



LYNNWOOD CITY COUNCIL Business Meeting
City Hall Council Chambers 19100 44th Ave W Lynnwood WA 98036
TUESDAY, NOVEMBER 12, 2024 6:00 PM

1. CALL TO ORDER
2. FLAG SALUTE - Council President Hurst
3. LAND ACKNOWLEDGEMENT - Council Member Parshall
4. ROLL CALL - Clerk
5. MESSAGES AND PAPERS FROM THE MAYOR
6. WRITTEN COMMUNICATIONS AND PETITIONS
7. PRESENTATIONS AND PROCLAMATIONS
8. PUBLIC COMMENTS AND COMMUNICATIONS - up to 30 minutes
9. COUNCIL COMMENTS AND ANNOUNCEMENTS - Begin with Council Member Escamilla
10. PUBLIC HEARING
 - 10.A [Public Hearing: 2025 Property Tax](#) - 45 minutes
Michelle Meyer, Finance Director
 - 10.B [Public Hearing: 2025-2026 Preliminary Budget](#) - 30 minutes
Michelle Meyer, Finance Director
11. APPROVAL OF MINUTES - Council Member Decker
 - 11.A [Minutes Approval](#) - 5 minutes
Luke Lonie, City Clerk
12. UNANIMOUS CONSENT AGENDA - Council Member Binda
 - 12.A [Voucher Approval](#) - 0 minutes
Michelle Meyer, Finance Director
 - 12.B [Reappoint Tourism Advisory Committee / Lodging Tax Advisory Committee Members](#) - 0 minutes

Ryan Bush, Tourism Project Manager

12.C [Reappointment: Planning Commission Members](#) - 0 minutes

Karl Almgren, Community Planning Manager

12.D [Reappointment: Arts commission](#) - 0 minutes

12.E [Reappointment: Board of Ethics](#) - 0 minutes

Luke Lonie, City Clerk

12.F [Contract: 2024-2029 Utility Design Engineering On-Call Services \(Hazen & Sawyer\)](#) - 0 minutes

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

12.G [Contract: 2024-2029 Utility Modeling On-Call Services \(BHC Consultants\)](#) - 0 minutes

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

12.H [Contract: 2024-2029 Utility Modeling On-Call Services \(Wilson Engineering\)](#) - 0 minutes

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

12.I [Contract: 2024-2029 Utility Design Engineering On-Call Services \(Wilson Engineering\)](#) - 0 minutes

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

12.J [Contract: 2024-2029 Utility Design Engineering On-Call Services \(Otak\)](#) - 0 minutes

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

12.K [Reappointment: Parks, Recreations and Cultural Arts Board](#) - 0 minutes

13. BUSINESS ITEMS AND OTHER MATTERS

13.A [American Rescue Plan Act Reallocation](#) - 20 minutes

Michelle Meyer, Finance Director

13.B [ALPR Camera Program - Sole Source Waiver and Contract Award](#) - 0 minutes

Cole Langdon, Chief of Police

13.C [ALPR Camera Program - Grant Approval](#) - 5 minutes

Cole Langdon, Chief of Police

14. NEW BUSINESS

ADJOURN

CITY COUNCIL 10.A

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Public Hearing: 2025 Property Tax

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

2025 Property Tax Levy Public Hearing

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

45

BACKGROUND:

Washington state law requires cities that impose a property tax to certify their levy for the subsequent year by the end of November (due November 27th of 2024 for the 2025 levy). A public hearing is required.

SUGGESTED ACTION:

Conduct a public hearing for the 2025 property tax levy.

PREVIOUS COUNCIL ACTIONS:

January 22, 2024: Adoption of Resolution 2024-02 setting the budget calendar

July 17, 2024: Overview of Funds & Revenues

September 9, 2024: Proposed Preliminary Budget Overview

September 23, 2024: Preliminary Budget Public Hearing

October 14, 2024: Mayor's Message and Presentation of 2025-2026 Preliminary Budget

October 14, 2024: Departmental Presentations: Legislative, Executive, Legal, Finance

October 16, 2024: Departmental Presentations: Police, PRCA, Municipal Court

October 28, 2024: Departmental Presentations: DBS, HR, IT

November 4, 2024: Departmental Presentation: PW and Capital

FUNDING:

The City collects one regular property tax levy for general operations. The 2025-2026 Preliminary Budget includes a general operating property tax levy of \$6.2 million for 2024. This levy amount will result in a property tax increase of \$84 per year (\$7 per month) for an average home in Lynnwood.

DEPARTMENT ATTACHMENTS

Description:

[11.12 Property Tax Public Hearing PPT.pdf](#)

[City of Lynnwood Ordinance Property Tax Levy for 2025.pdf](#)



LYNNWOOD
WASHINGTON

A great deal more

2025-2026 Budget Property Tax Public Hearing

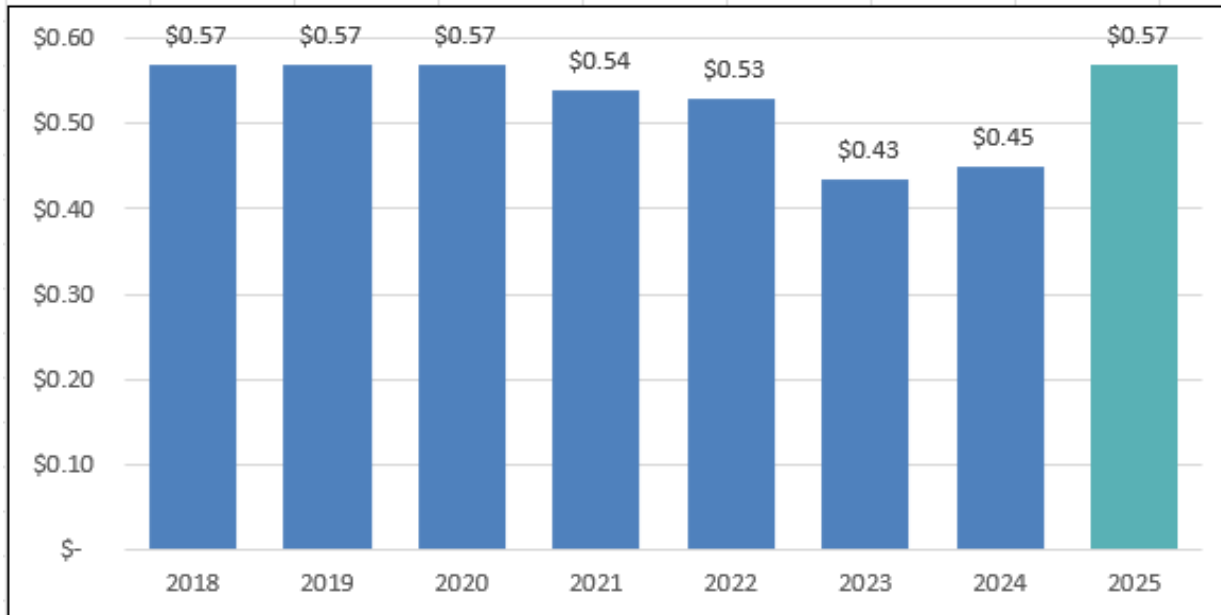
November 12, 2024

General Fund Revenues: Property Tax

Restore 2025 rate to \$.57

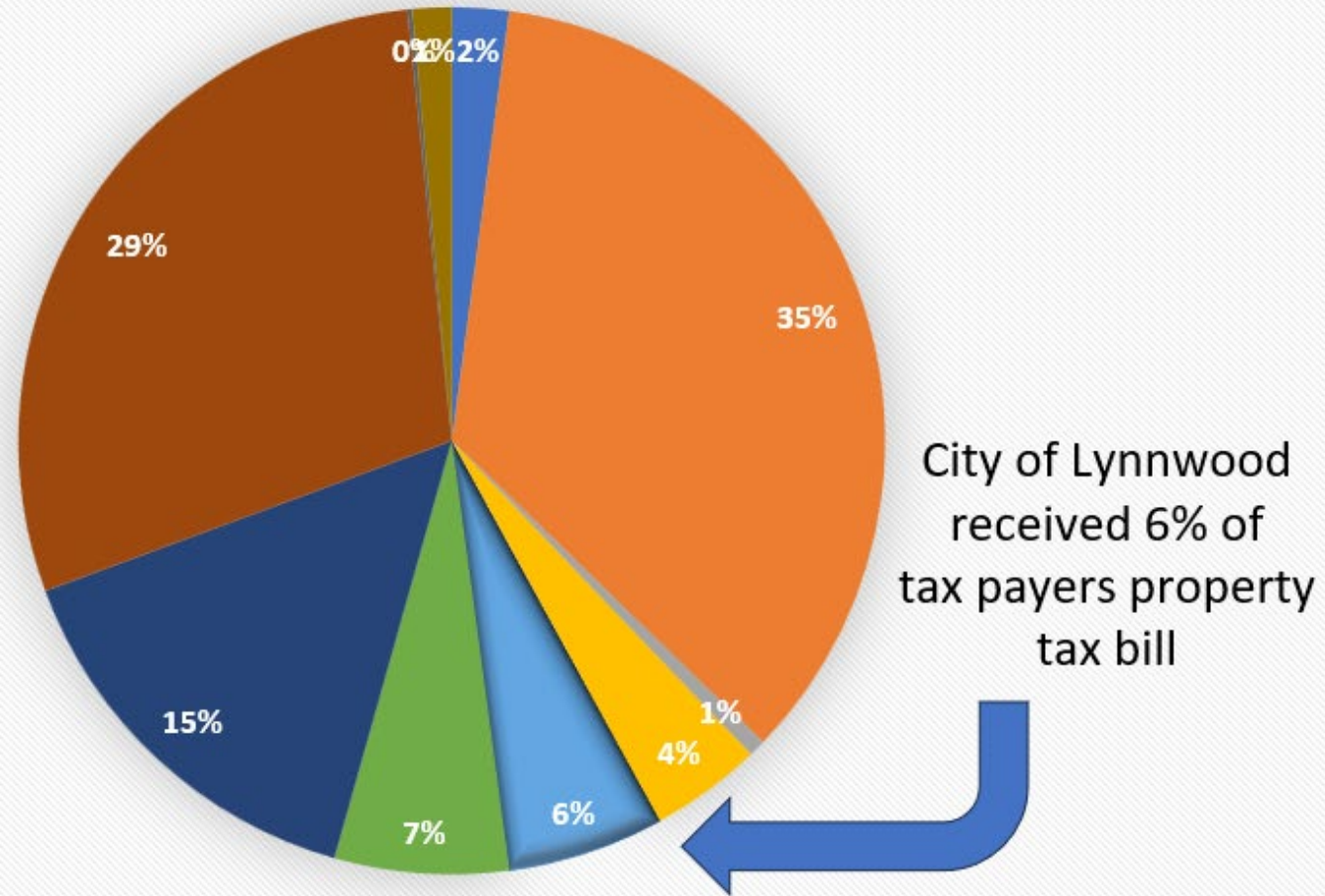
Levy of \$6.2 Million

Estimated increase of \$84 annually/\$7 month for average home



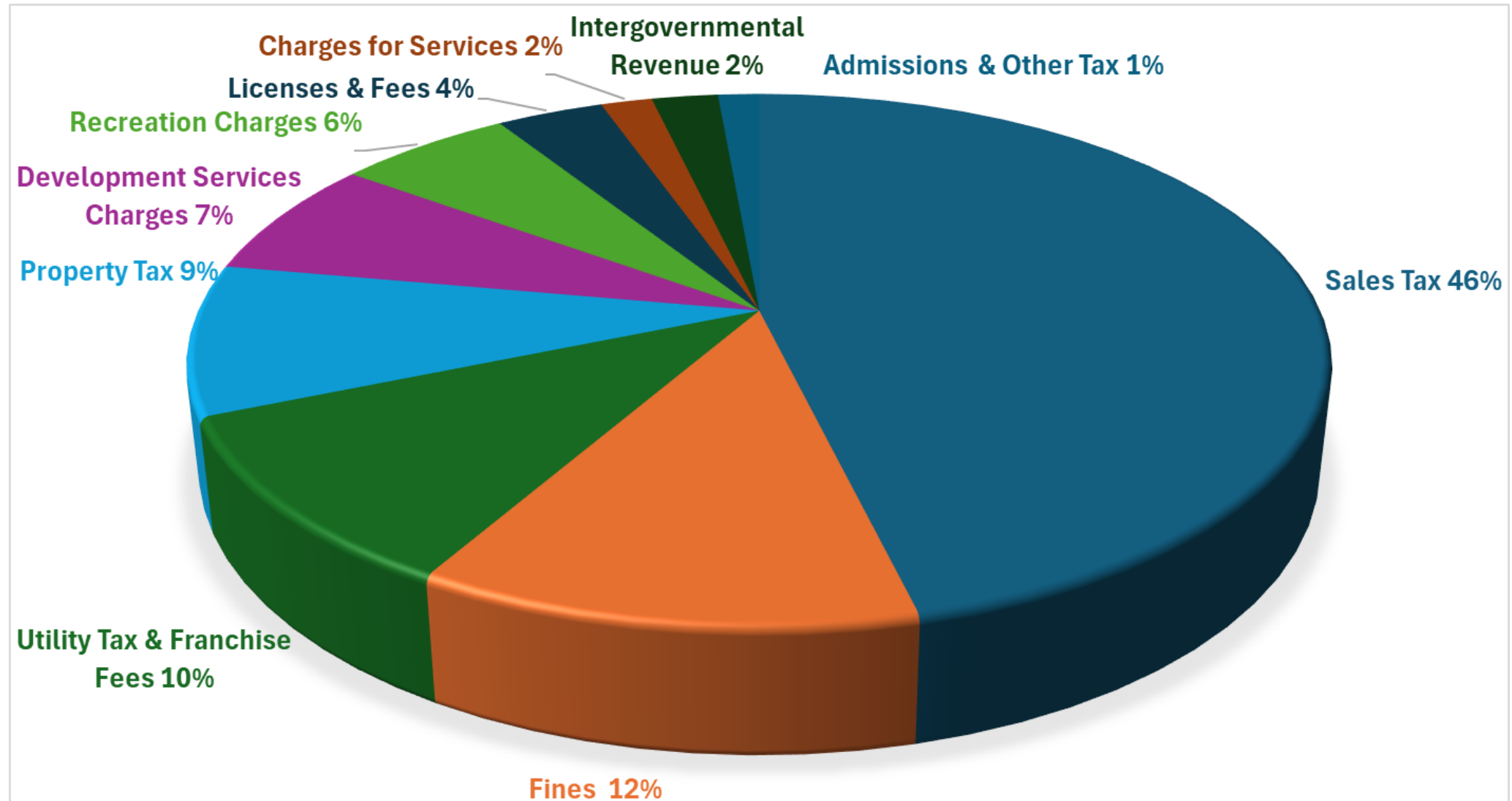
City of Lynnwood Property Tax Calculator		
Average Property Value:		
Avg home up 3%	\$ 613,800	\$ 632,214
Levy rate .57	2024 Levied	2025 Budgeted
Annual City Tax	\$ 278	\$ 362
Annual Change		\$ 84

Property Tax Breakdown

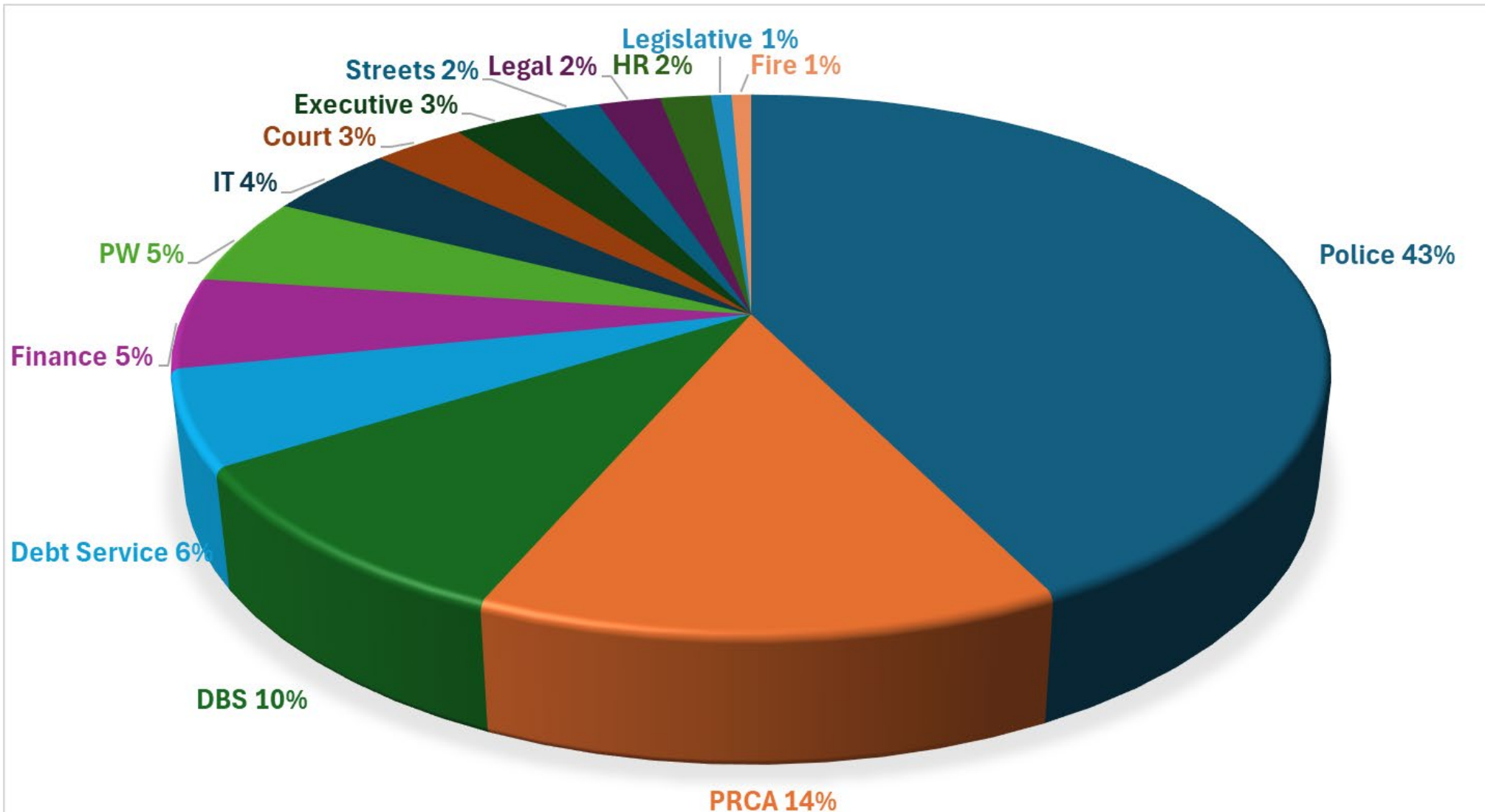


- Central Puget Sound Regional Transit
- Sno-Isle Intercounty Rural Library
- South Snohomish County Fire & Rescue RFA
- South Snohomish County Fire & Rescue RFA
- Edmonds School District
- City of Lynnwood
- State
- Pub Hosp #2
- Snohomish County
- Snohomish Conservation District

General Fund Operating Revenues



General Fund Operating Expenditures



Council Priorities Permanently Funded in 2025-2026

Public Safety

- *10 police officers, 4 custody officers, 4 master custody officers, 1.5 CJC custodial positions in Police Department*
- *1 court marshal and 1 legal clerk position in Municipal Court*
- *2 maintenance workers and Asphalt Paver in Streets*
- *2 maintenance workers for Graffiti Remediation in PRCA*

Park Expansion/Improvements

- *1 sr. park planner position moved over from capital fund in PRCA*

Health & Mental Health Services

- *Contractual medical services for the Community Justice Center*
- *1 human services coordinator position in PRCA*

General Fund Forecast

City Financial Policy Requirements

- *6-year General Fund Forecast*
- *2.5-month operating fund balance*

Current version reflects fund balance policy compliance 2025-2030

- *Based on proposed levy and anticipated continued revenue growth*

ORDINANCE NO. xxxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO AD VALOREM TAX LEVY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, SETTING AN ESTIMATED REGULAR PROPERTY TAX LEVY OF \$6,200,000; PROVIDING FOR CERTIFICATION AND TRANSMITTAL TO SNOHOMISH COUNTY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SUMMARY PUBLICATION AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning January 1, 2024, the City of Lynnwood assessed a regular property tax levy of \$4,725,000; and

WHEREAS, the population of the City of Lynnwood is more than 10,000; and

WHEREAS, following public notice in accordance with applicable law, the City Council conducted a public hearing on November 12, 2024, to receive citizen input on the proposed regular property tax levy for the year commencing January 1, 2025; and

WHEREAS, the City Council hereby determines that it is in the interest of the City to increase the banked capacity for the regular property tax by one percent above the lawful levy for 2024;

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

Section 1: Regular Property Tax. That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of increase over the actual levy amount from the previous year shall be \$1,475,000 which is a percentage increase of 31.22 percent (31.22%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2: Certification. The Finance Director is hereby directed to certify to the County Assessor of the Snohomish County, Washington, a copy of this ordinance in order that the same is extended upon the general assessment roll of said County, in the same manner and at the same time as the levy of the State and County taxes is extended.

Section 3: Transmittal of taxes. That the taxes described herein shall be collected and paid to the City Finance Director at the same time and in the same manner as provided by the laws of the State of Washington relating to collection of taxes in cities of the first class.

Section 4: Severability. In the event that any section, sentence, or clause of the ordinance shall be held unconstitutional, such unconstitutionality shall not be deemed to affect any other section, sentence, or clause of the ordinance. This ordinance may likewise be amended to reflect any additional amounts as may be due and assessable, in accordance with any subsequent certification by the County Assessor, and such amendment shall be deemed as if a part of this original enactment.

Section 5: Publication and effective date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

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PASSED BY THE CITY COUNCIL, the 25th day of November 2024.

APPROVED:

Christine Frizzell, Mayor

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

Luke Lonie, City Clerk

Lisa Marshall, City Attorney

CITY COUNCIL 10.B

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Public Hearing: 2025-2026 Preliminary Budget

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

2025-2026 Budget Public Hearing

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

30

BACKGROUND:

Each even-numbered year, the City adopts a biennial budget for the next two years. Public hearings are a required part of the budget process. This is the third and final hearing for the 2025-2026 budget process.

The preliminary budget is available online: <https://www.LynnwoodWA.gov/2025-2026-preliminary-budget>

SUGGESTED ACTION:

Conduct the final public hearing for the 2025-2026 Biennial Budget process

PREVIOUS COUNCIL ACTIONS:

January 22, 2024: Adoption of Resolution 2024-02 setting the budget calendar

July 17, 2024: Overview of Funds & Revenues

September 9, 2024: Proposed Preliminary Budget Overview

September 23, 2024: Public Hearing

October 14, 2024: Mayor's Message and Presentation of 2025-2026 Preliminary Budget

October 14, 2024: Departmental Presentations: Legislative, Executive, Legal, Finance

October 16, 2024: Departmental Presentations: Police, PRCA, Municipal Court

October 28, 2024: Departmental Presentations: DBS, HR, IT

November 4, 2024: Departmental Presentation: PW and Capital

November 12, 2024: Property Tax Public Hearing

DEPARTMENT ATTACHMENTS

Description:

CITY OF LYNNWOOD

ORDINANCE NO. xxxx

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING A TWO-YEAR BIENNIAL BUDGET, FOR THE YEARS ENDING DECEMBER 31, 2025 AND 2026; TRANSMITTING BUDGET COPIES TO THE STATE; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.

WHEREAS, in accordance with Chapter 35A.34 RCW and Chapter 2.72 LMC the Mayor of the City of Lynnwood, Washington, did make, and file with the City Clerk of the City of Lynnwood a preliminary biennial budget and estimate of the amount of monies required to meet the public expenses, bond retirement, interest and expenses of government of said City for the fiscal years ending December 31, 2025 and 2026; and

WHEREAS, following public notice in accordance with applicable law, public hearings were held before the City Council on September 23, 2024 and November 12, 2024, for the purpose of receiving public comment on the preliminary budget for 2025-2026, and all persons wishing to be heard were heard; and

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

Section 1. Fund Appropriations. The required expenditures for separate funds of the City of Lynnwood, for the fiscal years ending December 31, 2025 and 2026, are approved as provided by **Exhibit A** to this Ordinance attached and incorporated by this reference as if fully set forth herein. Budgeted appropriations are defined to include both expenditures and transfers. Any budget adjustment that would increase the total appropriations of any fund must be approved by the City Council by ordinance through the budget amendment process.

Section 2. Transmittal. The Finance Director shall transmit a complete copy of the final budget to the Washington State Auditor's Office (SAO) and the Association of Washington Cities (AWC) via the Municipal Services Research Center (MRSC).

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, sentence, clause, phrase or word of this Ordinance.

Section 4. Effective Date and Summary Publication. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall

take effect and be in full force five (5) days after its passage, approval, and publication of an approved summary thereof consisting of the title.

PASSED BY THE CITY COUNCIL, the 25th day of November 2024.

APPROVED:

Christine Frizzell, Mayor

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

Luke Lonie, City Clerk

Lisa Marshall, City Attorney

EXHIBIT A
2025-2026 ADOPTED BUDGET

Fund	Begining Fund Balance	Revenues & Other Sources	Total Beginning Fund Balance & Other Sources	Expenditures & Other Uses	Ending Fund Balance	Total Expenditures & Ending Fund Balance
General Fund						
011 General Fund	\$ 13,084,031	\$ 152,877,800	\$ 165,961,831	\$ 155,809,398	\$ 10,152,433	\$ 165,961,831
Total General Fund	\$ 13,084,031	\$ 152,877,800	\$ 165,961,831	\$ 155,809,398	\$ 10,152,433	\$ 165,961,831
Other General Government						
020 Econ Dev Infrastructure	2,300,000	-	2,300,000	2,300,000	-	2,300,000
098 Revenue Stabilization	6,000,000	-	6,000,000	-	6,000,000	6,000,000
101 Lodging Tax	736,862	1,730,800	2,467,662	1,902,404	565,258	2,467,662
104 Drug Enforcement	254,301	40,000	294,301	180,000	114,301	294,301
105 Criminal Justice	2,589,730	3,205,334	5,795,064	2,972,834	2,822,230	5,795,064
110 Transportation Impact Fee	1,730,851	1,500,000	3,230,851	2,730,000	500,851	3,230,851
111 Street Operating	83	6,930,600	6,930,683	6,807,392	123,291	6,930,683
114 Cumulative Park Reserve	106,983	20,000	126,983	20,000	106,983	126,983
116 Cumulative Art Reserve	257,302	-	257,302	228,000	29,302	257,302
121 Tree Reserve	301,840	30,000	331,840	70,000	261,840	331,840
131 American Rescue Plan Act	-	522,000	522,000	522,611	(611)	522,000
144 Waste Reduction	97,297	89,462	186,759	89,462	97,297	186,759
146 Affordable Housing	906,311	400,000	1,306,311	-	1,306,311	1,306,311
147 Opioid Settlement	1,149,686	400,000	1,549,686	400,000	1,149,686	1,549,686
150 Transportation Benefit District	1,600,417	8,400,000	10,000,417	10,000,000	417	10,000,417
180 Park Impact Fee	2,520,456	3,505,000	6,025,456	5,985,710	39,746	6,025,456
Total Other General Government Funds	\$ 20,552,119	\$ 26,773,196	\$ 47,325,315	\$ 34,208,413	\$ 13,116,902	\$ 47,325,315
Debt Service						
203 General Govt Debt Service	23	7,567,350	7,567,373	7,567,350	23	7,567,373
223 Rec Center Debt Service	1,046	3,165,000	3,166,046	3,166,000	46	3,166,046
Total Debt Service Funds	\$ 1,069	\$ 10,732,350	\$ 10,733,419	\$ 10,733,350	\$ 69	\$ 10,733,419
Capital Funds						
330 REET 2	880,442	1,840,000	2,720,442	2,720,000	442	2,720,442
331 REET 1	1,793,392	1,840,000	3,633,392	3,600,000	33,392	3,633,392
333 Capital Development	303,250	-	303,250	303,250	-	303,250
357 Other Government Capital	436,704	50,000	486,704	465,000	21,704	486,704
360 Transportation Capital	30,193	36,393,628	36,423,821	36,423,628	193	36,423,821
370 Facilities Capital	614,050	1,560,000	2,174,050	2,174,050	-	2,174,050
380 Parks & Recreation Capital	1,199,424	19,055,316	20,254,740	20,048,600	206,140	20,254,740
390 Public Safety Capital	7,442,821	3,250,000	10,692,821	9,425,000	1,267,821	10,692,821
Total Capital Funds	\$ 12,700,276	\$ 63,988,944	\$ 76,689,220	\$ 75,159,528	\$ 1,529,692	\$ 76,689,220
Enterprise Funds						
411 Utility Operations	17,166,242	79,040,000	96,206,242	89,522,165	6,684,077	96,206,242
412 Utility Capital	6,666,163	39,235,000	45,901,163	39,835,000	6,066,163	45,901,163
460 Golf Course	623,766	3,845,400	4,469,166	4,120,400	348,766	4,469,166
Total Enterprise Funds	\$ 24,456,171	\$ 122,120,400	\$ 146,576,571	\$ 133,477,565	\$ 13,099,006	\$ 146,576,571
Internal Service Funds						
510 Equipment Rental Reserve	4,917,173	7,133,300	12,050,473	1,901,600	10,148,873	12,050,473
511 Equipment Rental Oper	740,254	6,171,800	6,912,054	6,011,922	900,132	6,912,054
513 Lynnwood Shop Operations	51,985	596,300	648,285	627,370	20,915	648,285
515 Self Insurance	131,296	-	131,296	120,000	11,296	131,296
520 Technology Reserve	194,807	332,282	527,089	520,000	7,089	527,089
Total Internal Service Funds	\$ 6,035,515	\$ 14,233,682	\$ 20,269,197	\$ 9,180,892	\$ 11,088,305	\$ 20,269,197
Total 2025 - 2026Budget	\$ 76,829,181	\$ 390,726,372	\$ 467,555,553	\$ 418,569,146	\$ 48,986,407	\$ 467,555,553

CITY COUNCIL 11.A

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Minutes Approval

DEPARTMENT CONTACT: Lisa Harrison, Executive Office

PRESENTER:

Luke Lonie, City Clerk

ESTIMATED TIME:

5

SUGGESTED ACTION:

Approve the minutes of the October 24 , 2024 Finance Committee Meeting, the October 28, 2024 City Council Business Meeting, and the November 4, 2024 City Council Work Session.

DEPARTMENT ATTACHMENTS

Description:

[10.24.24_FC minutes.pdf](#)

[10-28-24 BM Draft Minutes.pdf](#)

[11-4-24 WS Draft Minutes.pdf](#)



CITY OF LYNNWOOD
FINANCE COMMITTEE - REGULAR FINANCE COMMITTEE MEETING MINUTES
October 24, 2024

1. CALL TO ORDER

The meeting was called to order at 3:35 pm

2. ROLL CALL

Present:

Member George Hurst
Member Michelle Meyer
Member Nick Coelho

Absent:

Member Patrick Decker

Community Planning Manager Almgren, DBS Director Kleitsch, Clerk Lonie and Assistant City Administrator Moore were also present.

3. FINANCIAL REPORTS

3.A Sales Tax Report

Director Meyer shared results through September, stating that the trend is slightly lower (-3.3%) than this time last year, but still on track with budget.

4. DISCUSSION ITEM

4.A Briefing: SHB 1406 Fund Status

Community Planning Manager Almgren shared options for the city to consider regarding SHB 1406 fund. Committee members discussed options and examples of using this fund. There is currently over \$814,000 in the fund. Almgren stated that Council can develop the parameters for projects qualifying for this funding in the policy they develop.

4.B American Rescue Plan Act Update

Director Meyer reviewed the status of ARPA fund allocations and balances remaining. All funds must be spent and reimbursed by the end of the year in accordance with amounts certified to Treasury earlier this year, except for capital projects and fund/grant management including Scriber Lake boardwalk project

and funding for the ARPA Accountant will be moving into 2025. However, several of the recipients will not be spending the entire amount allocated to them by the end of the year as they had indicated earlier in the year. Meyer reviewed amounts that might come back to the city-- approximately \$260,000.

Meyer made suggestions for internal spend that would be approved by the end of the year, including street improvements. Council President Hurst proposed bringing the discussion to a council Work Session (possibly 11/4).

5. ADJOURN

The meeting was adjourned at 4:33 pm.



**CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
October 28, 2024**

1. CALL TO ORDER

The meeting was called to order at 6:00 pm.

2. FLAG SALUTE

3. LAND ACKNOWLEDGEMENT

4. ROLL CALL

Present:

Mayor Christine Frizzell
Council President George Hurst
Council Vice President Julieta Altamirano-Crosby
Councilmember Joshua Binda
Councilmember Nick Coelho
Councilmember Patrick Decker
Councilmember Derica Escamilla
Councilmember David Parshall

City Attorney Lisa Marshall

Item 10.A was removed from the agenda due to appeal.

5. MESSAGES AND PAPERS FROM THE MAYOR

6. WRITTEN COMMUNICATIONS AND PETITIONS

7. PRESENTATIONS AND PROCLAMATIONS

7.A Veterans Day Proclamation

Councilmember Decker presented the Veterans Day Proclamation. In attendance to accept the proclamation were Dennis Gibb from

Edmonds College Veterans Resource Center, Mary from the Heroes Café Board, also joined by veterans in the audience Elizabeth Lundsford, Will Cena and Jason Moore.

7.B First Responders Day Proclamation

Councilmember Parshall presented a proclamation to first responders from South County Fire: Assistant Chief Todd Anderson, and Deputy Fire Marshall Alex Jenness; Sno911: Kim Crannell and Kellie Daigle; Lynnwood Police Department: Commander Brian Jorgensen; Lynnwood Public Works: Director Bill Franz, Deputy Director Jared Bond, Street Maintenance Supervisor Rus Kroshko, Utilities Supervisor Nick Stokes.

8. PUBLIC COMMENTS AND COMMUNICATIONS

Public comment was given by 8 community members.

9. COUNCIL COMMENTS AND ANNOUNCEMENTS

10. PUBLIC HEARING

10.A Public Hearing: 2024 Imagine Lynnwood Comprehensive Plan

Rescheduled to a later date.

11. APPROVAL OF MINUTES

11.A Minutes Approval

Moved by Councilmember Coelho to approve the minutes of the October 7, 2024 City Council Work Session, October 14, 2024 City Council Business Meeting, October 16, 2024 City Council Work Session, and the October 21, 2024 City Council Work Session.

Motion Passed.

12. UNANIMOUS CONSENT AGENDA

The following items were approved by unanimous consent:

12.A Voucher Approval

Approve claims in the amount of \$3,994,188.87 for the period of 10/7/24 through 10/20/24. Approve payroll in the amount of \$1,664,737.51 dated 10/18/24.

12.B Contract Extension - #3541 – 2025-2026 Tourism Marketing Campaign

Approve the two year renewal of contract #3541 for Searle Creative Group LLC for 2025-2026 Tourism Marketing Campaign for an additional not-to-exceed total of \$459,910.00.

12.C Interlocal Agreement: With Alderwood Water and Wastewater District for Sewer Pip Lining

Authorize the Mayor to enter into and execute on behalf of the City, an Interlocal Agreement with the Alderwood Water and Wastewater District to jointly execute the 2023 Cast-In Place Sewer Pipe Rehabilitation Project.

12.D Interlocal Agreement: South Snohomish County Fire & Rescue Regional Fire Authority for Fire Prevention Services

Approve the proposed Interlocal Agreement with South Snohomish County Fire and Rescue Regional Fire Authority for Fire Prevention Services.

13. BUSINESS ITEMS AND OTHER MATTERS

13.A 2025-2026 Preliminary Budget: Departmental Presentations

David Kleitsch, Development and Business Services Director; Linda Montono, DBS Manager; Ben Wolters, Economic Development Manager; and Robert Mathias, Building Official; presented the proposed DBS budget.

Council took a break from 7:54 – 8:04

Annie Vandenkooy, HR Director; and Will Cena, IT Director; presented their department budget proposals to Council.

Councilmember Parshall moved to extend the meeting to the end of the agenda.

Motion Passed.

Council went into executive session from 9:25pm – 9:43pm

14. EXECUTIVE SESSION

14.A Executive Session Pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to potential litigation

14.B Executive Session Pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment

15. NEW BUSINESS

15.A Parks, Recreation, and Cultural Arts Director Confirmation

Councilmember Parshall made a motion to confirm the appointment of Joel Faber as the PRCA Director.

Voting For: David Parshall

Voting Against: Nick Coelho, Julieta Altamirano-Crosby, Almaderica Escamilla, George Hurst

Abstain: Joshua Binda, Patrick Decker

Motion Fails 4-1

ADJOURN

The meeting was adjourned at 10:11 pm.



**CITY OF LYNNWOOD
CITY COUNCIL WORK SESSION MINUTES
November 4, 2024**

1. CALL TO ORDER

The meeting was called to order at 6:00 pm.

2. ROLL CALL

Present

Mayor Christine Frizzell
Council President George Hurst
Council Vice President Julieta Altamirano-Crosby
Councilmember Joshua Binda
Councilmember Nick Coelho
Councilmember Patrick Decker
Councilmember Derica Escamilla
Councilmember David Parshall

Mayor Frizzell removed Item 6.C from the agenda as the Finance Director was unavailable.

3. MAYOR COMMENTS

4. COUNCIL COMMENTS

5. COMMENTS AND QUESTIONS ON MEMO ITEMS

6. WORK SESSION ITEMS

6.A Recognition of City Council Executive Assistant Harrison

Council recognized the work of outgoing City Council Executive Assistant Lisa Harrison.

6.B 2025-2026 Preliminary Budget: Departmental Presentations

Bill Frantz, Public Works Director; Jared Bond, Deputy Public Works Director; Marcie MacQuarrie, Deputy Public Works Director; and David Mach, City Engineer; presented preliminary department budgets for Public Works.

Council took a break 7:54 pm – 8:05 pm

David Mach, City Engineer; and Monica Thompson, PRCA Project Manager; presented preliminary budget for Capital Projects.

Councilmember Parshall moved to extend the meeting to the end of the agenda.

Motion Passed.

6.C American Rescue Plan Act Reallocation

Removed from agenda, will be rescheduled to a later date.

6.D Briefing: SHB 1406 Fund Status

Council President Hurst discussed Ordinance 3357, fund balance and actions for consideration. David Kleitsch; DBS Director; and Karl Almgren, Community Planning Manager provided input to the Council.

7. NEW BUSINESS

7.A Public Works Director Posting

Council President Hurst inquired about process for applications for Public Works Director. Mayor Frizzell advised the posting will be live November 12th and an interim Director would be appointed.

ADJOURN

The meeting was adjourned at 9:27 pm.

CITY COUNCIL 12.A

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Voucher Approval

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

Voucher Approval

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

0

SUGGESTED ACTION:

Approve claims in the amount of \$2,712,186.38 for the period of 10/21/24 through 11/03/24.
Approve payroll in the amount of \$1,673,660.85 dated 11/01/24.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.B

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Reappoint Tourism Advisory Committee / Lodging Tax Advisory Committee Members

DEPARTMENT CONTACT: Ryan Bush, Development and Business Services

SUMMARY:

All six members of the Tourism Advisory Committee have requested to renew their position for one additional term that will expire on December 31, 2025.

PRESENTER:

Ryan Bush, Tourism Project Manager

ESTIMATED TIME:

0

BACKGROUND:

All six Tourism Advisory Committee Members have terms that expire on December 31, 2024, and have requested to renew their position for one additional term. Committee members wishing to seek reappointment include Chip Peterson (Position 2), Leilani Wainui Kamala (Position 3), Janet Pope (Position 4), Frank Percival (Position 5), Anthony Angel (Position 6), Jerry Irwin (Position 7). Position 1 will be appointed in January 2025.

All six committee members seeking reappointment are valued members that bring diverse perspectives from their industries. The committee members represent the hotel, retail, restaurant, business, and tourism industries. Reappointment of each position is fully supported by staff and the Mayor.

The present makeup of the committee includes:

- Position 1: Council Member Decker, elected official of the City to be appointed in January 2025.
- Position 2: Chip Peterson, term expiring Dec 31, 2024
- Position 3: Leilani Wainui Kamala, term expiring Dec 31, 2024
- Position 4: Janet Pope, term expiring Dec 31, 2024
- Position 5: Frank Percival, term expiring Dec 31, 2024
- Position 6: Anthony Angel, term expiring Dec 31, 2024
- Position 7: Jerry Irwin, term expiring Dec 31, 2024

- Position 8: Vacant, resident position

Below is the attendance record of each committee member for 2024 meetings:

- Chip Peterson: 100% attendance; attended 5 of 5 meetings
- Leilani Wainui Kamala: 80% attendance; attended 4 of 5 meetings
- Janet Pope: 60% attendance; attended 3 of 5 meetings
- Frank Percival: 100% attendance; attended 2 of the 2 meetings he was a member for
- Anthony Angel: 80% attendance; attended 4 of 5 meetings
- Jerry Irwin: 80% attendance; attended 4 of 5 meetings

SUGGESTED ACTION:

Reappoint six committee members that have requested to serve an additional one-year term that will expire on December 31, 2025.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.C

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Reappointment: Planning Commission Members

DEPARTMENT CONTACT: Karl Almgren, Development and Business Services

PRESENTER:

Karl Almgren, Community Planning Manager

ESTIMATED TIME:

0

BACKGROUND:

The Planning Commission is composed of seven members. Two of the commissioners terms expire on December 31, 2024.

Commissioner Sue Phillips (Position #1) and Commissioner Bob Larsen (Position #7) have requested to renew their position for an additional four-year term.

In 2024, Planning Commission met 17 times as of October 30, 2024. Commissioner Phillips had three excused absences and Commissioner Larsen had zero absences.

SUGGESTED ACTION:

Reappoint Planning Commission members Sue Phillips (Position #1) and Bob Larsen (Position #7) to the Planning Commission to serve an additional four-year term that will expire on December 31, 2028.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.D

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Reappointment: Arts commission

DEPARTMENT CONTACT: Doris Brunson, Parks, Recreation and Cultural Arts

ESTIMATED TIME:

0

DEPARTMENT ATTACHMENTS

Description:

[Arts Commission reelections for 2025.docx](#)

Position #1 Kalen Knowles Term expires: 12/31/2024

Position #2 Tiffany Grunzel Term expires: 12/31/2024

Both were appointed to the Arts Commission to fill an unexpired term ending 12/31/2024.

If re-appointed, their new expiration date will be 12/31/2027.

Attendance records in 2024:

2024 Hours	16- Jan	20- Feb	19- Mar	16- Apr	21- May	18- Jun	16- Jul	20- Aug	17- Sep	15- Oct
Kalen Knowles	√	√	√	√	√	√	√	√	√	√
Tiffany Grunzel*	n/a	n/a	n/a	n/a	√	√	√	√	√	√

*Commissioner Tiffany Grunzel was appointed on April 22, 2024.

CITY COUNCIL 12.E

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Reappointment: Board of Ethics

DEPARTMENT CONTACT: Luke Lonie, Executive Office

SUMMARY:

Reappointment to the Board of Ethics

PRESENTER:

Luke Lonie, City Clerk

ESTIMATED TIME:

0

BACKGROUND:

Position #1 has been filled by Rick Michels since his appointment on April 25, 2022. He has maintained perfect attendance since his appointment.

SUGGESTED ACTION:

Confirm the reappointment of Rick Michels to the Board of Ethics position #1 for a 3 year term expiring December 2027.

PREVIOUS COUNCIL ACTIONS:

Council appointed Rick Michels to his current position on the Board of Ethics on April 25, 2022.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.F

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Contract: 2024-2029 Utility Design Engineering On-Call Services (Hazen & Sawyer)

DEPARTMENT CONTACT: David Mach, Public Works

SUMMARY:

Contract with Hazen & Sawyer for design of future utility projects.

PRESENTER:

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

From time to time the need arises to conduct utility design engineering work, including preparing plans, specifications and cost estimates, for various types of utility projects. Projects might include pipe upsizing/replacement, sewer lift station improvements, and sewer backflow prevention.

This contract will allow the City to utilize consultant design engineering services for various utility projects. Retaining Hazen & Sawyer will allow staff to more effectively manage time and project schedules in utility project design and delivery. Approval of this contract does not guarantee that the full contract amount will be expended, rather these services will be used as needed over the 5-year period.

Three different design consultant firms were selected, Wilson Engineering, Otak and Hazen & Sawyer. Having three different on-call consultant firms allows staff to spread the various tasks based on the firm's individual expertise and workload. In addition to this memo item, two additional memo items have been prepared, one for Wilson and one for Otak.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Hazen & Sawyer for on-call services related to the 2024-2029 Utility Design Engineering On-Call Services, in an amount not to exceed a total contract value of \$1,000,000.00.

FUNDING:

The project costs are consistent with the adopted (2023-2024) biennial budget and are anticipated to be consistent with future budgets.

Utility Fund 411.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.” The Utility Design Engineering On-Call Services 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. The on-call provides utility infrastructure supporting a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.G

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Contract: 2024-2029 Utility Modeling On-Call Services (BHC Consultants)

DEPARTMENT CONTACT: David Mach, Public Works

SUMMARY:

Contract with BHC Consultants, LLC for delivery of future utility modeling tasks.

PRESENTER:

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

From time to time the need arises to conduct water and sewer modeling to determine the impacts a particular future development or land use change might have on the city's existing utility infrastructure. For example, will the pipes need to be upsized or if a particular sewer lift station has adequate capacity to accommodate the proposed future flows.

This contract will allow the City to utilize engineering consultants to model various water and sanitary sewer impacts to the City's systems from both capital projects and private developments. Retaining BHC Consultants, LLC will allow staff to more effectively respond to modeling requests in a timely manner. Approval of this contract does not guarantee that the full contract amount will be expended, rather these services will be used as needed over the 5-year period.

Two different on-call consultant firms were selected, BHC Consultants and Wilson Engineering. Having two different on-call consultant firms allows staff to spread the various tasks based on the firms individual expertise and workload. A second memo item as been prepared for Wilson Engineering.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with BHC Consultants, LLC for on-call services related to the 2024-2029 Utility Modeling On-Call Services, in an amount not to exceed a total contract value of \$250,000.00.

FUNDING:

The task costs are consistent with the adopted (2023-2024) biennial budget and are

anticipated to be consistent with future budgets.

Utility Fund 411.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.” The Utility Engineering On-Call Services 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. The on-call provides utility infrastructure planning that support a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.H

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Contract: 2024-2029 Utility Modeling On-Call Services (Wilson Engineering)

DEPARTMENT CONTACT: David Mach, Public Works

SUMMARY:

Contract with Wilson Engineering, LLC for delivery of future utility modeling tasks. This Wilson Engineering contract is for modeling work, not design engineering like the other Wilson memo item.

PRESENTER:

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

From time to time the need arises to conduct water and sewer modeling to determine the impacts a particular future development or land use change might have on the city's existing utility infrastructure. For example, will the pipes need to be upsized or if a particular sewer lift station has adequate capacity to accommodate the proposed future flows.

This contract will allow the City to utilize engineering consultants to model various water and sanitary sewer impacts to the City's systems from both capital projects and private developments. Retaining Wilson Engineering, LLC will allow staff to more effectively respond to modeling requests in a timely manner. Approval of this contract does not guarantee that the full contract amount will be expended, rather these services will be used as needed over the 5-year period.

Two different on-call consultant firms were selected, BHC Consultants and Wilson Engineering. Having two different on-call consultant firms allows staff to spread the various tasks based on the firms individual expertise and workload. A second memo item as been prepared for BHC Consultants.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Wilson Engineering, LLC for on-call services related to the 2024-2029 Utility Modeling On-Call

Services, in an amount not to exceed a total contract value of \$250,000.00.

FUNDING:

The task costs are consistent with the adopted (2023-2024) biennial budget and are anticipated to be consistent with future budgets.

Utility Fund 411.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.” The Utility Engineering On-Call Services 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. The on-call provides utility infrastructure planning that support a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.I

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Contract: 2024-2029 Utility Design Engineering On-Call Services (Wilson Engineering)

DEPARTMENT CONTACT: David Mach, Public Works

SUMMARY:

Contract with Wilson Engineering, LLC for design of future utility projects. This Wilson Engineering contract is for design engineering, not modeling work like the other Wilson memo item.

PRESENTER:

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

From time to time the need arises to conduct utility design engineering work, including preparing plans, specifications and cost estimates, for various types of utility projects. Projects might include pipe upsizing/replacement, sewer lift station improvements, and sewer backflow prevention.

This contract will allow the City to utilize consultant design engineering services for various utility projects. Retaining Wilson Engineering, LLC will allow staff to more effectively manage time and project schedules in utility project design and delivery. Approval of this contract does not guarantee that the full contract amount will be expended, rather these services will be used as needed over the 5-year period.

Three different design consultant firms were selected, Wilson Engineering, Otak and Hazen & Sawyer. Having three different on-call consultant firms allows staff to spread the various tasks based on the firm's individual expertise and workload. In addition to this memo item, two additional memo items have been prepared, one for Otak and one for Hazen & Sawyer.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Wilson Engineering, LLC for on-call services related to the 2024-2029 Utility Design Engineering On-

Call Services, in an amount not to exceed a total contract value of \$1,000,000.00.

FUNDING:

The project costs are consistent with the adopted (2023-2024) biennial budget and are anticipated to be consistent with future budgets.

Utility Fund 411.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.” The Utility Design Engineering On-Call Services 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. The on-call provides utility infrastructure supporting a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.J

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Contract: 2024-2029 Utility Design Engineering On-Call Services (Otak)

DEPARTMENT CONTACT: David Mach, Public Works

SUMMARY:

Contract with Otak Inc. for design of future utility projects.

PRESENTER:

Nicholas Barnett, Capital Engineering Services Supervisor and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

From time to time the need arises to conduct utility design engineering work, including preparing plans, specifications and cost estimates, for various types of utility projects. Projects might include pipe upsizing/replacement, sewer lift station improvements, and sewer backflow prevention.

This contract will allow the City to utilize consultant design engineering services for various utility projects. Retaining Otak Inc. will allow staff to more effectively manage time and project schedules in utility project design and delivery. Approval of this contract does not guarantee that the full contract amount will be expended, rather these services will be used as needed over the 5-year period.

Three different design consultant firms were selected, Wilson Engineering, Otak and Hazen & Sawyer. Having three different on-call consultant firms allows staff to spread the various tasks based on the firm's individual expertise and workload. In addition to this memo item, two additional memo items have been prepared, one for Wilson and one for Hazen & Sawyer.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Otak Inc. for on-call services related to the 2024-2029 Utility Design Engineering On-Call Services, in an amount not to exceed a total contract value of \$1,000,000.00.

FUNDING:

The project costs are consistent with the adopted (2023-2024) biennial budget and are anticipated to be consistent with future budgets.

Utility Fund 411.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision states that the City is to “be a welcoming city that builds a healthy and sustainable environment.” The Utility Design Engineering On-Call Services 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. The on-call provides utility infrastructure supporting a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.K

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Reappointment: Parks, Recreations and Cultural Arts Board

DEPARTMENT CONTACT: Doris Brunson, Parks, Recreation and Cultural Arts

ESTIMATED TIME:

0

DEPARTMENT ATTACHMENTS

Description:

[PRCA Board reelections for 2025.docx](#)

Position #1: Holly Hernandez Appointed on 2/12/2018

Attendance from January 1st, 2022, to October 2nd, 2024:

Ms. Hernandez attended all the PRCA Board monthly meetings, except on

- 08/03/2022
- 01/11/2023
- 10/04/2022.

CITY COUNCIL 13.A

CITY OF LYNNWOOD CITY COUNCIL

TITLE: American Rescue Plan Act Reallocation

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

ARPA reallocation

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

20

BACKGROUND:

The City Council has taken action to allocate all of the City's \$10.9 million of American Rescue Plan Act (ARPA) funding.

Earlier in the year, the Department of Treasury required that jurisdictions certify how much of their awards would be expended by the end of 2024, and how much would be obligated into 2025, if eligible. At that time, all external subrecipients and internal project managers confirmed they planned to request reimbursement for the full amount of award by the end of this year with the exception of the Scriber Lake Park Boardwalk capital project and partial administrative expenses for the ARPA Accountant. The report to Treasury was completed accordingly.

After the 3rd quarter of 2024, subrecipients and internal project managers with unreimbursed amounts were again contacted to confirm if any of their funds would not be utilized by the end of the grant term. We received responses indicating an estimated amount near \$260,000 will not be reimbursed. Because these funds will need to be fully reimbursed by the end of 2024, allocating the remaining funds to an existing internal project is the most expedient and efficient way to ensure no funds are returned to the Department of Treasury.

At the recent Finance Committee meeting, staff discussed the option to reallocate any remaining 2024 funds to increase the ARPA allocation for the City's internal street paving project which was originally funded at \$2.5 million (fully expended). This would reduce the amount needed from other capital funds (specifically REET I and/or REET II) and allow those capital funds to be available for other projects. The contracts for the paving project were already audited as part of the City's 2023 federal audit and found to be in full compliance with ARPA requirements, so awarding additional funds to this existing project will not increase the audit burden for 2024 financial statements.

The Police Department's internal project to distribute gift cards for community graffiti clean-up is anticipated to have gift cards remaining. Rather than incur the fee to return the gift cards, staff will be asking Council to repurpose those cards to support an upcoming event with the Edmonds School District to help support families in need through the winter season.

SUGGESTED ACTION:

Authorize any unspent remaining balance of ARPA funding that was reported to the US Department of Treasury as obligated to be spent by 12/31/24 to be reallocated to the City's paving program for 2024.

Authorize remaining balance of pre-purchased ARPA gift cards to be utilized to support families in need through the Lynnwood Police Department's partnership with Edmonds School District.

PREVIOUS COUNCIL ACTIONS:

Included in City Council packet for November 4, 2024 meeting.
Most recent Finance Committee ARPA Review October 24, 2024 meeting.
Most recent City Council ARPA Action August 12, 2024 meeting.

DEPARTMENT ATTACHMENTS

Description:

[ARPA Expenditures and Balance Remaining 9.30.24.pdf](#)

ARPA Expenditures and Balance Remaining through Q3 2024							
Date Approved	Expenditure Category and Detailed Description	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 Through Q3	2024 REMAINING	Est. AMOUNT RETURNING
2. Negative Economic Impacts							
5/23/2022	2.37 Economic Impact Assistance: Other: VOAWW Neighborhood Center Construction (orig \$1M)				\$ 998,500	\$ -	
3. Public Sector Capacity							
8/9/2021	3.2 Rehiring Public Sector Staff: PW Custodian (1 FTE)	\$ 18,720				\$ -	
9/13/2021	3.4 Effective Service Delivery: City Council Chambers AV	\$ 6,133	\$ 100,954	\$ 41,172		\$ -	
6. Replace Lost Revenue & Provide Expanded Services up to \$10M							
8/9/2021	6.1 Provision of Government Services: Body camera equipment, services, and warranty	\$ 390,720	\$ 9,280			\$ -	
8/9/2021	6.1 Provision of Government Services: Body camera program staff (1 FTE)		\$ 52,312			\$ -	
4/11/2022	6.1 Provision of Government Services: Municipal Court Chambers AV			\$ 64,209		\$ -	
4/25/2022	6.1 Provision of Government Services: Residential Street Improvements			\$ 903,780	\$ 1,596,220	\$ -	
4/25/2022	6.1 and 2.37 Economic Impact Assistance: Other: Heroes' Café			\$ 2,295	\$ 2,705	\$ -	
5/9/2022	6.1 Provision of Government Services: Recreation Scholarships			\$ 8,790	\$ 7,466	\$ 1,500	\$ 7,244
5/23/2022	6.2 Non-federal match for other Federal Programs: Scriber Lake Park Boardwalk			\$ 117,575	\$ 6,273	\$ 1,876,152	
5/23/2022	6.1 and 2.1 Household Assistance: Food Programs Lynnwood Food Bank			\$ 37,546	\$ 151,503	\$ 210,951	
6/27/2022	6.1 Provision of Government Services: Hire 5 new full time police officers through 2024		\$ 187,883	\$ 735,070	\$ 610,924	\$ 324,000	
6/27/2022	6.1 Provision of Government Services: 18 additional body cameras for Police Department		\$ 92,512			\$ -	
7/22/2024	6.1 Provision of Government Services: 20 Tasers for Police Department (additional \$50,300 for tasers)		\$ 75,644			\$ 50,300	
10/10/2022,							
8/14/2023	6.1 Provision of Government Services: Lynnwood Police Assistance Fund 20K,25K			\$ 14,732	\$ 22,078	\$ 8,190	
11/14/2022	6.1 Provision of Government Services: Community and Human Services Position (incl \$33K hotel/motel)			\$ 58,617	\$ 186,664	\$ 42,718	\$ 12,000
11/14/2022	6.1 and 2.25 Addressing Educational Disparities: C2 Education of Lynnwood					\$ 60,000	
2/27/2023	6.1 Provision of Government Services: Hire 2 FTE for Parks Graffiti Mitigation & Trailer			\$ 112,356	\$ 100,474	\$ 62,602	\$ 113,000
2/27/2023	6.1 and 2.34 Assistance to Impacted Nonprofit Organizations: NW Veteran's Museum				\$ 2,099	\$ -	\$ 401
2/27/2023	6.1 and 2.34 Assistance to Impacted Nonprofit Organizations: Sno-Isle Genealogical Society			\$ 1,741	\$ 759	\$ -	
2/27/2023	6.1 and 2.34 Assistance to Impacted Nonprofit Organizations: Lynnwood Alderwood-Manor Heritage Assn.			\$ 2,500		\$ -	
7/25/2022	6.1 and 2.37 Economic Impact Assistance: Other: Kids in Transition Snohomish County Grant Match				\$ 146,636	\$ -	\$ 3,364
11/14/2022	6.1 and 2.37 Economic Impact Assistance: Other: Lynnwood Chamber of Commerce Shop Lynnwood			\$ 4,685		\$ 38,315	
7/25/2022	6.1 and 2.2 VOAWW Rapid Rehousing Snohomish County Grant Match				\$ 29,368	\$ 95,632	\$ 125,000
6/12/2023	6.1 Provision of Government Services: Gun Buy Back Program			\$ 7,688		\$ -	
8/14/2023,	6.1 and 1.11 Violence Prevention, 1.12 Mental Health Services: ACCESS project (7/22 add'l \$50K)			\$ 8,622	\$ 46,278	\$ 74,569	
8/14/2023	6.1 and 1.13 Substance Use Services: Evergreen Recovery Centers: Hire 2 Additional Nurses			\$ 59,548	\$ 184,133	\$ 9,039	
8/14/2023	6.1, 1.12 Mental Health Services:CHS Edmonds School District School Based Clinicians				\$ 173,034	\$ 26,623	
8/14/2023	6.1 and 2.34 Assistance to Impacted Non-Profit: Clothes for Kids, Clothing				\$ 53,313	\$ 5,187	
8/14/2023	6.1 and 2.18 Housing Support: Other Housing Assistance: Keep Dreams Alive Foundation Housing Academy					\$ 5,874	\$ 126
8/14/2023	6.1 and 2.25 Addressing Educational Disparities: Foundation for Edmonds School District: On the Job Training Program					\$ 43,784	
8/14/2023	6.1 and 2.1 Household Assistance: Food Programs Homage Senior Services				\$ 3,000	\$ -	
9/25/2023	6.1 and 2.1, 2.18 Heroes' Cafe				\$ 6,785	\$ 3,215	
9/25/2023	6.1 and 2.34 Homage Senior Services -Center for Healthy Living				\$ 75,000	\$ -	
9/25/2023	6.1 Gold Park Fencing (internal project PRWR005400)			\$ 49,396		\$ -	
2/26/2024	6.1 Provision of Government Services: Community Graffiti Clean-up					\$ 7,312	
7/22/2024	6.1 and 7.1 Administrative Expenses: ARPA Accountant Q3 2024 and beyond				\$ 14,912	\$ 37,271	
7. Administrative							
6/13/2022,							
7/22/2024	7.1 Administrative Expenses: ARPA Accountant through Q2 2024		\$ 19,561	\$ 59,838	\$ 30,430	\$ -	
	Total	\$ 415,572	\$ 538,146	\$ 2,290,160	\$ 4,448,556	\$ 2,983,235	\$ 10,675,669
	ARPA Revenue (tranches 1 and 2)						\$ 10,936,804
	Allocated To Date						\$ 10,675,669
	Balance Remaining for Allocation						\$ 261,135

CITY COUNCIL 13.B

CITY OF LYNNWOOD CITY COUNCIL

TITLE: ALPR Camera Program - Sole Source Waiver and Contract Award

DEPARTMENT CONTACT: Brady Schach, Police

SUMMARY:

ALPR Camera Program - Contract Approval

PRESENTER:

Cole Langdon, Chief of Police

ESTIMATED TIME:

0

BACKGROUND:

ALPR (Automatic License Plate Reading) cameras can be a considerable asset to law enforcement. Their use has expanded significantly nationally, across Washington State, and within Snohomish County. They can be a particular benefit to law enforcement as we struggle to achieve appropriate staffing levels, and in many respects serve as a force multiplier. This technology assists in the identification of vehicles that have been stolen, vehicles that are otherwise wanted, or vehicles associated with people that are missing or endanger. The Lynnwood Police Department used car-mounted ALPR cameras for more than a decade. That technology was also acquired through a grant, but eventually aged out.

The Lynnwood Police Department was recently awarded a grant through the Washington Auto Theft Prevention Authority (WATPA) to fund ALPR cameras over a two-year period. That grant is in the amount of \$132,700. The department is asking council approval to fund a total of 25 ALPR cameras for a two-year period in the amount of \$171,153.50, including all taxes.

SUGGESTED ACTION:

The Department is requesting approval of Grant acceptance in the \$132,700.00.

The Department is requesting the Council approve a contract with Flock to provide ALPR technologies for two years in the amount of \$171,153.50, including all taxes.

PREVIOUS COUNCIL ACTIONS:

Council previously approved the Department's request for Grant acceptance in order to facilitate this contract award.

FUNDING:

The contract cost will be up to and not-to-exceed \$171,153.50, including applicable taxes. If approved, expenditure authority will be included in the budget for 2025 along with grant revenue of \$132,700.00.

VISIONS AND PRIORITIES ALIGNMENT:

The purchase of such equipment would help to promote a safe community.

DEPARTMENT ATTACHMENTS

Description:

[PD ALPR Program - Waiver Request & Contract Approval_final.pdf](#)

PROCUREMENT REPORT
PD ALPR Camera Program
Sole Source Waiver and Contract Award

Type of Contract: Goods & Services Sole Source Contract
Term of Contract: Up to two years
Background/Purpose of Contract: ALPR (Automatic License Plate Reading) cameras can be a considerable asset to law enforcement. Their use has expanded significantly nationally, across Washington State, and within Snohomish County. They can be a particular benefit to law enforcement as we struggle to achieve appropriate staffing levels, and in many respects serve as a force multiplier. This technology assists in the identification of vehicles that have been stolen, vehicles that are otherwise wanted, or vehicles associated with people that are missing or in danger. The Lynnwood Police Department used car-mounted ALPR cameras for more than a decade. That technology was also acquired through a grant, but eventually aged out. The Lynnwood Police Department was recently awarded a grant through the Washington Auto Theft Prevention Authority (WATPA) to fund ALPR cameras over a two-year period. That grant is in the amount of \$132,700. The department is asking council approval to fund a total of 25 ALPR cameras for a two-year period in the amount of \$171,153.50.
Cost: The contract will be not-to-exceed \$171,153.50, including applicable taxes.
Advanced Planning: Commander Zatylny and Procurement conducted extensive research to determine both the best provider for the proposed equipment and to ensure that comparable equipment was not available elsewhere. See attached proposed waiver request below. It was determined that due to the unique capabilities of the Flock Safety ALPR Camera System to integrate with other agencies' networks to provide real-time updates and alerts to other users of the Flock system, that the Flock equipment is the most suitable for the City's needs. These capabilities would be unavailable to the City through any other camera manufacturer. Additionally, we have verified that the requested equipment is no longer available under any cooperative contracting opportunities, and there are no comparable systems available under cooperative contracting opportunities.
Method of Procurement: Sole Source Waiver Request
Solicitation: Sole Source Waiver Request

Recommended Action:

Approve the department request to enter a contract with Flock to provide ALPR technologies for up to two years in the amount of \$171,153.50 (includes all taxes) with expenditure authority in Fund 105 for the contract amount.

Procurement Officer: Brady Schach**Date: 10/30/2024**

Request to Waive the Competitive Requirements of LMC 2.92

To: Purchasing and Contracts Office

From: Curtis Zatylny, Police Commander

REQUESTED SUPPLIER: Flock Safety

TIME DURATION: Up to 2 years

COST ESTIMATE (for the time duration): NTE \$171,153.50 (including tax)

LMC 2.92 requires competitive steps in the award of contracts and purchases over \$10,000. Sole source purchases are defined as clearly and legitimately limited to a single supplier. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NON-COLLUSION:

My recommendation for sole source is based upon an objective review of the product/service required. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place.

Please describe the item and its function:

ALPR (Automatic License Plate Recognition) cameras can be a considerable asset to law enforcement. Their use has expanded significantly nationally, across Washington State, and within Snohomish County. They can be a particular benefit to law enforcement as we struggle to achieve appropriate staffing levels, and in many respects serve as a force multiplier. This technology assists in the identification of vehicles that have been stolen, vehicles that are otherwise wanted, or vehicles associated with people that are missing or endangered. The Lynnwood Police Department used car-mounted ALPR cameras for more than a decade. That technology was also acquired through a grant, but eventually aged out.

1. Competing this expenditure is not recommended because:

- ☒ sole provider of a licensed or patented good or service.
- ☐ only provider offering a substantial one time savings for this purchase.
- ☐ sole regional authorized distributor for the required product.
- ☐ other: [urgent purchase – \[failure, etc.\]](#)

2. What steps were taken to verify that these features are not available elsewhere?

- ☒ Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

As part of the examination of possible vendors, the intent of the PD was to have a stationary camera system (not mounted on a vehicle). This eliminated AXON as a option (Their current system is in-car only). Verkada and Avigilon are other providers however, they do not have the following services that FLOCK offers:

1. Vehicle descriptive alerts (Law enforcement can upload physical descriptions and/or photos of a possible suspect vehicle and get alerts).
2. Flock offers vehicle ID features that includes special characteristics (i.e. stickers on windows, notable damage, roof racks, etc) unavailable through other manufacturers.

Request to Waive the Competitive Requirements of LMC 2.92

3. Only FLOCK offers network sharing with others cameras. We currently have regional partners who are on the FLOCK system. If we were on another vendor, our cameras would not be able to communicate to provide real-time information. For example, if Marysville or Thurston County entered vehicle information on a homicide suspect who fled and the vehicle drove by a FLOCK camera in Lynnwood, any LE agency using FLOCK would get the alert. If we had another vendor, we would not have this feature.

☐ Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

**Procurements of items for which the City has previously established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item. Contact Procurement officer prior to submitting this request.

Approvals:

Curt Zatylny, Police Commander	Chuck Steichen, Deputy Chief of Police
Brady Schach, Buyer	Cheryl Florendo, Finance Manager



Sole Source Letter for Flock Safety™ ALPR Cameras and Solution

Flock Safety is the sole manufacturer and developer of the Flock Safety ALPR Camera. Flock Safety is also the sole provider of the comprehensive monitoring, processing, and machine vision services which integrate with the Flock Safety ALPR Camera.

The Flock Safety ALPR camera and devices are the only Law Enforcement Grade ALPR System to offer the following combination of proprietary features:

1. **Partnerships:**

- Flock Safety is the only LPR provider to officially partner with AXON to be natively and directly integrated into Evidence.com
- Flock Safety is the only LPR provider to be fully integrated into a dynamic network of Axon's Fleet 3 mobile ALPR cameras for patrol cars and Flock Safety's Falcon cameras
- Access to additional cameras purchased by our HOA and private business partners, means an ever-increasing amount of cameras and data at no additional cost
- Ability to potential access additional cameras from Flock Customers, including: Thurston County Sheriff's Office , at no additional cost

2. **Vehicle Fingerprint Technology™:**

- Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
- Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
- Ability to 'Save Search' based on description of vehicles using our patented Vehicle Fingerprint Technology without the need for a license plate, and set up alerts based on vehicle description
- Only LPR provider with "Visual Search" which can transform digital images from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo
- Falcon Flex™: an infrastructure-free, location-flexible license plate reader camera that is easy to self install. Falcon Flex ties seamlessly into the Flock ecosystem with a small and lightweight camera with the ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

3. **Integrated Cloud-Software & Hardware Platform:**

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- Ability to capture two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
 - Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
 - Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 60W or less
 - Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection
 - Utilizes motion capture to start and stop recording without the need for a reflective plate
 - Motion detection allows for unique cases such as bicycle capture, ATV, motorcycle, etc.
 - On device machine processing to limit LTE bandwidth consumption
 - Cloud storage of footage
 - Covert industrial design for minimizing visual pollution
4. Transparency & Ethical Product Design:
- One-of-a-kind “Transparency Portal” public-facing dashboard that details the policies in place by the purchaser, as well as automatically updated metrics from the Flock system
 - Built-in integration with NCMEC to receive AMBER Alerts to find missing children
 - Privacy controls to enable certain vehicles to “opt-out” of being captured
5. Integrated Audio & Gunshot Detection:
- Natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., gunshots)
6. Live Video Integration:
- Ability to apply computer vision to third-party cameras using Wing™ LPR, transforming them to evidence capture devices using the same Vehicle Fingerprint technology offered on the Flock Safety Falcon™ ALPR cameras
 - Wing™ Livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
 - Manage various government intelligence including ALPR, livestream cameras, CAD, automatic vehicle location (AVL) on Flock Safety’s Wing™ Suite

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- Access Wing™ Replay to unlock enhanced situational awareness with 7-day footage retention, Hot List Live Video Instant Replay, and downloadable MP4

7. Warranty & Service:

- Lifetime maintenance and support included in subscription price
- Flock Safety is the only fully integrated ALPR one-stop solution from production of the camera to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

Thank you,



Garrett Langley CEO, Flock Safety

Flock Safety + WA - Lynnwood PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Garret Thomson
garret.thomson@flocksafety.com
3606329332

Created Date: 10/30/2024
Expiration Date: 12/31/2024
Quote Number: Q-92072
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 19321 44th Ave W Lynnwood, Washington 98036

Ship To: 19321 44th Ave W Lynnwood, Washington 98036

Billing Company Name: WA - Lynnwood PD

Billing Contact Name:

Billing Email Address:

Billing Phone:

Subscription Term: 24 Months

Payment Terms: Net 30

Retention Period: 30 Days

Billing Frequency: Total Contract Billed at Signing

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$75,000.00
Flock Safety LPR Products			
Flock Safety Falcon ® -	Included	25	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Existing Infrastructure Implementation Fee -	\$150.00	23	\$3,450.00
Professional Services - Standard Implementation Fee -	\$650.00	2	\$1,300.00
		Estimated Tax:	\$16,403.50
		Contract Total:	\$154,750.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Total Contract Due at Signing	\$154,750.00

*Tax not included

Product and Services Description

FlockOS Features	Description
Flock Safety Falcon ® -	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint ™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Existing Infrastructure Implementation Fee -	One-time Professional Services engagement. Includes site and safety assessment of existing vertical infrastructure location, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Standard Implementation Fee -	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

CITY COUNCIL 13.C

CITY OF LYNNWOOD CITY COUNCIL

TITLE: ALPR Camera Program - Grant Approval

DEPARTMENT CONTACT: Curtis Zatylny, Police

SUMMARY:

ALPR Camera Program - Grant Approval

PRESENTER:

Cole Langdon, Chief of Police

ESTIMATED TIME:

5

BACKGROUND:

ALPR cameras can be a considerable asset to law enforcement. Their use has expanded significantly nationally, across Washington State, and within Snohomish County. They can be a particular benefit to law enforcement as we struggle to achieve appropriate staffing levels, and in many respects serve as a force multiplier. This technology assists in the identification of vehicles that have been stolen, vehicles that are otherwise wanted, or vehicles associated with people that are missing or endanger. The Lynnwood Police Department used car-mounted ALPR cameras for more than a decade. That technology was also acquired through a grant, but eventually aged out.

The Lynnwood Police Department was recently awarded a grant through the Washington Auto Theft Prevention Authority (WATPA) to fund ALPR cameras over a two-year period. That grant is in the amount of \$132,700.

SUGGESTED ACTION:

Approve the Department request to receive the WASPC/WATPA grant for ALPR cameras in the amount of \$132,720.

PREVIOUS COUNCIL ACTIONS:

Council has previously approved an ALPR grant, the deployment of this resource, as well as a contract to acquire the technology.

FUNDING:

The grant award largely covers the cost of the proposal. The difference will be covered with

existing funds within Fund 105.

DEPARTMENT ATTACHMENTS

Description:

[Lynnwood PD Agreement WATPA.pdf](#)

[PD ALPR Program - Grant Approval - Procurement Report.pdf](#)

WASHINGTON AUTO THEFT PREVENTION AUTHORITY

WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS

July 10, 2024

Lynnwood Police Department
Via Email

I am pleased to inform you that Washington Auto Theft Prevention Authority (WATPA) Board of Directors has approved the **Lynnwood Police Department** grant application for funding of **Equipment & Technology**. The award is in the amount of **\$132,720.00**. The grant award is effective **June 1, 2024 and expires on June 30, 2025**. This award is a one-time event and does not imply or promise availability of funds for replacement or continuation of funding after June 30, 2025.

Enclosed is an award agreement. This agreement is to be signed and returned to WATPA. No funds will be reimbursed until the signed agreement is received. Expenditures prior to the award effective date or after the grant expiration date are not authorized and will not be reimbursed. All grant awards are subject to Grant Policies and Procedures of the Washington Auto Theft Prevention Authority. Costs will be paid on a reimbursement basis. Your agency will be reimbursed for actual expenses only up to the limit of the award categories. All grantees must sign the attached non-supplanting agreement before reimbursement can begin. Also, please note that reimbursement requests by grant recipients will only be processed upon receipt of current semi-annual reports by the WATPA office. The semi-annual report form is available on the WATPA website, www.WaAutoTheftPreventionAuthority.org

If you have any questions, please contact me at Phone: 253-677-8576 E-mail: bjeter@waspc.org

Sincerely,



Bryan Jeter, Executive Director
Washington Auto Theft Prevention Authority

**AGREEMENT BETWEEN LYNNWOOD POLICE DEPARTMENT AND THE
WASHINGTON AUTO THEFT PREVENTION AUTHORITY**

AUTO THEFT PREVENTION GRANT PROGRAM AWARD AGREEMENT

Award Recipient Name and Address:

**Lynnwood Police Department
19321 44th Ave W
Lynnwood, WA 98037**

Award Period:

06/1/2024 - 06/30/25

Amount Approved

\$132,720.00

Funding Authority:

**WASHINGTON AUTO THEFT
PREVENTION AUTHORITY**

Requests for reimbursement under this agreement are subject to the following Budget:

EQUIPMENT & TECHNOLOGY

\$132,720.00

IN WITNESS WHEREOF, the WATPA and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year last written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and other document incorporated herein by reference: Non-Supplanting Declaration.

WATPA

RECIPIENT

Name

/ Bryan Jeter

Title: WATPA, Executive Director

Date:

Name

/

Title:

Date:

**PROCUREMENT REPORT
PD ALPR Camera Program
Grant Award**

Type of Contract: State Grant
Term of Contract: One Year
Background/Purpose of Contract: ALPR cameras can be a considerable asset to law enforcement. Their use has expanded significantly nationally, across Washington State, and within Snohomish County. They can be a particular benefit to law enforcement as we struggle to achieve appropriate staffing levels, and in many respects serve as a force multiplier. This technology assists in the identification of vehicles that have been stolen, vehicles that are otherwise wanted, or vehicles associated with people that are missing or endanger. The Lynnwood Police Department used car-mounted ALPR cameras for more than a decade. That technology was also acquired through a grant, but eventually aged out. The Lynnwood Police Department was recently awarded a grant through the Washington Auto Theft Prevention Authority (WATPA) to fund ALPR cameras over a two-year period. That grant is in the amount of \$132,700.
Cost (includes sales tax if applicable): No cost to the City. Grant award for the amount of \$132,700.00
Advanced Planning: Commander Zatylny completed the application process for this grant for and was awarded by the State.
Method of Procurement: Grant Award
Solicitation: No solicitation was conducted
Recommended Action: Approve the Department request to approve the WASPC/WATPA grant for ALPR cameras in the amount of \$132,720.
Procurement Officer: Brady Schach Date: 10/22/2024