

Title: City Council Member
Lynnwood Status Part Time, Elected

Final: 05/2015

Summary

Among the Council's primary duties are to make laws, adopt regulations and budgets, levy taxes, authorize public improvements, provide for public safety and health, approve board and commission appointments, oversee a wide-ranging agenda for the citizens and to exercise the powers that State Statutes and City Ordinances empower the Council Members to lawfully govern the community.

Essential Duties and Responsibilities

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

- ◆ Regularly and thoroughly prepare for each Council Meeting; read and review agenda material provided; become familiar with the City Comprehensive Plans, City Budget, Capital Improvement Plan, City Policies and other City documents that impact City policy.
- ◆ Participate in discussion of issues; receive input from various sources and carefully considers all perspectives.
- ◆ Respond to constituent requests for information or assistance.
- ◆ Participate in community strategic and long range planning.
- ◆ Adopt the bi-annual City budget.
- ◆ Approve expenditures of City funds.
- ◆ Work with citizen advisory committees established by the City Council to formulate recommendations to the City Council on policies and projects. **Each Council Member is expected to take committee assignments and attend all committee meetings.**
- ◆ Serve as Council liaison to intergovernmental programs; serve on regional and state-wide boards, committees, commissions and task forces to advance and protect the interests of the residents of the City of Lynnwood.
- ◆ Review and approve capital improvements for the City.
- ◆ Set and interpret rules governing Council proceedings.
- ◆ Participate in community civic events.
- ◆ Perform other duties established by ordinance, resolution, contract or regulation.

Minimum Requirements

- ◆ Elected by City of Lynnwood residents.
- ◆ Must be eligible to vote in the State of Washington.
- ◆ Must be a City of Lynnwood resident for at least one year prior to election.

City Council Member Compensation

Per Lynnwood Municipal Code 2.48.192, each elected or appointed City of Lynnwood Council Member shall receive a base payment per month plus a 'per meeting' payment bank.

Base payment: The base payment for each Council Member is \$900 per month. The Council President shall receive an additional \$200 per month for the additional responsibilities of the position.

Per Meeting payment: Council Members who attend five regular scheduled council meetings shall have earned the full \$750 payment. If a Council Member attends less than the five regular scheduled council meetings, a \$150 deduction for the 'per meeting' payment bank shall occur for each meeting missed.

In addition to Base and Per Meeting compensation, provided that applicable policies are satisfied, Council Members and their eligible dependents are eligible to receive health benefits at the same levels and premiums provided to non-represented regular full-time employees.

CITY COUNCIL MEMBER RESPONSIBILITIES

City of Lynnwood, Washington

INTRODUCTION:

Thank you for your interest in serving on the Lynnwood City Council. The citizens and stakeholders of our community desire and deserve council members who are proud of our past accomplishments and have a passion for our future opportunities. Each council members is expected to reach out to all segments of our city.

In anticipation of serving on the City Council, you are strongly encouraged to give serious consideration to several critical questions. They are as follows:

- 1) Why are you interested in serving on the Lynnwood City Council?
- 2) What strengths would you bring to the Council?
- 3) Have you thought through your highest priority issues for the City?
- 4) Do you have any past or current community involvement in Lynnwood?
- 5) What is your vision for our community?
- 6) Are you prepared for a heavy/ongoing time commitment?
- 7) Are you prepared for the scrutiny of public life by the media?
- 8) Have you verified that you meet all requirement for elected office?

CITY COUNCIL DUTIES:

The City Council has seven primary responsibilities. They are as follows:

- 1) Policy Making & Implementation
 - Listen to city residents – keep track of their concerns and wishes.
 - Discuss, develop and adopt city policies governing many aspects of city operations.
- 2) Personnel Matters
 - Adopt personnel policies, establish positions, set wages/ benefits
 - Establish bargaining parameters and approve final labor contract
- 3) City Budget
 - Establish goals and priorities which provide the framework for the budget –discuss and adopt final budget – amend budget as needed
 - Set city tax rates, to the extent permitted by statues
 - Set utility rates and other fees as required

- 4) Council Meetings
 - Adopt council rules of procedure
 - Prepare to discuss work session agenda items
 - Make decisions at business meetings following adopted rules – (see additional comments below)

- 5) Land Use and Planning
 - Adopt and amend zoning, development regulations, and comprehensive plan after receiving input from staff, planning commission, residents and other.
 - Act in quasi-judicial capacity to decide land use issues
 - Amend planning documents as necessary

- 6) City Expenditures and Contracts
 - Approve contracts and all city expenditures

- 7) Relationships with Other Entities
 - Decide whether city will participate in optional government organizations and provide guidance to mayor or other city representatives
 - Serve as Council/City representative on local boards and commissions plus intergovernmental bodies where mayor is not a designated member. *

*The above enumerated duties of the Council implies the review and oversight of ALL city programs and services.

COUNCIL TIME COMMITMENT

The City Council meets weekly for either a business meeting or work session.

- Regular business meetings meet on the 2nd and 4th Monday evening from 7:00 – 10:00 PM.
- Regular work sessions are schedule on the 1st and 3rd Monday plus the 3rd Wednesday from 7:00 – 10:00 PM
- If there is a 5th Monday in a month that is also used as a work session
- Special business meetings/works sessions are called infrequently

Assuming there is no call for a special meeting, regular work sessions and business meeting will require 15 hours a month.

- Each Council member is also asked to serve on at least 2 boards, commissions or intergovernmental bodies. Most of those entities meet monthly on either Tuesday or Thursday evening from 6:00 to 9:00 PM.

The above committees regularly add an additional 4 hours a month.

COUNCIL TIME COMMITMENT (cont.)

- Study time for either business meetings or work sessions adds an additional 2 hours per week (depending on how fast you read and comprehend)

Study time adds an additional 10 hours per month.

- Infrequently, you may be asked to attend special functions such as ribbon cutting ceremonies, group events, etc. Such happenings probably add an additional 2 hours a month (average).

IN SUMMARY . . . YOU SHOULD PLAN ON 30+ HOURS A MONTH TO BE SAFE.

The Council does not meet the last two weeks in August or December.

COUNCIL TRAVEL AND EDUCATION

Some travel is expected locally, regionally, and/or state wide. Councilmembers may also at their discretion travel and attend training/ educational opportunities. Such activities are reimbursed strictly in accordance with city policy applicable to all employees and city officials, and only up to the budgetary limit set for each councilmember as set for the city council as a whole.

COUNCIL PAY

Council pay is \$1,650 per month. An additional stipend of \$200 per month is paid to the Council President for additional responsibilities performed. The City does carry an accidental death policy on each council member as long as s/he are on the Council. An optional health care package is available, if so desired.

KEEPING SOME PERSPECTIVE

The job of the councilmember is a unique combination of stress and joy. Just remember that there is a tremendous amount of discomfort in making very important public decisions. You won't be able to satisfy all of the people, and you have to know that. Still you must strive to do what's right. Your job is to find the long term public interest of the entire community.