

LYNNWOOD CITY COUNCIL

Business Meeting

This meeting will be held electronically via Zoom. See the City of Lynnwood website for details.

Date: Monday, March 22, 2021

Time: 6:00 PM

10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

A February 25, 2021 Finance Committee Meeting Minutes

B March 01, 2021 Work Session Minutes

C March 08, 2021 Business Meeting Minutes

40 MESSAGES AND PAPERS FROM THE MAYOR

50 PUBLIC COMMENTS AND COMMUNICATIONS

60 PRESENTATIONS AND PROCLAMATIONS

A Proclamation: National Volunteer Month 2021

70 WRITTEN COMMUNICATIONS AND PETITIONS

80 COUNCIL COMMENTS AND ANNOUNCEMENTS

90 BUSINESS ITEMS AND OTHER MATTERS

90 .1 UNANIMOUS CONSENT AGENDA

A Confirmation of Appointment: Human Services Commission Applicant Christine Thomas

B Construction Contract Award: 2021 Pavement Preservation Project

C Voucher Approval

90 .2 PUBLIC HEARINGS OR MEETINGS

90 .3 OTHER BUSINESS ITEMS

A Ordinance- Community Justice Center Bonds

B Presentation: Snohomish County Health District

C Discussion: Boards and Commissions

D Executive Session, If Needed

100 NEW BUSINESS

110 ADJOURNMENT

1 Chapter 2.24
2 ADVISORY BODIES – GENERAL PROVISIONS

3 Sections:

4 2.24.010 Definitions.

5 2.24.020 Scope of work.

6 2.24.030 Membership, nomination and confirmation process, reappointment process,
7 residency requirements, and responsibilities.

8 2.24.040 Officers – Identification and election.

9 2.24.050 Quorums, transacting business and resolutions.

10 2.24.060 Vacancies.

11 2.24.070 Multiple appointments prohibited.

12 2.24.080 Conflicts of interest.

13 2.24.090 Liaisons and ~~representatives~~administrative support.

14 2.24.100 Procedures, records and minutes.

15 2.24.110 Meetings.

16 2.24.120 Compensation and reimbursement of expenses.

17 2.24.130 Lobbying efforts.

18 ~~2.24.140~~ ~~Repealed.~~

19 2.24.010 Definitions.

20 For the purposes of this chapter, ~~and any other chapter in this code that establishes an advisory body,~~ the
21 following definitions shall apply:

22 An ~~“advisory-Advisory~~ body” means any board or commission, ~~established and named board or~~
23 ~~commission in by~~ the ordinance or resolution ~~creating the same, previously, or hereafter, created and~~
24 ~~authorized~~ by the city council to give advice on subjects and perform ~~such other functions-regulatory~~
25 ~~functions~~ as prescribed by the city council ~~or applicable laws~~. “Advisory body” does not mean task forces,
26 informal committees, or working groups appointed by the mayor or created by the city council for ~~short~~
27 ~~specific~~ periods of time or for specific tasks.

28 “Resident” means a ~~person with primary residency within the corporate boundaries of the city of~~
29 ~~Lynnwood. registered voter of the city of Lynnwood or a registered voter of an area that is within~~
30 ~~Lynnwood’s municipal urban growth area as designated by the city’s comprehensive plan. (Ord. 3248 § 1,~~
31 ~~2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

32 ~~“Community stakeholder” means a person with primary residency within Lynnwood’s municipal urban~~
33 ~~growth area as defined by the city’s comprehensive plan.~~

1 “Non-resident” means a person with a primary residency outside of the corporate boundaries of the city of
2 Lynnwood.

3 **2.24.020 Scope of work.**

4 A. Each advisory body shall be guided by a specific statement of purpose and function, which will be
5 reviewed at least every four years by the city council to determine its effectiveness. This statement of
6 purpose, as well as other information regarding duties and responsibilities, will be made available to all
7 members when appointed.

8 B. The city council may determine any specific guidelines or tasks to be referred to ~~the~~an advisory body
9 by motion, resolution or ordinance.

10 C. Each advisory body shall develop a scope of work, within the body's jurisdiction and area of
11 responsibility ~~of each advisory body~~ that may, as the city council determines necessary and appropriate,
12 include the following:

13 1. Review relevant portion(s) of ~~the comprehensive plan or departmental multi-year~~adopted city
14 plans and regulations~~plan(s)~~, and suggest desired amendments thereto.

15 2. Review relevant portion(s) of the city budget and suggest desired amendments, as relates to
16 Lynnwood’s community vision, strategic plan, comprehensive plan, capital facilities plan, and
17 policy matters.

18 3. Participate in the preparation of the advisory body annual report showing achievement towards
19 fulfilling goals, policies, and objectives of the advisory body.

20 4. Present major policy advisories to the city council.

21 5. Meet with city council and other boards.

22 6. Examine and respond to referrals from the city council, mayor, or staff, including public
23 meetings or formal hearings. (~~Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997~~)

24 **2.24.030 Membership, nomination and confirmation process, reappointment process, residency**
25 **requirements, and responsibilities.**

26 The number of members and any specific qualifications of each advisory body shall be set forth by
27 ordinance. The position number for each member shall be set forth by ordinance, resolution, or motion.

1 ~~Unless otherwise~~Except as specifically provided by applicable ~~ordinance, resolution, motion, or as may~~
2 ~~be required by state~~ law, the following procedures and requirements shall apply to the appointment of all
3 members of each advisory body:

4 A. ~~Except where non-resident members are authorized for certain bodies, a member shall be a resident of~~
5 ~~the city for the full duration of their term. Each person at the time of nomination and continuing~~
6 ~~uninterrupted thereafter while serving on an advisory body shall be a resident of the city of Lynnwood;~~
7 ~~except that nonresidents may be allowed on certain boards and commissions if such applicants meet~~
8 ~~specific criteria outlined in the specific ordinance for each advisory body. Nonresidents must be registered~~
9 ~~voters, and shall reside in Lynnwood's municipal urban growth area as designated by the city's~~
10 ~~comprehensive plan.~~

11 B. Each person wishing to serve on a city advisory board shall submit an application to the city.

12 C. Twice a year, the administration shall provide to the council a report on all applications to serve on city
13 advisory bodies received in the time period since the date of the most recent report. The report shall
14 contain at a minimum the name of all applicants, the date of receipt of their application by the city, the
15 advisory body to which they applied, and the date and disposition of each application.

16 D. Each person to be appointed shall be nominated by the mayor ~~for to~~ a specific advisory body, position
17 number, and term. ~~on each advisory body.~~

18 ~~E. Each person shall be deemed appointed and commence service after confirmation by the city council~~
19 ~~or on a date determined by motion of the council.~~

20 ~~FE.~~ Each confirmation motion by the council shall include the position number, ending date and term for
21 the position to which the person is appointed, and service shall begin after confirmation by the city council
22 or on a date determined by motion of the council. ~~and such information shall be entered in the council~~
23 ~~journal.~~

24 ~~G. Each person appointed by the city council may serve no more than two consecutive terms, provided~~
25 ~~that a person appointed to fill an unexpired term of less than two years is eligible to serve two successive~~
26 ~~full terms, and provided further, a person who is ineligible to serve for having served two consecutive~~
27 ~~terms may again serve after one year has elapsed from the end of the second such term.~~

28 ~~HF.~~ Ninety days prior to term expiration, the advisory body member shall provide written notification to the
29 mayor's office regarding the individual's desire to serve a subsequent full term. There is not a vested right
30 to renomination or reappointment to any position. When considering renomination or reappointment, the

1 mayor and city council may consider factors such as the individual's attendance, participation, and
2 effectiveness during ~~his or her~~the term.

3 I. As an appointed city officer, each advisory body member ~~of a board or commission must shall perform~~
4 the member's duties in a manner consistent with applicable law, including abide by the city of Lynnwood's
5 code of ethics as set forth in Chapter 2.94 LMC, and applicable provisions of the Open Public Meetings
6 Act as set forth in Chapter 42.30 RCW and the Public Records Act as set forth in Chapter 42.56 RCW.

7 J. Any person may be removed from an advisory body ~~board or commission~~ by the mayor, with approval
8 of the city council, for inefficiency, neglect of duty, excessive absences or malfeasance in office. (~~Ord.~~
9 ~~3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2940 § 1, 2012; Ord. 2737 § 1, 2008; Ord. 2121 § 1, 1997)~~)

10 **2.24.040 Officers – Identification and election.**

11 Each advisory body shall elect from its membership a presiding officer who shall be referred to as the
12 chair ~~chairman, chairwoman, or chairperson, as determined appropriate by the advisory body,~~ and such
13 officer shall serve for one year. The advisory body may elect other officers as it deems necessary and
14 such offices shall be set forth in the rules of procedure adopted by the advisory body. (~~Ord. 3248 § 1,~~
15 ~~2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~)

16 **2.24.050 Quorums, transacting business and resolutions.**

17 A. A majority of the appointed members of the advisory body shall constitute a quorum for the transaction
18 of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be
19 necessary to transact business or carry any proposition.

20 B. Expressions of an advisory body position, recommendation or request for any action shall be made by
21 motion or resolution approved by the advisory body, which may include a statement of in the form of a
22 resolution setting forth the reasons, facts, policies, and/or findings of the body supporting the motion or
23 resolution and which shall be directed to the city council and mayor. (~~Ord. 3248 § 1, 2017; Ord. 3150 § 1,~~
24 ~~2015; Ord. 2121 § 1, 1997)~~)

25 **2.24.060 Vacancies.**

26 Membership vacancies other than through expiration of term shall be filled for the unexpired term. (~~Ord.~~
27 ~~3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~)

28 **2.24.070 Multiple appointments prohibited.**

29 A. Except as specified otherwise in this section, no person shall serve ~~be nominated or confirmed to a~~
30 ~~position~~ on more than one advisory body at a time. This prohibition does not apply to special, ad hoc
31 appointments ~~multiple appointments created by specifying certain "representative" memberships,~~

1 ~~expressly~~ created by the city council, or as required by state law. (~~Ord. 3248 § 1, 2017; Ord. 3150 § 1,~~
2 ~~2015; Ord. 2121 § 1, 1997)~~

3 B. Members of the Salary Commission may serve on a second advisory body as deemed appropriate by
4 the city council.

5 **2.24.080 Conflicts of interest.**

6 If an advisory body member concludes that ~~he or she~~the member has a conflict of interest or an
7 appearance of fairness issue with respect to a matter pending before the advisory body, the advisory
8 body member shall recuse ~~himself or herself~~themselves from participating in all deliberations and
9 decision-making related to the matter. (~~Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

10 **2.24.090 Liaisons and ~~representatives~~administrative support.**

11 A. ~~Each year, the city council president may appoint a member of the~~ A city council representative ~~will be~~
12 ~~appointed by the city council president each year and to~~ be available to an ~~each~~ advisory body for the
13 purpose of providing a constructive relationship between the city council and the advisory body without
14 implying direction, review, or oversight of the activities of the advisory body; provided that the Salary
15 Commission and Ethics Board shall not have a council liaison.-

16 B. The mayor shall assign a city employee to provide administrative support to assist each advisory body.
17 ~~A city staff liaison will be assigned by the mayor's office to assist each advisory body.~~ The city staff
18 ~~liaison~~administrative support staff member shall perform tasks such as guiding the advisory body on the
19 creation of a yearly work plan, setting monthly meeting agendas with the collaboration of the advisory
20 body's chair, noticing meetings, preparation and dissemination of meeting minutes, posting minutes to the
21 ~~city website,~~ providing ~~advisory body members with~~ information on ~~appropriate~~ training opportunities, and
22 generally advising on city business related to the activities of the advisory body. (~~Ord. 3248 § 1, 2017;~~
23 ~~Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

24 **2.24.100 Procedures, records and minutes.**

25 ~~Each a~~ Advisory bodies may ~~shall~~ adopt rules of procedure. Each advisory body shall provide for the
26 taking of minutes and maintaining the records of all regular and special meetings. Any advisory body may
27 establish standing or ad hoc committees to assist in accomplishing its duties and responsibilities. (~~Ord.~~
28 ~~3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

29 **2.24.110 Meetings.**

30 Each advisory body shall hold regular meetings. All meetings shall be open to the public to the extent
31 required by law; and shall be held on not less than 24 hours' notice to members and the public. Except as
32 otherwise provided in this code, Rregular meeting dates and times shall be determined by majority vote of

1 ~~the advisory body and posted on the city's website. included in written rules of procedure adopted by~~
2 ~~each advisory body by resolution or rule. (Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

3 **2.24.120 Compensation and reimbursement of expenses.**

4 Members of an advisory body shall serve without compensation. Members may be reimbursed for
5 authorized travel expenses incidental to that service. Authorization must be obtained prior to incurring the
6 expense. ~~(Ord. 3248 § 1, 2017; Ord. 3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

7 **2.24.130 Lobbying efforts.**

8 Lobby efforts by any advisory body on legislative, or political, matters should first be checked for
9 consistency with applicable law and existing city policy by contacting the mayor's office. In the event a
10 position is taken that differs from that of the city's policy, an advisory body ~~cannot shall not~~ represent that
11 position before another body, e.g., the state legislature or the county council. An individual member is free
12 to voice a position, oral or written, on any issue as long as it is made clear that the member is not
13 speaking as a representative of the city, or as a member of an advisory body. ~~(Ord. 3248 § 1, 2017; Ord.~~
14 ~~3150 § 1, 2015; Ord. 2121 § 1, 1997)~~

15 **~~2.24.140 Application.~~**

16 ~~Repealed by Ord. 3150. (Ord. 2121 § 1, 1997)~~

1 Chapter 2.26
2 ARTS COMMISSION

3 Sections:

4
5 **2.26.010 Created.**

6 **2.26.020 Duties.**

7 **2.26.030 Membership appointment – Term.**

8 **2.26.040 Residency requirements – Arts commission.**

9 2.26.010 Created.

10 There is hereby established an arts commission of the city of Lynnwood composed of seven members as
11 hereinafter provided. (~~Ord. 3150 § 3, 2015; Ord. 2940 § 2, 2012; Ord. 1605 § 1, 1987~~)

12 2.26.020 Duties.

13 The arts commission is an advisory commission of the city of Lynnwood whose duties shall be to provide
14 advice and recommendations to the mayor and city council in regards to the display of art in public places
15 within the city of Lynnwood, means of furthering appreciation of art within the city, and to perform such
16 other duties as the mayor may direct. (~~Ord. 3150 § 3, 2015; Ord. 2940 § 2, 2012; Ord. 1605 § 2, 1987~~)

17 2.26.030 Membership appointment – Term.

18 Members of the commission shall be appointed to a position for a term of three years (or for fulfillment of
19 an unexpired term); the appointees shall serve for terms as follows:

20 Position No. 1: Ending December 31, ~~2015~~2021

21 Position No. 2: Ending December 31, ~~2015~~2021

22 Position No. 3: Ending December 31, ~~2016~~2022

23 Position No. 4: Ending December 31, ~~2016~~2022

24 Position No. 5: Ending December 31, ~~2016~~2022

25 Position No. 6: Ending December 31, ~~2017~~2020

26 Position No. 7: Ending December 31, ~~2017~~2020

27 (~~Ord. 3150 § 3, 2015; Ord. 2940 § 2, 2012; Ord. 2121 § 3, 1997; Ord. 1724 § 1, 1989; Ord. 1605 § 3,~~
28 ~~1987~~)

29 2.26.040 Residency requirements – Arts commission.

30 A. No more than two member(s) of the commission may be nonresident(s) community stakeholder(s) of
31 the city of Lynnwood and serve as “community stakeholders.” ~~Community stakeholder members must~~
32 ~~have a Lynnwood mailing address and live in the city’s municipal urban growth area.~~

1 B. There is a preference for city of Lynnwood residents over nonresident candidates. (~~Ord. 3150 § 3,~~
2 ~~2015; Ord. 2940 § 2, 2012~~)

3
4
5 **Chapter 2.29**
6 **PLANNING COMMISSION**

7 Sections:

8 **2.29.010 Created.**

9 **2.29.020 Powers and duties.**

10 **2.29.030 Membership appointment – Term.**

11 **2.29.031 Residency requirements**

12 **2.29.040 Submission of ordinances for recommendation.**

13 **2.29.050 Number required for action.**

14 **2.29.060 Promotional duties.**

15 **2.29.010 Created.**

16 There is hereby established a planning commission of the city of Lynnwood, composed of seven
17 members as hereinafter provided. (~~Ord. 3150 § 5, 2015; Ord. 2121 § 5, 1997; Ord. 10 § 1, 1959; Ord. 60~~
18 ~~§ 2, 1960~~)

19 **2.29.020 Powers and duties.**

20 The planning commission shall have all of the powers and perform each and all of the duties specified by
21 Chapter [35A.63](#) RCW, together with any other duties or authority which may hereafter be conferred upon
22 them by the laws of the state of Washington. The performance of such duties and the exercise of such
23 authority shall be subject to each and all the limitations expressed in such legislative enactment or
24 enactments. (~~Ord. 3150 § 5, 2015; Ord. 2121 § 5, 1997; Ord. 60 § 2, 1960~~)

25 **2.29.030 Membership appointment – Term.**

26 Members of the commission shall be appointed to a position for a term of four years (or for fulfillment of
27 an unexpired term); the appointees shall serve for terms as follows:

28 Position No. 1: Ending December 31, ~~2016~~2020

29 Position No. 2: Ending December 31, ~~2016~~2020

30 Position No. 3: Ending December 31, ~~2017~~2021

1 Position No. 4: Ending December 31, ~~2018~~2022

2 Position No. 5: Ending December 31, ~~2019~~2023

3 Position No. 6: Ending December 31, ~~2019~~2023

4 Position No. 7: Ending December 31, ~~2020~~2024

5 The members shall be selected without respect to political affiliations. A commissioner position shall
6 automatically become vacant if the commissioner fails to attend six regular meetings in a 12-month
7 period. (~~Ord. 3244 § 1, 2017; Ord. 3150 § 5, 2015; Ord. 2121 § 5, 1997; Ord. 60 § 2, 1960; Ord. 10 § 1,~~
8 ~~1959~~)

9 **2.29.031 Residency requirements**

10 Each member of the planning commission shall be a resident of the city of Lynnwood.

11 **2.29.040 Submission of ordinances for recommendation.**

12 The city council may refer to the planning commission, for its recommendation and report, any ordinance,
13 resolution or other proposal relating to any of the matters and subjects referred to in Chapter [35A.63](#)
14 RCW, and the commission shall promptly report to the council thereon, making such recommendations
15 and giving such counsel as it may deem proper in the premises. (~~Ord. 3150 § 5, 2015; Ord. 2121 § 5,~~
16 ~~1997; Ord. 10 § 3, 1959~~)

17 **2.29.050 Number required for action.**

18 No action which would result in a recommendation to the city council shall be effective unless passed by
19 not less than four members of the planning commission at a public meeting thereof. In the absence of a
20 quorum, the matter at hand may be referred to the city council without recommendation. (~~Ord. 3150 § 5,~~
21 ~~2015; Ord. 2036 § 9, 1995; Ord. 545 § 1, 1970; Ord. 10 § 5, 1959~~)

22 **2.29.060 Promotional duties.**

23 The commission shall obtain and promote an understanding of and an interest in comprehensive planning
24 for the city. The commission shall include in its studies and recommendations, from time-to-time, those
25 areas outside the boundaries of the municipality which are included in the city's municipal urban growth
26 area or otherwise being considered for annexation; or which have, or may have, an environmental
27 influence on the general welfare of the city. Extraterritorial planning shall be done to promote an adequate
28 county planning program, to estimate future municipal service requirements, to encourage orderly land
29 use and development, and to cooperate in fact finding and reporting, relative to regional planning and
30 local integration on behalf of the city.

1 The commission shall be responsible for the conduct of neighborhood and community hearings regarding
2 its studies, recommendations and proposals, and shall have the responsibility of promoting satisfactory
3 public relations as a group and individually, upon which the city council in public policy matters can rely.
4 Such relations shall be of both a formal and informal nature, i.e., official hearings as well as informational
5 fact finding discussions.

6 Plans, reports, administrative matters and recommendations of the planning commission shall be
7 submitted by resolution or report directly to the city council by such commission.

8 A comprehensive, long range and annual work program of the planning commission is hereby authorized,
9 which authorization shall include a review by the commission of all major public improvements. ~~(Ord.~~
10 ~~3150 § 5, 2015; Ord. 2121 § 5, 1997; Ord. 60 § 3, 1960)~~

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12

13

Chapter 2.60 DIVERSITY, EQUITY AND INCLUSION COMMISSION

14 Sections:

15 **2.60.010 Created.**

16 **2.60.020 Powers and duties.**

17 **2.60.030 Membership appointment – Term.**

18 **2.60.040 Residency requirements.**

19 **2.60.010 Created.**

20 There is hereby established a diversity, equity and inclusion commission of the city of Lynnwood
21 composed of seven members as hereinafter provided. ~~(Ord. 3247 § 1, 2017)~~

22 **2.60.020 Powers and duties.**

23 The diversity, equity and inclusion commission is an advisory commission of the city of Lynnwood whose
24 duties shall be to provide advice and recommendations to the mayor and city council in regard to the
25 following:

26 A. Achieving Lynnwood's community vision in regard to being a welcoming city and a cohesive
27 community that respects all by encouraging cooperation, tolerance and respect among and by all persons
28 who come in contact with the city of Lynnwood (i.e., residents, visitors, employers, employees, etc.).

29 B. Recommending effective strategies for public engagement, removing barriers, and increasing access
30 to city services for our city's diverse population.

1 C. Recommending areas for investing upstream and where needs are greatest, addressing root causes of
2 inequities and lack of access and smartly allocating our public resources, and recommending
3 opportunities for community partnerships as a strategy to better understand and address equity impacts
4 throughout our city.

5 D. Facilitating the building of relationships with underserved and underrepresented communities and
6 serving as trusted messengers to the community at large.

7 E. Performing such other duties as the mayor and/or city council may direct. ~~(Ord. 3247 § 1, 2017)~~

8 **2.60.030 Membership appointment – Term.**

9 Members of the commission shall be appointed to a position for a term of three years (or the fulfillment of
10 a vacant term); appointees shall serve for terms as follows:

11 Position No. 1: Ending December 31, ~~2019~~2022

12 Position No. 2: Ending December 31, ~~2019~~2022

13 Position No. 3: Ending December 31, ~~2020~~2023

14 Position No. 4: Ending December 31, ~~2020~~2023

15 Position No. 5: Ending December 31, ~~2020~~2023

16 Position No. 6: Ending December 31, 2021

17 Position No. 7: Ending December 31, 2021

18 ~~(Ord. 3247 § 1, 2017)~~

19 **2.60.040 Residency requirements.**

20 A. No more than two member(s) of the commission may be nonresident(s), community stakeholder(s) of
21 the city of Lynnwood, ~~and serve as “community stakeholders.” Community stakeholder members must~~
22 ~~have a Lynnwood mailing address and live in the city’s municipal urban growth area.~~

23 ~~B. Voter registration requirements may be waived for up to two member(s) of the commission; provided,~~
24 ~~that the individual was born in a country other than the United States of America and the individual is~~
25 ~~actively working toward obtaining citizenship.~~

1 ~~CB~~. There is a preference for city of Lynnwood residents over nonresident candidates. (~~Ord. 3247 § 1,~~
2 ~~2017~~)

3
4
5 **Chapter 2.98**
6 **SALARY COMMISSION**

7 Sections:

8 **2.98.010 Salary commission created – Purpose.**

9 **2.98.020 Salary commission – Membership.**

10 **2.98.030 Salary commissioners – Qualifications.**

11 **2.98.040 Duties of salary commission.**

12 **2.98.050 Open meetings.**

13 **2.98.060 Referendum.**

14 **2.98.010 Salary commission created – Purpose.**

15 An independent salary commission is hereby created for the purpose of setting the salaries of the city of
16 Lynnwood elected officials. The official name of the commission shall be the Lynnwood salary
17 commission. (~~Ord. 3348 § 1, 2019~~)

18 **2.98.020 Salary commission – Membership.**

19 A. The salary commission shall consist of five members, to be appointed by the mayor with the approval
20 of the city council.

21 B. The salary commissioners shall serve without compensation.

22 C. Each member of the commission shall serve a term of three years, except that the initial members
23 shall be appointed for staggered terms of one, two or three years.

24 D. No member of the commission shall be appointed to more than two consecutive terms.

25 E. In the event of a vacancy in office of commissioner, the mayor shall appoint, subject to approval of the
26 city council, a person to serve the unexpired portion of the term of the vacant position.

27 F. A member of the commission shall only be removed from office for cause of incapacity, incompetence,
28 neglect of duty, or malfeasance in office, or for a disqualifying change of residence. (~~Ord. 3348 § 1, 2019~~)

1 **2.98.030 Salary commissioners – Qualifications.**

2 A. Each member of the commission shall be a resident of the city.

3 B. No member of the commission shall be an officer, official, or employee of the city or an immediate
4 family member of an officer, official, or employee of the city. For purposes of this section, “immediate
5 family member” means the parents, spouse, siblings, children, or dependent relatives of an officer,
6 official, or employee of the city, whether living in the household of the officer, official, or employee. ~~(Ord.
7 3348 § 1, 2019)~~

8 **2.98.040 Duties of salary commission.**

9 A. The commission shall meet ~~between during January 1st and April 30th of~~ each even-numbered year
10 ~~commencing the year 2020 in advance of the approval of the city’s budget~~ to review and set the salaries
11 paid by the city to each elected city official, excluding the salary paid to the elected municipal court judge
12 which shall be fixed by ordinance according to the provisions in RCW [3.50.080](#). ~~The commission may~~
13 ~~meet on an ad hoc basis to review and set salaries in advance of a mid-biennium review of the budget.~~
14 ~~The review time schedule may be extended upon request by the commission and approval by the city~~
15 ~~council.~~

16 B. Meetings of the commission may be scheduled by the chair of the commission or by a majority vote of
17 the commission. ~~Meetings shall be conducted in the Lynnwood City Council Chambers. Three members~~
18 ~~of the commission shall constitute a quorum and are necessary for conducting a meeting.~~ Meetings shall
19 be conducted pursuant to Robert’s Rules of Order.

20 C. The decision to raise or lower a salary requires an affirmative vote of at least a majority of the whole
21 membership of the commission.

22 D. The salary commission may consider requiring councilmembers’ council meeting attendance in
23 establishing the salaries of the city council. However, at a minimum, councilmember attendance is subject
24 to the provisions of RCW [35A.12.060](#).

25 E. After determining and establishing the salaries of the mayor and the city council, the commission shall
26 adopt by resolution and file a statement of the salaries with the city clerk. Prior to filing the salary
27 schedule with the city clerk, the city attorney shall review the salary schedule for ambiguity and legality
28 ~~and shall in order to~~ approve the salary schedule as to form. ~~if the schedule is unambiguous and lawful.~~

29 F. Any increase or decrease in salary established by the commission shall become effective and
30 incorporated into the biennial budget adopted during that even-numbered year without further action of
31 the city council or salary commission.

1 G. Salary increases established by the commission shall be effective as to all city elected officials,
2 regardless of their terms of office. Salary increases established by the commission shall be effective the
3 first full pay period of the beginning of the ~~biennium budget~~calendar year.

4 H. Salary decreases established by the commission shall become effective as to incumbent city elected
5 officials at the commencement of their next subsequent terms of office.

6 I. For purposes of this chapter, "salary" means any fixed compensation paid or provided periodically for
7 work or services but expressly excludes medical and other work-related benefits and expenses paid or
8 reimbursed to the mayor or council member for training and travel. (~~Ord. 3348 § 1, 2019~~)

9 **2.98.050 Open meetings.**

10 All meetings, actions, hearings, and business of the commission shall be subject to the Open Public
11 Meetings Act as set forth in Chapter 42.30 RCW. Prior to the filing of any salary schedule, the
12 commission shall hold no fewer than two public hearings ~~thereon with~~during the two months
13 immediately preceding the filing of its salary schedule. All meetings shall allow for public comment. (~~Ord.~~
14 ~~3348 § 1, 2019~~)

15 **2.98.060 Referendum.**

16 A. Any salary increase or decrease established by the commission pursuant to this chapter shall be
17 subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon
18 filing of a referendum petition with the city clerk within 30 days after filing of a salary schedule by the
19 commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall
20 not go into effect until approved by a vote of the people.

21 B. Referendum measures under this section shall be submitted to the voters of the city at the next
22 following general or municipal election occurring 30 days or more after the petition is filed and shall
23 otherwise be governed by the provisions of the State Constitution and the laws generally applicable to
24 referendum measures. (Ord. 3348 § 1, 2019)

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Chapter 2.30
HISTORY AND HERITAGE BOARD

Sections:

2.30.010 Created.

2.30.020 Powers and duties.

2.30.030 Membership appointment – Term.

2.30.040 Residency requirements – History and heritage board.

~~**2.30.090 Repealed.**~~

2.30.010 Created.

There is hereby established a history and heritage board of the city of Lynnwood composed of seven members as hereinafter provided. (~~Ord. 3248 § 3, 2017; Ord. 3150 § 6, 2015; Ord. 2531 § 1, 2004~~)

2.30.020 Powers and duties.

The history and heritage board is hereby declared to be an advisory board of the city of Lynnwood whose duties shall be to provide advice and recommendations to the mayor and city council in regard to historical, cultural, and heritage recognition, promotion and preservation activities of historic sites, buildings, artifacts, and parks; partner on exhibits, events and operations of Heritage Park and the Interurban Trail; and to perform such other duties as the mayor or council may direct. The history and heritage board shall have the authority and perform all necessary duties in regard to designating properties to the city of Lynnwood historic landmark register.

The board shall have all the powers and perform any duties of authority that may hereafter be conferred upon them by laws of the city of Lynnwood and state of Washington. (~~Ord. 3248 § 3, 2017; Ord. 3150 § 6, 2015; Ord. 2531 § 2, 2004~~)

2.30.030 Membership appointment – Term.

The history and heritage board shall consist of four at-large members and three ex officio members. At-large members of the board shall be appointed to a position for a term of three years (or for fulfillment of an unexpired term); ex officio members shall be selected by the board and serve for a three-year term (or the fulfillment of an unexpired term). The members shall serve for terms as follows:

Position No. 1: Ending December 31, ~~2017~~2020

Position No. 2: Ending December 31, ~~2017~~2020

Position No. 3: Ending December 31, ~~2018~~2021

Position No. 4: Ending December 31, ~~2018~~2021

Position No. 5: (Ex officio member) Ending December 31, ~~2019~~2022

Position No. 6: (Ex officio member) Ending December 31, ~~2017~~2020

Position No. 7: (Ex officio member) Ending December 31, ~~2018~~2021

- 1 Ex officio members may be selected from any organization or group that has Lynnwood history or
2 heritage as their focus of work, such as:
- 3 A. Lynnwood Alderwood Manor Heritage Association and Museum;
 - 4 B. Sno-Isle Genealogical Society;
 - 5 C. Heritage Park Docent; or
 - 6 D. Snohomish County Tourism Bureau. (~~Ord. 3248 § 3, 2017; Ord. 3150 § 6, 2015; Ord. 2531 § 3, 2004;~~
7 ~~Ord. 2160 § 1, 1997~~)

- 8 2.30.040 Residency requirements – History and heritage board.
- 9 A. No more than two member(s) of the at-large board positions may be nonresident(s), community
10 stakeholder(s) of the city of Lynnwood, ~~and serve as “community stakeholders.” Community stakeholder~~
11 ~~members must have a Lynnwood mailing address and live in the city’s municipal urban growth area.~~
 - 12 B. There is a preference for city of Lynnwood residents over nonresident candidates.
 - 13 C. There are no residency requirements for ex officio members. (~~Ord. 3248 § 3, 2017; Ord. 3150 § 6,~~
14 ~~2015; Ord. 2940 § 4, 2012~~)

15 ~~2.30.090 Severability.~~
16 ~~Repealed by Ord. 3150. (Ord. 2160 § 2, 1997)~~

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**Chapter 2.28
PARKS AND RECREATION BOARD**

Sections:

2.28.010 Created.

2.28.020 Duties.

2.28.030 Membership appointment – Term.

2.28.040 Residency requirements.

2.28.010 Created.

There is hereby established a parks and recreation board of the city of Lynnwood composed of seven members as hereinafter provided. ~~(Ord. 3248 § 2, 2017; Ord. 3150 § 4, 2015; Ord. 2081 § 2, 1996)~~

2.28.020 Duties.

The parks and recreation board is an advisory board of the city of Lynnwood, whose duties shall be to provide advice and recommendations to the mayor, city council, staff and other boards and commissions in the city of Lynnwood with regard to parks, open space and recreation services and programs for the city of Lynnwood and the city's urban growth. ~~(Ord. 3248 § 2, 2017; Ord. 3150 § 4, 2015; Ord. 2081 § 2, 1996)~~

2.28.030 Membership appointment – Term.

Members of the board shall be appointed to a position for a term of three years (or for fulfillment of an expired term); appointees shall serve for terms as follows:

Position No. 1: Ending December 31, ~~2018~~2021

Position No. 2: Ending December 31, ~~2018~~2021

Position No. 3: Ending December 31, ~~2016~~2022

Position No. 4: Ending December 31, ~~2016~~2022

Position No. 5: Ending December 31, ~~2016~~2022

Position No. 6: Ending December 31, ~~2017~~2020

Position No. 7: Ending December 31, ~~2017~~2020

~~(Ord. 3248 § 2, 2017; Ord. 3150 § 4, 2015; Ord. 2121 § 4, 1997; Ord. 2081 § 2, 1996)~~

2.28.040 Residency requirements.

A. No more than two member(s) of the board may be nonresident(s), community stakeholder(s) of the city of Lynnwood, ~~and serve as "community stakeholders." Community stakeholder members must have a Lynnwood mailing address and live in the city's municipal urban growth area.~~

B. There is a preference for city of Lynnwood residents over nonresident candidates. ~~(Ord. 3248 § 2, 2017; Ord. 3150 § 4, 2015)~~

THE PUBLIC IS INVITED TO ATTEND

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

"El estacionamiento y las salas de junta cuentan con acceso para personas con discapacidad. Las personas que requieran de adaptaciones razonables pueden solicitar materiales impresos en formatos alternativos como intérpretes de lenguaje de señas, intérpretes de idiomas, asistencia física para acceso, así como otros ajustes razonables. Pueden comunicarse al número 425-670-5023 antes de las 3:00 pm del Viernes antes a la reunión. Las personas con discapacidad auditiva o con problemas de audición pueden comunicarse con el patrocinador del evento a través del Washington Relay Service al 7-1-1."

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

CITY COUNCIL ITEM 30-A

**CITY OF LYNNWOOD
City Council**

TITLE: February 25, 2021 Finance Committee Meeting Minutes

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:

[2.25.21 Finance Committee meeting minutes](#)

Type:

Backup Material

1
2
3
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5

**MINUTES OF THE
LYNNWOOD CITY COUNCIL FINANCE COMMITTEE
HELD THURSDAY, February 25, 2021 AT 3:00 p.m. VIA ZOOM**

6
7

A. Attendance:

Council President George Hurst
Councilmember Julieta Altamirano-Crosby
Councilmember Christine Frizzell

Others Attending:
Acting Finance Director Corbitt Loch
City Treasurer Cyndie Eddy

8
9

A. Sales Tax Revenue for December 2020

10 Acting Finance Director Loch shared December financials with the committee comparing to last
11 year (2019) for December and year to date. Total sales tax collected in 2020 was \$21,020,926
12 which was only 11% lower than 2019 despite the pandemic, \$1M more than Finance Director
13 Springer had forecasted. As expected, retail sales, accommodation and food services, and
14 arts/entertainment suffered the biggest losses. However, motor vehicles & parts, construction,
15 and real estate were not down as much while professional, scientific & technical services was
16 up significantly.

17
18

B. Property tax levy rate comparison

19 In anticipation of the mailing of property tax statements by the Snohomish County Treasurer,
20 Loch shared that 2021 Property Tax Levy Rate Comparison to other cities shows that we have
21 the lowest rate per \$1000 assessed value. This is in part because it does not include EMS
22 Levies. He will plan on sending this update to the council as a memo item.

23
24

C. Finance Department Priorities Review

The key priorities for the finance department are as follows:

- 25 • Utility bill payment rules/timeframes: Finance will bring recommendations on how to handle
26 past due accounts to the committee in March, to share with council in April.
- 27 • Criminal Justice Center bond: This is in the works and will be brought to council for approval
28 on March 22, 2021.
- 29 • Closing financials for 2020: This will be available in April. At that time we will determine how
30 much we will need to transfer from reserves to balance the General Fund.

31
32

D. Discuss HB 1590

33 Acting finance director Corbitt Loch stated that the revenues from enacting this additional tax
34 would be approximately \$2.4M per year for the city. It will most likely happen at the county
35 level, but waiting to see this play out.

36 The meeting was adjourned at 4:00 pm.
37
38
39
40

41 _____
Corbitt Loch, Acting Finance Director

CITY COUNCIL ITEM 30-B

**CITY OF LYNNWOOD
City Council**

TITLE: March 01, 2021 Work Session Minutes

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:

[March 1 work session minutes](#)

Type:

Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD MONDAY, MARCH 1, 2021 AT 6:00 p.m. VIA ZOOM**
3
4

5 **A. Roll Call:**

Mayor & Council:

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

Others Attending:

Jim Nelson, Police Chief
Chuck Steichen, Deputy Police Chief
Corbitt Loch, Acting Finance Director
DBS Director David Kleitsch
David Mach, Engineering Manager
Ashley Winchell, Planning Manager

Guests:

Asst. City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
Executive Assistant Lisa Harrison

Brent Hanson, MacKenzie Architects
Thomas Teopfler, Public Financial Management
Steven Amanos, Public Financial Management

6 **A. Community Justice Center Project Update (2:00)**

7 Police Chief Nelson introduced representatives from MacKenzie Architects who reviewed the key
8 elements of the design for the Community Justice Center. Construction documents are 90%
9 complete and they are currently going through permitting and entitlements. The bond will be
10 presented for approval in March, bidding will take place in May with construction starting in
11 June of 2021.

12 Public Financial Management (PFM) was then brought on to discuss the bond strategy. They
13 stated that the city has plenty of debt capacity, even with the \$60M to fund the center.

14 Council members asked questions and made comments.

15 **B. Briefing: 2024 Comprehensive Plan Update (49:00)**

16 DBS Director David Kleitsch and Planning Manager Ashley Winchell discussed the next update to
17 the comprehensive plan, which is due to the state on June 30, 2024. The plan pulls information
18 from state and county policies and will plan through 2044. Presentations will be given to
19 council as they progress, with updates coming in April.

20 Council members asked questions and made comments.

21 **D. Mayor Comments and Questions**

22 None

23 **E. Council President and Council Comments (1:32:00)**

- 24 • Council President Hurst reminded members about recruiting businesses for the business
25 roundtable on March 17. He also mentioned that he will provide an update on a council
26 Facebook page in an upcoming meeting.

27 **Executive Session**

- 28 • None
29

30 The meeting was adjourned at 7:32 p.m.
31

32 _____
33 Nicola Smith, Mayor

CITY COUNCIL ITEM 30-C

**CITY OF LYNNWOOD
City Council**

TITLE: March 08, 2021 Business Meeting Minutes

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:	Type:
March 8,2021 Business Meeting Minutes	Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
March 8, 2021

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2
3 10. CALL TO ORDER - The March 8, 2021 Business Meeting of the Lynnwood City Council,
4 held via Zoom, was called to order by Mayor Smith at 6:00 p.m. A quorum was present.

5
6 20. ROLL CALL

Mayor & Council:

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

Asst. City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
City Attorney Rosemary Larson
Executive Assistant Lisa Harrison

Others Attending:

Corbitt Loch, Acting Finance Director
Jim Nelson, Police Chief
Chuck Steichen, Deputy Police Chief
Robert Mathias, Building Official
Connie Galer, Police Department

Guests:

Chris Collier, AHA
Steven Amano, PFM
Thomas Toepfer, PFM
Stacie Amasaki, Foster Garvey
Nancy Neraas, Foster Garvey

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9 30. APPROVAL OF MINUTES (1:52)

10 *Motion made by Council Member Sessions, seconded by Councilmember Cotton, to approve*
11 *the minutes of:*

12 *A. February 16, 2021 Work Session Minutes*

13 *B. February 17, 2021 Work Session Minutes*

14 *C. February 20, 2021 Special Work Session Minutes (Council Summit)*

15 *D. February 22, 2021 Business Meeting Minutes*

16 *The above minutes were approved as written unanimously.*

17
18 40. MESSAGES AND PAPERS FROM THE MAYOR (2:31)

19 Mayor Smith stated that Snohomish County cases of Covid-19 are finally trending down,
20 with less than 100 cases/1,000. A fifth mass vaccination center has opened at the Angel of
21 the Winds stadium in Everett. She recommends residents check with their primary care
22 physician or pharmacy first or go on to the Snohomish County web site.

23
24 50. CITIZENS COMMENTS AND COMMUNICATIONS (5:27)

25 The following individuals made comments via Zoom:

- 26 • Elizabeth Lunsford, Lynnwood 98037
 - 27 • Ted Hikel, Lynnwood 98036
- 28

29 60. PRESENTATIONS AND PROCLAMATIONS

30 None

31

32 70. WRITTEN COMMUNICATIONS AND PETITIONS (12:21)

33 A written statement from Assistant City Administrator Art Ceniza was read aloud and shall be
34 entered into the records (Exhibit A attached).

35

36 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (17:14)

37 Each council member had the opportunity to make comments about happenings around the
38 city. Council member Cotton spoke to the reasons why the Community Justice Center is an
39 important investment for the future and the benefits of this new development.

40 90. BUSINESS ITEMS AND OTHER MATTERS

41 90.1 UNANIMOUS CONSENT AGENDA (35:02)

42 *Items listed below were distributed to Councilmembers in advance for study and were*
43 *enacted with one motion. Motion passed unanimously.*

44 *Council Member Cotton moved for unanimous consent of the following items:*

45 *A. Authorize the Mayor to execute a construction service contract with Permabilt*
46 *Industries in the amount of \$223,587.91.*

47 *B. Authorize the Mayor to enter into and execute on behalf of the City, a supplement*
48 *to the contract with RH2 Engineering Inc. for construction engineering support*
49 *services not to exceed a total contract value of \$621,900.*

50 *C. Voucher Approval*

51 *1. Approve claims in the amount of 2,468,860.52 for the period 2/13/16/2021 -*
52 *2/26/2021.*

53 *2. Approve payroll in the amount of \$1,147,262.27 dated 2/26/2021.*

54

55 90.2 PUBLIC HEARINGS OR MEETINGS

56 None

57 90.3 OTHER BUSINESS ITEMS (37:18)

58 A. Presentation: Snohomish County Housing Update

59 Council President Hurst introduced Chris Collier of the Housing Affordability
60 Alliance, who shared an update on the current housing affordability issues in
61 Snohomish County as well as recommendations for the future. Council members
62 participated in a round robin of questions and comments.

63

64 B. Discussion- Community Justice Center Financing (1:31:00)

65 Acting Finance Director Loch introduced the teams from PFM and Piper-Sandler
66 who shared analysis of the city's current financing situation with respect to
67 funding the \$60M development of the Community Justice Center. The bond will
68 be presented for approval by the council on March 22, 2021.

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C. Resolution - Confirmation of Emergency Declaration - Utility Billing Special Rate
Deadline Waiver (1:57:00)

A motion was made by Council Member Cotton, seconded by Council Member Frizzell, to adopt resolution #21-04, A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON, RATIFYING, CONFIRMING AND ADOPTING RULES AND REGULATIONS STATED IN THE MAYOR'S DECLARATION OF EMERGENCY – CITY OF LYNNWOOD COVID-19 RESPONSE DATED FEBRUARY 9, 2021.

A roll call vote was taken. The resolution was passed unanimously.

100. NEW BUSINESS (2:05:00)

A brief discussion was had about next steps on the Race and Social Justice position. It was recommended by the attorney that any discussions requesting legal counsel be conducted in executive session.

110. ADJOURNMENT (2:19:00)

The meeting was adjourned at 8:19 p.m.

Nicola Smith, Mayor

EXHIBIT A- Written Communications

95 March 8, 2021

96

97 To: Karen Fitzthum, City Clerk

98 From: Art Ceniza, Assistant City Administrator

99 CC: Mayor Smith, Councilmembers

100 Subject: Message to be Read at Council Business Meeting, March 8, 2021

101

102 Comments on Race and Social Justice Coordinator Position

103 I respectfully request that at the Council’s Business Meeting on Monday, March 8, 2021, under
104 Written Communications, that the following comments on the Council motion related to the
105 hiring of the Race and Social Justice coordinator position be read into the record.

106 These comments were shared at the Mayor’s weekly meeting with Council President and Vice
107 President on Tuesday, February 23, 2021:

108 On November 23, 2020 the Council voted to adopt the 2021-2022 budget for the City of
109 Lynnwood. Included in the budget was the approval and funding for a Race and Social Justice
110 Coordinator position or RSJ for short. Given the current racial and social tension in the country
111 the RSJ coordinator position is urgently needed and in alignment with Council Resolution 2017-
112 03 that reaffirms the city’s commitment to be a safe, welcoming and equitable community for
113 all.

114 The position is supported by the city’s Diversity, Equity and Inclusion Commission, the city’s
115 Racial Equity Advancing Lynnwood team and the city’s Lynnwood Employees Embracing
116 Diversity Committee.

117 Since the adoption of the budget, the Council passed two motions to delay filling the position.

118 The first motion was passed on November 23, 2020 and reads “to delay the hiring of the Race
119 and Social Justice Coordinator until further research is done in 2021”

120 To comply with that motion, further information was provided to Council via a presentation by
121 staff and consultants at a Council Work Session on Tuesday, February 16, 2021. Council was also
122 asked by staff for input on outcome measures and what success for the position looked like.

123 After the presentation and good discussion between Council and staff, it appeared that a
124 majority of the Council felt the intent of the motion was satisfied and that the Executive should
125 move forward to begin the process to advertise and fill the position

126 However, at a Council Business meeting on Monday, February 22, the Council passed by a 4-3
127 vote a second motion to further delay filling the RSJ position that said “the hiring of the Social
128 Justice Coordinator be delayed until outcome measures, based on the budgeting for outcomes
129 model, be defined for this position and the results of the Lynnwood Community Equity Survey
130 be presented to the City Council for deliberation”

131 As a member of the city’s employee diversity committee, I was very disappointed in the
132 Council’s motion to further delay filling the RSJ position and expressed my concerns to Council
133 leadership at our weekly meeting with them the following morning. I was also concerned that
134 the Council was getting too far into the weeds on the details of filling a coordinator position
135 which the RSJ position is. Council hasn’t done this on any other position I am aware of.

136 However, my primary concern is that the vote to delay may send a wrong message. That
137 addressing the race and social justice issue is not an urgent priority of the city. And It gives the
138 impression of the city dragging its feet on addressing an important social issue. The effect of
139 the motion also means that the position may not be filled til the second half 2021 resulting in a
140 significant delay in starting the important work that must be done by this position.

141 While I recognize and respect the role of the Council to make policy and budget decisions, my
142 hope is that Council also recognizes and appreciate the role of the Mayor to implement those
143 policy and budget decisions. In this case, the Council made the policy and budget decision to
144 hire an RSJ Coordinator. And now , it should fall on the Mayor to do just that without delay.

145 I believe that the development of outcome measures and conduct of the community equity
146 survey can be done simultaneously with the hiring of the RSJ position.

147 Finally, I want to thank you Council for allowing my comments to be read tonight.

CITY COUNCIL ITEM 60-A

CITY OF LYNNWOOD Executive

TITLE: Proclamation: National Volunteer Month 2021

DEPARTMENT CONTACT: Julie Moore, Public Affairs Officer

SUMMARY:

A proclamation is to be read and adopted, proclaiming April as National Volunteer Month in the City of Lynnwood.

DOCUMENT ATTACHMENTS

Description:	Type:
Proclamation: National Volunteer Month 2021	Proclamation



LYNNWOOD
WASHINGTON

A great deal more

Proclamation

City of Lynnwood

NATIONAL VOLUNTEER MONTH 2021

WHEREAS, the entire community can effect positive change with any volunteer action no matter how big or small; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations; and

WHEREAS, millions of volunteers working in their communities utilize their time and talents daily to make a real difference; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, the COVID-19 global pandemic has impacted our City's volunteer force and many other community volunteers; and

WHEREAS, many volunteers had to stay home to stay safe and healthy, and others stepped forward in a big way to help support our community during this time of great need; and

WHEREAS, the month of April is National Volunteer Month, and now more than ever the City of Lynnwood wishes to recognize and celebrate the people in our community that are dedicating their time to help others; and

NOW, THEREFORE BE IT RESOLVED that we, Mayor Nicola Smith, and the Lynnwood City Council, proclaim April, 2021 as National Volunteer Month in the City of Lynnwood and we encourage our fellow residents to volunteer and "light the way" in their community.

Nicola Smith, Mayor
March 22, 2021

George Hurst, City Council President
March 22, 2021

CITY COUNCIL ITEM 90.1-A
CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: Confirmation of Appointment: Human Services Commission Applicant Christine Thomas

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

Position 4 of the Human Services Commission is currently vacant. The Mayor recommends Ms. Christine Thomas to fill the vacancy.

ACTION:

Appoint Christine Thomas for position #4 of the Human Services Commission for a term expiring December 31, 2023.

BACKGROUND:

Ms. Thomas submitted her application on August 18, 2019, at a time when there were no vacancies on the Commission. She was interviewed by Director Sordel and the Mayor on February 22, 2021. Ms. Thomas attended meetings on February 12 and March 4. She was interviewed by City Council on March 15.

Members of the Human Services Commission serve for three-year terms, per City ordinance.

The present status of the Human Services Commission is as follows:

Position 1-Vanessa Villavicencio-Term Expires December 31, 2022

Position 2-Kris Hildebrandt-Term Expires December 31, 2022

Position 3-Chris Collier-Term Expires December 31, 2023

Position 4-vacant-Term Expires December 31, 2023

Position 5-Pam Hurst-Term Expires December 31, 2023

Position 6-Michelle Reitan-Term Expires December 31, 2021

Position 7-Mary Anne Dillon-Term Expires December 31, 2021

ADMINISTRATION RECOMMENDATION:

Appoint Christine Thomas.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.1-B

CITY OF LYNNWOOD Public Works

TITLE: Construction Contract Award: 2021 Pavement Preservation Project

DEPARTMENT CONTACT: David Mach and Amie Hanson

SUMMARY:

The purpose of this agenda item is to contract with Central Paving, LLC for the 2021 Pavement Preservation Project. A request for authorization will cover the bid amount of \$1,941,001.50 and a construction contingency. This request is to cover pavement and ramp construction at four sites in the City. This project includes improvements for pavement through full depth repair and mill and overlay. This project also includes curb ramps, pedestrian push buttons, pedestrian signals, and plastic pavement markings.

ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Central Paving, LLC for the 2021 Pavement Preservation and Rehabilitation Project, not to exceed a total contract value of \$2,135,102.

BACKGROUND:

The Pavement Preservation & Rehabilitation Program focuses on preserving the City's pavement structure and integrity based on the monitored Pavement Condition Index and backlog. In 2018, construction of a chip seal project was completed on 12 lane-miles of roadway through this Program. In 2019, construction was completed along 188th St SW and a residential cul-de-sac (51st Pl SW) using a combination of full-depth repair and grind and overlay. In 2020, construction was completed along 68th Ave W and at various residential cul-de-sacs.

This year's construction project was developed based on an assessment of pavement conditions throughout City of Lynnwood, evaluation of requirements to rehabilitate specific locations and a need to improve existing curb ramps to meet current ADA requirements. The selected street locations include:

- 200th Ave W from SR-99 to Scriber Lake Road
- Scriber Lake Road from 200th Ave W to 196th Ave W (SR 524)
- 44th Ave W from 212th Ave W to 20800 block
- 48th Ave W from 196th Ave W (SR-524) to Veterans Way

This Project also includes repairing traffic signals at the intersection of 200th Ave W and Scriber Lake Rd and minor drainage improvements at the 44th/20800 block intersection.

PREVIOUS COUNCIL ACTIONS:

Business Meeting February 2, 2021 – Interlocal Agreement – City of Edmonds – 76th Ave Overlay Project

Business Meeting January 25, 2021 – Final Acceptance: 2020 Pavement Preservation Project

Business Meeting August 10, 2020 – Final Acceptance: 2019 Pavement Preservation Project

Business Meeting March 23, 2020 – Construction Contract Award: 2020 Pavement Rehabilitation and Preservation Project

Business Meeting June 10, 2019 90.1-A Construction Contract Award: 2017-2022 Pavement Preservation & Rehabilitation Program – 2019 Overlay and Curb Ramp Project

Business Meeting February 25, 2019 90.1-A Final Acceptance: 2018 Chip Seal Paving Project

Business Meeting April 23, 2018 90.1-B 1) Construction Contract Award; 2) Consultant On-Call Construction Engineering Services Contract: 2017-2022 Pavement Preservation & Rehabilitation Program

Business Meeting July 24, 2017 90.1-N Consultant Contract: 2017-2022 Pavement Preservation & Rehabilitation Program

Business Meeting April, 11, 2016 90.3-B 1) Ordinance and Financial Plan; 2) Contract: Pavement Management – System Ratings Project

FUNDING:

The project costs are consistent with the adopted 2021-2022 biennial capital budget.

The revenues contributing to Fund 360 for the \$2,135,102 originate from the following funds:

- Fund 412, Utilities: \$88,725
- Fund 150, Transportation Benefit District: \$2,046,377

KEY FEATURES AND VISION ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.”

The 2021 Pavement Preservation 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 streets along with accessible pedestrian amenities and ramps which support the goals of being a welcoming city that builds a healthy and sustainable environment; investing in efficient, local and regional transportation systems; and being responsive to the wants and needs of our citizens.

DOCUMENT ATTACHMENTS

Description:	Type:
2021 Paving Project - Bid Summary	Backup Material

BID RECORDING FORM

PROJECT NAME: 2021 Paving

READER: Ashley Tillery

DATE OF OPENING: Febraury 24, 2021

RECORDER: Katie McKee

TIME OF OPENING: 2:00 PM

BID #: 3210

ENGINEER'S ESTIMATE: \$2,853,000.00

CONTRACT: 3210

Note: The following Bid results are for Contractor information only. These results will undergo further review by Lynnwood in determination of award to the lowest responsive and responsible bidder.

BIDDING COMPANY	ADDRESS	BID SECURITY	SIGNED OFFER	ADDENDUMS RECEIVED 1, 2 & 3	PROJECT TOTAL BASE BID
1 Central Paving	1410 W Dolerway RD, Ellensburg, 98926	X	X	X	\$ \$1,941,001.50 1,935,001.50
2 JB Ashphallt	2228 95th P1 W, Edmonds 98020	X	X	X	\$ 2,017,767.00
3 Granite Construction	1525 E Marine View Dr, Everett 98201	X	X	X	\$ 2,067,512.00
4 Cadman Materials, Inc.	7554 185th Ave NE, Redmond 98052	X	X	X	\$ 1,958,744.00
5 SRV Construction, Inc.	PO Box 507, Anacortes 98221	X	X	X	\$ 2,286,550.50
6 Lakeside Industries, Inc.	PO Box 247, Monroe 98272	X	X	X	\$ 2,199,999.00
7 Award Construction, Inc.	980 Willeys Lake Rd, Ferndale 98248	X	X	X	\$ 2,446,603.00

CITY COUNCIL ITEM 90.1-C

CITY OF LYNNWOOD Administrative Services

TITLE: Voucher Approval

DEPARTMENT CONTACT: Corbitt Loch, Acting Director

SUMMARY:

Approve claims in the amount of \$1,777,666.83 for the period 2/27/16/2021 - 3/12/2021.
Approve payroll in the amount of \$1,120,219.92 dated 3/12/2021.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.3-A

CITY OF LYNNWOOD Administrative Services

TITLE: Ordinance- Community Justice Center Bonds

DEPARTMENT CONTACT: Corbitt Loch

SUMMARY:

This agenda item provides for approval of the ordinance needed for the Community Justice Center bond issuance. During the March 8 Council meeting, it was confirmed that no additional information would be needed prior to Council action. Accordingly, no staff presentation is anticipated.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Is the bond ordinance consistent with past direction from the City Council?

ACTION:

Approve the draft bond ordinance.

BACKGROUND:

See meeting materials provided for the March 1 Work Session and the March 8 Business Meeting.

PREVIOUS COUNCIL ACTIONS:

See meeting materials provided for the March 1 Work Session.

FUNDING:

As described previously, debt service associated with the Limited Tax General Obligation (LTGO) bonds consists of: 1) \$500,000/year of Criminal Justice Sales Tax revenue; 2) contract jail cost savings; and 3) revenue generated through other agencies' use of Lynnwood's correctional facility.

KEY FEATURES AND VISION ALIGNMENT:

The planned improvements will allow the Police Department to provide more-advanced services to individuals in need. This is another example of Lynnwood being a responsive government. Also, the renovation will create a safer and more-functional facility which in turn supports professional and organizational excellence.

ADMINISTRATION RECOMMENDATION:

Approve the draft bond ordinance.

DOCUMENT ATTACHMENTS

Description:	Type:
Bond ordinance	Backup Material
Financial Advisor Presentation	Backup Material

CITY OF LYNNWOOD, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE of the City of Lynnwood, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$62,000,000 aggregate principal amount of limited tax general obligation bonds in one or more series to provide funds to finance the City's community justice center project and other capital improvements, and to pay the costs of issuance of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

Passed March 22, 2021

This document prepared by:

*Foster Garvey P.C.
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-4400*

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**The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF LYNNWOOD, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE of the City of Lynnwood, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$62,000,000 aggregate principal amount of limited tax general obligation bonds in one or more series to provide funds to finance the City's community justice center project and other capital improvements, and to pay the costs of issuance of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds; and providing for other related matters.

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

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a) "*Authorized Denomination*" means \$5,000 or any integral multiple thereof within a maturity of a Series for those Series of Bonds sold through a negotiated or competitive sale, and in any denomination designated by the Designated Representative for those Bonds sold by private placement.

(b) "*Beneficial Owner*" means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(c) "*Bond*" means each bond issued pursuant to and for the purposes provided in this ordinance.

(d) "*Bond Counsel*" means the firm of Foster Garvey P.C., its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(e) "*Bond Fund*" means the fund or account known as the Limited Tax General Obligation Bond Fund, 2021, of the City created for the payment of the principal of and interest on the Bonds.

(f) "*Bond Purchase Agreement*" means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance. In the case of a competitive sale, the official notice of sale, the Purchaser's bid and the award by the City shall constitute the Bond Purchase Agreement for purposes of this ordinance.

(g) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(h) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City for any Series of Bonds sold by negotiated or competitive sale, and means the City’s Finance Director or any successor bond registrar selected for any Series of Bonds sold by private placement.

(i) “*City*” means the City of Lynnwood, Washington, a municipal corporation duly organized and existing under the laws of the State.

(j) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(k) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(l) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(m) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(n) “*Final Terms*” means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants.

(o) “*Finance Director*” means the City’s Finance Director, Acting Finance Director, or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(p) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(q) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(r) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(s) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC, dated November 25, 1996, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(t) “*MSRB*” means the Municipal Securities Rulemaking Board.

(u) “*Official Statement*” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of the Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(v) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(w) “*Project*” means the City’s community justice center project, consisting of designing and building a purpose-built police department, a misdemeanor jail and remodeled court, and other capital purposes, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Project, consistent with RCW 39.46.070, may be included as costs of the Project. The Project includes acquisition, construction and installation of all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances.

(x) “*Project Fund*” means the fund or account designated or created by the Finance Director for the purpose of carrying out the Project.

(y) “*Purchaser*” means the corporation, firm, association, partnership, trust, bank, financial institution or other legal entity or group of entities selected by the Designated Representative to serve as purchaser in a private placement, underwriter or placement agent in a negotiated sale or awarded as the successful bidder in a competitive sale of any Series of the Bonds.

(z) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(aa) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(bb) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(cc) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(dd) “*SEC*” means the United States Securities and Exchange Commission.

(ee) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(ff) “*Series of the Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(gg) “*State*” means the State of Washington.

(hh) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(ii) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 16 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Authority and Description of Project.* The City is in need of a community justice center, consisting of designing and building a purpose-built police department, a re-imagined misdemeanor jail and remodeled court, and other capital projects of the City. The City Council therefore finds that it is in the best interests of the City to carry out the Project.

(b) *Plan of Financing.* Pursuant to applicable law, including without limitation chapters 39.36, 39.44, 39.46, 39.52 and 35A.40.080 RCW, the City is authorized to issue general obligation bonds for the purpose of financing the Project. The total expected cost of the Project is approximately \$64,000,000, which is expected to be financed with proceeds of the Bonds, the criminal justice sales tax, the reallocation of jail expenses, jail bed revenue and other available money of the City.

(c) *Debt Capacity.* The maximum amount of indebtedness authorized by this ordinance is \$62,000,000. Based on the following facts, this amount is to be issued within the amount permitted to be issued by the City for general municipal purposes without a vote:

- (1) The assessed valuation of the taxable property within the City as ascertained by the last preceding assessment for City purposes for collection in the calendar year 2021 is \$7,953,751,038.
- (2) As of December 31, 2020, the City had limited tax general obligation indebtedness, consisting of bonds and leases outstanding in the principal amount of \$20,415,000, which is incurred within the limit of up to 1½% of the value of the taxable property within the City permitted for general municipal purposes without a vote. In addition, as of December 31, 2020, the City guaranteed \$19,255,400 of outstanding debt of the Lynnwood Public Facilities District.
- (3) As of December 31, 2020, the City had no unlimited tax general obligation debt outstanding.

(d) *The Bonds.* For the purpose of providing the funds necessary to carry out the Projects and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser,

pursuant to the terms set forth in the Bond Purchase Agreement as approved by the City's Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable limited tax general obligation bonds evidencing indebtedness in one or more Series in the aggregate principal amount of not to exceed \$62,000,000 to provide funds necessary to carry out the Project and to pay the costs of issuance and sale of the Bonds. The proceeds of the Bonds shall be deposited as set forth in Section 8 of this ordinance and shall be used to carry out the Project, or a portion of the Project, in such order of time as the City determines is advisable and practicable.

Section 4. Description of Bonds; Appointment of Designated Representative. The Finance Director, or the Mayor in the absence of the Finance Director, is appointed as the Designated Representative of the City and is authorized and directed to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of each Series of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the following parameters:

- (a) The Bonds may be issued in one or more Series, and the aggregate principal amount of the Bonds shall not exceed \$62,000,000;
- (b) One or more rates of interest may be fixed for the Bonds as long as no rate of interest for any maturity of the Bonds exceeds 5.00%;
- (c) The true interest cost to the City for each Series of Bonds does not exceed 4.00%;
- (d) The aggregate purchase price for each Series of Bonds shall not be less than 98% and not more than 135% of the aggregate stated principal amount of the Bonds, excluding any original issue discount;
- (e) The Bonds may be issued subject to optional and mandatory redemption provisions;
- (f) The Bonds shall be dated as of the date of their delivery, which date and time for the issuance and delivery of the Bonds is not later than December 31, 2021;
- (g) Each Series shall mature no later than December 31, 2050.

In addition, a Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date. The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement; and may accept such additional terms, conditions and covenants as she or he may determine are in the best interests of the City, consistent with this ordinance.

In determining the number of series, the series designations, final principal amounts, date of the Bonds, denominations, interest rates, payment dates, redemption provisions, tax status, and maturity dates for the Bonds, the Designated Representative, in consultation with other City

officials and staff and advisors, shall take into account those factors that, in her or his judgment, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable to the Bonds.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar for any Series of Bonds sold by negotiated or competitive sale. The City's Finance Director will be appointed as the initial Bond Registrar for any Series of Bonds sold by private placement. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* If a Bond is to be issued in book-entry form, DTC shall be appointed as initial Securities Depository and each such Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a

substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: “Certificate Of Authentication. This Bond is one of the fully registered City of Lynnwood, Washington, Limited Tax General Obligation Bonds, 2021 (or year of issue), described in the Bond Ordinance.” The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Funds and Accounts; Deposit of Proceeds.

(a) *Bond Fund.* The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest and any redemption premium on the Bonds. Bond proceeds in excess of the amounts needed to pay the costs of the Project and the costs of issuance of the Bonds, if any, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

(b) *Project Fund.* The Project Fund is created or will be created as a fund or account of the City for the purpose of paying the costs of the Project. Proceeds received from the sale and delivery of the Bonds for the Project shall be deposited into the Project Fund and used to pay the costs of the Project and costs of issuance of the Bonds. Until needed to pay such costs, the City may invest those proceeds temporarily in any legal investment, and the investment earnings shall be retained in the Project Fund and used for the purposes of that fund, except that earnings subject to a federal tax or rebate requirement (if applicable) may be withdrawn from the Project Fund and used for those tax or rebate purposes.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption, or prepayment, at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Section 4.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Agreement, consistent with the parameters set forth in Section 4 and except as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to

be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Director shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time prior to the scheduled optional redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of optional redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money, including the City's criminal justice sales taxes, as is lawfully available and pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law within the constitutional and

statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants; Designation of Bonds as “Qualified Tax Exempt Obligations.”

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Director is authorized and directed to review and update the City’s written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal tax purposes.

(c) *Designation of Bonds as “Qualified Tax-Exempt Obligations.”* A Series of the Bonds may be designated as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

- (1) the Series does not constitute “private activity bonds” within the meaning of Section 141 of the Code;
- (2) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Series is issued will not exceed \$10,000,000; and
- (3) the amount of tax-exempt obligations, including the Series, designated by the City as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Series is issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds

prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Sale and Delivery of the Bonds.

(a) *Manner of Sale of Bonds; Delivery of Bonds.* The Designated Representative is authorized to sell each Series of the Bonds by negotiated sale or private placement or by competitive sale in accordance with a notice of sale consistent with this ordinance, based on the assessment of the Designated Representative of market conditions, in consultation with appropriate City officials and staff, Bond Counsel and other advisors. In determining the method of sale of a Series and accepting the Final Terms, the Designated Representative shall take into account those factors that, in the judgment of the Designated Representative, may be expected to result in the lowest true interest cost to the City.

(b) *Procedure for Negotiated Sale or Private Placement.* If the Designated Representative determines that a Series of the Bonds is to be sold by negotiated sale or private placement, the Designated Representative shall select one or more Purchasers with which to negotiate such sale. The Bond Purchase Agreement for each Series of the Bonds shall set forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Agreement on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(c) *Procedure for Competitive Sale.* If the Designated Representative determines that a Series of the Bonds is to be sold by competitive sale, the Designated Representative shall cause the preparation of an official notice of bond sale setting forth parameters for the Final Terms and any other bid parameters that the Designated Representative deems appropriate consistent with this ordinance. Bids for the purchase of each Series of the Bonds shall be received at such time or place and by such means as the Designated Representative directs. On the date and time established for the receipt of bids, the Designated Representative (or the designee of the Designated Representative) shall open bids and shall cause the bids to be mathematically verified. The Designated Representative is authorized to award, on behalf of the City, the winning bid and accept the winning bidder’s offer to purchase that Series of the Bonds, with such adjustments to the aggregate principal amount and principal amount per maturity as the

Designated Representative deems appropriate, consistent with the terms of this ordinance, and such award shall constitute the Bond Purchase Agreement. The Designated Representative may reject any or all bids submitted and may waive any formality or irregularity in any bid or in the bidding process if the Designated Representative deems it to be in the City's best interest to do so. If all bids are rejected, that Series of the Bonds may be sold pursuant to negotiated sale or in any manner provided by law as the Designated Representative determines is in the best interest of the City, within the parameters set forth in this ordinance.

(d) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser in accordance with the Bond Purchase Agreement, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 15. Official Statement.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review and, if acceptable to her or him, approve the preliminary Official Statement prepared in connection with each sale of a Series of the Bonds to the public or through a Purchaser as a placement agent. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, if applicable, the Designated Representative is authorized to deem that preliminary Official Statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary Official Statement that has been approved by the Designated Representative and been deemed final, if applicable, in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final Official Statement for each Series of the Bonds to be sold to the public in the form of the preliminary Official Statement that has been approved and deemed final in accordance with subsection (a), with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final Official Statement to the Purchaser if required under Rule 15c2-12. The City authorizes and approves the distribution by the Purchaser of the final Official Statement so executed and delivered to purchasers and potential purchasers of a Series of the Bonds.

Section 16. Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds, the City makes the following written undertaking (the "Undertaking") for the benefit of holders of the Bonds:

(a) *Undertaking to Provide Annual Financial Information and Notice of Listed Events.* The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

(1) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) ("annual financial information");

(2) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (A) principal and interest payment delinquencies; (B) non-payment related defaults, if material; (C) unscheduled draws on debt service reserves reflecting financial difficulties; (D) unscheduled draws on credit enhancements reflecting financial difficulties; (E) substitution of credit or liquidity providers, or their failure to perform; (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (G) modifications to rights of holders of the Bonds, if material; (H) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (I) defeasances; (J) release, substitution, or sale of property securing repayment of the Bonds, if material; (K) rating changes; (L) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (M) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (N) appointment of a successor or additional trustee or the change of name of a trustee, if material; (O) incurrence of a financial obligation of the City or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City or obligated person, any of which affect security holders, if material; and (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12.

(3) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

(1) Shall consist of (A) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available they will be provided; (B) principal amount of general obligation bonds outstanding at the end of the applicable fiscal year; (C) assessed valuation for that fiscal year; and (D) regular property tax levy rate for the fiscal year;

(2) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal

year may be changed as required or permitted by State law, commencing with the City's fiscal year in which a Series of the Bonds are issued; and

(3) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute an event of default. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Finance Director or her or his designee is the person designated, in accordance with the Bond Ordinance, to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

(1) Preparing and filing the annual financial information undertaken to be provided;

(2) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;

(3) Determining whether any person other than the City is an “obligated person” within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

(4) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and

(5) Effecting any necessary amendment of this undertaking.

Section 17. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 18. General Authorization and Ratification. The Mayor, Designated Representative, City Clerk and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of each Series of the Bonds to the Purchaser thereof and for the proper application, use and investment of the proceeds of the Bonds, including paying the fees and costs of the Purchaser, Bond Counsel, financial advisors and Rating Agency. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 19. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 20. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council of the City of Lynnwood, Washington, at a regular open public meeting thereof on the 22nd day of March, 2021, and signed in authentication of its passage this 22nd day of March, 2021.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Foster Garvey P.C., Bond Counsel

CERTIFICATION

I, the undersigned, City Clerk of the City of Lynnwood, Washington (the “City”), hereby certify as follows:

1. The attached copy of Ordinance No. ____ (the “Ordinance”) is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on March 22, 2021, as that ordinance appears on the minute book of the City.

2. That said meeting was duly convened and held in all respects in accordance with law (including Proclamation 20-28 made by the Governor of the State of Washington on March 24, 2020, as extended, and acts of the legislative leadership of the State of Washington), and to the extent required by law, due and proper notice of such meeting was given.

4. The Ordinance will be in full force and effect five days after publication in the City’s official newspaper, which publication date is expected to be _____, 2021.

5. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: March 22, 2021.

CITY OF LYNNWOOD, WASHINGTON

City Clerk

The logo for Foster Garvey, featuring the name in a serif font with 'Foster' above 'Garvey'.

City of Lynnwood, Washington

Limited Tax General Obligation Bonds, 2021

March 8, 2021

***PFM Financial
Advisors LLC***

Thomas Toepfer
Steven Amano

Foster Garvey PC

Nancy Neraas
Stacie Amasaki

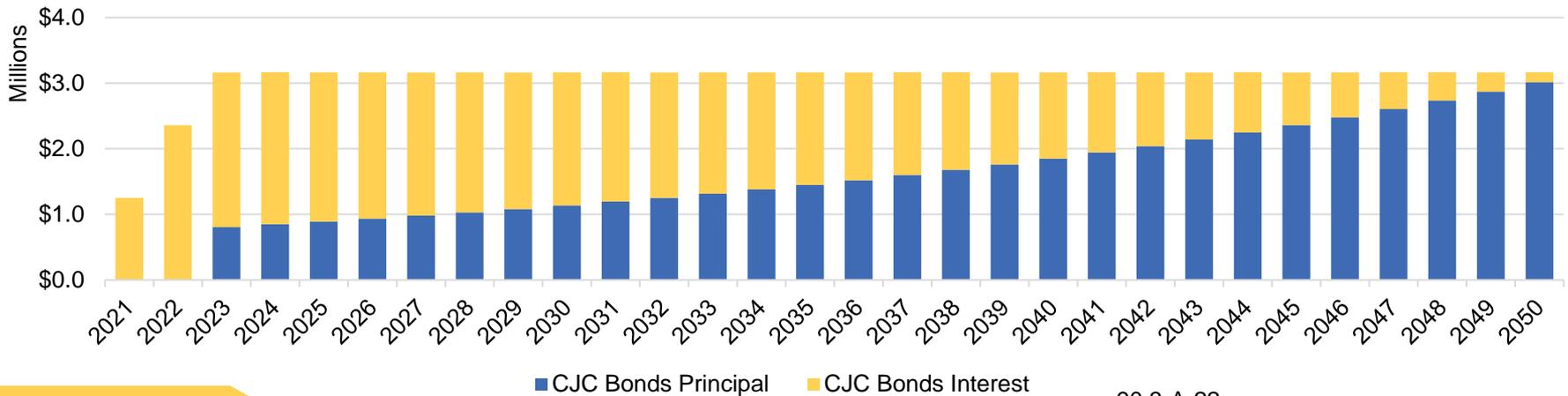
90.3-A-21



Introduction – Community Justice Center Bonds

- The City’s current facility which houses the police department, court, and jail services has been in use since 1994
- Over the past 20 years, the police department, court, and jail have undergone several space needs studies which have indicated significant space needs issues
- The City is anticipating expanding the current justice center site to an adjacent, City owned, lot
 - The City would continue to have the court and jail co-located on the current site (the current building would be renovated and expanded), while the Police Department would be relocated to the adjacent lot
- Total cost of the Project is expected to be \$64 million, with \$60 million of project costs being financed through the issuance of LTGO Bonds, 2021
 - Based on current market rates⁽¹⁾, a 30-year financing is expected to cost the City approximately \$3.165 million in annual debt service payments

Justice Center Bonds (30-year term) ⁽¹⁾	
Avg. Annual Debt Service	\$3,165,000
TIC (True Interest Cost)	3.00%
Total Debt Service	\$92,217,152



90.3-A-22



The Bond Ordinance

- The proposed Bond Ordinance authorizes a financing to provide funds for the City's Community Justice Center Project and other capital improvements to the City, and to pay costs of issuance of the Bonds

- The Bond Ordinance provides for the following:
 - Approves the sale of the Bonds within certain parameters
 - Establishes parameters for terms of the Bonds
 - Appoints the City's designated representative (Finance Director or Mayor in the absence of the Finance Director) to approve the final terms of the bonds

- Although the financing is expected to be completed in May 2021, the Bond Ordinance provides authority for issuance before December 31, 2021

- ***Parameters set forth in the Bond Ordinance include:***
 - Maximum Principal: \$62.0 million (maximum proceeds available for the project of **\$60 million** plus costs of issuance)
 - Maximum Interest Rate: 5.0%
 - Maximum True Interest Cost: 4.0%
 - Final maturity: No later than December 31, 2050



Community Justice Center Bonds – Key Dates

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

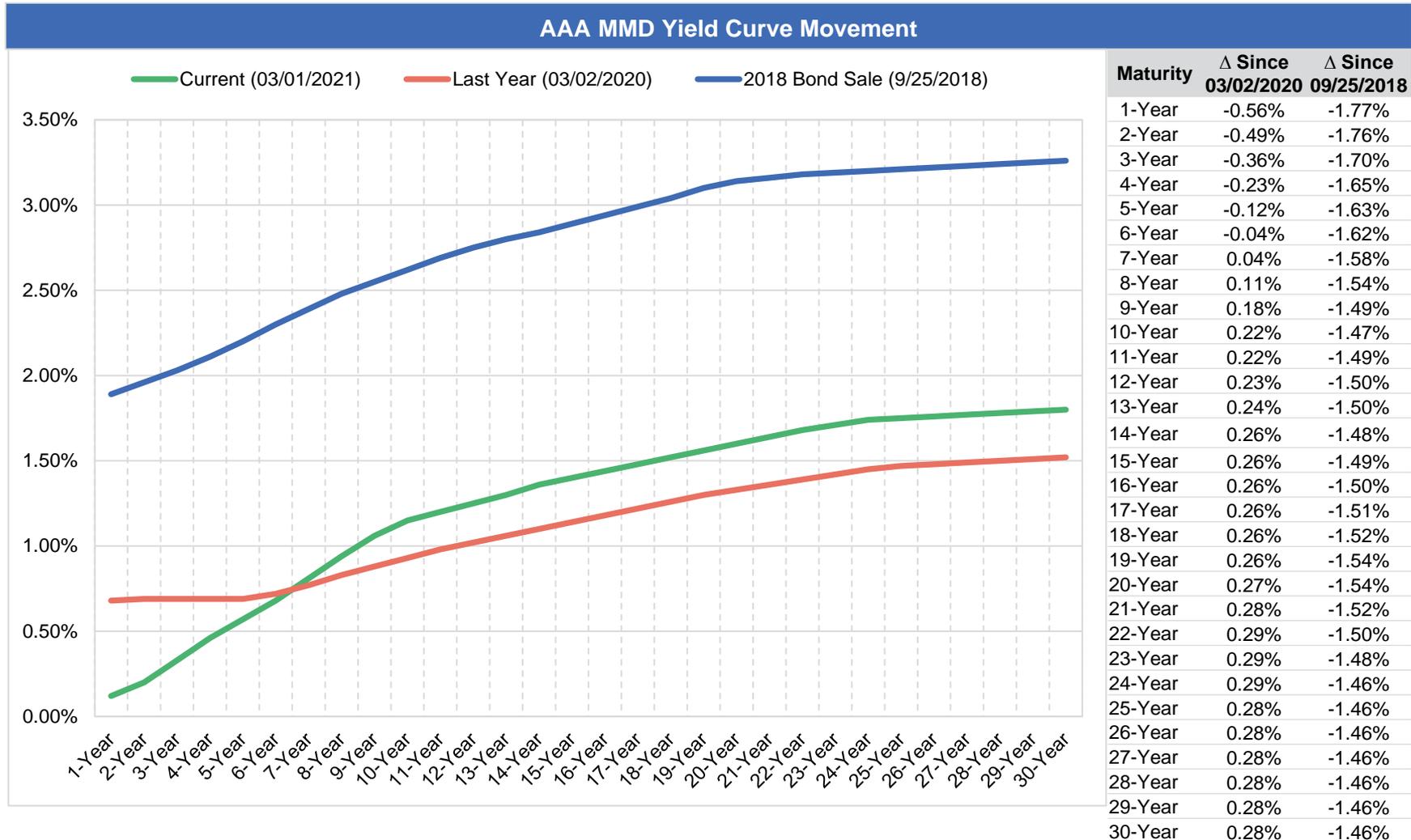
<u>Activity</u>	<u>Date</u>
City Council Meeting to discuss draft Bond Ordinance (6:00 PM)	March 8 th
City Council Meeting to consider Bond Ordinance (6:00 PM)	March 22nd
Call with Rating Agency	Week of April 12 th
Bond pricing	May 5th
Bond closing – funds delivered to the City	May 20 th



Appendix – Market Update



Recent AAA MMD Yield Curve Movement

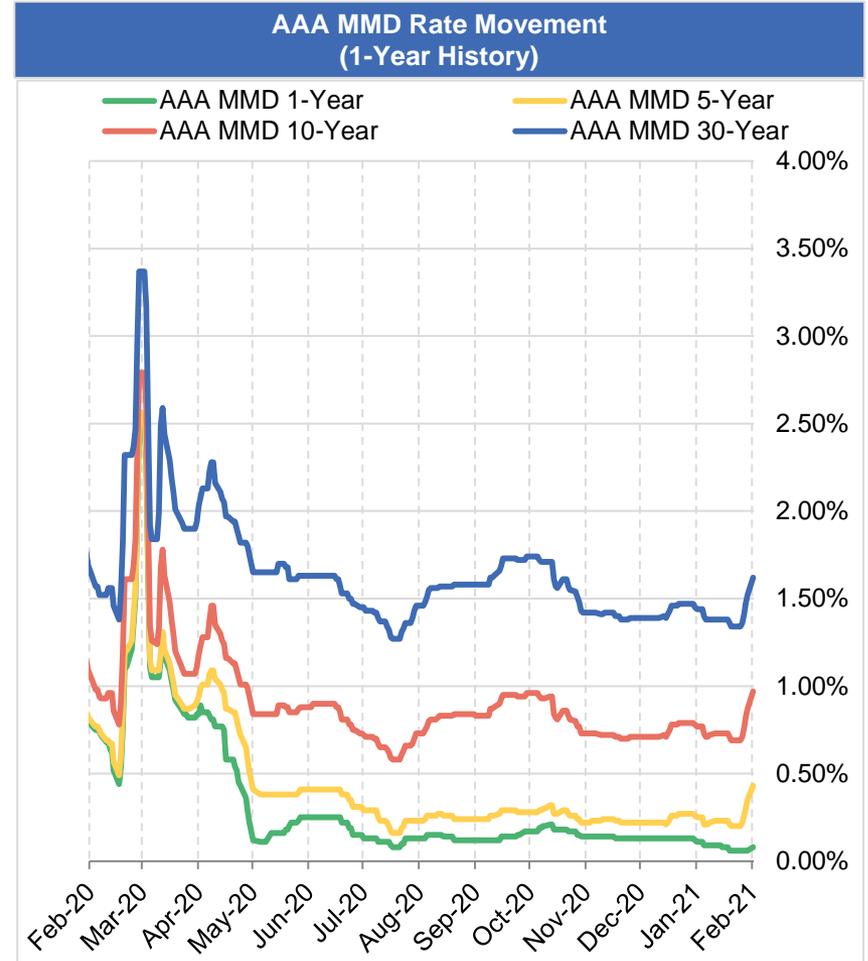


Source: Thomson Reuters

90.3-A-26



U.S. Treasury & AAA MMD Rate Movement

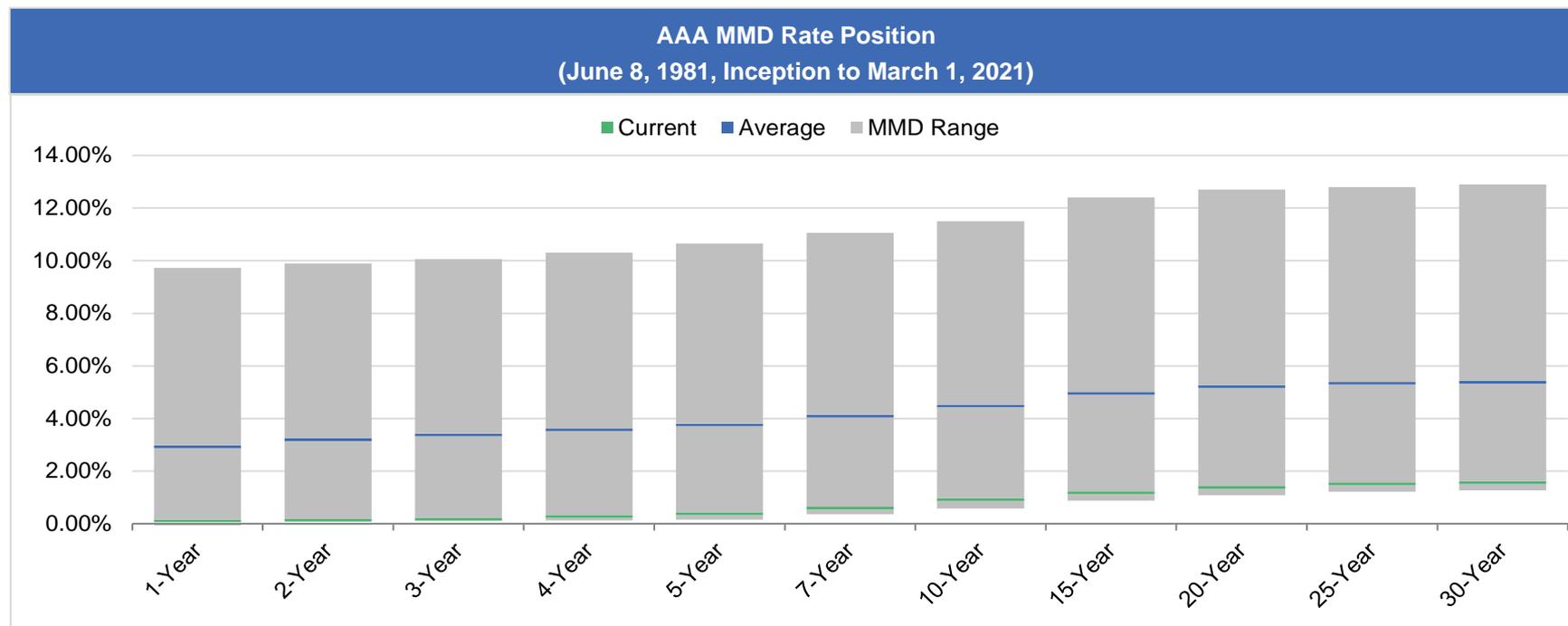


Source: Thomson Reuters

90.3-A-27



AAA MMD Position Since Inception



Summary of March 1, 2021 vs. Historical (since Inception) MMD Rates

Statistic	1-Year	2-Year	3-Year	4-Year	5-Year	7-Year	10-Year	15-Year	20-Year	25-Year	30-Year
March 1, 2021	0.12%	0.20%	0.33%	0.46%	0.57%	0.81%	1.15%	1.40%	1.60%	1.75%	1.80%
Historical Average	2.90%	3.20%	3.43%	3.62%	3.80%	4.14%	4.53%	5.00%	5.27%	5.39%	5.43%
Spread to Average	-2.82%	-3.06%	-3.20%	-3.29%	-3.37%	-3.49%	-3.56%	-3.77%	-3.84%	-3.82%	-3.81%
Minimum	0.06%	0.08%	0.10%	0.13%	0.16%	0.36%	0.58%	0.88%	1.08%	1.22%	1.27%
Maximum	9.65%	9.85%	10.05%	10.30%	10.65%	11.05%	11.50%	12.40%	12.70%	12.80%	12.90%
% of Time Lower	0.09%	0.50%	1.56%	1.77%	1.93%	1.79%	2.04%	1.56%	1.56%	1.53%	1.53%

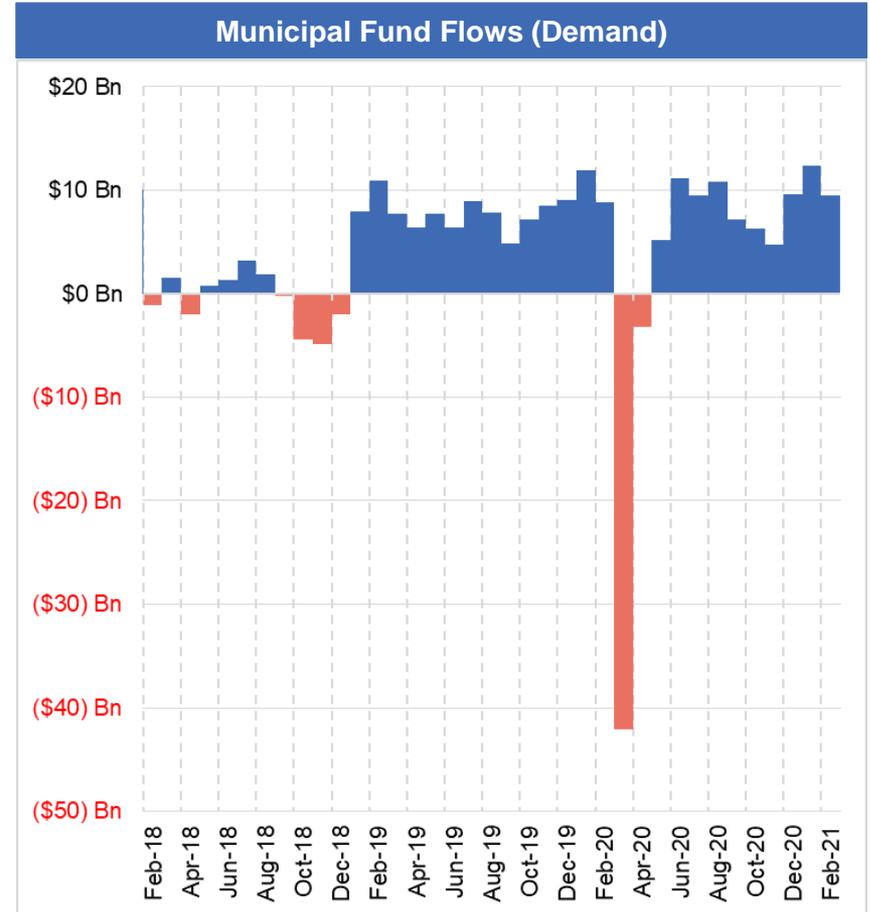
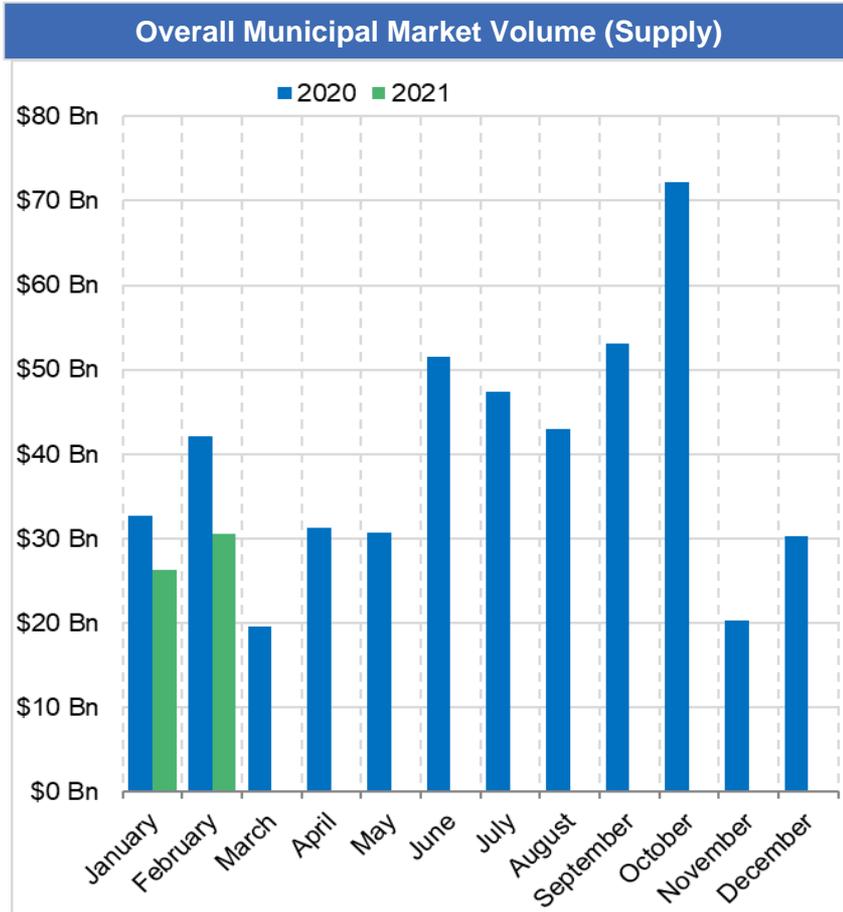
Source: Thomson Reuters

90.3-A-28



Municipal Market Supply & Demand

- New issuance volume was down by approximately 22% year-over-year in February.



Source: Bond Buyer, Investment Company Institute

90.3-A-29

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Foster Garvey PC

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Foster
Garvey



CITY COUNCIL ITEM 90.3-B

**CITY OF LYNNWOOD
City Council**

TITLE: Presentation: Snohomish County Health District

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

SUMMARY:

Katie Curtis, Prevention Services Acting Director of Snohomish Health District will share 2020 in review, Covid activities as well as non-Covid activities and accomplishments.

DOCUMENT ATTACHMENTS

Description:

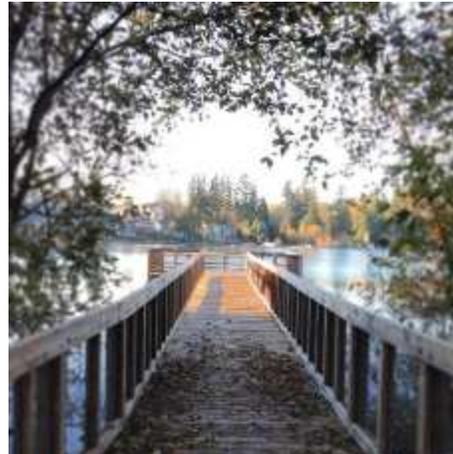
[SNHD Update](#)

Type:

Backup Material

Resiliency & Recovery for a Healthy, Thriving Community

City of Lynnwood Presentation
Katie Curtis, Prevention Services Acting Director
Snohomish Health District



**2020 in
REVIEW (NON-COVID)**



Rebuilding the Agency

Online service delivery

IT infrastructure

Rucker Building improvements

Transparency and accountability

- ClearGov

Public Health Activities Continue



4,500+

Inspections on restaurants, grocery stores, espresso stands, caterers and mobile food vehicles



1,000+

Complaints addressed (food, pools, septic and solid waste)



~500

Permits for pools and spas that we routinely inspect



200+

Public and private schools with kitchen permits and required safety inspections

Prevention Services Division



More than 3,000 cases of sexually transmitted diseases reported



1300+ consultations with child care providers – 3x more than in 2019



Investigated 1,000+ communicable disease cases (separate from COVID-19)



Conducted 47 Vaccines for Children compliance visit and 500+ technical assistance visits



In Your Community

554 annual food establishment permits issued.

Followed up on 107 complaints involving food establishments.

Responded to 277 COVID-related calls involving Lynnwood businesses.

230 child care providers received consultations through Child Care Health Outreach program, and 527 continuing education courses completed by providers in or from Lynnwood.

Provided more than 350 services to 39 children in Lynnwood with our Children with Special Healthcare Needs program, including home visits, telehealth services, referrals, etc.

Tested nearly 5,000 Lynnwood residents at our community-based COVID testing events.

COVID-19 RESPONSE

Web Resources (www.snohd.org/covid)

CORONAVIRUS INFORMATION

The Snohomish Health District is tracking COVID-19 carefully and working with the community to reduce the impacts of this virus. We can all help fight this pandemic by staying informed and prepared. This is an evolving situation, and these web pages are updated frequently. To reach the Snohomish Health District's COVID-19 call center, call 425-339-5278.

Please click the topic buttons below for more information.



Case Counts and Data



Drive-Thru Testing



COVID-19 Health Info



COVID Vaccine



WA Notify App



News and Briefings



Schools/Child Care



Businesses/Organizations



Healthcare Providers



At-Risk Populations



FAQ



Language Resources



Posters for Download

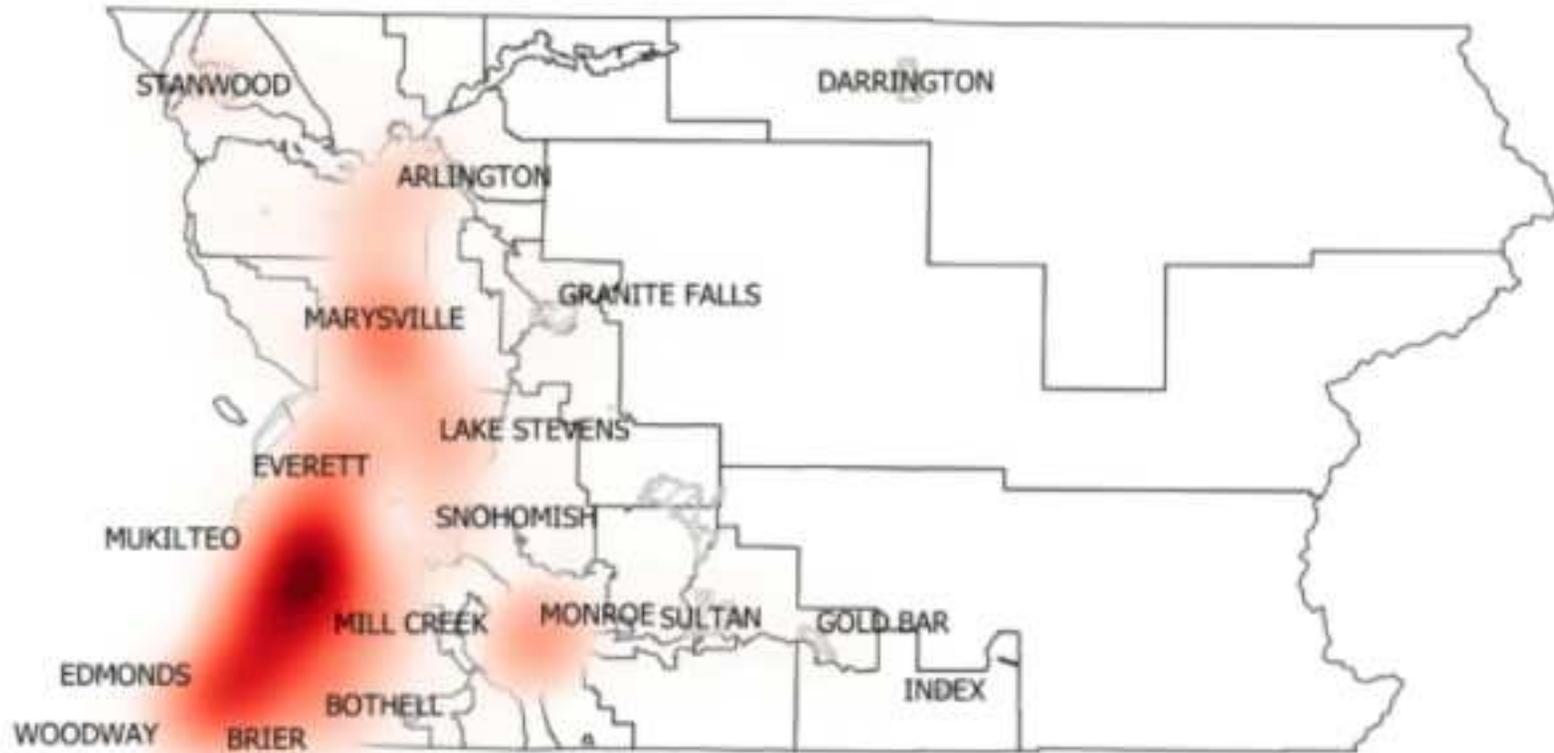


State Guidance



Long-Term Care Facilities

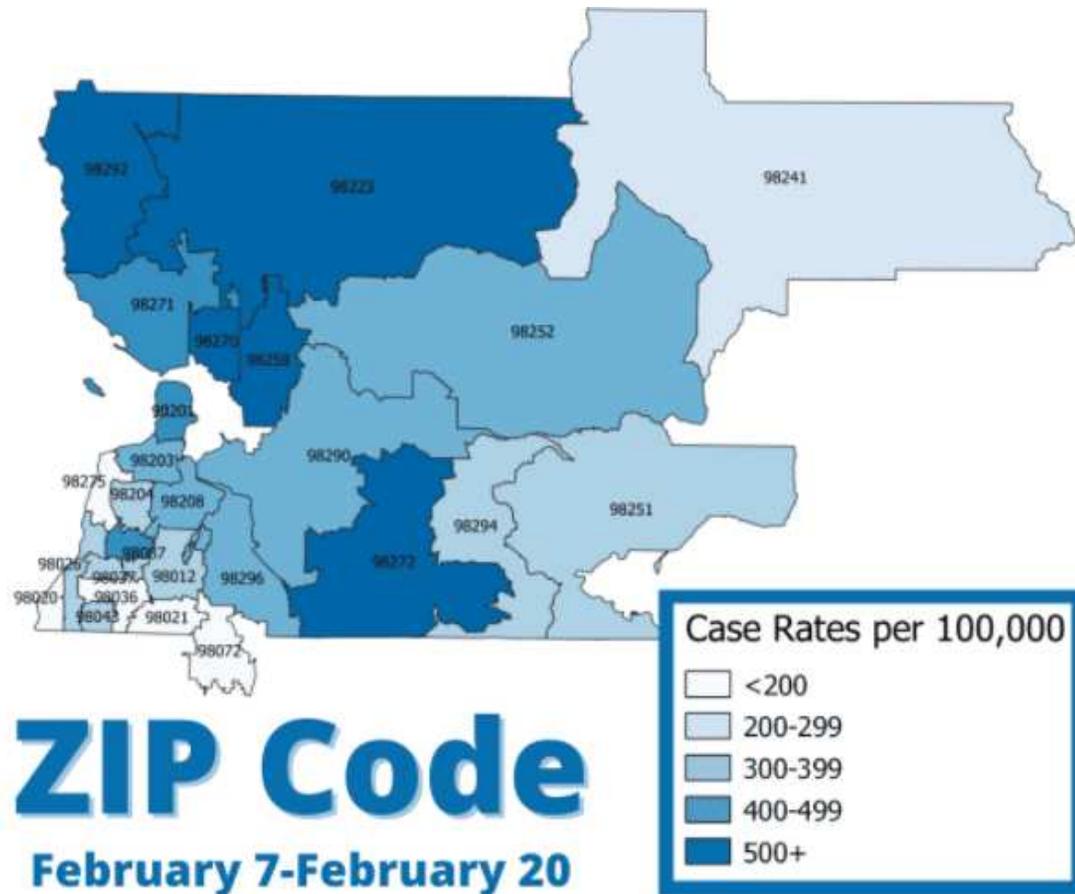
COVID-19 Heat Map--Cumulative



90.3-B-10

Through February 20, 2021

Rate by Zip Code for 2-week Period





COVID-19 Looking Ahead

- Healthcare System
 - Continue work with hospitals, LTCFs, clinics, pharmacies & providers
- Disease Prevention & Containment
 - Continue testing, case, contact and outbreak investigations
 - Support schools in implementing statewide guidance
- Vaccine
 - Work with Vaccine Taskforce to increase supply to meet capacity
 - Develop reporting information on demographics, etc.
 - Collaborate with partners to increase access for underserved
 - Continue to follow prioritization in vaccination phases

COVID-19 Vaccine Dashboard

RECEIVED AND ALLOCATED*

	Moderna Dose 1	Moderna Dose 2	Pfizer Dose 1	Pfizer Dose 2	Subtotal Dose 1	Subtotal Dose 2	Johnson & Johnson (1- dose)	TOTAL ***
Doses Received (12/15/20 - 3/6/2021)	92,730	102,800	32,175	14,040	124,905	116,840	8,300	250,045
Allocated for Week 13 (3/7/21 - 3/13/21)	1,800	11,800	0	7,020	1,800	18,820	200	20,820
Total vaccines allocated	94,530	114,600	32,175	21,060	126,705	135,660	8,500	270,865

ADMINISTERED**

	Moderna Dose 1	Moderna Dose 2	Pfizer Dose 1	Pfizer Dose 2	Subtotal Dose 1	Subtotal Dose 2	Johnson & Johnson (1- dose)	TOTAL ***
Doses administered (12/15/20 - 2/27/2021)	65,768	34,320	35,172	14,759	100,940	49,079	0	150,019
Doses administered in Week 12 (2/28/21 - 3/6/21)	13,923	8,878	8,042	1,371	21,965	10,249	675	32,889
Total vaccines administered	79,691	43,198	43,214	16,130	122,905	59,328	675	182,908

As of March 11, 2021

Moving **FORWARD**



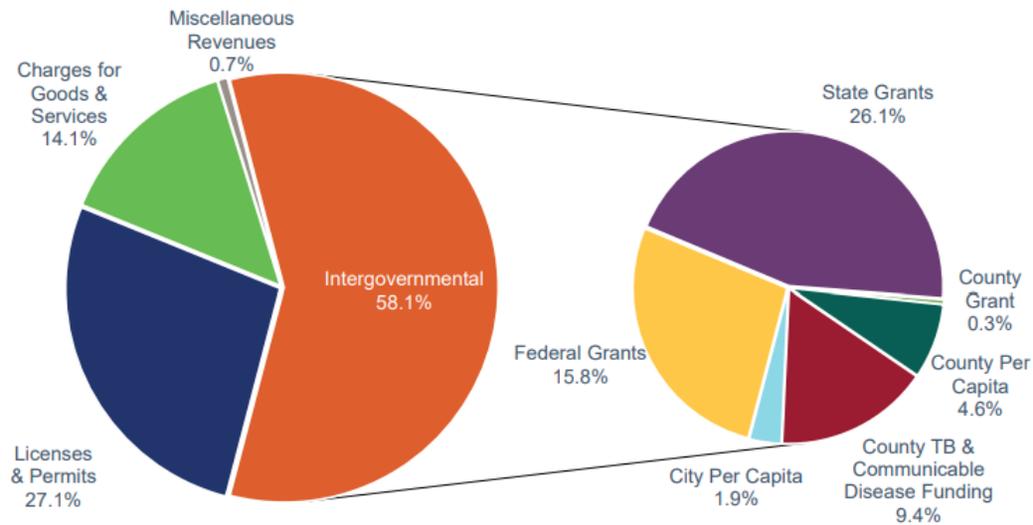
Implementing Our Strategic Plan

- Reduce the rate of communicable disease and other notifiable conditions
- Prevent or reduce chronic diseases and injuries
- Provide high-quality environmental health services
- Improve maternal, child, and family health outcomes
- Provide legally required vital records
- Address ongoing, critical public health issues
- Support increased access to medical, oral, and mental health care
- Build a more sustainable organization

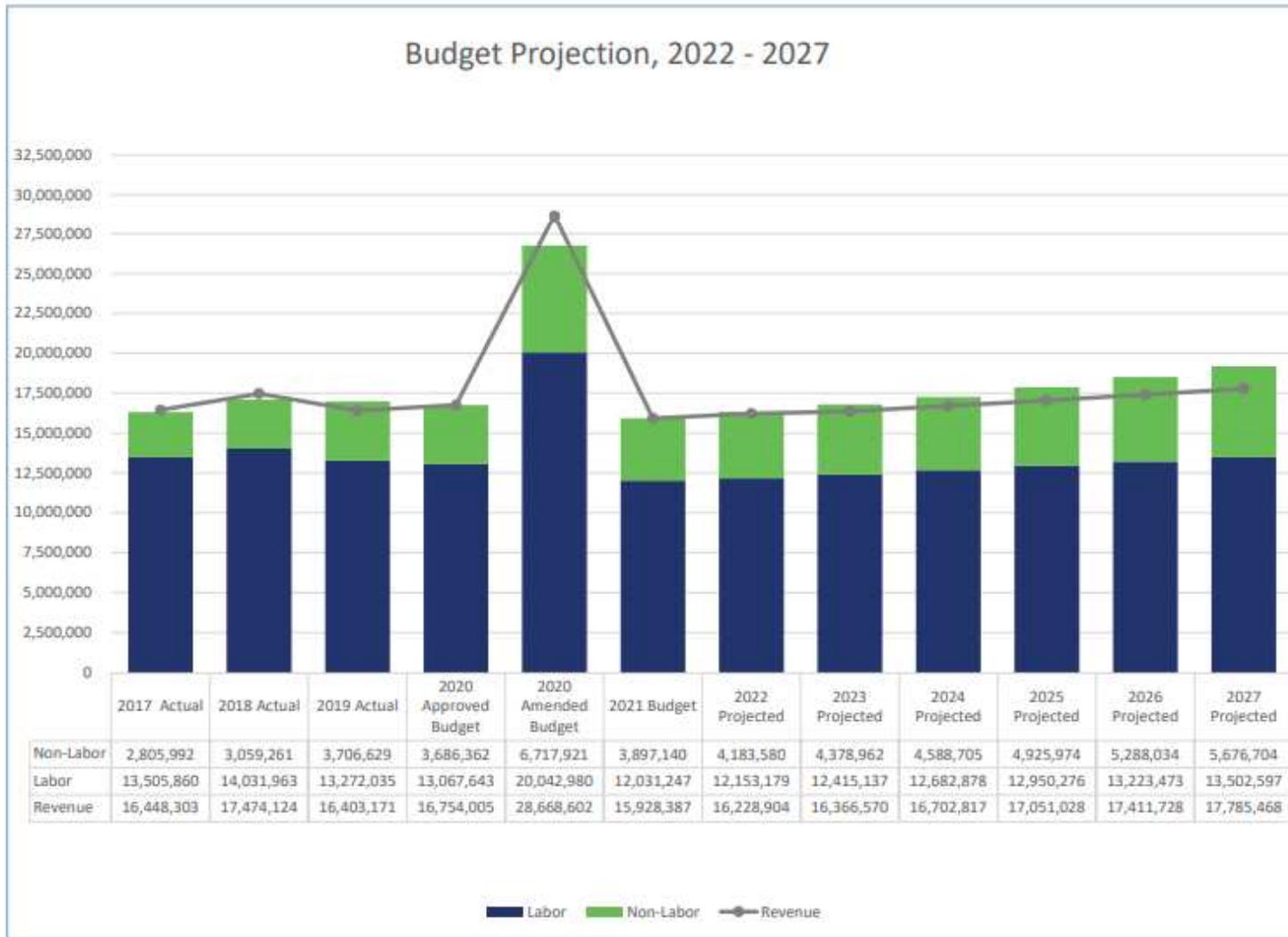
Projected Revenues

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Proposed Budget
Licenses & Permits	3,860,426	4,008,199	3,787,452	3,577,892	4,314,297
Intergovernmental Revenue	10,147,984	11,046,367	9,913,452	22,383,413	9,260,321
Charges for Goods & Services	2,140,985	1,838,729	2,578,610	2,449,479	2,239,463
Miscellaneous Revenues	<u>298,909</u>	<u>580,829</u>	<u>401,213</u>	<u>257,818</u>	<u>114,557</u>
	16,448,304	17,474,124	16,680,727	28,668,602	15,928,387

2021 Budgeted Revenue By Source



Updated Six-Year Forecast



90.3-B-17



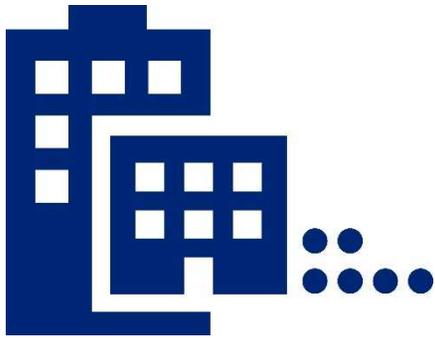
Looking Ahead

COVID Funding - continue engaging with federal delegation and local partners to ensure extended & expanded

Sustainable Funding - while 2021-2025 are fairly stable, current trends would leave the District with an inadequate total fund balance to cover reserves starting in 2026.

Increased Revenue – finalizing renovations to lease out space in Rucker Building; hiring grant coordinator; Sound Foundation for Public Health getting up and running.

Sound Foundation for Public Health



- New Foundation board members selected
- Anticipate filing paperwork in Q1
- Finalizing MOU between Foundation and Health District

Purpose: To provide support for priorities identified in community health assessments, community health improvement plans, and/or emerging public health issues in Snohomish County.

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Thank you

contact information

For more info, please contact:

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Administrative Officer

425.339.8687

SFrederick@snohd.org

Katie Curtis

Prevention Services Acting Director

425.339.8711

KCurtis@snohd.org

CITY COUNCIL ITEM 90.3-C

CITY OF LYNNWOOD City Council

TITLE: Discussion: Boards and Commissions

DEPARTMENT CONTACT: Council President George Hurst

SUMMARY:

Continue discussion started at the council summit regarding expectations and experiences with boards and commissions. Attached are sample agendas from each group as well as the suggested edits from staff, presented October 5, 2020.

DOCUMENT ATTACHMENTS

Description:	Type:
Sample agendas	Backup Material
10.5.20 LMC edits	Backup Material

Sample Agendas from boards and commissions



CITY OF LYNNWOOD ARTS COMMISSION

AGENDA
MARCH 16, 2021 6:30PM
ONLINE

10. CALL TO ORDER

20. ROLL CALL

Elizabeth Lunsford	Julietta Altamirano Crosby, Council Liaison
Barry Miller	
Teo Popescu	Fred Wong, Community Programs Coord (CPC)
Robert Gutcheck, Chair	
Rhiannon Kruse	
Lynn Hanson, Secretary	
Raniere, Vice Chair	

30. APPROVAL OF MINUTES – February 16, 2021

40. COMMISSIONER & AD HOC REPORTS

50. COUNCIL LIAISON REPORT

60. STAFF REPORT

70. CITIZEN COMMENTS

80. BUSINESS ITEMS

80.1 Equity & Social Justice work	30 min
80.2 Cultural Plan	15 min
80.3 Community Justice Center Public Art	5 min
80.4 Big Hair signal box / other idea	5 min
80.5 Mural – virtual meet the artist (April 22 or 14)	5 min

90. FUTURE BUSINESS

100. ADJOURNMENT

Upcoming Meetings:
 April 20, 2021 – Regular Meeting @ ONLINE, 6:30-8:30pm

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**Lynnwood Civil Service Commission
Meeting Agenda
March 11, 2021 - 4:30 PM
Zoom Meeting**

Attendees:

- Commissioner Chair Ed dos Remedios
- Commissioner Vice Chair Loren Simmonds
- Commissioner Patrick Decker
- Police Commander Cole Langdon
- Police Sergeant Josh Kelsey
- Secretary/Chief Examiner Lori Charles
- HR Analyst Darlene Connor

Agenda Item

Presenter(s)

- | | |
|--|---------|
| 10. Call to order | |
| 20. Roll Call | All |
| 30. Approve Minutes | |
| 30.1 Approve minutes from the January 6, 2021 Commission Meeting | All |
| 60. New Business | |
| 60.1 Introduction of new Civil Service Commissioner | Charles |
| 60.2 Upcoming Joint Board and Commission meeting – April 29, 2021 | Charles |
| 60.3 Confirmation of the March 10, 2021 Police Sergeant Eligibility List | Connor |
| 70. Old Business | |
| 80. Comments for the good of the order | All |
| 90. Adjourn | |

City of Lynnwood
Diversity, Equity and Inclusion Commission
Agenda
March 10, 2021- 6:30 pm
Via <https://lynnwoodwa.zoom.us/j/81211951376>
Zoom

Naz Lashgari (Chair)
Daniela Altamirano-Crosby
Jared Bigelow (Co-chair)
Joshua Binda
Selam Habte
Jennifer McLaughlin
Marcia Smith
CM Jim Smith (Council Liaison)
Evan Chinn (Staff Liaison)
Guest: Julie Moore – City of Lynnwood Public Affairs Officer

10. Call to Order:

20. Roll Call:

30. Approval of Minutes:

- February 10, 2021 DEIC minutes for review and approval

40. Public Comments (3 minutes per person):

50. New Business

1. City/Local response on Covid vaccines to communities of color and DEIC Role – Julie
2. Congratulations Daniela! - Daniela
3. Ice Breaker: Ideas for Growth/Envisioning Equitable Lynnwood - Jennifer
4. Step Up Speaker submission – Jennifer/Evan
5. Jail Bond vote
6. Update/Preview Public Service Announcement – AAPI Welcome video – Evan/Jennifer
7. Participation Expectations/Communications Naz/Jared
8. Goals/accomplishments/subcommittee, officers, and elections? Naz/Jared/Marcia

60. Old Business

1. February 16 presentation to Council Update

70. Staff Liaison Comments, Announcements, and Invitations

80. Council Liaison Comments, Announcements, and Invitations

90. Comments for the good of the order.

100. Adjourn



LYNNWOOD
WASHINGTON

Board of Ethics Agenda

December 9, 2020 – 6:00 pm to 8:00 pm

1. Roll Call – Liaison Karen Fitzthum
2. Changes to proposed agenda – all Board members
3. Adoption of Minutes – October 28th meeting
4. Election of officers – 2.94.080 A (5)
 - a. Presiding officer – Board Chair
 - b. First Vice-Chair
 - c. Second Vice-Chair
5. Research on establishing Board Counsel
6. Adoption of Bylaws
7. Public Comments
8. Board Member Comments
9. Set next meeting date
10. Set proposed agenda for next meeting
11. Adjourn



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD (HHB)
AGENDA
4:30 – 6PM, TUESDAY, MARCH 9, 2021
ONLINE**

- 10. CALL TO ORDER
- 20. ROLL CALL

Crys Donovan, Position #1 – Vice Chair	TBD, Arts Commission
Joshua Brown, Position #2	TBD, Diversity Commission
Kevin Brewer, Position #3	TBD, Parks Board
Vacant, Position #4	TBD, Planning Commission
Jeanne Rogers, Position #5, COL Docent, Secretary	Sarah Olson, Deputy Parks Director
Gary Rogers, Position #6	Fred Wong, Community Programs Coordinator
Cheri Ryan, Position #7, LAMHA - Chair	
	Eric Peterson, Park Operations Superintendent
Shannon Sessions, Council Liaison	TBD, Community Development Dept

- 30. APPROVAL OF MINUTES – February 9, 2020
- 40. BOARD MEMBER & COMMITTEE REPORTS
- 50. COUNCIL LIAISON REPORT
- 60. CITIZEN COMMENTS (Guest Tom Sprague)
- 70. STAFF REPORT
- 80. BUSINESS ITEMS
 - 80.1 Guest Tom Sprague 15 min
 - 80.2 Snohomish County Grant - planning 10 min
 - 80.3 Lynnwood People of Interest - project 15 min
 - 80.4 Future programs – planning (HH Day in July) 5 min
 - 80.5 Signal Box Art Wrap - Idea 5 min
 - 80.6 Lynnwood Historic Registry 10 min
- 90. FUTURE BUSINESS
- 100. ADJOURNMENT

Upcoming Meetings:
April 13, 2021 – Regular Meeting @ ONLINE, 4:30pm

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 425-670-5502 with 24-hours advance notice for special accommodations.

AGENDA**Human Services Commission****Thursday October 1, 2020 — 6:30 pm**

Virtual Meeting via Zoom (link provided)

- 1. CALL TO ORDER-Chairman Farkas**
- 2. ROLL CALL-Chairman Farkas**
- 3. APPROVAL OF MINUTES-September 3, 2020 meeting**
- 4. CITIZEN COMMENTS (Limited to three minutes per speaker)**
- 5. COMMISSIONER COMMENTS**
- 6. DISCUSSION/ACTION ITEMS**

	Topic	Lead	Time (Min.)
A.	Follow Up Discussion on Fenn Report Priorities (see pages 16-20 in the report)	Sordel and Board	60
B.	Discussion-Stakeholder/Partner Meeting	Commissioners	20
C.	Comments from Verdant Health Commission Board	Sordel	10

- 7. OTHER BUSINESS/REPORTS**
- 8. COUNCIL LIAISON REPORT**
- 9. NEXT MEETING**
November 5, 2020 @6:30
p.m.
- 10. ADJOURN**

**LEOFF 1 Disability Board Agenda
March 9, 2021 - 9:00 AM
Teleconference via Zoom**

Attendees

Mike McBride, Chairman
John Conderman
Ed Dos Remedios
Jim Smith
Shannon Sessions
Paisley Stenerson, Board Secretary

Other's Present:

Agenda Item

Presenter(s)

10. Call to order

20. Roll Call

All

30. Approval of Minutes

All

30.1 Approval of the February 9, 2021 Board minutes

40. Audit of Claim

All

40.1 Routine claims

40.2 Motion for audit of claims

50. Old Business

All

50.1 LEOFF-1 Policies and Procedures Review

60. New Business

All

None

70. Adjourn

All

[Next meeting Tuesday, April 13th, 2021 at 9:00am](#)

**AGENDA
LYNNWOOD PARKS AND RECREATION BOARD
REGULAR MEETING**

**March 3, 2021
Virtual via Zoom (see instructions below)
6:00pm**

- | | | |
|---|-------------------|----------------------------------|
| 10. Call to Order | | |
| 20. Roll Call: | | |
| Boardmember Coelho | | Councilmember Frizzell |
| Boardmember Darboe | | Director Sordel |
| Boardmember Gladysz | | Deputy Director Olson |
| Boardmember Hernandez | | Senior Parks Planner Thompson |
| Boardmember McKeown | | Administrative Assistant Flesher |
| Boardmember Stohr | | |
| 30. Approval of Minutes – February 3, 2021. | | |
| 40. Written Communications | | |
| 50. Public Comments | | |
| 60. Comments from Boardmembers | | |
| 70. Messages from the City Council | | |
| 80. Resolutions and Other Business | 10 minutes | Action |
| 80.1 Approve April – July Meeting Schedule | | |
| 90. Staff Reports | | |
| 90.1 PARC Plan Update: | 90 minutes | Information/Discussion |
| • Park and Trail Usage Study | | |
| • Outreach and Engagement Plan | | |
| 90.2 Staff Report | 5 minutes | Read for Information |
| 100. Adjournment | | |

Upcoming Meetings/Events (pending adoption):

Regular Meeting: April 7, 2021 – Time TBD - via Zoom
Regular Meeting: May 5, 2021 – Time TBD - via Zoom
Regular Meeting: June 2, 2021 – Time TBD - via Zoom
Special Meeting: July 14, 2021 – Time TBD – Park Tour

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities.
Contact the City at 425-670-5505 with 24-hours advance notice for special accommodations.

Zoom Link:

<https://lynnwoodwa.zoom.us/j/96972883955>

Or Telephone:

US: +1 253 215 8782

Webinar ID: 969 7288 3955



AGENDA
Lynnwood Planning Commission
Meeting
Thursday, October 22, 2020 — 6:30 pm
Online via Zoom

A. CALL TO ORDER – ROLL CALL

B. APPROVAL OF MINUTES

August 27, 2020

C. PUBLIC COMMENTS – (on matters not scheduled for discussion or public hearing on tonight's agenda) Note: Individuals wishing to offer a comment on a non-hearing agenda item, at the discretion of the Chair, may be invited to speak later in the agenda, during the Commission's discussion of the matter. Individuals wishing to comment on the record on matters scheduled for a public hearing will be invited to do so during the hearing.

D. PUBLIC HEARINGS

E. WORK SESSION TOPICS

1. Housing Action Plan Update

F. OTHER BUSINESS

G. COUNCIL LIAISON REPORT

H. PLANNING MANAGER'S REPORT

I. COMMISSIONERS' COMMENTS

J. ADJOURNMENT

The public is invited to attend and participate in this public meeting. Parking and meeting rooms are accessible to persons with disabilities. Upon reasonable notice to the City Clerk's office (425) 670-5161, the City will make reasonable effort to accommodate those who need special assistance to attend this meeting.

AGENDA
LYNNWOOD TOURISM ADVISORY COMMITTEE
Zoom Meeting: <https://lynnwoodwa.zoom.us/j/87462122878>

Thursday, February 11, 2020
8:00 am

10. Call to order
20. Roll Call:

Chairperson Shannon Sessions Committee Member Georgia Borg-Leon Committee Member Eric Amundson Committee Member Jerry Irwin Committee Member Janet Pope Committee Member Linda Jones	Economic Development Director David Kleitsch Tourism Manager Christy Murray
---	--
30. Approval of Minutes:
30.1 Approval of Minutes, November 12, 2020
40. Written Communications
50. Public Comments
60. Reports from Committee Members
70. Resolutions and Action Items
80. Staff Reports
80.1 2020 Lodging Metrics Report
80.2 Director's Report
90. General Discussion
100. Adjournment

Next meeting: Tentatively scheduled for March 11, 2021

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 425-670-5040 with 24-hours advance notice for special accommodations.

FROM 10/5/20 MEETING

CITY COUNCIL ITEM G
CITY OF LYNNWOOD
Executive

TITLE: Proposed Board and Commission Lynnwood Municipal Code Revisions

DEPARTMENT CONTACT: Julie Moore, Public Affairs Officer

SUMMARY:

City Administration is proposing several updates and amendments to the Lynnwood Municipal Code Chapters that pertain to Boards and Commissions. Attached is a tracked changes version of the proposed code revisions to Chapter 2.24 Advisory Bodies, 2.26 Arts Commission, 2.29 Planning Commission, 2.60 Diversity, Equity & Inclusion Commission, 2.98 Salary Commission, 2.30 History & Heritage Board, and 2.28 Parks & Recreation Board.

ACTION:

Requesting that City Council review and consider the attached revisions and amendments to the Lynnwood Municipal Code pertaining to Boards and Commissions.

DOCUMENT ATTACHMENTS

Description:	Type:
Summary of Proposed LMC Changes	Backup Material
Proposed Board and Commission LMC Revisions	Backup Material

Summary of changes: AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO THE CITY'S BOARDS AND COMMISSIONERS; AMENDING CHAPTERS 2.24, 2.26, 2.29, 2.60, 2.98, 2.30, AND 2.28 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

Section	Page	Line	Summary
SECTION 1 - 2.24 Advisory Bodies – General Provisions			
2.24.010 Definitions	1-2	20-33 1-2	This adds definitions of who can serve on an advisory board: resident, community stakeholder, and non-resident. This change also reflects removing the requirement to be a registered voter.
2.24.020 Scope of Work	2	8-22	Clean up edits. Replaces language of the city's comprehensive plans and expands it to adopted plans and regulations.
2.24.030 Membership, nomination and confirmation process, reappointment process, residency requirements, and responsibilities	3 4	1-2 4-10 16-17 18-23 24-27 28-2 3-6 7-9	Clean up edits. Clean up edits regarding residency, removed & relocated voter registration requirements to another section (2.24.101) Clean up edits Combined E and F. Removed G which set term limits Clean up edits Included Open Public Meetings requirements and relevant RCW chapters Clean up edits
2.24.040 Officers – Identifications & Elections	4	11-15	Removed gender specific pronouns
2.24.050 Quorums, transacting business and resolutions	4	20-24	Expanded the method by which an advisory body could provide a recommendation to council and/or administration
2.24.070 Multiple appointments prohibited	4-5	29-31, 1-2 3-4	Clean up edits Adding an exemption of Salary Commission members to hold multiple appointments when appropriate.
2.24.080 Conflicts of Interest	5	6-9	Removed gender specific pronouns
2.24.090 Liaisons and representatives administrative support	5	10 11-15 16-23	Administrative support is more reflective of the role played by staff Clean up edits, added that Salary Commission and Ethics Board shall not have council liaisons Clarifying the role of the administrative support person
2.24.100 Procedures, records and minutes	5	25-28	Clean up edits
2.24.110 Meetings	5-6	30-32, 1-	Clean up edits, specifying where meetings are posted

G-2

		2	
2.24.120 Compensation and reimbursement of expenses	6	4-6	Clean up edits
2.24.130 Lobbying efforts	6	9-14	Clean up edits
SECTION 2 – Chapter 2.26 ARTS COMMISSION			
2.26.030 Membership appointment - term	7	20-26	Updated terms
2.26.040 Residency requirements	7	30-32	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions
SECTION 3 – Chapter 2.29 PLANNING COMMISSION			
2.29.030 Membership appointments	8-9	28-30, 1-4	Updated term dates
2.29.031 Residency requirements	9	9-10	Added residency requirements.
SECTION 4 – Chapter 2.60 DIVERSITY, EQUITY & INCLUSION COMMISSION			
2.29.030 Membership Appointment - term	11	11-15	Updated term dates
2.26.040 Residency requirements	11	20-25	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions
SECTION 5 – Chapter 2.98 SALARY COMMISSION			
2.29.030 Membership Appointment - term	13	28-34	Updated term dates
2.98.050 Open meetings	14	12	Clean up edit
SECTION 6 – Chapter 2.30 HISTORY & HERITAGE BOARD			
2.30.030 Membership Appointment - term	15	28-34	Updated term dates
2.30.040 Residency requirements	16	12	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions
SECTION 7 – Chapter 2.28 PARKS & RECREATION BOARD			
2.28.030 Membership Appointment - term	17	20-26	Updated term dates
2.30.040 Residency requirements	17	29-31	Updated to be consistent with Ch 2.24.010 Advisory Bodies Definitions

CITY COUNCIL ITEM 90.3-D

**CITY OF LYNNWOOD
Executive**

TITLE: Executive Session, If Needed

DEPARTMENT CONTACT: Leah Jensen

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available