



LYNNWOOD CITY COUNCIL Work Session

This meeting will be held remotely. Please visit

www.lynnwoodwa.gov/city-council for log in information

MONDAY, OCTOBER 18, 2021 6:00 PM

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1. CALL TO ORDER
 2. ROLL CALL
 3. COMMENTS AND QUESTIONS ON MEMO ITEMS
 4. WORK SESSION ITEMS
 - A. Council Rules Revisions - *30 minutes*
Council Vice President Jim Smith
[council rules_edits.10.8.21.pdf](#)
[task force revised council rules_no edits shown 10.8.21 \(new font\).pdf](#)
 - B. Discussion of proposed Contract Award - Community Recovery Center Design Services - *30 minutes*
James Nelson, Police Chief; Michelle Meyer, Finance Director; Cathy Robinson, Interim Procurement Manager
[Procurement Report_CRC Design.pdf](#)
[Project Timeline_Community Recovery Center.pdf](#)
 - C. Ordinance: Discussion for Vehicle License Fee - *45 minutes*
Public Works Director Franz, Finance Director Meyer, Strategic Planner Loch
[Michelle Meyer email 10 9 2021.pdf](#)
[TBD funding update 10 4 2021.pdf](#)
[License_fee_ordinance.pdf](#)
 5. MAYOR COMMENTS
 6. COUNCIL COMMENTS

ADJOURN

MEMOS FOR FUTURE ACTION

Updates to 2021 Salary Schedule - *0 minutes*

[2021_Salary_Schedule_9-2021_Updates_Final_for_Council_.pdf](#)

CITY COUNCIL 4.A
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Council Rules Revisions

DEPARTMENT CONTACT: Lisa Harrison, City Council

PRESENTER:

Council Vice President Jim Smith

ESTIMATED TIME:

30

SUGGESTED ACTION:

Feedback on proposed revisions to the Council Rules. Attached are the rules with edits shown as well as a clean version with edits made.

DEPARTMENT ATTACHMENTS

Description:

[council rules_edits.10.8.21.pdf](#)

[task force revised council rules_no edits shown 10.8.21 \(new font\).pdf](#)

1 CITY OF LYNNWOOD

2 COUNCIL RULES OF PROCEDURE

3
4 **Adopted by Resolution No. 2008-11, as amended by Resolution No.**
5 **2011-16, Resolution No. 2012-01, Resolution No. 2012-05,**
6 **Resolution No. 2015-04, Resolution No. 2016-16 and Resolution No.**
7 **2020-07.**

8
9 Section 1.

- 10
11 A. Rules -- Adopted. The City Council adopts as the governing rules of procedure and order
12 of business of the City Council of the City of Lynnwood the rules set forth herein.
13
14 B. Rules -- Application. These rules apply to and shall govern all meetings of the City
15 Council, regardless of how styled; provided, however, that quasi-judicial proceedings of
16 the Council shall be governed by rules and procedures established by Resolution No. 96-7
17 (See Appendix A).
18

19
20 Section 2. Rules of Procedure of the City Council of the City of Lynnwood.

21
22 **Part I: General provisions**

23
24 **Rule 1. General Rules of Procedure:**

- 25
26 A. All meetings of the City Council shall be conducted according to the most current
27 edition of Robert's Rules of Order Newly Revised; provided that Robert's Rules
28 shall be superseded to the extent they conflict with state law, local ordinances or
29 resolutions, or these rules. The suspension of any special rule set forth herein as
30 permitted by Robert's Rules shall not be considered a conflict with these rules.
31
32 B. The City Attorney shall serve as parliamentarian and shall advise the Presiding
33 Officer regarding questions concerning procedures and application of Robert's
34 Rules and these rules.
35
36 C. All questions of order shall be decided by the Presiding Officer of the Council with
37 the right of appeal to the Council by any member. Any decisions made by the
38 Presiding Officer may be overruled by a majority vote of the Council.
39

40 **Rule 2. Meeting Location & Time:** Repealed.

41
42 **Rule 3. Meetings Open to the Public:**
43

44 All meetings of the City Council shall be open to the public, except for executive sessions
45 authorized by Chapter 42.30 RCW (See Appendix C).
46

47 **Rule 4. Election of Officers:**
48

- 49 A. **At the first business meeting of the year**, the Council shall elect a Council President
50 to serve at the pleasure of the Council for a term of one year[†] who shall serve as
51 Mayor Pro-Tem in the absence of the Mayor. The duties and responsibilities of the
52 Council President shall be determined by the Council (See Rule #22). ~~Currently the~~
53 ~~Council President is elected at the first Business Meeting of each new calendar year~~
54 ~~for a term of one year.~~
55
- 56 B. **At the first business meeting of the year**, the Council shall **also** elect a Council Vice-
57 President to serve at the pleasure of the Council **for a term of one year**, who shall
58 serve as Mayor Pro-Tem in the absence of the Mayor and the Council President.
59 The Council Vice-President shall perform such other duties as the Council
60 President may direct. ~~Currently the Council Vice President is elected at the first~~
61 ~~Business Meeting of each new calendar year for a term of one year.~~
62
- 63 C. **(NEW)** While performing the duties of Mayor Pro-tem, Council President or Vice
64 President shall not have power to appoint or remove any officer, or to veto any acts
65 of the City Council.
66

67 **Rule 5. Presiding Officer:**
68

- 69 A. All meetings of the City Council shall be presided over by the Mayor or, in the
70 Mayor's absence, by the Mayor Pro-tem. If neither the Mayor nor the Mayor Pro-
71 tem is present at a meeting, the Vice President of the Council shall serve as
72 presiding officer. Service as Presiding Officer shall not abridge a councilmember's
73 right to vote upon all questions coming before the Council.
74
- 75 B. The Presiding Officer shall conduct meetings of the Council in accordance with the
76 law, Robert's Rules, and these rules. The Presiding Officer shall state all questions
77 coming before the Council and announce the decision of the Council on all subjects.
78
- 79 C. The Presiding Officer shall confine debate to the question under discussion,
80 preserve order and decorum and prevent personal attacks or attacks upon a
81 member's motives.
82

[†]LMC 2.11.010 provides **Remove the footnotes**

~~Biennially at the first meeting of a new Council, or periodically, the members thereof by majority vote may designate one of their number as Council President for such period as the Council may specify. (Ord. 2298, 2000)~~

LMC 2.11.020 provides:

~~The Council President shall hold office at the pleasure of the Council, and in the case of the absence or temporary disability of the Mayor, perform the duties of Mayor as Mayor Pro Tempore, except she/he shall not have power to appoint or remove any officer, or to veto any acts of the City Council. (Ord. 2298, 2000)~~

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Rule 6. Quorum:

The presence of a majority of the full Council shall constitute a quorum for the purpose of transacting business.

Rule 7. Special Council Meetings - Call & Notice - Limitation:

The Mayor, or any four (4) members of the Council, may call for a special meeting by providing ~~written~~ notice **via email and/or phone** specifying the subject of the meeting to each Councilmember and the Mayor at least twenty-four (24) hours before the time specified for the proposed meeting, except as otherwise provided by law. **The Council Executive Assistant shall confirm that all council members have been contacted and acknowledged receipt of the notice.** At a special meeting final action may be taken only on matters set out in the notice calling the meeting and on no other matters.

Rule 8. Council Meetings - Business & Work Session:

Regular business and work session meetings of the Council shall be held as provided in LMC 2.04.030 (~~See Appendix B~~). The third Wednesday work sessions shall be the preferred meeting time for presentations to the Council by individuals, agencies or groups that are not affiliated with the City.

Rule 9. Council Meetings - Agendas & Order of Business:

- A. The Council President and Vice President, in consultation with the Mayor **and his or her** the Mayor's designee, shall set the agenda for all Council meetings, provided the Council may amend the agenda in accordance with Robert's Rules, state law, and City ordinances and resolutions.
- B. The order of business for a regular business meeting shall be as follows:

10. Call to Order and Flag Salute

The Mayor shall call the meeting to order and then rotate the flag salute among the Councilmembers unless an individual has been invited to lead the flag salute by the Mayor.

20. Roll Call

30. Approval of Minutes

Minutes shall record what actually occurred at a meeting. Minutes may be amended only to conform them to what actually occurred. Minutes shall not include remarks made by individual councilmembers or written statements submitted by councilmembers during the Council Comment period (Item 80).

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The minutes of the meeting shall include but not be limited to the following:

- The place of the meeting;
- The time the meeting started and ended;
- Which councilmembers were present;
- The fact a quorum was present;
- Text of all main motions taken up by the council and their disposition (passed, failed, postponed, etc);
- If amendments were made, the final version of the motion as amended;
- Expressions of support for, dissent from or protest against any ordinance or resolution of the council, and the reasons given, by any councilmember.
- Any points of order that were made and their resolution; and
- If the council went into executive session, the time of entering, the topic of discussion as provided, any time extensions, and the time of leaving such session.

Details of amendments to motions and voting results on them shall not be included in the minutes. Withdrawn motions will ordinarily also not be included in the minutes.

Amendments to the minutes necessary to correct errors of fact may be made when approved by majority vote of the councilmembers present. The amendments are noted in the minutes of the meeting being corrected. The minutes of the meeting at which corrections are made shall state merely that, "the minutes were approved as corrected."

A councilmember's absence from a meeting does not prevent the member from participating in the correction or approval of the minutes for that meeting.

40. Messages and Papers from the Mayor

The Mayor may bring forward any matters deemed necessary to share with the Council and/or public. The Mayor may report on topics of interest to the Council as a whole, and may include a calendar of events, upcoming or on-going programs or projects, and other reports of a general nature. The Mayor's comments shall be limited to two (2) minutes, unless approval for more time is granted in advance by the Council President.

50. Citizen Comments and Communications

A. The Presiding Officer shall announce that all persons who wish to be heard shall be heard, on any topic pertaining to the city. When appropriate, the Presiding Officer may request a deferral of public

175 comment on a topic on the agenda to the time Council takes up the
176 matter.

177
178 B. The Presiding Officer shall request that all **persons** ~~of: (1) the~~
179 ~~requirement that each speaker~~ state their name and **zip code**. ~~(unless~~
180 ~~excused) and the subject matter of their comments before speaking;~~
181 ~~and (2) that all statements and testimony are being recorded.~~

182
183 C. In all cases, citizens signing-in and/or **raising their hand in zoom**
184 will be recognized first, and then those who seek recognition from
185 the audience will be recognized.

186
187 D. An individual citizen's comments shall be limited to three (3)
188 minutes, with no exceptions. A person providing comments as a
189 spokesperson for a group of citizens in the audience shall be limited
190 to five (5) minutes, with no exceptions. The Council Assistant shall
191 monitor the comment time and use a bell or other device to
192 communicate when the allotted time has been completed.

193
194 E. All remarks by citizens shall be addressed to the Council as a whole.
195 Any person making personal, impertinent, or slanderous remarks,
196 who becomes boisterous, threatening, or personally abusive, or
197 otherwise disrupts the conduct of the meeting while addressing the
198 Council may be requested by the Presiding Officer to leave the
199 meeting.

200
201 F. If a citizen makes a specific request for Council action, the Presiding
202 Officer shall inform the citizen that he or she must secure the support
203 of a Councilmember to serve as a sponsor for the proposed
204 legislation or other Council action. The sponsoring Councilmember
205 must secure the support of a second Councilmember before the item
206 can be scheduled for a work session.

207
208 G. Information will be available to the public at each meeting
209 summarizing these rules of procedure, including those concerning
210 public hearings.

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212 **60. Presentations and Proclamations**

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214 A proclamation by the Mayor and/or Council is defined as an official
215 declaration recognizing or promoting city-wide or special activities in the
216 City. Presentations are to include awards, plaques, certificates, grants,
217 recognition or other items or things, given to the public, to staff, to the
218 Council, to Councilmembers, or the "city" as a whole. The number of
219 presentations and proclamations will be at the discretion of Council
220 leadership, based on the anticipated workload for each meeting. The

221 presentations and proclamations will be limited to a reasonable time frame
222 (approximately five (5) minutes each), with a maximum of ~~six (6)~~ **three (3)**
223 presentations and proclamations per business meeting.
224

225 **70. Written Communications and Petitions**
226

227 The Mayor shall ask whether any written communications or petitions have
228 been received by the city staff or any Councilmember or whether any person
229 wishes to present written communications or petitions. **Business meeting**
230 **comments will not be read in public. The council assistant will summarize**
231 **the overall concepts for the mayor to read at the meeting.**
232

233 **80. Council Comments and Announcements**
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235 ~~Council comments provide an opportunity for Councilmembers to report on~~
236 ~~significant activities since the last regular meeting, to inquire on matters of~~
237 ~~general business, or to initiate investigation or action on a matter of concern.~~
238 A Councilmember's comments shall be limited to two (2) minutes, unless
239 ~~approval for~~ more time is granted ~~in advance~~ by the Council President.
240

241 **90. Business Items and Other Matters:**
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243 **90.1 Unanimous Consent Agenda:**
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245 A. The Council Leadership, in consultation with the Mayor ~~and~~
246 ~~other Councilmembers~~, shall place on the Unanimous
247 Consent Agenda matters that:
248

- 249 1. Have been previously discussed by the Council; or
- 250
- 251 2. Have been the subject of a memo previously included in
- 252 the council packet which does not need further explanation;
- 253 or
- 254
- 255 3. Are routine in nature and adoption is likely; or
- 256
- 257 4. Have been scheduled by the Council.
- 258

259 B. Items on the Unanimous Consent Agenda shall be adopted
260 by a non-debatable motion. Before requesting a motion to
261 adopt the Unanimous Consent Agenda the Councilmember
262 reading the Unanimous Consent Agenda shall ask if any
263 Councilmember wishes to have an item removed from the
264 agenda.
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266 C. Items removed by request shall be considered immediately

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after the Unanimous Consent Agenda., ~~as modified, is approved, before the next agenda item is considered. A Councilmember may request the item be heard later on the agenda by presenting specific reasons for the request and identifying where and when on the agenda the item should be considered.~~

- D. The Councilmember making the motion to adopt the Unanimous Consent Agenda shall read each matter on the agenda. After the motion is made, the Presiding Officer shall ask for unanimous consent to adopt the agenda as read, and
 - 1. If no objection is made, the Presiding Officer shall state, in substance, that the Unanimous Consent Agenda is adopted.
 - 2. If an objection is made, the Presiding Officer shall ask the member making the objection to identify the objectionable item(s) and each item shall be removed from the motion and placed immediately after the adoption of the Consent Agenda or later on the agenda under “100 New Business.”
 - 3. The Presiding Officer shall identify the items removed from the Unanimous Consent Agenda, and then ask if there is objection to adoption of the amended Unanimous Consent Agenda. This process shall be repeated until there is no objection or until no items remain on the Unanimous Consent Agenda.

90.2 Public Hearings & Quasi Judicial Proceeding

- A. Resolution 96-7 shall govern the conduct of public meetings and quasi judicial proceedings (See Appendix A).
- B. The Presiding Officer shall announce the procedures and sequence of steps of a public hearing or a quasi-judicial hearing at the beginning of each hearing.

~~**90.3 Other Business Items**~~

~~A sponsor or spokesperson A councilmember shall be recognized to initiate discussion of an additional business item.~~

100. New Business

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A. Any councilmember may, ~~as provided in Rule 15 D,~~ propose additional item(s) of new business. ~~If the item of new business is to be considered, the Council President, in consultation with the Mayor and other Councilmembers, shall schedule the new business matter for consideration at a work session, unless a majority schedules the matter otherwise.~~ The Council may consider and take immediate action on an item of new business proposed by a councilmember.

B. Any item of New Business not acted upon shall be held over to the next business meeting ~~as or, if time is not available, re-scheduled by the Council President, in consultation with the Mayor and other Councilmembers.~~

~~110. Adjournment~~

~~C. The foregoing order of business is a guideline and shall not limit the authority of the Council to change the order or manner in which the Council may elect to proceed with its business.~~

~~D. Recess: A meeting may be interrupted by the Presiding Officer or a majority of the Council for a recess for a stated period of time for any reason; provided that each meeting shall have at least one recess of 10 minutes near or after 8:30 p.m. A reminder of this provision shall be stated on each meeting agenda. Change to 7:30 or 8:00 now that meeting starts at 6 pm?~~

~~E. Work Session Agenda: Each work session agenda shall contain three parts: (1) a main section listing the items for discussion; (2) a section listing memorandums for action at the next regular business meeting; and (3) a section listing informational memorandums (FYI) to the Council.~~

Part II: Legislative Process, Debate, Decorum, Duties & Privileges of Members

Rule 10. Guidelines for the Purposes and Uses of Work Sessions & Workshops renumber

A. ~~The purpose of work sessions is for Councilmembers to discuss impending business, forthcoming programs or projects, or to receive information, and to allow informal discussions of items that might be acted upon.~~

B. A work session may be conducted in the form of a workshop to allow Councilmembers to do concentrated preliminary work on a single subject which may be time consuming or complex, and allow informal discussion.

- 358 C. ~~The Administration may request and the Council may provide direction to staff at~~
359 ~~Council meetings or task group meetings. Councilmembers may adopt a~~
360 ~~scheduling motion, indicate a consensus, or give an expression of guidance or~~
361 ~~direction on any matter so long as such action does not give or imply final action~~
362 ~~on such matter. A Councilmember's support or opposition to the action shall not~~
363 ~~be construed as limiting that member's full and complete consideration and vote on~~
364 ~~the matter, if and when, it comes before the City Council for "final action."~~
365
366 D. Under no circumstances shall any "final action" (as defined in Chapter 42.30 RCW)
367 be taken at any work session. ~~or work shop; provided, that the Council may take~~
368 ~~action authorized by LMC 2.04.040 (See Appendix B).~~
369

370 **Rule 11. Forms of Address:**

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372 The Mayor shall be addressed as "Mayor (surname)", "Your Honor" or "Mayor." The
373 Council President, when acting for the Mayor, shall be addressed as "Council President
374 (surname)." Members of the Council shall be addressed as "Councilmember (surname)."
375

376 **Rule 12. Proposed Drafts - Ordinances, Resolutions and Motions:**

377
378 Ordinances, resolutions, and motions, may be proposed by the Administration or by
379 Councilmembers. Such ordinances, resolutions, and motions may identify the originator(s)
380 or sponsor(s) of the proposal. Ordinances shall be assigned a number upon a motion for
381 final adoption.
382

383 **Rule 13. Journal of Proceedings, Sponsors, Dissents & Proteets:**

384
385 ~~A. The Finance Director as City Clerk (check still accurate? Check the charter) shall~~
386 ~~keep a correct journal of all proceedings. At the request of any Councilmember a~~
387 ~~roll call vote shall be taken on any question and entered in the journal. The journal~~
388 ~~shall show the maker and the second of each motion.~~
389

390 ~~B. Any Councilmember shall have the right to express support for, dissent from, or~~
391 ~~protest against, any ordinance or resolution of the Council and have the reason(s)~~
392 ~~therefore entered in the minutes. The member may prepare a brief written statement~~
393 ~~consistent with oral comments made during the council meeting and have them~~
394 ~~attached to proposed official meeting minutes.~~
395

396 **Rule 13. Debate & Decorum:**

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398 A. ~~Order.~~ No member shall speak more than once until all members seeking
399 recognition have spoken.
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401 B. ~~Recognition to Speak. All persons wanting to speak to the Council,~~
402 ~~including Councilmembers, shall not address the Council until they have~~
403 ~~first been recognized to speak by the Presiding Officer.~~

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- ~~C. Questioning. Any member of the Council shall have the right to ask questions of any individual or staff member on matters germane to the issue before the Council. RENUMBER~~
- D. ~~Decorum. Members of the Council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor.~~ Councilmembers shall not engage in contemptuous or disorderly behavior, discuss or comment on personalities, or indulge in derogatory remarks. ~~or insinuations in respect to any other councilmember or any member of the staff or public, but shall at all times confine their remarks to those facts which are germane and relevant, as determined by the Presiding Officer, to the question or matter under discussion.~~
- E. ~~Information Requests. A Councilmember may seek clarification or additional information before voting on an issue. If a request would delay consideration of the matter to another date, approval of the majority of the Councilmembers present is required.~~
- F. ~~Transgression. The Council has power under state law to impose punishment on its members for violation of state law or Council rules: provided that the Council cannot remove a Councilmember from office. Consequences may include a verbal admonition, written reprimand, censure, removal from the meeting at which the conduct is occurring, removal of the Councilmember from Council committee chair positions or committee membership, or removal from intergovernmental duties or assignments, based on the affirmative vote or a majority of the Council. Removal for such behavior in the Council's presence shall require the affirmative vote of a majority of the Council, specifying in the order of removal the cause thereof.~~
- G. ~~Challenge to Ruling. Any member of the Council shall have the right to challenge any action or ruling of the Presiding Officer, or member, as the case may be, in which case the decision of the majority of the Councilmembers present shall govern.~~

Rule 15. Motions:

- A. A motion that does not receive a second dies; provided that nominations, ~~withdrawal of an unamended motion~~, or a request for a roll call vote do not need a second.
- B. After a motion and second are made, the Presiding Officer shall identify the maker of the motion and the member who seconded the motion and state the motion before the Council.

- 450 C. The maker of the motion shall be recognized to speak first in the discussion of
 451 the motion and be entitled to speak last to close debate,
 452
 453 D. New motions proposing projects expected to involve significant Council or
 454 staff time shall be presented only during the New Business section of
 455 regularly scheduled business meetings or at a work session. The sponsor shall
 456 have two minutes to persuade at least two additional Councilmembers to
 457 proceed; otherwise, no action shall be taken.
- 458 E. When a project proposal is granted, the Councilmember making the proposal
 459 shall submit to the Council President a **written description** of the proposal
 460 within ~~15~~ **7** days. **of the proposal being approved or as otherwise determined**
 461 **by the Council President.** After the written description of the proposal has
 462 been received, the Council President, ~~an approved item~~ shall ~~be~~ **scheduled** ~~the~~
 463 ~~item~~ for discussion at a work session ~~by the Council President, who shall~~
 464 ~~make every effort to schedule the item~~ within 45 days. **from the receipt of the**
 465 **written description of the proposal.**

466 **Rule 16. Voting:** Votes during a regular council business meeting shall be held as follows:

- 467
 468 A. Votes shall initially be by voice vote, except that votes on any motion to
 469 approve an ordinance shall be by roll call. If the Presiding Officer is in
 470 doubt, the Presiding Officer may call for a show of hands. Any
 471 Councilmember may supersede a voice vote by requesting a roll call vote.
 472
 473 B. The order of a roll call vote shall be rotated to ensure that council members
 474 are called in a random order each time. **alphabetically by last name after**
 475 **each roll call vote.**
 476
 477 C. Each member present must vote on all questions put to the Council except
 478 as to matters in which such Councilmember has a **prohibited personal**
 479 **financial interest, or is otherwise precluded by law.** ~~A Councilmember who~~
 480 ~~is silent or abstains from voting shall be noted as an abstention and shall not~~
 481 ~~be counted as either a yea or a nay vote.~~
 482
 483 D. Councilmembers excused from voting on a question must leave the room
 484 before any hearings or discussion. ~~(Only Councilmembers excused from~~
 485 ~~voting on a question by their fellow members may leave the room and then~~
 486 ~~return to participate in further council action and not have their absence~~
 487 ~~counted as “nay” vote.~~
 488
 489 E. **In case of a tie vote, the Mayor may choose to: (1) cast a vote and break the**
 490 **tie, “yea” or “nay”;** or (2) not vote and the vote will fail. The Mayor shall
 491 not cast a vote if the matter to be decided involves:
 492

- 493 1. Adoption of any ordinance; or
494 2. A resolution to spend money; or
495 3. The granting or revocation of a franchise or a license; or
496 4. Any motion for approval of vouchers, payments, claims or payroll.
497

498 **Rule 17. Task Groups and Committee of the Whole:**
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500 A. Task Groups:
501

- 502 1. The Council President, in consultation with the Council, may
503 appoint ~~an ad-hoc~~ task group as may be appropriate, to consider any
504 matter that requires special study before the matter is reviewed by
505 the Council. All appointments shall occur at a Council meeting.
506 The Administration may request the creation of a task group.
507
- 508 2. Each task group shall have a chairperson **who is a council member**
509 **and at least two other members which includes at least one other**
510 **council member**, who shall be appointed by the Council President
511 after consultation with the Council. Each task group shall have an
512 assigned task and date for delivery of a written report to Council.
513
- 514 3. **The** task group chair shall:
515 a. Schedule, set the agenda, determine a location and make
516 other necessary arrangement for task group meetings.
517 b. Preside over the meeting and business of the task group.
518 c. Write up a report or explanation to accompany any action or
519 recommendation of the task group and include both majority
520 and minority reports **and share with all council members.**
521 ~~d. Be the designated "manager" for each task group business~~
522 ~~item that comes before the full City Council, which includes~~
523 ~~"presenting the issue" to the Council in coordination with~~
524 ~~staff or other Councilmembers.~~
525 ~~e. Advise, consult and cooperate with the Council President on~~
526 ~~scheduling meetings and action within the task group.~~
- 527
- 528 4. Under no circumstances shall any "final action" ~~(as defined in~~
529 ~~Chapter 42.30 RCW)~~ be taken at any task group meeting.
530
- 531 5. ~~Consideration by City Council—Council President Authority: The~~
532 ~~Council President, in consultation with the Mayor and other~~
533 ~~Councilmembers, may schedule for "discussion purposes only" any~~
534 ~~item under consideration by task group at any regular full council~~
535 ~~meeting.~~
536

537 6. ~~Consideration by City Council—Council Authority:~~ A task group
538 may be relieved of its responsibility by the Council. Thereafter, the
539 Council may conduct deliberation, consideration, and take—"final
540 action"—thereon, or otherwise make an appropriate disposition
541 thereof.
542

543 **Rule 18. Finance Committee:**
544

545 A. **The Finance** Committee of the Lynnwood City Council is hereby established and
546 created. The Committee shall operate according to the following rules and
547 procedures, and have the following rights and responsibilities:
548

549 Membership.

- 550 1. The Committee shall consist of three Councilmembers appointed by the
551 Council President in consultation with the members of the City Council.
- 552 2. The appointments shall be made at the first business meeting of every even
553 numbered year and shall be for a term of two years provided that appointments
554 may be made for a shorter term in order to fill a vacancy.
- 555 3. The members of the Committee shall at least annually at their first meeting of
556 the year select a chair who shall be one of the three Committee members.
557

558 Meetings.

- 559 1. The Committee shall meet in regular session at least monthly. Once
560 membership is established at the start of the year, the members of the
561 Committee shall prepare and present an ordinance or resolution to the Council
562 establishing the dates and times of the Committee's monthly meetings for the
563 year.
- 564 2. Additional meetings may be scheduled by majority vote of the Committee
565 members at a regular Committee meeting or by passage of a scheduling motion
566 at a business or work session of the City Council.
- 567 3. The meetings shall be presided over by the Committee chair and operate
568 according to all Council rules governing work sessions and work committees
569 unless otherwise noted in this resolution. In the absence of the Committee chair,
570 the Committee shall choose a presiding officer from the remaining members.
571
- 572 4. All meetings shall be open to the public.

573 Area of Responsibility.

574 ~~The Committee is charged with the responsibility to review and report its~~
575 ~~recommendations on the biennial budget and mid-biennial budget amendments, and~~
576 ~~to this end may hold public hearings.~~

- 577 1. The Committee shall receive monthly financial reports from the Administration
578 and shall work with the Administration as to the content and presentation format
579 of those reports to the Council.
- 580 2. The Committee shall be responsible for creating and submitting the Legislative
581 Department Budget to the Council for their review and adoption, and also

582 responsible for monitoring and reporting to the Council on the implementation
583 of that budget on a periodic basis.

584 ~~3. The Committee shall incorporate and execute all the duties and responsibilities~~
585 ~~of the City of Lynnwood's Audit and Insurance Committee pursuant to any~~
586 ~~requirements of state law or the Lynnwood Municipal Code.~~

587 ~~4. The Committee shall also consider and report on such other financial matters as~~
588 ~~may from time to time be referred to it by a majority of the Council present.~~

589 **Rule 19. Reconsideration:**

590
591 ~~A. Motions to reconsider any action must be made (1) by a member who voted with the~~
592 ~~prevailing position and (2) at the next succeeding regular business meeting of the~~
593 ~~Council, as defined by LMC 2.04.010 (See Appendix B). Before a vote may be taken on~~
594 ~~the reconsideration motion, the sponsor and maker of the motion shall state specifically~~
595 ~~the reasons for requiring reconsideration and shall also state specifically the portions or~~
596 ~~parts of the matter sought to be reconsidered. Upon passage of a motion for~~
597 ~~reconsideration, the subject matter is returned to the table anew for any action the~~
598 ~~Council deems advisable, provided that any deliberation shall occur at the business~~
599 ~~meeting following passage of the reconsideration motion, unless a majority of the~~
600 ~~Council schedules the reconsidered matter otherwise.~~

601
602 ~~A. If a motion has been either adopted or defeated during a meeting, and at least one member~~
603 ~~who voted on the prevailing side wants to have a vote reconsidered, such a member may~~
604 ~~make the motion to "reconsider "at the current or next business meeting. This motion can~~
605 ~~only be made by a member who voted on the prevailing side.~~

606 ~~B. No motion to reconsider an adopted quasi-judicial written decision shall be allowed~~
607 ~~after the close of the meeting at which the written findings and conclusions were~~
608 ~~adopted.~~

610 **Rule 20. Audio and Video Recordings of Meetings:**

611
612 ~~A. All regular business meetings shall be recorded by audio and video devices. Regular~~
613 ~~work sessions shall be recorded by audio devices. Special business meetings and~~
614 ~~special work sessions may be recorded by audio and/or video devices, as scheduled~~
615 ~~by the Council President, or a majority of the Council.~~

616
617 **Rule 21. Other General Provisions:**

618
619 ~~A. All proposals submitted to the Council shall have line numbers and page numbers~~
620 ~~printed on them, and if the proposal involves amending the existing language of~~
621 ~~another document, then the "strike through" and "underline" amendatory format~~
622 ~~shall be used for words being removed, or added, respectively.~~
623

624 B. Except for good cause, staff shall not distribute handouts of written materials at a
625 council meeting at which they are to be considered. Handouts from persons
626 testifying at hearings or public meetings, or staff information provided in response
627 to matters raised at a public hearing or public meeting, shall be accepted in
628 accordance with rules applicable to those proceedings.
629

630 **Rule 22. Responsibilities of Council President:**
631

632 A. In January of each calendar year, the Council elects one of its members to serve as the
633 Council President for the current year. A Vice President is also selected. Both serve at
634 the Council's discretion.

635 B. Overview of Responsibilities:

- 636 1. Drafts the meeting dates' calendar for the current year.
- 637 2. Maintains a 90-day Council work calendar (sample attached).
- 638 3. Determines Business Meeting Agenda in consultation with Administration (sample
639 attached)
- 640 4. Appoints Council liaisons to various boards and commissions
- 641 5. Coordinates retreats and special meetings for Council
- 642 6. Writes correspondence on behalf of the Council
- 643 7. Serves as primary spokesperson for communication with Mayor's office
- 644 8. Acts as Mayor Pro-Tem in absence of Mayor at business meetings and work sessions
- 645 9. Forms Task Groups for specific projects
- 646 10. Provides updates to Council on issues of concern
- 647 11. Represents Council at various public functions
- 648 12. Sees that the Council abides by its own rules
- 649 13. Supervises the Council Executive Assistant

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**CITY OF LYNNWOOD
COUNCIL RULES OF PROCEDURE**

Adopted by Resolution No. 2008-11, as amended by Resolution No. 2011-16, Resolution No. 2012-01, Resolution No. 2012-05, Resolution No. 2015-04, Resolution No. 2016-16 and Resolution No. 2020-07.

Section 1.

- A. Rules -- Adopted. The City Council adopts as the governing rules of procedure and order of business of the City Council of the City of Lynnwood the rules set forth herein.
- B. Rules -- Application. These rules apply to and shall govern all meetings of the City Council, regardless of how styled; provided, however, that quasi-judicial proceedings of the Council shall be governed by rules and procedures established by Resolution No. 96-7.

Section 2. Rules of Procedure of the City Council of the City of Lynnwood.

Part I: General provisions

Rule 1. General Rules of Procedure:

- A. All meetings of the City Council shall be conducted according to the most current edition of Robert's Rules of Order Newly Revised; provided that Robert's Rules shall be superseded to the extent they conflict with state law, local ordinances or resolutions, or these rules. The suspension of any special rule set forth herein as permitted by Robert's Rules shall not be considered a conflict with these rules.
- B. The City Attorney shall serve as parliamentarian and shall advise the Presiding Officer regarding questions concerning procedures and application of Robert's Rules and these rules.
- C. All questions of order shall be decided by the Presiding Officer of the Council with the right of appeal to the Council by any member. Any decisions made by the Presiding Officer may be overruled by a majority vote of the Council.

Rule 2. Meeting Location & Time: Repealed.

Rule 3. Meetings Open to the Public:

All meetings of the City Council shall be open to the public, except for executive sessions authorized by Chapter 42.30 RCW.

47 **Rule 4. Election of Officers:**

48
49 A. At the first business meeting of the year, the Council shall elect a Council
50 President to serve at the pleasure of the Council for a term of one year who
51 shall serve as Mayor Pro-Tem in the absence of the mayor. The duties and
52 responsibilities of the Council President shall be determined by the Council
53 (See Rule #2).

54
55 B. At the first business meeting of the year, the Council shall also elect a Council
56 Vice-President to serve at the pleasure of the Council for a term of one year,
57 who shall serve as Mayor Pro-Tem in the absence of the Mayor and the Council
58 President. The Council Vice-President shall perform such other duties as the
59 Council President may direct.

60
61 C. While performing the duties of Mayor Pro-tem, Council President or Vice
62 President shall not have power to appoint or remove any officer, or to veto any
63 acts of the City Council.

64
65 **Rule 5. Presiding Officer:**

66
67 A. All meetings of the City Council shall be presided over by the mayor or, in the
68 mayor's absence, by the Mayor Pro-tem. If neither the mayor nor the Mayor
69 Pro-tem is present at a meeting, the Vice President of the Council shall serve
70 as presiding officer. Service as Presiding Officer shall not abridge a council
71 member's right to vote upon all questions coming before the Council.

72
73 B. The Presiding Officer shall conduct meetings of the Council in accordance with
74 the law, Robert's Rules, and these rules. The Presiding Officer shall state all
75 questions coming before the Council and announce the decision of the Council
76 on all subjects.

77
78 C. The Presiding Officer shall confine debate to the question under discussion,
79 preserve order and decorum and prevent personal attacks or attacks upon a
80 member's motives.

81
82 **Rule 6. Quorum:**

83
84 The presence of a majority of the full Council shall constitute a quorum for the
85 purpose of transacting business.

86
87 **Rule 7. Special Council Meetings - Call & Notice - Limitation:**

88
89 The mayor, or any four (4) members of the Council, may call for a special meeting
90 by providing notice via email and/or phone specifying the subject of the meeting to
91 each Council member and the Mayor at least twenty-four (24) hours before the
92 time specified for the proposed meeting, except as otherwise provided by law. The

93 Council Executive Assistant shall confirm that all council members have been
94 contacted and acknowledged receipt of the notice. At a special meeting final action
95 may be taken only on matters set out in the notice calling the meeting and on no
96 other matters.
97

98 **Rule 8. Council Meetings - Business & Work Session:**
99

100 Regular business and work session meetings of the Council shall be held as
101 provided in LMC 2.04.030. The third Wednesday work sessions shall be the
102 preferred meeting time for presentations to the Council by individuals, agencies or
103 groups that are not affiliated with the City.
104

105 **Rule 9. Council Meetings - Agendas & Order of Business:**
106

107 A. The Council President and Vice President, in consultation with the Mayor and
108 the Mayor's designee, shall set the agenda for all Council meetings, provided
109 the Council may amend the agenda in accordance with Robert's Rules, state
110 law, and City ordinances and resolutions.
111

112 B. The order of business for a regular business meeting shall be as follows:
113

114 **10. Call to Order and Flag Salute**
115

116 The mayor shall call the meeting to order and then rotate the flag salute
117 among the council members unless an individual has been invited to lead
118 the flag salute by the mayor.
119

120 **20. Roll Call**
121

122 **30. Approval of Minutes**
123

124 Minutes shall record what actually occurred at a meeting. Minutes may be
125 amended only to conform them to what actually occurred. Minutes shall not
126 include remarks made by individual council members or written statements
127 submitted by council members during the Council Comment period (Item
128 80).
129

130 The minutes of the meeting shall include but not be limited to the following:

- 131 • The place of the meeting;
- 132 • The time the meeting started and ended;
- 133 • Which council members were present;
- 134 • The fact a quorum was present;
- 135 • Text of all main motions taken up by the council and their disposition
136 (passed, failed, postponed, etc.);

- 137
- 138
- 139
- 140
- 141
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- 143
- 144
- 145
- If amendments were made, the final version of the motion as amended;
 - Expressions of support for, dissent from or protest against any ordinance or resolution of the council, and the reasons given, by any council member.
 - Any points of order that were made and their resolution; and
 - If the council went into executive session, the time of entering, the topic of discussion as provided, any time extensions, and the time of leaving such session.

146

147

148

Details of amendments to motions and voting results on them shall not be included in the minutes. Withdrawn motions will ordinarily also not be included in the minutes.

149

150

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152

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154

Amendments to the minutes necessary to correct errors of fact may be made when approved by majority vote of the council members present. The amendments are noted in the minutes of the meeting being corrected. The minutes of the meeting at which corrections are made shall state merely that, "the minutes were approved as corrected."

155

156

157

158

A council member's absence from a meeting does not prevent the member from participating in the correction or approval of the minutes for that meeting.

159

160

40. Messages and Papers from the Mayor

161

162

163

164

165

166

167

168

The mayor may bring forward any matters deemed necessary to share with the Council and/or public. The mayor may report on topics of interest to the Council as a whole, and may include a calendar of events, upcoming or on-going programs or projects, and other reports of a general nature. The mayor's comments shall be limited to two (2) minutes unless approval for more time is granted in advance by the Council President.

169

170

50. Citizen Comments and Communications

171

172

173

174

175

A. The Presiding Officer shall announce that all persons who wish to be heard shall be heard, on any topic pertaining to the city. When appropriate, the Presiding Officer may request a deferral of public comment on a topic on the agenda to the time Council takes up the matter.

176

177

B. The Presiding Officer shall request that all persons state their name and zip code.

- 178 C. In all cases, citizens signing-in and/or raising their hand in zoom will
179 be recognized first, and then those who seek recognition from the
180 audience will be recognized.
- 181 D. An individual citizen's comments shall be limited to three (3)
182 minutes, with no exceptions. A person providing comments as a
183 spokesperson for a group of citizens in the audience shall be
184 limited to five (5) minutes, with no exceptions. The Council
185 Assistant shall monitor the comment time and use a bell or other
186 device to communicate when the allotted time has been completed.
- 187 E. All remarks by citizens shall be addressed to the Council as a whole. Any
188 person making personal, impertinent, or slanderous remarks, who
189 becomes boisterous, threatening, or personally abusive, or otherwise
190 disrupts the conduct of the meeting while addressing the Council may be
191 requested by the Presiding Officer to leave the meeting.
- 192 F. If a citizen makes a specific request for Council action, the Presiding
193 Officer shall inform the citizen that he or she must secure the support of a
194 council member to serve as a sponsor for the proposed legislation or
195 other Council action. The sponsoring council member must secure the
196 support of a second council member before the item can be scheduled for
197 a work session.
- 198 G. Information will be available to the public at each meeting
199 summarizing these rules of procedure, including those concerning
200 public hearings.
201

202 **60. Presentations and Proclamations**

203
204 A proclamation by the mayor and/or Council is defined as an official
205 declaration recognizing or promoting city-wide or special activities
206 in the City. Presentations are to include awards, plaques,
207 certificates, grants, recognition or other items or things, given to the
208 public, to staff, to the Council, to council members, or the "city" as a
209 whole. The number of presentations and proclamations will be at
210 the discretion of Council leadership, based on the anticipated
211 workload for each meeting. The presentations and proclamations
212 will be limited to a reasonable time frame (approximately five (5)
213 minutes each), with a maximum of three (3) presentations and
214 proclamations per business meeting.
215

216 **70. Written Communications and Petitions**

217
218 The mayor shall ask whether any written communications or
219 petitions have been received by the city staff or any Council
220 member or whether any person wishes to present written

221 communications or petitions. Business meeting comments will not
222 be read in public. The council assistant will summarize the overall
223 concepts for the mayor to read at the meeting.

224
225 **80. Council Comments and Announcements**

226 A Council member's comments shall be limited to two (2) minutes
227 unless more time is granted by the Council President.

228
229 **90. Business Items and Other Matters:**

230
231 **90.1 Unanimous Consent Agenda:**

232
233 A. The Council Leadership, in consultation with the mayor, shall
234 place on the Unanimous Consent Agenda matters that:

- 235
236 1. Have been previously discussed by the Council; or
237
238 2. Have been the subject of a memo previously included in
239 the council packet which does not need further
240 explanation; or
241
242 3. Are routine in nature and adoption is likely; or
243
244 4. Have been scheduled by the Council.

245
246 B. Items on the Unanimous Consent Agenda shall be adopted
247 by a non-debatable motion. Before requesting a motion to
248 adopt the Unanimous Consent Agenda the council member
249 reading the Unanimous Consent Agenda shall ask if any
250 Council member wishes to have an item removed from the
251 agenda.

252
253 C. Items removed by request shall be considered immediately
254 after the Unanimous Consent Agenda.

255
256 D. The council member making the motion to adopt the
257 Unanimous Consent Agenda shall read each matter on the
258 agenda. After the motion is made, the Presiding Officer shall
259 ask for unanimous consent to adopt the agenda as read, and

- 260
261 1. If no objection is made, the Presiding Officer shall state,
262 in substance, that the Unanimous Consent Agenda is
263 adopted.
264
265 2. If an objection is made, the Presiding Officer shall ask
266 the member making the objection to identify the

267 objectionable item(s) and each item shall be removed
268 from the motion and placed immediately after the
269 adoption of the Consent Agenda or later on the agenda
270 under "100 New Business."

271
272 3. The Presiding Officer shall identify the items removed
273 from the Unanimous Consent Agenda, and then ask if
274 there is objection to adoption of the amended Unanimous
275 Consent Agenda. This process shall be repeated until
276 there is no objection or until no items remain on the
277 Unanimous Consent Agenda.
278

279 **90.2 Public Hearings & Quasi-Judicial Proceeding**

280
281 A. Resolution 96-7 shall govern the conduct of public
282 meetings and quasi-judicial proceedings.
283

284 B. The Presiding Officer shall announce the procedures
285 and sequence of steps of a public hearing or a quasi-
286 judicial hearing at the beginning of each hearing.
287

288 **100. New Business**

289
290 A. Any council member may propose additional item(s) of new
291 business. The Council may consider and take immediate
292 action on an item of new business proposed by a council
293 member.

294 B. Any item of New Business not acted upon shall be held over to
295 the next business meeting.

296 **Rule 10. Guidelines for the Purposes and Uses of Work Sessions & Workshops**

297
298 A. A work session may be conducted in the form of a workshop to allow Council
299 members to do concentrated preliminary work on a single subject which may
300 be time consuming or complex and allow informal discussion.

301
302 B. Under no circumstances shall any "final action" (as defined in Chapter 42.30
303 RCW) be taken at any work session. or workshop; provided, that the Council
304 may take action authorized by LMC 2.04.040.

305 **Rule 11. Forms of Address:**

306
307 The mayor shall be addressed as "Mayor (surname)", "Your Honor" or "Mayor."
308 The Council President, when acting for the mayor, shall be addressed as "Council

309 President (surname)." Members of the Council shall be addressed as "Council
310 member (surname)."
311

312 **Rule 12. Proposed Drafts - Ordinances, Resolutions and Motions:**
313

314 Ordinances, resolutions, and motions may be proposed by the Administration or
315 by council members. Such ordinances, resolutions, and motions may identify the
316 originator(s) or sponsor(s) of the proposal. Ordinances shall be assigned a
317 number upon a motion for final adoption.
318

319 **Rule 13. Debate & Decorum:**
320

321 A. No member shall speak more than once until all members seeking recognition
322 have spoken.

323 B. Council members shall not engage in contemptuous or disorderly behavior,
324 discuss, or comment on personalities, or indulge in derogatory remarks.

325 C. The Council has power under state law to impose punishment on its members
326 for violation of state law: provided that the Council cannot remove a council
327 member from office.

328 D. Any member of the Council shall have the right to challenge any action or
329 ruling of the Presiding Officer.

330
331 **Rule 14. Motions:**
332

333 A. A motion that does not receive a second dies, provided that nominations or a
334 request for a roll call vote do not need a second.

335 B. After a motion and second are made, the Presiding Officer shall identify the
336 maker of the motion and the member who seconded the motion and state the
337 motion before the Council.

338 C. The maker of the motion shall be recognized to speak first in the discussion of
339 the motion and be entitled to speak last to close debate,

340 D. New motions proposing projects expected to involve significant Council or
341 staff time shall be presented only during the New Business section of
342 regularly scheduled business meetings or at a work session. The sponsor
343 shall have two minutes to persuade at least two additional council members
344 to proceed; otherwise, no action shall be taken.

345 E. When a project proposal is granted, the council member making the proposal
346 shall submit to the Council President a **written description** of the proposal
347 within 7 days. of the proposal being approved. After the written description of

348 the proposal has been received, the Council President shall schedule the item
349 for discussion at a work session within 45 days.

350
351 **Rule 15. Voting:**

352 Votes during a regular council business meeting shall be held as follows:

- 353
- 354 A. Votes shall initially be by voice vote, except votes on any motion to approve an
355 ordinance shall be by roll call. If the Presiding Officer is in doubt, the Presiding
356 Officer may call for a show of hands. Any council member may supersede a
357 voice vote by requesting a roll call vote.
- 358 B. The order of a roll call vote shall be rotated to ensure that council members
359 are called in a random order each time.
- 360 C. Each member present must vote on all questions put to the Council except as
361 to matters in which such council member has a prohibited personal financial
362 interest or is otherwise precluded by law. A council member who abstains
363 from voting shall be noted as an abstention and shall not be counted as either
364 a yea or a nay vote.
- 365 D. Council members excused from voting on a question must leave the room
366 before any hearings or discussion.
- 367
- 368 E. In case of a tie vote, the mayor may choose to: (1) cast a vote and break the
369 tie or (2) not vote and the vote will fail. The mayor shall not cast a vote if the
370 matter to be decided involves:
- 371 1. Adoption of any ordinance; or
372 2. A resolution to spend money; or
373 3. The granting or revocation of a franchise or a license; or
374 4. Any motion for approval of vouchers, payments, claims or payroll.
375

376 **Rule 16. Task Groups and Committee of the Whole:**

377

378 A. Task Groups:

- 379
- 380 1. The Council President, in consultation with the Council, may appoint task
381 group as may be appropriate, to consider any matter that requires special
382 study before the matter is reviewed by the Council. All appointments shall
383 occur at a Council meeting. The Administration may request the creation
384 of a task group.
385
- 386 2. Each task group shall have a chairperson who is a council member and at
387 least two other members which includes at least one other council member,
388 who shall be appointed by the Council President after consultation with the

389 Council. Each task group shall have an assigned task and date for delivery
390 of a written report to Council.

- 391
- 392 3. The task group chair shall:
- 393 a. Schedule, set the agenda, determine a location, and make other
394 necessary arrangement for task group meetings.
- 395 b. Preside over the meeting and business of the task group.
- 396 c. Write up a report or explanation to accompany any action or
397 recommendation of the task group and include both majority and
398 minority reports and share with all council members.
- 399 4. Under no circumstances shall any "final action be taken at any task
400 group meeting.
- 401 5. A task group may be relieved of its responsibility by the Council.
402 Thereafter, the Council may conduct deliberation, consideration, and take
403 final action thereon, or otherwise make an appropriate disposition thereof.
404

405 **Rule 17. Finance Committee:**

- 406
- 407 A. The Finance Committee of the Lynnwood City Council is hereby established
408 and created. The Committee shall operate according to the following rules
409 and procedures, and have the following rights and responsibilities:

410

411 **Membership.**

- 412 1. The Committee shall consist of three council members appointed by the
413 Council President in consultation with the members of the City Council.
- 414 2. The appointments shall be made at the first business meeting of every
415 even numbered year and shall be for a term of two years provided that
416 appointments may be made for a shorter term in order to fill a vacancy.
- 417 3. The members of the Committee shall at least annually at their first
418 meeting of the year select a chair who shall be one of the three
419 Committee members.

420

421 **Meetings.**

- 422 1. The Committee shall meet in regular session at least monthly. Once
423 membership is established at the start of the year, the members of the
424 Committee shall prepare and present an ordinance or resolution to the
425 Council establishing the dates and times of the Committee's monthly
426 meetings for the year.
- 427 2. Additional meetings may be scheduled by majority vote of the
428 Committee members at a regular Committee meeting or by passage of
429 a scheduling motion at a business or work session of the City Council.
- 430 3. The meetings shall be presided over by the Committee chair and
431 operate according to all Council rules governing work sessions and work
432 committees unless otherwise noted in this resolution. In the absence of

433 the Committee chair, the Committee shall choose a presiding officer
434 from the remaining members.
435 4. All meetings shall be open to the public.

436
437 **Area of Responsibility.**

- 438 1. The Committee shall receive monthly financial reports from the
439 Administration and shall work with the Administration as to the content
440 and presentation format of those reports to the Council.
- 441 2. The Committee shall be responsible for creating and submitting the
442 Legislative Department Budget to the Council for their review and
443 adoption, and responsible for monitoring and reporting to the Council on
444 the implementation of that budget on a periodic basis.

445 **Rule 18. Reconsideration:**

- 446
- 447 A. If a motion has been either adopted or defeated during a meeting, and at
448 least one member who voted on the prevailing side wants to have a vote
449 reconsidered, such a member may make the motion to “reconsider “at the
450 current or next business meeting.
- 451 B. No motion to reconsider an adopted quasi-judicial written decision shall be
452 allowed after the close of the meeting at which the written findings and
453 conclusions were adopted.

454

455 **Rule 19. Audio and Video Recordings of Meetings:**

- 456
- 457 A. All regular business meetings shall be recorded by audio and video devices.
458 Regular work sessions shall be recorded by audio devices. Special business
459 meetings and special work sessions may be recorded by audio and/or video
460 devices, as scheduled by the Council President, or a majority of the Council.

461

462 **Rule 20. Other General Provisions:**

- 463
- 464 A. All proposals submitted to the Council shall have line numbers and page
465 numbers printed on them, and if the proposal involves amending the existing
466 language of another document, then the "strike through" and "underline"
467 amendatory format shall be used for words being removed, or added,
468 respectively.
- 469 B. Except for good cause, staff shall not distribute handouts of written materials at a
470 council meeting at which they are to be considered. Handouts from persons
471 testifying at hearings or public meetings, or staff information provided in response

472 to matters raised at a public hearing or public meeting, shall be accepted in
473 accordance with rules applicable to those proceedings.

474 **Rule 21. Responsibilities of Council President:**

475
476 A. In January of each calendar year, the Council elects one of its members to serve
477 as the Council President for the current year. A Vice President is also selected.
478 Both serve at the Council's discretion.

479 B. Overview of Responsibilities:

- 480 1. Drafts the meeting dates' calendar for the current year.
- 481 2. Maintains a 90-day Council work calendar (sample attached).
- 482 3. Determines Business Meeting Agenda in consultation with Administration
483 (sample attached)
- 484 4. Appoints Council liaisons to various boards and commissions
- 485 5. Coordinates retreats and special meetings for Council
- 486 6. Writes correspondence on behalf of the Council
- 487 7. Serves as primary spokesperson for communication with Mayor's office
- 488 8. Acts as Mayor Pro-Tem in absence of Mayor at business meetings and work
489 sessions
- 490 9. Forms Task Groups for specific projects
- 491 10. Provides updates to Council on issues of concern
- 492 11. Represents Council at various public functions
- 493 12. Sees that the Council abides by its own rules
- 494 13. Supervises the Council Executive Assistant

End of Document

CITY COUNCIL 4.B
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Discussion of proposed Contract Award - Community Recovery Center Design Services

DEPARTMENT CONTACT: Cathy Robinson, Executive Office

SUMMARY:

The City desires to build a Community Recovery Center on the site of the Community Justice Center.

PRESENTER:

James Nelson, Police Chief; Michelle Meyer, Finance Director; Cathy Robinson, Interim Procurement Manager

ESTIMATED TIME:

30

BACKGROUND:

In August 2021, a task force was formed to evaluate the possibility of locating a Community Recovery Center on the site of the Community Justice Center. The task force objective was to review the Community Justice Center plans to see if there was a way to incorporate more health and mental health services without changing the original design footprint. Focus was on the jail space and number of beds verse health services. At the September 7, 2021, Council Workshop, Chief Nelson, and Representative Davis presented the findings from the task force.

SUGGESTED ACTION:

Authorize the Mayor to execute a contract with Mackenzie Engineering, Inc. in the amount of \$1,697,802.00 for design services related to the Community Recovery Center.

PREVIOUS COUNCIL ACTIONS:

On September 13, 2021, by motion, Council award a construction contract to build the Community Justice Center. At this same meeting, Council passed Resolution 21-06 to build a Community Recovery Center on the site of the Community Justice Center.

FUNDING:

Funding for the Community Recovery Center is anticipated to come from a combination of state and local funding, including \$3 million from Snohomish County as recommended in the County Executive's proposed 2022 budget.

Although design work will begin in 2021, the majority of costs will be incurred in 2022 and 2023. In the event that funding from the County is not approved in November of this year, the City would have the ability to terminate the contract and only have the obligation to pay costs incurred to date through the City's Criminal Justice Fund.

Both the proposed grant revenue from the County and the expenditure authority for the proposed design contract will be included in the City's mid-biennial budget amendment.

DEPARTMENT ATTACHMENTS

Description:

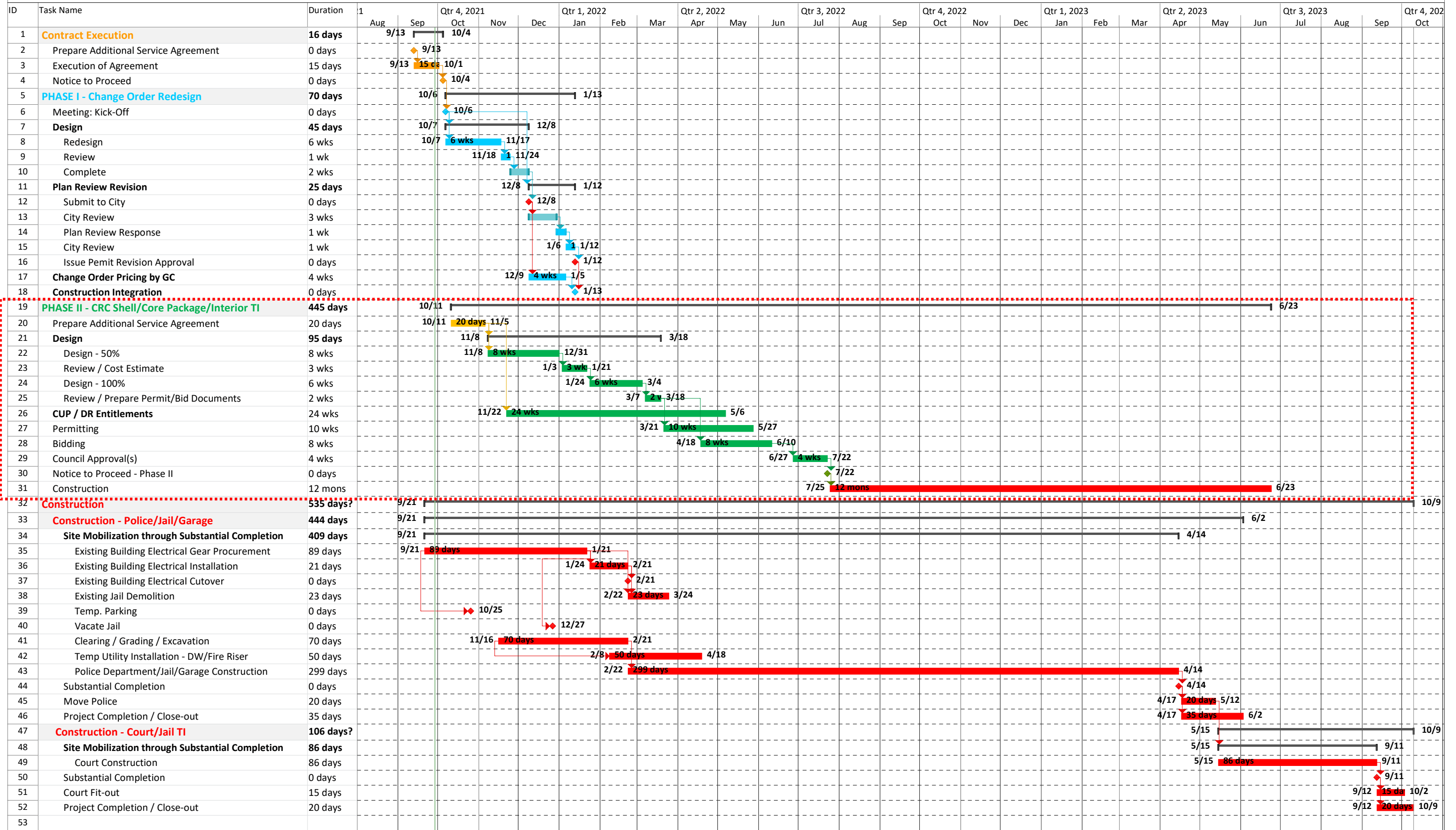
[Procurement Report_CRC Design.pdf](#)

[Project Timeline_Community Recovery Center.pdf](#)

PROCUREMENT REPORT
Community Recovery Center Design Services

Type of Contract: One-time services agreement.
Term of Contract: Estimated date of project completion is October 31, 2023.
Background/Purpose of Contract: On September 13, 2021, Council approved Resolution 21-06 to build a Community Recovery Center on the site of the Community Justice Center.
Cost (includes sales tax if applicable): Estimated cost for design services is \$1,697,802.00.
Advanced Planning: Procurement Division worked closely with the Police Department and Consultant staff to develop these services.
Method of Procurement: A Single Source Competitive Waiver method was used in accordance with LMC 2.92.080 Procurement of noncompetitive purchases and contracts.
Solicitation: N/A
Recommended Action: Approve the contract award to Mackenzie Engineering, Inc., for the Community Recovery Center design services at an estimated value of \$1,697,802.00
Procurement Officer: Cathy Robinson Date: October 11, 2021

CITY OF LYNNWOOD COMMUNITY JUSTICE CENTER - SCHEDULE



CITY COUNCIL 4.C
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Ordinance: Discussion for Vehicle License Fee

DEPARTMENT CONTACT: Bill Franz, Public Works

SUMMARY:

Staff will make a presentation on this ordinance followed by Council discussion.

PRESENTER:

Public Works Director Franz, Finance Director Meyer, Strategic Planner Loch

ESTIMATED TIME:

45

BACKGROUND:

Attached are materials on which staff will base their presentation to Council at the Work Session.

SUGGESTED ACTION:

Discuss ordinance.

DEPARTMENT ATTACHMENTS

Description:

[Michelle Meyer email 10 9 2021.pdf](#)

[TBD funding update 10 4 2021.pdf](#)

[License_fee_ordinance.pdf](#)

William Franz

From: Michelle Meyer
Sent: Saturday, October 9, 2021 10:18 AM
Cc: Art Ceniza; Nicola Smith; Leah Jensen; Corbitt Loch; William Franz
Subject: Administration's Response to Item 12.A. on the October 11, 2021 City Council Agenda

Good Morning Councilmembers,

Below please find information compiled by staff and approved by the Mayor in response to the New Business item on Monday's agenda.

We have reviewed the agenda packet and proposed ordinance under Item 12.A on Monday's City Council agenda. The ordinance would repeal the City's vehicle license tab fee of \$40 per vehicle effective January 1, 2023. In the spirit of Council rules that ask Councilmembers to ask questions of agenda items by noon on the day of the meeting, staff is providing the following input prior to the meeting:

Procedural Concerns:

- The proposed ordinance would have a major effect on City finances. Such actions normally, at a minimum, follow a process that includes:
 - Request by Council for a staff analysis of budget impacts of the proposal, including strategies to address the loss in revenues.
 - Defer consideration until the next biennial budget process.
 - Presentation by staff and discussion at a Council Finance Committee meeting.
 - Identify and evaluate impacts upon services, programs, and projects.
 - Community outreach and engagement.
 - Consideration of public input received during a public hearing.
 - Assessment of consistency with adopted plans and policies, including the Financial Policies and Strategic Plan.
 - Presentation to full Council, including staff analysis and recommendations.
- Consideration of an action of major impact outside of normal budgeting processes:
 - The City has been embracing Budgeting for Outcomes (BFO) methodologies in preparing budgets. A key part of this method is analysis of overall taxation levels and then relating those to what services the City can afford to pay for across all areas of City government. What are the outcomes that will result?
 - The most appropriate time to consider a major budgetary change would be during the budgeting process, which begins in early 2022 for the 2023-24 biennium. This would allow the administration to analyze the full impacts of this revenue reduction, and look at options to either increase revenues elsewhere or make expenditure reductions. These actions should follow BFO processes to ensure that reductions are made that do not impact programs of highest value to the community or the priorities articulated by the Strategic Plan.
 - The proposed ordinance would not have the Vehicle Tab Fees repealed until January 1, 2023. The Washington State Department of Licensing (DOL) requires about 6 months of notice to implement such a change. There is time during the 2022 budgeting process to better study and understand the effects of this proposal before making a decision and still allow the DOL to stop the tab fees in 2023.
 - The proposed repeal of car tab fees, effective in 2023, usurps the budgetary authority of the City Council as it will be constituted in 2022-2023. Decisions regarding Lynnwood's budget in 2023 should be made by the elected officials in office at that time, with full understanding of the impacts. In the event the

2022-2023 City Council wishes to eliminate Vehicle Tab Fees, it can do so. However, if the next City Council determines it is in the community's interest to preserve this revenue source, or perhaps reduce it incrementally, the future Council will be forced to repeal an action taken by today's City Council. Today's City Council may create a political burden for the next City Council.

Budget Impact Concerns:

- The Vehicle Tab Fee revenue generates about \$1 Million per year. This equates to about one-third of the entire Transportation Benefit District (TBD) revenue.
- There seems to be no argument of the importance of the street upkeep paid for by the TBD. These services affect virtually all our community members on a daily basis, rank at the top of all surveys, and are critical to the City's safety and economic vitality. Therefore, the options to reduce transportation services to match loss of revenue would not seem supported by past community input, the Community Vision or the Strategic Plan. In fact, analyses of the TBD programs suggest that current revenues do not meet the full needs now or in the future.
- We are still in the midst of a global pandemic. Sales tax revenues have seemed to recover from the worst of 2020, however other streams have not. These include recreation fees and fuel taxes. Delaying this conversation until 2022 would allow additional time and trends to emerge to help the administration better predict revenues for the 2023-2024 biennium.
- Some of the financial details of the Community Recovery Center and Community Justice Center are still being worked through. It is advisable to avoid making significant budget changes while financial planning for this critical facility is underway.

Admittedly, no one enjoys paying taxes and fees. Even so, staff urges Council to delay action on this ordinance. There is not enough time nor enough data to fully understand and present the Council with the impacts of the Vehicle License Tab Fee reduction proposed on this short notice. Council is encouraged to consider and discuss this during citywide budget deliberations when impacts can be better understood and explained and choices offered. As an alternative to this ordinance, the City Council could, by resolution, express its intent to repeal car tab fees in 2023. This would allow for evaluation of the impacts upon City finances and our streets.

Staff will be present and available at Monday's meeting to discuss our concerns and answer any questions.

Thank you for your consideration. Have a good rest of your weekend!

Transportation Funding Update

Presentation to City Council

October 4, 2021

City of Lynnwood Vision Statement

“To invest in efficient, integrated, local and regional transportation systems.”

Components of Transportation

Operations and Maintenance

Traffic Signal Maintenance

- Traffic operations center
- Signal timing
- Routine maintenance

Traffic Signal Rebuild Program

- Signal poles
- Cabinets
- Wiring
- Push buttons

Street Maintenance

- Potholes/Crack sealing 3/15/21
- Lane Striping/Traffic Signs
- Vegetation Control 9/8/20

Pavement Program

- Chip seal 3/15/21
- Overlays 3/15/21

ADA Program/Sidewalks

- ADA Transition Plan 9/21/20
- Sidewalk maintenance/repair 9/21/20

New Capital Projects

Nonmotorized

- New sidewalks/trails
- Bike lanes Scriber Creek Trail 2/16/21

Transportation Capital

- Projects 196th St Project 11/16/20,
- Capacity 4/5/21
- Safety
- Economic

Traffic Planning/Policy

- Growth forecasting/modeling
- Level of Service
- Traffic Safety Plan
- Complete Streets Policy 6/21/21
- Active Transportation Plan 6/21/21
- Park Access Study
- School Safety Study 9/16/20

Funding

- Traffic Impact Fees
- Transportation Benefit District
- Grants
- Real-Estate Excise Tax
- Economic Development Investment Fund
- City general funds

This evening's discussion, 10/4/21

Red dates represent dates discussed with Council



3 Main Areas of Transportation Needs

- Routine Maintenance and Operations
- Capital Infrastructure Reinvestment
- Capital Infrastructure Investment Projects

Street Crews: Routine M&O



Street Crews Responsibilities

- 300 Lane Miles of Streets
- 120 Miles of Sidewalks
- 65 Traffic Signals
- 4400 Traffic Signs
- 160,000 Traffic Buttons
- 95,000 Square Feet of Thermoplastic
- 1000 Gallons of Paint

Street Crews:

How are we doing?

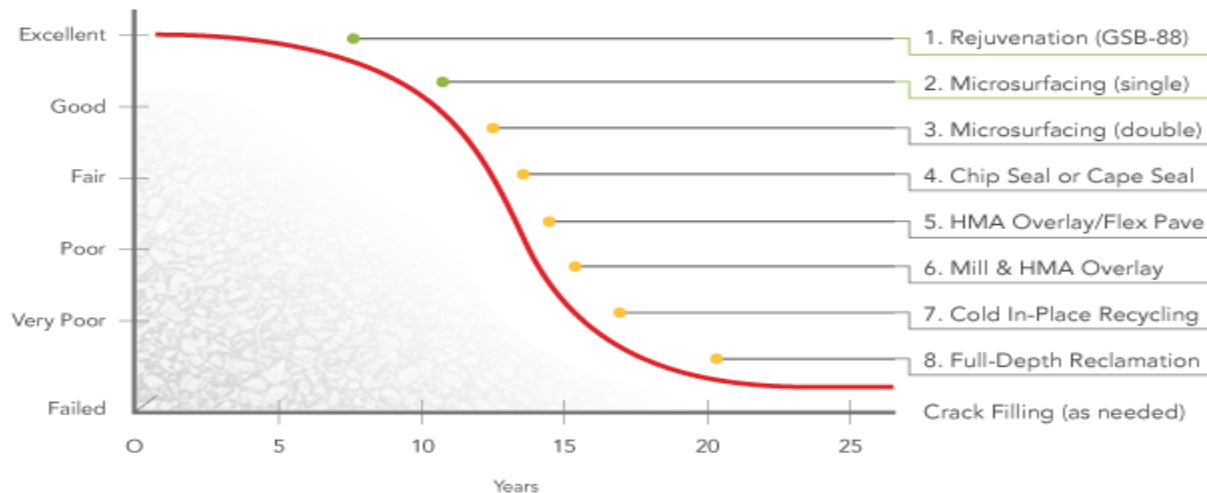
- 2021-22 Biennial Budget: \$5.2M
- Historic Revenues stagnant
 - General Fund: \$2M
 - Gas Tax: \$1.9M
- TBD Funds: \$760,000 and growing
- 4 FTE's maintaining our streets
- More reactive than proactive
- Falling behind

Pavement Overlays



Pavement Management

- Crack Repair (inexpensive)
- Chip Seal or Fog Seal (moderately expensive)
- Overlay (expensive)
- Full Reconstruction (very expensive) - When pavement maintenance is deferred, costs increase substantially because the roadway base needs to be fully reconstructed instead of just overlaid



Pavement Overlays

How are we doing?

- Pavement Overlays History
 - 1971 : 1.6 miles
 - 1972 : 2.8 miles
 - 1973 : 2.8 miles
 - 2018: 13.1 miles (chip seal); \$2.8M Total; \$214K/mile
 - 2019: 0.5 miles (188th from Hwy 99 to 48th); \$1.7M Total; \$3.4M/mile
 - 2020: 0.4 miles (68th from 202nd to 196th); \$2.1M Total; \$5.3M/mile
 - 2021: 1.0 miles (48th, Scriber, 200th, 44th); \$2.9M Total; \$2.9M/mile
- Current Budget 2021-22
 - \$3.75M/biennium
 - Will pave approximately <1 mile of arterials
- Analyzed Need
 - \$5 to \$7 Million per biennium (or more)
- Competing Needs
 - Arterials vs. neighborhood streets

Traffic Signal Rebuild



Traffic Signal Rebuild

- Lynnwood has 65 traffic signals, ranging in age from 1 yr. old to 45+ yrs. old
- Signals are comprised of various components, each with different life cycle
- Harder to “see” degradation
- 2021-22 Biennium: \$440,000/biennium
- We are falling behind
- Impacts won’t be seen until “failure” occurs

Sidewalks



Replacing Old



Building New



ADA Upgrades

Sidewalks

How are we doing?

- Competing needs
 - ADA vs. school safety vs. new links vs. rebuilding failing panels
- Need for \$2M to \$4M/biennium
- 2021-22 Biennium: \$1.75M/biennium for entire program
- Falling behind on keeping up
- Claims for trip hazards
- Safety concerns around schools
- Federal requirements on ADA

Capital Infrastructure Investment

- Long list of Transportation projects identified
- To meet growth demands and achieve Vision
- Examples:
 - 36th Avenue W - Complete!
 - 196th Street SW - Under construction
 - Poplar Bridge - Waiting on construction funds
 - Beech Road – Under design
 - 42nd Avenue W – Design recently started
 - 194th Street SW – Design to being in +/-5 years

Major Capital Infrastructure Projects

Project	Funding					Year of completion
	City	%	Grant/Other	%	Total	
36th Ave W	\$ 6,600,000	39%	\$ 10,200,000	61%	\$ 16,800,000	2020
196th St SW	\$ 22,700,000	45%	\$ 27,800,000	55%	\$ 50,500,000	2023
Poplar Bridge	\$ 16,000,000	33%	\$ 33,000,000	67%	\$ 49,000,000	2025
Beech Road	\$ 1,600,000	41%	\$ 2,300,000	59%	\$ 3,900,000	2023
42nd Ave W	\$ 13,400,000	45%	\$ 16,300,000	55%	\$ 29,700,000	2030
194th St SW	\$ 16,000,000	44%	\$ 20,000,000	56%	\$ 36,000,000	2035
	\$ 76,300,000	41%	\$ 109,600,000	59%	\$ 185,900,000	

NOTE: Assuming a 15-year period (2020 to 2035) this equates to \$5M per year of city funding

Capital Infrastructure Investment

How are we doing?

- It takes at least a decade to plan, design, fund, and construct a major road project
- City has been very successful in securing grants
- Need large amount of City funds over the next 15 years
- Could easily need \$10M per biennium to match grants

Looming Need for Funding

Program	2021-22 Budget	Need
Street M&O	\$760,000	\$1,000,000 +
Pavement Overlays	\$3,750,000	\$5,000,000 to \$7,000,000
Signal Rebuild	\$440,000	\$500,000 to \$600,000
Sidewalks	\$1,750,000	\$2,000,000 to \$4,000,000
Capital Projects*	<u>\$1,000,000</u>	<u>\$5,000,000 to \$10,000,000</u>
Totals:	\$7,700,000	\$13,500,000 to \$22,600,000

- Current TBD Biennial Funding:
 - \$5,340,000 from sales tax (expires in 5 years)
 - \$2,120,000 from tab fees
 - \$7,500,000 total

\$1,800,000 One-time unbudgeted tab fee revenue (I-976)

* Capital projects are funded with more than TBD funds

Lynnwood Tab Fees History

- May 2010: City Council created TBD
- November 2010: TBD Board enacted annual \$20 vehicle tab fee
- July 2016: Vehicle tab fee was increased to \$40
- November 2016: Lynnwood voters approved a 0.1% sales tax increase
- November 2019: I-976 was approved by voters to limit vehicle tab fees to \$30 (which would eliminate the \$40 Lynnwood tab fee entirely)
- November 2019: A temporary injunction was issued on I-976
- November 2019: 2020 TBD budget was approved (excluded \$40 tab fee)
- March 2020: City Council assumed the TBD
- October 2020: Washington State Supreme Court struck down I-976
- November 2020: Approved 2021-22 budget (excluded \$40 tab fee)

Lynnwood Tab Fee Status

- \$40 tab fees have been collected since the passage of I-976
- \$40 tab fee revenue has not been included in the budget since January 2020
- \$40 tab fee generates approx. \$1,060,000 annually
- Approx. \$1,800,000 of unbudgeted tab fee revenue has been collected from January 2020 through September 2021

Imminent TBD Cost Pressures

- \$1 M contingency buffer for active construction projects
- 2022 Waterlines project paving residential streets including 183rd (just east of 67th)
- 2022 paving of 204th (gravel road north of College Place Elementary)

Questions?



LYNNWOOD
WASHINGTON

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, ELIMINATING THE VEHICLE LICENSE FEE IMPOSED BY THE LYNNWOOD TRANSPORTATION BENEFIT DISTRICT IN THE DISTRICT'S ORDINANCE NO. 10; AND PROVIDING FOR SEVERABILITY, SUMMARY PUBLICATION, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 36.73 RCW and RCW 35.21.225 authorize a city council to establish a Transportation Benefit District within the city's jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, the Lynnwood City Council determined that it was in the best interests of the City to establish a City-wide Transportation Benefit District consistent with Chapter 36.73 RCW, to protect the City's long term investment in infrastructure, reduce the risk of transportation facility failures, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive infrastructure replacements in the future; and

WHEREAS, in Ordinance No. 2837, the Lynnwood City Council established a Transportation Benefit District as authorized by RCW 35.21.225 and subject to the provisions of RCW 36.73; and

WHEREAS, the Lynnwood Transportation Benefit District included the entire City of Lynnwood; and

WHEREAS, RCW 36.73.065 authorizes a Transportation Benefit District to impose, by majority vote of the district's governing board, up to forty dollars (\$40) of the vehicle license fee authorized in RCW 82.80.140, provided an annual vehicle license fee of twenty dollars (\$20.00) has been imposed for at least twenty-four months; and

WHEREAS, in District Ordinance No. 2 passed on November 30, 2010, the Lynnwood Transportation Benefit District Board established an annual vehicle license fee in the amount of twenty dollars (\$20.00); and

1 WHEREAS, in District Ordinance No. 10 passed on July 27, 2016, the Lynnwood
2 Transportation Benefit District Board increased the annual vehicle license fee to forty dollars
3 (\$40.00), consistent with RCW 36.73.065; and
4

5 WHEREAS, at the election held on November 8, 2016, the Lynnwood Transportation
6 Benefit District Board submitted a ballot proposition to the voters of the District, on the
7 question of whether the Transportation Benefit District should be authorized to impose an
8 additional sales and use tax in the amount of one-tenth of one percent (0.1%) to be collected
9 within the District for a term of ten years; and
10

11 WHEREAS, the voters of the District approved the ballot proposition, authorizing the
12 District to impose an additional sales and use tax in the amount of one-tenth of one percent
13 (0.1%) for ten years; and
14

15 WHEREAS, in 2015, the Washington State Legislature enacted RCW 36.74.010, which
16 authorizes a city that has established a transportation benefit district with boundaries that are
17 the same as the city's boundaries to assume the rights, powers, functions and obligations of the
18 transportation benefit district, in accordance with Chapter 36.74 RCW; and
19

20 WHEREAS, on March 22, 2020, the Lynnwood City Council passed Ordinance No. 3356,
21 assuming the rights, powers, immunities, functions and obligations of the Lynnwood
22 Transportation Benefit District, in accordance with Chapter 36.74 RCW; and
23

24 WHEREAS, the City Council recognizes that the approval of the 2016 ballot proposition
25 resulted in a voluntary increase in taxation of the City's residents; and
26

27 WHEREAS, the City Council believes that the City is a partner with Lynnwood residents in
28 developing and implementing solutions for funding transportation improvements to serve
29 Lynnwood residents, and the City Council desires to accomplish said funding in a manner that
30 minimizes financial impacts on Lynnwood residents; and
31

32 WHEREAS, the City Council finds it is in the best interests of the City to decrease the
33 annual vehicle license fee from forty dollars (\$40.00) to zero dollars (\$0.00), thereby eliminating
34 the vehicle license fee for the purpose of making transportation improvements that preserve,
35 maintain, and improve the transportation infrastructure of the City of Lynnwood, consistent
36 with Chapter 36.73 RCW; and
37

38 WHEREAS, the City Council has determined that the fee elimination shall take effect on
39 January 1, 2023; and
40

41 WHEREAS, the City Council finds it in the best interest of the City to continue to use the
42 Transportation Benefit District revenues for the same transportation improvements authorized
43 in the Lynnwood Transportation Benefit District Ordinance No. 10 (preventative and routine

1 pavement maintenance and reconstruction, street and traffic maintenance and operations, and
2 other capital projects as identified in the City's Transportation Improvement Plan);

3
4 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO ORDAIN AS
5 FOLLOWS:
6

7 Section 1. Elimination of the Annual Vehicle License Fee. The annual vehicle license fee
8 established in Lynnwood Transportation Benefit District Ordinance No. 10 in the amount of
9 forty dollars (\$40.00) is decreased to zero dollars (\$0.00).
10

11 Section 2. Effective Date of Fee Elimination. The decreased (eliminated) vehicle license fee, as
12 stated in Section 1 above, shall take effect for vehicle license renewals due on or after January
13 1, 2023, or as soon thereafter as the Washington Department of Licensing is reasonably able to
14 incorporate the elimination of the fee. To the extent RCW 82.80.140(3) applies, the vehicle
15 license fee elimination will not take effect sooner than six months after approval of the fee
16 elimination in this Ordinance. The existing annual vehicle license fee established by Lynnwood
17 Transportation Benefit District Ordinance No. 10 in the amount of forty dollars (\$40.00) shall
18 remain in effect and be collected by the Department of Licensing until the effective date of the
19 vehicle license fee elimination under this Ordinance.
20

21 Section 3. Projects. Transportation Benefit District revenues received by the City shall
22 continue to be used for the following transportation improvements: preventative and routine
23 pavement maintenance and reconstruction, street and traffic maintenance and operations, and
24 other capital projects as identified in the City's Transportation Improvement Plan.
25 .

26 Section 4. 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 Section 5. Publication and Effective Date. This Ordinance or a summary thereof consisting
32 of the title shall be published in the official newspaper of the City, and shall take effect and be
33 in full force five (5) days after publication.
34

35 PASSED BY THE CITY COUNCIL this ___ day of _____, 2021.
36

37 APPROVED:
38

39 _____
40 Nicola Smith, Mayor
41
42
43

1 ATTEST/AUTHENTICATED:

2

3

4 _____
Karen Fitzthum, Acting City Clerk

5

6

7

8 PASSED BY THE CITY COUNCIL:

9 PUBLISHED:

10 EFFECTIVE DATE:

11 ORDINANCE NUMBER:

APPROVED AS TO FORM:

Rosemary Larson, City Attorney

CITY COUNCIL

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Updates to 2021 Salary Schedule

DEPARTMENT CONTACT: Lori Charles, Human Resources

SUMMARY:

Updates to City of Lynnwood Salary Schedule including Civil Engineer Position
Reclassification, Public Affairs Officer Position Reclassification and Salary Schedule
Housekeeping Changes

ESTIMATED TIME:

0

BACKGROUND:

Position Reclassification - Civil Engineer

The Human Resources Department was asked by the Public Works Department and Development and Business Services to review our current AFSCME position of Civil Engineer to ensure proper placement on the Salary Schedule.

The City currently has three AFSCME represented Civil Engineer positions - two in Public Works and one in Development and Business Services. The Civil Engineer positions are responsible for conducting engineering plan reviews of private development projects to insure local and nation code compliance, overseeing and managing the design and preparation of project plans and specifications for capital projects including streets, sanitary and storm sewers, water mains and other municipal public works projects. This position is also responsible for the development of the development standards for private development and municipal capital projects. Minimum qualifications include education and experience equivalent having five to seven years of experience performing similar work plus an Engineer in Training certificate from the State of Washington.

Currently, the Civil Engineer position is placed at pay Grade 217 in the AFSCME wage scale of the City of Lynnwood 2021 Salary Schedule. Human Resources did a compensation study comparing the current pay grade of our Civil Engineer position with other comparable cities with a similar position. Our research showed that the wages the City of Lynnwood pays for this position is **21%** below the overall average of our comparables.

Based on this data, we request that the Civil Engineer position be moved from the current pay Grade 217 in the AFSCME wage scale to Grade 219. Although the City will still be behind the wage our comparables pay, this move will allow the City to more fairly compensate staff currently in the Civil Engineer position and to be more competitive with our recruiting efforts.

Position Reclassification - Public Affairs Officer

Through the budget process, on January 1, 2021 the Office of the Mayor created budget authority to hire a Race & Social Justice Coordinator by repurposing a vacant Intergovernmental Affairs position.

As part of the reorganization, the duties of the Intergovernmental Affairs Officer were assigned to the Public Affairs Officer position as well as the duties to oversee and manage the work of the Race & Social Justice Coordinator. Additionally, the position of Public Affairs Officer has been tasked with the responsibilities of budget development and management for Executive/City Communications, Intergovernmental Relations and the Race & Social Justice Coordinator.

The Public Affairs Officer position is currently at Pay Grade 622 in the Non-Represented wage scale of the City of Lynnwood 2021 Salary Schedule. The addition of personnel management duties and of budget development and management duties are compensable duties and necessitated a compensation review. When looking internally at positions with similar job duties including personnel management and budget responsibilities, it is clear that the position of Public Affairs Officer is not positioned correctly on the COL 2021 Salary Schedule as positions of this nature are placed at Pay Grade 224.

To appropriately compensate the position of Public Affairs Officer, we request that the position be reclassified to Pay Grade 624. Additionally, we have updated the title of the position to Communications and Community Engagement Manager to more accurately reflect the work of this position.

Housekeeping Items:

When the City launched NeoGov Perform earlier this year (which is the new employee performance evaluation software), we were required to make adjustments to Job Class Codes in the Munis system so that employee data could be shared between Munis and NeoGov. Those adjustments are highlighted in the City of Lynnwood 2021 Salary Schedule attached.

Additionally, we have updated the title of the **Combination Plan Reviewer** position to **Combination Plan Reviewer/Building Inspector** to better reflect the position job duties.

Per the request of DBS, we have also updated the title of the **Project and Tourism Manager** to **Tourism/Project Manager**.

Finally, the title of the position of **Development Services Supervisor** in Development and Building Services will be updated to **Development Engineering Services Supervisor** again, to better reflect the position job duties.

SUGGESTED ACTION:

1. Approve the request to reclassify our Civil Engineer position;
2. Approve the request to reclassify our Public Affairs Officer position;
3. Approve proposed housekeeping items.

FUNDING:

Civil Engineer: The change in pay grade for the Civil Engineer position equals an annual increase in cost of approximately \$10,400. These funds are available through previous position vacancies in both Public Works and in Development and Business Services.

Public Information Officer: The change in pay grade for the Public Information Officer position equals an annual increase in cost of approximately \$7,696. The funds are available due to position vacancy savings.

There are no costs associated with the Housekeeping items.

DEPARTMENT ATTACHMENTS

Description:

[2021_Salary_Schedule_9-2021_Updates_Final_for_Council_.pdf](#)

City of Lynnwood 2021 Salary Schedule

JOB CLASS	2021 TITLE (as of January 1, 2021)	GRADE	YEAR	Valid Since	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	FLSA	Wkrs Comp	EEO
AFSCME														
					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
4908	Engineer	222	2021	1/1/20	44.32	46.09	47.95	49.86	51.85	53.92	56.09	N	5305	2
4041	Database Administrator	221	2021	1/1/20	41.04	42.68	44.40	46.17	48.01	49.92	51.94	N	5305	2
4907	Project Manager	221	2021	1/1/20	41.04	42.68	44.40	46.17	48.01	49.92	51.94	N	803	2
4213	Business Support Analyst	220	2021	1/1/21	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	5305	2
4212	Combination Electrical Inspector	220	2021	1/1/20	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	803	3
4211	Senior Planner	220	2021	1/1/20	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	5305	2
4024	GIS Administrator	220	2021	1/1/20	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	803	2
4001	Network Engineer	220	2021	1/1/20	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	803	3
4015	Systems Engineer	220	2021	1/1/20	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	5305	2
4030	Application Support Analyst	220	2021	1/1/20	37.99	39.51	41.09	42.76	44.45	46.24	48.09	N	5305	3
4206	Combination Plan Reviewer/Building Inspector	219	2021	1/1/20	35.20	36.58	38.05	39.58	41.15	42.81	44.52	N	803	3
4207	Electrical Inspector	219	2021	1/1/20	35.20	36.58	38.05	39.58	41.15	42.81	44.52	N	803	3
4909	Lead Traffic Signal Technician	219	2021	1/1/20	35.20	36.58	38.05	39.58	41.15	42.81	44.52	N	803	3
4912	Asset Management Administrator	219	2021	2/24/20	35.20	36.58	38.05	39.58	41.15	42.81	44.52	N	803	3
4204	Building Inspector	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	803	3
4000	Accountant	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	5305	2
4904	Lab Technician	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	803	3
4905	Mechanic - Heavy Equipment	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	803	7
4104/4110	Senior Administrative Assistant	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	5305	6
4202	Planner	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	5305	2
4215/4902	Senior Engineering Technician	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	803	3
4007	Senior Computer Support Specialist	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	5305	3
4205	Code Enforcement Officer	218	2021	1/1/20	32.58	33.89	35.24	36.64	38.11	39.63	41.21	N	803	5
4016	Business License Specialist	217	2021	1/1/21	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	5305	5
4911	Emergency Vehicle Equipment Service Technician	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	803	3
4013	Buyer	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	5305	5
4214/4900	Civil Engineer	217 219	2021	1/1/20	30.17 35.20	31.37 36.58	32.62 38.05	33.93 39.58	35.28 41.15	36.72 42.81	38.17 44.52	N	803	2
4034/4040	Senior Finance Specialist	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	5305	5

4216/4901	Engineering Technician	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	803	3
4303	Probation Officer	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	5305	2
4210	Senior Permit Technician	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	5305	3
4910	Traffic Signal Technician	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	803	3
4014	Computer Support Specialist	217	2021	1/1/20	30.17	31.37	32.62	33.93	35.28	36.72	38.17	N	5305	3
4033	Finance Specialist	216	2021	1/1/20	27.93	29.05	30.21	31.44	32.67	33.97	35.33	N	5305	6
4035	Procurement Specialist	216	2021	1/1/20	27.93	29.05	30.21	31.44	32.67	33.97	35.33	N	5305	6
4100/4108 4105/4106 4107	Administrative Assistant	216	2021	1/1/20	27.93	29.05	30.21	31.44	32.67	33.97	35.33	N	5305	6
4032/4037 4038/4039	Senior Finance Technician	216	2021	1/1/20	27.93	29.05	30.21	31.44	32.67	33.97	35.33	N	5305	3
4209	Permit Technician	216	2021	1/1/20	27.93	29.05	30.21	31.44	32.67	33.97	35.33	N	5305	3
4031	Finance Technician	215	2021	1/1/20	25.86	26.89	27.96	29.09	30.26	31.48	32.72	N	5305	3
4301	Legal Specialist II	215	2021	1/1/20	25.86	26.89	27.96	29.09	30.26	31.48	32.72	N	5305	6
4302	Legal Specialist I	214	2021	1/1/20	23.95	24.91	25.90	26.93	28.01	29.14	30.30	N	803	6
4103	Senior Support Services Technician	214	2021	1/1/20	23.95	24.91	25.90	26.93	28.01	29.14	30.30	N	803	6
4906	Meter Reader	214	2021	1/1/20	23.95	24.91	25.90	26.93	28.01	29.14	30.30	N	803	8
4102	Support Services Technician	213	2021	1/1/20	22.27	23.18	24.10	25.05	26.05	27.10	28.18	N	5305	6
NON-REPRESENTED														
Administrative Services														
					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5005	Finance Director	627	2021	1/1/20	70.93	73.99	77.16	80.48	83.94	87.55	91.31	E	5305	1
5012	Strategic Planner	625	2021	1/1/20	57.57	60.06	62.64	65.33	68.15	71.07	74.12	E	5305	1
5003	Assistant Finance Director - Treasury	625	2021	1/1/20	57.57	60.06	62.64	65.33	68.15	71.07	74.12	E	5305	1
5000	Manager - Accounting	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
5008	Manager - Purchasing and Contracts	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
5006	Finance Supervisor	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	5305	2
5007	Financial/Budget Supervisor	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	5305	2
5004	Budget Coordinator	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	2
Development & Building Services														
					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5201	DBS Director	627	2021	1/1/20	70.93	73.99	77.16	80.48	83.94	87.55	91.31	E	5305	1
5200	DBS Deputy Director	625	2021	1/1/21	57.57	60.06	62.64	65.33	68.15	71.07	74.12	E	5305	1
5207	DBS Manager	624	2021	1/1/21	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
5208	Economic Development Manager	624	2021	1/1/21	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1

5203	Community Planning Manager	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
5212	Development Engineering Services Supervisor	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	5305	1
5205-5206	Building Services Supervisor	621	2021	1/1/21	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	2
5210	City Center Program Manager	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	2
5211	Project and Tourism Manager –Tourism/Project Manager	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	2
5204	Permit Supervisor	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	2
	Court				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5300	Court Administrator	625	2021	1/1/20	57.57	60.06	62.64	65.33	68.15	71.07	74.12	E	5305	1
5301	Court Operations Supervisor	620	2021	1/1/20	35.75	37.30	38.90	40.56	42.32	44.13	46.04	N	5305	3
5302	Probation Supervisor	619	2021	1/1/20	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	3
	Executive				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5403	Assistant City Administrator	626	2021	1/1/20	63.91	66.66	69.53	72.51	75.62	78.88	82.27	E	5305	1
5406	Intergovernmental Relations Liaison	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	5305	2
5405	Public Affairs Officer-Communication and Community Engagement Manager	622-624	2021	1/1/20	43.27 52.34	45.11 54.60	47.06 56.93	49.08 59.40	51.20 61.95	53.40 64.60	55.70 67.38	N E	5305	2
5407	Race and Social Justice Coordinator	619	2021	1/1/21	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	5
5404	Executive Assistant to the Mayor	619	2021	1/1/20	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	5
	Human Resources				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5602	Human Resources Director	626	2021	1/1/20	63.91	66.66	69.53	72.51	75.62	78.88	82.27	E	5305	1
5603	Human Resources Manager	623	2021	1/1/20	47.58	49.62	51.76	53.98	56.31	58.73	61.25	E	5305	2
5605	Safety Officer	620	2021	1/1/20	35.75	37.30	38.90	40.56	42.32	44.13	46.04	N	5305	3
5604	Human Resources Analyst, Senior	620	2021	1/1/20	35.75	37.30	38.90	40.56	42.32	44.13	46.04	N	5305	3
5601	Human Resources Analyst	619	2021	1/1/20	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	2
5101	Administrative Assistant	617	2021	1/1/20	26.85	28.01	29.21	30.45	31.77	33.16	34.58	N	5305	5
	Information Technology				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5002	Information Technology Director	626	2021	1/1/20	63.91	66.66	69.53	72.51	75.62	78.88	82.27	E	5305	1
5014	Application Support Manager	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	2
5013	IT Systems Manager	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	2
	Legislative				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
6102	Executive Assistant to the City Council	619	2021	1/1/20	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	6
	Neighborhood and Community Affairs				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5100	Community Affairs Director	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
	Parks, Recreation and Cultural Arts				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5812	Parks, Recreation and Cultural Arts Director	627	2021	1/1/20	70.93	73.99	77.16	80.48	83.94	87.55	91.31	E	5305	1

5802	Deputy Parks, Recreation and Cultural Arts Director	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
5811	Park Maintenance Supervisor	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	803	1
5821	Recreation Superintendent (R)	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	803	1
5811	Parks Maintenance Superintendent (R)	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	803	1
5814	Recreation Manager (R)	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	1
5813	Recreation Supervisor (R)	620	2021	1/1/20	35.75	37.30	38.90	40.56	42.32	44.13	46.04	N	5305	2
5800/5815	Assistant Recreation Supervisor (R)	619	2021	1/1/20	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	2
5816/5817 5819/5823 5824/5827	Recreation Coordinator	618	2021	1/1/20	29.52	30.80	32.13	33.52	34.95	36.46	38.02	N	5305	5
5806	Customer Service Specialist (Lead)	616	2021	1/1/20	24.42	25.47	26.56	27.71	28.90	30.14	31.43	N	5305	5
5822	Senior Guard	615	2021	1/1/20	22.41	23.38	24.38	25.43	26.52	27.67	28.85	N	803	5
5801	Customer Service Specialist	615	2021	1/1/20	22.41	23.38	24.38	25.43	26.52	27.67	28.85	N	5305	6
5820/5825	Recreation Specialist	614	2021	1/1/20	20.35	21.24	22.16	23.12	24.11	25.13	26.21	N	5305	5
-	Recreation Clerk	613	2021	1/1/20	18.69	19.49	20.32	21.20	22.12	23.07	24.05	N	5305	5
5810	Lifeguard/WSI II	611	2021	1/1/20	15.72	16.41	17.11	17.85	18.62	19.40	20.24	N	803	5
5807	Lead Field Attendant	611	2021	1/1/20	15.72	16.41	17.11	17.85	18.62	19.40	20.24	N	803	8
5809	Lifeguard/WSI I	609	2021	1/1/20	13.13	13.80	14.40	15.01	15.66	16.34	17.03	N	803	3
5804	Exercise Room Technician	609	2021	1/1/20	13.13	13.80	14.40	15.01	15.66	16.34	17.03	N	803	8
5808	Lifeguard	608	2021	1/1/20	12.05	12.55	13.08	13.78	14.37	14.98	15.63	N	803	5
	Police				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5700	Police Chief	PS3	2021	1/1/20	71.93	75.03	78.26	81.62	85.13	88.79	92.61	E	6905	1
1710	Deputy Chief	DCN	2021	1/1/20	71.49	74.36	77.33	-	-	-	-	E	6905	1
5702	Police Support Services Manager	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	5305	1
5706	Public Affairs and Communication Manager-Police	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	E	5305	1
-	Jail Nurse	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	6905	2
5705	Police Management Analyst, Senior	620	2021	1/1/20	35.75	37.30	38.90	40.56	42.32	44.13	46.04	N	5305	2
5704	Community Support Specialist/Social Worker	619	2021	1/1/20	32.52	33.91	35.37	36.89	38.46	40.12	41.85	N	5305	2
5703	Victim Services Coordinator	618	2021	2/24/20	29.52	30.80	32.13	33.52	34.95	36.46	38.02	N	5305	1
5101-5104	Administrative Assistant	617	2021	1/1/20	26.85	28.01	29.21	30.45	31.77	33.16	34.58	N	5305	6
6702	Reserve Police Officer (Step C of Police Officers Contract)	SPEC 6	2021	1/1/20			42.87					N	6905	4
5701	Police Officer Trainee (Step A of Police Officers' Contract)	SPEC 88	2021	1/1/20	37.95	-	-	-	-	-	-	N	6905	4
	Public Works				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5906	Public Works Director/City Engineer	627	2021	1/1/20	70.93	73.99	77.16	80.48	83.94	87.55	91.31	E	5305	1

5904	Deputy Public Works Director	626	2021	1/1/20	63.91	66.66	69.53	72.51	75.62	78.88	82.27	E	5305	1
5914	Public Works Manager	624	2021	1/1/20	52.34	54.60	56.93	59.40	61.95	64.60	67.38	E	5305	1
5908	Traffic Engineer (R)	623	2021	1/1/20	47.58	49.62	51.76	53.98	56.31	58.73	61.25	N	803	2
5909	Treatment Plant Supervisor (R)	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	803	2
5905	Development Services Supervisor	622	2021	1/1/20	43.27	45.11	47.06	49.08	51.20	53.40	55.70	N	803	2
5901	Assistant Treatment Plant Supervisor	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	803	2
5911	Building Operations and Maintenance Supervisor (R)	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	803	2
5907	Streets Maintenance Supervisor (R)	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	803	2
5910	Utilities Maintenance Supervisor (R)	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	803	2
5102	Administrative Supervisor	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	5305	2
5902	Automotive Shop Supervisor (R)	621	2021	1/1/20	39.32	41.01	42.77	44.63	46.55	48.53	50.62	N	803	2
5912	Lead Facilities Worker	618	2021	1/1/20	29.52	30.80	32.13	33.52	34.95	36.46	38.02	N	803	7
5101	Administrative Assistant	617	2021	1/1/20	26.85	28.01	29.21	30.45	31.77	33.16	34.58	N	5305	2
5913	Facilities Worker II	616	2021	1/1/20	24.42	25.47	26.56	27.71	28.90	30.14	31.43	N	803	8
5915	Lead Custodian	615	2021	1/1/21	22.41	23.38	24.38	25.43	26.52	27.67	28.85	N	803	8
5913	Facilities Worker I	615	2021	1/1/20	22.41	23.38	24.38	25.43	26.52	27.67	28.85	N	803	8
5903	Custodian	612	2021	1/1/21	17.15	17.88	18.65	19.44	20.27	21.17	22.07	N	803	8
Teamsters														
					Step A	Step B	Step C	Step D	Step E					
3909	Lead Treatment Plant Operator	LTO	2021	1/1/20	37.19	39.05	40.86	42.71	45.01			N	803	7
3905	Treatment Plant Operator IV	O4	2021	1/1/20	35.43	37.18	38.92	40.68	42.87			N	803	7
3904	Treatment Plant Operator III	O3	2021	1/1/20	34.38	35.95	37.50	39.10	41.07			N	803	7
3903	Treatment Plant Operator II	O2	2021	1/1/20	32.63	34.26	35.87	37.53	39.53			N	803	7
3902	Treatment Plant Operator I	O1	2021	1/1/20	32.03	33.17	34.33	35.45	36.94			N	803	7
3908	SCADA Technician	SCT	2021	1/1/20	34.38	35.95	37.50	39.10	41.07			N	803	7
3900	Operator in Training	OT	2021	1/1/20	24.60	25.78	26.94	28.15	29.63			N	803	7
3901	Pump Station Operator	P1	2021	1/1/20	32.36	33.90	35.46	37.12	39.24			N	803	7
3101	Maintenance Technician	MT	2021	1/1/20	33.07	34.65	36.24	37.84	39.84			N	803	7
3102/3108 3109	Maintenance Worker I	M1	2021	1/1/20	23.75	25.04	26.29	27.53	29.08			N	803	7
3103/3110 3111	Maintenance Worker II	M2	2021	1/1/20	29.45	30.80	32.25	33.71	35.65			N	803	7
3104/3112 3113	Lead Worker	L1	2021	1/1/20	32.86	34.26	35.65	37.10	38.87			N	803	7

3100	Foreman	F1	2021	1/1/20	35.33	36.97	38.65	40.27	42.34			N	803	7
3910	Electrician - WWTP and Utilities	ELT	2021	1/1/20	36.31	38.12	39.89	41.70	43.94			N	803	7
					Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6				
3105	Teamsters General Laborer	GL	2021	1/1/20	14.27	14.98	15.72	16.53	17.35	18.21		N	803	8
3907	Teamsters Vegetation Supervisor	VS	2021	1/1/20	17.00	17.86	18.74	19.68	20.65	21.70		N	803	8
3911	Teamsters Intern	IN	2021	1/1/20	14.27	14.98	15.72	16.53	17.35	18.21		N	803	8
	Police													
	Lynnwood Police Management Guild				Step A	Step B	Step C							
1711	Commander	CMN	2021	1/1/20	62.72	65.23	67.83					N	6905	1
	Lynnwood Police Sergeants				Step A	Step B	Step C							
1707	Police Sergeant	SG	2021	1/1/20	51.16	52.68	54.27					N	6905	3
	Lynnwood Police Officers				Step A	Step B	Step C	Step D	Step E					
1706	Police Officers	PO	2021	1/1/20	37.95	41.20	42.87	44.62	45.99			N	6905	4
	Lynnwood Police Support				Step I	Step II	Step III	Step IV	Step V	Step VI				
1703	Police Clerk	PC	2021	1/1/20	26.44	27.08	27.99	28.90	29.70	30.58		N	5305	6
1704	Confinement Officer	CW	2021	1/1/20	31.31	32.20	33.32	34.25	35.31			N	6905	4
1701	Crime Prevention Specialist	CS	2021	1/1/20	31.31	32.20	33.32	34.25	35.31			N	5305	3
1702	Evidence Technician	ET	2021	1/1/20	30.69	31.56	32.67	33.59	34.63			N	803	3
1700	Animal Control	AC	2021	1/1/20	31.31	32.20	33.32	34.25	35.31			N	803	4
1705	Confinement Sergeant	CSG	2021	1/1/20	39.28	40.46	41.67					N	6905	3