

## **LYNNWOOD CITY COUNCIL**

### **Business Meeting**

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

**Date: Monday, October 12, 2020**

**Time: 6:00 PM**

---

10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

A Work Session ~ September 8, 2020

B Special Council Meeting ~ September 10, 2020

C Business Meeting ~ September 14, 2020

40 MESSAGES AND PAPERS FROM THE MAYOR

50 CITIZEN COMMENTS AND COMMUNICATIONS

60 PRESENTATIONS AND PROCLAMATIONS

A COVID-19 Update

B Presentation: Preliminary Budget for 2021-2022

70 WRITTEN COMMUNICATIONS AND PETITIONS

80 COUNCIL COMMENTS AND ANNOUNCEMENTS

90 BUSINESS ITEMS AND OTHER MATTERS

90 .1 UNANIMOUS CONSENT AGENDA

A Confirm: Janet Pope for the Tourism Advisory Committee

B Construction Contract Award: Lynnwood Primary Clarifier Repairs

C Voucher Approval

90 .2 PUBLIC HEARINGS OR MEETINGS

A Surface Water Management 2020 Comprehensive Plan (2020-2025)

90 .3 OTHER BUSINESS ITEMS

A Ordinance: Surface Water Management 2020 Comprehensive Plan (2020-2025)

B Confirmation of Finance Director Appointment

C Executive Session, If Needed

100 NEW BUSINESS

**THE PUBLIC IS INVITED TO ATTEND**

**Parking and meeting rooms are accessible for persons with disabilities. Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting 425-670-5023 no later than 3pm on Friday before the meeting. Persons who are deaf or hard of hearing may contact the event sponsor through the Washington Relay Service at 7-1-1.**

**"El estacionamiento y las salas de junta cuentan con acceso para personas con discapacidad. Las personas que requieran de adaptaciones razonables pueden solicitar materiales impresos en formatos alternativos como intérpretes de lenguaje de señas, intérpretes de idiomas, asistencia física para acceso, así como otros ajustes razonables. Pueden comunicarse al número 425-670-5023 antes de las 3:00 pm del Viernes antes a la reunión. Las personas con discapacidad auditiva o con problemas de audición pueden comunicarse con el patrocinador del evento a través del Washington Relay Service al 7-1-1."**

**Regular Business Meetings are held on the second and fourth Mondays of the month. They are videotaped for broadcast on Comcast Channel 21 and FIOS - Frontier Channel 38 on Wednesdays at 7:30p.m. and Sundays at 7:00a.m. and 2:00p.m.**

**CITY COUNCIL ITEM 30-A**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE: Work Session ~ September 8, 2020**

**DOCUMENT ATTACHMENTS**

**Description:**

[Minutes of September 8, 2020](#)

**Type:**

Backup Material

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**  
2 **HELD TUESDAY, SEPTEMBER 8, 2020 AT 6:00 p.m. VIA ZOOM**  
3

4 **Attendance:**

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

**Others:**

Finance Director Sonja Springer  
Public Works Director Bill Franz  
Op. & Maint. Manager Jared Bond  
Planning Manager Ashley Winchell  
Commander Chuck Steichen  
Communications Manager Julie Moore  
Street & Storm Supervisor Rus Kroshko  
Police Chief James Nelson

17 **Guests:**

18 Verdant Superintendent Lisa Edwards  
19 Brett Hanson, Makenzie  
20 Matt Wiggins, Roen Associates  
21

---

22  
23 **Comments and Questions on Memo Items**  
24

25 **Memorandums for Future Agenda Items:**

- 26 • M-1 Justice Center Design Contract Amendment #2
- 27 • M-2 Interlocal Agreement - SnoPUD - 196th St SW Improvement Project Construction
- 28 • M-3 Ordinances: Six-Year Capital Facilities Plan (CFP) 2021-2026 and Six-Year Transportation
- 29 Improvement Program (TIP) 2021-2026
- 30 • M-4 Interlocal Agreement: Stormwater Commingling Agreement with the Central Puget Sound Regional
- 31 Transit Authority (Sound Transit)

32 **Memorandums for Your Information:**

- 33 • FYI-1 City Center: Update on 194th Street SW Extension & City Center  
34
- 35 • Mayor Smith solicited comments on Memorandum items. There was no discussion on these items.  
36

37 **Introduction to Verdant Superintendent Lisa Edwards (02:00 video 1/2)**

- 38 • Mayor Smith introduced Supt. Lisa Edwards who made a presentation regarding Verdant's work in  
39 the community.
- 40 • Comments and questions followed.  
41

42 **COVID-19 Update (21:00 video 1/2)**

- 43 • Commander Steichen presented the COVID-19 update.
- 44 • Communications Manager Moore discussed the low-income mask distribution, the Mask Up  
45 Lynnwood public relations effort, and CARES Act funding updates.
- 46 • Discussion about CARES Act grants followed.  
47

48 **Briefing: Development Agreement and Binding Site Plan Code Amendments (1:19:25 video 1/2)**

- 49 • Planning Manager Winchell reviewed the proposed code amendments.

50 • Questions and answers followed.

51

52 **Briefing: Public Works Vegetation Management Program Update (09:30 video 2/2)**

53 • Operations and Maintenance Manager Bond and Street & Storm Supervisor Rus Kroshko discussed  
54 the Public Works Vegetation Management Program including details about the Integrated Pest  
55 Management Plan, the use of chemical herbicides, how well the alternative product worked, and how  
56 they plan to return to the previous method.

57

58 **Community Justice Center Update and Budget Amendment (40:00 video 2/2)**

59 • Chief Nelson introduced this item. Project Manager Brett Hanson from Makenzie and Cost  
60 Estimator Matt Wiggins made the presentation regarding the Community Justice Center. They  
61 discussed the schedule, pre-design, the design process, project costs, and highlights.

62

63 *Motion made by Councilmember Smith, seconded by Councilmember Cotton, to extend the meeting to*  
64 *9:15 p.m. Motion passed unanimously.*

65

66 • Comments and questions followed.

67

68 *Motion made by Councilmember Cotton, seconded by Council Vice President Sessions, to extend the*  
69 *meeting to the end of the agenda. Motion passed unanimously.*

70

71 **Mayor Comments and Questions (1:35:00 video 2/2)**

72 • Mayor Smith gave an update on Sister City communications.

73

74 **Council President and Council Comments (1:37:00 video 2/2)**

75 • Council President Frizzell brought up a suggestion to eliminate the 2<sup>nd</sup> Thursday Covid-specific  
76 meetings after this week and return to pre-Covid scheduling. There appeared to be consensus.  
77 Council President Frizzell indicated she would bring a scheduling motion back.

78

79 **Executive Session – if needed**

80 • None.

81

82 **Adjourn**

83 • Meeting adjourned at 9:21 p.m.

84

85

86

87

88 \_\_\_\_\_  
Nicola Smith, Mayor

**CITY COUNCIL ITEM 30-B**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE: Special Council Meeting ~ September 10, 2020**

**DOCUMENT ATTACHMENTS**

<b>Description:</b>	<b>Type:</b>
<a href="#">Minutes of September 10, 2020</a>	Backup Material

1 **MINUTES OF THE SPECIAL COUNCIL MEETING OF THE LYNNWOOD CITY COUNCIL**  
2 **HELD SEPTEMBER 10, 2020 AT 3:00 p.m. VIA ZOOM**  
3

4 **Attendance:**

5 Mayor Nicola Smith (absent)  
6 Council President Christine Frizzell  
7 Council Vice President Shannon Sessions  
8 Councilmember Ian Cotton (absent)  
9 Councilmember Ruth Ross (absent)  
10 Councilmember George Hurst  
11 Councilmember Jim Smith  
12 Councilmember Julieta Altamirano-Crosby

**Others:**

Finance Director Sonja Springer  
Strategic Planner Corbitt Loch  
Public Works Director Bill Franz

13  
14 Interim City Clerk Karen Fitzthum  
15 IT Staffing, Demetrius Lee

**Guests:**

Steven Amano, PFM Consultants  
Thomas Toepfer, PFM Consultants

---

16  
17  
18  
19  
20 **Refunding 2010 Utility Bond Debt – Cost Savings for the Utilities – Sonja Springer, Finance**  
21 **Director and Bill Franz, Public Works Director (01:00)**

- 22 • Finance Director introduced this item and began the presentation regarding Utility System Revenue  
23 Refunding Bond 2020.  
24 • Steven Amano from PFM Consultants continued the presentation and discussed options and issues  
25 regarding refinancing.  
26 • Comments and questions followed.  
27

28 **Update on the General Fund Financial Forecast for 2020 Due to COVID-19 - Sonja Springer,**  
29 **Finance Director (23:00)**

- 30 • Finance Director Springer reviewed sales tax assumptions and shared the current forecast for the  
31 2020 effect of COVID-19 on the budget.  
32

33 **Other Finance-Related Discussion:**

- 34 • None  
35

36 **Adjourn**

- 37 • Meeting adjourned at 3:49 p.m.  
38  
39  
40

41  
42 \_\_\_\_\_  
Nicola Smith, Mayor

**CITY COUNCIL ITEM 30-C**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE: Business Meeting ~ September 14, 2020**

**DOCUMENT ATTACHMENTS**

**Description:**

[Minutes of September 14, 2020](#)

**Type:**

Backup Material

CITY OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
September 14, 2020

1  
2  
3 10. CALL TO ORDER - The September 14, 2020 Business Meeting of the Lynnwood City  
4 Council, held via Zoom, was called to order by Mayor Smith at 6:00 p.m.

5  
6 20. ROLL CALL

Mayor & Council:

Mayor Nicola Smith  
Council President Christine Frizzell  
Council Vice President Shannon Sessions  
Councilmember Ruth Ross  
Councilmember Ian Cotton  
Councilmember George Hurst  
Councilmember Julieta Altamirano-Crosby  
Councilmember Jim Smith

Others Attending:

Finance Director Sonja Springer  
Strategic Planner Corbitt Loch  
Planning Manager Ashley Winchell  
Dir. Ec. Devt./Interim CD David Kleitsch  
City Center Program Mgr. Karl Almgren  
Police Chief Jim Nelson  
Deputy Police Chief Rodney Cohnheim  
Deputy Police Chief Chuck Steichen  
Communications Mgr. Julie Moore

Asst. City Administrator Art Ceniza  
Acting City Clerk Karen Fitzthum  
City Attorney Larson

Guest:

Officer Michael McBride

7  
8  
9  
10 30. APPROVAL OF MINUTES

11  
12 40. MESSAGES AND PAPERS FROM THE MAYOR (01:00)

13  
14 Mayor Smith commented on recent and upcoming happenings around the City including  
15 friendship city relations and the Diversity Equity and Inclusion Commission's Community  
16 Conversation.

17  
18 50. CITIZENS COMMENTS AND COMMUNICATIONS (09:20)

19  
20 The following individual made public comments:

- 21     • Ted Hikel, Lynnwood

22  
23 60. PRESENTATIONS AND PROCLAMATIONS

24  
25 B. Review of Missed Proclamations Due to the Restrictions Placed on Public Meetings as  
26 a Result of COVID-19 (15:00)

27  
28 A list of many proclamations that were missed due to COVID-19 restrictions were read.

29  
30 A. Proclamation Honoring Officer Michael McBride (23:00)

1 Council Vice President Sessions read the Proclamation congratulating Officer Michael  
2 McBride on his retirement and 48-year law enforcement career and proclaiming him as  
3 retired from his duties and service.

4  
5 C. COVID 19 Update (29:30)  
6

7 Council received an update on local COVID-19 statistics and information from Deputy  
8 Police Chief Steichen and Communications Manager Moore including community  
9 relief funds and business grants. Council comments and questions followed.

10  
11 D. Preliminary Proposed 2021-2022 Budget (58:00)  
12

13 Finance Director Springer made a presentation of the proposed preliminary budget for  
14 the 2021-2022 biennium including revenues, expenditures from the previous year,  
15 estimated revenues and expenditures for the current year and estimated revenues and  
16 expenditures for the upcoming biennium. Strategic Planner Loch discussed reductions  
17 that departments are proposing. Comments and questions followed.  
18

19 70. WRITTEN COMMUNICATIONS AND PETITIONS

20  
21 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (1:30:00)  
22

23 Councilmembers commented on recent developments in the City.

24 90. BUSINESS ITEMS AND OTHER MATTERS

25 90.1 UNANIMOUS CONSENT AGENDA (1:43:45)  
26

27 Items listed below were distributed to Councilmembers in advance for study and were  
28 enacted with one motion.

29  
30 *Councilmember Ross moved for unanimous consent of the following items:*

31  
32 *A. Justice Center Design Contract Amendment #2 –*  
33 *Authorize the Mayor to execute contract amendment #2 with Mackenzie*  
34 *Architects for design phases II and III of the new Justice Center, in the amount of*  
35 *\$4,471,105, and to extend the contract term through February 2023.*

36  
37 *B. Interlocal Agreement: Stormwater Comingling Agreement with the Central*  
38 *Puget Sound Regional Transit Authority (Sound Transit)*  
39 *Approve the Interlocal Agreement with Sound Transit for stormwater comingling*  
40 *as part of the consent agenda.*

41  
42 *C. Interlocal Agreement – Snohomish County PUD – 196th St SW*  
43 *Improvement Project Construction*  
44 *Authorize the Mayor to enter into and execute on behalf of the City an Interlocal*  
45 *Agreement with Public Utility District No. 1 of Snohomish County to facilitate the*  
46 *replacement of the District's overhead utility system to an underground utility*  
47 *system within the area of the 196th Street SW improvement project.*

1  
2 *D. Voucher Approval*  
3 *Approve claims in the amount of \$5,864,907.58 for the period of 8/1/2020 to*  
4 *9/4/2020.*  
5 *Approve Payroll in the amount of \$1,191,759.09 dated 8/14/2020.*  
6 *Approve Payroll in the amount of \$1,175,172.91 dated 8/28/2020.*  
7

8 *Motion passed unanimously.*  
9

## 10 90.2 PUBLIC HEARINGS OR MEETINGS

### 11 12 A. Public Hearing: Ordinance Regarding Development Agreement and Binding Site 13 Plan Code Amendments (1:46:15)

14  
15 Mayor Smith announced the hearing, discussed the procedures, and solicited  
16 conflicts of interest. There were no conflicts of interest raised. Mayor Smith  
17 opened the public hearing and reviewed the order of the hearing. The Staff  
18 Presentation was made by Planning Manager Winchell and Director Kleitsch.  
19 Councilmember asked clarification questions.  
20

#### 21 Public Testimony:

- 22 ○ Ted Hikel, Lynnwood

23  
24 Staff responded to public comments. Council comments and questions followed.  
25 Seeing no further comments, the hearing was closed.  
26

## 27 90.3 OTHER BUSINESS ITEMS

### 28 29 C. Budget Amendment for Community Justice Center Design (2:11:00)

30  
31 *Motion made by Council Vice President Sessions, seconded by Councilmember*  
32 *Cotton, to adopt Ordinance No. 3366, "AN ORDINANCE OF THE CITY OF*  
33 *LYNNWOOD, WASHINGTON, ADOPTING AMENDMENTS TO THE 2019-2020*  
34 *BIENNIAL BUDGET; PROVIDING FOR TRANSMITTAL OF THE AMENDED*  
35 *BUDGET TO THE STATE; AND PROVIDING FOR SEVERABILITY, AN*  
36 *EFFECTIVE DATE AND SUMMARY PUBLICATION."*  
37

38 Council Vice President Sessions summarized the motion.

39  
40 *Upon a roll call vote, the motion passed unanimously.*  
41

### 42 A. Contract Award - Community Relief Funding (2:14:00)

43  
44 *Motion made by Councilmember Cotton, seconded by Council President Frizzell,*  
45 *to authorize the Mayor to execute a contract amendment #1 with Communities of*  
46 *Color Coalition for disbursing funds to Lynnwood residents through October 31,*  
47 *2020, for an additional \$100,000 for a new not to exceed amount of \$300,000."*  
48

1 *Motion made by Councilmember Smith, seconded by Council Vice President*  
2 *Sessions, to amend this to reduce the amount to \$50,000 and reserve the \$50,000*  
3 *pending future Council discussion regarding potentially funding a vehicle for use*  
4 *by the food bank.*

5  
6 Councilmembers and staff discussed the proposed amendment.

7  
8 *There was unanimous consent to withdraw the amendment and bring the topic*  
9 *back for discussion.*

10  
11 Councilmember Altamirano-Crosby recused herself from the vote.

12  
13 *Upon a roll call vote, the original motion passed unanimously (6-0) with*  
14 *Councilmember Altamirano-Crosby recused.*

15  
16 Councilmember Altamirano-Crosby returned to the meeting.

17  
18 B. Ordinance: Budget Amendment for COVID-19 Grants (2:48:00)

19  
20 *Motion made by Council President Frizzell, seconded by Councilmember Ross, to*  
21 *adopt Ordinance No. 3367, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*  
22 *WASHINGTON, ADOPTING AMENDMENTS TO THE 2019-2020 BIENNIAL*  
23 *BUDGET; PROVIDING FOR TRANSMITTAL OF THE AMENDED BUDGET*  
24 *TO THE STATE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE*  
25 *DATE AND SUMMARY PUBLICATION."*

26  
27 There was discussion about bringing back the topic of reserving \$50,000 of  
28 Community Relief funds for potential funding of a vehicle for the food bank.

29  
30 *Upon a roll call vote, the motion passed unanimously (7-0).*

31  
32 *Motion made by Councilmember Cotton, seconded by Council President Frizzell,*  
33 *to extend the meeting to the end of the agenda. Motion passed.*

34  
35 D. Ordinances: Six-Year Capital Facilities Plan (CFP) 2021-2026 and Six-Year  
36 Transportation Improvement Program (TIP) 2021-2026 (2:57:00)

37  
38 *Motion made by Councilmember Cotton, seconded by Councilmember Hurst, to*  
39 *adopt Ordinance No. 3368, an ordinance adopting the Capital Facilities Plan for*  
40 *the City of Lynnwood for the period 2021 through 2026; and providing for an*  
41 *effective date, severability, and summary publication.*

42  
43 Councilmember Cotton summarized the motion.

44  
45 *Upon a roll call vote, the motion passed unanimously (7-0).*

46  
47 *Motion made by Councilmember Cotton, seconded by Councilmember Ross, to*  
48 *adopt Ordinance No. 3369, an ordinance adopting a six-year Transportation*  
49 *Improvement Program (TIP) 2021-2026 for the City of Lynnwood to be filed with*

1 *the Washington State Secretary of Transportation; providing for severability, and*  
2 *effective date, and for summary publication.*

3  
4 Councilmember Cotton summarized the motion.

5  
6 *Upon a roll call vote, the motion passed unanimously (7-0).*

7  
8 E. Executive Session, if needed

9  
10 Not held.

11  
12 100. NEW BUSINESS (3:02:00)

13  
14 *Motion made by Councilmember Hurst to bring back the topic of the moratorium on*  
15 *retail marijuana in Lynnwood. Councilmembers Cotton and Ross confirmed the motion.*

16  
17 *Scheduling Motion made by Council President Frizzell to cease holding special council*  
18 *meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month and resume the regular Finance*  
19 *Committee meetings on the 4<sup>th</sup> Thursday of each month effective immediately.*  
20 *Councilmembers Hurst and Ross confirmed the motion. Motion passed unanimously.*

21  
22 110. ADJOURNMENT

23  
24 The meeting was adjourned at 9:08 p.m.

25  
26  
27  
28  
29 \_\_\_\_\_  
Nicola Smith, Mayor

# CITY COUNCIL ITEM 60-A

## CITY OF LYNNWOOD City Council

---

**TITLE:** COVID-19 Update

**DEPARTMENT CONTACT:** Christine Frizzell, Council President

**SUMMARY:**

The City continues to monitor and respond to the COVID-19 emergency. The Council will receive an update from City staff.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

## CITY COUNCIL ITEM 60-B

### CITY OF LYNNWOOD Administrative Services

---

**TITLE: Presentation: Preliminary Budget for 2021-2022**

**DEPARTMENT CONTACT: Sonja Springer, Director**

**SUMMARY:**

This agenda item presents Mayor Smith's Preliminary Budget for 2021-2022 to the City Council and to all members of the Lynnwood community. The Preliminary Budget provides detailed information regarding the allocation of resources and the outcomes that follow. This Preliminary Budget is balanced in that operating revenues will exceed operating expenditures during these two years.

The Mayor's Budget Message is attached. The Preliminary Budget Book will be available electronically at:

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

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

None at this time.

**ACTION:**

Receive and review the Preliminary Budget. During upcoming City Council meetings, department directors will explain their budgets and the services, programs, and projects to be funded.

**BACKGROUND:**

Delivery of the Preliminary Budget is an important step in the City's extended budget process. A preliminary budget is required by the Revised Code of Washington (RCW) and the Lynnwood Municipal Code (LMC). Most recently, a high-level Proposed Preliminary Budget was issued on September 14, and the first public hearing occurred on September 28.

A calendar of upcoming meetings is attached. The public is invited to participate in all of these meetings.

**PREVIOUS COUNCIL ACTIONS:**

There have been discussions throughout 2020 involving service priorities and the 2021-2022 Budget.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

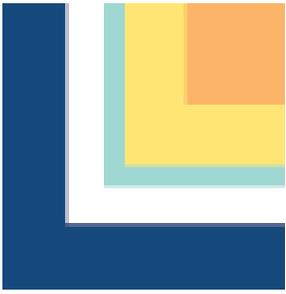
See attached Mayor's Budget Message.

**ADMINISTRATION RECOMMENDATION:**

Receive and review the Preliminary Budget for 2021-2022.

## DOCUMENT ATTACHMENTS

Description:	Type:
<a href="#">Meeting schedule</a>	Backup Material
<a href="#">Mayor Smith's Budget Message</a>	Backup Material



# Upcoming Budget Discussions

City Council meetings will be conducted remotely.

## Biennial Budget 2021-2022



- Improving
- Transforming
- Achieving

6:00 pm, October 12, 2020	Presentation of Preliminary Budget
6:00 pm, October 19, 2020	Department presentations: Executive, Administrative Services, Legal, Legislative
6:00 pm, October 21, 2020	Department presentations: Development and Business Services, Fire, Information Technology, Human Resources, Public Works, Capital Funds
6:00 pm, October 26, 2020	Department presentations: Parks, Recreation and Cultural Arts, Police, Municipal Court
6:00 pm, November 2, 2020	Presentations/discussion as needed
6:00 pm, November 9, 2020	Public hearing: Preliminary Budget and 2021 Property Tax levy
6:00 pm, November 16, 2020	Discussion
6:00 pm, November 23, 2020	Adoption of Budget and 2021 Property Tax levy

**You are invited to  
participate!**

For more information regarding written materials, how to participate, and accessibility:  
[www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

Search for “City Council Meetings”

Search for “Budget”

email: [cloth@Lynnwoodwa.gov](mailto:cloth@Lynnwoodwa.gov)

**DATE:** October 12, 2020  
**TO:** City Council, City Employees, and Community Members  
**FROM:** Mayor Nicola Smith  
**RE:** **Preliminary Budget for 2021-2022**



- 
- Improving
  - Transforming
  - Achieving
- 

1  
2 Today, we take another large stride in our journey toward improving City services, transforming amidst  
3 rapid change, and achieving our community's strategic priorities. I offer you a thoughtful, responsive,  
4 and balanced Preliminary Budget for the years 2021 and 2022. Throughout the remainder of this budget  
5 process, I look forward to working with you, hearing your suggestions, and leading us to action on this  
6 important document. Thank you for the hard work undertaken to reach this point and thank you for  
7 your contributions during the weeks ahead.

8 As your Mayor, this is my fourth transmittal of the Preliminary Budget. Every budget is a challenging  
9 undertaking because of the opportunities and constraints unique to that time. This year has brought  
10 numerous challenges including the severe impacts of the COVID-19 pandemic; a rising call to action to  
11 address racial inequity and social justice; climate change and the devastating wildfires occurring along  
12 with west coast; transformation of retail markets; threats to regional employment centers; mental  
13 health, opioid addiction and chronic homelessness; a recessionary economy; and a divisive political  
14 climate stemming from America's federal government.

15 In the face of all this turmoil, Lynnwood remains strong, strategic, and resilient, and we have many  
16 attributes and advantages that are helping to keep our city steady. Our City Councilmembers are  
17 collaborative and dedicated. Our trained workforce brings excellence to work each day. Lynnwood  
18 residents donate thousands of volunteer hours to the City, our advisory boards, and to local community  
19 organizations. Housing in Lynnwood is more affordable than most communities in our region, and  
20 property tax and utility rates continue to be lower than our neighboring cities. Business activity in  
21 Lynnwood remains relatively strong, and our local small businesses are working diligently to continue to  
22 serve our community while adjusting to new safety requirements due to COVID-19. Sound Transit's  
23 Lynnwood Link Light Rail columns and guideways, rising into the air, are beacons for optimism.

24 I invite you to review this Preliminary Budget and discover how we will continue to pursue Lynnwood's  
25 Strategic Plan priorities while maintaining fiscal balance. It is an honor to serve and lead our dedicated

26 City staff, who have worked hard to adapt and succeed amidst the uncertainty of this pandemic. The  
27 City Council is to be commended for adjusting to remote meetings, while still maintaining contact with  
28 our community members. Lynnwood's Federal CARES Act monies have been used to support struggling  
29 households and businesses. Lynnwood's Utility Billing Reduced Rates and Discounts are providing  
30 meaningful assistance to community members in need. By working together, we have found ways to  
31 overcome the financial downturn of 2020, minimize COVID-19 financial impacts, and prepare this  
32 thoughtful Preliminary Budget for 2021-2022.

33 It is essential that despite our difficult economy, the Preliminary Budget maintains our focus on our  
34 Strategic Plan priorities. Previous budget themes were: *Fix it, Refresh it, Grow it* (2015-2016); *Convene,*  
35 *Converse and Collaborate* (2017-2018); and *Building Lynnwood's Future* (2019-2020). Our biennial  
36 budgets have kept us moving on an intentional path forward. Now, more than ever, it is imperative that  
37 the City continue to improve our services and methods of service delivery; transform to maximize our  
38 effectiveness; and achieve our Strategic Plan priorities with intention. We will remain focused, nimble,  
39 and driven.

40 This Preliminary Budget is a comprehensive fiscal and policy document in that it contains a six-year  
41 financial forecast, Lynnwood's Strategic Plan, our Financial Policies, descriptions of funds, departments,  
42 and programs based upon Budgeting for Outcome principles. The Table of Contents can help you  
43 navigate the important information herein.

44 This Budget adheres to the standards of the Government Financial  
45 Officers Association (GFOA), State Auditors Office (SAO), the Generally  
46 Accepted Accounting Principles (GAAP), the Revised Code of Washington  
47 (RCW), and the Lynnwood Municipal Code (LMC). Our past-two budgets  
48 were honored with GFOA's Distinguished Budget Presentation Award.  
49 Employing artful brevity, this Preliminary Budget has approximately 140  
50 fewer pages than the 2019-2020 Budget. In order to conserve natural  
51 resources and avoid COVID-19 transmission, this preliminary budget is  
52 available electronically from the City's website ([www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov))  
53 or a portable storage device upon request.



#### 54 **Mission, Vision, and Values**

55 During 2019 and the first months of 2020, I assembled our department leaders to discuss our goals for  
56 2021 and 2022. During those conversations, we developed a simple statement that captures the  
57 essence of the City's mission and purpose:

58 *To enhance the quality of life for all community members*

59 This statement explains *why* the City exists, *why* City provides services, and *why* the City must remain  
60 focused on providing services that are responsive to community needs. In addition to the above mission  
61 statement, Lynnwood's Community Vision and Strategic Plan, 2018-2022 articulate our values and  
62 priorities. This Preliminary Budget has been crafted to further these ideals and to achieve long-term  
63 goals.

64 To provide guidance to our departments as they began developing workplans and budgets for 2021-  
65 2022, I have relayed what I believe are Lynnwood's highest priorities for the next two years:

- 66 • Remain steadfast in monitoring revenues and expenditures during COVID-19. Provide  
67 sustainable levels of service during and after this pandemic. This will include analysis of each

68 month's sales tax revenue by industry. Department spending will focus upon essential goods  
69 and services.

70 • We will support Sound Transit's ongoing construction of the Lynnwood Link infrastructure, with  
71 appropriate mitigation of adverse impacts. City staff will work closely with Sound Transit to  
72 avoid delays in construction and the initiation of passenger service.



Figure 1. In 2024, Sound Transit light rail service will connect Lynnwood, Seattle, Bellevue, and Sea-Tac International Airport

- Complete the design and secure funding for the expansion and renovation of the Community Justice Center (CJC). It is expected that \$60 million in bonds will be issued during 2021.
- Institute the changes needed to complete the transformation of the City's various permitting processes for buildings, land use, and associated infrastructure. These goals are the basis for formation of the new Development and Business Services Department (DBS).
- Secure a location and a conceptual design for an urban park in City Center.
- Determine whether City Hall will be relocated to City Center or remain at the existing campus. In concert with

86 Sno-Isle Libraries, develop long-term objectives for the Lynnwood Library building.

87 • Find new revenue sources to maintain and improve our transportation system, including funding  
88 for the Poplar Way Bridge over I-5. Securing State and Federal funds will be critical to this  
89 important transportation link. Meanwhile, during 2021, we await the Washington State  
90 Supreme Court's ruling on the challenge to Initiative 976 (I-976). This decision will determine  
91 whether revenue from Lynnwood's car tab fees must be refunded.

92 • It is important that we continue the efficiency improvements undertaken this year regarding city  
93 clerk functions. We can achieve new efficiencies in our services relating to City Council meeting  
94 materials, records management, etc.

95 • Remain steadfast in our commitment to being a safe, welcoming and equitable community for  
96 all people. Build on the knowledge of our GARE Team (Government Alliance for Racial Equity)  
97 and begin to implement policies and tools to remove barriers of systematic racism and create  
98 equitable access to city services and programs. As a commitment to this work, this Preliminary  
99 Budget includes my proposal to convert the vacant Intergovernmental Relations Coordinator  
100 position to a new Race and Social Justice Advisor role. This update is critical for the City. It is  
101 high time for the City to dedicate resources to help us address historical inequities and improve  
102 outcomes for all residents. By focusing on race and improving outcomes considering race,  
103 others in marginalized and intersectional groups will benefit.

104 • Relative to other communities in the Puget Sound region, ensure that Lynnwood remains  
105 affordable and attractive for residents and businesses. This will require that Lynnwood have  
106 ample housing of all types, our workers have access to living-wage jobs, regulations and fees  
107 don't disadvantage our businesses, and that our transportation network is efficient.

- 108 • Continue to build new and stronger partnerships with other agencies, non-profits, and groups to  
109 maximize support for our community. Many societal problems, such as homelessness, are  
110 regional issues and are beyond our capability/capacity to solve. We are fortunate that there are  
111 so many agencies and organizations who are eager pitch in to improve the quality of life here.  
112 Partnerships bring new expertise and resources that leverage our own.
- 113 • I want to continue to utilize a portion of General Fund monies to support the City's  
114 infrastructure. A fundamental purpose of local government is to build and maintain streets,  
115 parks, utilities, trails that are desired by the community, necessary for a thriving economy,  
116 protect public health and safety, and preserve the natural environment. Literally, infrastructure  
117 is the foundation of this community. For several years, the City of Lynnwood has utilized  
118 General Fund monies to support streets (Street Fund) and infrastructure (Capital Development  
119 Fund), and this Preliminary Budget continues that commitment.

120 **Community Vision**

121 As described in past my past budget messages and on the City's website, Lynnwood's [Community Vision](#)  
122 was adopted in 2009 and reaffirmed in 2015 and articulates the City's mission, vision, and values.

123 The Community Vision was developed by an ad hoc resident advisory board, and the group's insightful  
124 work has endured and remains relevant today.

Figure 2. Lynnwood's Community Vision (Summary)

	Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government. Our vision is...
	To be a welcoming city that builds a healthy and sustainable environment.
	To encourage a broad business base in sector, size and related employment, and promote high quality development.
	To invest in preserving and expanding parks, recreation, and community programs.
	To be a cohesive community that respects all citizens.
	To invest in efficient, integrated, local and regional transportation systems.
	To ensure a safe environment through rigorous criminal and property law enforcement.
	To be a city that is responsive to the wants and needs of our citizens.

125 **Strategic Plan, 2018-2022**

126 Department representatives forged the City's [Strategic Plan, 2018-2022](#) to confirm priorities and guide  
127 near-term decision-making. A summary of the Strategic Plan is provided below:

Figure 3. Strategic Plan, 2018-2022 (Summary)

<b>1</b>	Fulfill the community vision for the City Center and Lynnwood Link light rail.
<b>2</b>	Ensure financial stability and economic success.
<b>3</b>	Nurture operational and organizational excellence.
<b>4</b>	Be a safe, welcoming, and livable city.
<b>5</b>	Pursue and maintain collaborative relationships and partnerships.

128 **Approach to Budgeting**

129 The foundation of Lynnwood’s budget process consists of  
 130 detailed financial forecasts; Budgeting for Outcomes (BFO)  
 131 principles; sustainability; transparency; and alignment with  
 132 strategic objectives. BFO is also known as Priority-Based  
 133 Budgeting. Departments’ budgets were developed to  
 134 create *outcomes* the community desires. In August 2020,  
 135 when it was apparent that further expenditure reductions  
 136 were needed to balance the upcoming budget, directors  
 137 undertook a scoring exercise that compared department  
 138 services to eight criteria. Ultimately, departments elected  
 139 to share the burden of cost reductions rather than  
 140 completely eliminate one or more programs.

141 While the Preliminary Budget was being prepared, COVID-  
 142 19 loomed large. With the prospect of a severe economic  
 143 downturn, departments were instructed to curtail all non-  
 144 essential spending. A partial hiring freeze was instituted, as  
 145 was an incentive program for early retirement. The  
 146 austerity of 2020 was an important backdrop as we  
 147 planned for years 2021 and 2022.

148 One casualty of COVID-19 was a planned program of  
 149 concentrated training and hands-on assistance with  
 150 performance measures (outcome measures) and their  
 151 metrics. A Request for Proposals (RFP) was issued for  
 152 consultant services and the responses were impressive.  
 153 Stay Home, Stay Safe measures were imposed on the very  
 154 day the contract was to be signed for these consulting services. In the absence of third-party assistance,  
 155 and given the challenges of balancing the 2021-2022 Budget, our budget team incorporated  
 156 departments’ performance measures as written. As such, advancement of more-meaningful  
 157 performance measures has been put on hold.

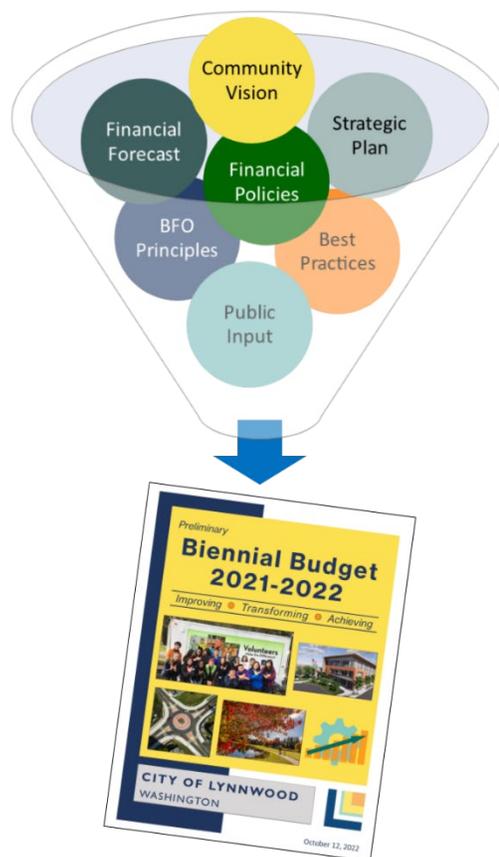
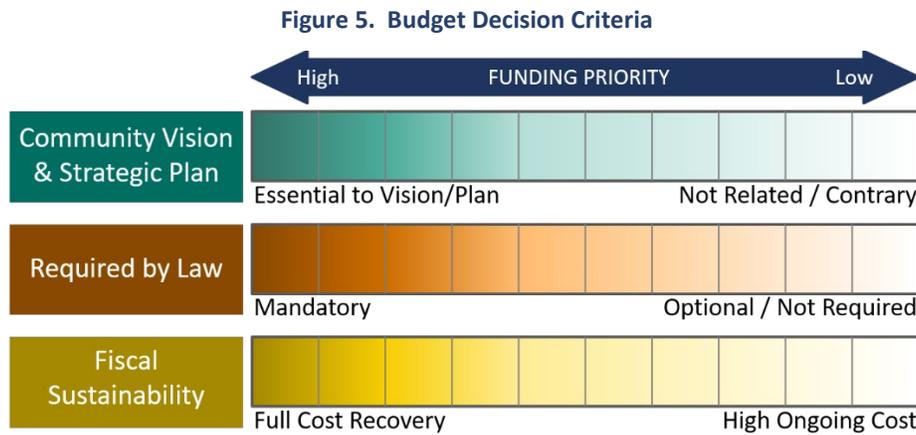


Figure 4. Ideal budget ingredients

158 Like the 2019-2020 Budget, this Preliminary Budget utilizes the following decisional criteria: 1.  
159 Consistency with strategic objectives; 2. Mandates verses optional; and 3) Fiscal sustainability. These  
160 assessments are provided for each BFO program (see department narratives). Priority-based budgeting  
161 focuses upon what is needed most *in the future*, but past budgets do provide important background  
162 information. Community services that are or can be better provided by other agencies or organizations  
163 need not be provided by the City. Conversely, some services are the sole responsibility of municipalities  
164 and cannot be relegated to others.

165 Considering budget proposals based upon Lynnwood’s Community Vision and Strategic Plan has been  
166 instrumental in focusing our budget decisions. Before this lens was used, all suggestions, options, and  
167 initiatives of any kind were given equal weight. Now, it is our standard practice to relate all proposals  
168 for funding back to our mission, vision, and values. This Preliminary Budget does not fund any programs  
169 that score poorly in each of the three criteria.



170 **Community Outreach**

171 This budget process has included many approaches to inform and engage the community in the fiscal  
172 choices before us. These outreach measures include:

- 173 • Announcements in *Inside Lynnwood*
- 174 • Utility bill insert
- 175 • *Lynnwood eNews* messages
- 176 • Social media announcements
- 177 • Information on [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)
- 178 • Outreach to boards and commissions
- 179 • Publications in the Daily Herald
- 180 • Posting at City Hall

181 In addition, ongoing protests across America regarding racial equity and law enforcement have  
182 prompted written communications regarding those types of funding choices. All correspondence  
183 received by our budget team is forwarded to the City Council.



Figure 6. What Would Improve Your Neighborhood?

**Financial Forecast**

Financial forecasts and budgets apply to future years, and therefore require estimating and speculation regarding future events. For example, the City must estimate the public’s demand for land use and building permits, interest rates, and future City Council decisions relating to revenue. We don’t know how long COVID-19 will continue to threaten our health and livelihood, or the pace of economic recovery once we begin to recover from COVID-19 impacts. We don’t know when the Lynnwood Recreation Center will be able to resume full operations, or when the Senior Center can reopen. We don’t know how Snohomish County’s unemployment rate

(7.8% for August 2020) may change, and how consumers’ attitudes toward spending will manifest during the next two years. Despite recent news regarding production of the 787, Boeing and associated businesses remain a strong employer and economic engine for Snohomish County. Our financial forecasts apply a conservative outlook to future revenues in order to minimize the chance of over-estimating.

The financial forecast is provided in the Budget Overview section for the Preliminary Budget. For the next biennium, we expect that revenues will be \$112,176,210, or 6.4%, less than the amount budgeted for 2019-2020. To ensure a balanced budget, we have planned for an equivalent reduction in expenditures. I offer a few highlights here.

**Property Tax Revenue.** In order to offer some relief to the community during this pandemic, I propose that the property tax levy remain the same as the 2020 levy. The City determines the levy—the total amount of money to be raised by the property tax. The Snohomish County Tax Assessor divides the levy amount by the assessed value (AV) of all property in Lynnwood to determine the levy rate. Lynnwood’s combined AV typically increases year over year because of new construction, inflation, and the demand for housing. If the City Council agrees that the levy for 2021 not change from 2020, the owner of a median-priced home in Lynnwood will have a \$3.75 reduction in the City’s portion of their annual property tax.

The financial forecast looks several years beyond the 2021-2022 biennium. For 2022 and beyond, we anticipate the need for incremental increases in the property tax levy to keep pace with inflation. Because there is considerable new development in Lynnwood, a greater percentage of the annual levy will be paid by owners of new buildings. Forecasted levy amounts through 2024 are shown below:

**Table 1. Forecasted Property Tax Levies**

2020	2021	2022	2023	2024
\$4,300,000	\$4,300,000	\$4,500,000	\$5,000,000	\$5,000,000

**Retail Sales Tax Revenue.** Lynnwood’s largest source of revenue is retail sales tax. Compared to other taxes such as property tax, sales tax revenue is much more variable. Interest rates and consumer confidence influence discretionary spending. We have been fortunate that through July 2020, sales tax

224 revenue is just 17.5% below budgeted amounts, which is much better than we estimated when COVID-  
225 19 first flared across the U.S. We are hopeful that sales tax revenue during August-December will  
226 continue this pattern. Our financial forecast applies 2020 sales tax revenue levels through 2021 and  
227 anticipates some economic recovery during 2022. Snohomish County has been a leader in supporting  
228 local businesses and employers. Most experts agree that economic recovery will be gradual once the  
229 threat of COVID-19 has passed.

230 **General Fund Expenditures.** This Budget suggests \$112,176,210 in General Fund expenditures during  
231 2021-2022, which is a reduction of \$7,786,102 (or 6.4%) from General Fund expenditures for 2019-2020.  
232 It is imperative that expenditures do not exceed revenues.

233 Many economists expect this COVID-based recession to continue into or through the fourth quarter of  
234 2021. Inflation, as measured by the Consumer Price Index (CPI), is trending relatively low. The 12-  
235 month change in CPI-U for the Seattle area was 0.9 and 1.6 for June 2020 and August 2020,  
236 respectively<sup>1</sup>. The rate of inflation affects the cost of employee labor and benefits, and the cost of  
237 goods, equipment, and energy. It is reasonable to expect the rate of inflation to remain at a low level  
238 until the threat of COVID-19 has passed. Many of the collective bargaining agreements expire at the end  
239 of 2021 and employee compensation levels will need to be negotiated for 2022 and beyond.

240 Considering local, regional, and national economic conditions, we have made expenditure reductions  
241 needed to “live within our means”. This Preliminary Budget for 2021-2022 is balanced, with General  
242 Fund operating revenues (excluding transfers and one-time revenue) exceeding operating expenses by  
243 \$5,342,600 for the biennium. This budget allocates most of this “surplus” to capital needs  
244 (infrastructure).



Figure 7. Planned Criminal Justice Center

**Financial Policies and General Fund Reserves**

This Preliminary Budget is consistent with Lynnwood’s [Financial Policies](#) (provided in the Appendix), and no changes to the adopted Policies are suggested. Financial reserves are an important topic of the Policies, and discussion of General Fund financial reserves is appropriate here.

During 2020, the COVID-19 pandemic reduced City revenues (sales tax, recreation fees, etc.) by an estimated \$9.2 million. In response, I called for reductions in spending by all

257 departments, and this resulted in \$6.3 million cost savings for 2020. On July 13, 2020, with approval of  
258 Resolution 2020-08, the City Council authorized the use of reserves to balance the General Fund at the  
259 close of 2020. I supported this decision because it allowed the City to avoid deeper and more severe  
260 budget cuts that would have resulted in the loss of employee talent and experience and a reduction in  
261 service levels.

262 Resolution 2020-08 also confirms that the 2021-2022 Budget may have a General Fund reserves balance  
263 less than the established goal of 2.5 months of average operating expenditures for 2020. Finance

<sup>1</sup> Consumer Price Index for All Urban Consumers for the Seattle Area, U.S. Bureau of Labor Statistics.

264 Director Sonja Springer has estimated the 2020 draw-down in General Fund reserves to be less than \$2  
265 million. The exact amount will not be known until the 2020 books are closed.

266 In order to create a balanced budget for the new biennium, departments were instructed to continue  
267 the cost saving measures instituted during 2020. These measures include curtailing the purchase of  
268 non-essential professional services and equipment; and limiting travel and training; and delaying the  
269 rehire of vacant employee positions. As mentioned above, departments  
270 responded dutifully with savings of \$6.9 million. As a result, I can provide you  
271 this balanced Preliminary Budget without more-severe cuts. This Preliminary  
272 Budget allows the City to reduce levels of service instead of eliminating some  
273 services altogether.



274 Lynnwood's Financial Policies provide a General Fund reserve target equivalent to 2.5 months of  
275 operating expenses for the previous year (\$9,256,000 for 2021 and \$9,464,000 for 2022). Global,  
276 national, and regional economic recovery from COVID-19 will be an issue long after the virus has been  
277 contained. As the General Fund has shrunk from pre-COVID levels, so does the accompanying reserve  
278 target. Even so, forecasted revenues during 2021-2022 will not be enough to replenish the General  
279 Fund reserve balance during that timeframe. Once we know the amount of reserves needed to balance  
280 the 2019-2020 Budget, we will devise a strategy to replenish General Fund reserves during the 2023-  
281 2024 biennium. Our six-year financial forecast indicate that revenues during 2023-2024 will allow for  
282 restoration of the General Fund reserve balance if expenditures remain modest.

283 **Changes from the 2019-2020 Budget**

284 The Preliminary Budget for 2021-2022 implements some long-term strategies to enhance how services  
285 are delivered. These changes will help us improve and transform in a rapidly changing world, and help  
286 the City achieve its strategic goals. The long-term organizational changes summarized below are  
287 proposed as measures to continually improve what we do.

**Table 2. Summary of Budget Changes Compared to 2019-2020**

Restructuring and Changes in Service	Net Change in Expense
Following consultant recommendations, numerous functions relating to buildings and land use have been merged to improve customer service and efficiencies. Community Development, Economic Development, and Public Works' permit review functions are now the Development and Business Services Department (DBS). Also, 9.5 net new personnel positions are proposed to enable DBS to deliver permit processing, long-range planning, inspection, and enforcement services needed by this growing community.	\$1,375,825
A city clerk program has been created within the Executive Department to better deliver related functions in a streamlined manner. In the past, city clerk-type services were dispersed amongst Administrative Services, Executive, and the Legislative Departments.	\$0
The cost of city attorney services has added to departments' budgets based upon historical patterns. Departments will now pay for legal services they use. This reduces the Legal Department budget and increases department's budgets equivalently, so there is no net impact upon the General Fund.	\$0
An Equity and Social Justice program has been created within the Executive Department to replace the former Intergovernmental Relations program. The vacant Intergovernmental Relations Coordinator position will not be filled and will be replaced by a new Race and Social Justice Advisor position.	\$0

288 As mentioned above, the Preliminary 2021-2022 Budget contains \$6.9 million in expenditure reductions  
289 to respond to an equivalent reduction in forecasted revenue. The reductions mainly consist of:

- 290 • Delaying the rehire of vacant employee positions
- 291 • Reducing employee training and travel
- 292 • Reducing the use of professional services
- 293 • Delaying purchase of non-essential equipment and supplies

294 These measures are considered temporary and are likely to be discontinued when revenues return to  
295 stable, post-COVID conditions. Our financial forecast indicates that our General Fund reserves can be  
296 restored by the end of 2024. In general, these reductions will affect our levels-of-service but not  
297 eliminate services altogether. For example, unfilled employee positions are dispersed throughout City  
298 departments, not concentrated in a particular workgroup. Some teams will have fewer team members  
299 and where this occurs, our ability to deliver services will be diminished. Department directors will  
300 provide additional detail during their presentations to the City Council and community (see schedule  
301 below).

302 **Upcoming Budget Process**

303 During the upcoming weeks, there will be several opportunities for community members to participate  
304 as the City Council learns more about this Preliminary Budget. Past public meetings, including a public  
305 hearing on September 28, 2020, have contributed to our work. The public is invited to view and  
306 participate in upcoming meetings, which are being conducted remotely due to COVID-19:

**Table 3. Upcoming Budget Meetings**

October 12, 2020	Mayor Smith presents the Preliminary 2021-2022 Budget to the City Council and the community.
October 19, 2020	Presentation of departments' budgets: Executive, Administrative Services, Legal, and Legislative Departments.
October 21, 2020	Presentation of departments' budgets: Development and Business Services, Fire, Information Technology, Human Resources, and Public Works Departments, Capital Funds.
October 26, 2020	Presentation of departments' budgets: Parks, Recreation and Cultural Arts, Police, Municipal Court.
November 2, 2020	Presentations/discussion as needed.
November 9, 2020	Second public hearing on the Preliminary 2021-2022 Budget. Public hearing on the property tax levy for 2021. City Council discussion.
November 16, 2020	Discussion as needed.
November 23, 2020	Adoption of 2021-2022 Budget and property tax levy for 2021.

307 **Conclusion**

308 During the COVID-19 pandemic, the City of Lynnwood has shown that public agencies can be nimble and  
309 swift. We have demonstrated that Lynnwood is resilient, agile, and responsive. Using common  
310 technology, the City Council has held extra public meetings to respond to COVID's challenges. Our  
311 departments implemented operational changes to avoid service interruptions and to keep the public  
312 and our employees safe. Our staff remained available to the public even as City facilities were closed.  
313 Streets have been maintained; public safety ensured, and our parks have been an important outlet for  
314 community members to recreate and recharge.

315 Our Parks, Recreation, and Cultural Arts Department (PRCA) has probably been the hardest hit by  
316 COVID-19's safety measures. PRCA employees are unflappable, and quickly adjusted programs, facilities, and services so that residents could recreate to the fullest extent allowed. The department responded with vigorous cleaning; check-in calls to senior center patrons; after-school and camp programs; and found ways to reopen the doors of the Recreation Center. Meanwhile, the Golf Course has had a banner year. Way to go!



Figure 8. Stay Healthy

We have learned and adapted so that our services to the community could continue without interruption. 70% of our employees have been working remotely throughout the pandemic and we are finding this to be an opportunity rather than an obstacle. The Information Technology Department (IT) has ensured employees can work remotely while safeguarding our network and data. The City's website was rebuilt to improve the public's access to forms, reports, and public records. Last month, our website received a 2020 Government Experience Award from the Center for Digital Government. Tasks that were conducted mostly in-person, such as applying for a building permit, are now handled remotely and more efficiently through technology. IT has implemented numerous safeguards to keep the City's network and data safe.

340 Lynnwood's utility rate discount and rebate programs have  
341 been vital in helping our households weather the COVID-19 storm. Our finance team continues to  
342 receive clean audits and receive awards for our financial reports and budget books. Finance director  
343 Sonja Springer has elevated the City's financial services and Lynnwood is now a regional model in  
accounting and budgeting. We wish her the best in her well-earned retirement.

344 The restructuring of our permitting  
345 and building inspection services has  
346 been a major endeavor and is on the  
347 cusp of achievement. The  
348 recommendations of third-party  
349 experts are being implemented as  
350 we now create the Development  
351 and Business Services Department. I  
352 am excited to see the DBS team  
353 bring about positive change using a  
354 customer-first approach.



Figure 9. Planned Northline Village (Lynnwood Square Property)

355 Under new leadership, the City's  
356 Human Resources Department has grown its professional expertise and has helped create a welcoming  
357 and supportive workforce. We have made great progress towards creating a more equitable and  
358 inclusive workforce and workplace. In a short time, this department has truly advanced our work

359 towards equity and social justice. The City's participation in GARE will reap long-term benefits and our  
360 Diversity Equity and Inclusion Commission is highly engaged.

361 Lynnwood's Municipal Court continues to be a regional model for continuous improvement, by finding  
362 new ways to modernize and streamline service delivery and control costs. Individuals needing to come  
363 before the Court are referred to and treated as "customers". The public can resolve their cases using  
364 the internet, email, mail, telephone, and in-person—whichever is most convenient.

365 Our Public Works Department deserves praise for its ability to manage such a wide array of essential  
366 services and projects at relatively low expense. This team looks for the most advantageous blend of in-  
367 house talent and contracted services. Our streets and sidewalks carry an astonishing amount of local  
368 and regional traffic. Lynnwood's utilities and facilities are maintained in ways that achieve long-term  
369 value.

370 The Lynnwood Police Department continues to be a model for community-oriented policing, de-  
371 escalation, and workforce diversity. They maintain a steadfast commitment to serving with  
372 professionalism, vigilant and with community in mind. Our well-trained teams continue to demonstrate  
373 respect for all people and fairly enforce our laws.

374 Without a doubt, 2021 and 2022 will bring unforeseen challenges and opportunities to our community.  
375 Our City Council, advisory boards, and employees continually impress me with their tremendous talent,  
376 energy, resolve, and ingenuity. I am confident that Lynnwood will continue to move forward creating  
377 positive outcomes for all.

## **CITY COUNCIL ITEM 90.1-A**

### **CITY OF LYNNWOOD Economic Development**

---

**TITLE: Confirm: Janet Pope for the Tourism Advisory Committee**

**DEPARTMENT CONTACT: David Kleitsch**

#### **SUMMARY:**

The Tourism Advisory Committee / Lodging Tax Advisory Committee currently has one vacancy, Position 4, Activity Representative (Lodging Tax User). Janet Pope, Executive Director of the Lynnwood Public Facilities District has applied for Position 4. City Council is requested to interview the applicant for the term ending on December 31, 2020.

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

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

#### **ACTION:**

Interview Janet Pope, Activity Representative, Tourism Advisory Committee for the term ending December 31, 2020.

#### **BACKGROUND:**

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

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

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

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

#### **ADMINISTRATION RECOMMENDATION:**

Interview Janet Pope for Position 4, Activity Representative (Lodging Tax User), Tourism Advisory Committee for the term ending December 31, 2020.

## DOCUMENT ATTACHMENTS

**Description:**

**Type:**

[TAC Candidate Application - J. Pope](#)

Backup Material

**CITY OF LYNNWOOD  
TOURISM ADVISORY COMMITTEE APPLICATION**

NAME Janet Pope DATE 7/27/2020

ADDRESS [REDACTED]

CITY [REDACTED] ZIP CODE [REDACTED]

DAY PHONE [REDACTED] EVENING PHONE [REDACTED]

E-MAIL ADDRESS [REDACTED]

SIGNATURE *Janet Pope*

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

Why do you want to serve in this position?

As the Executive Director of the PFD I want to actively engage in the work of the committee as a direct recipient of funding. In addition, I believe the PFD can grow the partnership opportunities to enhance the economic development and public benefit provided by the tourism and hospitality industries in Lynnwood.

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

To attract individuals and business to the area for initial and ongoing visits for recreation and business opportunities supporting the area restaurants, hotels and small businesses as well as Alderwood Mall and the Convention Center in driving economic growth.

How would you represent the interests of the community on the Tourism Advisory Committee? I will continually update on the planning and development of the Convention Center and future master planning projects for the Convention Plaza for greater public benefit as well as interact with other committee members in partnership opportunities and decision making to serve the committee and the City.

What is your background or experience in strategic planning, finance, marketing, public relations, or related fields? 20 years as a CEO/Executive Director in the nonprofit sector including direct work in all the mentioned fields and consulting other organizations. I have worked with organizations of up to \$50 million and partnered closely with City and County governments in Snohomish and King County and served on multiple commissions and task forces.

Please indicate your business or personal affiliation:

Business Representative – Lodging tax collector

Activity Representative – Involved in activity authorized to be funded by hotel-motel tax

- Restaurant Representative
- Retail Representative
- Citizen-at-Large
- Other (specify) \_\_\_\_\_

Please submit your completed application to:

Christy Murray, Tourism Manager  
City of Lynnwood  
20816 44<sup>th</sup> Ave W, Ste 230  
Lynnwood, WA 98036

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

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

---

**TITLE: Construction Contract Award: Lynnwood Primary Clarifier Repairs**

**DEPARTMENT CONTACT: Ehsan Shirkhani - Public Works Project Manager**

#### **SUMMARY:**

Public Works staff is requesting the City Council to award the construction contract for the Wastewater Treatment Plant primary clarifier repairs project to Razz Construction.

#### **ACTION:**

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

#### **BACKGROUND:**

The basic function of wastewater treatment is to speed up the natural processes by which water is purified. There are two basic stages in the treatment of wastes, primary and secondary. In the primary, solids are allowed to settle and removed from wastewater. These settlements take place in sedimentation tanks called primary clarifiers. Lynnwood treatment uses three rectangular primary clarifiers that contains cross collection mechanisms. The mechanical components of the primary clarifiers are prone to corrosion and currently at the end of their service life. To prevent the treatment operations from sudden disruption and failure, it is important to perform regular maintenance and repair on such units.

The work to be performed under this Contract consists of furnishing labor, equipment, materials and incidental appurtenances necessary for construction removal and installation of the primary clarifier longitudinal sludge collectors, cross-tank sludge collectors, baffles and troughs and removing existing cover supports.

Thirteen bids were received with Razz Construction being the low bidder. The amount of the award is consistent with the engineer's estimate.

#### **FUNDING:**

Utility Fund 411. This was a planned project and included in the 2019 Utility Rate Study Analysis.

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

The Lynnwood Community Vision states that the City is to be a welcoming city that builds a healthy and sustainable environment.

The project supports that vision and results in an important improvement to the City's infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision.

#### **DOCUMENT ATTACHMENTS**

**Description:**

[Bid Tabs](#)

**Type:**

Backup Material

Bid Schedule												
City of Lynnwood												
Project: WWTP Primary Clarifier Repairs												
Bid Opening: September 9, 2020												
Contract #: 3163												
Engineer's Estimate						Razz		Accord		Stellar J		
ITEM NO.	SPEC Section	BID ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>BASE BID</b>												
1	1-09.7	Mobilization	1	L.S.	\$73,000	\$73,000	\$90,000.00	\$ 90,000.00	\$25,000.00	\$ 25,000.00	\$80,000.00	\$ 80,000.00
2	1-04.4 and 1-09.6	Minor Changes (Allowance)	1	F.A.	\$10,000	\$10,000	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00
3	02050	Clarifier Tank Equipment and Appurtenances Demolition	3	EA.	\$27,500	\$82,500	\$10,000.00	\$ 30,000.00	\$40,000.00	\$ 120,000.00	\$40,000.00	\$ 120,000.00
4	11160	Clarifier Tank Sludge Collection Equipment	3	EA.	\$114,000	\$342,000	\$170,000.00	\$ 510,000.00	\$180,000.00	\$ 540,000.00	\$189,000.00	\$ 567,000.00
5	11160	Clarifier Tank Sludge Collection Equipment Installation	3	EA.	\$60,000	\$180,000	\$34,250.00	\$ 102,750.00	\$70,000.00	\$ 210,000.00	\$28,000.00	\$ 84,000.00
6	11450,11460 & 11470	Clarifier Tank Baffle and Trough Equipment	3	EA.	\$88,000	\$264,000	\$45,500.00	\$ 136,500.00	\$35,000.00	\$ 105,000.00	\$16,000.00	\$ 48,000.00
7	11450,11460 & 11470	Clarifier Tank Baffle and Trough Installation	3	EA.	\$12,000	\$36,000	\$3,750.00	\$ 11,250.00	\$70,000.00	\$ 210,000.00	\$12,000.00	\$ 36,000.00
8	11010	Startup, Inspection and Testing	3	EA.	\$2,000	\$6,000	\$10,500.00	\$ 31,500.00	\$10,000.00	\$ 30,000.00	\$3,000.00	\$ 9,000.00
9	1-05.18	Record Drawings, (See noted Sections for Minimum Bid)	1	L.S.	\$2,500	\$2,500	\$2,500.00	\$ 2,500.00	\$3,000.00	\$ 3,000.00	\$3,000.00	\$ 3,000.00
					<b>SUBTOTAL</b>	<b>\$996,000.00</b>	√ ps	<b>\$ 924,500.00</b>	√ ps	<b>\$ 1,228,000.00</b>	√ ps	<b>\$ 957,000.00</b>
					TAXES (10.5%)	<b>\$104,580.00</b>		\$ 97,072.50		\$ 128,940.00		\$ 100,485.00
					<b>TOTAL</b>	<b>\$1,100,580.00</b>	<b>Bid</b>	<b>\$ 1,021,572.50</b>	<b>Bid</b>	<b>\$ 1,356,940.00</b>	<b>Bid</b>	<b>\$ 1,057,485.00</b>

90.1-B-3

Bid Schedule														
City of Lynnwood														
Project: WWTP Primary Clarifier Repairs														
Bid Opening: September 9, 2020														
Contract #: 3163														
				Harbor Pacific		Pacific Crest		Gary Harper		General Mechanical		Aqua Tech		
ITEM NO.	SPEC Section	BID ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT								
<b>BASE BID</b>														
1	1-09.7	Mobilization	1	L.S.	\$75,000.00	\$ 75,000.00	\$50,000.00	\$ 50,000.00	\$85,400.00	\$ 85,400.00	\$70,000.00	\$ 70,000.00	\$57,500.00	\$ 57,500.00
2	1-04.4 and 1-09.6	Minor Changes (Allowance)	1	F.A.	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00
3	02050	Clarifier Tank Equipment and Appurtenances Demolition	3	EA.	\$48,000.00	\$ 144,000.00	\$37,000.00	\$ 111,000.00	\$29,700.00	\$ 89,100.00	\$21,000.00	\$ 63,000.00	\$31,716.00	\$ 95,148.00
4	11160	Clarifier Tank Sludge Collection Equipment	3	EA.	\$187,000.00	\$ 561,000.00	\$180,000.00	\$ 540,000.00	\$190,160.00	\$ 570,480.00	\$180,266.67	\$ 540,800.01	\$179,668.00	\$ 539,004.00
5	11160	Clarifier Tank Sludge Collection Equipment Installation	3	EA.	\$78,500.00	\$ 235,500.00	\$50,000.00	\$ 150,000.00	\$62,440.00	\$ 187,320.00	\$52,666.67	\$ 158,000.01	\$38,975.00	\$ 116,925.00
6	11450,11460 & 11470	Clarifier Tank Baffle and Trough Equipment	3	EA.	\$46,000.00	\$ 138,000.00	\$30,000.00	\$ 90,000.00	\$47,300.00	\$ 141,900.00	\$26,233.33	\$ 78,699.99	\$44,000.00	\$ 132,000.00
7	11450,11460 & 11470	Clarifier Tank Baffle and Trough Installation	3	EA.	\$18,000.00	\$ 54,000.00	\$12,000.00	\$ 36,000.00	\$14,100.00	\$ 42,300.00	\$10,000.00	\$ 30,000.00	\$38,975.00	\$ 116,925.00
8	11010	Startup, Inspection and Testing	3	EA.	\$5,000.00	\$ 15,000.00	\$2,000.00	\$ 6,000.00	\$2,950.00	\$ 8,850.00	\$5,666.67	\$ 17,000.01	\$12,667.00	\$ 38,001.00
9	1-05.18	Record Drawings, (See noted Sections for Minimum Bid)	1	L.S.	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$5,000.00	\$ 5,000.00
					√ ps	\$ 1,235,000.00	√ ps	\$ 995,500.00	√ ps	\$ 1,052,450.00	√ ps	\$ 970,000.02	√ ps	\$ 1,110,503.00
					T	\$ 129,675.00		\$ 104,527.50		\$ 110,507.25		\$ 101,850.00		\$ 116,602.82
					<b>Bid</b>	<b>\$ 1,364,675.00</b>	<b>Bid</b>	<b>\$ 1,100,027.50</b>	<b>Bid</b>	<b>\$ 1,162,957.25</b>	<b>Bid</b>	<b>\$ 1,071,850.02</b>	<b>Bid</b>	<b>\$ 1,227,105.82</b>

90.1-B-4

90.1-B-5

Bid Schedule														
City of Lynnwood														
Project: WWTP Primary Clarifier Repairs														
Bid Opening: September 9, 2020														
Contract #: 3163														
					Interwest		JH Kelly, LLC		McClure & Sons		Rognlin's Inc.		Strider Construction Inc	
ITEM NO.	SPEC Section	BID ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>BASE BID</b>														
1	1-09.7	Mobilization	1	L.S.	\$103,000.00	\$ 103,000.00	\$38,155.00	\$ 38,155.00	\$65,830.00	\$ 65,830.00	\$118,000.00	\$ 118,000.00	\$58,000.00	\$ 58,000.00
2	1-04.4 and 1-09.6	Minor Changes (Allowance)	1	F.A.	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00	\$ 10,000.00
3	02050	Clarifier Tank Equipment and Appurtenances Demolition	3	EA.	\$16,500.00	\$ 49,500.00	\$32,710.67	\$ 98,132.01	\$50,000.00	\$ 150,000.00	\$41,000.00	\$ 123,000.00	\$17,500.00	\$ 52,500.00
4	11160	Clarifier Tank Sludge Collection Equipment	3	EA.	\$181,500.00	\$ 544,500.00	\$168,666.67	\$ 506,000.01	\$170,000.00	\$ 510,000.00	\$200,000.00	\$ 600,000.00	\$173,000.00	\$ 519,000.00
5	11160	Clarifier Tank Sludge Collection Equipment Installation	3	EA.	\$46,500.00	\$ 139,500.00	\$130,150.33	\$ 390,450.99	\$18,000.00	\$ 54,000.00	\$69,000.00	\$ 207,000.00	\$45,600.00	\$ 136,800.00
6	11450,11460 & 11470	Clarifier Tank Baffle and Trough Equipment	3	EA.	\$44,500.00	\$ 133,500.00	\$44,000.00	\$ 132,000.00	\$43,000.00	\$ 129,000.00	\$29,000.00	\$ 87,000.00	\$45,000.00	\$ 135,000.00
7	11450,11460 & 11470	Clarifier Tank Baffle and Trough Installation	3	EA.	\$13,500.00	\$ 40,500.00	\$46,606.00	\$ 139,818.00	\$3,750.00	\$ 11,250.00	\$24,500.00	\$ 73,500.00	\$15,500.00	\$ 46,500.00
8	11010	Startup, Inspection and Testing	3	EA.	\$1,500.00	\$ 4,500.00	\$10,500.00	\$ 31,500.00	\$15,500.00	\$ 46,500.00	\$9,500.00	\$ 28,500.00	\$2,000.00	\$ 6,000.00
9	1-05.18	Record Drawings, (See noted Sections for Minimum Bid)	1	L.S.	\$3,000.00	\$ 3,000.00	\$2,500.00	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$3,000.00	\$ 3,000.00	\$2,500.00	\$ 2,500.00
					√ ps	<b>\$ 1,028,000.00</b>	√ ps	<b>\$ 1,348,556.01</b>	√ ps	<b>\$ 979,080.00</b>	√ ps	<b>\$ 1,250,000.00</b>	√ ps	<b>\$ 966,300.00</b>
					T	\$ 107,940.00		\$ 141,598.38		\$ 102,803.40		\$ 131,250.00		\$ 101,461.50
					<b>Bid</b>	<b>\$ 1,135,940.00</b>	<b>Bid</b>	<b>\$ 1,490,154.39</b>	<b>Bid</b>	<b>\$ 1,081,883.40</b>	<b>Bid</b>	<b>\$ 1,381,250.00</b>	<b>Bid</b>	<b>\$ 1,067,761.50</b>

# CITY COUNCIL ITEM 90.1-C

## CITY OF LYNNWOOD Administrative Services

---

**TITLE:** Voucher Approval

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

**SUMMARY:**

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

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

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

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

## CITY COUNCIL ITEM 90.2-A

### CITY OF LYNNWOOD Public Works

---

**TITLE: Surface Water Management 2020 Comprehensive Plan (2020-2025)**

**DEPARTMENT CONTACT: Ehsan Shirkhani**

#### **SUMMARY:**

The Planning Commission held a public hearing for the Surface Water Management 2020 Comprehensive Plan on August 13, 2020. The City held an online public open house between May 15<sup>th</sup> and June 15<sup>th</sup>, 2020 and completed the SEPA process in the month of July. Staff recommends that the Council hold a Public Hearing on October 12, 2020 and subsequently adopt an ordinance for the Surface Water Management Plan. The Surface Water Management 2020 Comprehensive Plan and the Appendices can be found in the City's website using the link below. The ordinance is attached to a separate item on the Council agenda.

<https://www.lynnwoodwa.gov/Government/Departments/Public-Works/Engineering-Construction/City-Projects-Programs-Initiatives/Water-Sewer-Storm-Utility-Projects/Surface-Water-Management-Comprehensive-Plan-Update>

#### **ACTION:**

Conduct a Public Hearing on October 12, 2020 to receive public input on the proposed Surface Water Comprehensive Plan.

#### **BACKGROUND:**

This plan is a major revision to the City's Surface Water Management Comprehensive Plan that was last updated in 2009. This plan sets a course for stormwater programs and capital projects for years to come and addresses current and anticipated regulatory requirements, future land use designations, emerging stormwater management technologies, existing flooding and water quality problems, and the resources needed for the City to fully implement this plan.

Plan Organization:

This plan is presented in six chapters:

- 1- Introduction
- 2- Stormwater Goals and Policies:

Identifies the guiding principles of the SWMP.

- 3- Background:

Characterizes the study area and includes a map of drainage basins within the City. Applicable policies, regulations, and planning environment are also summarized in the Background section. The contents of the Background section, along with the Stormwater Goals and Policies, inform the selection of future projects, programs, and policies for the SWMP.

- 4- Surface Water Management Program:

Recommendations describes the programs, policies, and resource needs of the SWMP.

5- Capital Improvement Program:

Identifies stormwater capital projects and their associated priorities

6- Plan Implementation:

Identifies a recommended suite of projects, programs, and policies, along with their associated resource needs, utility rate increase, and schedule.

**FUNDING:**

Surface Water Utility, Fund 411

**KEY FEATURES AND VISION ALIGNMENT:**

Vision/Mission/Goals: The Lynnwood Community Vision states that the City is to “Invest in efficient, integrated, local and regional transportation systems”, and “be a city that is responsive to the wants and needs of our citizens.” The Surface Water Management 2020 Comprehensive Plan supports that vision and results in important improvements to the City’s infrastructure that links the City of Lynnwood’s programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The City of Lynnwood Comprehensive Plan describes the long-term direction and vision for the growth and development of the community. Key elements of the comprehensive plan related to stormwater are the Environmental Element and Capital Facilities Element. These elements are the basis for the regulations stated in the Lynnwood Municipal Code (LMC) and day-to-day planning and decision making.

**DOCUMENT ATTACHMENTS**

Description:	Type:
<a href="#">Comp Plan Presentation</a>	Backup Material



**LYNNWOOD**  
WASHINGTON

*A great deal more*

# SURFACE WATER MANAGEMENT 2020 COMPREHENSIVE PLAN

Public Works

July 2020

# AGENDA



Background



Purpose



Organization



Plan Development



Current Status



Discussion

# BACKGROUND



1

Convey stormwater runoff

2

Protect properties and City infrastructure

Safely  
Cost-effectively



Erosion  
Flooding  
Sediment Deposition  
Water Degradation

# Purpose Of this Plan

1991

2009

2020

2025

**First SWMP**

**Last Update**

**2020 SWMP**

- Regulatory requirements
- Future land use designations
- Emerging stormwater management technologies
- Existing flooding and water quality problems
- Resources needed to implement this plan

# Plan Organization

1

Introduction

2

Stormwater Goals & Policies

3

Background

4

Surface Water Management  
Program Recommendation

5

Capital Improvement Plan

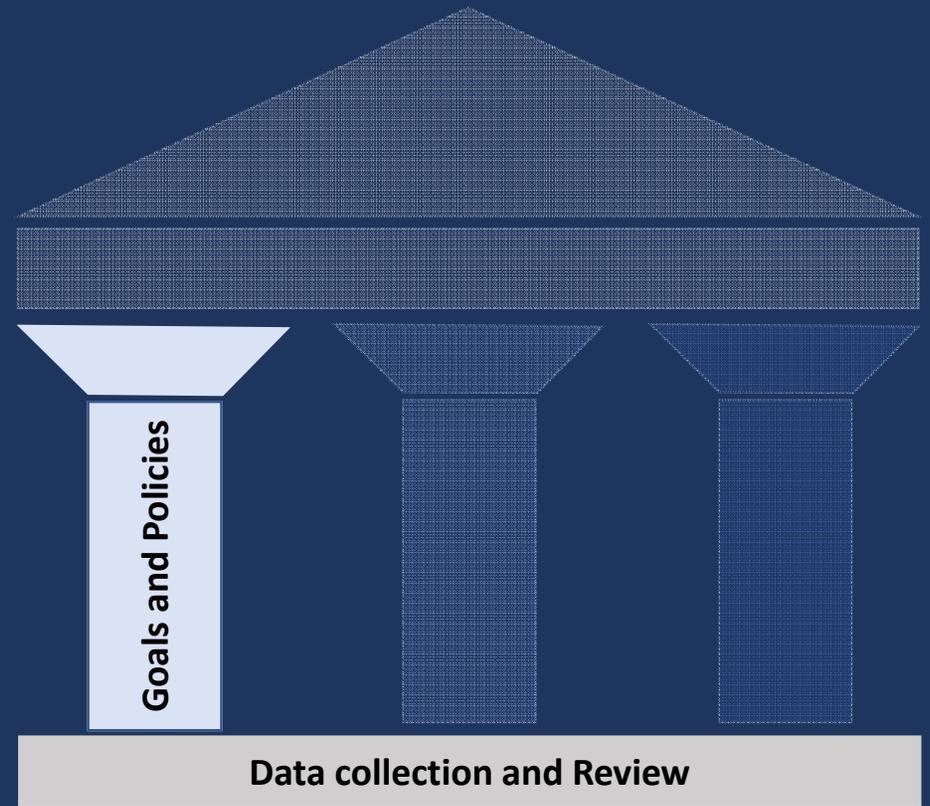
6

Plan Implementation

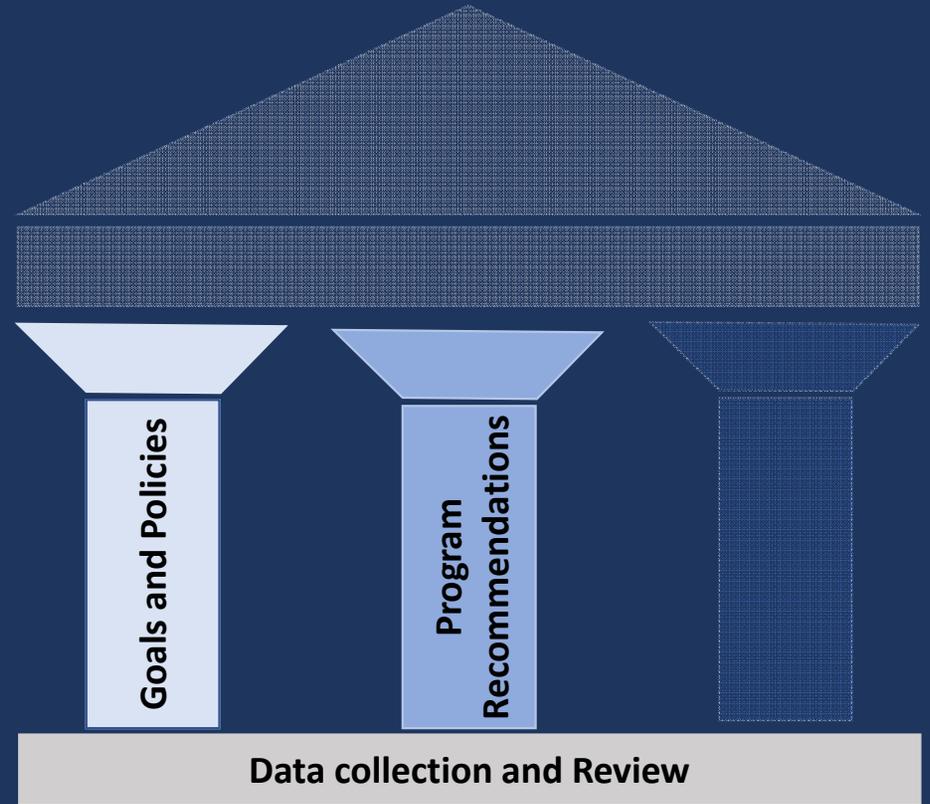
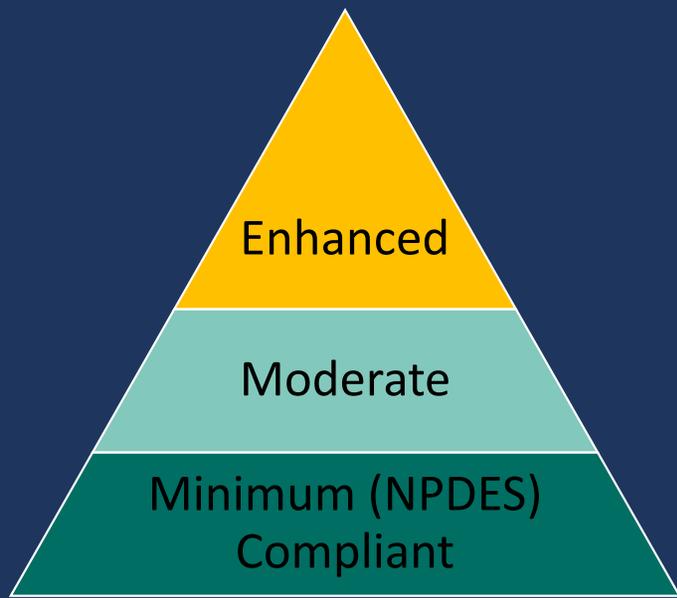
# How SWMP Was Developed



# STORM GOALS AND POLICIES



# Surface Water Management Program



# Climate Change Resiliency



## Stream Flows

Increased winter flows  
Decreased summer flows  
Likely increased magnitude and frequency of peak events



## Groundwater Supply

Decreased recharge during summer months  
Increased use during summer months



## Flood Risk

Increased flood risk from rivers, streams and conveyance system  
Possible increase in groundwater induced flooding  
Increased flood risk from channel migration



## Water Quality

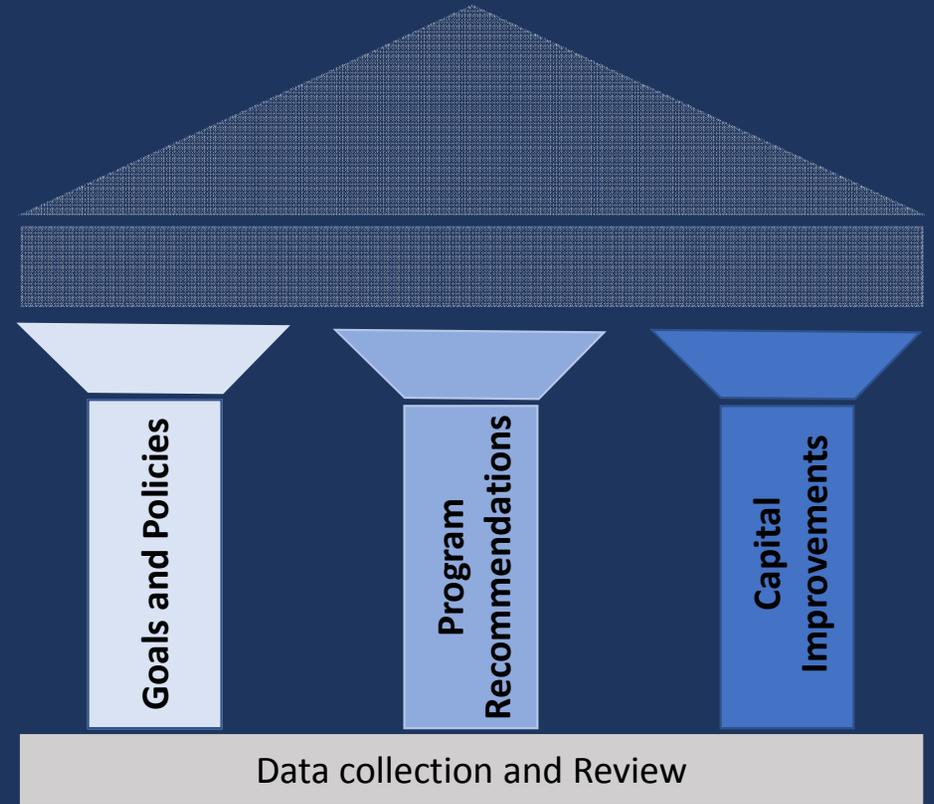
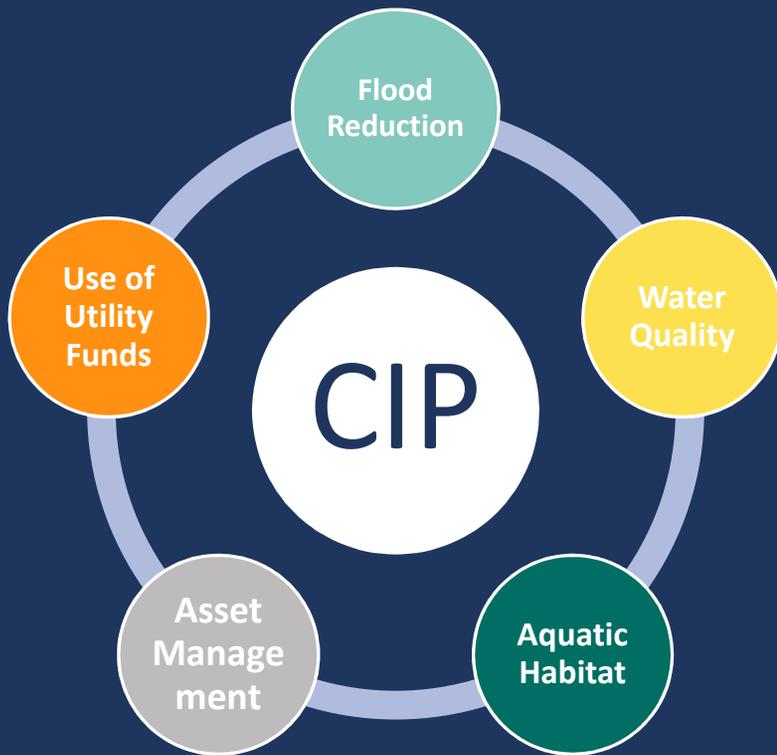
58 increased average and summer water temperature  
Increased erosion and suspended materials  
Lower dissolved oxygen



## Habitat

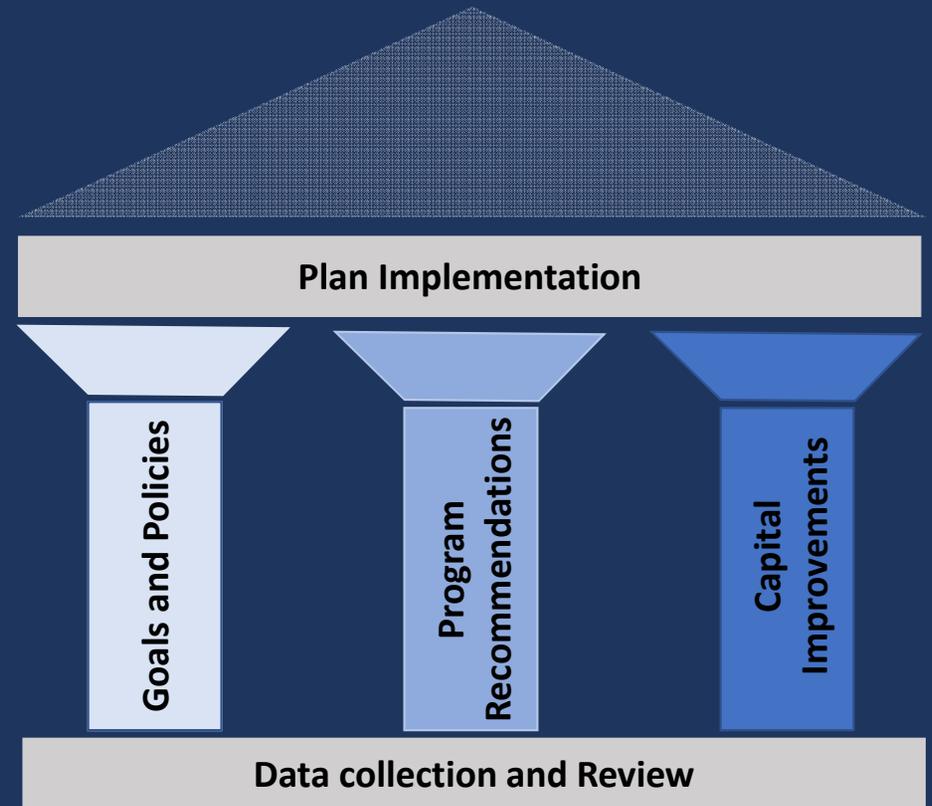
Wetland conversion from perennial to seasonal  
Possible loss of streamside vegetation  
Decrease in cooler/oxygenated aquatic habitat

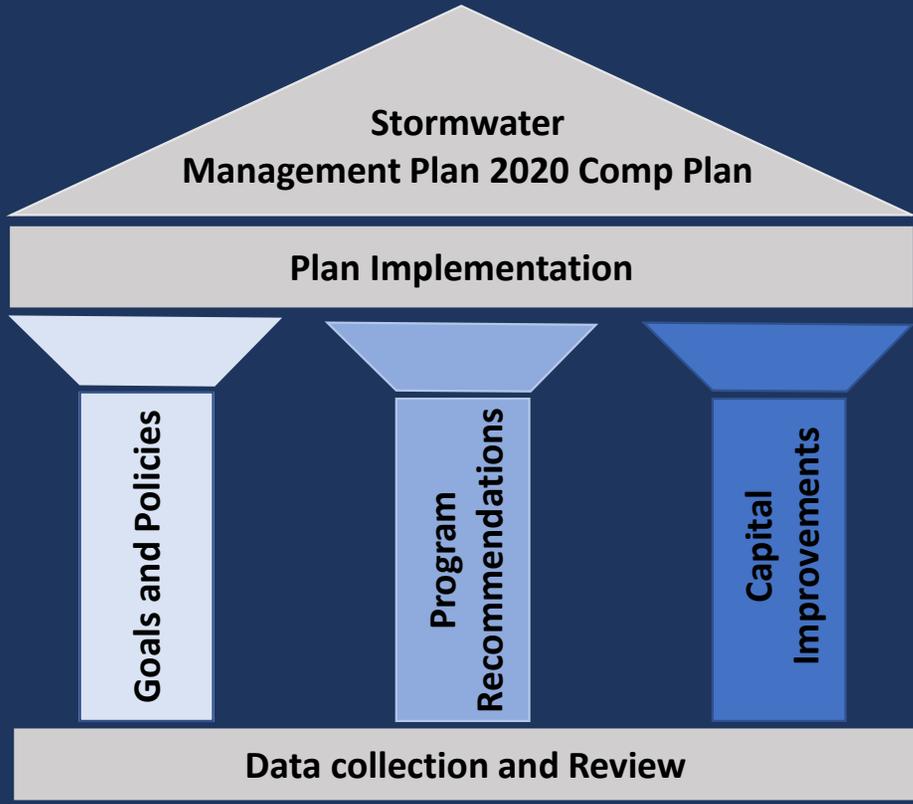
# Capital Improvement Plan



# Implementation

-  Stormwater Utility Rates
-  Addressing Staffing Needs
-  Additional Resource Needs
-  Interdepartmental Collaboration
-  Interagency Collaboration





# Appendices

Appendix A	Existing Stormwater Goals and Policies
Appendix B	COL Drainage Characteristics
Appendix C	Stormwater Management Program Benchmarking Results
Appendix D	NPDES Permit Compliance Gap Analysis and Needs Assessment
Appendix E	Surface Water Management Program Staffing and Funding Tables
Appendix F	Capital Improvement Program Appendix
Appendix G	Capital Improvement Program Summary Sheets

# WHERE WE ARE NOW

---



PUBLIC  
INVOLVEMENT



SEPA REVIEW  
PROCESS



PLANNING  
COMMISSION



COUNCIL  
ADOPTION

# DISCUSSION

## CITY COUNCIL ITEM 90.3-A

### CITY OF LYNNWOOD Public Works

---

**TITLE: Ordinance: Surface Water Management 2020 Comprehensive Plan (2020-2025)**

**DEPARTMENT CONTACT: Ehsan Shirkhani**

#### **SUMMARY:**

The Planning Commission held a public hearing for the Surface Water Management 2020 Comprehensive Plan on August 13, 2020. The City held an online public open house between May 15<sup>th</sup> and June 15<sup>th</sup>, 2020 and completed the SEPA process in the month of July. Staff recommends that the Council hold a Public Hearing on October 12, 2020 and subsequently adopt an ordinance for the Surface Water Management Plan. The Surface Water Management 2020 Comprehensive Plan and the Appendices can be found in the City's website using the link below.

<https://www.lynnwoodwa.gov/Government/Departments/Public-Works/Engineering-Construction/City-Projects-Programs-Initiatives/Water-Sewer-Storm-Utility-Projects/Surface-Water-Management-Comprehensive-Plan-Update>

#### **ACTION:**

After conducting a Public Hearing on October 12, 2020 to receive public input on the proposed Surface Water Comprehensive Plan adopt the attached ordinance.

#### **BACKGROUND:**

This plan is a major revision to the City's Surface Water Management Comprehensive Plan that was last updated in 2009. This plan sets a course for stormwater programs and capital projects for years to come and addresses current and anticipated regulatory requirements, future land use designations, emerging stormwater management technologies, existing flooding and water quality problems, and the resources needed for the City to fully implement this plan.

Plan Organization:

This plan is presented in six chapters:

1- Introduction

2- Stormwater Goals and Policies:

Identifies the guiding principles of the SWMP.

3- Background:

Characterizes the study area and includes a map of drainage basins within the City. Applicable policies, regulations, and planning environment are also summarized in the Background section. The contents of the Background section, along with the Stormwater Goals and Policies, inform the selection of future projects, programs, and policies for the SWMP.

4- Surface Water Management Program:

Recommendations describes the programs, policies, and resource needs of the SWMP.

5- Capital Improvement Program:

Identifies stormwater capital projects and their associated priorities

6- Plan Implementation:

Identifies a recommended suite of projects, programs, and policies, along with their associated resource needs, utility rate increase, and schedule.

**FUNDING:**

Surface Water Utility, Fund 411

**KEY FEATURES AND VISION ALIGNMENT:**

Vision/Mission/Goals: The Lynnwood Community Vision states that the City is to “Invest in efficient, integrated, local and regional transportation systems”, and “be a city that is responsive to the wants and needs of our citizens.” The Surface Water Management 2020 Comprehensive Plan supports that vision and results in important improvements to the City’s infrastructure that links the City of Lynnwood’s programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The City of Lynnwood Comprehensive Plan describes the long-term direction and vision for the growth and development of the community. Key elements of the comprehensive plan related to stormwater are the Environmental Element and Capital Facilities Element. These elements are the basis for the regulations stated in the Lynnwood Municipal Code (LMC) and day-to-day planning and decision making.

**DOCUMENT ATTACHMENTS**

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



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADOPTING THE SURFACE WATER MANAGEMENT 2020 COMPREHENSIVE PLAN FOR THE CITY OF LYNNWOOD FOR THE PERIOD 2020 THROUGH 2025; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.**

---

WHEREAS, under the authority granted by RCW 35A.80 and 35.67, and LMC 13.35.030 the City of Lynnwood has the responsibility for planning, design, construction, maintenance, administration and operation of all City surface water conveyances and facilities; and

WHEREAS reviewing and updating this plan is an identified as policy CF-1.3 of the City Comprehensive Plan adopted by Ordinance 3231 on November 28, 2016, as amended; and

WHEREAS this Plan will help the City to comply with various state and federal regulations, including the Endangered Species Act, the Swamp Creek Total Maximum Daily Load (TMDL) for fecal coliform bacteria, and the National Pollutant Discharge Elimination System (NPDES) Phase II municipal stormwater permit; and

WHEREAS it has been determined that there will be no probable significant adverse environmental impacts associated with adopting this Plan; and

WHEREAS the City Council of the City of Lynnwood has determined that the proposed Surface Water Management Comprehensive Plan establishes a solid framework to guide the City’s Surface Water Utility over the ensuing five years;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO ORDAIN AS FOLLOWS:

SECTION 1. Adoption. That the attachment to this ordinance, along with the recommended edits and changes, is designated and adopted as the official: “Surface Water Management Comprehensive Plan” of the City of Lynnwood, Washington.

39 SECTION 2. Severability. If any section, subsection, sentence, clause, phrase or word of  
40 this ordinance shall be held to be invalid or unconstitutional by a court of competent  
41 jurisdiction, such invalidity or unconstitutionality thereof, shall not affect the validity or  
42 constitutionality of any other section, subsection, sentence, clause, phrase or word of this  
43 ordinance.  
44

45 SECTION 3. Effective Date and Summary Publication. This Ordinance shall take effect and be  
46 in full force five (5) days after its passage, approval, and publication of an approved summary  
47 thereof consisting of the title.  
48

49 PASSED BY THE CITY COUNCIL, the 12<sup>th</sup> day of October 2020.  
50

51  
52 APPROVED:

53  
54  
55 \_\_\_\_\_  
56 Nicola Smith, Mayor  
57

58  
59 ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

60  
61  
62 \_\_\_\_\_  
63 Sonja Springer, Finance Director  
64

65 \_\_\_\_\_  
66 Rosemary Larson, City Attorney  
67

68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78 FILED WITH ADMINISTRATIVE SERVICES: \_\_\_\_\_  
79 PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
80 PUBLISHED: \_\_\_\_\_  
81 EFFECTIVE DATE: \_\_\_\_\_  
82 ORDINANCE NUMBER: \_\_\_\_\_

# CITY COUNCIL ITEM 90.3-B

## CITY OF LYNNWOOD Executive

---

**TITLE: Confirmation of Finance Director Appointment**

**DEPARTMENT CONTACT: Nicola Smith**

**SUMMARY:**

The Council will be asked to confirm the appointment of Matthew McArthur as Lynnwood's Finance Department Director.

**ACTION:**

Confirm

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available

**CITY COUNCIL ITEM 90.3-C**

**CITY OF LYNNWOOD  
Executive**

---

**TITLE:** Executive Session, If Needed

**DEPARTMENT CONTACT:** Mayor Smith

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

---

No Attachments Available