

LYNNWOOD CITY COUNCIL
Business Meeting
City Hall Council Chambers

Date: Monday, February 24, 2020
Time: 7:00 PM

-
- 10 CALL TO ORDER & FLAG SALUTE
- 20 ROLL CALL
- 30 APPROVAL OF MINUTES
- A Work Session ~ February 3, 2020
 - B Special Work session ~ February 8, 2020
 - C Business Meeting ~ February 10, 2020
 - D Work Session ~ February 18, 2020
- 40 MESSAGES AND PAPERS FROM THE MAYOR
- 50 CITIZEN COMMENTS AND COMMUNICATIONS
- 60 PRESENTATIONS AND PROCLAMATIONS
- A Sister City Presentation by Lynnwood High School
 - B Police Awards Presentation
- 70 WRITTEN COMMUNICATIONS AND PETITIONS
- 80 COUNCIL COMMENTS AND ANNOUNCEMENTS
- 90 BUSINESS ITEMS AND OTHER MATTERS
- 90 .1 UNANIMOUS CONSENT AGENDA
 - A Confirm Salary Commissioner: Applicant Steven Sterner
 - B Resolution - Finance Committee 2020 Meeting Calendar
 - C Voucher Approval
 - 90 .2 PUBLIC HEARINGS OR MEETINGS
 - 90 .3 OTHER BUSINESS ITEMS
 - A Amendments to 2020 Salary Ordinance
 - B Executive Session, if needed
- 100 NEW BUSINESS
- 110 ADJOURNMENT

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: Work Session ~ February 3, 2020

DEPARTMENT CONTACT: Beth Morris, Executive Assistant | City Council

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes	Backup Material

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL HELD, MONDAY,
FEBRUARY 3, 2020 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS.**

Attendance:

Mayor Nicola Smith	Council Member George Hurst
Council President Christine Frizzell	Council Member Jim Smith
Council Vice President Shannon Sessions	Council Member Julieta Altamirano-Crosby
Council Member Ian Cotton	
Council Member Ruth Ross	Assistant City Administrator Art Ceniza
	Executive Assistant Beth Morris

Others:

Finance Director Springer	Interim City Clerk/Procurement Manager Fitzthum
Public Works Director Franz	City Center Program Manager Almgren
Economic Development Director Kleitsch	Communications Manager Moore
Police Chief Davis	Project Manager Barnett
Deputy Police Chief Nelson	<u>Public Facilities District</u>
Deputy Police Chief Cohnheim	Grant Dull, Executive Director
Other representatives of the Police Department	<u>MacKenzie Architecture</u>
	Brett Hanson, Project Manager

Comments and Questions on Memo Items

- M-1 Resolution: Intent to Conduct Public Hearing Regarding City Assumption of TBD
- M-2 Contract Amendment: City Attorney Services
- M-3 Consultant Contract Supplement: 196th Street SW Improvements Right of Way Services
- No discussion on M-1 through M-3

Interview: Ethics Board Candidate Ty Tufono-Chaussee

- Rescheduled.

Interview: Ethics Board Candidate Benjamin Goodwin

- Interim City Clerk/Procurement Manager Fitzthum joined Mr. Goodwin at the table.
- Mayor Smith asked Mr. Goodwin to give a brief introduction about himself and why he wanted to be on the Ethics Board.
- Council Members asked questions.
- Confirmation of Mr. Goodwin's appoint will be on the February 10th Business Meeting's Unanimous Consent Agenda

Community Justice Center Update

- Staff (Davis, Nelson) and Brett Hanson, Project Manager, MacKenzie Architecture participated in the discussion.
- Staff delivered a PowerPoint presentation recapping the Community Justice Center project considerations. This was followed by Brett Hanson, Project Manager's presentation on the current project status.
- Council questions and comments.

50 **Third Quarter 2019 Financial Report**

- 51 • Finance Director Springer delivered a PowerPoint presentation
52 • Council questions and comments.

53
54 **Briefing: City Hall Changeable Message Sign Project**

- 55 • Staff (Franz, Moore and Barnett) participated in the discussion.
56 • The discussion covered preliminary costs estimation, a new project delivery process and City
57 Council's role as the project champion for this project.
58 • Policy Questions were:
59 ○ What is the Council's vision/objectives for this project?
60 § What are your communication goals for the sign?
61 § What types of information would you be interested in sharing on the sign?
62 ○ Have you considered alternative methods to message the community?
63 ○ Have you considered an alternate location that may have more impact?
64 ○ What is the budget for the proposed project?
65 • Council questions and comments.
66 • Council will discuss this further at their February 8th Annual Council Summit.

67
68 **Briefing: Ordinance Approving a Development Agreement for the Kinect Housing Development**

- 69 • Staff (Kleitsch and Almgren) delivered a PowerPoint presentation.
70 • The purpose of the presentation was to brief Council prior to the public hearing scheduled for the
71 Business Meeting on February 10, 2020.
72 • As a part of the quasi-judicial hearing process, the council asks questions of staff at this work
73 session, after which staff will provide written responses to the questions at the public hearing on
74 February 10, 2020. Council will be able to ask additional questions as part of the public hearing.

75
76 **Interlocal Agreement: Addendum No. 2 to Funding Agreement Regarding the Lynnwood Public**
77 **Facilities District**

- 78 • Director Kleitsch and Executive Director Dull briefed the Council on the proposed amendment
79 (Addendum No. 2).
80 • Council questions and comments.
81 • Item will be brought forward to the February 10, 2020 Business Meeting Unanimous Consent
82 Agenda for formal action.

83
84 **Executive Session – if needed**

- 85 • A ten-minute Executive Session was held from 7:30pm to 7:40pm on Potential Litigation.

86
87 **Mayor Comments and Questions**

- 88 • None.

89
90 **Council President and Council Comments**

- 91 • None.

92
93 **Adjournment:**

- 94 • At 9:56pm a motion to extend the meeting to the end of the agenda was made, seconded by CM
95 Cotton and passed unanimously.
96 • Meeting adjourned at 10:12pm.

97 _____
98 Nicola Smith, Mayor

CITY COUNCIL ITEM 30-B

**CITY OF LYNNWOOD
City Council**

TITLE: Special Work session ~ February 8, 2020

DEPARTMENT CONTACT: Executive Assistant Beth Morris

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes	Backup Material

**MINUTES OF THE SPECIAL WORK SESSION OF THE LYNNWOOD CITY COUNCIL
HELD, SATURDAY, FEBRUARY 8, 2020 AT 8:30AM AT THE NW CHURCH/COMMUNITY
LIFE CENTER CONFERENCE ROOM, 19820 SCRIBER LAKE ROAD, LYNNWOOD, WA
98036**

Attendance:

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

Staff:

Finance Director Sonja Springer
Economic Development Director David Kleitsch
Interim Planning Manager Ashley Winchell
Strategic Planner Corbitt Loch
Senior Planner Kristen Holdsworth
Assistant City Administrator Art Ceniza
Executive Assistant Beth Morris

City Council Annual Summit

Breakfast

- Appreciation was extended to Council Vice President Sessions, Council Members Ross and Executive Assistant Morris.

Opening Comments

- Council President Frizzell welcomed Mayor Smith, staff and Council and presented a brief overview of the agenda process.

Housing Discussion with Staff

- Staff (Kleitsch, Winchell and Holdsworth) distributed handouts and briefed the Council.
- Handouts:
 - (White paper) Housing in Lynnwood – *A Review of Housing Trends, Conditions and Programs (Draft September 2019)*
 - Housing Action Plan (Executive Summary)
 - Lynnwood's Housing Affordability Actions
 - Snohomish County Housing Affordability Regional Task Force (HART) Report – Early Action Items.
- Mayor Smith distributed handouts and briefed the Council.
- Handouts:
 - Housing Affordability Regional Taskforce (HART) slides from the February 5, 2020 News Conference.
 - Housing Affordability Regional Taskforce (HART) Report and Five-Year Action Plan published in January 2020.

- Council President Frizzell opened the discussion on the Housing Ad Hoc Taskforce with the question: “How does Council want to move forward?”
 - Council Members George Hurst and Jim Smith will co-chair the taskforce.
 - What are the expectations?
 - How often should the taskforce meet and how often should they report to the full Council?
 - Taskforce members need to be balanced with a variety of backgrounds.
 - This is not a homelessness taskforce it is housing.
 - Stay within the boundaries, no new ideas, no more delays. Council was waiting for the HART report and now Council has all the information they need.
 - Establish a reasonable deadline to have a policy in place

Budget Discussion with Staff

- Staff (Springer and Loch) covered:
 - Budget process and calendar
 - Funding/Revenue sources
 - Performance measurements (lots of attention will be given to this during the budget process).
 - Outcomes and proposals to achieve them
 - Council input

Break

Council Centric and Engagement Discussion with Council Members

- Council Member Altamirano-Crosby spoke on the difference between involvement (one-way communication vs. engagement (two-way communication). Council member Altamirano-Crosby will explore a collaboration with the school district starting with middle-school student engagement and bring back to Council. She believes if the children are involved the families will be too.
- Holding roundtables with 2-3 groups at work sessions – Community Members and Business.
- Other than the Fair on 44th Avenue, Shakespeare in the Park shift focus to library events and school events. Obtain copies of their calendars.
- Communications Manager Moore has offered to come to a work session and present some ideas.

Open Comments with Council Members

- Happenings in the community - Council needs to be informed about sensitive issues in the community before reading about them in the paper or seeing them on the news.
- Change the meeting time for Council Meetings to start at 6:00 or 6:30pm.
- Holding Public Hearings and taking formal action at separate Business Meetings.
- Six-month trial for portable sign with Recreation Center or rent one to see if it meets Council's expectations before purchasing one.
- Schedule stakeholder meetings.
- Liaison for the South County Fire meetings.

91 **Next Steps Discussion with Council Members**

- 92 • It was the consensus to hold another Summit in July.
93 • Determine who is responsible to respond to AWC alerts.
94

95 **Wrap it up**

- 96 • Council President Frizzell thanked staff and Council for a very productive Summit.
97

98 **Adjourn:**

- 99 • Meeting adjourned at 1:10pm
100

101
102
103
104
105 **Nicola Smith, Mayor**

CITY COUNCIL ITEM 30-C

**CITY OF LYNNWOOD
City Council**

TITLE: Business Meeting ~ February 10, 2020

DEPARTMENT CONTACT: Beth Morris, Executive Assistant | City Council

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes	Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
February 10, 2020

10. CALL TO ORDER - The February 10, 2020 Business Meeting of the Lynnwood City Council, held in the Council Chambers of Lynnwood City Hall, was called to order by Mayor Nicola Smith at 7:00 p.m. The flag salute was led by Councilmember Ross.

20. ROLL CALL

Mayor & Council:

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

Others Attending:

Acting City Clerk/Chief Procurement Mgr. Fitzthum
Ec. Development Director Kleitsch
City Center Program Manager Almgren
City Attorney Larson

Assistant City Administrator Art Ceniza
Executive Assistant Beth Morris

30. APPROVAL OF MINUTES (7:01 p.m.)

Motion made by Council President Frizzell, seconded by Councilmember Cotton, to approve the minutes of:

- A. *Business Meeting – January 13, 2020*
- B. *Work Session – January 21, 2020*
- C. *Special Business Meeting – January 21, 2020*
- D. *Finance Committee – January 23, 2020*

The minutes were approved as corrected.

40. MESSAGES AND PAPERS FROM THE MAYOR (7:02 p.m.)

The Mayor had comments related to Lynnwood's participation in the Association of Washington Cities' City Action Days; a press conference regarding the release of the Housing Affordability Regional Task Force (HART) with its 5-year action plan; and the Mayor's appointment to the Community Transit Board and the Sound Transit Board of Directors.

50. CITIZENS COMMENTS AND COMMUNICATIONS (7:05 p.m.)

The following people spoke:

- Ted Hikel, 98036

60. PRESENTATIONS AND PROCLAMATIONS

A. Proclamation: Black History Month (7:08 p.m.)

Council Vice President Sessions read the Proclamation recognizing the month of February as Black History Month and calling upon public officials, educators, businesses, volunteers, and all people of Lynnwood to join in celebrating the great contributions of African Americans to our city, state, and nation. Jared Bigelow, Vice Chair of the Diversity, Equity, and Inclusion Commission accepted the Proclamation and made brief remarks.

70. WRITTEN COMMUNICATIONS AND PETITIONS

80. COUNCIL COMMENTS AND ANNOUNCEMENTS (7:13 p.m.)

Councilmembers commented on recent developments in the City.

90. BUSINESS ITEMS AND OTHER MATTERS

90.1 UNANIMOUS CONSENT AGENDA (7:22 p.m.)

Items listed below were distributed to Councilmembers in advance for study and were enacted with one motion.

Council Vice President Sessions requested removal of *Item A, Confirmation: Ethics Board Candidate Benjamin Goodwin*, to immediately following the Consent Agenda.

Councilmember Jim Smith moved for unanimous consent of the following items:

*B. Resolution: Intent to Conduct a Public Hearing Regarding City Assumption of Transportation Benefit District (TBD)
Adopt Resolution #2020-03. A Resolution of the City of Lynnwood, Washington, stating the City Council's intent to conduct a public hearing concerning the assumption by the City of the rights, powers, functions and obligations of the Lynnwood Transportation Benefit District*

*C. Contract Amendment: City Attorney Services
Authorize the Mayor to execute contract amendment #4 for City Attorney Services extending the contract through March 31, 2022 for an estimated annual value of \$400,000.*

*D. Interlocal Agreement: Addendum No. 2 to Funding Agreement Regarding the Lynnwood Public Facilities District
Approve Addendum No. 2 to the Interlocal Agreement between the City of Lynnwood, the Lynnwood Public Facilities District, the Snohomish County Public Facilities District and Snohomish County revising the allocation of sales tax distributions for the period 2027 – 2041.*

1 E. Consultant Contract Supplement 196th street SW Improvements Right of
2 Way Services
3 Authorize the Mayor to enter into and execute a contract supplement with
4 Contract Land and Staff (CLS) to provide additional property acquisition services
5 for a total new contract amount of \$728,161.00. Sale taxes do not apply. This is
6 an increase of \$55,276.00 from the previous contract maximum amount payable.
7

8 F. Voucher Approval
9 Approve claims and payroll in the amount of \$2,462,199.97 and \$2,307,707.10
10 respectively.
11

12 Motion passed unanimously.
13

14 A. Confirmation: Ethics Board Candidate Benjamin Goodwin
15

16 Motion made by Council Vice President Sessions, seconded by Councilmember
17 Cotton to confirm the appointment of Benjamin Goodwin to Position #3 on the
18 ethics Board for a term expiring January 21, 2021. Motion passed unanimously.
19

20 90.2 PUBLIC HEARINGS OR MEETINGS 21

22 A. Public Hearing: Ordinance Approving a Development Agreement for the
23 Kinect@Lynnwood Housing Development (7:27 p.m.)
24

25 Mayor Smith announced the purpose of the public hearing and solicited any
26 conflict of interest issues. None were raised. The hearing was opened at 7:30 p.m.
27 The sequence of the public hearing and ground rules were reviewed.
28

29 Karl Almgren, City Center Program Manager, and David Kleitsch, Economic
30 Development Director and Interim Community Development Director made the
31 staff presentation. Councilmembers asked clarification questions, and staff
32 responded. Mayor Smith solicited new written materials or correspondence. There
33 were none.
34

35 Project Applicant/Proponent: Dave Sinnett, Director of Development, American
36 Property Development, Inc. (APD) made comments related to the proposed
37 development.
38

39 The following individuals made public comments:

- 40 § Ted Hikel, Lynnwood 98036
- 41 § Darlae Osborn, Lynnwood
- 42 § Rosa Antoine, Lynnwood
43

44 City staff and the Project Applicant/Proponent provided clarifying information in
45 response to the citizen testimony provided. Councilmembers asked clarifying
46 questions. Staff and the Project Applicant/Proponent responded.
47

48 The following individuals made public comments:

- 49 § Ted Hikel, Lynnwood 98036 (again)

Staff responded to public comments. Seeing no further comments, the public comment portion of the hearing was closed at 8:24 p.m.

Motion made by Councilmember Hurst, seconded by Councilmember Cotton, to reopen the hearing on February 24, 2020 for additional public comment.

Councilmembers spoke to the motion.

Motion failed.

90.3 OTHER BUSINESS ITEMS

- A. Ordinance: Adopt the Ordinance Approving the Development Agreement for the Kinect@Lynnwood Housing Development (8:37 p.m.)

Motion made by Council Vice President Sessions, seconded by Councilmember Cotton, to adopt Ordinance No. 3354, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING THE KINECT @ LYNNWOOD DEVELOPMENT AGREEMENT, APPROVING PRELIMINARY APPLICATION FOR MULTIPLE-UNIT HOUSING PROPERTY TAX EXEMPTION AND APPROVING APPLICATION FOR TRANSPORTATION IMPACT FEE EXEMPTION; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION."

Councilmembers made pro and con comments related to the motion.

Upon a roll call vote, the motion passed unanimously (7-0).

- B. Executive Session, if needed

100. NEW BUSINESS (8:43 p.m.)

Councilmember Jim Smith moved to excuse Councilmember Altamirano-Crosby from the January 13, 2020 meeting and give her credit as a call-in since it was a technical difficulty. The motion was seconded by Councilmember Cotton and passed unanimously.

110. ADJOURNMENT

The meeting was adjourned at 8:44 p.m.

Nicola Smith, Mayor

CITY COUNCIL ITEM 30-D

CITY OF LYNNWOOD City Council

TITLE: Work Session ~ February 18, 2020

DEPARTMENT CONTACT: Executive Assistant Beth Morris

DOCUMENT ATTACHMENTS

Description:

[Minutes](#)

Type:

Backup Material

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL HELD, TUESDAY,
FEBRUARY 18, 2020 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS.**

Attendance:

Mayor Nicola Smith	Council Member George Hurst
Council President Christine Frizzell	Council Member Jim Smith
Council Vice President Shannon Sessions	Council Member Julieta Altamirano-Crosby
Council Member Ian Cotton	
Council Member Ruth Ross	Assistant City Administrator Art Ceniza
	Executive Assistant Beth Morris

Others:

Economic Development Director Kleitsch
Human Resources Manager Charles
Acting City Clerk & Chief Procurement Manager Fitzthum
Building Inspector Mathias

Comments and Questions on Memo Items

M-1 Resolution: Finance Committee 2020 Meeting Calendar

M-2 Amendments to 2020 Salary Ordinance

- No discussion on M-1 and M-2

Salary Commissioner Interview: Applicant Steven Sterner

- HR Director Chinn was out of town on City business, so Mayor Smith presented a brief introduction on Mr. Sterner and asked him to brief the Council on why he wanted to be on the Salary Commission.
- Council questions and comments.
- Confirmation of Mr. Sterner's appoint will be on the February 24th Business Meeting Unanimous Consent Agenda.

Presentation: Status Report on Development & Business Services Process Improvements and Customer Service

- Director Kleitsch delivered a PowerPoint presentation which provided a project summary and update of activities undertaken since the presentation to Council on September 3, 2019.
- Council questions and comments.

Presentation: Council Liaison Report/Boards and Commissions ~ Council President Christine Frizzell

- Council President Frizzell delivered an update on the boards and Commissions she served on as liaison last year and to date this year.

Presentation: Council Liaison Report/Boards and Commissions ~ Council Member Ian Cotton

- Council Member Cotton delivered an update on the Boards and Commissions he served on as liaison last year and to date this year.
- Council Questions and comments.

Council Summit Recap

- Council President Frizzell led the discussion.
- A handout of the Action items from the February 8th City Council Summit was distributed for review and discussion.
- Council President Frizzell provided updates on action taken to date.

Executive Session – if needed

- None

Mayor Comments and Questions

- None.

Council President and Council Comments

- Council Member Cotton commented on the inmate death in custody at SCORE (South Correctional Entity) Jail. He would like Chief Davis to give Council an update on measures being taken to prevent this from happening in Lynnwood.

Adjournment:

- Meeting adjourned at 8:53pm.

Nicola Smith, Mayor

CITY COUNCIL ITEM 60-A

CITY OF LYNNWOOD Executive

TITLE: Sister City Presentation by Lynnwood High School

DEPARTMENT CONTACT: Gina Israel, Government Relations Liaison

SUMMARY:

The City of Lynnwood has a Sister City relationship with the City of Damyang, Korea. In the fall of 2019, students from Lynnwood High School made an exciting trip to Damyang and would like to share their experience with the Mayor and Council.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 60-B

CITY OF LYNNWOOD
Executive

TITLE: Police Awards Presentation

DEPARTMENT CONTACT: Chief Tom Davis, Lynnwood Police Department

SUMMARY:

This is an annual Police Department awards recognition.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 90.1-A

CITY OF LYNNWOOD Human Resources

TITLE: Confirm Salary Commissioner: Applicant Steven Sterner

DEPARTMENT CONTACT: Evan Chinn

SUMMARY:

Interview for prospective Salary Commissioner Steven Sterner.

ACTION:

Interview Steven Sterner and in the next Business meeting confirm his appointment to the Salary Commission.

BACKGROUND:

The Salary Commission is seeking volunteers to serve as commissioners for an initial term of 1-3 years with an ongoing term of 3 years.

Steven Sterner has expressed interest in serving on this commission. He has a background in banking and financial services and his expertise would be helpful and relevant to the financial and compensation analysis needed for this commission. He attended a Salary Commission meeting and has interviewed with the Mayor and Staff Liaison Evan Chinn for this role.

PREVIOUS COUNCIL ACTIONS:

Appointed 3 Salary Commissioners on 1/21/2020

FUNDING:

This is a volunteer position, no funding is requested.

KEY FEATURES AND VISION ALIGNMENT:

The Salary Commission aligns with a vision for open, transparent and accountable government.

ADMINISTRATION RECOMMENDATION:

Confirm the Mayoral appointment of Steven Sterner to the Salary Commission.

DOCUMENT ATTACHMENTS

Description:

[Salary Commission Application - Steven Sterner](#)

Type:

Backup Material

BOARD & COMMISSION APPLICATION

Name: Steven K. Sterner

Address:

City: Lynnwood State: WA Zip: 98036

Daytime Phone Number:

Secondary Phone Number: NA

Email Address:

Thank you for your interest in serving on a Lynnwood Board or Commission. Members of each of the panels are appointed for a specific period of time. Some panels may have a residency requirement. To help us get to know you and your interests better, please answer the questions that follow. Please feel free to use an attachment if you need more space than is provided. You may also submit a resume along with your application.

1. Are you a registered voter in the City of Lynnwood? Yes ☒ No ☐
If no, are you registered to vote someplace else? Yes ☐ No ☐
2. Please place a check next to the Board or Commission that you are interested in as serving on. If you check more than one please prioritize.

- ☒ SALARY COMMISSION
- ☐ Civil Service Commission
- ☐ History & Heritage Board
- ☐ Human Services Commission
- ☐ Diversity, Equity & Inclusion Commission
- ☐ Park & Recreation Board
- ☐ Planning Commission
- ☐ Tourism Advisory Committee

3. Why do you want to serve in this position?

I was requested to be part of the Commission by the mayor. But along with that I have an interest in how the Pay of city employees is determined.

4. What do you perceive as the role of the Board or Commission in the community?

To provide input and complete research to determine the salary of the City employees. This is necessary to ensure we constantly get the best candidates for open positions and retain our existing staff.

5. How would you represent the interests of the Community?

I'm very involved in the community, I would first learn the "rules of engagement" then request as much input as possible from the business and local community.

6. What experience or education do you possess that you believe would be helpful?

I've worked since 1984 as a local community banker. The best part of my career has been in Snohomish County and in the City of Lynnwood.

7. What has been your experience with committees or boards in Lynnwood?

This committee if selected would be my first committee for the City of Lynnwood.

8. Is there anything else you would like to tell us?

I look forward to being part of the Salary Commission.

Please submit your application to:

Lynnwood City Hall
18900 44th Ave W, Lynnwood, WA 98036
jmoore@LynnwoodWA.gov | 425-670-5023

CITY COUNCIL ITEM 90.1-B

CITY OF LYNNWOOD Administrative Services

TITLE: Resolution - Finance Committee 2020 Meeting Calendar

DEPARTMENT CONTACT: Corbitt Loch

SUMMARY:

This agenda item provides a draft resolution that establishes the Finance Committee's meeting calendar for 2020. This procedural step is called for by City Council Rule 18.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Is the Finance Committee meeting calendar for 2020 appropriate as written?

ACTION:

Approve the attached resolution.

BACKGROUND:

This procedural step confirms when Finance Committee meetings will occur. These meetings are open to the public.

PREVIOUS COUNCIL ACTIONS:

This action was last done in 2019.

The Finance Committee confirmed the attached meeting schedule during its January 23, 2020 meeting.

FUNDING:

NA.

KEY FEATURES AND VISION ALIGNMENT:

Establishing the meeting calendar for the Finance Committee by resolution supports the Community Vision objectives of engaging citizens and providing a responsive government.

ADMINISTRATION RECOMMENDATION:

Approve the attached resolution.

DOCUMENT ATTACHMENTS

Description:	Type:
Draft resolution with meeting calendar	Backup Material



RESOLUTION NO. 2020 -

**A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,
ADOPTING THE 2020 MEETING SCHEDULE FOR THE CITY
COUNCIL FINANCE COMMITTEE.**

WHEREAS, with the approval of Resolution 2012-01 on January 9, 2012, the City Council established City Council Finance Committee; and

WHEREAS, the City Council Rules of Procedure (Resolution 2015-04) state that the Finance Committee shall present an ordinance or resolution to the City Council that sets their regular meeting dates/times for the year; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF LYNNWOOD DOES RESOLVE AS FOLLOWS:

Section 1. Adoption of regular meeting time, date, and location. The regular meeting schedule for the City Council Finance Committee shall be 3:00 pm on the fourth Thursday of each month, unless otherwise stated below, in Conference Room 4 of Lynnwood City Hall, 19100 44th Avenue W, Lynnwood, WA 98036.

Section 2. Finance Committee meeting calendar for 2020.

January 23, 2020 (fourth Thursday)	July 23, 2020 (fourth Thursday)
February 27, 2020 (fourth Thursday)	August 2020 none - recess
March 26, 2020 (fourth Thursday)	September 24, 2020 (fourth Thursday)
April 23, 2020 (fourth Thursday)	October 22, 2020 (fourth Thursday)
May 28, 2020 (fourth Thursday)	November 19, 2020 (third Thursday)
June 25, 2020 (fourth Thursday)	December 2020 none – recess

Section 3. Changes to meeting schedule authorized. The chair of the Finance Committee may authorize variation(s) to the meeting schedules specified herein, with public notice provided in accordance with applicable law.

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1 This resolution was adopted by the City Council at its meeting held _____, 2020 at the
2 City of Lynnwood Council Chambers.

3
4 RESOLVED this ____th day of _____ 2020.

5
6 APPROVED

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10 _____
Nicola Smith, Mayor

11 ATTEST/AUTHENTICATED:

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14 _____
15 Sonja Springer, Finance Director
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38 FILED WITH CITY CLERK: __/__/2020

39 PASSED BY THE CITY COUNCIL: __/__/2020

40 RESOLUTION NUMBER: 2020-__
41

CITY COUNCIL ITEM 90.1-C

CITY OF LYNNWOOD City Council

TITLE: Voucher Approval

DEPARTMENT CONTACT: Sonja Springer, Finance Director

ACTION:

Approve claims and payroll in the amount of \$2,278,559.71 and \$1,155,708.35 respectively.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.3-A

CITY OF LYNNWOOD Human Resources

TITLE: Amendments to 2020 Salary Ordinance

DEPARTMENT CONTACT: Evan Chinn

SUMMARY:

Ordinance 3352 approved the 2020 Salary Schedule on December 8, 2019. This Memo For Action seeks Council to amend the salary schedule with an updated salary for the Police Department's existing Victim Services Coordinator position and to add a previously budgeted position to the schedule for the Public Works Department's new position of Asset Management Administrator.

The approved 2019-2020 Lynnwood Police Department budget included the position of Victim Services Coordinator. The Human Resources Department requests that the Lynnwood City Council now approve an amendment to the ordinance to place this position from GSO Grade 617 up to GSO Grade 618 in the City of Lynnwood 2020 Salary Schedule.

AND

The approved 2019-2020 Public Works Department budget included the new position of Asset Management Administrator. On behalf of Public Works, the Human Resources Department requests that the Lynnwood City Council now approve the addition of the Asset Management Administrator position at AFSCME Grade 619 (which is in alignment with the 2019-2020 approved budget) to the City of Lynnwood 2020 Salary Schedule.

ACTION:

Approve the amendment of the City of Lynnwood 2020 Salary Schedule to place the Victim Services Coordinator position at GSO Grade 618.

Approve the addition of the Asset Management Administrator position at Grade 219 to the City of Lynnwood 2020 Salary Schedule.

BACKGROUND:

The Human Resources Department completed a compensation review for the Victim Services Coordinator on behalf of the LPD and its employee currently working in this position. The HR Department concluded that that the market data and comparable job positions are compensated at a level commensurate with Grade 618.

The Human Resources Department completed a classification and compensation review for the Asset Management Administrator on behalf of the Public Works Department. The HR Department concluded that that the market data and comparable job positions are compensated at a level commensurate with AFSCME Grade 219.

PREVIOUS COUNCIL ACTIONS:

Lynnwood City Council approved 2020 Salary Schedule in Ordinance 3352 in December 2019. This Ordinance updates that schedule.

Lynnwood City Council approved the 2019-2020 budget for the Public Works Department which included the new position of Asset Management Administrator with funding beginning in 2020. This position had funding set aside at a level in the range of GSO 219 in the City of Lynnwood Salary Schedule.

Lynnwood City Council approved the 2019-2020 budget for the Lynnwood Police Department which included funding for the Victim Services Coordinator position of Asset Management Administrator with funding beginning in 2020. This position had funding set aside at a level in the range of GSO 219 in the City of Lynnwood Salary Schedule.

FUNDING:

Both positions are funded in the respective departmental budgets for 2020.

ADMINISTRATION RECOMMENDATION:

Approve the amendments to the salary schedule to include the change to the Victim Services Coordinator and the addition of the Asset Management Administrator.

DOCUMENT ATTACHMENTS

Description:	Type:
2020 Amended Salary Schedule	Backup Material
Draft Salary Ordinance	Backup Material
Asset Mgmt Admin Position Descrp	Backup Material
Vic Srv Coord Position Descrp	Backup Material

City of Lynnwood 2020 Salary Schedule

JOB CLASS		GRADE	YEAR	Valid Since									FLSA	Wkrs Comp	EEO						
2020 TITLE (as of January 1, 2020)																					
AFSCME																					
					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7										
4908	Engineer	222	2020	1/1/20	43.03	44.75	46.55	48.41	50.34	52.35	54.46	N	5305	2							
4041	Database Administrator	221	2020	1/1/20	39.84	41.44	43.11	44.83	46.61	48.47	50.43	N	5305	2							
4907	Project Manager	221	2020	1/1/20	39.84	41.44	43.11	44.83	46.61	48.47	50.43	N	803	2							
4212	Combination Electrical Inspector	220	2020	1/1/20	36.88	38.36	39.89	41.51	43.16	44.89	46.69	N	803	3							
4211	Senior Planner	220	2020	1/1/20	36.88	38.36	39.89	41.51	43.16	44.89	46.69	N	5305	2							
4024	GIS Administrator	220	2020	1/1/20	36.88	38.36	39.89	41.51	43.16	44.89	46.69	N	803	2							
4001	Network Engineer	220	2020	1/1/20	36.88	38.36	39.89	41.51	43.16	44.89	46.69	N	803	3							
4015	Systems Engineer	220	2020	1/1/20	36.88	38.36	39.89	41.51	43.16	44.89	46.69	N	5305	2							
4030	Application Support Analyst	220	2020	1/1/20	36.88	38.36	39.89	41.51	43.16	44.89	46.69	N	5305	3							
4206	Combination Building Inspector	219	2020	1/1/20	34.17	35.51	36.94	38.43	39.95	41.56	43.22	N	803	3							
4207	Electrical Inspector	219	2020	1/1/20	34.17	35.51	36.94	38.43	39.95	41.56	43.22	N	803	3							
4909	Lead Traffic Signal Technician	219	2020	1/1/20	34.17	35.51	36.94	38.43	39.95	41.56	43.22	N	803	3							
4912	Asset Management Administrator	219	2020	2/24/20	34.17	35.51	36.94	38.43	39.95	41.56	43.22	N	803	3							
4204	Building Inspector	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	803	3							
4000	Accountant	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	5305	2							
4904	Lab Technician	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	803	3							
4905	Mechanic - Heavy Equipment	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	803	7							
4104	Senior Administrative Assistant	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	5305	6							
4202	Planner	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	5305	2							
4902	Senior Engineering Technician	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	803	3							
4007	Senior Computer Support Specialist	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	5305	3							
4205	Code Enforcement Officer	218	2020	1/1/20	31.63	32.90	34.21	35.57	37.00	38.48	40.01	N	803	5							
4911	Emergency Vehicle Equipment Service Technician	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	803	3							
4013	Buyer	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	5305	5							
4900	Civil Engineer	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	803	2							
4034	Senior Finance Specialist	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	5305	5							
4901	Engineering Technician	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	803	3							
4303	Probation Officer	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	5305	2							
4210	Senior Permit Technician	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	5305	3							

4910	Traffic Signal Technician	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	803	3
4014	Computer Support Specialist	217	2020	1/1/20	29.29	30.46	31.67	32.94	34.25	35.65	37.06	N	5305	3
4033	Finance Specialist	216	2020	1/1/20	27.12	28.20	29.33	30.52	31.72	32.98	34.30	N	5305	6
4035	Procurement Specialist	216	2020	2/25/20	27.12	28.20	29.33	30.52	31.72	32.98	34.30	N	5305	6
4100	Administrative Assistant	216	2020	1/1/20	27.12	28.20	29.33	30.52	31.72	32.98	34.30	N	5305	6
4032	Senior Finance Technician	216	2020	1/1/20	27.12	28.20	29.33	30.52	31.72	32.98	34.30	N	5305	3
4209	Permit Technician	216	2020	1/1/20	27.12	28.20	29.33	30.52	31.72	32.98	34.30	N	5305	3
4031	Finance Technician	215	2020	1/1/20	25.11	26.11	27.15	28.24	29.38	30.56	31.77	N	5305	3
4301	Legal Specialist II	215	2020	4/8/20	25.11	26.11	27.15	28.24	29.38	30.56	31.77	N	5305	6
4302	Legal Specialist I	214	2020	4/8/20	23.25	24.18	25.15	26.15	27.19	28.29	29.42	N	803	6
4103	Senior Support Services Technician	214	2020	1/1/20	23.25	24.18	25.15	26.15	27.19	28.29	29.42	N	803	6
4906	Meter Reader	214	2020	1/1/20	23.25	24.18	25.15	26.15	27.19	28.29	29.42	N	803	8
4102	Support Services Technician	213	2020	1/1/20	21.62	22.50	23.40	24.32	25.29	26.31	27.36	N	5305	6
	NON-REPRESENTED													
	Administrative Services				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5005	Finance Director	627	2020	1/1/20	70.30	73.33	76.47	79.76	83.19	86.77	90.50	E	5305	1
5012	Strategic Planner	625	2020	1/1/20	57.06	59.52	62.08	64.75	67.54	70.44	73.46	E	5305	1
5003	Assistant Finance Director - Treasury	625	2020	1/1/20	57.06	59.52	62.08	64.75	67.54	70.44	73.46	E	5305	1
5000	Manager - Accounting	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	1
5008	Manager - Purchasing and Contracts	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	1
5006	Finance Supervisor	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	5305	2
5007	Financial/Budget Supervisor	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	5305	2
5004	Budget Coordinator	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	5305	2
	Community Development				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5201	Community Development Director	626	2020	1/1/20	63.34	66.07	68.91	71.86	74.95	78.18	81.54	E	5305	1
5202	Deputy Community Development Director	625	2020	1/1/20	57.06	59.52	62.08	64.75	67.54	70.44	73.46	E	5305	1
5203	Planning Manager	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	1
5200	Building Official	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	803	2
5205	Assistant Building Official	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	E	803	2
5204	Permit Center Supervisor	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	5305	2
	Court				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5300	Court Administrator	625	2020	1/1/20	57.06	59.52	62.08	64.75	67.54	70.44	73.46	E	5305	1
5301	Court Operations Supervisor	620	2020	1/1/20	35.43	36.97	38.55	40.20	41.94	43.74	45.63	N	5305	3
5302	Probation Supervisor	619	2020	1/1/20	32.23	33.61	35.05	36.56	38.12	39.76	41.48	N	5305	3
	Economic Development				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5401	Economic Development Director	626	2020	1/1/20	63.34	66.07	68.91	71.86	74.95	78.18	81.54	E	5305	1

5400	City Center Program Manager	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	5305	2
5402	Project and Tourism Manager	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	5305	2
	Executive				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5403	Assistant City Administrator	626	2020	1/1/20	63.34	66.07	68.91	71.86	74.95	78.18	81.54	E	5305	1
5406	Intergovernmental Relations Liaison	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	5305	2
5405	Public Affairs Officer	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	5305	2
5404	Executive Assistant to the Mayor	619	2020	1/1/20	32.23	33.61	35.05	36.56	38.12	39.76	41.48	N	5305	5
	Human Resources				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5602	Human Resources Director	626	2020	1/1/20	63.34	66.07	68.91	71.86	74.95	78.18	81.54	E	5305	1
5603	Human Resources Manager	623	2020	1/1/20	47.16	49.18	51.30	53.50	55.81	58.21	60.70	E	5305	2
5605	Safety Officer	620	2020	2/25/20	35.43	36.97	38.55	40.20	41.94	43.74	45.63	N	5305	3
5604	Human Resources Analyst, Senior	620	2020	1/1/20	35.43	36.97	38.55	40.20	41.94	43.74	45.63	N	5305	3
5601	Human Resources Analyst	619	2020	1/1/20	32.23	33.61	35.05	36.56	38.12	39.76	41.48	N	5305	2
5101	Administrative Assistant	617	2020	1/1/20	26.61	27.76	28.95	30.18	31.49	32.86	34.27	N	5305	5
	Information Technology				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5002	Information Technology Director	626	2020	1/1/20	63.34	66.07	68.91	71.86	74.95	78.18	81.54	E	5305	1
5014	Application Support Manager	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	2
5013	IT Systems Manager	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	2
	Legislative				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
6102	Executive Assistant to the City Council	619	2020	1/1/20	32.23	33.61	35.05	36.56	38.12	39.76	41.48	N	5305	6
	Neighborhood and Community Affairs				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5100	Community Affairs Director	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	1
	Parks, Recreation and Cultural Arts				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5812	Parks, Recreation and Cultural Arts Director	627	2020	1/1/20	70.30	73.33	76.47	79.76	83.19	86.77	90.50	E	5305	1
5802	Deputy Parks, Recreation and Cultural Arts Director	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	1
5811	Park Maintenance Supervisor	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	803	1
5821	Recreation Superintendent (R)	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	803	1
5811	Parks Maintenance Superintendent (R)	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	803	1
5814	Recreation Manager (R)	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	5305	1
5813	Recreation Supervisor (R)	620	2020	1/1/20	35.43	36.97	38.55	40.20	41.94	43.74	45.63	N	5305	2
5800	Assistant Recreation Supervisor (R)	619	2020	1/1/20	32.23	33.61	35.05	36.56	38.12	39.76	41.48	N	5305	2
5819, 5823	Recreation Coordinator	618	2020	1/1/20	29.26	30.53	31.84	33.22	34.64	36.13	37.68	N	5305	5
5806	Customer Service Specialist (Lead)	616	2020	1/1/20	24.20	25.24	26.32	27.46	28.64	29.87	31.15	N	5305	5
5822	Senior Guard	615	2020	1/1/20	22.21	23.17	24.16	25.20	26.28	27.42	28.59	N	803	5
5801	Customer Service Specialist	615	2020	1/1/20	22.21	23.17	24.16	25.20	26.28	27.42	28.59	N	5305	6
5820	Recreation Specialist	614	2020	1/1/20	20.17	21.05	21.96	22.91	23.89	24.91	25.98	N	5305	5

-	Recreation Clerk	613	2020	1/1/20	18.52	19.32	20.14	21.01	21.92	22.86	23.84	N	5305	5
5810	Lifeguard/WSI II	611	2020	1/1/20	15.58	16.26	16.96	17.69	18.45	19.23	20.06	N	803	5
5807	Lead Field Attendant	611	2020	1/1/20	15.58	16.26	16.96	17.69	18.45	19.23	20.06	N	803	8
5809	Lifeguard/WSI I	609	2020	1/1/20	13.13	13.68	14.27	14.88	15.52	16.19	16.88	N	803	3
5804	Exercise Room Technician	609	2020	1/1/20	13.13	13.68	14.27	14.88	15.52	16.19	16.88	N	803	8
5808	Lifeguard	608	2020	1/1/20	12.05	12.55	13.08	13.66	14.24	14.85	15.49	N	803	5
	Police				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5700	Police Chief	PS3	2020	1/1/20	71.29	74.36	77.56	80.89	84.37	88.00	91.78	E	6905	1
1710	Deputy Chief	DCN	2020	1/1/20	70.78	73.62	76.56	-	-	-	-	E	6905	1
5702	Police Support Services Manager	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	5305	1
5706	Public Affairs and Communication Manager-Police	622	2020	8/12/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	E	5305	1
-	Jail Nurse	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	6905	2
5705	Police Management Analyst, Senior	620	2020	1/1/20	35.43	36.97	38.55	40.20	41.94	43.74	45.63	N	5305	2
5704	Community Support Specialist/Social Worker	619	2020	1/1/20	32.23	33.61	35.05	36.56	38.12	39.76	41.48	N	5305	2
5101	Administrative Assistant	617	2020	1/1/20	26.61	27.76	28.95	30.18	31.49	32.86	34.27	N	5305	6
5703	Victim Services Coordinator	617 618	2020	1/1/20	26.61	27.76	28.95	30.18	31.49	32.86	34.27	N	5305	1
6702	Reserve Police Officer (Step C of Police Officers' Contract)	Special -6	2020	1/1/20		-	42.45	-	-	-	-	N	6905	4
5701	Police Officer Trainee (Step A of Police Officers' Contract)	SPEC 88	2020	1/1/20	37.57	-	-	-	-	-	-	N	6905	4
	Public Works				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5906	Public Works Director/City Engineer	627	2020	1/1/20	70.30	73.33	76.47	79.76	83.19	86.77	90.50	E	5305	1
5904	Deputy Public Works Director	626	2020	1/1/20	63.34	66.07	68.91	71.86	74.95	78.18	81.54	E	5305	1
5914	Public Works Manager	624	2020	1/1/20	51.87	54.11	56.42	58.87	61.40	64.02	66.78	E	5305	1
5908	Traffic Engineer (R)	623	2020	1/1/20	47.16	49.18	51.30	53.50	55.81	58.21	60.70	N	803	2
5905	Development Services Supervisor	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	5305	1
5909	Treatment Plant Supervisor (R)	622	2020	1/1/20	42.88	44.71	46.64	48.64	50.74	52.92	55.20	N	803	2
5901	Assistant Treatment Plant Supervisor	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	803	2
5911	Building Operations and Maintenance Supervisor (R)	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	803	2
5907	Streets Maintenance Supervisor (R)	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	803	2
5910	Utilities Maintenance Supervisor (R)	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	803	2
5102	Administrative Supervisor	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	5305	2
5902	Automotive Shop Supervisor (R)	621	2020	1/1/20	38.97	40.64	42.39	44.23	46.13	48.10	50.17	N	803	2
5912	Lead Facilities Worker	618	2020	1/1/20	29.26	30.53	31.84	33.22	34.64	36.13	37.68	N	803	7
5101	Administrative Assistant	617	2020	1/1/20	26.61	27.76	28.95	30.18	31.49	32.86	34.27	N	5305	2
5913	Facilities Worker II	616	2020	1/1/20	24.20	25.24	26.32	27.46	28.64	29.87	31.15	N	803	8
5913	Facilities Worker I	615	2020	1/1/20	22.21	23.17	24.16	25.20	26.28	27.42	28.59	N	803	8
Teamsters														

					Step A	Step B	Step C	Step D	Step E					
3909	Lead Treatment Plant Operator	LTO	2020	1/1/20	35.93	37.73	39.48	41.27	43.49			N	803	7
3905	Treatment Plant Operator IV	O4	2020	1/1/20	34.23	35.92	37.60	39.30	41.42			N	803	7
3904	Treatment Plant Operator III	O3	2020	1/1/20	33.22	34.73	36.23	37.78	39.68			N	803	7
3903	Treatment Plant Operator II	O2	2020	1/1/20	31.53	33.10	34.66	36.26	38.19			N	803	7
3902	Treatment Plant Operator I	O1	2020	1/1/20	30.95	32.05	33.17	34.25	35.69			N	803	7
3908	SCADA Technician	SCT	2020	1/1/20	33.22	34.73	36.23	37.78	39.68			N	803	7
3900	Operator in Training	OT	2020	1/1/20	23.77	24.91	26.03	27.20	28.63			N	803	7
3901	Pump Station Operator	P1	2020	1/1/20	31.27	32.75	34.26	35.86	37.91			N	803	7
3101	Maintenance Technician	MT	2020	1/1/20	31.95	33.48	35.01	36.56	38.49			N	803	7
3102	Maintenance Worker I	M1	2020	1/1/20	22.95	24.19	25.40	26.60	28.10			N	803	7
3103	Maintenance Worker II	M2	2020	1/1/20	28.45	29.76	31.16	32.57	34.44			N	803	7
3104	Lead Worker	L1	2020	1/1/20	31.75	33.10	34.44	35.85	37.56			N	803	7
3100	Foreman	F1	2020	1/1/20	34.14	35.72	37.34	38.91	40.91			N	803	7
3910	Electrician - WWTP and Utilities	ELT	2020	1/1/20	35.08	36.83	38.54	40.29	42.45			N	803	7
					Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6				
3105	Teamsters General Laborer/ Teamsters Intern	GL	2020	1/1/20	14.06	14.76	15.49	16.28	17.10	17.94		N	803	8
3907	Teamsters Vegetation Supervisor	VS	2020	1/1/20	16.75	17.60	18.46	19.39	20.35	21.38		N	803	8
3911	Teamsters Intern	IN	2020	1/1/20	14.06	14.76	15.49	16.28	17.10	17.94		N	803	8
	Police													
	Lynnwood Police Management Guild				Step A	Step B	Step C							
1711	Commander	CMN	2020	1/1/20	62.10	64.58	67.16					N	6905	1
1707	Lynnwood Police Sergeants				Step A	Step B	Step C							
		SG	2020	1/1/20	50.65	52.16	53.73					N	6905	3
1706	Lynnwood Police Officers				Step A	Step B	Step C	Step D	Step E					
		PO	2020	1/1/20	37.57	40.79	42.45	44.18	45.53			N	6905	4
	Lynnwood Police Support				Step I	Step II	Step III	Step IV	Step V	Step VI				
1703	Police Clerk	PC	2020	1/1/20	26.18	26.81	27.71	28.61	29.41	30.28		N	5305	6
1704	Confinement Officer	CW	2020	1/1/20	31.00	31.88	32.99	33.91	34.96			N	6905	4
1701	Crime Prevention Specialist	CS	2020	1/1/20	31.00	31.88	32.99	33.91	34.96			N	5305	3
1702	Evidence Technician	ET	2020	1/1/20	30.39	31.25	32.35	33.26	34.29			N	803	3
1700	Animal Control	AC	2020	1/1/20	31.00	31.88	32.99	33.91	34.96			N	803	4
1705	Confinement Sergeant	CSG	2020	1/1/20	38.89	40.06	41.26					N	6905	3

1 **CITY OF LYNNWOOD**
2 **ORDINANCE NO _____**
3

4 AN ORDINANCE OF THE CITY COUNCIL OF LYNNWOOD,
5 WASHINGTON RELATING TO CLASSIFICATION OF CITY EMPLOYEE
6 POSITIONS; AMENDING EXHIBIT A TO ORDINANCE NUMBER 3352; AND
7 PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND
8 SUMMARY PUBLICATION
9

10
11 WHEREAS, the City Council of the City of Lynnwood has authority to create and
12 delete employee positions in the City and to establish and amend pay grade classifications
13 and compensation amounts for employee positions in the City; and
14

15 WHEREAS, LMC 2.48.175 provides that the City's position pay grades and the
16 base pay plan for position grades shall be as established in the salary schedule adopted by
17 ordinance of the City Council; and
18

19 WHEREAS, in enacting Ordinance 3352 on December 9, 2019, the City Council
20 adopted Exhibit A titled – City of Lynnwood 2020 Salary Schedule, which established the
21 salary schedule for City employees based upon pay grade classifications for City
22 employee positions; and
23

24 WHEREAS, as provided by LMC 2.48.175, it is necessary that the adopted salary
25 schedule be amended, modified, superseded, repealed, or reenacted from time to time and
26

27 WHEREAS, the City Council has determined that it is appropriate and in the best
28 interest of the City to amend the City of Lynnwood 2020 Salary Schedule attached as
29 Exhibit A to Ordinance 3352 to change the pay grade of the position of Victim Services
30 Coordinator from General Salary Ordinance (GSO) pay grade 617 to GSO pay grade 618;
31 and

32 WHEREAS, included in the 2019 – 2020 budget for the Public Works
33 Department was the new position for GIS/Asset Management Administrator; and
34

35 WHEREAS, the Pay Grade for the GIS/Asset Management Administrator position
36 has been determined to be AFSCME Grade 219 which is in alignment with the 2019 –
37 2020 Public Works budget;
38

39 WHEREAS, the City Council has determined that the provisions of this
40 Ordinance are in the best interest of the public's health, safety and welfare,
41

42 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD,
43 WASHINGTON DO ORDAIN AS FOLLOWS:
44

Section 1. Exhibit A, titled City of Lynnwood 2020 Salary Schedule to Ordinance 3352, is hereby amended to read as Exhibit A – City of Lynnwood 2020 Salary Schedule, attached hereto and incorporated by reference.

Section 2. The City of Lynnwood 2020 Salary Schedule as adopted shall not limit the authority of the City of Lynnwood to take personnel and budgetary actions as otherwise allowed by applicable law, personnel policies and collective bargaining agreements.

Section 3. Severability: If any sentence, clause or phrase of this ordinance, shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date: This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL, the _____ day of _____, 2020.

APPROVED:

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

Sonja Springer, Finance Director

APPROVED AS TO FORM:

Rosemary Larson, City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

90

91 EFFECTIVE DATE: _____

92

93 ORDINANCE NUMBER: _____

CITY OF LYNNWOOD - PROPOSED DRAFT POSITION DESCRIPTION

Title:	Asset Management Administrator	Final:	
FLSA Status:	N	Revised:	
Reports to:	Deputy Director, Les Rubstello		
Union:	AFSCME (proposed grade 219)		

Summary

Individuals assigned to this position are responsible for administering Public Works Asset Management system. The primary responsibility will be to update and maintain the city's water, sanitary sewer, storm drain and streets Geographic Information System (GIS) data using record drawings, survey grade Global Positions System (GPS) and ArcGIS. Under the direction of the Deputy Director, this position researches and updates databases; collects and inputs data; trains management and line staff; and, develops, produces and analyzes output.

Job Location and Equipment Utilized

Work is performed in both an office and an outdoor environment. Equipment used includes personal computers with job specific software, standard engineering field tools, City vehicles, and office equipment such as copiers, fax machines, phones, plotters and digitizers.

Essential Job Functions

Includes, but is not limited to, such essential functions as listed below:

- Visual inspection of construction drawings and projects.
- Maintains record drawing tracking system and electronic files.
- Imports record drawing files to asset management system.
- Researches and verifies accuracy and completeness of asset management system databases.
- Collects field data using hand notes, mapping, or survey grade GPS.
- Verifies and imports GPS data to utility and streets GIS databases.
- Works with Supervisors and Foremen to develop work documentation procedures.
- Trains staff and inspects the work of staff for adherence to standards and instructions when needed.
- Performs systems analysis for new and upgraded systems, including documenting systems, procedures and applications.
- Updates technical and program documentation.
- Reviews blueprints, design drawings, work orders and shop drawings to facilitate documentation of as-built projects.
- Works with operations personnel, engineers and suppliers to explain the functioning of processes and procedures needed for the operation of new equipment.
- Works with finance department, management and staff on regular audits, review and reporting of assets, which may include working with auditors as directed.
- Identify problems, develop and analyze solutions, and understand the consequences of a planned solution.
- Effectively troubleshoot equipment using limited documentation.
- Maintains regular attendance.

Required Knowledge, Skills and Abilities

- Windows based computer including word processing, spreadsheet, and database applications as well as being well versed in ESRI ArcGIS, AutoCAD, Cartegraph OMS and other software applications related to mapping, cataloging, identifying assets of the City/department/division.
- Basic knowledge of GPS equipment.
- Intermediate to expert public works assets knowledge, including water and sewer utilities, streets, stormwater, and traffic assets.
- Ability to read and interpret utility construction drawings.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively both orally and in writing.
- Ability to properly wear Personal Protective Equipment (PPE).

Required Physical Traits

- Ability to lift and carry objects up to 50 pounds.
- Ability to maneuver over rough, uneven, wet or slippery surfaces or slopes.
- Ability to reach, crouch, turn/twist, and stand for extended periods of time.
- Ability to push or pull objects.
- Ability to speak and hear to exchange information.
- Ability to work in varying weather conditions and temperatures.
- Ability to occasionally work in the right of way or construction sites and may be exposed to physical hazards such as moving traffic and heavy construction equipment.
- Ability to be occasionally exposed to fumes or airborne particles.
- Ability to be exposed to moderate to loud noise

Minimum Qualifications

Bachelor's degree in Geography, Engineering, Earth Sciences, or related field plus three years of experience with specific training using GIS technology, preferably using ArcGIS software.

A valid Driver's License, or alternate means of mobility, and a driving record acceptable to the City's insurance carrier.

ADDITIONAL INFORMATION:

This position is represented by Local 3035, Council 2, Washington State Council of County and City Employees AFSCME / AFL-CIO.



Victim Services Coordinator (Domestic Violence Coordinator)

Class Code:
5703

Bargaining Unit: General Salary Ordinance

CITY OF LYNNWOOD
Revision Date: Jul 19, 2012

SALARY RANGE

From

~~\$26.61 - \$34.27 Hourly~~

to

29.26 to 37.68 - 616

SUMMARY:

The Victim Services Coordinator/Advocate is responsible for the coordination of violence related cases between the victim, the Police Department, the Prosecuting Attorney's Office and courts of jurisdiction. Additional duties include community education on domestic violence issues and training of department personnel relative to domestic violence or any other crime victim issues or concerns. Work is performed in a support position for and within the Police Department in a civilian capacity.

JOB LOCATION AND EQUIPMENT UTILIZED:

Work is primarily performed in an office environment, however, during the course of case preparation it may be necessary to meet with victims and witnesses in locations other than the police department. Equipment utilized includes standard office equipment, personal computer with associated software and peripherals and department vehicles.

ESSENTIAL FUNCTIONS:

Includes but is not limited to such essential functions as listed below:

- " Support, educate and assist victims of crime through the criminal proceedings in municipal and superior courts; provide information regarding criminal justice procedures; appear with domestic violence victims at arraignments, pre-trial hearings, trials and other court hearings as deemed necessary.

- " Educate crime victims regarding the benefits of pursuing prosecution through the judicial process.

- " Assess victim's immediate needs (i.e. safe housing, income, etc.); help victim develop a safety plan; provide information and referral to community resources, specifically domestic violence services.

90.3-A-16

- .. Assist officers and detectives in obtaining evidence of domestic violence; take photographs of victim's injuries; research prior history of abuse; obtain medical records and document findings in accordance with departmental policy.
- .. Provide crime victims with information regarding filing for and obtaining civil protection orders.
- .. Make recommendations in court and to the prosecuting attorney regarding no-contact orders; communicate with domestic violence victims seeking the termination of criminal no-contact orders; make charging and sentencing recommendations to the prosecuting attorney and court on behalf of victim.
- .. Develop reference materials for use by police officers, court staff, the prosecuting attorney and crime victims.
- .. Prepare statistical reports as directed; attend department staff meetings when requested.
- .. Respond to telephone and walk-in requests for service; refer crime victims to social service or community agencies as appropriate.
- .. Maintain case records; prepare required reports and other documents as required; assist in developing operational policies and procedures.
- .. Assist in training department personnel about crime victim services and specifically domestic violence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- .. Knowledge of the principles and dynamics of domestic violence.
- .. Knowledge of Federal, State and local laws relating to domestic violence, protection orders and no contact orders.
- .. Knowledge of City and department policies.
- .. Skilled in interviewing victims, witnesses and suspects.
- .. Ability to manage multiple tasks, assignments and follow-up investigations.
- .. Ability to establish and maintain effective working relationships with elected and appointed officials, city employees and the general public.
- .. Ability to present ideas and information clearly and concisely, orally and in writing to groups and individuals.
- .. Ability to operate a personal computer and basic computer programs for word processing with proficiency.
- .. Ability to work with department personnel in a manner that promotes positive, team orientation and to recognize and resolve conflicts when necessary.

REQUIRED PHYSICAL TRAITS:

- .. Manual dexterity and visual acuity to operate a personal computer, typewriter and camera equipment.
- .. Ability to sit, viewing a computer monitor for extended periods of time.
- .. Ability to reach above shoulders, bend horizontally and bend at the waist to file.
- .. Visual acuity to read and compose various correspondence and other documentation.
- .. Hearing and speaking ability to communicate and provide information with others in person or on the telephone.
- .. Ability to sit for extended periods of time.
- .. The nature of the position can involve situations, which may present a danger to personal safety.

90.3-A-17

MINIMUM QUALIFICATIONS:

Two years of college level course work in Sociology, Psychology, Law Enforcement or other closely related field and one year of experience providing direct services to victims of crimes with knowledge/experience in the area of advocacy for domestic violence or related cases and experience in counseling and crisis intervention; must possess a valid Washington State Driver's License and a driving record acceptable to the City of Lynnwood insurance carrier and be able to pass a police background investigation, which includes a polygraph and psychological examination.

ADDITIONAL INFORMATION:

This position is covered by the General Salary Ordinance.

90.3-A-18

CITY COUNCIL ITEM 90.3-B

CITY OF LYNNWOOD City Council

TITLE: Executive Session, if needed

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available