

## **LYNNWOOD CITY COUNCIL**

### **Business Meeting**

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

**Date: Monday, November 23, 2020**

**Time: 6:00 PM**

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10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

40 MESSAGES AND PAPERS FROM THE MAYOR

50 PUBLIC COMMENTS AND COMMUNICATIONS

60 PRESENTATIONS AND PROCLAMATIONS

70 WRITTEN COMMUNICATIONS AND PETITIONS

80 COUNCIL COMMENTS AND ANNOUNCEMENTS

90 BUSINESS ITEMS AND OTHER MATTERS

#### 90 .1 UNANIMOUS CONSENT AGENDA

**A** Confirm Board and Commission Reappointments: Diversity, Equity and Inclusion Commissioners

**B** Bid Award - 196th St SW Improvement Project

**C** Construction Engineering Contract Supplement - 196th St SW Improvement Project

**D** Construction Management Contract - 196th St SW Improvement Project

**E** Right of Way Services Contract Supplement - 196th St SW Improvement Project

**F** Voucher Approval

#### 90 .2 PUBLIC HEARINGS OR MEETINGS

#### 90 .3 OTHER BUSINESS ITEMS

**A** Ordinance: Property Tax Levy for 2021

**B** Ordinance - Adoption of 2021-2022 Budget

**C** Ordinance Eliminating the City's Salary Commission

**D** 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 numero 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 90.1-A**

### **CITY OF LYNNWOOD Human Resources**

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**TITLE: Confirm Board and Commission Reappointments: Diversity, Equity and Inclusion Commissioners**

**DEPARTMENT CONTACT: Human Resources Director Evan Chinn**

#### **SUMMARY:**

Naz Lashgari and Jared Bigelow are serving on the Diversity, Equity and Inclusion Commission in terms that expire on December 31, 2020. It is recommended that Commissioner Lashgari and Commissioner Bigelow are reappointed to two-year terms ending on December 31, 2022.

#### **ACTION:**

Reappoint Naz Lashgari to position #4 and Jared Bigelow to position #5 of the Equity, Diversity and Inclusion Commission.

#### **BACKGROUND:**

Commissioners Lashgari and Bigelow are respected members of the Diversity, Equity and Inclusion Commission (DEIC). Their reappointments to the commission is highly recommended by staff.

The present status of the DEIC is as follows:

Position #1 - Vacant

Position #2 - Daniela Altamirano-Crosby, term expires 12/31/2022

Position #3 - Joshua Binda, term expires 12/31/2022

Position #4 - Naz Lashgari, term expires 12/31/2020

Position #5 - Jared Bigelow, term expires 12/31/2020

Position #6 - Otmane Riad, term expires 12/31/2022

Position #7 - Marcia Smith, term expires 12/31/2022

#### **ADMINISTRATION RECOMMENDATION:**

Approve reappointments.

#### **DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

## **CITY COUNCIL ITEM 90.1-B**

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

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**TITLE: Bid Award - 196th St SW Improvement Project**

**DEPARTMENT CONTACT: Bill Franz and David Mach**

#### **SUMMARY:**

The purpose of this agenda item is to award a construction contract to Marshbank Construction, Inc. for the 196th St SW Improvement Project.

#### **ACTION:**

Authorize the Mayor to enter into and execute on behalf of the City a construction contract with Marshbank Construction, Inc. of Lake Stevens, WA for the construction of the 196th St SW Improvement Project, in an amount not to exceed \$27,910,929.81 with an additional 10% contingency for a total amount of \$30,702,022.79. Sales tax is included.

#### **BACKGROUND:**

The city opened bids for the project on October 20, 2020. Six bids were received which ranged from \$27.9M to \$36.0M. The engineer's estimate was \$26.1M. Staff has reviewed the low bid and has determined that it is responsive/responsible and recommends Council award the contract. Although the low bid was higher than the engineer's estimate, after a thorough review, staff believes the bid is reasonable for a project of this magnitude.

If Council decides to award the construction contract on November 23rd, construction will start in early 2021 and be completed sometime in 2023. Any delay in completing this project will likely have significant impacts on traffic in city center because Sound Transit plans to start widening 200th St SW in the vicinity of the light rail station between 2023 to 2024. Staff highly recommends not postponing construction of 196th St SW in order to avoid construction of both of these busy east-west arterials at the same time.

Additionally, the city has already spent \$9.1M of state and federal grants on design and property acquisition for the project. If the city does not move forward with constructing this project, it will be required to pay back these grant funds.

#### **PREVIOUS COUNCIL ACTIONS:**

November 16, 2020 work session discussion\*

**\*NOTE:** At the November 16, 2020 work session, Council Member Cotton asked if the City will be able to take advantage of the 196th/44th property acquisition to cut contractor costs for staging/storage. The answer to this question is yes, providing the construction contractor with this site throughout the duration of the project will make it less expensive for the contractor to build the project.

If the city didn't provide this site, the contractor would likely be required to lease land from an adjacent private property owner for the duration of the two and a half years of construction. A lease of

this sort would likely add up to a sizable amount of money. The contractor may still need to lease some land to meet their needs, however they won't need to lease as much since the city provided this property. It is difficult to provide an actual cost of these savings, as the pricing is hidden in many of the various construction bid items.

## **FUNDING:**

The following is a summary of the project's construction expenses and revenues. The project will span two City budget bienniums, 2021/2022 and 2023/2024. Revenues from both bienniums are needed in order to fully fund the construction phase. The currently proposed 2021/2022 biennium capital project budget allocates \$9.8M for the 196th St SW project. In addition to this allocation, staff anticipates that an additional \$9.3M will need to be allocated in the 2023/2024 budget.

There is a possibility that a 2021/2022 mid-biennium budget allocation might be needed to increase the 2021/2022 allocation for cash flow purposes. For example, if the contractor expedites the project and completes the work faster than anticipated, more funds will be needed in the 2021/2022 budget than currently budgeted. It is possible that dollars from the project "Strategic Opportunities" in Fund 357, Other Capital Projects, funded by the Economic Development Investment Fund (EDIF) could be needed in 2021-22 for potentially higher than anticipated spend down rates.

### **Expenses:**

\$27,910,930 Low Bid  
\$6,865,758 Const. Management/Engineering  
\$2,831,093 Contingencies (includes permits and misc.)  
\$37,607,781

### **Revenues:**

\$9,800,000 2021/22 Proposed budget City Revenue (\*see detail below)  
\$9,262,695 2023/24 Future Biennium City Revenue (TBD, EDIF, TrIF....Other?)  
\$17,245,086 State/Federal Grants  
\$800,000 WSDOT Paving Funds  
\$500,000 Mitigation Funds (contaminated soil reimbursement for Precision Tune)  
\$37,607,781

\*2021/22 Proposed budget City Revenue:  
\$2,370,000 Fund 110 Traffic Impact Fees  
\$1,000,000 Fund 150 Transportation Benefit District  
\$1,100,000 Fund 330 REET2  
\$434,834 Fund 333 Capital Development  
\$395,166 Fund 357 Trans. Capital Beginning Fund Balance  
\$3,500,000 Fund 412 Utility  
\$1,000,000 Fund 020 EDIF  
\$9,800,000 Total 2021/22 Proposed budget City Revenue

## **KEY FEATURES AND VISION ALIGNMENT:**

The Lynnwood Community Vision states that the City is to "Invest in efficient, integrated, local and regional transportation systems", "be a city that is responsive to the wants and needs of our citizens", "be a welcoming city that builds a healthy and sustainable environment" with a "vibrant city center".

The 196th St SW Improvement 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. The project is a supporting capital project that is listed

specifically in the City of Lynnwood 6 Year Transportation Improvement Plan (TIP) and Capital Facilities Plan (ST2003068A). Furthermore, this project meets the goal of providing necessary street capacity in support of the City Center expansion and future Lynnwood growth.

**DOCUMENT ATTACHMENTS**

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

**BID RECORDING FORM****PROJECT NAME:** 196th ST SW Improvements**READER:** Ashley Tillery**DATE OF OPENING:** October 20th, 2020**RECORDER:** Katie McKee**TIME OF OPENING:** 2:00 PM**BID #:** 2849**ENGINEER'S ESTIMATE:** \$22,000,000 - \$26,000,000**CONTRACT:** \_\_\_\_\_

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

BIDDING COMPANY	ADDRESS	BID	SIGNED	ADDENDUMS	UDBE Certification	PROJECT TOTAL
		SECURITY	OFFER	RECEIVED: 6	DOT Form 272-056U (page 3-36)	BASE BID
1 Granit Construction	1525 E Marine View Drive, Everett 9821	x	x	x	x	\$ 35,969,777.10
2 MarshBank Construction	PO Box 97, Lake Stevens 98258	x	x	x	x	\$ 27,894,544.81
3 R.L. Alia Company	10831 SE 181st ST, Renton 98055	x	x	x	x	\$ 28,753,901.77
4 KLB Construction	PO Box 158, Mukilteo 98275	x	x	x	x	\$ 28,565,124.68
5 ACI, Active Construction Inc	PO Box 430, Puyallup 98371	x	x	x	x	\$ 31,096,692.81
6 ICI Interwest Construction Inc	609 N Hill Blvd, Burlington 98233	x	x	x	x	\$ 28,321,324.77

90.1-B-4

## **CITY COUNCIL ITEM 90.1-C**

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

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**TITLE:** Construction Engineering Contract Supplement - 196th St SW Improvement Project

**DEPARTMENT CONTACT:** Bill Franz and David Mach

**SUMMARY:**

The purpose of this agenda item is to supplement an existing contract with David Evans and Associates to provide construction engineering services for the 196th St SW Improvement Project.

**ACTION:**

Authorize the Mayor to enter into and execute on behalf of the City a contract supplement with David Evans and Associates to provide construction engineering services for a total new contract amount of \$4,064,966. Sale taxes do not apply. This is an increase of \$758,758 from the previous contract maximum amount payable.

**BACKGROUND:**

Consultant services include responding to changes and requests for information throughout the duration of construction. David Evans and Associates is the same firm that developed the project design plans and specifications.

**PREVIOUS COUNCIL ACTIONS:**

November 16, 2020 work session discussion

**FUNDING:**

See other related items

**KEY FEATURES AND VISION ALIGNMENT:**

See other related items

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available



## **CITY COUNCIL ITEM 90.1-D**

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

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**TITLE:** Construction Management Contract - 196th St SW Improvement Project

**DEPARTMENT CONTACT:** Bill Franz and David Mach

**SUMMARY:**

The purpose of this agenda item is to contract with AECOM Technical Services Inc. to provide construction management services for the 196th St SW Improvement Project.

**ACTION:**

Authorize the Mayor to enter into and execute on behalf of the City a contract supplement with AECOM Technical Services Inc. to provide construction management services for a total new contract amount of \$5,800,000. Sales taxes do not apply. This is an increase of \$5,700,010 from the previous contract maximum amount payable.

**BACKGROUND:**

Consultant services include managing the city's contractor, on behalf of the city, on a day to day basis, for the two-and-a-half-year construction duration of the project.

**PREVIOUS COUNCIL ACTIONS:**

November 16, 2020 work session discussion

**FUNDING:**

See other related items

**KEY FEATURES AND VISION ALIGNMENT:**

See other related items

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

## **CITY COUNCIL ITEM 90.1-E**

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

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**TITLE:** Right of Way Services Contract Supplement - 196th St SW Improvement Project

**DEPARTMENT CONTACT:** Bill Franz and David Mach

**SUMMARY:**

The purpose of this agenda item is to supplement an existing contract with Contract Land Staff, LLC to provide construction right of way services for the 196th St SW Improvement Project.

**ACTION:**

Authorize the Mayor to enter into and execute on behalf of the City a contract supplement with Contract Land Staff, LLC to provide right of way services for a total new contract amount of \$894,736. Sale taxes do not apply. This is an increase of \$166,575 from the previous contract maximum amount payable.

**BACKGROUND:**

Consultant services include modification of temporary access easements due to construction changes/durations as they arise, obtain additional utility easements, facilitate land owner communications and problem solving.

**PREVIOUS COUNCIL ACTIONS:**

November 16, 2020 work session discussion

**FUNDING:**

See other related items

**KEY FEATURES AND VISION ALIGNMENT:**

See other related items

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

## CITY COUNCIL ITEM 90.1-F

### CITY OF LYNNWOOD Administrative Services

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**TITLE:** Voucher Approval

**DEPARTMENT CONTACT:** Sonja Springer, Finance Director

**SUMMARY:**

Approve claims in the amount of \$2,015,405.90 for the period 10/31/2020 - 11/03/2020.

Approve payroll in the amount of \$1,147,505.06 dated 11/06/2020.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

No Attachments Available

## **CITY COUNCIL ITEM 90.3-A**

### **CITY OF LYNNWOOD Administrative Services**

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**TITLE: Ordinance: Property Tax Levy for 2021**

**DEPARTMENT CONTACT: Sonja Springer and Corbitt Loch**

#### **SUMMARY:**

A 2021 property tax levy ordinance must be approved, adopted and sent to the Snohomish County Assessor's office by Monday November 30, or no property tax will be collected for the City of Lynnwood in 2021. A public hearing on the 2021 property tax levy was held on Monday, November 9. No increase in the property tax levy is proposed.

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

Does the Mayor's proposal to maintain a flat property tax levy for 2021 (same levy as 2020), consistent with the City's strategic and operational objectives?

#### **BACKGROUND:**

Property tax represents 8.1% of the General Fund's operating revenues. Property tax is collected from all owners of property by the Snohomish County Assessor, then disbursed to the City and other taxing districts. Other agencies that impose a property tax include the State of Washington, Snohomish County, Edmonds School District, Sno-Isle Libraries, South County Fire and Rescue, Hospital District 2, etc. The City of Lynnwood typically receives approximately 6% of the total property tax paid by Lynnwood property owners.

Property taxes are ad valorem taxes--based upon property assessed value, which is determined by the Snohomish County Assessor. The City of Lynnwood determines the property tax levy, the amount of money to be generated for the City. The Snohomish County Assessor calculates the total assessed value of all property within the City. Each property owner's tax obligation is proportionate to the assessed value of their property, relative to the total assessed value of all Lynnwood property. The calculation factor is the levy rate, expressed as a dollar amount per \$1,000 of assessed value.

A property tax levy of \$4,300,000 reduces the current 2020 levy rate of 57 cents per \$1,000 of assessed value to an estimated 54 cents in 2021 and represents an estimated \$1.50 decrease from what was paid in 2020 by the average homeowner in the City of Lynnwood.

#### **PREVIOUS COUNCIL ACTIONS:**

The proposed 2021 property tax levy of \$4,300,000 was presented to Council on September 14 and October 12, and again at the Public Hearing on November 9.

#### **KEY FEATURES AND VISION ALIGNMENT:**

In recognition of the financial struggles of Lynnwood's residents and businesses brought about by COVID-19, "freezes" the property tax levy at the 2020 amount. This results in a small decrease to the average residence in the City of Lynnwood, as new construction in 2020 will pay a portion of the \$4,300,000 property tax levy in 2021.

#### **DOCUMENT ATTACHMENTS**

**Description:**

[2021 Property Tax Levy Ordinance](#)

**Type:**

Backup Material

- 1
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WHEREAS, with passage of this ordinance, the proposed regular property tax levy for 2021 relative to the 2020 levy is less than the implicit price deflator to be used for 2021 and therefore a determination of substantial need is not required; and

1 WHEREAS, following public notice in accordance with applicable law, the City Council  
2 conducted a public hearing on November 9, 2020 to receive citizen input on the Preliminary  
3 Budget for 2021-2022, including proposed revenue sources; and  
4

5 WHEREAS, following public notice in accordance with applicable law, the City Council  
6 conducted a public hearing on November 9, 2020 to receive citizen input on the proposed regular  
7 property tax levy for the year commencing January 1, 2021; and  
8

9 WHEREAS, the City Council hereby determines that it is in the interest of the City to  
10 increase the banked capacity for the regular property tax by one percent above the lawful levy for  
11 2021; and  
12

13 NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD,  
14 WASHINGTON, DO ORDAIN AS FOLLOWS:  
15

16 Section 1: Regular Property Tax. The regular property tax levy for the fiscal year beginning  
17 January 1, 2021 is \$4,300,000.00, which is \$0 increase or 0 percent (0%) increase from the  
18 previous year, plus an increase equal to the amount allowed by one or more of the following: new  
19 construction, improvements to property, newly constructed wind turbines, any increase in the value  
20 of state assessed property, any annexations that have occurred and inclusive of refunds made  
21 (\$40,517.26), for an estimated total levy of \$4,300,000.  
22

23 Section 2: Certification. The Finance Director is hereby directed to certify to the County  
24 Assessor of the Snohomish County, Washington, a copy of this ordinance in order that the same  
25 is extended upon the general assessment roll of said County, in the same manner and at the same  
26 time as the levy of the State and County taxes is extended.  
27

28 Section 4: Transmittal of taxes. That the taxes described herein shall be collected and paid to  
29 the City Finance Director at the same time and in the same manner as provided by the laws of the  
30 State of Washington relating to collection of taxes in cities of the first class.  
31

32 Section 5: Severability. In the event that any section, sentence or clause of the ordinance shall  
33 be held unconstitutional, such unconstitutionality shall not be deemed to affect any other section,  
34 sentence or clause of the ordinance. This ordinance may likewise be amended to reflect any  
35 additional amounts as may be due and assessable, in accordance with any subsequent certification  
36 by the County Assessor, and such amendment shall be deemed as if a part of this original  
37 enactment.  
38

39 Section 6: Publication and effective date. This ordinance or a summary thereof consisting of  
40 the title shall be published in the official newspaper of the City, and shall take effect and be in full  
41 force five (5) days after the date of publication.  
42

43 //

44 //

45 //

46 //

1  
2 PASSED this 23rd day of November 2020 and signed in authentication of its passage this \_\_\_\_ day  
3 of November 2020.  
4

5  
6 APPROVED  
7

8  
9  
10 \_\_\_\_\_  
11 Nicola Smith, Mayor  
12  
13  
14

15  
16 ATTEST:

17 APPROVED AS TO FORM:  
18

19  
20 \_\_\_\_\_  
21 Karen Fitzthum, Interim City Clerk  
22

23 \_\_\_\_\_  
24 Rosemary Larson, City Attorney  
25

26  
27 PASSED BY THE CITY COUNCIL: 11/23/2020  
28 PUBLISHED: \_\_/\_\_/2020  
29 EFFECTIVE DATE: \_\_/\_\_/2020  
30 ORDINANCE NUMBER: \_\_\_\_



## **CITY COUNCIL ITEM 90.3-B**

### **CITY OF LYNNWOOD Administrative Services**

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**TITLE:** Ordinance - Adoption of 2021-2022 Budget

**DEPARTMENT CONTACT:** Sonja Springer, Finance Director and Corbitt Loch, Senior Manager-Strategic Planning

**SUMMARY:**

This agenda item provides for the adoption of the City's 2021-2022 Budget Ordinance.

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

Is any additional information needed for the Council to take action on the Preliminary 2021-2022 Budget?

**ACTION:**

Adopt the 2021-2022 Budget Ordinance.

**BACKGROUND:**

See agenda materials for previous meetings for background information. All procedural requirements for adoption of the budget have been fulfilled. The City Council has received considerable information from staff and the general public.

**PREVIOUS COUNCIL ACTIONS:**

Numerous meetings and discussions, including two public hearings. See attachment.

**FUNDING:**

NA

**KEY FEATURES AND VISION ALIGNMENT:**

The Preliminary Budget for 2021-2022 was developed to achieve the priorities of the Strategic Plan and the goals of the Community Vision. This includes Strategic Plan Priority 2: Ensure financial sustainability and economic success.

**ADMINISTRATION RECOMMENDATION:**

Adopt the 2021-2022 Budget by approving the 2021-2022 Budget Ordinance..

**DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">2021-2022 Budget Ordinance</a>	Backup Material
<a href="#">Summary of Budget Process</a>	Backup Material

1 **CITY OF LYNNWOOD**

2 **ORDINANCE NO. \_\_\_\_**

3  
4 AN ORDINANCE OF THE CITY OF LYNNWOOD,  
5 WASHINGTON, ADOPTING A TWO-YEAR BIENNIAL  
6 BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON,  
7 FOR THE YEARS ENDING DECEMBER 31, 2021 AND 2022;  
8 TRANSMITTING BUDGET COPIES TO THE STATE; AND  
9 PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY,  
10 AND SUMMARY PUBLICATION.

11  
12  
13 WHEREAS, in accordance with Chapter 35A.34 RCW, the Mayor of the City of  
14 Lynnwood, Washington, did make, and file with the Finance Director of the City of Lynnwood a  
15 preliminary biennial budget and estimate of the amount of monies required to meet the public  
16 expenses, bond retirement, interest and expenses of government of said City for the fiscal years  
17 ending December 31, 2021 and 2022; and

18  
19 WHEREAS, the Lynnwood City Council is charged by RCW 35A.34.120 to make such  
20 adjustments and changes as it deems necessary or proper, and after determining the allowance in  
21 each item, department, classification and fund, to adopt a budget for fiscal years 2021 and 2022;  
22 and

23  
24 WHEREAS, following public notice in accordance with applicable law, public hearings  
25 were held before the City Council on September 28, 2020 and November 9, 2020, for the purpose  
26 of receiving public comment on the preliminary budget for 2021-2022, and all persons wishing to  
27 be heard were heard; and

28  
29 WHEREAS, as provided in state law Chapter 35A.34 RCW, the City Council did  
30 determine and fix the ad valorem taxes to be levied for 2021 on November 23, 2020; and

31  
32 WHEREAS, the said proposed biennial budget does not exceed the lawful limit of taxation  
33 allowed by law to be levied on the property of the City of Lynnwood for the purposes set forth in  
34 the budget, and estimated expenditures set forth in the budget being all necessary to carry on the  
35 government of the said City during said period;

36  
37 NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD,  
38 WASHINGTON, DO ORDAIN AS FOLLOWS:

39 Section 1. Department and Fund Appropriations. The required expenditures for operation of the  
40 various departments and funds of the City of Lynnwood, for the fiscal years ending December 31,  
41 2021 and 2022, are approved as provided by Exhibit A to this Ordinance.

42  
43 Section 2. Transmittal. The finance director shall transmit a complete copy of the final budget  
44 to the state auditor and to the Association of Washington Cities (AWC).

45  
46 Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this  
47 Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction,  
48 such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any  
49 other section, sentence, clause, phrase or word of this Ordinance.  
50

51 Section 4. Effective Date and Summary Publication. This ordinance, being an exercise of a  
52 power specifically delegated to the City legislative body, is not subject to referendum and shall  
53 take effect and be in full force five (5) days after its passage, approval, and publication of an  
54 approved summary thereof consisting of the title.  
55

56 PASSED BY THE CITY COUNCIL, the 23rd day of November 2020 and approved by  
57 the Mayor this \_\_\_\_ day of November 2020.

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59 APPROVED:  
60  
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62  
63 \_\_\_\_\_  
64 Nicola Smith, Mayor  
65

66  
67 ATTEST/AUTHENTICATED:  
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APPROVED AS TO FORM:  
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71 \_\_\_\_\_  
72 Karen Fitzthum, Interim City Clerk  
73

74 \_\_\_\_\_  
75 Rosemary Larson, City Attorney  
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80  
81 PASSED BY THE CITY COUNCIL: \_\_/\_\_/2020  
82 PUBLISHED: \_\_/\_\_/2020  
83 EFFECTIVE DATE: \_\_/\_\_/2020  
84 ORDINANCE NUMBER: \_\_/\_\_/2020

EXHIBIT A  
ORDINANCE \_\_\_\_

**2021-2022 BUDGET SUMMARY BY FUND**

FUND	BEGINNING FUND BALANCE	REVENUES & OTHER SOURCES	TOTAL BEGINNING FUND BALANCE & REVENUES & OTHER SOURCES	EXPENDITURES & OTHER USES	ENDING FUND BALANCE	TOTAL EXPENDITURES & ENDING FUND BALANCE
<b>GENERAL GOVERNMENT</b>						
011 General Fund	\$ 3,519,143	\$ 108,657,067	\$ 112,176,210	\$ 108,711,866	\$ 3,464,344	\$ 112,176,210
020 Econ Dev Infrastructure	11,084,048	2,300,000	13,384,048	9,500,000	3,884,048	13,384,048
098 Revenue Stabilization	4,671,099	-	4,671,099	402,883	4,268,216	4,671,099
101 Lodging Tax	829,670	2,889,189	3,718,859	3,046,960	671,899	3,718,859
104 Drug Enforcement	251,255	302,000	553,255	200,000	353,255	553,255
105 Criminal Justice Fund	2,082,154	2,009,741	4,091,895	3,852,168	239,727	4,091,895
110 Transportation Impact Fee	2,344,714	1,040,000	3,384,714	2,370,000	1,014,714	3,384,714
111 Street Operating	357,021	4,992,188	5,349,209	5,209,042	140,167	5,349,209
114 Cumulative Pk Res & Dev	77,239	22,500	99,739	26,000	73,739	99,739
116 Cumulative Art Reserve	50,478	52,000	102,478	30,000	72,478	102,478
121 Tree Reserve	277,816	50,000	327,816	45,000	282,816	327,816
144 Solid Waste Management	84,482	77,276	161,758	77,276	84,482	161,758
146 Affordable Housing	250	401,200	401,450	-	401,450	401,450
150 Transportation Benefit Dist	4,188,817	5,365,000	9,553,817	9,026,464	527,353	9,553,817
180 Park Impact Fee Fund	2,450,353	5,023,800	7,474,153	5,900,000	1,574,153	7,474,153
203 General Govt Debt Service	-	4,000,000	4,000,000	3,997,354	2,646	4,000,000
223 Rec Center 2012 LTGO	111,901	3,313,026	3,424,927	3,313,625	111,302	3,424,927
510 Equipment Rental Reserve	6,271,016	3,176,291	9,447,307	3,034,124	6,413,183	9,447,307
511 Equipment Rental Oper	210,701	4,302,935	4,513,636	4,083,120	430,516	4,513,636
513 Lynnwood Shop Operations	134,937	243,000	377,937	283,300	94,637	377,937
515 Self Insurance Fund	331,489	1,610,310	1,941,799	1,710,310	231,489	1,941,799
520 Technology Reserve Fund	308	262,400	262,708	262,400	308	262,708
<b>Total General Govt. Funds</b>	<b>\$ 39,328,891</b>	<b>\$ 150,089,923</b>	<b>\$ 189,418,814</b>	<b>\$ 165,081,892</b>	<b>\$ 24,336,922</b>	<b>\$ 189,418,814</b>
<b>ENTERPRISE FUNDS</b>						
411 Utility Operations	20,120,867	54,356,413	74,477,280	57,569,311	16,907,969	74,477,280
412 Sewer/Water/Storm Capital	9,927,603	14,734,440	24,662,043	24,662,043	-	24,662,043
419 2010 Utility System Bonds	303,596	-	303,596	303,596	-	303,596
460 Golf Course	3,165,763	2,950,710	6,116,473	2,939,119	3,177,354	6,116,473
<b>Total Enterprise Funds</b>	<b>\$ 33,517,829</b>	<b>\$ 72,041,563</b>	<b>\$ 105,559,392</b>	<b>\$ 85,474,069</b>	<b>\$ 20,085,323</b>	<b>\$ 105,559,392</b>
<b>CAPITAL FUNDS</b>						
330 REET 2	3,575,598	1,670,000	5,245,598	5,233,495	12,103	5,245,598
331 REET 1	2,396,093	1,650,000	4,046,093	3,883,102	162,991	4,046,093
333 Capital Development	991,440	2,230,000	3,221,440	2,539,593	681,847	3,221,440
357 Other Gov Capital Improv	231,758	4,993,242	5,225,000	5,225,000	-	5,225,000
360 Transportation Capital Infr.	1,337,755	45,580,022	46,917,777	46,917,777	-	46,917,777
370 Facilities Capital Infr.	1,163,703	182,568	1,346,271	1,345,629	642	1,346,271
380 Parks & Recreation Capital	219,627	18,897,476	19,117,103	19,117,103	-	19,117,103
390 Public Safety Capital	-	61,908,000	61,908,000	60,000,000	1,908,000	61,908,000
<b>Total Capital Funds</b>	<b>9,915,974</b>	<b>137,111,308</b>	<b>147,027,282</b>	<b>144,261,699</b>	<b>2,765,583</b>	<b>147,027,282</b>
<b>TOTAL 2021-2022 PROPOSED BUDGET</b>	<b>\$ 82,762,694</b>	<b>\$ 359,242,794</b>	<b>\$ 442,005,488</b>	<b>\$ 394,817,660</b>	<b>\$ 47,187,828</b>	<b>\$ 442,005,488</b>

## 2021-2022 Budget – Summary of Public Outreach

January 2020	Budget calendar established by City Council resolution.
February 2020	Presentation to citizen advisory boards and commissions.
June 2020	Announcement in <i>Inside Lynnwood</i> .
July – August 2020	Utility bill insert to all utility customers (English and Spanish).
September 2020	eGov announcement (email broadcast).
September 2020	GovDelivery announcement on Facebook.
November 2020	Announcement in <i>Inside Lynnwood</i> .
Sept. – Oct. 2020	Six+ announcements in <i>Lynnwood Today</i> .
September 2020	Two publications in Daily Herald and posted at City Hall.
Ongoing	Announcement on City of Lynnwood website.

## 2021-2022 Budget – Summary of Public Meetings/Discussions

January 21	Approve budget calendar for 2020.
July 13	Authorization to utilize General Fund reserves
February 8	City Council Summit
February 12	Joint Boards and Commissions Meeting
September 14	Proposed Preliminary Budget issued
September 28	Public hearing on budget priorities
October 12	Mayor issued Preliminary Budget
October 19	Department budget presentations
October 21	Department budget presentations
October 26	Department budget presentations
November 2	Department budget presentations, discussion
November 9	Public hearings for budget and property tax
November 16	Discussion
November 18	Discussion (if needed)
November 23	Adoption

## CITY COUNCIL ITEM 90.3-C

### CITY OF LYNNWOOD City Clerk

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**TITLE: Ordinance Eliminating the City's Salary Commission**

**DEPARTMENT CONTACT: CP Christine Frizzell**

**SUMMARY:**

A Ordinance: Eliminating the City's Salary Commission – Pursuant to RCW 42.17.555, if the City has received a petition regarding a referendum on the Salary Commission's decision filed with the City on October 21, 2020, members of the public and Council Members will receive an approximately equal opportunity to express an opposing view on the proposed ordinance and the potential ballot proposition (Proposition No. 1, a referendum on the Salary Commission's decision).

**ACTION:**

Repeal the salary commission

**BACKGROUND:**

In November 2019, Council adopted an ordinance to form a new Salary Commission. The time period for the commission was to be January to April in even numbered years prior to the budget preparation for the following two years.

**PREVIOUS COUNCIL ACTIONS:**

In June 2020, Council was asked to permit the Salary Commission to continue with their work although the April deadline had passed and they had been unable to complete it due to Covid 19. In a 4-3 vote, this was approved.

Also, in June, a letter was prepared and signed by all elected officials asking the Salary Commission to not increase any salaries due to the financial restrictions brought by Covid 19. On October 19, prior to the Salary Commission conclusion of their remaining meeting schedule, Council discussed disbanding the Commission as it appeared, they would not be agreeable to this request. Council were preparing to do this on October 21. Between October 19 and 21, the chair of the Salary Commission presented the City Clerk with the document change salaries for all elected officials.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Ordinance Eliminating the City's Salary Commission</a>	Backup Material



ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
LYNNWOOD, WASHINGTON, ELIMINATING THE CITY'S SALARY  
COMMISSION; REPEALING CHAPTER 2.98 OF THE LYNNWOOD  
MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY,  
SUMMARY PUBLICATION, AND AN EFFECTIVE DATE.**

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WHEREAS, pursuant to and subject to limitations in State law, including RCW 35A.12.070, the City Council has authority to establish the salaries of the City Council and the Mayor; and

WHEREAS, the salaries for the City's Mayor and City Council have been adjusted from time to time, pursuant to State law; and

WHEREAS, in addition, RCW 35.21.015 authorizes a city council to establish a salary commission, and once established the salary commission sets the salaries for the city's elected officials, in accordance with the provisions of RCW 35.21.015 and any related city code provisions; and

WHEREAS, under RCW 35.21.015, if a salary commission sets the salaries for elected officials, salary increases may take effect during the elected officials' current terms of office, upon the salary commission filing its decision on the elected officials' salaries (a salary schedule) with the office of the city clerk and without further action of the city council, but salary decreases cannot take effect until a subsequent term of office; and

WHEREAS, in Ordinance No. 3348, passed on November 12, 2019, the City Council established a Salary Commission for the City, codified at Chapter 2.98 of the City Code, and subsequently salary commissioners were appointed and confirmed; and

WHEREAS, during 2020, the Salary Commission reviewed the salaries of the City's elected officials pursuant to Chapter 2.98 LMC, and filed a decision establishing elected officials' salaries effective January 1, 2021 for salary increases and effective upon a subsequent term of office for salary decreases; and

1 WHEREAS, the City Council has determined that it is in the best interests of the public for  
2 the City Council to resume the responsibility and authority for setting the salaries for the City's  
3 elected officials, and that therefore the City's Salary Commission should be eliminated; and  
4

5 WHEREAS, the City Council after due consideration has determined that the provisions of  
6 this Ordinance are in the best interests of public health, safety, and general welfare;  
7

8 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO ORDAIN AS  
9 FOLLOWS:  
10

11 Section 1. Repealer. Chapter 2.98 of the Lynnwood Municipal Code, entitled "Salary  
12 Commission," is repealed in its entirety.  
13

14 Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should  
15 be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or  
16 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,  
17 clause or phrase or word of this Ordinance.  
18

19 Section 3. Publication and Effective Date. This Ordinance or a summary thereof consisting of  
20 the title shall be published in the official newspaper of the City, and shall take effect and be in full  
21 force five (5) days after publication.  
22

23 PASSED BY THE CITY COUNCIL this \_\_\_\_ day of November, 2020.  
24

25 APPROVED:  
26

27 \_\_\_\_\_  
28 Nicola Smith, Mayor  
29  
30

31 ATTEST/AUTHENTICATED:  
32

33 APPROVED AS TO FORM:  
34

35 \_\_\_\_\_  
36 Karen Fitzthum, Acting City Clerk  
37

38 \_\_\_\_\_  
39 Rosemary Larson, City Attorney  
40  
41

42 PASSED BY THE CITY COUNCIL:  
43 PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NUMBER:



## CITY COUNCIL ITEM 90.3-D

### CITY OF LYNNWOOD Executive

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**TITLE:** Executive Session, If Needed

**DEPARTMENT CONTACT:** Mayor Smith

#### DOCUMENT ATTACHMENTS

**Description:**

**Type:**

No Attachments Available