

**LYNNWOOD  
CITY COUNCIL  
Work Session**

**Date: Monday, October 5, 2020**

**Time: 6:00 PM**

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

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6:00 PM	<b>A</b>	Comments and Questions on Memo Items
6:05 PM	<b>B</b>	Interview: Janet Pope for the Tourism Advisory Committee
6:20 PM	<b>C</b>	Introduction to Edmonds School District Superintendent Gustavo Balderas
6:40 PM	<b>D</b>	Update from Edmonds School District Board President Deborah Kilgore
7:05 PM	<b>E</b>	Update from Snohomish County Health District Acting Prevention Services Director Katie Curtis
7:35 PM	<b>F</b>	COVID-19 Update
7:50 PM	<b>G</b>	Proposed Board and Commission Lynnwood Municipal Code Revisions
8:05 PM	<b>H</b>	Break
8:15 PM	<b>I</b>	Introduction to Executive Assistant to the Council Lisa Harrison
8:25 PM	<b>J</b>	Briefing: Surface Water Management 2020 Comprehensive Plan (2020-2025), Pre-Public Hearing
8:40 PM	<b>K</b>	Mayor Comments and Questions
8:45 PM	<b>L</b>	Council President and Council Comments
8:50 PM	<b>M</b>	Executive Session: Litigation and Real Estate
		Adjourn

**Memorandums for Future Agenda Items:**

M-1 Construction Contract Award: Lynnwood Primary Clarifier Repairs

**Memorandums for Your Information:**

**Contact: Executive Office (425) 670-5001**

## CITY COUNCIL ITEM A

### CITY OF LYNNWOOD Executive

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**TITLE:** Comments and Questions on Memo Items

**DEPARTMENT CONTACT:** Leah Jensen

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available

## **CITY COUNCIL ITEM B**

### **CITY OF LYNNWOOD Economic Development**

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**TITLE:** Interview: Janet Pope for the Tourism Advisory Committee

**DEPARTMENT CONTACT:** David Kleitsch

#### **SUMMARY:**

The Tourism Advisory Committee / Lodging Tax Advisory Committee currently has one vacancy, Position 4, Activity Representative (Lodging Tax User). Janet Pope, Executive Director of the Lynnwood Public Facilities District has applied for Position 4. City Council is requested to interview the applicant for the term ending on December 31, 2020.

#### **POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

This action implements the City Council's policy direction establishing the Tourism Advisory Committee / Lodging Tax Advisory Committee pursuant to LMC Chapter 2.27.

#### **ACTION:**

Interview Janet Pope, Activity Representative, Tourism Advisory Committee for the term ending December 31, 2020.

#### **BACKGROUND:**

The Tourism Advisory Committee (TAC) was established pursuant to LMC 2.27. The Committee is comprised of eight designated positions and serves to advise and provide recommendations to the Mayor and City Council with regard to tourism matters. Positions 1 through 5 of the TAC constitutes the City of Lynnwood Lodging Tax Advisory Committee (LTAC) pursuant to Washington State statutes, Chapter 67.28 RCW.

Appointments to the TAC occur pursuant to LMC 2.27.030 which provides for the appointment of Tourism Advisory Committee Members to one-year terms, or to fulfill un-expired terms. The current membership of the Tourism Advisory Committee is as follows:

Position 1, Ian Cotton, City Elected Official  
Position 2, Lodging Tax Collector, VACANT  
Position 3, Lodging Tax Collector, Georgia Borg-Leon  
Position 4, Lodging Tax User, VACANT  
Position 5, Lodging Tax User, Linda Jones, Lynnwood Chamber of Commerce  
Position 6, Restaurant Representative, Linda Geddes, Sparta's Pizza & Pasta House  
Position 7, Retail Representative, Jerry Irwin, General Manager, Alderwood Mall  
Position 8, Citizen Representative, Debby Mueller

City Council appoints Position 1, City Elected Official, as part of the Council appointment process. City Council confirms appointments to positions 2 through 8 as part of the TAC / LTAC appointment process.

#### **ADMINISTRATION RECOMMENDATION:**

Interview Janet Pope for Position 4, Activity Representative (Lodging Tax User), Tourism Advisory Committee for the term ending December 31, 2020.

#### **DOCUMENT ATTACHMENTS**

**Description:**

[TAC Candidate Application - J. Pope](#)

**Type:**

Backup Material

**CITY OF LYNNWOOD  
TOURISM ADVISORY COMMITTEE APPLICATION**

NAME Janet Pope DATE 7/27/2020

ADDRESS [REDACTED]

CITY [REDACTED] ZIP CODE [REDACTED]

DAY PHONE [REDACTED] EVENING PHONE [REDACTED]

E-MAIL ADDRESS [REDACTED]

SIGNATURE Janet Pope

Thank you for your interest in serving on the Lynnwood Tourism Advisory Committee. Committee members are appointed to fill a one-year term. City residency is required for the citizen-at-large positions identified by City Council in the nomination confirmation. To help us get to know you and your interests in tourism, please answer the following questions:

Why do you want to serve in this position?

As the Executive Director of the PFD I want to actively engage in the work of the committee as a direct recipient of funding. In addition, I believe the PFD can grow the partnership opportunities to enhance the economic development and public benefit provided by the tourism and hospitality industries in Lynnwood.

How do you perceive the role of tourism and tourism promotion in the community?

To attract individuals and business to the area for initial and ongoing visits for recreation and business opportunities supporting the area restaurants, hotels and small businesses as well as Alderwood Mall and the Convention Center in driving economic growth.

How would you represent the interests of the community on the Tourism Advisory Committee? I will continually update on the planning and development of the Convention Center and future master planning projects for the Convention Plaza for greater public benefit as well as interact with other committee members in partnership opportunities and decision making to serve the committee and the City.

What is your background or experience in strategic planning, finance, marketing, public relations, or related fields? 20 years as a CEO/Executive Director in the nonprofit sector including direct work in all the mentioned fields and consulting other organizations. I have worked with organizations of up to \$50 million and partnered closely with City and County governments in Snohomish and King County and served on multiple commissions and task forces.

Please indicate your business or personal affiliation:

☐ Business Representative – Lodging tax collector

☒ Activity Representative – Involved in activity authorized to be funded by hotel-motel tax

- ☐ Restaurant Representative
- ☐ Retail Representative
- ☐ Citizen-at-Large
- ☐ Other (specify) \_\_\_\_\_

Please submit your completed application to:

Christy Murray, Tourism Manager  
City of Lynnwood  
20816 44<sup>th</sup> Ave W, Ste 230  
Lynnwood, WA 98036

## CITY COUNCIL ITEM C

### CITY OF LYNNWOOD Executive

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**TITLE:** Introduction to Edmonds School District Superintendent Gustavo Balderas

**DEPARTMENT CONTACT:** Leah Jensen

**SUMMARY:**

The Edmonds School District Board of Directors appointed Dr. Gustavo Balderas as the new superintendent. July 1, 2020 was Dr. Balderas's first day in his new role.

Prior to accepting the position with the Edmonds School District, Dr. Balderas served as the superintendent of Eugene School District 4J in Eugene Oregon; where he was named National Superintendent of the Year. Dr. Balderas previously served as superintendent at two different districts in California. Prior to that, he was an assistant superintendent in Oregon. He also was a classroom teacher and counselor.

Dr. Balderas holds a Bachelors of Arts in Education from Western Oregon State College, and a Masters in Curriculum and Assessment from Portland State University. He holds a Doctoral degree from the University of Oregon.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

## CITY COUNCIL ITEM D

### CITY OF LYNNWOOD Executive

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**TITLE:** Update from Edmonds School District Board President Deborah Kilgore

**DEPARTMENT CONTACT:** Leah Jensen

**SUMMARY:**

Edmonds School District Board President Deborah Kilgore will provide Council with an update on the school board's operations.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available



## CITY COUNCIL ITEM E

### CITY OF LYNNWOOD Executive

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**TITLE:** Update from Snohomish County Health District Acting Prevention Services Director Katie Curtis

**DEPARTMENT CONTACT:** Leah Jensen

**SUMMARY:**

The Snohomish County Health District Acting Prevention Services Director Katie Curtis will provide Council with an update on the agency's operations.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Health District Presentation 10-5-2020</a>	Backup Material

# Supporting & Fostering Healthy, Thriving Communities

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

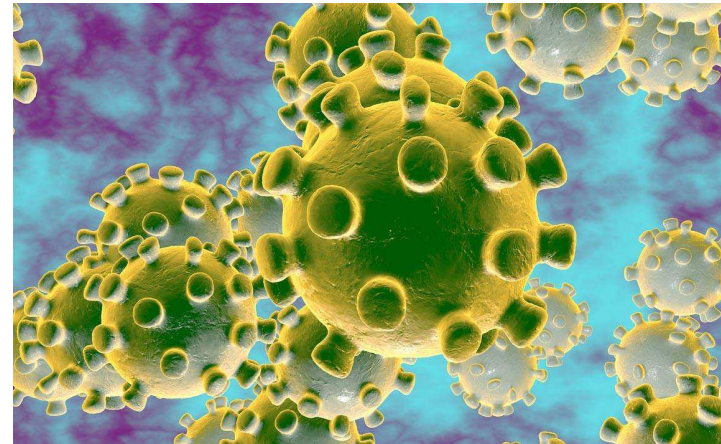


**October 5, 2020**

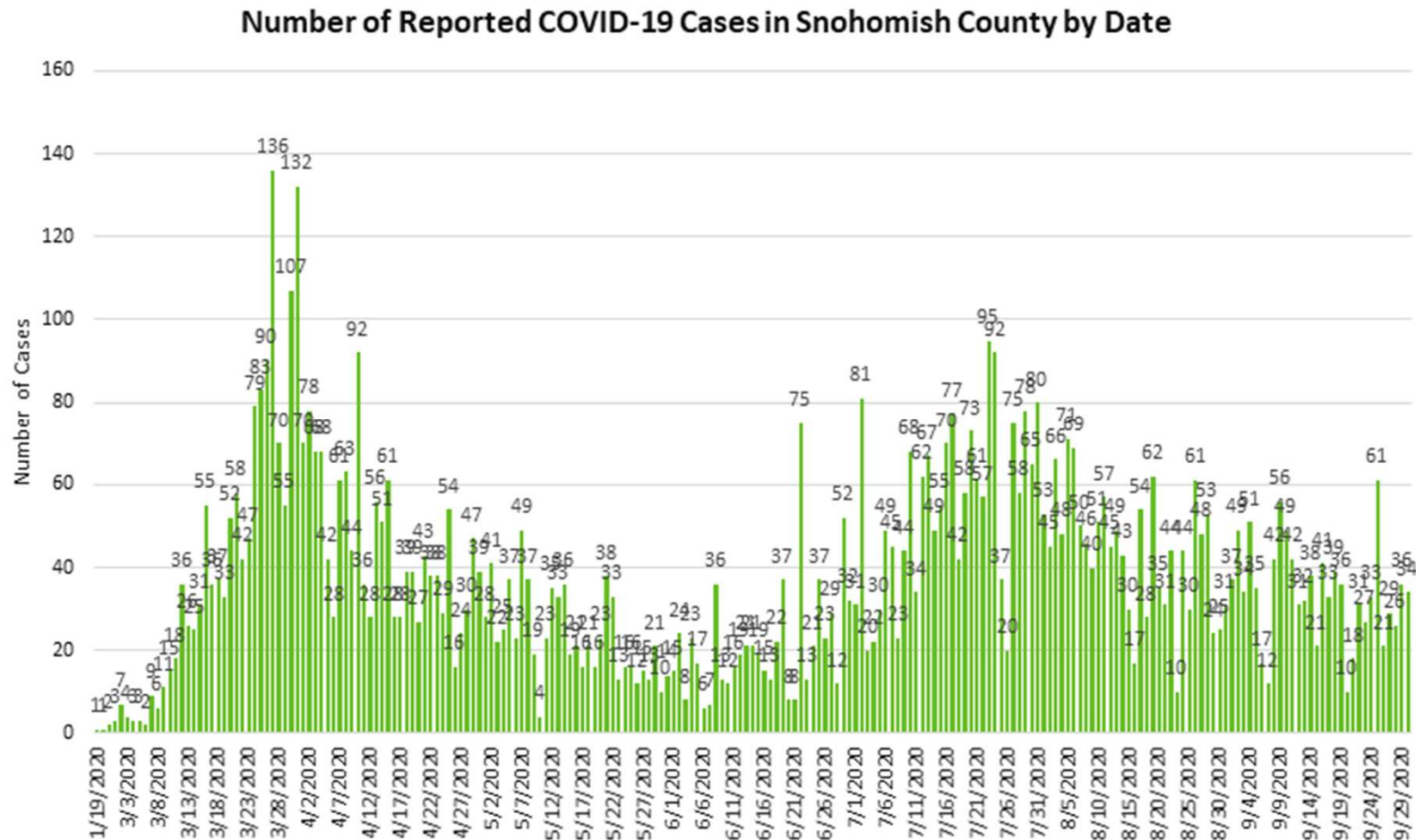
# **COVID-19 RESPONSE**

# Novel Coronavirus (COVID-19)

- Situation continues to evolve, with guidance and information shifting accordingly.
- Encourage following [www.snohd.org/covid](http://www.snohd.org/covid) and social medial channels (Facebook, Twitter and Instagram) for latest information.

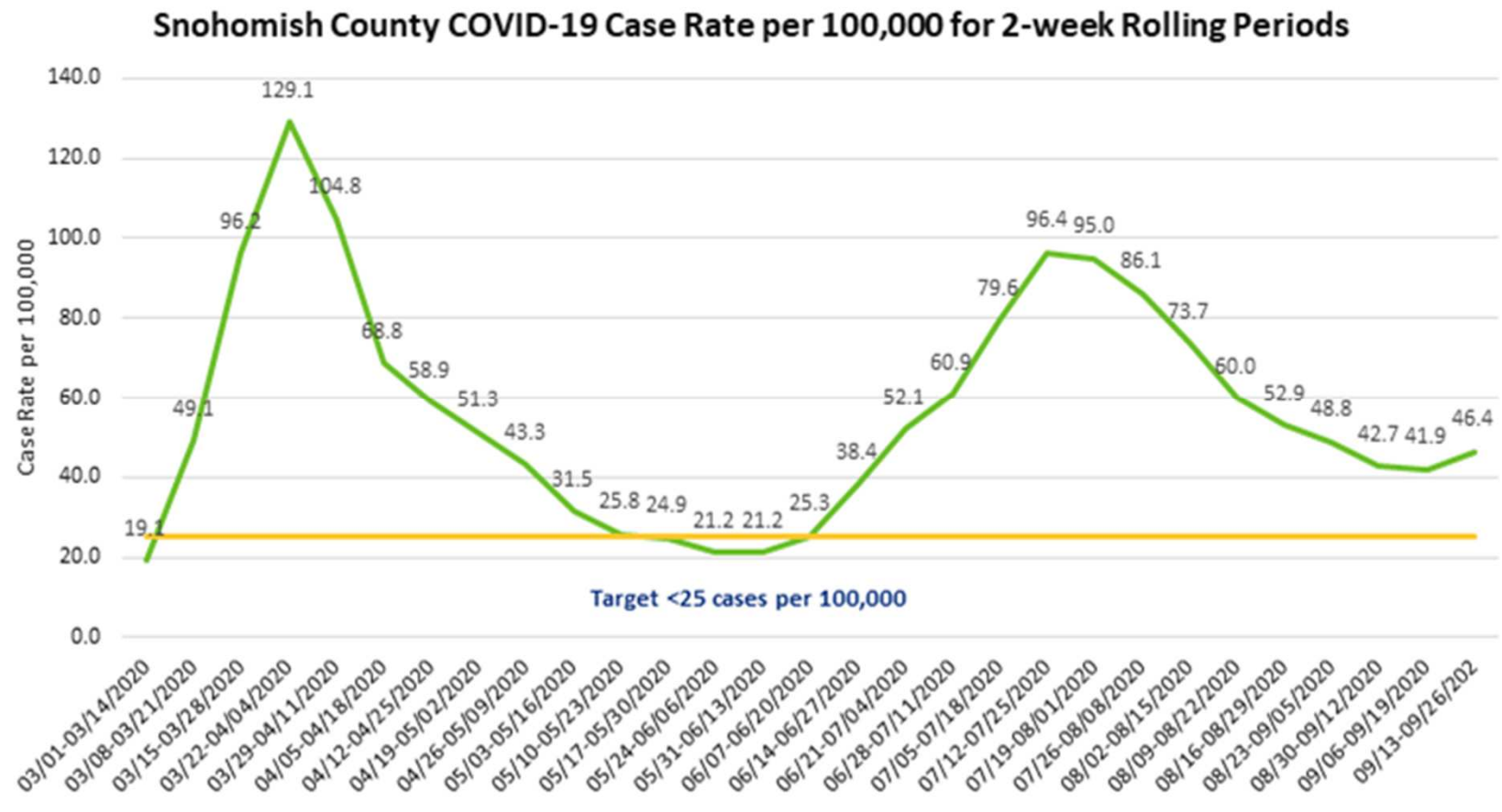


# COVID-19 Cases



As of September 30, 2020

# Rolling 2-week Case Rate



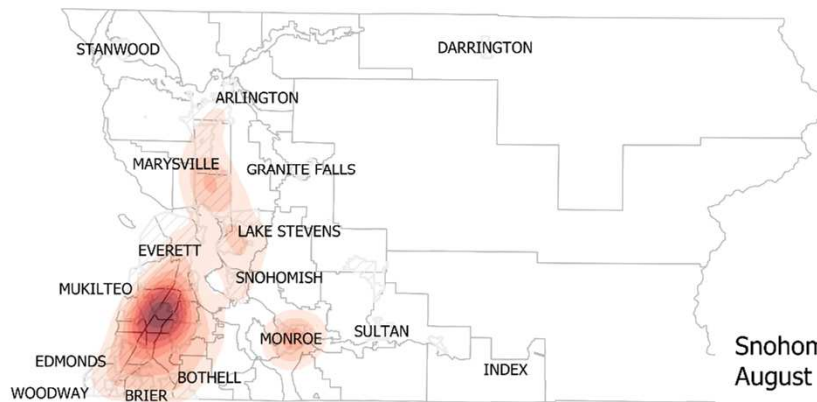
E-6

As of September 27, 2020

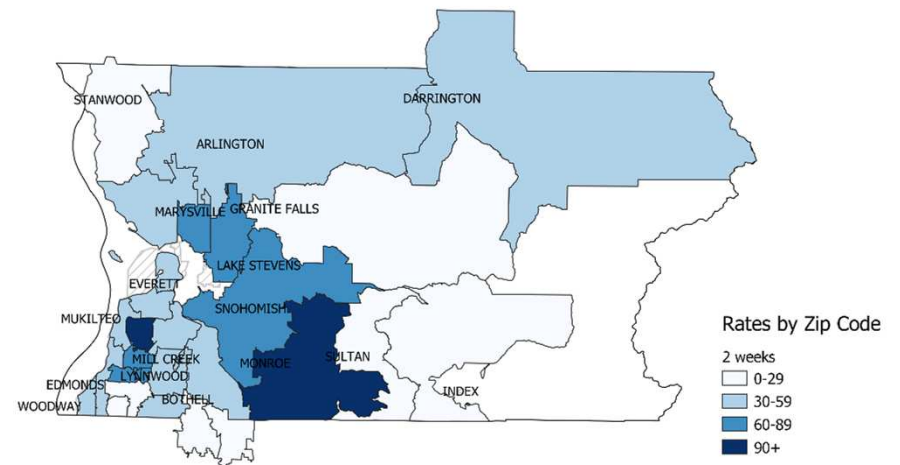


# New Maps Available Bi-Weekly

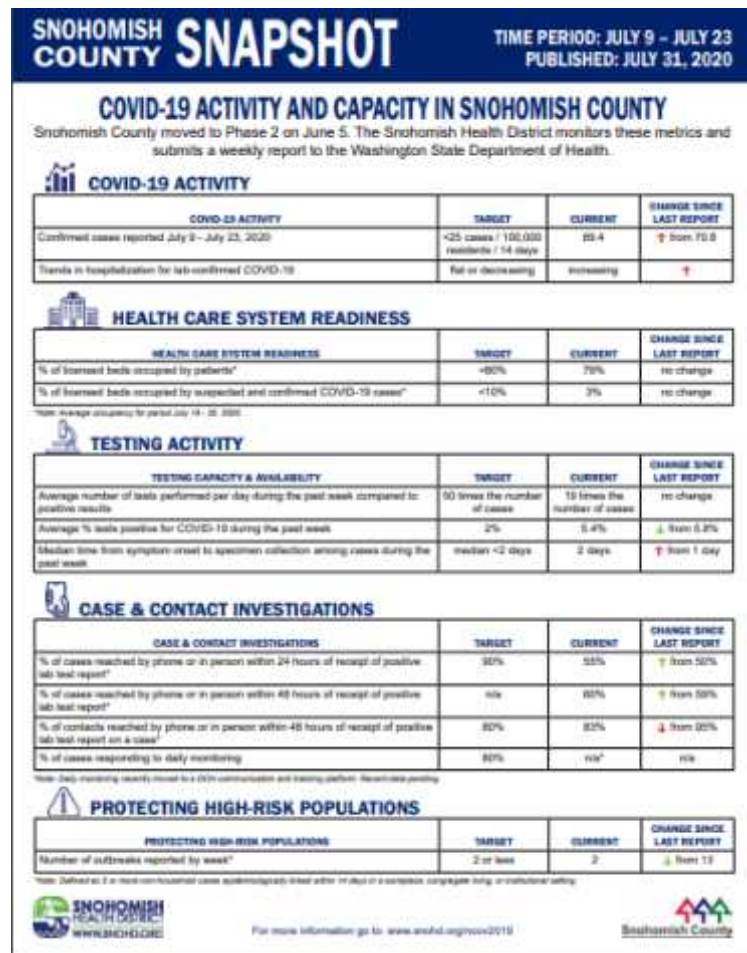
Snohomish County COVID-19 Case Distribution Heat Map,  
August 23 – September 5, 2020



Snohomish County COVID-19 Case Rates Per 100,000,  
August 23 – September 5, 2020



# Snapshot & Weekly Reports







# Key Priorities

Testing capacity

Case investigations & contact tracing

Long-term care facilities, first responders, schools,  
child cares and employer notifications

PPE availability and healthcare capacity

COVID vaccine planning

Ongoing communications

Translated materials & expanding outreach

# In Our **COMMUNITIES**

# Day-to-Day Work Continues



**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

# Resources for Local Businesses



E-12

# Outreach While Social Distancing



Working to develop more curriculum and toolkits that schools, child cares and community groups can use remotely



Exploring ways to engage with the community on important health topics & needs virtually

# Moving **FORWARD**



# Continuing Essential Work

Issuing birth and death certificates

Tracking and responding to other communicable diseases like tuberculosis, whooping cough & STDs.

Supporting children's health needs

Inspecting food establishments, pools & spas, etc.

Reviewing permit applications

Providing refugee health screenings

Responding to complaints and violations

# Implementing Our Strategic Plan

## Mission

Spearhead efforts to protect, promote and advance the collective health of our community.

## Goals

- 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



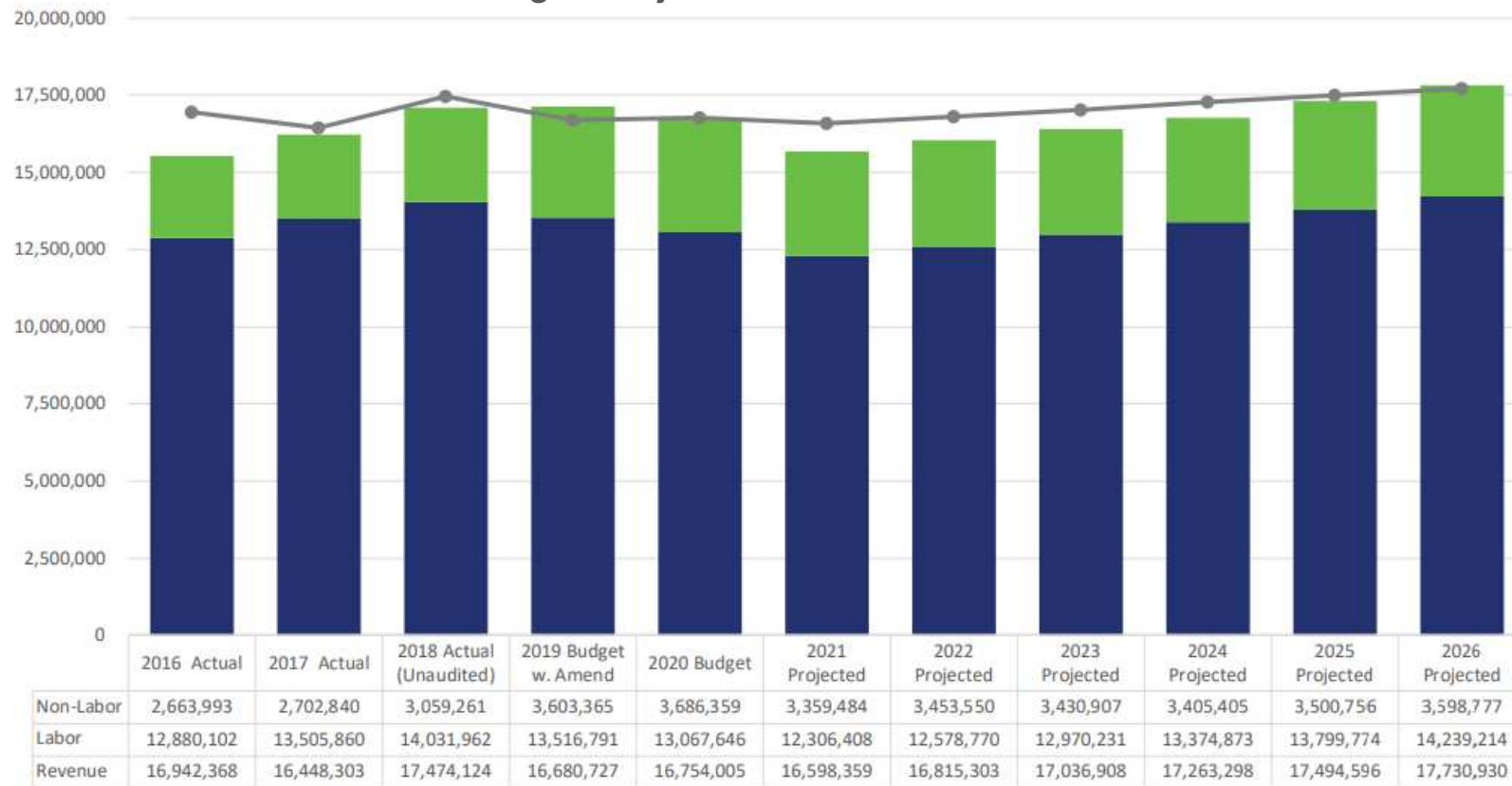
**2020 Strategic Plan**



# Monitoring Budgets & Projections

- 2020 budget was balanced, with \$16.75 million in revenues/expenditures.
- Current budget includes 113 full-time equivalent positions.

Budget Projection, 2021-2026

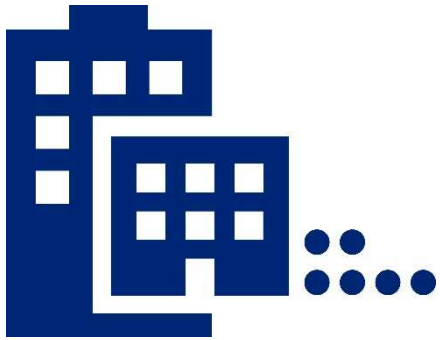


E-17

# Per Capita Contributions

- Naloxone purchase & coordination for cities
- Support general fund activities not covered by other funding:
  - Data & Reports
    - Community Health Assessment & Improvement Plans
  - Healthy Communities
    - Suicide Prevention
    - Safe Routes to School/Complete Streets
    - Healthy Housing
    - Health Fairs & Community Events
  - Child Care Health Outreach

# Public Health Foundation

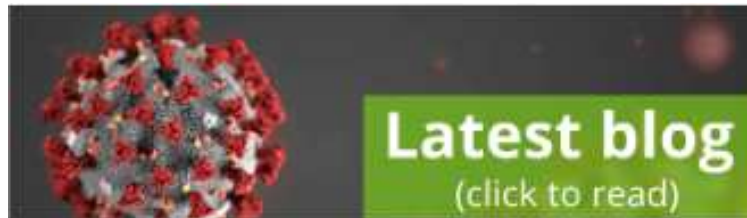


- Working over the last year to research feasibility & models
- Ad hoc committee met since April to provide recommendations to Board of Health.
- Now recruiting foundation board members.

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

# Stay in touch

## Blog & Newsletters



Sign up for our blog, newsletters, alerts and more at [www.snohd.org/NotifyMe](http://www.snohd.org/NotifyMe)

## Social Media



Follow us on Facebook, Twitter, YouTube, and Instagram



# Thank you

## contact information

For more info, please contact:

Shawn Frederick, MBA

Administrative Officer

425.339.8687

[SFrederick@snohd.org](mailto:SFrederick@snohd.org)

Katie Curtis

Prevention Services Acting Director

425.339.8711

[KCurtis@snohd.org](mailto:KCurtis@snohd.org)

## CITY COUNCIL ITEM F

### CITY OF LYNNWOOD City Council

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**TITLE:** COVID-19 Update

**DEPARTMENT CONTACT:** Christine Frizzell, Council President

**SUMMARY:**

The City continues to monitor and respond to the COVID-19 emergency. The Council will receive an update from City staff.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

# CITY COUNCIL ITEM G

## CITY OF LYNNWOOD Executive

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**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:
<a href="#">Summary of Proposed LMC Changes</a>	Backup Material
<a href="#">Proposed Board and Commission LMC Revisions</a>	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
<b>SECTION 1 - 2.24 Advisory Bodies – General Provisions</b>			
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 <del>representatives</del> 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



		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
<b>SECTION 2 – Chapter 2.26 ARTS COMMISSION</b>			
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
<b>SECTION 3 – Chapter 2.29 PLANNING COMMISSION</b>			
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.
<b>SECTION 4 – Chapter 2.60 DIVERSITY, EQUITY &amp; INCLUSION COMMISSION</b>			
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
<b>SECTION 5 – Chapter 2.98 SALARY COMMISSION</b>			
2.29.030 Membership Appointment - term	13	28-34	Updated term dates
2.98.050 Open meetings	14	12	Clean up edit
<b>SECTION 6 – Chapter 2.30 HISTORY &amp; HERITAGE BOARD</b>			
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
<b>SECTION 7 – Chapter 2.28 PARKS &amp; RECREATION BOARD</b>			
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

Chapter 2.24  
ADVISORY BODIES – GENERAL PROVISIONS

Sections:

- 2.24.010 Definitions.**
- 2.24.020 Scope of work.**
- 2.24.030 Membership, nomination and confirmation process, reappointment process, residency requirements, and responsibilities.**
- 2.24.040 Officers – Identification and election.**
- 2.24.050 Quorums, transacting business and resolutions.**
- 2.24.060 Vacancies.**
- 2.24.070 Multiple appointments prohibited.**
- 2.24.080 Conflicts of interest.**
- 2.24.090 Liaisons and ~~representatives~~administrative support.**
- 2.24.100 Procedures, records and minutes.**
- 2.24.110 Meetings.**
- 2.24.120 Compensation and reimbursement of expenses.**
- 2.24.130 Lobbying efforts.**
- ~~**2.24.140**~~ ~~**Repealed.**~~

**2.24.010 Definitions.**

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

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

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

“Community stakeholder” means a person with primary residency within Lynnwood’s municipal urban 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **2.24.060 Vacancies.**

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

#### **2.24.070 Multiple appointments prohibited.**

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

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

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

#### **2.24.080 Conflicts of interest.**

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

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

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

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

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

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

#### **2.24.110 Meetings.**

Each advisory body shall hold regular meetings. All meetings shall be open to the public to the extent required by law, and shall be held on not less than 24 hours' notice to members and the public. Except as otherwise provided in this code, ~~R~~regular 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)~~

**Chapter 2.26  
ARTS COMMISSION**

Sections:

**2.26.010 Created.**

**2.26.020 Duties.**

**2.26.030 Membership appointment – Term.**

**2.26.040 Residency requirements – Arts commission.**

2.26.010 Created.

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

2.26.020 Duties.

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

2.26.030 Membership appointment – Term.

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

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

Position No. 2: Ending December 31, ~~2015~~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. 3150 § 3, 2015; Ord. 2940 § 2, 2012; Ord. 2121 § 3, 1997; Ord. 1724 § 1, 1989; Ord. 1605 § 3, 1987)~~

2.26.040 Residency requirements – Arts commission.

A. No more than two member(s) of the commission 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.~~



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

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

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

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

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

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

#### **2.29.031 Residency requirements**

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

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

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

#### **2.29.050 Number required for action.**

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

#### **2.29.060 Promotional duties.**

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

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

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

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

## **Chapter 2.60**

### **DIVERSITY, EQUITY AND INCLUSION COMMISSION**

Sections:

**2.60.010 Created.**

**2.60.020 Powers and duties.**

**2.60.030 Membership appointment – Term.**

**2.60.040 Residency requirements.**

**2.60.010 Created.**

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

**2.60.020 Powers and duties.**

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

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

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

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

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

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

#### **2.60.030 Membership appointment – Term.**

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

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

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

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

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

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

Position No. 6: Ending December 31, 2021

Position No. 7: Ending December 31, 2021

~~(Ord. 3247 § 1, 2017)~~

#### **2.60.040 Residency requirements.**

A. No more than two member(s) of the commission 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. Voter registration requirements may be waived for up to two member(s) of the commission; provided, that the individual was born in a country other than the United States of America and the individual is actively working toward obtaining citizenship.~~

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

## Chapter 2.98 SALARY COMMISSION

Sections:

**2.98.010 Salary commission created – Purpose.**

**2.98.020 Salary commission – Membership.**

**2.98.030 Salary commissioners – Qualifications.**

**2.98.040 Duties of salary commission.**

**2.98.050 Open meetings.**

**2.98.060 Referendum.**

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

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

### **2.98.020 Salary commission – Membership.**

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

B. The salary commissioners shall serve without compensation.

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

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

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

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

**2.98.030 Salary commissioners – Qualifications.**

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

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

**2.98.040 Duties of salary commission.**

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

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

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

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

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

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

**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



Ex officio members may be selected from any organization or group that has Lynnwood history or heritage as their focus of work, such as:

A. Lynnwood Alderwood Manor Heritage Association and Museum;

B. Sno-Isle Genealogical Society;

C. Heritage Park Docent; or

D. Snohomish County Tourism Bureau. ~~(Ord. 3248 § 3, 2017; Ord. 3150 § 6, 2015; Ord. 2531 § 3, 2004; Ord. 2160 § 1, 1997)~~

2.30.040 Residency requirements – History and heritage board.

A. No more than two member(s) of the at-large board positions 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.

C. There are no residency requirements for ex officio members. ~~(Ord. 3248 § 3, 2017; Ord. 3150 § 6, 2015; Ord. 2940 § 4, 2012)~~

~~2.30.090 Severability.~~

~~Repealed by Ord. 3150. (Ord. 2160 § 2, 1997)~~

**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~~)

## CITY COUNCIL ITEM H

### CITY OF LYNNWOOD City Council

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**TITLE:** Break

**DEPARTMENT CONTACT:** Christine Frizzell, Council President

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available

## CITY COUNCIL ITEM I

### CITY OF LYNNWOOD City Council

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**TITLE:** Introduction to Executive Assistant to the Council Lisa Harrison

**DEPARTMENT CONTACT:** Christiine Frizzell, Council President

**SUMMARY:**

The Council will introduce the new Executive Assistant Lisa Harrison.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

## **CITY COUNCIL ITEM J**

### **CITY OF LYNNWOOD Public Works**

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**TITLE:** Briefing: Surface Water Management 2020 Comprehensive Plan (2020-2025), Pre-Public Hearing

**DEPARTMENT CONTACT:** Ehsan Shirkhani

#### **SUMMARY:**

The Planning Commission held a public hearing for the Surface Water Management 2020 Comprehensive Plan on August 13, 2020. The City held an online public open house between May 15<sup>th</sup> and June 15<sup>th</sup>, 2020 and completed the SEPA process in the month of July. Staff recommends that the Council hold a Public Hearing on October 12, 2020 and subsequently adopt an ordinance for the Surface Water Management Plan. The Surface Water Management 2020 Comprehensive Plan and the Appendices can be found in the City's website using the link below.

<https://www.lynnwoodwa.gov/Government/Departments/Public-Works/Engineering-Construction/City-Projects-Programs-Initiatives/Water-Sewer-Storm-Utility-Projects/Surface-Water-Management-Comprehensive-Plan-Update>

#### **ACTION:**

Staff will brief the Council in preparation for a Public Hearing on October 12, 2020 to receive public input on the proposed Surface Water Comprehensive Plan.

#### **BACKGROUND:**

This plan is a major revision to the City's Surface Water Management Comprehensive Plan that was last updated in 2009. This plan sets a course for stormwater programs and capital projects for years to come and addresses current and anticipated regulatory requirements, future land use designations, emerging stormwater management technologies, existing flooding and water quality problems, and the resources needed for the City to fully implement this plan.

Plan Organization:

This plan is presented in six chapters:

1- Introduction

2- Stormwater Goals and Policies:

Identifies the guiding principles of the SWMP.

3- Background:

Characterizes the study area and includes a map of drainage basins within the City. Applicable policies, regulations, and planning environment are also summarized in the Background section. The contents of the Background section, along with the Stormwater Goals and Policies, inform the selection of future projects, programs, and policies for the SWMP.

4- Surface Water Management Program:

Recommendations describes the programs, policies, and resource needs of the SWMP.

5- Capital Improvement Program:

Identifies stormwater capital projects and their associated priorities

6- Plan Implementation:

Identifies a recommended suite of projects, programs, and policies, along with their associated resource needs, utility rate increase, and schedule.

**FUNDING:**

Surface Water Utility, Fund 411

**KEY FEATURES AND VISION ALIGNMENT:**

Vision/Mission/Goals: The Lynnwood Community Vision states that the City is to “Invest in efficient, integrated, local and regional transportation systems”, and “be a city that is responsive to the wants and needs of our citizens.” The Surface Water Management 2020 Comprehensive Plan supports that vision and results in important improvements to the City’s infrastructure that links the City of Lynnwood’s programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The City of Lynnwood Comprehensive Plan describes the long-term direction and vision for the growth and development of the community. Key elements of the comprehensive plan related to stormwater are the Environmental Element and Capital Facilities Element. These elements are the basis for the regulations stated in the Lynnwood Municipal Code (LMC) and day-to-day planning and decision making.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Comp Plan Presentation</a>	Backup Material



**LYNNWOOD**  
WASHINGTON

*A great deal more*

# **SURFACE WATER MANAGEMENT 2020 COMPREHENSIVE PLAN**

Public Works

July 2020

# AGENDA



Background



Purpose



Organization



Plan Development



Current Status



Discussion



# BACKGROUND



1

Convey stormwater runoff

2

Protect properties and City infrastructure

Safely  
Cost-effectively

Erosion  
Flooding  
Sediment Deposition  
Water Degradation

# Purpose Of this Plan



# Plan Organization

1

Introduction

2

Stormwater Goals & Policies

3

Background

4

Surface Water Management  
Program Recommendation

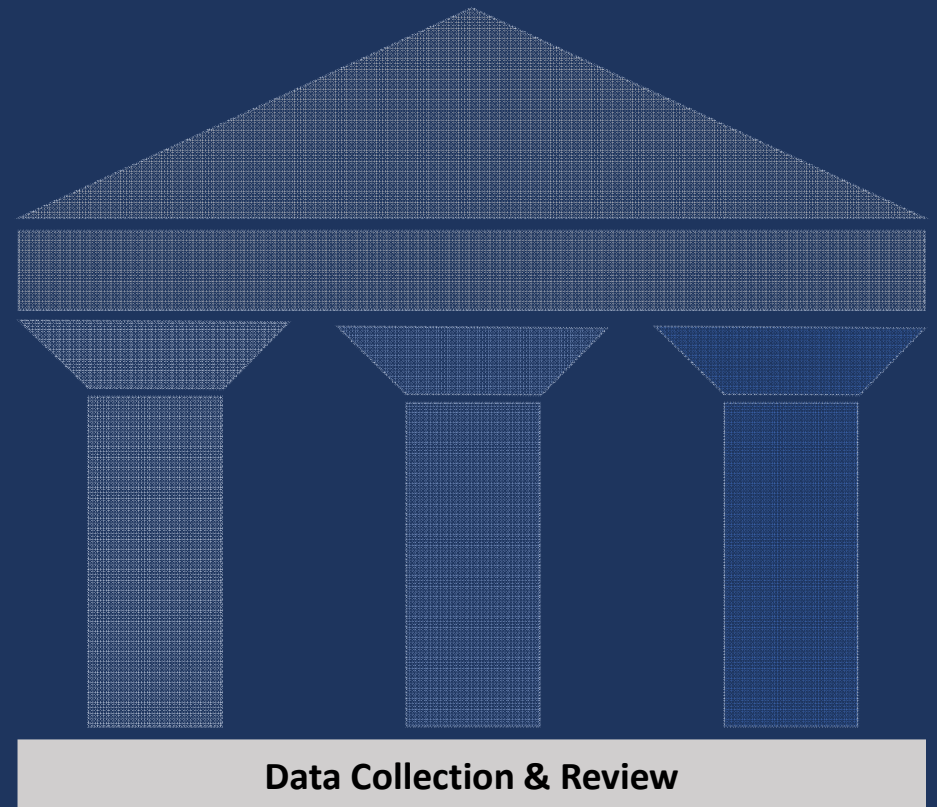
5

Capital Improvement Plan

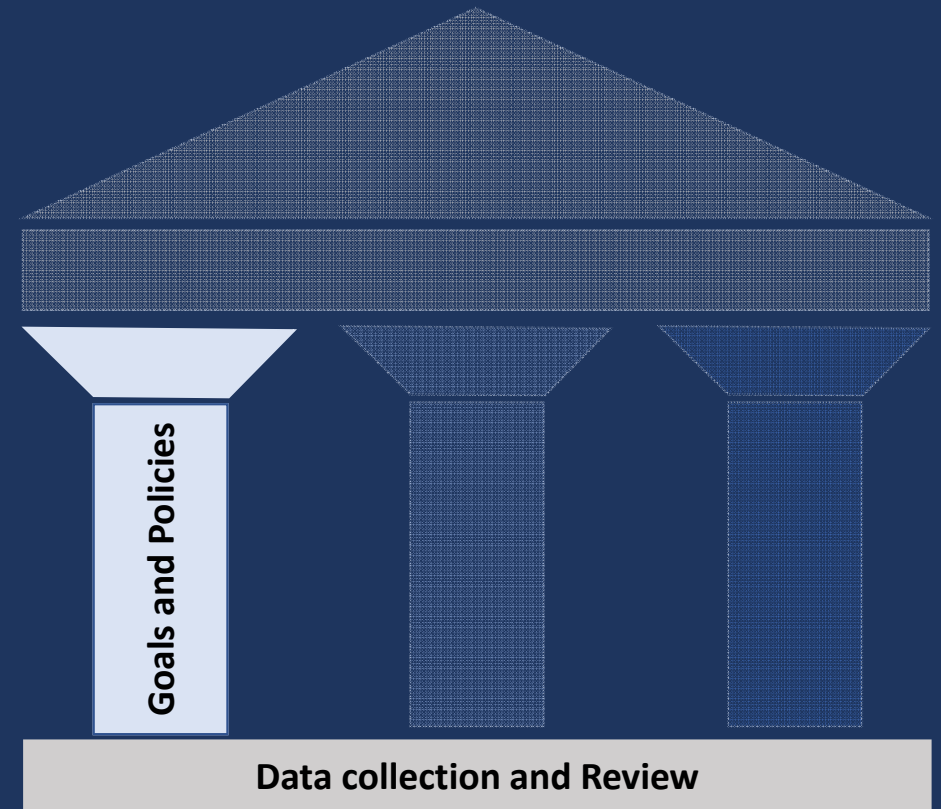
6

Plan Implementation

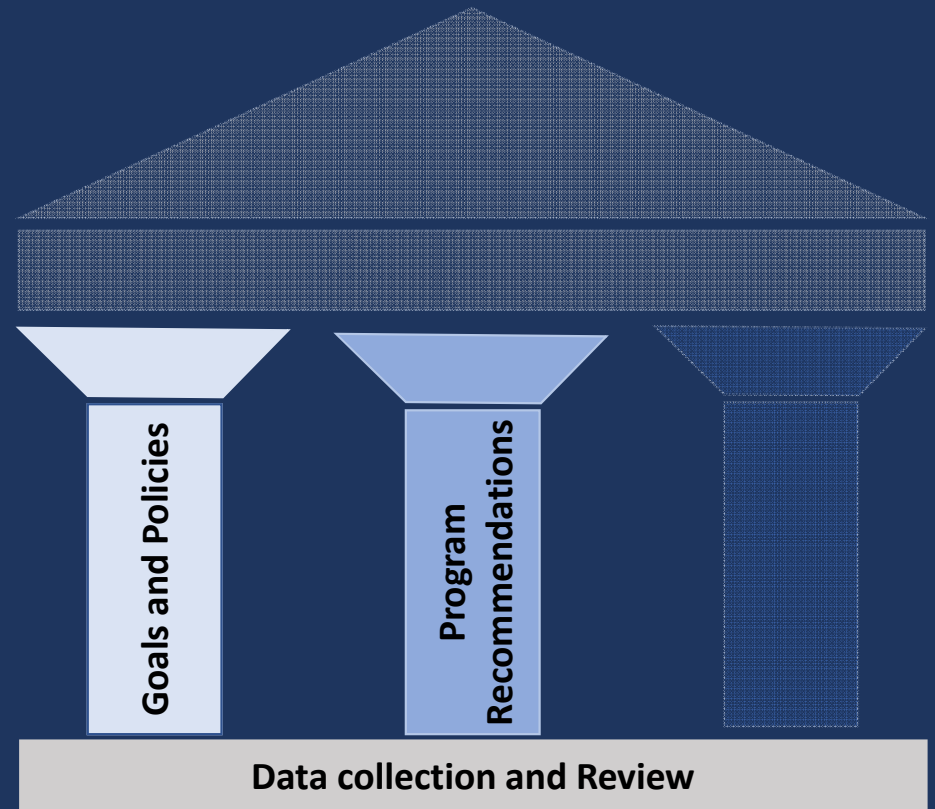
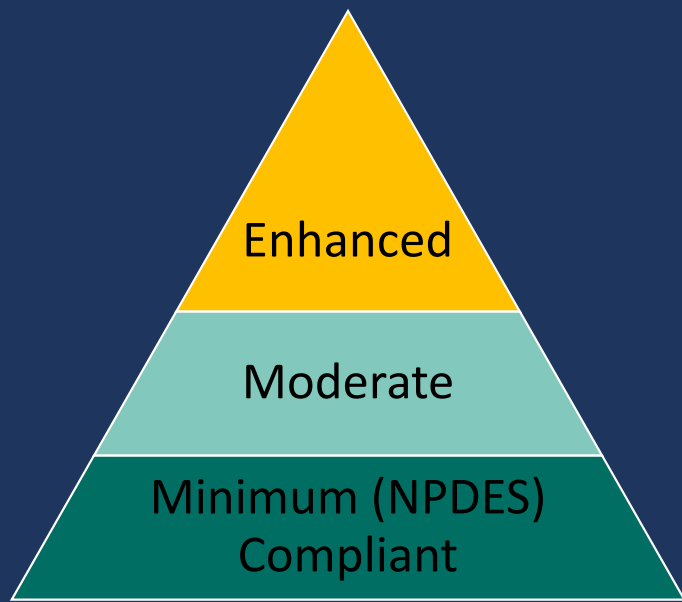
# How SWMP Was Developed



# STORM GOALS AND POLICIES



# Surface Water Management Program



# Climate Change Resiliency



## Stream Flows

Increased winter flows  
Decreased summer flows  
Likely increased  
magnitude and  
frequency of peak events



## Groundwater Supply

Decreased recharge  
during summer months  
Increased use during  
summer months



## Flood Risk

Increased flood risk from  
rivers, streams and  
conveyance system  
Possible increase in  
groundwater induced  
flooding  
Increased flood risk from  
channel migration



## Water Quality

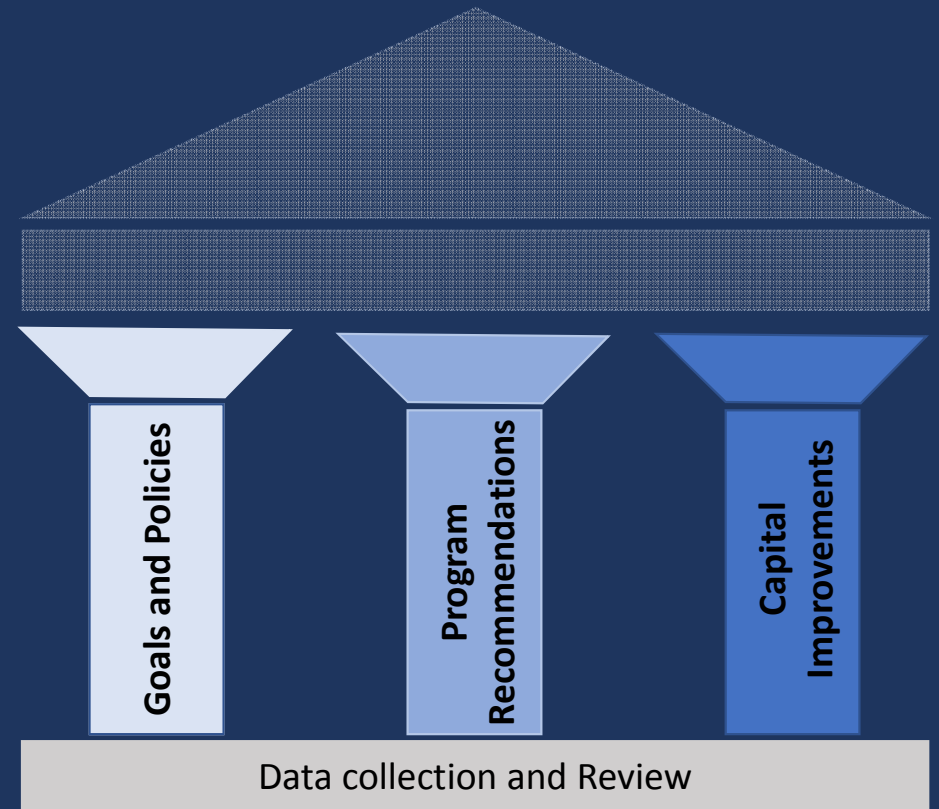
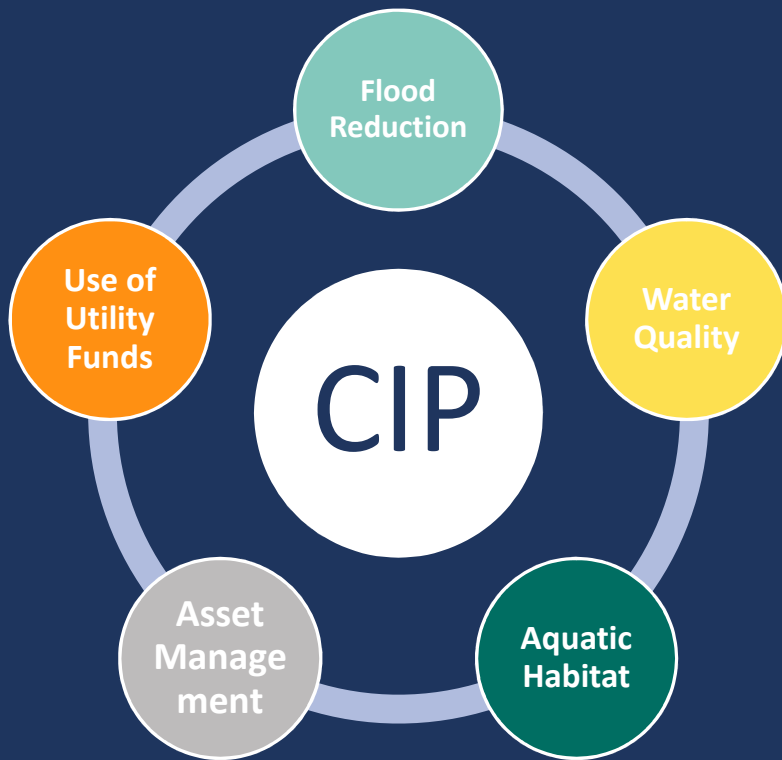
58 increased average and  
summer water  
temperature  
Increased erosion and  
suspended materials  
Lower dissolved oxygen



## Habitat

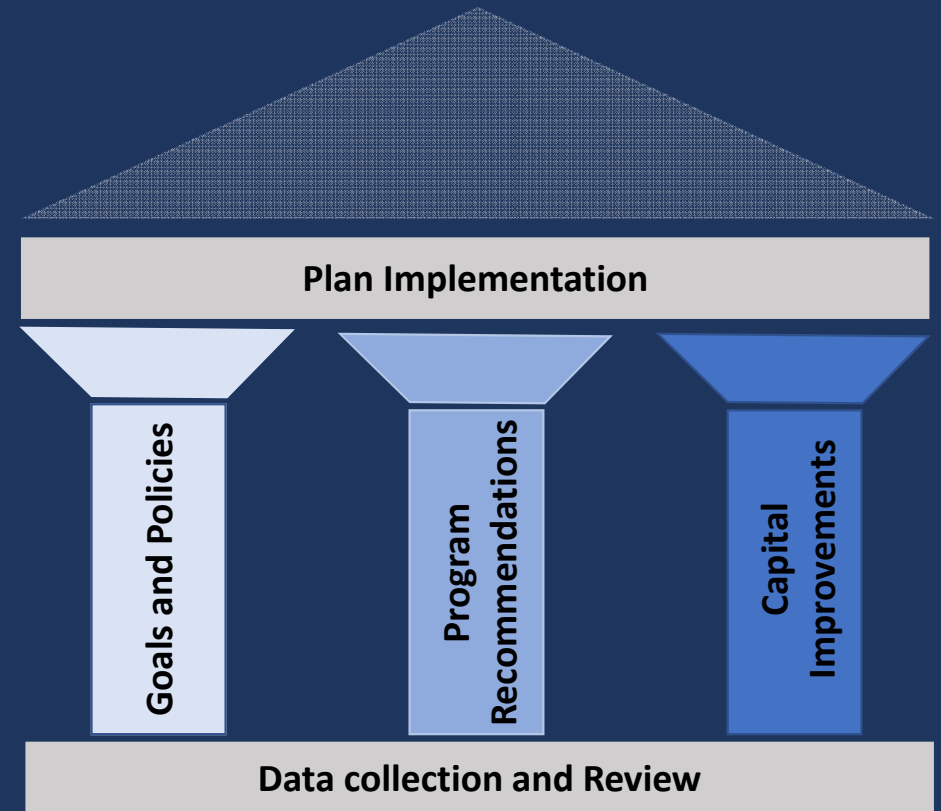
Wetland conversion from  
perennial to seasonal  
Possible loss of  
streamside vegetation  
Decrease in  
cooler/oxygenated  
aquatic habitat

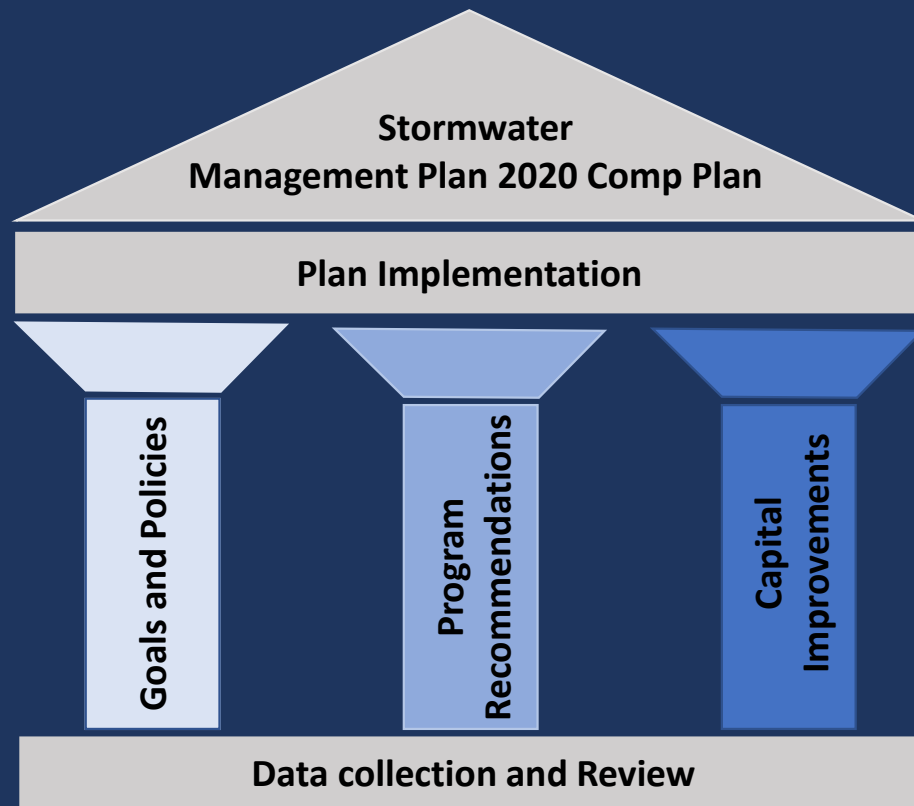
# Capital Improvement Plan





# Implementation





# Appendices

Appendix A	Existing Stormwater Goals and Policies
Appendix B	COL Drainage Characteristics
Appendix C	Stormwater Management Program Benchmarking Results
Appendix D	NPDES Permit Compliance Gap Analysis and Needs Assessment
Appendix E	Surface Water Management Program Staffing and Funding Tables
Appendix F	Capital Improvement Program Appendix
Appendix G	Capital Improvement Program Summary Sheets

# WHERE WE ARE NOW

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PUBLIC  
INVOLVEMENT



SEPA REVIEW  
PROCESS



PLANNING  
COMMISSION



COUNCIL  
ADOPTION

# DISCUSSION

## CITY COUNCIL ITEM K

### CITY OF LYNNWOOD City Council

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**TITLE:** Mayor Comments and Questions

**DEPARTMENT CONTACT:** Nicola Smith, Mayor

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available

## CITY COUNCIL ITEM L

### CITY OF LYNNWOOD City Council

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**TITLE:** Council President and Council Comments

**DEPARTMENT CONTACT:** Christine Frizzell, Council President

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available

## CITY COUNCIL ITEM M

### CITY OF LYNNWOOD Executive

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**TITLE:** Executive Session: Litigation and Real Estate

**DEPARTMENT CONTACT:** Leah Jensen

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available



## CITY COUNCIL ITEM M-1

### CITY OF LYNNWOOD Public Works

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**TITLE:** Construction Contract Award: Lynnwood Primary Clarifier Repairs

**DEPARTMENT CONTACT:** Ehsan Shirkhani - Public Works Project Manager

**SUMMARY:**

Public Works staff is requesting the City Council to award the construction contract for the Wastewater Treatment Plant primary clarifier repairs project to Razz Construction.

**ACTION:**

Authorize the Mayor to enter into, and execute on behalf of the City a construction contract with to Razz Construction for the rehabilitation of WWTP Primary Clarifiers, in an amount not to exceed \$1,021,572.50 with an additional 15% contingency for a total amount of \$1,174,808.38. Sales tax is included.

**BACKGROUND:**

The basic function of wastewater treatment is to speed up the natural processes by which water is purified. There are two basic stages in the treatment of wastes, primary and secondary. In the primary, solids are allowed to settle and removed from wastewater. These settlements take place in sedimentation tanks called primary clarifiers. Lynnwood treatment uses three rectangular primary clarifiers that contains cross collection mechanisms. The mechanical components of the primary clarifiers are prone to corrosion and currently at the end of their service life. To prevent the treatment operations from sudden disruption and failure, it is important to perform regular maintenance and repair on such units.

The work to be performed under this Contract consists of furnishing labor, equipment, materials and incidental appurtenances necessary for construction removal and installation of the primary clarifier longitudinal sludge collectors, cross-tank sludge collectors, baffles and troughs and removing existing cover supports.

Three bids were received with Razz Construction being the low bidder. The amount of the award is consistent with the engineer's estimate.

**FUNDING:**

Utility Fund 411. This was a planned project and included in the 2019 Utility Rate Study Analysis.

**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 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.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Bid Tabs</a>	Backup Material

Bid Schedule													
		City of Lynnwood											
		Project: WWTP Primary Clarifier Repairs											
		Bid Opening: September 9, 2020 Contract #: 3163			Engineer's Estimate		Razz		Accord		Stellar J		
ITEM NO.	SPEC Section	BID ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
		BASE BID											
1	1-09.7	Mobilization	1	L.S.	\$73,000	\$73,000	\$90,000.00	\$ 90,000.00	\$25,000.00	\$ 25,000.00	\$80,000.00	\$ 80,000.00	
2	1-04.4 and 1-09.6	Minor Changes (Allowance)	1	F.A.	\$10,000	\$10,000	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	
3	02050	Clarifier Tank Equipment and Appurtenances Demolition	3	EA.	\$27,500	\$82,500	\$10,000.00	\$ 30,000.00	\$40,000.00	\$ 120,000.00	\$40,000.00	\$ 120,000.00	
4	11160	Clarifier Tank Sludge Collection Equipment	3	EA.	\$114,000	\$342,000	\$170,000.00	\$ 510,000.00	\$180,000.00	\$ 540,000.00	\$189,000.00	\$ 567,000.00	
5	11160	Clarifier Tank Sludge Collection Equipment Installation	3	EA.	\$60,000	\$180,000	\$34,250.00	\$ 102,750.00	\$70,000.00	\$ 210,000.00	\$28,000.00	\$ 84,000.00	
6	11450,11460 & 11470	Clarifier Tank Baffle and Trough Equipment	3	EA.	\$88,000	\$264,000	\$45,500.00	\$ 136,500.00	\$35,000.00	\$ 105,000.00	\$16,000.00	\$ 48,000.00	
7	11450,11460 & 11470	Clarifier Tank Baffle and Trough Installation	3	EA.	\$12,000	\$36,000	\$3,750.00	\$ 11,250.00	\$70,000.00	\$ 210,000.00	\$12,000.00	\$ 36,000.00	
8	11010	Startup, Inspection and Testing	3	EA.	\$2,000	\$6,000	\$10,500.00	\$ 31,500.00	\$10,000.00	\$ 30,000.00	\$3,000.00	\$ 9,000.00	
9	1-05.18	Record Drawings, (See noted Sections for Minimum Bid)	1	L.S.	\$2,500	\$2,500	\$2,500.00	\$ 2,500.00	\$3,000.00	\$ 3,000.00	\$3,000.00	\$ 3,000.00	
					SUBTOTAL	\$996,000.00	√ ps	\$ 924,500.00	√ ps	\$ 1,228,000.00	√ ps	\$ 957,000.00	
					TAXES (10.5%)	\$104,580.00		\$ 97,072.50		\$ 128,940.00		\$ 100,485.00	
					TOTAL	\$1,100,580.00	Bid	\$ 1,021,572.50	Bid	\$ 1,356,940.00	Bid	\$ 1,057,485.00	
M-1-2													

Bid Schedule														
		City of Lynnwood												
		Project: WWTP Primary Clarifier Repairs												
		Bid Opening: September 9, 2020 Contract #: 3163			Harbor Pacific		Pacific Crest		Gary Harper		General Mechanical		Aqua Tech	
ITEM NO.	SPEC Section	BID ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
		BASE BID												
1	1-09.7	Mobilization	1	L.S.	\$75,000.00	\$ 75,000.00	\$50,000.00	\$ 50,000.00	\$85,400.00	\$ 85,400.00	\$70,000.00	\$ 70,000.00	\$57,500.00	\$ 57,500.00
2	1-04.4 and 1-09.6	Minor Changes (Allowance)	1	F.A.	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00
3	02050	Clarifier Tank Equipment and Appurtenances Demolition	3	EA.	\$48,000.00	\$ 144,000.00	\$37,000.00	\$ 111,000.00	\$29,700.00	\$ 89,100.00	\$21,000.00	\$ 63,000.00	\$31,716.00	\$ 95,148.00
4	11160	Clarifier Tank Sludge Collection Equipment	3	EA.	\$187,000.00	\$ 561,000.00	\$180,000.00	\$ 540,000.00	\$190,160.00	\$ 570,480.00	\$180,266.67	\$ 540,800.01	\$179,668.00	\$ 539,004.00
5	11160	Clarifier Tank Sludge Collection Equipment Installation	3	EA.	\$78,500.00	\$ 235,500.00	\$50,000.00	\$ 150,000.00	\$62,440.00	\$ 187,320.00	\$52,666.67	\$ 158,000.01	\$38,975.00	\$ 116,925.00
6	11450,11460 & 11470	Clarifier Tank Baffle and Trough Equipment	3	EA.	\$46,000.00	\$ 138,000.00	\$30,000.00	\$ 90,000.00	\$47,300.00	\$ 141,900.00	\$26,233.33	\$ 78,699.99	\$44,000.00	\$ 132,000.00
7	11450,11460 & 11470	Clarifier Tank Baffle and Trough Installation	3	EA.	\$18,000.00	\$ 54,000.00	\$12,000.00	\$ 36,000.00	\$14,100.00	\$ 42,300.00	\$10,000.00	\$ 30,000.00	\$38,975.00	\$ 116,925.00
8	11010	Startup, Inspection and Testing	3	EA.	\$5,000.00	\$ 15,000.00	\$2,000.00	\$ 6,000.00	\$2,950.00	\$ 8,850.00	\$5,666.67	\$ 17,000.01	\$12,667.00	\$ 38,001.00
9	1-05.18	Record Drawings, (See noted Sections for Minimum Bid)	1	L.S.	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$5,000.00	\$ 5,000.00
					√ ps	\$ 1,235,000.00	√ ps	\$ 995,500.00	√ ps	\$ 1,052,450.00	√ ps	\$ 970,000.02	√ ps	\$ 1,110,503.00
				T		\$ 129,675.00		\$ 104,527.50		\$ 110,507.25		\$ 101,850.00		\$ 116,602.82
					Bid	\$ 1,364,675.00	Bid	\$ 1,100,027.50	Bid	\$ 1,162,957.25	Bid	\$ 1,071,850.02	Bid	\$ 1,227,105.82
M-1-3														

Bid Schedule														
		City of Lynnwood												
		Project: WWTP Primary Clarifier Repairs												
		Bid Opening: September 9, 2020 Contract #: 3163			Interwest		JH Kelly, LLc		McClure & Sons		Rognlin's Inc.		Strider Construction Inc	
ITEM NO.	SPEC Section	BID ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
		BASE BID												
1	1-09.7	Mobilization	1	L.S.	\$103,000.00	\$ 103,000.00	\$38,155.00	\$ 38,155.00	\$65,830.00	\$ 65,830.00	\$118,000.00	\$ 118,000.00	\$58,000.00	\$ 58,000.00
2	1-04.4 and 1-09.6	Minor Changes (Allowance)	1	F.A.	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00
3	02050	Clarifier Tank Equipment and Appurtenances Demolition	3	EA.	\$16,500.00	\$ 49,500.00	\$32,710.67	\$ 98,132.01	\$50,000.00	\$ 150,000.00	\$41,000.00	\$ 123,000.00	\$17,500.00	\$ 52,500.00
4	11160	Clarifier Tank Sludge Collection Equipment	3	EA.	\$181,500.00	\$ 544,500.00	\$168,666.67	\$ 506,000.01	\$170,000.00	\$ 510,000.00	\$200,000.00	\$ 600,000.00	\$173,000.00	\$ 519,000.00
5	11160	Clarifier Tank Sludge Collection Equipment Installation	3	EA.	\$46,500.00	\$ 139,500.00	\$130,150.33	\$ 390,450.99	\$18,000.00	\$ 54,000.00	\$69,000.00	\$ 207,000.00	\$45,600.00	\$ 136,800.00
6	11450,11460 & 11470	Clarifier Tank Baffle and Trough Equipment	3	EA.	\$44,500.00	\$ 133,500.00	\$44,000.00	\$ 132,000.00	\$43,000.00	\$ 129,000.00	\$29,000.00	\$ 87,000.00	\$45,000.00	\$ 135,000.00
7	11450,11460 & 11470	Clarifier Tank Baffle and Trough Installation	3	EA.	\$13,500.00	\$ 40,500.00	\$46,606.00	\$ 139,818.00	\$3,750.00	\$ 11,250.00	\$24,500.00	\$ 73,500.00	\$15,500.00	\$ 46,500.00
8	11010	Startup, Inspection and Testing	3	EA.	\$1,500.00	\$ 4,500.00	\$10,500.00	\$ 31,500.00	\$15,500.00	\$ 46,500.00	\$9,500.00	\$ 28,500.00	\$2,000.00	\$ 6,000.00
9	1-05.18	Record Drawings, (See noted Sections for Minimum Bid)	1	L.S.	\$3,000.00	\$ 3,000.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$3,000.00	\$ 3,000.00	\$2,500.00	\$ 2,500.00
					√ ps	\$ 1,028,000.00	√ ps	\$ 1,348,556.01	√ ps	\$ 979,080.00	√ ps	\$ 1,250,000.00	√ ps	\$ 966,300.00
				T		\$ 107,940.00		\$ 141,598.38		\$ 102,803.40		\$ 131,250.00		\$ 101,461.50
					Bid	\$ 1,135,940.00	Bid	\$ 1,490,154.39	Bid	\$ 1,081,883.40	Bid	\$ 1,381,250.00	Bid	\$ 1,067,761.50
M-1-4														