.

5
6 20.

ROLL CALL

Mayor Don Gough
Council President Ruth Ross
Council Vice President Stephanie Wright
Councilmember Ted Hikel
Councilmember Loren Simmonds
Councilmember Jim Smith
Councilmember Mark Smith
Councilmember Lisa Utter

Council Assistant Beth Morris

Others Attending:

Finance Director Moir
Assistant Finance Director Heilman
Parks & Recreation Director Sordel
Economic Development Director Kleitsch
Public Works Director Franz
Deputy PW Director Elekes
Police Chief Jensen
Deputy Chief Manser
Courts Administrator O’Cain
Fire Chief Olson
Assistant Chief Macke
Assistant Chief Gates
Community Development Director Krauss
Senior Planner Rivera
Assistant Finance Director Haugan
Budget Analyst Harrigan
City Attorney Frimodt
Acting Human Resources Director Itaoka
Community Affairs Director Yim
Deputy Chief Stanifer
Patrol Commander Steichen

7
8
9 30. APPROVAL OF MINUTES - None

10
11 40. MESSAGES AND PAPERS FROM THE MAYOR - None

12
13 50. COUNCIL COMMENTS AND ANNOUNCEMENTS

14
15 60. PRESENTATIONS AND PROCLAMATIONS

16
17 C. Proclamation: Councilmember Lisa Utter

18
19 Councilmember Mark Smith read the proclamation recognizing Lisa Utter’s service on
20 the Lynnwood City Council for twelve years.

21
22 *Councilmember Mark Smith moved, Council President Ruth Ross seconded, that the*
23 *Council concur in the proclamation.*

1
2 Councilmember Jim Smith expressed appreciation for Councilmember Ross's
3 contributions and friendship.

4
5 *The motion passed unanimously.*

6
7 D. Proclamation: Councilmember Ruth Ross

8
9 Council Vice President Stephanie Wright read the proclamation recognizing Ruth
10 Ross's service on the Lynnwood City Council for eight years.

11
12 *Councilmember Stephanie Wright moved, Councilmember Mark Smith seconded, that*
13 *the Council concur in the proclamation.*

14
15 Councilmember Jim Smith expressed appreciation for Councilmember Ross's
16 contributions to the Council. Councilmember Mark Smith also expressed gratitude for
17 Councilmembers Ross and Utter's work and friendship.

18
19 *The motion passed unanimously.*

20
21 A. Presentations by departments on budget reductions and changes

22
23 Finance Director John Moir gave an overview of the year's budget scenario.

24
25 The following staff members gave presentations related to budget reductions and
26 changes for their departments:

27
28 Finance Department – Director Moir reviewed the proposed budget reductions in the
29 form of turnover savings and computer software deferrals. This will reduce the
30 department's ability to deliver analytical assistance to the city council, mayor,
31 department heads and other city staff.

32
33 Public Works – Director Bill Franz reviewed proposed cuts to their four general fund
34 budgets – Engineering, Building and Property Services, Streets, Solid Waste and
35 Recycling. The largest cut in the Engineering department relates to part-time help,
36 consultant help, overtime, training, and supplies. This will result in being able to handle
37 fewer projects. From the Building and Property Services budget they are proposing to
38 cut \$170,000 in supplies, overtime, etc. This cut in overtime will result in a slower
39 response time to handle calls. The open project manager position in the traffic
40 engineering group for the Streets fund will not be filled in 2010. They are
41 uncomfortable with the fact that this would result in only one engineer running the
42 entire traffic system. Other engineering staff will be used to help supplement the
43 position. The Solid Waste fund does not have much that can be cut. He stated that they
44 have cut everything to the bone as far as supplies and training. It is not sustainable to
45 have a staff with no funds to support them. He also expressed concerns about deferring
46 maintenance of the infrastructure as this will cost more in the long run.

1 Police - Chief Jensen reviewed budget cuts already made and noted that the only cuts
2 remaining are personnel. They have cut two police officer positions which are not
3 staffed and anticipate that two others will become vacant in 2010; these also will not be
4 staffed. An animal control officer who is scheduled to retire in 2010 will not be staffed.
5 An auto theft task officer which was funded through the state and supposed to be
6 backfilled by the city has not been staffed. Additional staff cuts will make up the
7 remainder of proposed cuts. These cuts represent a reduction in officer safety and an
8 increase in response times. He emphasized that they are reducing the funding
9 requirements by voluntary separations versus layoffs. The downside to this is that it is
10 not planned by the police department. He pointed out that in this scenario the police
11 department would have a total reduction is 10.25%.

12
13 Parks and Recreation - Director Lynn Sordel reviewed the proposed reductions for
14 Parks and Recreation. He noted that this will present a significant challenge to
15 preserving core services. These reductions will impact operating hours and popular
16 programs and activities. Most significant impacts will include: elimination of all
17 funding for seasonal and part-time maintenance workers including the summer park
18 patrol; less ability to respond to graffiti incidents; shorter operating hours; fewer
19 program registrations; and cuts in part-time seasonal staffing for 2010 summer camps.

20
21 Courts – Administrator Jill O’Cain reviewed cuts that have already been made to the
22 Courts budget. She stated that their staffing levels are already off the chart on the low
23 side. To cut 1.6% (\$41,000) they would have to cut both of their part-time personnel
24 who do essential functions. She noted that they would probably have to adopt what
25 Snohomish County Districts Courts have done which is to not answer telephones. If
26 that was not enough to reduce the budget they would have to reduce the number of
27 mitigation hearings that they hold.

28
29 Human Resources – Acting Director Paula Itaoka discussed the cuts that would need to
30 be made to cut their budget 1.6%. These include cuts in: office supplies, food and
31 beverages, commute trip reductions incentives, advertising for job openings, rental fees
32 for civil service promotional testing tools, training, and software purchases. She felt
33 they could function with these cuts, but asked that they not be asked to make additional
34 cuts.

35
36 Fire Department – Chief Olson reviewed cuts that have already been made. Any
37 additional cuts would change the level of service. He requested that the EMS levy
38 which was approved at the recent election be considered for offsetting the request for
39 the 1.6%. If it is necessary to cut more, they would freeze two paramedic positions and
40 reducing minimum staffing to eight. This would result in increased response time and a
41 dependence on automatic aid from other agencies 10% of the time.

42
43 Economic Development – Director David Kleitsch pointed out that the Office of
44 Economic Development is a small department which receives 30% of their funding
45 from the lodging fund. Their policy direction as adopted by Council and the LMC is to
46 be proactive, to touch base with businesses and encourage employers in the community
47 to generate private investment. Any further reductions will be reductions in personnel.

1 Community Development – Director Paul Krauss stated that they have had an ongoing
2 strategy of rolling reductions in the workforce to meet budget targets. He noted that
3 while some development activities have decreased other activities have increased. They
4 are already at critical staffing levels to meet the demand, especially if the economy
5 rebounds.
6

7 Community Affairs – Director Emily Yim explained that in order to meet the proposed
8 cuts to their budget they would eliminate all field trips for Lynnwood University and
9 stop outreach to immigrant communities. These cuts would impact the ability to reach
10 out to citizens and help insure that the city government, activities and programs are
11 accessible and understandable by all citizens.
12

13 Council Comments and Questions: 14

15 Councilmember Hikel thanked all the department directors for their presentations. He
16 noted that every state and city is having trouble with their budget at this time.
17 Lynnwood is much more fortunate in that it has options. He encouraged civil debate by
18 the Council as a whole on these options. He referred to the tough decisions the
19 department heads would have to make if we require them to cut more from the budget.
20 He stated that Mayor Gough, Finance Director Moir and his staff have given another
21 alternative which includes temporary changes in policy which were previously
22 implemented. He believes this is preferable to the cuts they heard about tonight. He
23 spoke in support of the financial plan outlined by Director Moir last week.
24

25 Councilmember Utter asked Courts Administrator O’Cain what was meant by *reducing*
26 *mitigation hearings*. Ms. O’Cain explained that they would only set as many as they
27 could, but they might not be able to set all of the requests. The ones that could not be
28 scheduled might be dismissed. Councilmember Utter asked about moving to a system
29 where some of the mitigation was handled by mail. Ms. O’Cain replied that they do
30 have a mail-in system, but she was not sure they could require it. She added that it is
31 still quite time-consuming. It might be more efficient for the courtroom, but not
32 clerically.
33

34 Councilmember Simmonds pointed out that three other departments have not been
35 reported on – the Executive’s budget, the City Council’s budget and the Legal budget.
36 He emphasized that proposed cuts had been discussed for those budgets as well.
37

38 Councilmember Utter requested that all of this new budget information be attached to
39 the agenda. Mayor Gough assured her that it would be.
40

41 Councilmember Jim Smith commented that the Council has agreed that everything is
42 on the table for discussion; this includes decisions that were made in the past by
43 Council.
44

45 Councilmember Mark Smith asked Finance Director Moir about additional revenues
46 that were identified from not transferring the library annexation money to the Capital
47 Development Fund and also from the public safety sales tax. He asked if this could be

1 an alternative to the 1.6% budget cuts to fix this \$1.4 million budget hole. Director
2 Moir affirmed that it could be.

3
4 Councilmember Simmonds asked Director Moir for clarification about the term
5 *turnover savings*. Director Moir explained that this refers to savings resulting from
6 retirements or other separations.

7
8 B. Citizen Input – Community Meeting – Limited to Matters Directly Related to Budget
9 Changes & Budget Related Matters

10
11 Jamie Myhre, 17716 44th Avenue W, Lynnwood, WA 98037 spoke strongly against
12 cutting the budget of the Lynnwood Police Department. She stated that if they cut
13 safety and security they would pay more than they would be saving. She recommended
14 scaling back the funding for the recreation center and postponing the non-essential part
15 of the remodel for the future. She urged the Council to come together to make the
16 number one priority of Lynnwood about safety and security.

17
18 Dave Gilbertson, 6614 180th SW, Lynnwood, WA 98037 thanked Councilmembers
19 Utter and Ross for their service to the City of Lynnwood. He also thanked Emily Yim,
20 the Lynnwood Fire Department, and Mayor Gough for the Cold Weather Shelter
21 Agreement. He recommended that the Council support the funding for the Cold
22 Weather Shelter which is in the proposed budget. He also spoke as a Parks Board
23 Representative on the importance of supporting parks and recreation. He urged the City
24 to continue with the recreation center remodel. He discussed the importance of the new
25 recreation center specifically and parks and recreation in general to the community. He
26 also sees supporting recreation opportunities as an integral part of the City's public
27 safety program. He spoke in support of preserving the funds for the Outreach to
28 Immigrant Communities' translation services. He thanked all of the councilmembers
29 for the time and effort they were putting into the budget discussions.

30
31 Dave Swan, 18202 44th Avenue W, Lynnwood, WA discussed the importance of
32 supporting parks especially during tough economic times. He encouraged the Council
33 to keep the recreation projects on the budget as they are.

34
35 Allison Bren, 16915 62nd Avenue W, Lynnwood, WA spoke as a citizen and a member
36 of the Lynnwood Arts Commission. She discussed how as a new resident she has been
37 so impressed with all the programs and activities related to arts and recreation in the
38 community. She stressed the importance of providing arts, recreation, culture and parks
39 for kids to be entertained, to learn and to grow. She encouraged the police department
40 to work with parks and recreation to form different bonds and programs.

41
42 Pat Condon, 3212 172nd Street SW, Lynnwood, WA spoke as a citizen and a member of
43 the Arts Commission. She stressed that the police department cannot be sacrificed. This
44 must be the number one priority.

45
46 Council recessed at 8:35 p.m. and reconvened at 8:45 p.m.

47
48 70. WRITTEN COMMUNICATIONS AND PETITIONS - None

1
2 80. CITIZENS COMMENTS AND COMMUNICATIONS - None

3
4 90. BUSINESS ITEMS AND OTHER MATTERS

5
6 90.1 UNANIMOUS CONSENT AGENDA

7
8 *Councilmember Loren Simmonds moved for unanimous consent of the following item:*

9
10 **A. Resolution: 26th Avenue Street Vacation Hearing Date for Legacy Dev.**
11 *Adopt Resolution #2009-24 setting a hearing date of January 25, 2010 to vacate 26th*
12 *Avenue West, between Ash Way and Alderwood Mall Parkway and a portion of*
13 *Alderwood Mall Parkway.*

14
15 *The motion was approved unanimously. [This item should have been noted as*
16 *Resolution 2009-23 as it was misnumbered due to an error in sequence.]*

17
18 Council recessed into Work Session from 8:47 p.m. until 10:53 p.m. at which point the
19 Special Business Meeting reconvened and returned to this point in agenda.

20
21 90.2 PUBLIC HEARINGS OR MEETINGS - None

22
23 90.3 UNFINISHED BUSINESS - None

24
25 90.4 OTHER BUSINESS ITEMS - None

26
27 A. Ordinance and Financial Plan: Minor amendment to TMC financial plan

28
29 *Council President Ruth Ross moved, Councilmember Hikel seconded, Ordinance No.*
30 *2806, "AN ORDINANCE AMENDING THE PROJECT COMPLETION FUNDING FOR*
31 *FUND 326 ESTABLISHED BY ORDINANCE NO. 2782, FOR THE TRAFFIC*
32 *MANAGEMENT CENTER AND CITY HALL EXPANSION, PROVIDING FOR*
33 *SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR*
34 *SUMMARY PUBLICATION." Upon a roll call vote, the motion passed unanimously*
35 *(7-0).*

36
37 B. Ordinance for Financial Plan, Bid Award, Consultant Contracts: Hall Lake Water Main
38 Replacement

39
40 *Motion made by Councilmember Hikel, seconded by Council President Ross, to adopt*
41 *Ordinance 2807, "AN ORDINANCE AMENDING THE PROJECT COMPLETION*
42 *FUNDING FOR THE PROJECT BY ORDINANCE NO. 2729 FOR THE HALLS LAKE*
43 *WATERMAIN REPLACEMENT PROJECT; PROVIDING FOR PROJECT DESIGN*
44 *MONEY AND PROJECT CONSTRUCTION COSTS; PROVIDING FOR*
45 *SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR*
46 *SUMMARY PUBLICATION." Upon a roll call vote, the motion passed unanimously*
47 *(7-0).*

1 *Motion made by Councilmember Hikel, seconded by Council President Ross, to*
2 *authorize the Mayor to enter into and execute on behalf of the City a construction*
3 *contract with B and B Utilities and Excavation of Snohomish, WA, for the purpose of*
4 *constructing the water line improvements in the vicinity of Halls Lake, in the bid amount*
5 *of \$170,135.63, including applicable sales tax, and as consistent with the financial plan.*
6 *Motion passed unanimously.*

7
8 *Motion made by Councilmember Hikel, seconded by Councilmember Mark Smith, to*
9 *authorize the Mayor to enter into and execute on behalf of the City a contract with HWA*
10 *Geoscience, Lynnwood, WA, for the purpose of providing soil sampling and testing*
11 *during construction, in an amount of \$14,200.00, and as consistent with the financial*
12 *plan. Motion passed unanimously.*

13
14 *Motion made by Councilmember Hikel, seconded by Council President Ross, to*
15 *authorize the Mayor to enter into and execute on behalf of the City a contract with Gray*
16 *and Osbourne, Seattle, WA for the purpose of providing on-call construction*
17 *management support, in an amount of \$21,000, and as consistent with the financial*
18 *plan. Motion passed unanimously.*

19
20 Mayor Gough announced that items C through K would be continued to the December 14
21 Business Meeting.

- 22
23 C. Resolution: Interfund Loan from Utility Fund to General Fund – (Continued to the
24 December 14 Business Meeting)
- 25
26 D. Consideration and possible action on Ordinances concerning taxes, fees, other charges
27 and such items as are necessary to complete final action on budget changes Fund –
28 (Continued to the December 14 Business Meeting)
- 29
30 E. Ordinance: Non-Rep Salary and General Updates/Changes to LMC 2.48 Fund –
31 (Continued to the December 14 Business Meeting)
- 32
33 F. Ordinance: 2010 Property Tax Levy Fund – (Continued to the December 14 Business
34 Meeting)
- 35
36 G. Ordinance Property Tax – Substantial Need Fund – (Continued to the December 14
37 Business Meeting)
- 38
39 H. Ordinance: 2010 Emergency Medical Services Tax Levy Fund – (Continued to the
40 December 14 Business Meeting)
- 41
42 I. Ordinance: Fees & Charges Fund – (Continued to the December 14 Business Meeting)
- 43
44 J. Consideration and possible action on changes to the 2009-10 City of Lynnwood
45 Biennial Budget – Ordinance: 2009-2010 Mid-Biennial Budget Amendment Fund –
46 (Continued to the December 14 Business Meeting)
- 47

1 K. Consideration and possible action on Capital Facilities Plan – Ordinance: 2010 – 2015
2 Capital Facilities Plan Fund – (Continued to the December 14 Business Meeting)

3
4 L. Executive Session - None held

5
6
7 100. NEW BUSINESS - None

8
9 110. STAFF REPORTS - None

10
11 120. ADJOURNMENT

12
13 The meeting was adjourned at 11:00 p.m.

14
15
16
17
18 _____
19 Don Gough, Mayor

20
21
22 _____
23 John Moir
24 Finance Director