

LYNNWOOD CITY COUNCIL

Business Meeting

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

Date: Monday, November 9, 2020

Time: 6:00 PM

10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

A Minutes ~ Finance Committee, September 25, 2020

B Minutes~ October 12, 2020 Business Meeting

C Minutes~ October 19, 2020 Work Session

D Minutes~ October 21, 2020 Special Meeting

E Minutes~ October 21, 2020 Work Session

40 MESSAGES AND PAPERS FROM THE MAYOR

50 CITIZEN COMMENTS AND COMMUNICATIONS

60 PRESENTATIONS AND PROCLAMATIONS

A Proclamation: Veterans Day

70 WRITTEN COMMUNICATIONS AND PETITIONS

80 COUNCIL COMMENTS AND ANNOUNCEMENTS

90 BUSINESS ITEMS AND OTHER MATTERS

90 .1 UNANIMOUS CONSENT AGENDA

A Confirmation of Appointment: Parks and Recreation Board Candidate Whitney Stohr

B Confirmation of Appointment: Parks and Recreation Board Candidate Baba Darboe

C Confirmation of Appointment: Tourism Advisory Committee Candidate Eric Amundson

D Confirmation of Reappointment: Parks & Recreation Board

E Confirmation of Reappointments: Arts Commission

F Confirmation of Reappointments: History & Heritage Board

G Confirmation of Reappointments: Human Services Commission

H Contract 2244, Amendment 3 - Prosecuting Attorney Services

I Voucher Approval

90 .2 PUBLIC HEARINGS OR MEETINGS

- A** Public Hearing - Property Tax Levy for 2021
- B** Public Hearing - Preliminary Budget for 2021-2022

90 .3 OTHER BUSINESS ITEMS

- A** Ordinance: Providing for the Granting of Land Use Extensions due to COVID Emergency
- 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-B

**CITY OF LYNNWOOD
City Clerk**

TITLE: Minutes ~ Finance Committee, September 25, 2020

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

SUMMARY:

Minutes ~ September 25, 2020

DOCUMENT ATTACHMENTS

Description:

[Minutes~ Finance Committee September 22, 2020 Special Meeting](#)

Type:

Backup Material

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**MINUTES OF THE SPECIAL MEETING OF THE
LYNNWOOD CITY COUNCIL FINANCE COMMITTEE
HELD SEPTEMBER 25, 2020 AT 2:30 p.m. VIA ZOOM**

5 **Attendance:**

6 Council President Christine Frizzell
7 Councilmember Julieta Altamirano-Crosby
8 Councilmember George Hurst

5 **Others:**

6 Finance Director Sonja Springer
7 Interim Accounting Manager Janella Lewis
8 Strategic Planner Corbitt Loch

9
10 Computer Support Specialist Demetrius Lee
11
12
13

14 **Continued Discussion of the 2020 Budget Gap Due to COVID-19 – Sonja Springer, Finance**
15 **Director**

- 16 • Director Springer confirmed with the Finance Committee that they would support a transfer of
17 \$186,093 from the LID Fund #224 and \$120,398 from the LID Fund #263 to reduce the forecasted
18 “gap” between revenues and expenditures in the General Fund in 2020.
19 • Director Springer indicated that 2020 sales tax revenues through July were higher than anticipated at
20 the outset of COVID-19. Sales tax revenues year to date are 17.47% less than forecasted for 2020.
21 Sales tax will be monitored closely each month.
22 • Regarding the 2020 early separation incentive program, it was explained that 18 employees had
23 enrolled. The one-time payout to those employees totaled \$282,000, and the net savings during 2020
24 is estimated to be \$700,000. Director Springer indicated that financially, the program achieved the
25 City’s objectives. Continued savings into the next biennium would be contingent upon when new
26 hires are made to fill the 18 vacant positions.
27 • Director Springer summarized Premier Golf Centers’ August report for the Lynnwood Golf Course.
28 Patronage at the facility has been at near-record-high levels, potentially due to weather conditions
29 and the COVID-19 pandemic. Year to date, Golf Course revenue is 9% higher than budgeted.
30

31 **Overview of Budget Reductions for the 2021-2022 Budget - Sonja Springer, Finance Director and**
32 **Corbitt Loch, Strategic Planner**

- 33 • Strategic Planner Loch summarized the types of budget reductions proposed by departments to
34 match forecasted revenues for the 2021-2022 biennium. The Finance Committee was made aware
35 that detailed information would be provided during departments’ budget presentations to the City
36 Council. It was recognized that reducing expenditures will have direct and indirect adverse impacts
37 on the rate of the City’s achievement of Strategic Plan priorities.
38 • Councilmember Altamirano-Crosby inquired about the budgets for the utility rate discount and
39 rebate programs. Director Springer explained that \$250,000 is budgeted for the low-income utility
40 rate discount program, and that approximately \$93,000 was awarded during 2019. It was mentioned
41 that the upcoming 2010 utility bond refinance will result in interest savings which could augment the
42 amount budgeted for discounts and rebates.
43

44 **Overview of September 28 Public Hearing on Budget Priorities – Corbitt Loch, Strategic Planner**

- 45 • Strategic Planner Loch provided an outline for the first of two hearings on the 2021-2022 Budget. It
46 was explained that the hearing will focus upon community priorities rather than upon specific

47 allotment of funds. It was noted that the City was receiving more written public comment on budget
48 priorities than in past years—partially due to the utility bill insert received by all utility customers.
49

50 **Second Quarter 2020 Financial Report**

- 51 • Director Springer reviewed the Executive Summary of the Second Quarter 2020 Financial Report.
- 52 • It was noted that General Fund reserves exceed the policy target by \$297,276. However, General
53 Fund revenues are 63% of the amount budgeted while the Second Quarter represents 75% of the
54 biennium. Similarly, expenses are 64.2% of the budgeted amount for 2021-2022. The remainder of
55 2020 will determine whether reserves will be needed to balance the 2019-2020 Budget at year-end.
- 56 • At the end of the Second Quarter, 2020, two consecutive quarters of gross sales tax revenues were
57 below the gross sales tax revenues during the same quarters in 2019. This is one of the economic
58 indicators included in the City’s Financial Policies that triggers expenditure reductions.
- 59 • The Finance Committee confirmed that budget amendments needed can be consolidated and
60 addressed in December.
- 61 • Director Springer was asked to identify CARES Act revenues and expenditures since those are not
62 ongoing.

63 64 **Adjourn**

- 65 • Meeting adjourned at 3:25 p.m.

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Sonja Springer, Finance Director

CITY COUNCIL ITEM 30-B

**CITY OF LYNNWOOD
City Clerk**

TITLE: Minutes~ October 12, 2020 Business Meeting

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes~ October 12, 2020 Business Meeting	Backup Material

1 60. PRESENTATIONS AND PROCLAMATIONS (14:09)

2
3 A. COVID 19 Update (14:32)

4 Council received an update on the COVID-19 situation from Communications Manager
5 Moore. She discussed numbers for recent cases, school district updates, drive-thru
6 testing options and the state-wide eviction moratorium extension.

7
8 B. Council Member Cotton read the proclamation honoring Indigenous Peoples' Day,
9 October 12th. (25:46)

10
11 C. Presentation: Preliminary Budget for 2021-2022 (29:01)

12 Mayor Smith presented an overview of the 2021-2022 preliminary budget, including
13 priorities and long-term strategies.

14
15 70. WRITTEN COMMUNICATIONS AND PETITIONS

16 None received

17
18 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (45:52)

19 Councilmembers commented on the budget presentation and process.

20 90. BUSINESS ITEMS AND OTHER MATTERS

21 90.1 UNANIMOUS CONSENT AGENDA (56:46)

22
23 *Items listed below were distributed to Councilmembers in advance for study and were*
24 *enacted with one motion.*

25
26 *Council Vice President Sessions moved for unanimous consent of the following items:*

27
28 A. *Construction Contract Award: Lynnwood Primary Clarifier Repairs.*

29 *Authorize the Mayor to enter into, and execute on behalf of the City a*
30 *construction contract with to Razz Construction for the rehabilitation of WWTP*
31 *Primary Clarifiers, in an amount not to exceed \$1,021,572.50 with an additional*
32 *15% contingency for a total amount of \$1,174,808.38. Sales tax is included.*

33
34 B. *Voucher Approval*

35 *Approve claims in the amount of \$1,605,436.15 for the period of 9/19/2020 to*
36 *10/2/2020.*

37 *Approve Payroll in the amount of \$1,290,446.74 dated 9/25/2020.*

38 *Approve Payroll in the amount of \$16,258.14 dated 9/29/2020.*

39
40 *Motion passed unanimously.*

41
42 90.2 PUBLIC HEARINGS OR MEETINGS

43
44 A. *Confirm: Janet Pope for the Tourism Advisory Committee (59:42)*

45 *Motion was made to appoint Janet Pope, Activity Representative, to the Tourism*
46 *Advisory Committee for the term ending December 31, 2020. Motion passed*
47 *unanimously. Ms. Pope joined the zoom participants to greet the council.*

1
2 B. Public Hearing: Surface Water Management 2020 Comprehensive Plan (2020-
3 2025)

4
5 Mayor Smith introduced this item and solicited any conflict of interest issues. Upon
6 a roll call of Council, there were no conflict of interest issues noted. Mayor Smith
7 opened the hearing at 7:03 p.m. and reviewed the purpose and procedures of the
8 hearing.

9
10 Staff Presentation: Operations and Maintenance Manager Bond and Manager Ehsan
11 Shirkhani made the staff presentation related to the Surface Water Management
12 Comprehensive Plan. Council comments and questions followed.

13
14 Public Comments:

- 15 • Ted Hikel, Lynnwood

16
17 The public hearing was closed at 7:30 p.m.

18
19 90.3 OTHER BUSINESS ITEMS

20
21 A. Ordinance: Surface Water Management 2020 Comprehensive Plan (2020-2025)
22 (1:30:35)

23
24 *Motion made by Council Vice President Sessions, seconded by Council member*
25 *Cotton, to adopt Ordinance No. 3375, "AN ORDINANCE ADOPTING THE*
26 *SURFACE WATER MANAGEMENT 2020 COMPREHENSIVE PLAN FOR THE*
27 *CITY OF LYNNWOOD FOR THE PERIOD 2020 THROUGH 2025; AND*
28 *PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND*
29 *SUMMARY PUBLICATION."*

30
31 Councilmembers spoke to the motion.

32
33 *Upon a roll call vote, the motion passed unanimously (7-0).*

34
35 100. NEW BUSINESS (1:32:42)

36 None

37
38 110. ADJOURNMENT

39
40 The meeting was adjourned at 7:33 p.m.

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45 _____
Nicola Smith, Mayor

CITY COUNCIL ITEM 30-C

**CITY OF LYNNWOOD
City Clerk**

TITLE: Minutes~ October 19, 2020 Work Session

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:

[Minutes~ October 19, 2020 Work Session](#)

Type:

Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD MONDAY, OCTOBER 19, 2020 AT 6:00 p.m. VIA ZOOM**
3

4 **Attendance:**

5 Mayor Nicola Smith
6 Council President Christine Frizzell
7 Council Vice President Shannon Sessions
8 Councilmember Ian Cotton
9 Councilmember Ruth Ross
10 Councilmember George Hurst
11 Councilmember Jim Smith
12 Councilmember Julieta Altamirano-Crosby
13 Assistant City Administrator Art Ceniza

5 **Others:**

6 Finance Director Sonja Springer
7 Budget Supervisor Janella Lewis
8 Communications Manager Julie Moore
9 Strategic Planner Corbitt Loch
10 Deputy Police Chief Chuck Steichen

14
15 Interim City Clerk Karen Fitzthum
16 Executive Assistant Lisa Harrison
17 City Attorney Rosemary Larson

18
19 Guests:
20 none

23 **Comments and Questions on Memo Items**

24 None

25
26 **COVID-19 Update (2:31 video 1/2)**

- 27 • Commander Steichen presented the COVID-19 update.
28 • Discussion followed about COVID-19 tests and flu shots.

29
30 **Executive Session**

31 *Mayor Smith announced that the council was going into Executive Session with the city attorney to*
32 *discuss potential claims or risks regarding options related to the salary commission. The council was in*
33 *executive session from 6:26 to 6:46.*

34
35 **New Business (0:28 video 2/2)**

36 *Motion made by Council President Frizzell, seconded by Councilmember Cotton, to schedule a special*
37 *emergency business meeting on October 21, 2020 to consider and possibly pass an ordinance to*
38 *eliminate the salary commission. Motion passed unanimously.*

39
40 **Update: Housing Action Plan (13:02 video 2/2)**

- 41 • Mayor Smith introduced Senior Planner Holdsworth and Planning Manager Winchell who updated
42 the council on the Housing Action Plan and next steps. They reported that they will be back with an
43 update to council on November 30,2020. Questions and answers followed.
44

45 **Presentation-Preliminary Budget for Executive Department (50:15 video 2/2)**

- 46 • Assistant City Administrator Art Ceniza reviewed the proposed budget for the executive department,
47 assisted by Procurement manager Karen Fitzthum, Communications Manager Julie Moore and
48 Executive Assistant Leah Jensen.

49

- 50 • **Break (1:37:26 video 2/2)**

51

52 **Presentation-Preliminary Budget for Administrative Services (1:49:03 video 2/2)**

- 53 • Finance Director Sonja Springer and Strategic Planner Corbitt Loch presented this budget along with
54 highlights and strategic plans.

55

56 *Motion made by Councilmember Cotton, seconded by Council President Frizzell, to extend the meeting*
57 *to the end of the agenda. Motion passed unanimously. (2:10:15 video 2/2)*

58

59 **Presentation-Preliminary Budget for the Legal Department (2:35:10 video 2/2)**

- 60 • Strategic Planner Corbitt Loch presented the budget for the legal department.
61 • Comments and questions followed.

62

63 **Presentation-Preliminary Budget for the Legislative Department (2:53:29 video 2/2)**

64 Council President Frizzell presented the legislative department, followed by comments and questions.

65

66 **Adjourn (3:09:00 video2/2)**

- 67 • Meeting adjourned at 10:00 p.m.

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72 _____
Nicola Smith, Mayor

CITY COUNCIL ITEM 30-D

**CITY OF LYNNWOOD
City Clerk**

TITLE: Minutes~ October 21, 2020 Special Meeting

DEPARTMENT CONTACT: Lisa Harrison, Executive Assistant

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes~ October 21, 2020 Special Meeting	Backup Material

1 **MINUTES OF THE SPECIAL COUNCIL MEETING OF THE LYNNWOOD CITY COUNCIL**
2 **HELD OCTOBER 21, 2020 AT 6:00 p.m. VIA ZOOM**

3
4 **Attendance:**

5 Mayor Nicola Smith
6 Council President Christine Frizzell
7 Council Vice President Shannon Sessions
8 Councilmember Ian Cotton
9 Councilmember Ruth Ross
10 Councilmember George Hurst
11 Councilmember Jim Smith
12 Councilmember Julieta Altamirano-Crosby
13 Assistant City Administrator Art Ceniza

Others:

Finance Director Sonja Springer
Budget Supervisor Janella Lewis
Strategic Planner Corbitt Loch
Public Works Director Bill Franz
Planning Manager Ashley Winchell
IT Director Will Cena
Parks & Recreation Director Lynn Sordel
Deputy P&R Director Sarah Olson
Director Economic Development/Interim Community
Development David Kleitsch
Project Tourism Manager Christy Murray
Human Resources Director Evan Chinn
Human Resources Manager Lori Charles
Human Resources Analyst Lena Hopkins

21
22 **Executive Session – Salary Commission options**

23 *Council recessed into Executive Session with the city attorney to discuss potential outcomes of*
24 *disbanding the salary commission. Executive Session started at 6:03 and ended at 7:09 and then again*
25 *7:21 to 7:50 pm.*

26
27 **The special meeting was called to order at 8:01 p.m.**

28
29 **Salary Commission Options (01:00)**

- 30 • Council President Frizzell reviewed the series of events in establishing the salary commission and
31 actions taken leading up to this meeting. She explained that in July 2020 all elected officials had
32 made a request that the commission give no pay increases considering the revenue losses as a result
33 of the Covid-19 pandemic. She reported that the salary commission has submitted their
34 recommendations to the city clerk, therefore the City Attorney has advised that council does not
35 have the option of disbanding the commission at this time.
36 • Comments from each of the council members followed.

37
38 **Adjourn**

- 39 • Meeting adjourned at 8:25 p.m. (31:11)

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-E

**CITY OF LYNNWOOD
City Clerk**

TITLE: Minutes~ October 21, 2020 Work Session

DEPARTMENT CONTACT: Lisa Harrison, Executive Assitant

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes~ October 21, 2020 Work Session	Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD WEDNESDAY, OCTOBER 21, 2020 FOLLOWING THE SPECIAL COUNCIL MEETING,**
3 **THE WORK SESSION BEGAN AT 8:00 p.m. VIA ZOOM**

4 **Attendance:**

5 Mayor Nicola Smith
6 Council President Christine Frizzell
7 Council Vice President Shannon Sessions
8 Councilmember Ian Cotton
9 Councilmember Ruth Ross
10 Councilmember George Hurst
11 Councilmember Jim Smith
12 Councilmember Julieta Altamirano-Crosby
13 Assistant City Administrator Art Ceniza
14
15 Interim City Clerk Karen Fitzthum
16 Executive Assistant Lisa Harrison
17 City Attorney Rosemary Larson

5 **Others:**

6 Finance Director Sonja Springer
7 Budget Supervisor Janella Lewis
8 Strategic Planner Corbitt Loch
9 Public Works Director Bill Franz
10 Deputy Police Chief Chuck Steichen
11 Connie Galer, Police Department
12 Development and Business Services Director David Kleitsch
13 Project Tourism Manager Christy Murray
14 Planning Manager, Ashley Winchell
15 Human Resources Director Evan Chinn
16 Human Resources Manager Lori Charles
17 Human Resources Analyst Lena Hopkins

18
19 **Guests:**

20 Robert Mathias, DBS
21 Aaron Huckstep, Fire and Inspection

22
23
24 *Motion made by Council Member Smith, seconded by Council Member Cotton, to remove items F, G*
25 *and H (Budget presentations) from the meeting's agenda, to be covered at a later date. Motion passed*
26 *unanimously. (31:35 video 2/3)*

27
28 **Comments and Questions on Memo Items**

29 None

30
31 **Presentation-Preliminary Budget for Human Resources Presentation (0:33 video 3/3)**

- 32 • Director Chinn presented accomplishments of the Human Resources Department, plans and the
33 recommended budget.
34 • Questions and comments followed.

35
36 *Motion made by Council Member Smith, seconded by Council President Frizzell, to extend the meeting*
37 *through item D on the agenda. Motion passed unanimously. (59:05 video 3/3)*

38
39 **Presentation-Preliminary Budget for Development and Business Services (59:40 video 3/3)**

- 40 • Development and Business Services Director David Kleitsch presented the budget for DBS. He
41 reported that while most of city revenue has been declining, DBS has been growing due to the
42 growth in development. Questions and discussion followed.

44 **Presentation-Preliminary Budget for Fire Marshall Department (1:33:53 video 3/3)**

- 45 • Development and Business Services Director David Kleitsch, Christy Murray and Sonja Springer
46 presented this budget. Questions and discussion followed.

47

48 **Adjourn (1:56:00 video 3/3)**

- 49 • The meeting adjourned at 9:45 p.m.

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54 _____
Nicola Smith, Mayor

CITY COUNCIL ITEM 60-A

CITY OF LYNNWOOD Executive

TITLE: Proclamation: Veterans Day

DEPARTMENT CONTACT: Julie Moore, Public Affairs Officer

SUMMARY:

A proclamation is to be read and adopted proclaiming, November 11, 2020, as Veterans Day in the City of Lynnwood.

DOCUMENT ATTACHMENTS

Description:

[Proclamation: Veterans Day](#)

Type:

Proclamation



LYNNWOOD
WASHINGTON
A great deal more

Proclamation

City of Lynnwood

Veterans Day 2020

WHEREAS, the 11th hour, of the 11th day, of the 11th month of 1918, marked the end of the 'war to end all wars' and the cessation of the most destructive and far-reaching war in human history; and

WHEREAS, it is well deserving that the anniversary of this date, Armistice Day, should be commemorated with thanks-giving and ceremonies designed to perpetuate peace through goodwill and mutual understanding between nations; and

WHEREAS, on June 1, 1954 Congress declared that Armistice Day should become Veterans Day to honor all who had served in *all* wars to preserve world peace, and on October 8, 1954 President Eisenhower issued the first Veterans Day Proclamation; and

WHEREAS, the men and women of our Armed Forces protect our nation with honor, courage, and valor. They serve during times of conflict, and times of peace to protect our Nation's founding principles of freedom, justice, and liberty for all; and

WHEREAS, the City of Lynnwood has a strong commitment to making Lynnwood a Veteran-Supportive City where Veterans and their families can live, work, play, recreate, educate, and thrive;

NOW, THEREFORE BE IT RESOLVED that we, Mayor Nicola Smith, and the Lynnwood City Council, proclaim November 11, 2020 as Veterans Day and we urge all people of Lynnwood to recognize the valor and sacrifice of our Nation's veterans and join us as we strive to create a Veterans-Supportive City.

Nicola Smith, Mayor
November 9, 2020

Christine Frizzell, City Council President
November 9, 2020

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

TITLE: Confirmation of Appointment: Parks and Recreation Board Candidate Whitney Stohr

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

Position 5 of the Parks and Recreation Board is currently vacant. The Mayor recommends Ms. Whitney Stohr to fill the vacancy.

ACTION:

Appoint Whitney Stohr to position 5 of the Parks and Recreation Board for a term expiring December 31, 2022.

BACKGROUND:

Ms. Stohr submitted her application September 17, 2020 and was interviewed by Director Sordel on September 24, 2020. She attended board meetings on September 9 and October 7. She was interviewed by Mayor Smith on October 22 and by City Council on November 2. Ms. Stohr lives within the City's boundaries.

Members of the Parks and Recreation Board serve for three-year terms, per City ordinance.

The present status of the Parks and Recreation Board is as follows:

- Position 1-Holly Hernandez-Term Expires December 31, 2021
- Position 2-Mike Gladysz-Term Expires December 31, 2021
- Position 3-Katie McKeown-Term Expires December 31, 2022
- Position 4-VACANT-Term Expires December 31, 2022
- Position 5-VACANT-Term Expires December 31, 2022
- Position 6-Nick Coelho-Term Expires December 31, 2020
- Position 7-VACANT-Term Expires December 31, 2020

ADMINISTRATION RECOMMENDATION:

Appoint Whitney Stohr.

DOCUMENT ATTACHMENTS

Description:	Type:
Whitney Stohr Application	Backup Material

Board and Commission Application




Submission date: 17 September 2020, 4:29PM

Receipt number: 45

Related form version: 2

Question	Response
All Are Welcome	
Name	Whitney Stohr
Address	[REDACTED]
Phone	[REDACTED]
Alternate Phone	
Email Address	[REDACTED]
Are you a registered voter in the City of Lynnwood?	Yes
Are you a registered voter somewhere else?	No
Please choose the Board or Commission for which you are applying	Parks and Recreation Board
Why are you interested in serving on this board or commission?	<p>Parks have a direct and immediate impact on community liveability. Communities feel more resident-oriented and welcoming when they offer a well-maintained, well-connected network of public parks, playgrounds and recreational spaces -- especially when such places are immediately accessible within walking distance of residents' homes and/or workplaces. Parks serve so many important community functions. They make us healthier and happier. I spend a lot of time outdoors with my family, walking around and enjoying our community. I live within walking distance of several public parks, and I enjoy their many benefits. I am interested in serving on this board because I want to play a role in supporting, and -- where possible -- helping improve, these important public assets.</p>
What do you perceive as the role of a board or commission member?	<p>City boards and commissions are filled with volunteer, citizen members (and sometimes, non-resident representatives from other groups or neighboring jurisdictions, etc.), who serve in an advisory role. They offer their perspective and input on various matters pertaining to their appointment, as local residents and representatives of the larger community, to the mayor, city council and department heads and their staff.</p>

<p>How would you represent the interests of the community?</p>	<p>I would represent the community, to the very best of my ability, and provide input, in an advisory capacity, based on my personal perspective and life experiences. I am a local resident, homeowner, wife, mom and pet-owner. I enjoy being outdoors and engaging in physical activity. I enjoy walking, and I like to have opportunities to bring my dogs with me on my walks. I am a woman and often walk alone, sometimes after dark, so safety is important to me. My son is a wheelchair user, so wheelchair accessibility is also personal. In our capacity as citizen volunteers and board appointees, each of us brings our own unique perspective to the group; yet, we also represent the interests of other community members who share our various interests, experiences and demographic traits. So, while I can only truly speak for myself, the interests that I represent may, in many respects, overlap with the interests of many others. We represent them all. In addition, issues of equity are extremely important to me. I believe that every child and family -- every resident -- regardless of where they live in our community, should have equitable access to nearby parks and that they should feel safe and welcome in their use. As a board member, these are issues that I would always keep in mind. As a community, in every way, we rise together.</p>
<p>List any experiences that may assist you in serving in this role.</p>	<p>I have current and previous experience volunteering in an advisory role: as a Family Advisor to Seattle Children's Hospital, as a Public Policy Committee member with the WA Early Intervention Interagency Coordinating Council and the U.S. Spina Bifida Association, and on previous city boards/commissions, including the Beautification Commission (Alexandria, VA), the Historic Preservation Commission (Yakima, WA) and the Volunteer Parks Citizen Committee (Selah, WA)</p>
<p>List any other information you would like us to consider.</p>	
<p>Optional resume upload</p>	
<p>Date</p>	<p>09/17/2020</p>

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

TITLE: Confirmation of Appointment: Parks and Recreation Board Candidate Baba Darboe

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

Position 4 of the Parks and Recreation Board is currently vacant. The Mayor recommends Mr. Baba Darboe to fill the vacancy.

ACTION:

Appoint Baba Darboe to position 4 of the Parks and Recreation Board for a term expiring December 31, 2022.

BACKGROUND:

Mr. Darboe submitted his application on February 26 and was interviewed by Director Sordel on September 14. He attended board meetings on March 4 and October 7. He was interviewed by Mayor Smith on September 23 and by City Council on November 2. Mr. Darboe lives in the City's MUGA and can fill one of two MUGA positions on the Board.

Members of the Parks and Recreation Board serve for three-year terms, per City ordinance.

The present status of the Parks and Recreation Board is as follows:

- Position 1-Holly Hernandez-Term Expires December 31, 2021
- Position 2-Mike Gladysz-Term Expires December 31, 2021
- Position 3-Katie McKeown-Term Expires December 31, 2022
- Position 4-VACANT-Term Expires December 31, 2022
- Position 5-VACANT-Term Expires December 31, 2022
- Position 6-Nick Coelho-Term Expires December 31, 2020
- Position 7-VACANT-Term Expires December 31, 2020

ADMINISTRATION RECOMMENDATION:

Appoint Baba Darboe.

DOCUMENT ATTACHMENTS

Description:	Type:
Baba Darboe Application	Backup Material

Board and Commission Application



Submission date: 26 February 2020, 12:17PM

Receipt number: 13

Related form version: 2

Question	Response
All Are Welcome	
Name	BABA DARBOE
Address	[REDACTED]
Phone	[REDACTED]
Alternate Phone	N/A
Email Address	[REDACTED]
Are you a registered voter in the City of Lynnwood?	Yes
Are you a registered voter somewhere else?	No
Please choose the Board or Commission for which you are applying	Parks and Recreation Board
Why are you interested in serving on this board or commission?	I would like the voice of my community to be heard in parks and recreation planning
What do you perceive as the role of a board or commission member?	Advisory role to the major and members of the City Council
How would you represent the interests of the community?	Bring their ideas and concerns to the board meetings
List any experiences that may assist you in serving in this role.	I am a community leader and activist
List any other information you would like us to consider.	I also work as a Senior Analyst with Providence Health and Services
Optional resume upload	[REDACTED]
Date	02/26/2020

CITY COUNCIL ITEM 90.1-C

CITY OF LYNNWOOD Economic Development

TITLE: Confirmation of Appointment: Tourism Advisory Committee Candidate Eric Amundson

DEPARTMENT CONTACT: Christy Murray

SUMMARY:

The Tourism Advisory Committee / Lodging Tax Advisory Committee currently has one vacancy, Position 2, Business Representative / Lodging Tax Collector. Eric Amundson, General Manager of the Hampton Inn & Suites has applied for Position 2. City Council is requested to interview the applicant for the term ending on December 31, 2020.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

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

ACTION:

Interview Eric Amundson, Lodging Tax Collector, Tourism Advisory Committee for the term ending December 31, 2020.

BACKGROUND:

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

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

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

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

ADMINISTRATION RECOMMENDATION:

Interview Eric Amundson for Position 2, Lodging Tax Collector, Tourism Advisory Committee for the term ending December 31, 2020.

DOCUMENT ATTACHMENTS

Description:	Type:
Amundson TAC Application	Backup Material



LYNNWOOD WASHINGTON

TOURISM ADVISORY COMMITTEE APPLICATION

NAME Eric Amundson DATE 8/19/20
ADDRESS [redacted]
CITY [redacted] ZIP CODE [redacted]
DAY PHONE [redacted] EVENING PHONE [redacted]
E-MAIL ADDRESS [redacted]
SIGNATURE [redacted]

90.1-C-3

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

Why do you want to serve in this position?

I want to grasp a better understanding of the tourism focus in the city I work in.

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

By gaining a better understanding of the flow in the Lynnwood clientel being able to focus on a certain demographic to increase business.

How would you represent the interests of the community on the Tourism Advisory Committee?

In the hospitality industry we have to be involved in our community and bring awareness to the accomidations in the area.



What is your background or experience in strategic planning, finance, marketing, public relations, or related fields?

As the General Manager we promote via online streams the Hotel, Budgeting for the Hotel, and are involved in every guest interaction

Please indicate your business or personal affiliation:

- Business Representative – Lodging tax collector
- Activity Representative – Involved in activity authorized to be funded by hotel-motel tax
- Restaurant Representative
- Retail Representative
- Citizen-at-Large
- Other (specify) _____

Please submit your completed application to:

Christy Murray, Tourism Manager

By Mail:

City of Lynnwood
P.O. Box 5008
Lynnwood, WA 98046-5008

By Email:

cmurray@LynnwoodWA.gov

90.1-C-4

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

TITLE: Confirmation of Reappointment: Parks & Recreation Board

DEPARTMENT CONTACT: Lynn D. Sordel

SUMMARY:

One Parks & Recreation Board member has a term that expires on December 31, 2020: Nick Coelho (position 6). It is recommended that Boardmember Coelho be reappointed for a three-year term expiring December 31, 2023.

ACTION:

Reappoint Nick Coelho to Position 6 of the Parks & Recreation Board for a three-year term expiring December 31, 2023.

BACKGROUND:

Boardmember Coelho is a valued member of the Parks & Recreation Board and his reappointment is fully supported by staff.

The present status of the Board is as follows:

- Position 1, Holly Hernandez, term expires December 31, 2021
- Position 2, Mike Gladysz, term expires December 31, 2021
- Position 3, Katie McKeown, term expires December 31, 2022
- Position 4, VACANT, term expires December 31, 2022
- Position 5, VACANT, term expires December 31, 2022
- Position 6, Nick Coelho, term expires December 31, 2020
- Position 7, VACANT, term expires December 31, 2020

ADMINISTRATION RECOMMENDATION:

Approve reappointment.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

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

TITLE: Confirmation of Reappointments: Arts Commission

DEPARTMENT CONTACT: Fred Wong

SUMMARY:

Two Arts Commissioners have terms that expire on December 31, 2020: Lynn Hanson (position 6), and Raniere (position 7). It is recommended that both Commissioners be reappointed for three-year terms expiring December 31, 2023.

ACTION:

Reappoint Lynn Hanson to Position 6 of the Arts Commission for a three-year term expiring December 31, 2023.

Reappoint Raniere to Position 7 of the Arts Commission for a three-year term expiring December 31, 2023.

BACKGROUND:

These Commissioners are valued members of the Arts Commission and their reappointments are fully supported by staff.

The present status of the Commission is as follows:

Position 1, Elizabeth Lunsford, term expires December 31, 2021

Position 2, Barry Miller, term expires December 31, 2021

Position 3, Teodora Popescu, term expires December 31, 2022

Position 4, Robert Gutcheck, term expires December 31, 2022

Position 5, VACANT, term expires December 31, 2022

Position 6, Lynn Hanson, term expires December 31, 2020

Position 7, Raniere, term expires December 31, 2020

ADMINISTRATION RECOMMENDATION:

Approve reappointments.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

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

TITLE: Confirmation of Reappointments: History & Heritage Board

DEPARTMENT CONTACT: Fred Wong

SUMMARY:

Two History & Heritage Boardmembers have terms expiring December 31, 2020: Crys Donovan (position 1) and Joshua Brown (position 2). It is recommended that Boardmembers Donovan and Brown be reappointed for three-year terms expiring December 31, 2023.

ACTION:

Reappoint Crys Donovan to Position 1 of the History & Heritage Board for a three-year term expiring December 31, 2023.

Reappoint Joshua Brown to Position 2 of the History & Heritage Board for a three-year term expiring December 31, 2023.

BACKGROUND:

Boardmembers Donovan and Brown are valued members of the History & Heritage Board and their reappointments are fully supported by staff.

The present status of the Commission is as follows:

Position 1, Crys Donovan, term expires December 31, 2020

Position 2, Joshua Brown, term expires December 31, 2020

Position 3, VACANT, term expires December 31, 2020

Position 4, VACANT, term expires December 31, 2020

Position 5 - ex officio, Jeanne Rogers, term expires December 31, 2022

Position 6 - ex officio, Gary Rogers, term expires December 31, 2021

Position 7 - ex officio, Cheri Ryan, term expires December 31, 2020*

Staff are actively recruiting applicants to fill the vacant positions.

*Reappointment of ex officio members does not require Council authorization.

ADMINISTRATION RECOMMENDATION:

Approve reappointments.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

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

TITLE: Confirmation of Reappointments: Human Services Commission

DEPARTMENT CONTACT: Fred Wong

SUMMARY:

Three Human Services Commissioners have terms that expire on December 31, 2020: Christopher Collier (position 3), Sandi Farkas (position 4) and Pam Hurst (position 5). It is recommended that Commissioners Collier and Hurst be reappointed for three-year terms expiring December 31, 2023. Commissioner Farkas is not seeking reappointment.

ACTION:

Reappoint Christopher Collier to Position 3 of the Human Services Commission for a three-year term expiring December 31, 2023.

Reappoint Pam Hurst to Position 5 of the Human Services Commission for a three-year term expiring December 31, 2023.

BACKGROUND:

Commissioners Collier and Hurst are valued members of the Human Services Commission and their reappointments are fully supported by staff.

The present status of the Commission is as follows:

Position 1, Vanessa Villavicencio, term expires December 31, 2022

Position 2, Kris Hildebrandt, term expires December 31, 2022

Position 3, Christopher Collier, term expires December 31, 2020

Position 4, Sandi Farkas, term expires December 31, 2020

Position 5, Pam Hurst, term expires December 31, 2020

Position 6, Michelle Reitan, term expires December 31, 2021

Position 7, Mary Anne Dillon, term expires December 31, 2021

ADMINISTRATION RECOMMENDATION:

Approve reappointments.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.1-H

CITY OF LYNNWOOD Administrative Services

TITLE: Contract 2244, Amendment 3 - Prosecuting Attorney Services

DEPARTMENT CONTACT: Cathy Robinson, Interim Procurement Manager

SUMMARY:

The City requires Prosecuting Attorney services in support of our criminal justice system. Zachor & Thomas, Inc., provides these services under contract for the City. The current contract will be extended until December 31, 2022.

ACTION:

Authorize the Mayor to execute contract amendment #3 with Zachor & Thomas, Inc., for prosecuting attorney services for an additional two years. The estimated monthly value for calendar year 2021 is \$46,600, for an estimated yearly total of \$559,200.

BACKGROUND:

In 2013, the City conducted a solicitation and awarded a contract. The original contract term was January 1, 2014 through December 31, 2016. Amendment 1 extended the term through 2018 and Amendment 2 extended the term through 2020. Cost increases were based on CPI data and increased city services.

This amendment extends the contract term through 2022, with no cost increase for calendar year 2021. The City and the Contractor agree to discuss rates for 2022.

PREVIOUS COUNCIL ACTIONS:

Council awarded the original contract in 2013 and approved Contract Amendment 1 and Amendment 2 on October 24, 2016 and November 13, 2018, respectively.

FUNDING:

The cost for prosecuting attorney services is included in the proposed 2021-2022 biennial budget.

ADMINISTRATION RECOMMENDATION:

Approve

DOCUMENT ATTACHMENTS

Description:

[Contract 2244 - Procurement Report](#)

Type:

Backup Material

PROCUREMENT REPORT
Contract 2244 – Prosecuting Attorney Services
Amendment No. 3

Purpose of Contract: This contract provides the City with Prosecuting Attorney Services in support of our criminal justice system.
Estimated cost: This contract amendment maintains the current estimated monthly cost of \$46,600 for calendar year 2021.
Advanced Planning: During contract extension discussion, the contractor offered to maintain the same monthly rates for calendar year 2021. Contractor and City agreed to discuss rates for 2022.
Method of Procurement: Request for Proposals
Type of Contract: This is an ongoing services contract.
Term of Contract: The original contract term was January 1, 2014 through December 31, 2016. Amendment 1 extended the term through 2018 and Amendment 2 extended the term through 2020. This amendment extends the contract term through 2022.
Solicitation: This contract was the result of a solicitation in 2013 of proposals, and the evaluation and a contract award was concluded in October of 2013.
Record of Negotiation: Amendment No. 1 and 2 cost increases were negotiated based CPI data and an increase of services. Calendar year 2021 has no price increase. Both parties agree to discuss compensation for calendar year 2022.
Recommended Action: Award a 2-year contract extension for the period of January 1, 2021 through December 31, 2022. Calendar year 2021 will be for an estimated monthly cost of \$46,600.

Procurement Officer: Cathy Robinson
Date: October 27, 2020

CITY COUNCIL ITEM 90.1-I

CITY OF LYNNWOOD Administrative Services

TITLE: Voucher Approval

DEPARTMENT CONTACT: Sonja Springer, Finance Director

SUMMARY:

Approve claims in the amount of \$1,501,526.95 for the period 10/17/2020 - 10/30/2020.

Approve payroll in the amount of \$1,073,616.70 dated 10/23/2020.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM 90.2-A

CITY OF LYNNWOOD Administrative Services

TITLE: Public Hearing - Property Tax Levy for 2021

DEPARTMENT CONTACT: Sonja Springer and Corbitt Loch

SUMMARY:

This agenda item provides a public hearing for the proposed property tax levy for 2021. A public hearing is required by law, and this process occurs each year at this time. The deadline to submit Lynnwood's 2021 property tax levy to the Snohomish County Assessor is November 30, 2020. 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?

ACTION:

Receive public comment on the proposed property levy for 2021.

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.

PREVIOUS COUNCIL ACTIONS:

The proposed 2021 property tax levy of \$4,300,000 was presented to Council on September 14 and October 12, and outlined in the Mayor's Budget Message.

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.

ADMINISTRATION RECOMMENDATION:

Receive public comment on the proposed property tax levy for 2021.

DOCUMENT ATTACHMENTS

Description:	Type:
2021 Property Tax Memo for Public Hearing	Backup Material
2021 Property Tax PowerPoint Presentation for Public Hearing	Backup Material
Draft 2021 Property Tax Ordinance	Backup Material



LYNNWOOD
WASHINGTON

To: City Council
From: Sonja Springer, Finance Director
Via: Nicola Smith, Mayor
Date: November 9, 2020
Subject: 2021 Property Tax Levy

1
2 Washington law requires cities that impose a property tax to hold a public hearing on
3 revenue sources including “consideration of possible increases in property tax revenues”
4 (RCW 84.55.120). The hearing is typically held in November in order to provide the
5 County Assessor’s office with Lynnwood’s property tax levy information by the deadline
6 of November 30. A public hearing is being held on November 9 for this purpose. Adoption
7 of the property tax levy ordinance is scheduled for the November 23 Council Business
8 Meeting.

9
10 The City collects a regular property tax levy for general operations. Beginning in 2019,
11 the Regional Fire Authority (RFA) levies and collects the emergency medical services
12 (EMS) property tax that the City collected prior to the formation of the RFA.

13 **Regular Property Tax Levy**

14 The Proposed 2021-2022 Budget includes a general operating property tax levy of
15 \$4,300,000 for collection in 2021. This is the same amount of the current 2020 property
16 tax levy amount and will result in a decrease to the average house of approximately \$1.50.
17 This translates into a levy rate of \$0.54 per \$1,000 of assessed value, or 3 cents lower than
18 the 2020 levy rate of \$0.57.

19 With consideration of the financial struggles of Lynnwood’s’ residents and businesses
20 brought about by COVID-19, the Mayor’s Proposed Budget includes keeping the property
21 tax flat for 2021. While the City has “banked capacity” of \$5,930,958 to increase property
22 taxes, none of this banked capacity will be used to levy the 2021 property taxes.

23 Property taxes are ad valorem taxes, based upon properties’ assessed values, which is
24 determined by the Snohomish County assessor. The City of Lynnwood determines the
25 property tax levy amount, or the amount of money to be generated for the City. The
26 Snohomish County Assessor calculates the total assessed value of all property within the
27 City. Each property owner’s tax obligation is proportionate to the assessed value of their
28 property, relative to the total assessed value of all property within the City of Lynnwood.
29 The calculation factor used by the County is the levy rate, expressed as a dollar amount per
30 \$1,000 of assessed value.



32 Levying the general property tax amount of \$4,300,000 results in an estimated general levy
 33 rate of \$0.54 per \$1,000 of assessed value in 2021. Keeping the levy amount flat from the
 34 property tax levy of \$4,300,000 in 2020 will result in a lower property tax paid by the
 35 average homeowner in 2021, as new construction in 2020 will pay for its share of the
 36 property tax levy in 2021.

37
 38 Property tax revenues will be used to fund the ongoing General Fund operations and
 39 services provided by Police, Parks, Public Works and all other General Fund departments,
 40 and represents 8.1% of all General Fund operating revenues.

41
 42 Levying a general operations levy of \$4,300,000 is aligned with the City’s Strategic Plan,
 43 specifically its Strategic Priority #2, which states:

- 44
- 45 • Ensure financial stability and economic success

46 The table below summarizes the calculations used for the city’s property tax levy amount
 47 being considered for collection in 2021:
 48

Tax Calculation Factor	Regular Levy in Proposed Budget \$4,300,000
Total 2020 Levy	\$4,300,000
Assessed Value (Estimate Per Snohomish County Assessor’s Office)	\$8,003,165,265 (6.7% Increase from 2020 AV)
2021 Levy Rate (Estimated)	\$0.53729 Per \$1,000 AV
Levy Per Average House*	\$239.54
Actual Levy Per Average House (\$420,600) in 2020	\$241.03
(Decrease) from 2020	(\$1.49)

49 *The estimated assessed value of an average house in Lynnwood is estimated to be \$445,836, or a
 50 6% increase from the assessed value of an average home in 2020.

51
 52
 53 **RECOMMENDATION:**

54
 55 We recommend that the City Council direct that a regular property tax levy of \$4,300,000
 56 be prepared for adoption on November 23, 2020. This amount represents the amount
 57 included in the Proposed 2021-2022 Budget. This property tax levy amount of \$4,300,000
 58 in 2021 ensures that there are adequate revenues to cover budgeted expenditures in 2021.
 59



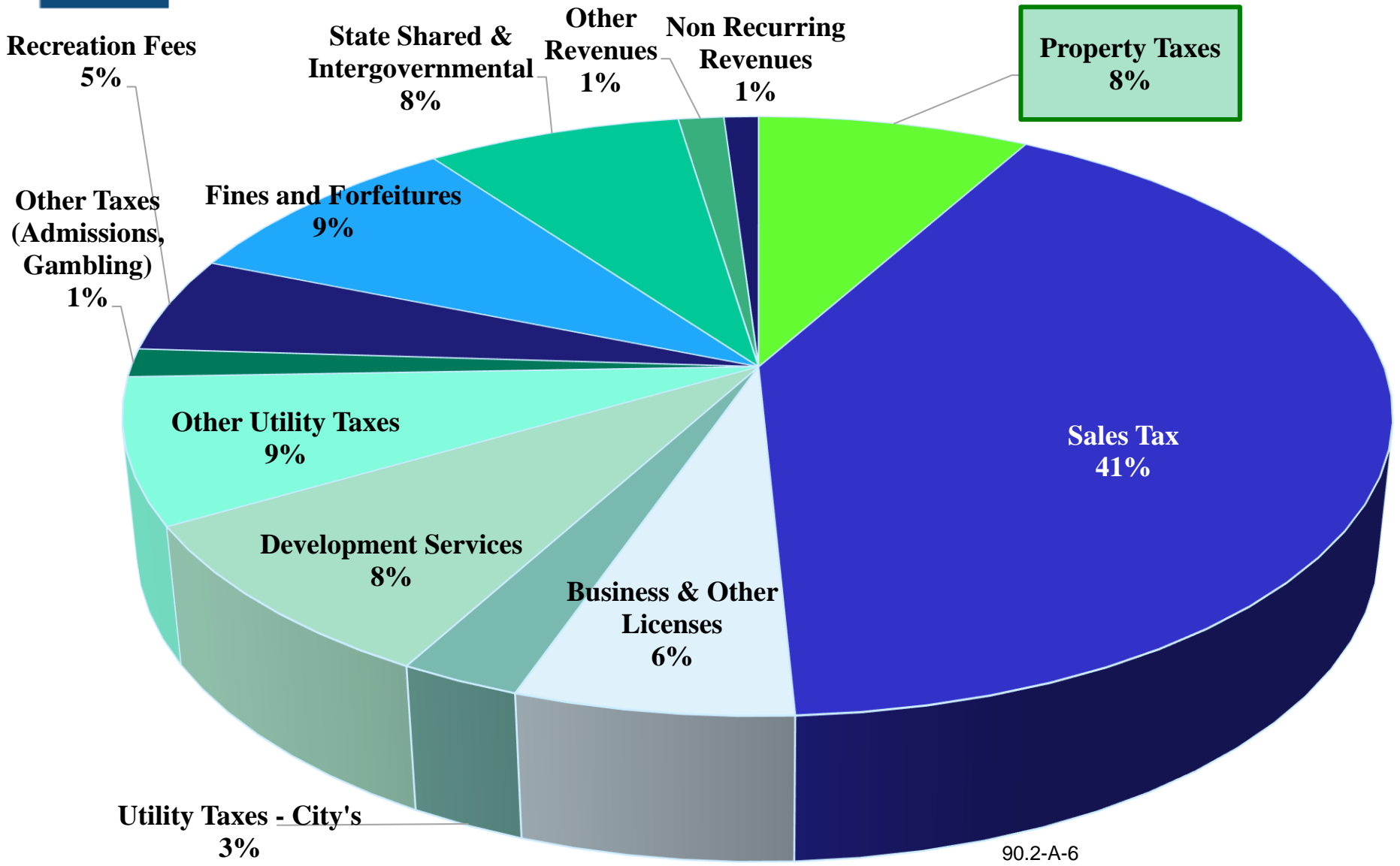
2021 PROPERTY TAX

Public Hearing

November 9, 2020

General Fund Revenues

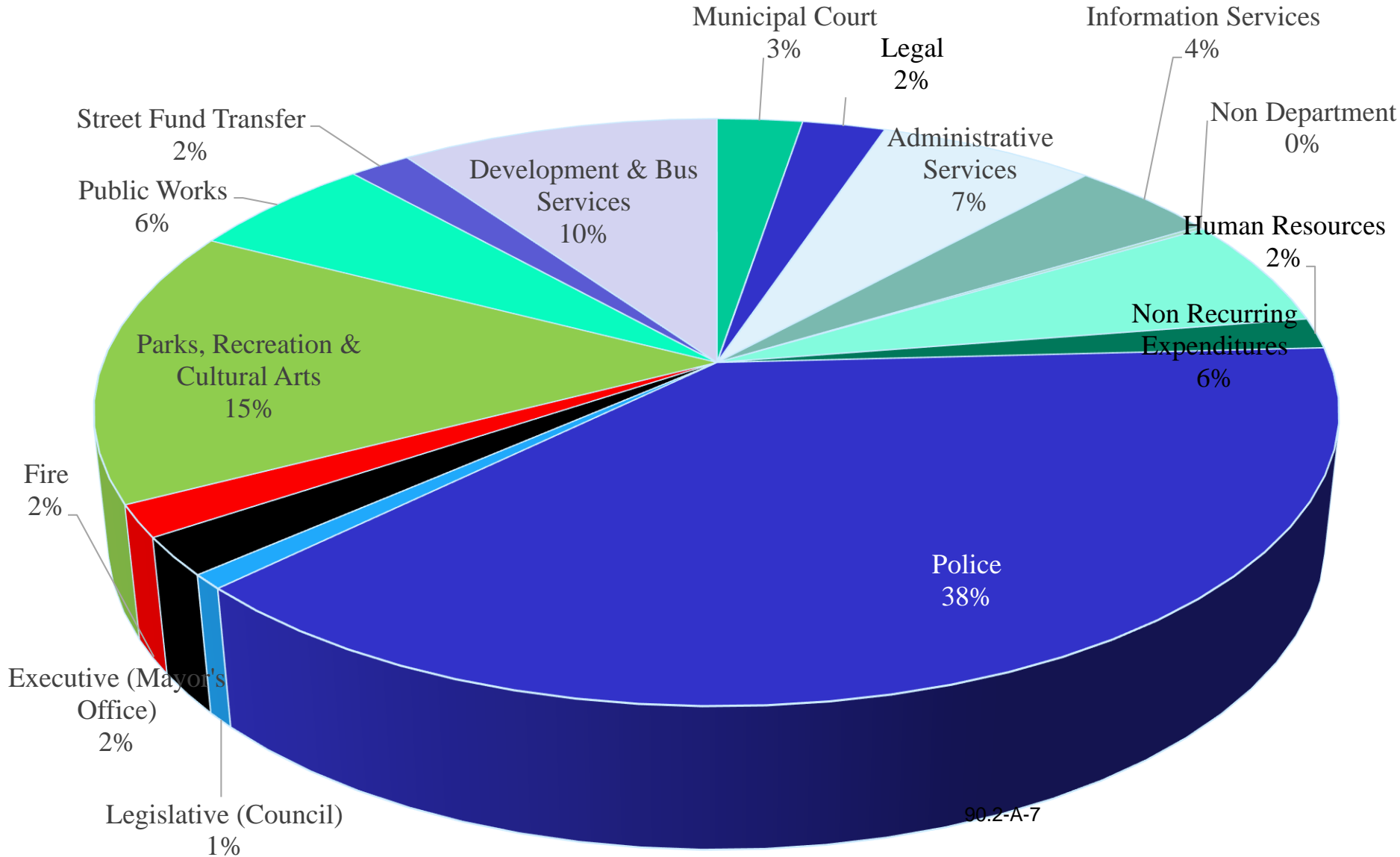
Proposed 2021-2022 Budget





General Fund Budget by Department

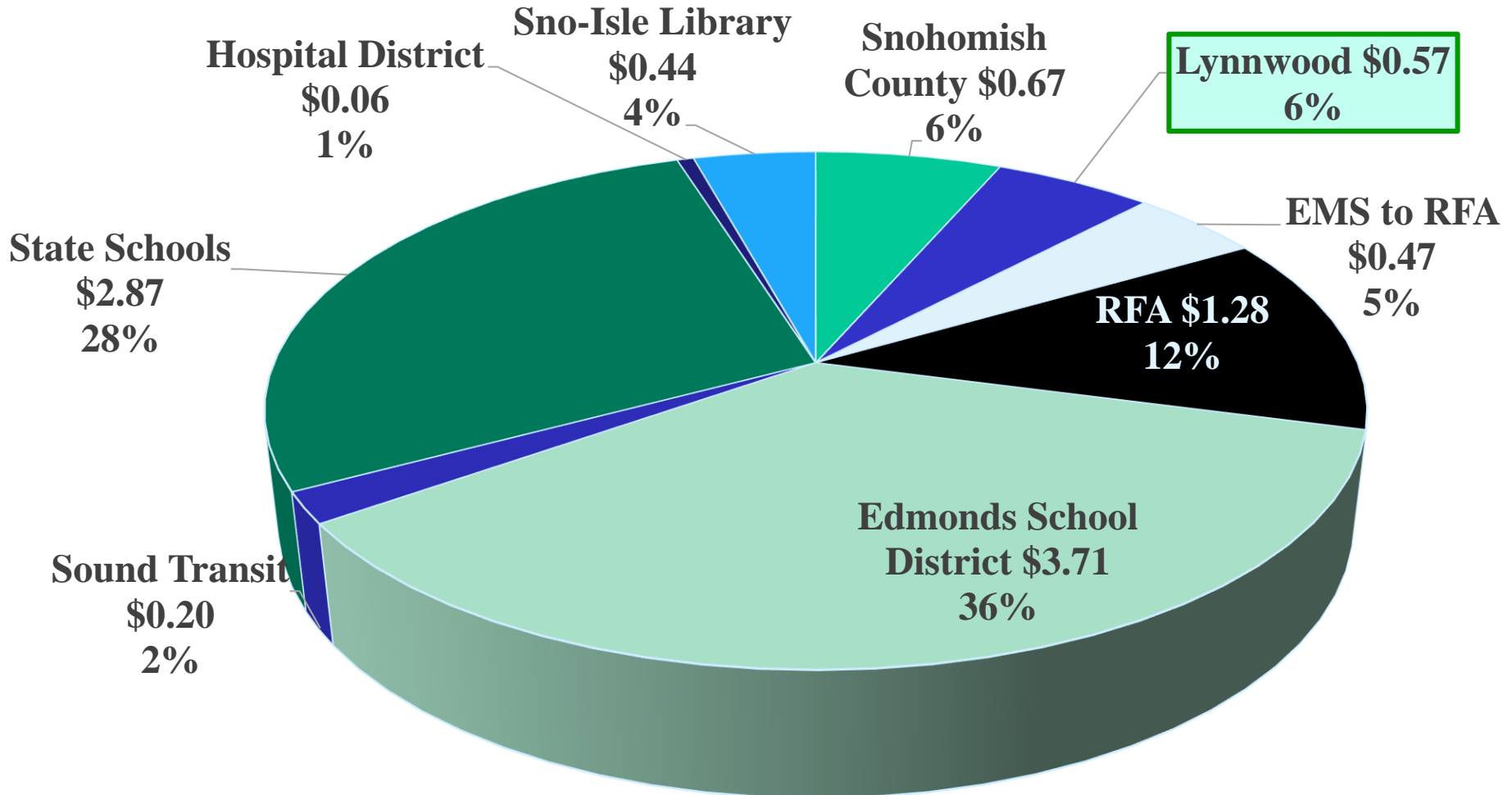
Proposed 2021-2022 Budget





2020 Property Tax Allocation

Total \$10.27 Per \$1,000 AV



Total Taxable Assessed Value Ten Year History



Estimated Value of New Construction in 2020 to add to 2021 Assessed Value

\$55,738,125

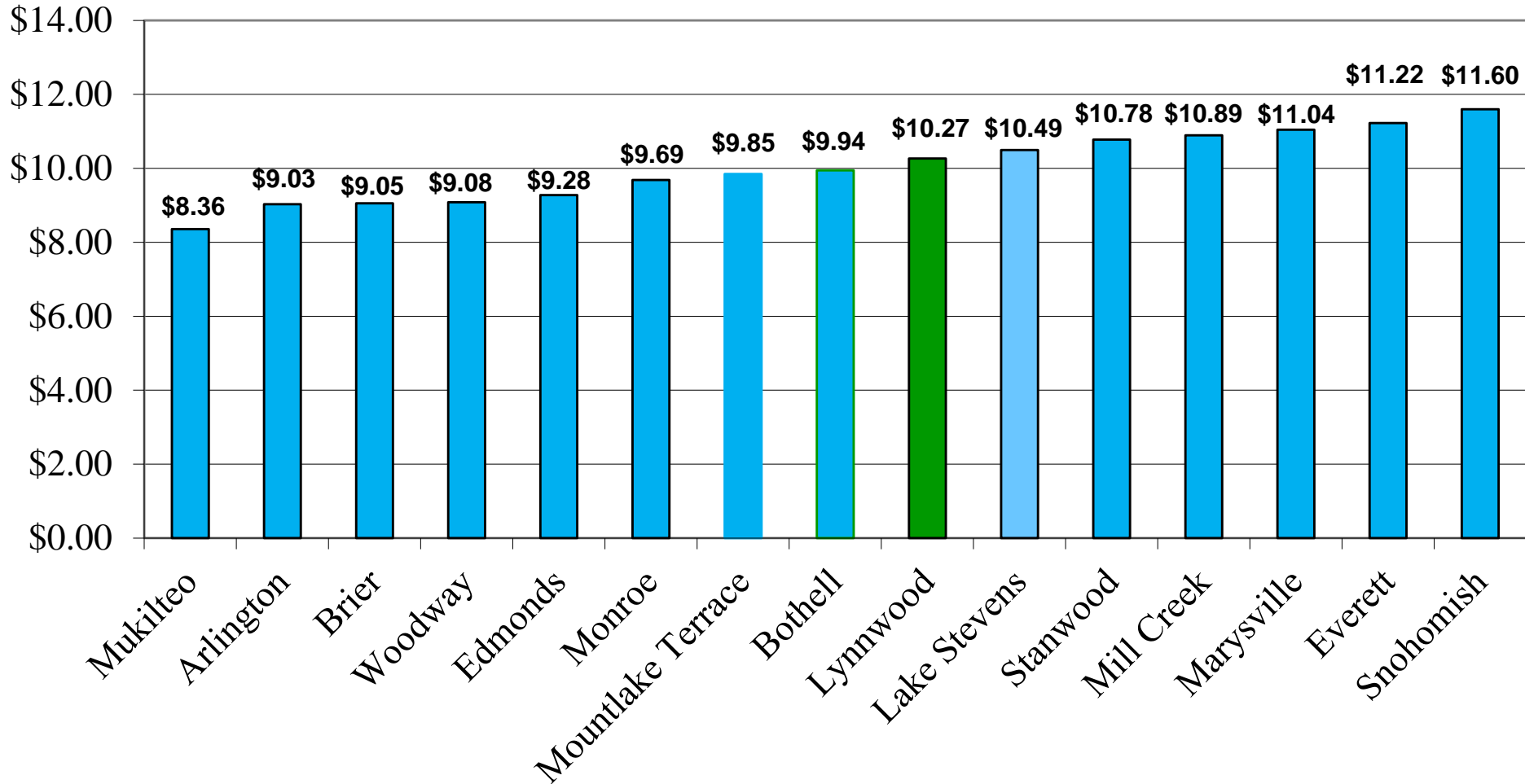
90.2-A-9

General Levy For 2021 Levy	2021 Proposed Amount	2020 Actual Amount	Difference Between 2021 & 2020
Base Levy Amount	\$4,300,000	\$4,300,000	\$-0-
Estimated Assessed Value	\$8,003,165,265	\$7,503,483,372	6.7% Increase
Estimated Levy Rate Per \$1,000 AV (Actual for 2020)	\$0.54	\$0.57	(\$0.03) Decrease
Value of Average Home (Estimated for 2021)	\$445,836	\$420,600	Estimated 6% Increase
General Operating Levy Tax Per Average Home Per Year	\$239.54	\$241.03 90.2-A-10	(\$1.49) Decrease

Comparison of Assessed Value and Taxes Paid to the City by an Average Lynnwood Homeowner (Excludes EMS)

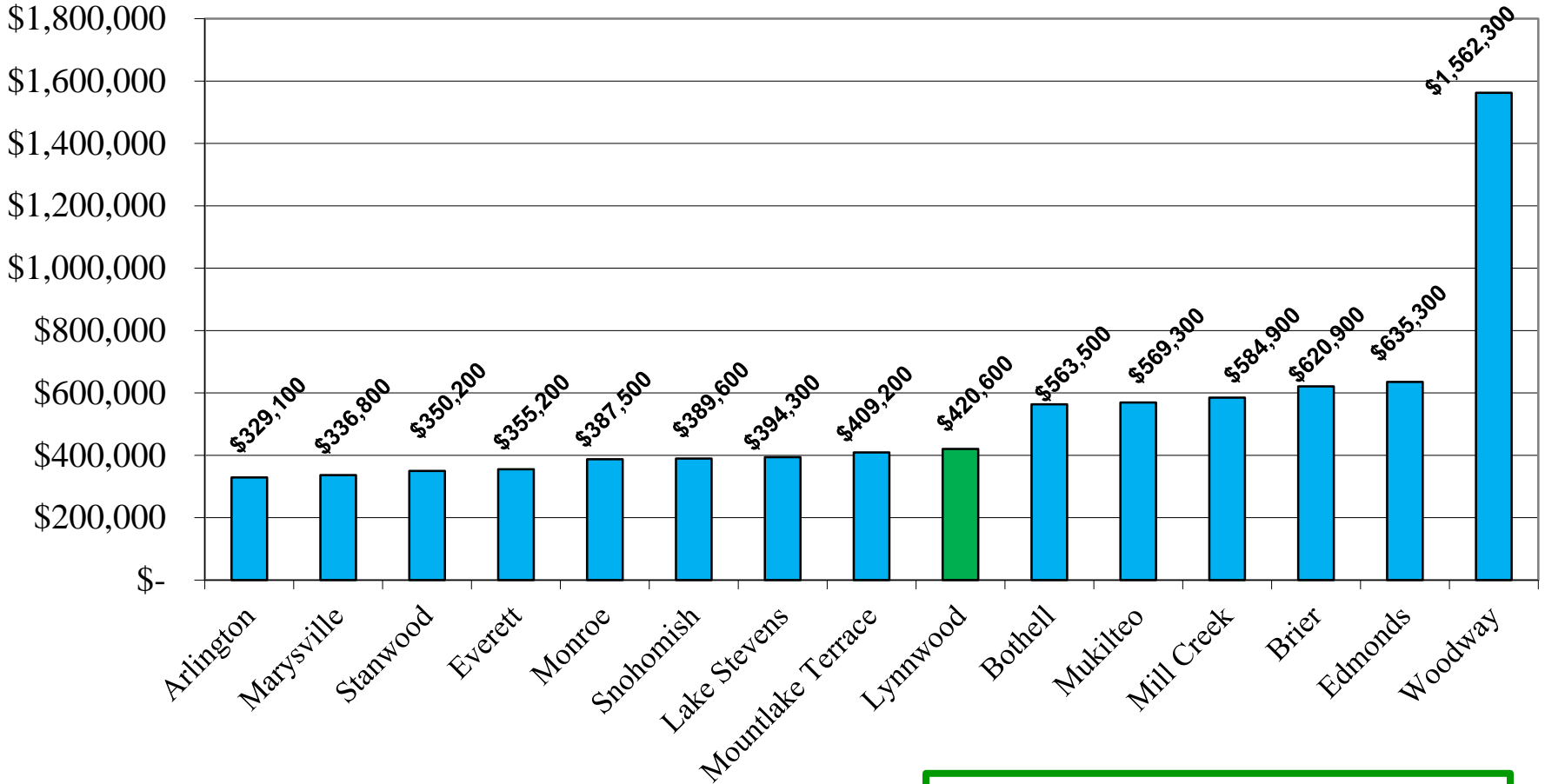
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021 (Est.)</u>
Assessed Value of Average Home	\$298,200 ↑ 9.23%	\$340,200 ↑ 14.08%	\$387,900 ↑ 14.02%	\$420,600 ↑ 8.43%	\$445,836 ↑ 6.0%
Levy Rate Per \$1,000 of Assessed Valuation	\$1.73	\$0.57	\$0.57	\$0.57	\$0.537
Average Annual Tax Bill – Lynnwood’s Portion	\$515	\$195	\$221	\$241.03	\$239.54
Increase or (Decrease) from Previous Year	\$7	(\$320)	\$26	\$20	(\$1.49)

2020 Typical **Total** Levy Rate Per Residence for Snohomish County Cities (Includes RFA)



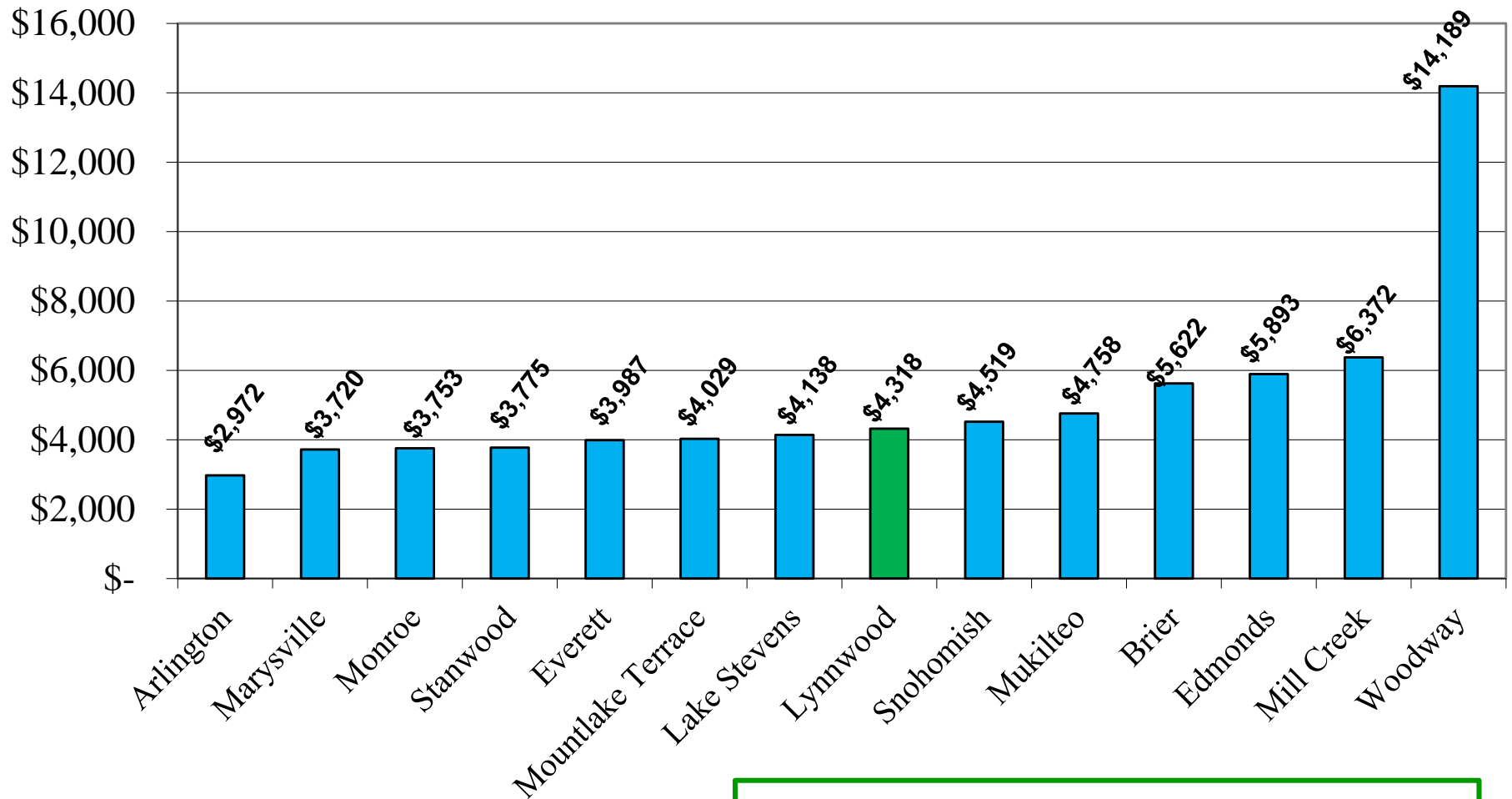
Source: Snohomish County Assessor's Annual Report for 2020 Taxes
90.2-A-12

2020 Average Residence Value for Snohomish County Cities



Estimated Average Value of Residence in Lynnwood in 2021: \$445,836 (6% Increase)

2020 Typical **Total** Property Tax Paid Per Average Residence for Snohomish County Cities



Source: Snohomish County Assessor's Annual Report for 2020 Taxes
90.2-A-14



Recommendation:

Levy a General Levy Property Tax of \$4,300,000

This translates to a Levy Rate of \$0.537 Per \$1,000 of Assessed Value

**This is consistent with the 2021-2022 Proposed Budget and the
Six Year Financial Forecast**

This amount keeps the General Fund Financially Sustainable

Which is consistent with the City's Strategic Plan Goal #2:

“Ensure Financial Stability and Economic Success”

**This Represents a \$1.49 Decrease in Property Taxes Paid to the
City of Lynnwood Per Average Residence Per Year**

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 //
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45 //
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PASSED this ____ day of November 2020 and signed in authentication of its passage this ____ day of November 2020.

APPROVED

Nicola Smith, Mayor

ATTEST:

APPROVED AS TO FORM:

Sonja Springer, Finance Director

Rosemary Larson, City Attorney

PASSED BY THE CITY COUNCIL: __/__/2020
PUBLISHED: __/__/2020
EFFECTIVE DATE: __/__/2020
ORDINANCE NUMBER: ____

CITY COUNCIL ITEM 90.2-B

CITY OF LYNNWOOD Administrative Services

TITLE: Public Hearing - Preliminary Budget for 2021-2022

DEPARTMENT CONTACT: Sonja Springer and Corbitt Loch

SUMMARY:

This agenda item provides the second public hearing on the Preliminary Budget for the years 2021-2022. A public hearing on budget priorities was held on September 28.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Does the Preliminary 2021-2022 Budget align with the Community Vision and the Strategic Plan, 2018-2022?

ACTION:

Receive public comment on the Preliminary Budget.

BACKGROUND:

This is the second of two public hearings on the Preliminary Budget for 2021-2022. A separate hearing will be held regarding the proposed property tax levy for 2021.

Creation of this Preliminary Budget was particularly difficult because of COVID-19. Considerable time during 2020 was devoted to responding to the reductions in revenues and implementing controls and programs to curtail spending. Departments were instructed to continue those measures into the 2021-2022 biennium. We anticipate that economic recovery will begin during the fourth quarter of 2021. Also, all work occurred remotely in accordance with the Governor Inslee's instructions.

Documents relevant to this public hearing include the following:

1. Preliminary Budget, issued on October 12, 2020:

<https://www.lynnwoodwa.gov/files/sharedassets/public/administrative-services/budget-docs/2021-2022-proposed-preliminary-budget-book.pdf>

2. Written comment received to-date:

<https://www.lynnwoodwa.gov/files/sharedassets/public/administrative-services/budget-docs/written-public-comment-on-preliminary-2021-2022-budget.pdf>

3. Departments' budget presentation slides are provided online with meeting materials for the meeting date the presentations were scheduled/occurred:

Executive - October 19

Administrative Services - October 19

Legal - October 19

Legislative - October 19

Human Resources - October 21
Development and Business Services - October 21
Municipal Court - October 26
Information Technology - October 26
Parks, Recreation and Cultural Arts - October 26
Police - October 26
Public Works - November 2
Capital (infrastructure) - November 2

4. Draft ordinance for 2021-2022 Budget - attached.
5. Summaries of community outreach and public meetings/discussions - attached.
6. Resolution 2020-08, authorizing the use of General Fund reserves - attached.

PREVIOUS COUNCIL ACTIONS:

See Summary of Public Meetings/Discussion.

FUNDING:

The Preliminary 2021-2022 Budget assumes no increase in taxes. Mayor Smith proposes that property taxes for 2021 will be the same as the amount levied during 2020: \$4,300,000.

KEY FEATURES AND VISION ALIGNMENT:

The draft budget is consistent with the Community Vision and the Strategic Plan, 2018-2022. Community priorities addressed in the Preliminary 2021-2022 Budget include:

Creation of the Development and Business Services Department to improve service delivery related to permitting, construction, land use planning, etc.

Continuation of the pilot program for city clerk functions.

City attorney costs are now allocated to departments based upon historical usage patterns.

Reallocating resources previously budgeted for intergovernmental relations to race and social equity.

Continuous monitoring of finances and swift response to COVID-19-related economic conditions.

Ongoing support during construction of Sound Transit's Lynnwood Link system.

Construction of the expanded and renovated Community Justice Center (CJC).

Secure a location for an urban park in City Center.

Pursue funding partners for Lynnwood's transportation infrastructure. Allocate \$1.1 million per year of General Fund monies to the City's Capital Fund.

ADMINISTRATION RECOMMENDATION:

Receive public comment on the Preliminary Budget.

DOCUMENT ATTACHMENTS

Description:	Type:
Summaries of community outreach and public meetings	Backup Material
Resolution authorizing use of General Fund reserves	Backup Material
November 9 Public Hearing on Proposed 2021-2022 Budget PowerPoint	Backup Material

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



RESOLUTION NO. 2020-08

**A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON,
RELATING TO THE 2019-2020 BUDGET AND THE PREPARATION OF
THE MAYOR'S PROPOSED BUDGET FOR 2021-2022.**

WHEREAS, the COVID-19 pandemic has negatively impacted City revenues during 2020, creating an estimated \$7.8 shortfall in General Fund revenues during 2020; and

WHEREAS, after identifying approximately \$5.6 in expenditure reductions, a forecasted \$2.2 million budget gap remains, with six months remaining in the 2019-2020 budget biennium; and

WHEREAS, the City's General Fund reserves are at or above the adopted goal of equaling 2.5 months of operating expenditures for the previous calendar year; and

WHEREAS, the City is currently developing the Mayor's Proposed Budget for the 2021-2022 biennium and confirmation is needed regarding the approach to be used to address the remaining 2020 budget gap; and

WHEREAS, during meetings open to the public held on June 25 and June 29, 2020, the City Council considered six options for addressing the remaining 2020 budget gap and a majority of the City Council expressed a preference for Option 1—use of General Fund reserves; and

WHEREAS, in combination with General Fund reserves, a plurality of Councilmembers expressed interest in utilizing a portion of Economic Development Infrastructure Fund (EDIF) balance to resolve the budget gap for 2020; and

WHEREAS, the actual amount of the General Fund budget gap for 2020 cannot be known before November/December 2020; and

WHEREAS, at a future meeting, the City Council will consider an ordinance to amend the adopted 2019-2020 Budget in a manner consistent with this resolution; and

WHEREAS, the City Council has determined that the provisions of this resolution support the public's health, safety, and welfare;

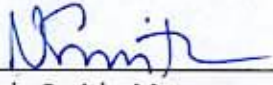
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD RESOLVES AS FOLLOWS:

34 **Section 1.** It is the intent of the City Council to authorize use of General Fund reserves
35 (Revenue Stabilization Fund and/or Unassigned Fund Balance) to address the forecasted \$2.2
36 million gap between General Fund revenues and expenses during 2020. Such authorization
37 would occur at a future time by approval of a budget amendment.
38

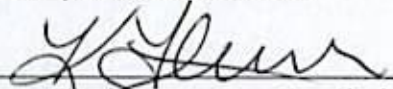
39 **Section 2.** Pursuant to Section 1 of this Resolution, the City Council confirms that the 2021-
40 2022 Budget may have General Fund reserves less than the amount specified by the City of
41 Lynnwood Financial Policies, and will include a plan and schedule for restoring General Fund
42 reserves.
43

44 PASSED by the City Council this 13th day of July 2020.
45

46 APPROVED:

47 
48 _____
49 Nicola Smith, Mayor
50

51
52 ATTEST/AUTHENTICATED:

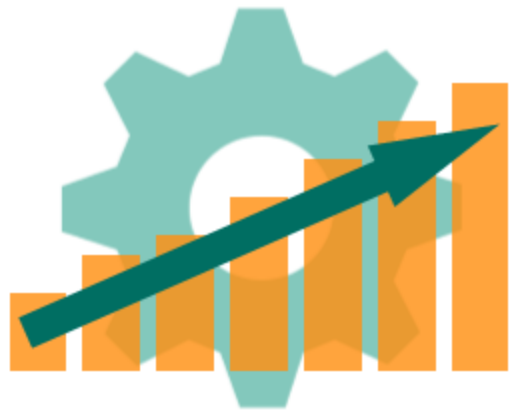
53 
54 _____
55 Karen Fitzthum, Acting City Clerk
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PASSED BY CITY COUNCIL: 07/13/2020
RESOLUTION NO.: 2020-08



Public Hearing on Proposed 2021-2022 Budget



- IMPROVING
- TRANSFORMING
- ACHIEVING



Process & Public Engagement

Proposed Preliminary Budget September 14

1st Public Hearing on Budget Priorities Sept 28

Mayor's Budget Message October 12

2nd Public Hearing on Budget Nov 9

Public Hearing on Property Tax

Adoption of Budget and Property Tax Levy Nov 23



Process & Public Engagement

Budget Presentations by Departments

- Executive, Admin Services, Legal & Legislative Departments Oct. 19
- Development & Business Services, Human Resources Oct. 21
- Municipal Court, Information Tech., Parks, Recreation & Cultural Arts, Police Oct. 26
- Public Works, Capital Nov. 2



Public Hearing on Proposed 2021-2022 Budget

2021 Property Tax Proposed: \$4,300,000-
Same as 2020

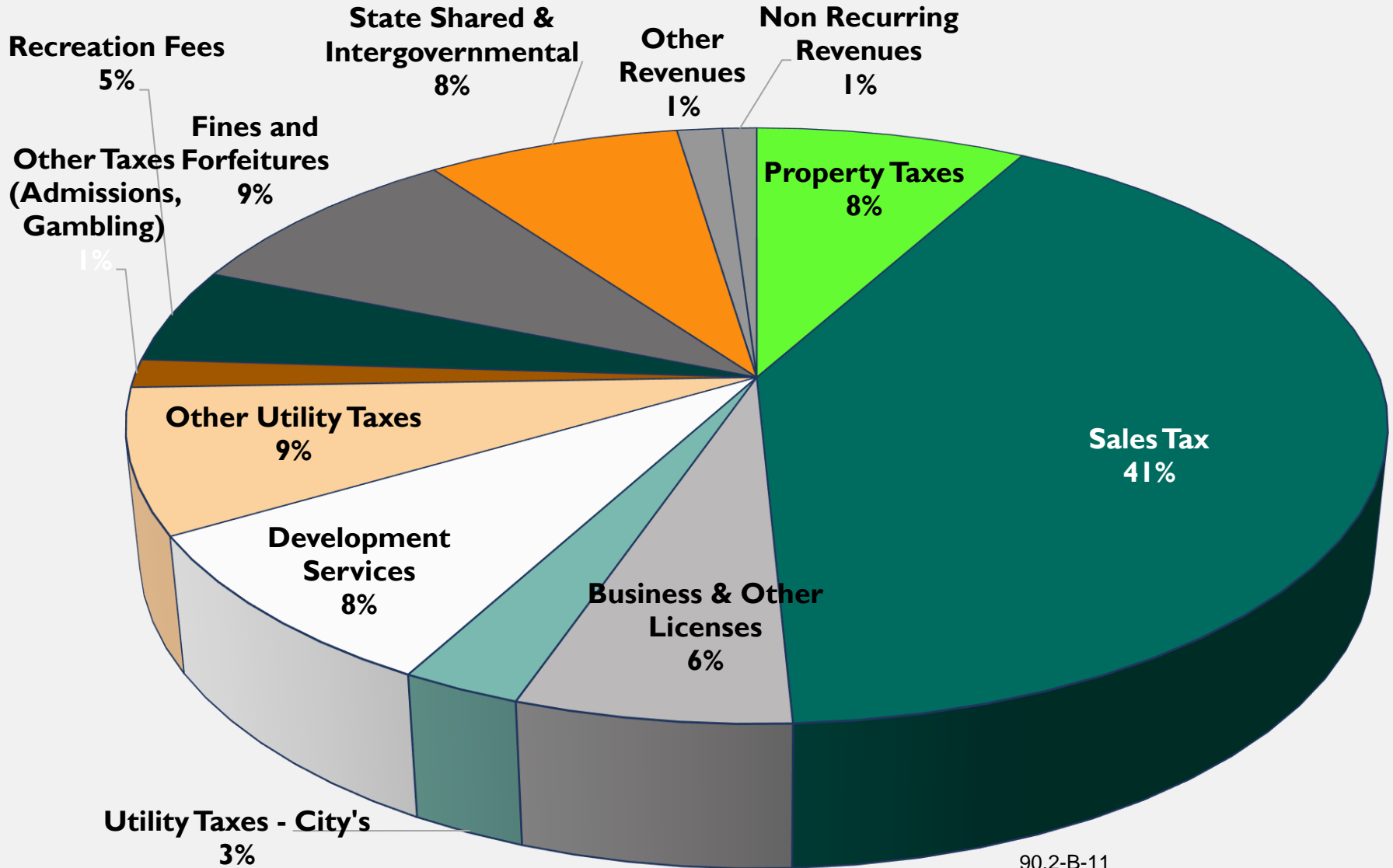
Results in a \$2 Reduction to the Average
Homeowner from 2020 Tax

All Other Revenues Forecasted based on
Current Trends and COVID-19 Impacts



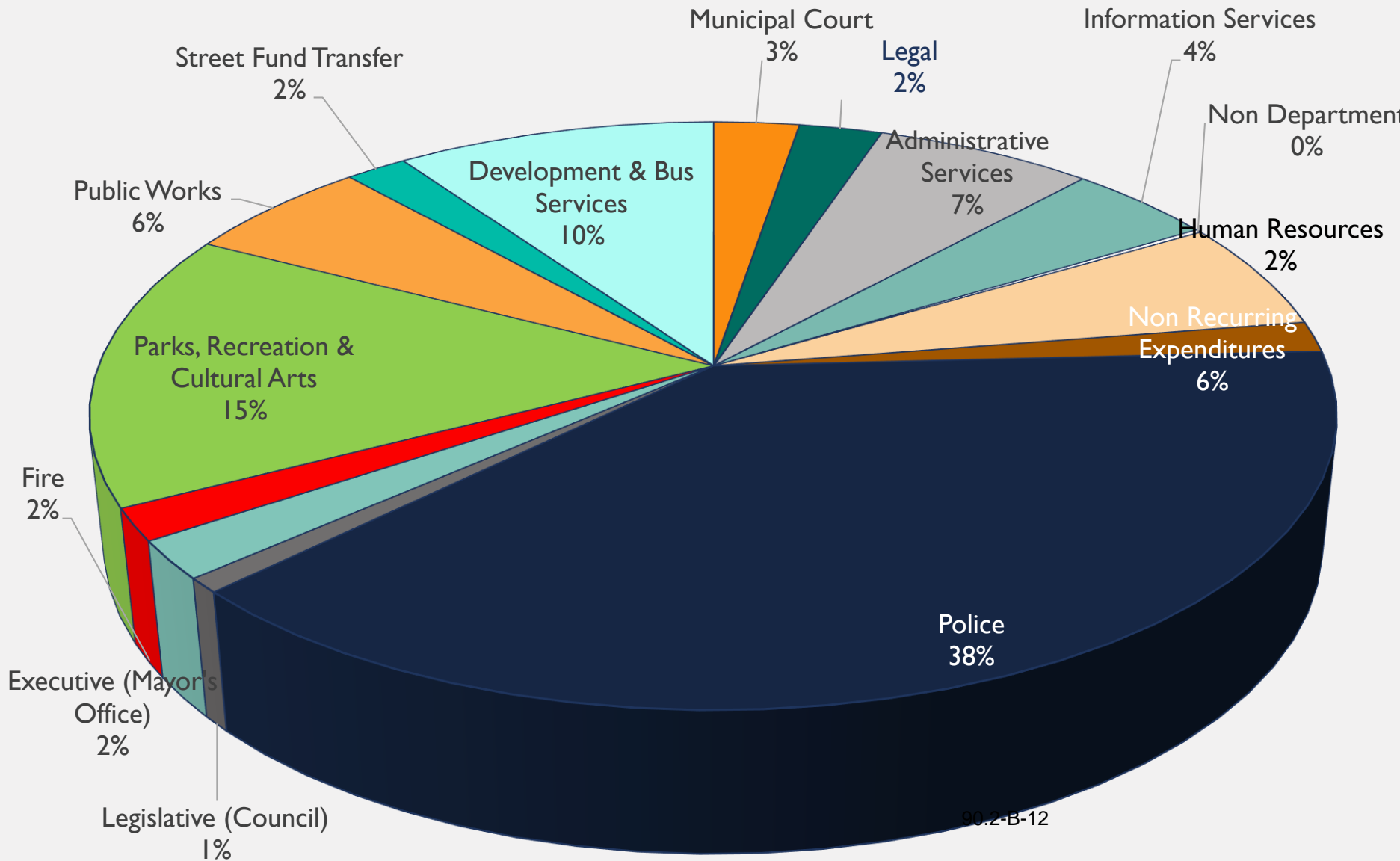
General Fund Revenues

Preliminary Proposed 2021-2022 Budget





General Fund Budget by Department Proposed 2021-2022 Budget





Explanation of Significant Department Budget Changes

- Transferred City Clerk Budget from Administrative Services to Executive \$400K
- Allocated City Attorney Budget from Legal to User Departments \$620K
- Transferred Public Works Permits & Support Services to Dev Bus & Svc \$1.2 Mil
- Transferred Community Development & Econ Development to Dev Bus Svc \$8.2 Mil




























Proposed 2021-2022 Budget Highlights & Community Priorities

- Creation of the Development and Business Services Dept – Improve Services
- Reallocating resources from Intergovernmental Relations to Race and Social Equity
- Ongoing support for Sound Transit’s Lynnwood Link System
- Construction of the new Community Justice Center
- Secure a location for an urban park in City Center
- Continuation of the pilot program for City Clerk functions
- Continuous monitoring of COVID-19 related economic conditions
- Pursue funding for Lynnwood’s transportation projects

Expenditure Reductions: 2020

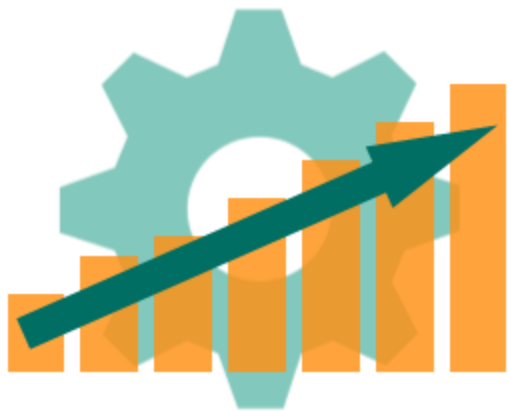
- ↓ Training & travel
- ↓ Partial hiring freeze
- ↓ Professional services
- ↓ Early retirement incentives
- ↓ Shared work program
- ↓ Parks & Recreation staffing
- ↓ Transfers to street & capital

Summary of Reductions for 2021-2022 *REVISED*

Department	Personnel (FTE)	Training / Travel	Prof. Services	Equipment / Other	\$
Adm. Svcs.	 0.5				\$177,600
Dev. & Bus. Svcs.		 \$38,000	 \$708,500	 \$15,000	\$776,700
Executive		 \$35,000	 \$83,900		\$118,900
Human Resources			 \$148,300	 \$21,600	\$169,900
Information Tech.		 \$26,600	 \$55,000	 \$156,000	\$237,600
Legislative		 \$34,500	 \$3,000		\$37,500
Muni. Court	 1.0	 \$11,000	 \$77,000		\$238,300
Parks, Rec., C. Arts	 5.2		 \$49,500	 \$110,500	\$930,000
Police	 9.325	 \$53,600		 \$1,475,900	\$3,713,935
Public Works (GF)	 5.0/2.0*	 \$800		 \$7,600	\$521,447
* 5 total, 2 General Fund	18.025 FTE	\$164,500	\$1,041,300	\$1,786,600	\$6,921,882



Public Hearing on Proposed Budget for 2021-2022



- IMPROVING
- TRANSFORMING
- ACHIEVING

CITY COUNCIL ITEM 90.3-A

CITY OF LYNNWOOD Community Development

**TITLE: Ordinance: Providing for the Granting of Land Use Extensions due to COVID
Emergency**

DEPARTMENT CONTACT: Kirk Rappe

SUMMARY:

The proposed code changes will temporarily extend the expiration date for land use approvals and permits in Title 19 and 21 of the Lynnwood Municipal Code. Currently, land use approvals have a 2- or 3-year deadline to accomplish conditions of approval and required improvements. Most have an optional 1-year extension approvable by the Mayor or Community Development Director. Per Lynnwood Code, Accessory Dwelling Units must be recorded within 10 days of approval. Recording has also been affected by the closure of county offices. The proposed changes will temporarily add an additional year for property owners and developers to complete conditions of approval and improvements and extend the Accessory Dwelling Unit recording deadline to 30 days.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Should deadlines be temporarily extended to complete conditions of approval and improvements required by land use approval and subdivisions?

Should the deadline for recording Accessory Dwelling Units be temporarily extended beyond 10 days?

ACTION:

Approve the ordinance providing for the extension of land use and subdivision approvals; and the recordation deadline for accessory dwelling units.

BACKGROUND:

The current economic downturn and uncertainty over when the Covid-19 pandemic will end has highlighted some city-mandated land use deadlines that currently may be difficult for property owners and developers to meet.

Depending on land use application type, the LMC provides 2 to 3 years for applicants to complete infrastructure improvements or complete permitted work. Some land use approvals include an optional 1-year extension if approved by the Mayor or Community Development Director. Despite having up to 3 or 4 years to complete projects, construction material supply chain disruptions, financing challenges, and contractors struggling with workforce challenges means projects have been slowed.

Accessory Dwelling Unit (ADU) recording deadlines in the LMC are also more difficult to meet with county offices closed. Recording documents with the county requires mailing hard copies to Snohomish County records and awaiting processing.

Snohomish County, Lake Stevens, and Bothell are just a few governments that have passed similar extensions.

The ordinance proposes that land use extensions that have already received an approved extension by the Mayor or Director will automatically be extend an additional 1-year (365 days). It will also extend the ADU recording deadline from 10 to 30 days. This ordinance is proposed to be in effect for one year. Extensions to the ordinance may be considered at that time.

PREVIOUS COUNCIL ACTIONS:

On July 15, 2020 the Lynnwood City Council reviewed the proposed ordinance at the Council Work Session. The Planning Commission reviewed the proposed ordinance at the meeting on August 13, 2020 and requested the proposed 6-month extension to be changed to one year. On August 27, 2020 the Commission held a public hearing. No public comments were received and the Commission unanimously approved a motion to recommend the proposed ordinance (with one-year land use approval extension) to the City Council. On October 26, 2020 the Council held a public hearing. One public comment was provided asking the council to reconsider and that an extra year in addition to 2-3 years already provided is excessive. The council motioned to adjourn and complete action on this proposal at a future Council business session.

FUNDING:

No impact.

KEY FEATURES AND VISION ALIGNMENT:

The proposed ordinance relates to the following vision statement: "To be a city that is responsive to the wants and needs of our citizens," and "Encourage economic development."

ADMINISTRATION RECOMMENDATION:

Approve the ordinance providing for the extension of land use and subdivision approvals; and the recordation deadline for accessory dwelling units.

DOCUMENT ATTACHMENTS

Description:	Type:
Land Use Extension Ordinance	Ordinance



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, IN RESPONSE TO THE COVID-19 PANDEMIC; TEMPORARILY EXTENDING THE EXPIRATION DATE FOR LAND USE PERMITS AND APPROVALS; TEMPORARILY EXTENDING DEADLINES FOR RECORDING ACCESSORY DWELLING UNITS WITH SNOHOMISH COUNTY; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND SUMMARY PUBLICATION.

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of the highly contagious virus commonly known as Covid-19; and

WHEREAS, a state of emergency has been declared by federal, state, county and municipal governments in response to the Covid-19 pandemic, including by Washington’s Governor and by the City of Lynnwood Mayor; and

WHEREAS, on May 4, 2020 Governor Jay Inslee (“governor”) released a 4-phase, county-by-county “Safe Start” reopening plan; and

WHEREAS, on June 6, 2020 Snohomish County progressed to Phase 2 but has not yet been approved to move to Phase 3; and

WHEREAS, as of October 17th, 2020 cases of Covid-19 in Snohomish County have resumed increasing to a high of 101 cases per 100,000 after a decline after the 4th of July and Snohomish County Executive Dave Somers recently stated that the virus may well be with us for another year or more (*Snohomish County Covid-19 Briefing*, My Edmonds News, published 10/13/20); and

WHEREAS, land development and construction activities, though exempted from the Governor’s Stay Home – Stay Healthy Order, are experiencing disruption in the construction material supply chain and difficulties in completing work with required social distancing rules; and

WHEREAS, Snohomish County recording offices are closed for walk-up service requiring mailing of documents for processing, delaying recording; and

1 WHEREAS, Lynnwood Municipal Code Titles 19 and 21 impose certain time limitations
2 on completion of infrastructure improvements, submittal of final applications to the City of
3 Lynnwood ("City"), and recording of documents with Snohomish County; and
4

5 WHEREAS, the expiration of approved land use permits can have a significant financial
6 impact to property owners and developers, and also adversely affect financial institutions and
7 investors that have provided financing; and
8

9 WHEREAS, the Lynnwood Municipal Code allows one-time extensions to the expiration
10 of land use approvals, but the existing time extensions may be insufficient due to the unknown
11 rate at which the phased reopening will continue and prolonged economic downturn; and
12

13 WHEREAS, the City Council wishes to encourage a continuation of property
14 development activity delayed by the emergency restrictions and the uncertain timeline of the
15 phased reopening plan through postponement of the deadlines and expiration dates for land
16 use permits and approvals and certain recordings; and
17

18 WHEREAS, pursuant to WAC 197-11-880 and LSMC Chapter 16.04, the adoption of this
19 ordinance is exempt from the requirements of a threshold determination under the State
20 Environmental Policy Act (SEPA); and
21

22 WHEREAS, the proposed official control will promote the public health, safety, morals,
23 or general welfare, and it is consistent with the goals and polices of the Comprehensive Plan;
24

25 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO
26 ORDAIN AS FOLLOWS:
27

28 Section 1: Findings. Upon consideration of the provisions of this Ordinance, the City Council
29 finds that the amendments contained herein are: a) consistent with the comprehensive plan;
30 and b) substantially related to the public health, safety, or welfare; and c) not contrary to the
31 best interest of the citizens and property owners of the city of Lynnwood.
32

33 Section 2: Purpose. The purpose of this Ordinance is to temporarily extend the land use
34 approval expiration deadlines and certain recording deadlines in Titles 19 and 21 of the
35 Lynnwood Municipal Code.
36

37 Section 3: Extension of Land Use Approval Deadlines.
38

- 39 A. This Section 3 applies to all land use permits and approvals with City-mandated
40 expiration deadlines stated in Title 19 – Subdivisions and Title 21 – Zoning of the
41 Lynnwood Municipal Code.
42 B. Any land use permit or development approval (1) that is active and in effect on the
43 effective date of this Ordinance, and (2) that is eligible for and received a one-time

1 extension or is provided no applicable extension in the Lynnwood Municipal Code, has
2 its expiration deadline extended for 365 days (1 year) from the current expiration date,
3 unless the specific time period is required by State law and cannot be waived.

- 4 C. Any land use permit or development approval (1) that is active and in effect on the
5 effective date of this Ordinance, and (2) that is eligible for a one-time extension but has
6 not yet applied for the one-time extension, must apply for and receive approval of the
7 one-time extension before being automatically extended under Section 3.B, above.

8
9 Section 4: Extension of Accessory Dwelling Unit Recording Deadline.

- 10
11 A. This Section 4 applies to all Accessory Dwelling Unit approvals issued pursuant to LMC
12 21.42.100.G.
- 13 B. The 10-day recording deadline in LMC 21.42.100.G.e. is hereby extended to 30 calendar
14 days from notice of approval.

15
16 Section 6. Effective Date: This Ordinance or an approved summary thereof consisting of its
17 title shall be published in the City’s official newspaper of record and shall take effect and
18 be in full force five days following its publication.

19
20 Section 7: Expiration/No Codification. The temporary controls adopted in this Ordinance shall
21 be in effect for a period of twelve (12) months from the effective date of this Ordinance and
22 shall automatically expire after a period of twelve (12) months, unless otherwise terminated,
23 repealed or superseded by action of City Council before expiration. Because the provisions of
24 this Ordinance are temporary regulations they shall not be codified.

25
26 Section 8. Severability. If any section, sentence, clause or phrase of this Ordinance should
27 be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
28 unconstitutionality shall not affect the validity or constitutionality of any other section,
29 sentence, clause or phrase or word of this Ordinance.

30
31 PASSED BY THE CITY COUNCIL THIS XX day of XXXXXXXX 2020.

32
33 APPROVED:
34
35 _____
36 Nicola Smith, Mayor

37
38
39 ATTEST/AUTHENTICATED:
40
41 _____
42 Karen Fitzthum, Acting City Clerk

39 APPROVED AS TO FORM:
40
41 _____
42 Rosemary Larson, City Attorney

1 PASSED BY THE CITY COUNCIL:
2 PUBLISHED:
3 EFFECTIVE DATE:
4 ORDINANCE NUMBER:

DRAFT

CITY COUNCIL ITEM 90.3-B

**CITY OF LYNNWOOD
Executive**

TITLE: Executive Session, If Needed

DEPARTMENT CONTACT: Mayor Smith

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available