



**LYNNWOOD**  
WASHINGTON

**ORDINANCE NO. 3248**

**AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON,  
RELATING TO THE CITY'S BOARDS AND COMMISSIONS;  
AMENDING CHAPTERS 2.24, 2.28, 2.30, AND 2.47 OF THE  
LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR  
SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY  
PUBLICATION.**

WHEREAS, pursuant to state law, the City is authorized, and in some cases required, to establish certain advisory boards and commissions to accomplish the City's purposes; and

WHEREAS, in Chapter 2.24 of the Lynnwood Municipal Code, the City Council has established regulations and provisions of general applicability to all of the City's advisory boards and commissions; and

WHEREAS, in Chapters 2.28, 2.30 and 2.47 of the Lynnwood Municipal Code, the City Council has established provisions relating to some of the City boards and commissions, including the Parks and Recreation Board (Chapter 2.28), the History and Heritage Board (Chapter 2.30), and the Human Services Commission (Chapter 2.47).

WHEREAS, the City has determined that it is necessary to revise the City code provisions relating to the boards and commissions listed above, to meet requirements of state law and to promote the efficient and effective operation of the boards and commissions; and

WHEREAS, the City Council has determined that it is appropriate, and in the best interests of the public health, safety and general welfare, to amend the Lynnwood Municipal Code as stated in this Ordinance; now, therefore

THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1.** Chapter 2.24, entitled "Advisory Bodies – General Provisions," of the Lynnwood Municipal Code is amended to read as follows:

**2.24.010 Definitions.**

**2.24.020 Scope of work.**

- 40 **2.24.030 Membership, nomination and confirmation process, reappointment**
- 41 **process, residency requirements, and responsibilities.**
- 42 **2.24.040 Officers – Identification and election.**
- 43 **2.24.050 Quorums, transacting business and resolutions.**
- 44 **2.24.060 Vacancies.**
- 45 **2.24.070 Multiple appointment prohibited.**
- 46 **2.24.080 Conflicts of interest.**
- 47 **2.24.090 Liaisons and representatives.**
- 48 **2.24.100 Procedures, records and minutes.**
- 49 **2.24.110 Meetings.**
- 50 **2.24.120 Compensation and reimbursement of expenses.**
- 51 **2.24.130 Lobbying efforts.**

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53 **2.24.010 Definitions.**

54 For the purposes of this chapter, the following definitions shall apply:

55 An “advisory body” means any board or commission, and named board or

56 commission in the ordinance or resolution creating the same, previously, or

57 hereafter, created by the city council to give advice on subjects and perform such

58 other functions as prescribed by the city council. “Advisory body” does not mean

59 task forces, informal committees, or working groups appointed by the mayor or

60 created by the city council for short periods of time or for specific tasks.

61 “Resident” means a registered voter of the city of Lynnwood or a registered voter

62 of an area that is within Lynnwood’s municipal urban growth area as designated by

63 the city’s comprehensive plan.

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65 **2.24.020 Scope of work.**

- 66 A. Each advisory body shall be guided by a specific statement of purpose and
- 67 function, which will be reviewed at least every four years by the city council to
- 68 determine its effectiveness. This statement of purpose, as well as other information
- 69 regarding duties and responsibilities, will be made available to all members when
- 70 appointed.
- 71 B. The city council may determine any specific guidelines or tasks to be referred to
- 72 the advisory body by motion, resolution or ordinance.
- 73 C. Each advisory body shall develop a scope of work, within the jurisdiction and area
- 74 of responsibility of each advisory body that may, as the City Council determines
- 75 necessary and appropriate, include the following:
- 76 1. Review relevant portion(s) of the comprehensive plan or departmental multi-
  - 77 year plan(s), and suggest desired amendments thereto.
  - 78 2. Review relevant portion(s) of the city budget and suggest desired
  - 79 amendments, as relates to Lynnwood’s Community Vision, comprehensive
  - 80 plan, capital facilities plan, and policy matters.

- 81 3. Participate in the preparation of the advisory body annual report showing  
82 achievement towards fulfilling goals, policies, and objectives of the advisory  
83 body.  
84 4. Present major policy advisories to the city council.  
85 5. Meet with city council and other boards.  
86 6. Examine and respond to referrals from the city council, mayor, or staff,  
87 including public meetings or formal hearings.  
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89 **2.24.030 Membership, nomination and confirmation process, reappointment**  
90 **process, residency requirements, and responsibilities.**

91 The number of members and any specific qualifications of each advisory body shall  
92 be set forth by ordinance. The position number for each member shall be set forth  
93 by ordinance, resolution, or motion.

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

97 A. Each person at the time of nomination and continuing uninterrupted thereafter  
98 while serving on an advisory body shall be a resident of the city of Lynnwood; except  
99 that nonresidents may be allowed on certain boards and commissions if such  
100 applicants meet specific criteria outlined in the specific ordinance for each advisory  
101 body. Nonresidents must be registered voters, and shall reside in Lynnwood's  
102 Municipal Urban Growth Area as designated by the City's comprehensive plan.

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

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

110 D. Each person to be appointed shall be nominated by the mayor for a specific  
111 position number on each advisory body.

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

114 F. Each confirmation motion by the council shall include the position number,  
115 ending date and term for the position to which the person is appointed and such  
116 information shall be entered in the council journal.

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

122 H. Ninety (90) days prior to term expiration, the advisory body member shall provide  
123 written notification to the mayor regarding the individual's desire to serve a

124 subsequent full term. There is not a vested right to renomination or reappointment  
125 to any position. When considering renomination or reappointment, the mayor and  
126 city council may consider factors such as the individual's attendance, participation,  
127 and effectiveness during his or her term.

128 I. As an appointed city officer, each member of a board or commission must abide  
129 by the City of Lynnwood's Code of Ethics as set forth in LMC 2.94, and the Public  
130 Records Act.

131 J. Any person may be removed from a board or commission by the mayor, with  
132 approval of the city council, for inefficiency, neglect of duty, excessive absences or  
133 malfeasance in office.

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135 **2.24.040 Officers – Identification and election.**  
136 Each advisory body shall elect from its membership a presiding officer who shall be  
137 referred to as chairman, chairwoman, or chairperson, as determined appropriate by  
138 the advisory body, and such officer shall serve for one year. The advisory body may  
139 elect other officers as it deems necessary and such offices shall be set forth in the  
140 rules of procedure adopted by the advisory body.

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142 **2.24.050 Quorums, transacting business and resolutions.**  
143 A majority of the appointed members of the advisory body shall constitute a quorum  
144 for the transaction of business. An affirmative vote of the majority of a quorum in  
145 attendance at any meeting shall be necessary to transact business or carry any  
146 proposition. Expressions of an advisory body position, recommendation or request  
147 for any action shall be in the form of a resolution setting forth the reasons, facts,  
148 policies, and/or findings of the body supporting the resolution and shall be directed  
149 to the city council and mayor.

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151 **2.24.060 Vacancies.**  
152 Membership vacancies other than through expiration of term shall be filled for the  
153 unexpired term.

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155 **2.24.070 Multiple appointments prohibited.**  
156 No person shall be nominated or confirmed to a position on more than one advisory  
157 body at a time. This prohibition does not apply to multiple appointments created by  
158 specifying certain "representative" memberships, expressly created by the city  
159 council, or as required by state law.

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161 **2.24.080 Conflicts of interest.**  
162 If an advisory body member concludes that he or she has a conflict of interest or an  
163 appearance of fairness issue with respect to a matter pending before the advisory  
164 body, the advisory body member shall recuse himself or herself from participating  
165 in all deliberations and decision-making related to the matter.

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**2.24.090 Liaisons and representatives.**

A. A city council representative will be appointed by the City Council President each year and be available to each advisory body for the purpose of providing a constructive relationship between the city council and the advisory body without implying direction, review, or oversight of the activities of the advisory body.

B. A city staff liaison will be assigned by the mayor’s office to assist each advisory body. The city staff liaison shall perform tasks such as guiding the advisory body on the creation of a yearly work plan, setting monthly meeting agendas with the collaboration of the advisory body’s chair, noticing meetings, posting minutes to the city website, providing advisory body members with information on appropriate training opportunities, and generally advising on city business related to the activities of the advisory body.

**2.24.100 Procedures, records and minutes.**

Each advisory body shall adopt rules of procedure. Each advisory body shall provide for the taking of minutes and maintaining the records of all regular and special meetings. Any advisory body may establish standing or ad hoc committees to assist in accomplishing its duties and responsibilities.

**2.24.110 Meetings.**

Each advisory body shall hold regular meetings. All meetings shall be open to the public to the extent required by law, and shall be held on not less than 24 hours’ notice to members and the public. Regular meeting dates and times shall be determined by majority vote and included in written rules of procedure adopted by each advisory body by resolution or rule.

**2.24.120 Compensation and reimbursement of expenses.**

Members of advisory body shall serve without compensation. Members may be reimbursed for authorized travel expenses incidental to that service. Authorization must be obtained prior to incurring the expense.

**2.24.130 Lobbying efforts.**

Lobby efforts by any advisory body on legislative, or political, matters should first be checked for consistency with existing city policy by contacting the mayor’s office. In the event a position is taken that differs from that of the city’s policy, an advisory body cannot represent that position before another body, e.g., the state legislature or the county council. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the city, or as a member of an advisory body.

**Section 2.** Chapter 2.28, entitled “Parks and Recreation Board,” of the Lynnwood Municipal Code is amended to read as follows:

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**PARKS AND RECREATION BOARD**

- 2.28.010 Created.**
- 2.28.020 Duties.**
- 2.28.030 Membership appointment – Term.**
- 2.28.040 Residency requirements.**

**2.28.010 Created.**  
There is hereby established a parks and recreation board of the city of Lynnwood composed of seven members as hereinafter provided.

**2.28.020 Duties.**  
The parks and recreation board is an advisory board of the city of Lynnwood, whose duties shall be to provide advice and recommendations to the mayor, city council, staff and other boards and commissions in the city of Lynnwood with regard to parks, open space and recreation services and programs for the city of Lynnwood and the city’s urban growth.

**2.28.030 Membership appointment – Term.**  
Members of the board shall be appointed to a position for a term of three years (or for fulfillment of an expired term); appointees shall serve for terms as follows:  
Position No. 1: Ending December 31, 2018  
Position No. 2: Ending December 31, 2018  
Position No. 3: Ending December 31, 2016  
Position No. 4: Ending December 31, 2016  
Position No. 5: Ending December 31, 2016  
Position No. 6: Ending December 31, 2017  
Position No. 7: Ending December 31, 2017

**2.28.040 Residency requirements.**  
A. No more than two member(s) of the board may be nonresident(s) of the city of Lynnwood and serve as “Community Stakeholders”. Community Stakeholder members must have a Lynnwood mailing address and live in the City’s Municipal Urban Growth Area.  
B. There is a preference for city of Lynnwood residents over nonresident candidates.

**Section 3.** Chapter 2.30 of the Lynnwood Municipal Code is amended to read as follows:

**HISTORY AND HERITAGE BOARD**

- Sections:
- 2.30.010 Created.**
  - 2.30.020 Powers and duties.**

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**2.30.030 Membership appointment – Term.**  
**2.30.040 Residency requirements –History and Heritage Board.**

**2.30.010 Created.**  
There is hereby established a history and heritage board of the city of Lynnwood composed of seven members as hereinafter provided.

**2.30.020 Powers and duties.**  
The history and heritage board is hereby declared to be an advisory board of the city of Lynnwood whose duties shall be to provide advice and recommendations to the mayor and city council in regard to historical, cultural, and heritage recognition, promotion and preservation activities of historic sites, buildings, artifacts, and parks; partner on exhibits, events and operations of Heritage Park and the Interurban Trail; and to perform such other duties as the mayor or council may direct. The history and heritage board shall have the authority and perform all necessary duties in regard to designating properties to the city of Lynnwood historic landmark register. The board shall have all the powers and perform any duties of authority that may hereafter be conferred upon them by laws of the city of Lynnwood and state of Washington.

**2.30.030 Membership appointment – Term.**  
The history and heritage board shall consist of four at-large members and three ex-officio members. At-large members of the commission shall be appointed to a position for a term of three years (or for fulfillment of an unexpired term); ex-officio members shall be selected by the board and serve for a three-year term (or the fulfillment of an unexpired term). The members shall serve for terms as follows:

- Position No. 1: Ending December 31, 2017
- Position No. 2: Ending December 31, 2017
- Position No. 3: Ending December 31, 2018
- Position No. 4: Ending December 31, 2018
- Position No. 5: (Ex-officio member) Ending December 31, 2019
- Position No. 6: (Ex-officio member) Ending December 31, 2017
- Position No. 7: (Ex-officio member) Ending December 31, 2018

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

1. Lynnwood Alderwood Manor Heritage Association and Museum;
2. Sno-Isle Genealogical Society;
3. Heritage Park Docent; or
4. Snohomish County Tourism Bureau

- 296 **2.30.040 Residency requirements – Historical commission.**  
297 A. No more than two member(s) of the at-large commission positions may be  
298 nonresident(s) of the city of Lynnwood and serve as “Community Stakeholders”.  
299 Community Stakeholder members must have a Lynnwood mailing address and live  
300 in the City’s Municipal Urban Growth Area.  
301 B. There is a preference for city of Lynnwood residents over nonresident candidates.  
302 C. There are no residency requirements for ex-officio members.  
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305 **Section 4.** Chapter 2.47 of the Lynnwood Municipal Code is amended to read as follows:  
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### 307 HUMAN SERVICES COMMISSION

#### 308 Sections:

309 **2.47.010 Human services commission.**

310 **2.47.020 Duties and powers.**

311 **2.47.030 Membership appointment – Term.**

312 **2.47.040 Residency requirements – Human services commission.**

313 **2.47.010 Human services commission.**

314 There is hereby established a human services commission of the city of Lynnwood  
315 composed of seven members as hereinafter provided.  
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318 **2.47.020 Duties and powers.**

319 The human services commission is an advisory commission of the city of Lynnwood.  
320 The commission shall focus on meeting the needs of Lynnwood’s lower income  
321 residents, the homeless, seniors, veterans, victims of abuse, youth and other needs  
322 the commission finds to be underserved. The commission shall have the power and  
323 responsibility to perform the following functions:

- 324 A. Provide advice and recommendations to the mayor and city council in regards to  
325 meeting the human services needs of the greater Lynnwood community;  
326 B. Prepare and maintain the Lynnwood human services plan for adoption by the city  
327 council;  
328 C. Prioritize community human services needs;  
329 D. Evaluate proposals that would seek to use city resources to meet human services  
330 needs;  
331 E. Evaluate program success in meeting service goals; and  
332 F. Advocate for funding and other resources required to meet identified service  
333 needs.  
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335 **2.47.030 Membership appointment – Term.**

336 Members of the commission shall be appointed to a position for a term of three  
337 years (or for fulfillment of an unexpired term). Members shall represent the general  
338 citizenry and have an interest in human services and a commitment to human



339 services. Individuals with knowledge and understanding of human services, such as  
340 a background that provides experience in addressing the needs of youth, seniors,  
341 veterans, and the homeless, are highly desirable.

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343 Commission members shall serve without compensation and shall be appointed  
344 without regard to political affiliation.

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346 The term for all positions on the commission shall be three years.

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349 The appointees shall serve for terms as follows:

350 Position No. 1: Ending December 31, 2019

351 Position No. 2: Ending December 31, 2019

352 Position No. 3: Ending December 31, 2020

353 Position No. 4: Ending December 31, 2020

354 Position No. 5: Ending December 31, 2020

355 Position No. 6: Ending December 31, 2021

356 Position No. 7: Ending December 31, 2021

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358 **2.47.040 Residency requirements – Human services commission.**

359 Five of the seven members of the commission must be residents of the city of  
360 Lynnwood. At no time shall a member of the commission also serve on the board of  
361 directors of a human services agency delivering services to city residents.

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364 **Section 5. Severability.** If any section, sentence, clause or phrase of this Ordinance should  
365 be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or  
366 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,  
367 clause or phrase of this Ordinance.

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369 **Section 6. Effective Date.** This Ordinance or a summary thereof consisting of the title shall  
370 be published in the official newspaper of the City. This Ordinance shall take effect and be in full  
371 force five (5) days after publication.

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373 PASSED this 23rd day of January 23, 2017, and signed in authentication of its passage this 24th  
374 day of January, 2017.

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376 APPROVED:

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381 Nicola Smith, Mayor

382 ATTEST/AUTHENTICATED:

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386 Sonja Springer, Finance Director

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422 FILED WITH ADMINISTRATIVE SERVICES: 01/19/2017

423 PASSED BY THE CITY COUNCIL: 01/23/2017

424 PUBLISHED: 01/26/2017

425 EFFECTIVE DATE: 01/31/2017

426 ORDINANCE NUMBER: 3248

APPROVED AS TO FORM:

  
Rosemary Larson, City Attorney