



LYNNWOOD CITY COUNCIL Business Meeting
City Hall Council Chambers 19100 44th Ave W Lynnwood WA 98036
TUESDAY, MAY 26, 2026 6:00 PM

1. CALL TO ORDER
2. FLAG SALUTE
3. LAND ACKNOWLEDGEMENT
4. ROLL CALL
5. MESSAGES AND PAPERS FROM THE MAYOR
6. WRITTEN COMMUNICATIONS AND PETITIONS
7. PRESENTATIONS AND PROCLAMATIONS
 - 7.A [Proclamation: Pride Month](#) - 15 minutes
Councilmember Isabel Mata
8. PUBLIC COMMENTS AND COMMUNICATIONS - up to 30 minutes
9. COUNCIL COMMENTS AND ANNOUNCEMENTS
10. PUBLIC HEARING
11. APPROVAL OF MINUTES
12. UNANIMOUS CONSENT AGENDA
 - 12.A [Contract Award - RFP 4024 - Opioid Recovery and Prevention Services](#) - 0 minutes
Kyle Ward, Human Services Coordinator
 - 12.B [Contract: 33rd Ave W Ring Road Project](#) - 0 minutes
Pradip Kandel, Engineer, David Mach, City Engineer
 - 12.C [Approval of Building Division Manager position.](#) - 0 minutes
Annie Vandenkooy, HR Director
 - 12.D [Contract Supplement: WWTP Upgrades Phase 2 Owner Advisor Services Amendment](#) - 0 minutes

Debra Tseng, Project Manager

- 12.E [Voucher Approval](#) - 0 minutes
Michelle Meyer, Finance Director

13. BUSINESS ITEMS AND OTHER MATTERS

- 13.A [Ordinance: Interim Paid Parking Ordinance](#) - 20 minutes
Karl Almgren, AICP, Community Planning Manager

- 13.B [Ordinance: Transportation Benefit District Sales Tax Renewal](#) - 5 minutes
Jared Bond, Public Works Director

- 13.C [Ordinance: Amendment to LMC 2.12.035](#) - 20 minutes

- 13.D [Proposed revisions to Flag Policy](#) - 20 minutes
Mayor George Hurst

14. NEW BUSINESS

15. EXECUTIVE SESSION, AS NEEDED

ADJOURN

CITY COUNCIL 7.A
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Proclamation: Pride Month

DEPARTMENT CONTACT: Nathan MacDonald, Executive Office

PRESENTER:

Councilmember Isabel Mata

ESTIMATED TIME:

15

SUGGESTED ACTION:

A proclamation is to be read and adopted proclaiming June as Pride Month.

DEPARTMENT ATTACHMENTS

Description:

[Proclamation Pride Month.pdf](#)



LYNNWOOD
WASHINGTON

Proclamation

City of Lynnwood

Recognition of Pride Month 2026

WHEREAS, our nation was founded upon, and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness, and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the City of Lynnwood is committed to being a safe, welcoming and equitable community for all people regardless of race, ethnicity, socioeconomic status, age, sexual orientation, gender identification, country of origin, or any other identity; and

WHEREAS, in Lynnwood, all members of our community that choose to live here peacefully have the right to be treated fairly and to live their lives with dignity. All are welcome and all belong here in the City of Lynnwood; and

WHEREAS, the month of June was chosen for Pride Month to commemorate the June 28, 1969 New York City Stonewall Riots that sparked the Lesbian, Gay, Bisexual, and Transgender civil rights movement; and

WHEREAS, the fight for full and equal recognition and protection of the fundamental rights and liberties for lesbian, gay, bisexual, transgender, and queer people is reflected in the tireless dedication of advocates, allies, and supportive families who strive to forge a more inclusive society; and

WHEREAS, during the month of June, Pride celebrations are held throughout our country and encourage residents to honor the history of the fight for equality, celebrate the distance come, and recognize how far there is yet to go; and

NOW, THEREFORE BE IT RESOLVED that we, Mayor George Hurst, and the Lynnwood City Council, proclaim June as LGBTQ+ Pride Month and we call upon all people of Lynnwood to join us in celebrating the great contributions of the LGBTQ+ community and stand with us to ensure that all members of our community feel safe and welcomed in Lynnwood.

George Hurst, Mayor
May 26, 2026

Nick Coelho, City Council President
May 26, 2026

CITY COUNCIL 12.A

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Contract Award - RFP 4024 - Opioid Recovery and Prevention Services

DEPARTMENT CONTACT: Brady Schach, Parks, Recreation and Cultural Arts

SUMMARY:

With the use of the One Washington Settlement funds, the City's RFP yielded 11 proposals from which 2 were selected for award - YWCA and Soud Pathways.

PRESENTER:

Kyle Ward, Human Services Coordinator

ESTIMATED TIME:

0

BACKGROUND:

In May 2022, Lynnwood City Council authorized the Mayor to sign an MOU to join the One Washington Opioid Settlement, split between Washington state, counties and cities. As a term of the settlement distribution, participating parties must allocate funds towards addressing the opioid crisis and its symptoms in their communities. The City of Lynnwood is soliciting proposals from qualified nonprofits and service providers to contract for services addressing opioid addiction and abuse, with the goal of supporting recovery through direct service, outreach and/or education. The City of Lynnwood prepared a Request for Proposals (RFP) seeking an experienced and qualified organizations to facilitate programs related to opioid recovery and prevention services with the use of grant funds. Eleven proposals were received, and the top two scoring firms per the evaluation panel – Sound Pathways and YWCA Seattle-King-Snohomish - were selected for contract award.

SUGGESTED ACTION:

Approve the request to enter agreements with Sound Pathways and YWCA Seattle-King-Snohomish for the total not-to-exceed amount of \$500,000.00 or \$250,000 each.

PREVIOUS COUNCIL ACTIONS:

Council was presented with the initial request and supplemental information at the 5/18/2026 Council work session.

FUNDING:

Both contracts will be not-to-exceed \$250,000.00 over the full 2 year term. All funding comes from the One Washington Opioid Settlement.

VISIONS AND PRIORITIES ALIGNMENT:

This helps Lynnwood to be a safe and equitable place to work, live, and play.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 12.B

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Contract: 33rd Ave W Ring Road Project

DEPARTMENT CONTACT: Pradip Kandel, Public Works

SUMMARY:

Contract with David Evans and Associates, Inc. (DEA) to provide planning and engineering services (Phase 1) for the 33rd Ave W Ring Road Project (vicinity of the north Costco)

PRESENTER:

Pradip Kandel, Engineer, David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

This contract authorizes David Evans and Associates, Inc. (DEA) to provide planning and engineering services for Phase 1 of the 33rd Ave W Ring Road Project (vicinity of the north Costco). Phase 1 of the study will evaluate opportunities to improve mobility and reduce vehicle congestion and operational challenges in the 33rd Ave W and Alderwood Mall Parkway area, as well as the surrounding roadway network.

The study area includes, but is not limited to, 33rd Ave W, Maple Rd, Beech Rd, SR-525, Alderwood Mall Parkway, 30th Pl W, 182nd St SW, and 184th St SW.

Previous City efforts related to traffic issues in this area, including in-house issues analysis and feedback received during the September 2023 public open house, identified significant congestion that makes commuting and access to nearby commercial and residential areas difficult for residents and customers. Public feedback specifically identified the intersection of 33rd Ave W and 30th Pl W as a key congestion point during peak travel periods, along with congestion along Alderwood Mall Parkway and adjacent roadways. These conditions are expected to worsen unless intervened as the area continues to grow and attract more traffic and with the anticipated future light rail extension to Everett. Staff recommends a phased approach to identify and implement effective transportation solutions. Phase 1 (this contract), will include the development and evaluation of conceptual roadway improvement alternatives, traffic modeling, stakeholder coordination, and public outreach.

The study will identify and recommend both short-term and long-term transportation improvements, which will be grouped into future projects for implementation. Future phases may include detailed engineering design and construction to advance selected short-term projects (phase 2) and long-term projects (phase 3), subject to funding availability, grant opportunities, and project prioritization.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute, on behalf of the City, a contract with David Evans and Associates, Inc. for design services for the 33rd Ave W Ring Road Project in an amount not to exceed a total contract value of \$300,000.

PREVIOUS COUNCIL ACTIONS:

None

FUNDING:

The project costs are consistent with the adopted 2025–2026 biennial budget and are anticipated to remain consistent with future budgets. The current contract costs are not being paid for by the general fund. They are being paid for by Transportation Benefit District Fund (150) and Economic Development Infrastructure Fund (020).

VISIONS AND PRIORITIES ALIGNMENT:



The Lynnwood Community Vision states that the City will “invest in an efficient, integrated local and regional transportation system and be responsive to the wants and needs of its citizens.” The 33rd Ave W Ring Road Project supports this vision by addressing traffic and congestion-related challenges. The project addresses these challenges by enhancing the transportation network to make travel easier and more efficient for people living, shopping, and working in the area, as well as for those traveling north or south for work or business. This is an area in need of traffic improvement, and conditions will continue to worsen without intervention to support current traffic demand and future growth.

DEPARTMENT ATTACHMENTS

Description:

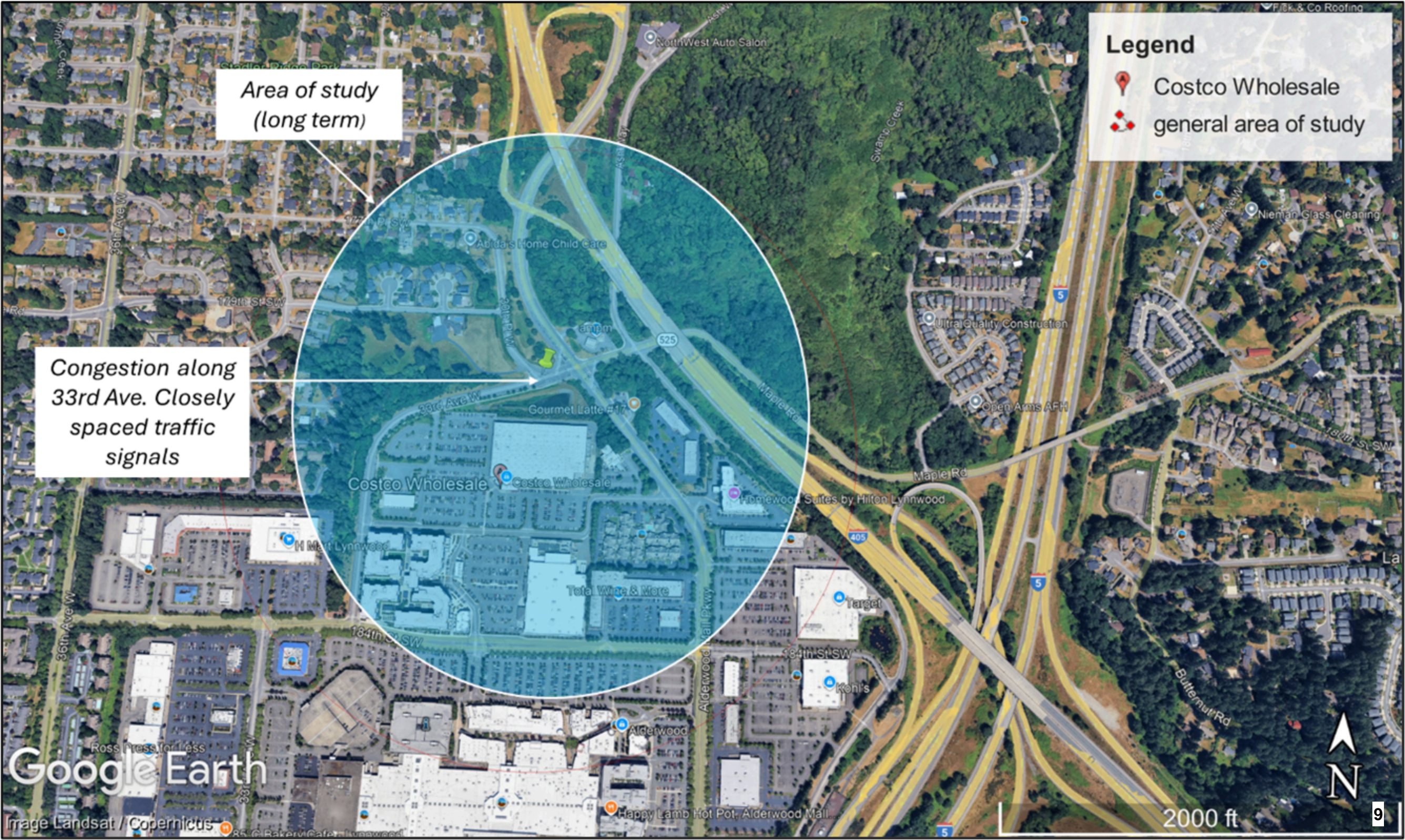
[33RD AVE W Ring Road.pdf](#)

Legend

-  Costco Wholesale
-  general area of study

Area of study
(long term)

Congestion along
33rd Ave. Closely
spaced traffic
signals



CITY COUNCIL 12.C

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Approval of Building Division Manager position.

DEPARTMENT CONTACT: Annie Vandenkooy, Human Resources

SUMMARY:

This item adds the position to the salary ordinance and creates the position of Building Division Manager.

PRESENTER:

Annie Vandenkooy, HR Director

ESTIMATED TIME:

0

BACKGROUND:

Proposed a new position for DBS. This would be a Building Division Manager position to better fit the City and DBS.

SUGGESTED ACTION:

Requesting approval for creation of the Building Division Manager position.

FUNDING:

Net savings of approximately \$20,000.

DEPARTMENT ATTACHMENTS

Description:

[DRAFT ORDINANCE to Revise 2026 Salary Schedule Ordinance 3504.docx](#)

[Salary ordinance 5-26-26.pdf](#)



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING EXHIBIT A TO ORDINANCE NUMBER 3504 TO INCLUDE A NEW POSITION OF BUILDING DIVISION MANAGER AT PAY GRADE 624; AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION.

WHEREAS, the City Council of the City of Lynnwood has authority to create and delete employee positions in the City and to establish and amend pay grade classifications and compensation amounts for employee positions; and

WHEREAS, LMC 2.48.175 provides that the City’s position pay grades and the base pay plan for position grades shall be as established in the salary schedule adopted by ordinance of the City council; and

WHEREAS, as provided by LMC 2.48.175, it is necessary that the adopted salary schedule be amended, modified, superseded, repealed, or reenacted from time to time; and

WHEREAS, Ordinance 3504 adopted on December 8, 2025, included the City of Lynnwood 2026 Salary Schedule for City employee positions; and

WHEREAS, the City Council desires to amend Exhibit A to Ordinance 3504 to create a new position of Building Division manager at pay grade 624; and

WHEREAS, the City Council has determined that the provisions of this Ordinance are in the interest of the public’s health, safety and welfare,

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

Section 1: Amendment. Exhibit A, entitled City of Lynnwood 2026 Salary Schedule, is hereby amended to read as set forth on Exhibit A – City of Lynnwood 2026 Salary Schedule, attached hereto and incorporated by reference.

41 Section 2: No Limitation of Authority. The City of Lynnwood 2026 Salary Schedule as adopted
42 shall not limit the authority of the City of Lynnwood to take personnel and budgetary actions as
43 otherwise allowed by applicable law, personnel policies, and collective bargaining agreements.

44
45 Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held
46 to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
47 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,
48 clause or phrase or word of this ordinance.

49
50 Section 4. Effective Date: This ordinance or an approved summary thereof consisting of its title
51 shall be published in the City’s official newspaper of record and shall take effect and be in
52 full force five days following its publication.

53
54 PASSED by the City Council the _____ day of _____, 2026

55
56
57 APPROVED:

58
59
60 _____
61 George Hurst, Mayor

62
63 ATTEST/AUTHENTICATED:

64 APPROVED AS TO FORM:

65
66 _____
67 Nathan MacDonald, City Clerk

68 _____
69 Lisa Marshall, City Attorney

City of Lynnwood Full Time 2026 Salary Schedule												
	AFSCME	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7		
4908	Engineer	223	2026	58.76	61.1	63.58	66.11	68.75	71.50	74.35	N	5305 2
4219	Principal Planner	222	2026	54.41	56.59	58.88	61.22	63.66	66.20	68.86	N	5305 2
4042	Senior Applications Support Analyst	222	2026	54.41	56.59	58.88	61.22	63.66	66.20	68.86	N	5305 3
4001/4015	Network Systems Engineer	222	2026	54.41	56.59	58.88	61.22	63.66	66.20	68.86	N	803 2
4907	Project Manager	222	2026	54.41	56.59	58.88	61.22	63.66	66.20	68.86	N	803 2
4214/4900	Civil Engineer	221	2026	50.38	52.41	54.52	56.69	58.95	61.29	63.78	N	803 3
4212	Combination Electrical Inspector/Plan Reviewer	221	2026	50.38	52.41	54.52	56.69	58.95	61.29	63.78	N	803 2
4041	Database Administrator	221	2026	50.38	52.41	54.52	56.69	58.95	61.29	63.78	N	5305 2
4218	Lead Combo Plan Reviewer/Building Inspector	221	2026	50.38	52.41	54.52	56.69	58.95	61.29	63.78	N	803 3
4211	Senior Planner	221	2026	50.38	52.41	54.52	56.69	58.95	61.29	63.78	N	5305 2
4030	Application Support Analyst	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	5305 3
4213	Business Support Analyst	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	5305 2
4217	Code Enforcement Lead	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	803 3
4206	Combination Plan Reviewer/Building Inspector	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	803 3
4207	Electrical Inspector	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	803 3
4916	Fleet Lead Technician	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	803 3
4024	GIS Administrator	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	803 2
4909	Lead Traffic Signal Technician	220	2026	46.65	48.52	50.45	52.49	54.57	56.78	59.03	N	803 3
4000	Accountant	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4912	Asset Management Administrator	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4204	Building Inspector	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	5305 2
4205	Code Enforcement Officer	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4043	Deputy City Clerk	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	5305 2
4905	Mechanic - Heavy Equipment	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4202	Planner	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4303	Probation Officer	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	5305 2
4007	Senior Computer Support Specialist	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	5305 3
4215	Senior Construction Inspector	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4902	Senior Engineering Technician	219	2026	43.23	44.91	46.73	48.61	50.52	52.56	54.67	N	803 3
4013	Buyer	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305 5
4014	Computer Support Specialist	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305 3
4904	Lab Technician	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305 6

	AFSCME	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
4220	Lead Permit Technician	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305	3
4034/4141/4040	Senior Finance Specialist	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305	5
4104/4110 4112	Senior Administrative Assistant	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305	2
4910	Traffic Signal Technician	218	2026	40.00	41.61	43.27	44.98	46.79	48.67	50.61	N	5305	2
4016	Business License Specialist	217	2026	37.05	38.51	40.05	41.67	43.32	45.09	46.87	N	5305	5
4216	Construction Inspector	217	2026	37.05	38.51	40.05	41.67	43.32	45.09	46.87	N	803	3
4911	Emergency Vehicle Equipment Service Technician	217	2026	37.05	38.51	40.05	41.67	43.32	45.09	46.87	N	803	3
4901	Engineering Technician	217	2026	37.05	38.51	40.05	41.67	43.32	45.09	46.87	N	803	3
4210	Senior Permit Technician	217	2026	37.05	38.51	40.05	41.67	43.32	45.09	46.87	N	5305	3
4304	Legal Specialist III	217	2026	37.05	38.51	40.05	41.67	43.32	45.09	46.87	N	5305	3
4100/4105 4106/4107													
4108	Administrative Assistant	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	6
4201	Assistant Planner	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	3
4033	Finance Specialist	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	6
4209	Permit Technician	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	3
4035	Procurement Specialist	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	6
4038/4039	Senior Finance Technician	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	3
4301	Legal Specialist II	216	2026	34.29	35.66	37.10	38.59	40.11	41.71	43.38	N	5305	6
4031	Finance Technician	215	2026	31.75	33.03	34.33	35.72	37.16	38.65	40.18	N	5305	3
4302	Legal Specialist I	214	2026	29.40	30.58	31.80	33.07	34.39	35.77	37.21	N	803	6
4103/4111	Senior Support Services Technician	214	2026	29.40	30.58	31.80	33.07	34.39	35.77	37.21	N	803	6
4109	Support Services Technician	213	2026	27.36	28.47	29.59	30.75	31.99	33.27	34.61	N	5305	6
	NON-REPRESENTED												
	Finance	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5005	Finance Director	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5003	Assistant Finance Director	625	2026	72.54	75.67	78.92	82.31	85.86	89.55	93.39	E	5305	1
5000	Manager - Accounting	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5008	Manager - Finance	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5006	Finance Supervisor	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	E	5305	2
5004	Budget Coordinator	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	E	5305	2
	Development & Business Services	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5201	DBS Director	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5200	DBS Deputy Director	625	2026	72.54	75.67	78.92	82.31	85.86	89.55	93.39	E	5305	1
5207	DBS Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5208	Economic Development Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5203	Community Planning Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5214	Building Division Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5212	Development Engineering Services Manager	623	2026	59.95	62.52	65.21	68.02	70.96	74.01	77.18	E	5305	1
5206	Building Services Manager	623	2026	59.95	62.52	65.21	68.02	70.96	74.01	77.18	E	5305	2

NON-REPRESENTED													
5210	City Center Program Manager	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	E	5305	2
5211	Tourism/Project Manager	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	E	5305	2
5213	Business Development Program Manager	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	5305	2
5204	Permit Supervisor	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	5305	1
	Court	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5305	Court Commissioner	CC	2026	101.94							E	5305	1
5300	Court Administrator	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5304	Assistant Court Administrator	623	2026	59.95	62.52	65.21	68.02	70.96	74.01	77.18	E	5305	2
5301	Operations Supervisor	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	E	5305	3
5302	Probation Supervisor	620	2026	45.04	47.01	49.02	51.10	53.32	55.61	57.99	N	5305	3
	Executive	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5403	Assistant City Administrator	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5405	Manager of Communications and Public Affairs	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	2
5408	City Clerk	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	E	5305	1
5406	Intergovernmental Relations Liaison	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	N	5305	2
5407	Equity and Social Justice Advisor	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	N	5305	5
5404	Executive Assistant to the Mayor	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	E	5305	5
	Human Resources	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5602	Human Resources Director	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5603	Human Resources Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	2
5604	Human Resources Analyst, Senior	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	5305	3
5601	Human Resources Analyst	620	2026	45.04	47.01	49.02	51.10	53.32	55.61	57.99	N	5305	2
5101	Administrative Assistant	617	2026	33.83	35.30	36.81	38.38	40.03	41.78	43.57	N	5305	5
	Information Technology	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5002	Information Technology Director	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5014	Application Support Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	2
5013	IT Systems Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	2
	Legislative	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
6102	Executive Assistant to the City Council	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	N	5305	6
	Parks, Recreation and Cultural Arts	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5812	Parks, Recreation and Cultural Arts Director	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5802	Parks, Recreation and Cultural Arts Deputy Director	625	2026	72.54	75.67	78.92	82.31	85.86	89.55	93.39	E	5305	1
5821	Recreation Superintendent	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	803	1
5811	Parks Maintenance Superintendent	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	803	1

NON-REPRESENTED													
5814	Recreation Manager (R)	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	5305	1
5813	Recreation Supervisor (R)	620	2026	45.04	47.01	49.02	51.10	53.32	55.61	57.99	N	5305	2
5800/5815	Assistant Recreation Supervisor (R)	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	N	5305	2
5816/5817 5818/5819 5823/5824													
5827	Recreation Coordinator	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	N	5305	5
5806	Customer Service Specialist (Lead)	617	2026	33.83	35.30	36.81	38.38	40.03	41.78	43.57	N	5305	5
5801	Customer Service Specialist	616	2026	30.76	32.08	33.46	34.92	36.41	37.98	39.60	N	5305	6
5822	Senior Guard	615	2026	28.24	29.45	30.72	32.04	33.41	34.88	36.35	N	803	5
5820/5825	Recreation Specialist	614	2026	25.63	26.76	27.91	29.14	30.38	31.66	33.03	N	5305	5
-	Recreation Clerk	613	2026	23.55	24.56	25.60	26.71	27.87	29.07	30.31	N	5305	5
5810	Lifeguard/WSI II	613	2026	23.55	24.56	25.60	26.71	27.87	29.07	30.31	N	803	5
5809	Lifeguard/WSI I	611	2026	19.82	20.68	21.57	22.50	23.46	24.45	25.50	N	803	3
5808	Lifeguard	610	2026	18.20	18.95	19.77	20.62	21.52	22.46	23.43	N	803	3
	Police	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5700	Police Chief	PS3	2026	90.63	94.54	98.60	102.83	107.26	111.88	116.69	E	6905	1
1710	Deputy Chief	DCN	2026	102.18	105.34	108.60	-	-	-	-	E	6905	1
5708	Jail Manager	JLM	2026	82.44	84.91	87.46					E	6905	1
5702	Police Support Services Manager	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	E	5305	1
5706	Public Affairs and Communication Manager-Police	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	E	5305	1
-	Jail Nurse	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	6905	2
5705	Police Management Analyst, Senior	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	5305	2
5704	Community Support Specialist/Social Worker	620	2026	45.04	47.01	49.02	51.10	53.32	55.61	57.99	N	5305	2
5104	Executive Assistant	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	E	5305	5
6702	Reserve Police Officer (Step C of Police Officers Contract)	SPEC 6	2026			57.76					N	6905	4
5701	Police Officer Trainee (Step A of Police Officers Contract)	SPEC 88	2026	51.14	-	-	-	-	-	-	N	6905	4
	Public Works	Grade	Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7			
5906	Public Works Director	627	2026	86.06	89.77	93.62	97.65	101.84	106.23	110.79	E	5305	1
5904	Deputy Public Works Director	626	2026	77.54	80.88	84.36	87.98	91.75	95.73	99.82	E	5305	1
5914	Public Works Manager	624	2026	65.95	68.80	71.73	74.85	78.06	81.39	84.89	E	5305	1
5908	Traffic Engineer (R)	623	2026	59.95	62.52	65.21	68.02	70.96	74.01	77.18	N	803	2
5918	Development Engineering Services Manager	623	2026	59.95	62.52	65.21	68.02	70.96	74.01	77.18	E	5305	2
5909	Treatment Plant Supervisor (R)	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	N	803	2
5905	Development Services Supervisor	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	N	803	2
5917	Engineering Services Supervisor	622	2026	54.53	56.83	59.29	61.85	64.52	67.29	70.17	N	803	2

NON-REPRESENTED													
5901	Assistant Treatment Plant Supervisor	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	803	2
5911	Building Operations & Maintenance Supervisor (R)	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	803	2
5907	Streets Maintenance Supervisor (R)	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	803	2
5910	Utilities Maintenance Supervisor (R)	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	803	2
5102	Administrative Supervisor	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	5305	2
5902	Automotive Shop Supervisor (R)	621	2026	49.53	51.68	53.90	56.23	58.65	61.15	63.79	N	803	2
5605	Safety Officer	620	2026	45.04	47.01	49.02	51.10	53.32	55.61	57.99	N	5305	3
5912	Lead Facilities Worker	619	2026	40.97	42.73	44.57	46.48	48.45	50.55	52.74	N	803	7
5916	Facilities Worker II	617	2026	33.83	35.30	36.81	38.38	40.03	41.78	43.57	N	803	8
5915	Lead Janitor	616	2026	30.76	32.08	33.46	34.92	36.41	37.98	39.60	N	803	8
5913	Facilities Worker I	616	2026	30.76	32.08	33.46	34.92	36.41	37.98	39.60	N	803	8
5903	Janitor	614	2026	25.63	26.76	27.91	29.14	30.38	31.66	33.03	N	803	8
TEAMSTERS													
		Grade	Year	Step A	Step B	Step C	Step D	Step E					
3909	Lead Treatment Plant Operator	LTO	2026	45.95	48.23	50.48	52.77	55.59			N	803	7
3910	Electrician - WWTP and Utilities	ELT	2026	44.84	47.09	49.28	51.51	54.28			N	803	7
3116	SCADA Administrator	SCA	2026	44.84	47.09	49.28	51.51	54.28			N	803	7
3905	Treatment Plant Operator IV	O4	2026	43.77	45.94	48.08	50.25	52.95			N	803	7
3100/3106 3107	Foreman	F1	2026	43.65	45.67	47.74	49.74	52.29			N	803	7
3908	SCADA Technician	SCT	2026	42.48	44.41	46.32	48.30	50.72			N	803	7
3904	Treatment Plant Operator III	O3	2026	42.48	44.41	46.32	48.30	50.72			N	803	7
3101	Maintenance Technician	MT	2026	40.85	42.81	44.77	46.73	49.22			N	803	7
3104/3112													
3113	Lead Worker	L1	2026	40.58	42.32	44.03	45.82	48.01			N	803	7
3903	Treatment Plant Operator II	O2	2026	40.32	42.32	44.30	46.36	48.83			N	803	7
3901	Pump Station Operator	P1	2026	39.97	41.87	43.81	45.84	48.48			N	803	7
3902	Treatment Plant Operator I	O1	2026	39.56	40.98	42.41	43.79	45.64			N	803	7
3103/3110													
3111/3114/ 3115	Maintenance Worker II	M2	2026	36.38	38.04	39.84	41.65	44.03			N	803	7
3900	Operator in Training	OT	2026	30.38	31.85	33.28	34.79	36.60			N	803	7
3102/3108													
3109	Maintenance Worker I	M1	2026	29.35	30.93	32.46	34.01	35.92			N	803	7
3907	Teamsters Vegetation Supervisor	VS	2026	21.00	22.05	23.15	24.31	25.53	26.81		N	803	8
3105	Teamsters General Laborer	GL	2026	17.98	18.88	19.82	20.81	21.85	22.94		N	803	8
3911	Teamsters Intern	IN	2026	17.98	18.88	19.82	20.81	21.85	22.94		N	803	8

POLICE														
	Lynnwood Police Management Guild	Grade	Year	Step A	Step B	Step C								
1711	Commander	CMN	2026	89.80	92.50	95.26						E	6905	1
	Lynnwood Police Sergeants	Grade	Year	Step A	Step B	Step C								
1707	Police Sergeant	SG	2026	71.84	73.99	76.21						N	6905	3
	Lynnwood Police Officers	Grade	Year	Step A	Step B	Step C	Step D	Step E						
1706	Police Officers	PO	2026	51.14	55.51	57.76	60.11	61.96				N	6905	4
	Lynnwood Police Support	Grade	Year	Step I	Step II	Step III	Step IV	Step V	Step VI					
5707	Jail Lieutenant	JL	2026	67.32	69.34	71.42						N	6905	1
1705	Custody Sergeant	CSG	2026	54.29	55.93	57.60						N	6905	3
1717	Community Engagement & Crime Prevent. Supervisor	CES	2026	53.38	54.98	56.64						E	5305	3
1715	Crime Analyst	CA	2026	51.41	53.61	55.89	58.32	60.82				N	5305	3
1714	Master Custody Officer	MCO	2026	49.82	51.20	52.80						N	6905	4
1716	Police Records Supervisor	RS	2026	47.58	49.05	50.56						N	5305	3
5703	Victim Services Coordinator	VSC	2026	46.87	48.32	49.82	51.20	52.79				N	5305	1
1700	Animal Control	AC	2026	42.56	43.76	45.28	46.55	48.00				N	803	4
1713	Court Marshal	CM	2026	42.56	43.76	45.28	46.55	48.00				N	6905	4
1701	Crime Prevention Specialist	CS	2026	42.56	43.76	45.28	46.55	48.00				N	5305	3
1704	Custody Officer	CW	2026	42.56	43.76	45.28	46.55	48.00				N	6905	4
1702	Evidence Technician	ET	2026	42.56	43.76	45.28	46.55	48.00				N	803	3
1712	Police Records Program Technician	RPT	2026	42.56	43.76	45.28	46.55	48.00				N	5305	3
1703	Police Clerk	PC	2026	36.79	37.93	39.11	40.32	41.57	42.85			N	5305	6

Revised and adopted 5-26-2026

CITY COUNCIL 12.D

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Contract Supplement: WWTP Upgrades Phase 2 Owner Advisor Services Amendment

DEPARTMENT CONTACT: Debra Tseng, Public Works

SUMMARY:

Supplement KBA's contract for Phase 2 of the Owner Advisor Services to assist the City with technical review of design packages.

PRESENTER:

Debra Tseng, Project Manager

ESTIMATED TIME:

0

BACKGROUND:

The City of Lynnwood and KBA executed an agreement on February 21, 2025 for Owner Advisor services supporting Phase 1 (pre-design planning, procurement, and project management). As the project transitions into the design phase, key decisions shaping the project's direction will be made. The City intends to amend KBA's contract to include Phase 2 Owner Advisor services, establishing a team of experts to support preliminary design decisions and coordinate third-party advisors as needed during the design phase.

Owner Advisor Phase 2 Services include but are not limited to:

- Assisting the City with feasibility and planning
- Providing the City with technical services
- Providing the City with value engineering services

This supplement adds \$430,180.00 to the previously contracted work for a new contract total of \$830,810.00.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract supplement of \$430,810.00 with KBA, Inc. for WWTP Major Upgrades Owner Advisor services, in an amount not to exceed a total contract value of \$830,810.00.

PREVIOUS COUNCIL ACTIONS:

- February 3, 2025 Work Session Meeting Item Memos for Future Action, Contract Award: WWTP Upgrades Phase 1 Owner Advisor Services
- February 10, 2025 Business Meeting Item 11B, Contract Award: WWTP Upgrades Phase 1 Owner Advisor Services

FUNDING:

This on-call contract is not a guarantee of work, but a mechanism allowing the City to move swiftly to secure their services when needed. This contract supplement increases the not to exceed total contract value of \$830,810.00. These contracts are funded from the Utility Fund 411, and not from the General Fund.

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 WWTP Upgrades Owner Advisor Services bring the expertise necessary to achieve project outcomes that enhance community well-being and promote environmental sustainability. These services empower the City to better protect the community’s interests by supporting City employees in making informed decisions, prioritizing needs, and optimizing the allocation of funds.

DEPARTMENT ATTACHMENTS

Description:

[Supplemental 1 Agreement Form KBA OA Phase 2 Services 1.pdf](#)

Supplemental Agreement Number:	1	Organization and Address:	
Project Number:	PWWT013024	KBA, Inc. 11201 SE 8th St, Suite 160 Bellevue, WA	
Project Title:	WWTP Major Upgrades Owner Advisor		
Original Contract Number:	3672	Completion Date:	02/26/2028
Original Contract Execution Date:	02/27/2025	New Maximum Amount Payable:	\$830,810.00
Description of Work:			
Supplement KBA's contract for Phase 2 of the Owner Advisor Services to assist the City with technical review of design packages.			

The City of Lynnwood desires to supplement the agreement with KBA, Inc. and executed on 05/27/2026 and identified as Agreement No. 3672. All provisions in the basic agreement remain in effect except as expressly modified by this supplement. The changes to the agreement are described as follows:

I. Section 1, SERVICES - SCOPE OF WORK, is amended as follows:

Phase 2 of the OA services to assist the City with technical review of design.

II. Section 2, SCHEDULE - is amended as follows:

Original contract execution date:

Original contract expiration date:

Amended contract expiration date:

III. Section 3, COMPENSATION, is amended as follows (see attached spreadsheet):

Increase maximum payable contract amount by \$ 430,180.00.

Increase approved by council on 05/26/2026, council summary attached.

OR

Council approval not needed per LMC 2.92.100

No change to maximum payable contract amount.

DATED this ____ day of _____, _____.

Signed:

Signed:

By:
Date:
Title: Vice President
Organization:

By:
Date:
Title: Director of Public Work
City of Lynnwood

EXHIBIT A
SCOPE OF SERVICES
For
Owner Advisor Services for Lynnwood Wastewater Treatment Plant Major Upgrade Project (Phase 2 – Design)

Purpose of Document

This document defines the scope of services for the second phase of Owner Advisor support during the design of the WWTP Major Upgrades project. It outlines the roles, responsibilities, and deliverables required to support the City in advancing design, and maintaining alignment with project objectives, and ensuring effective coordination among stakeholders.

Background

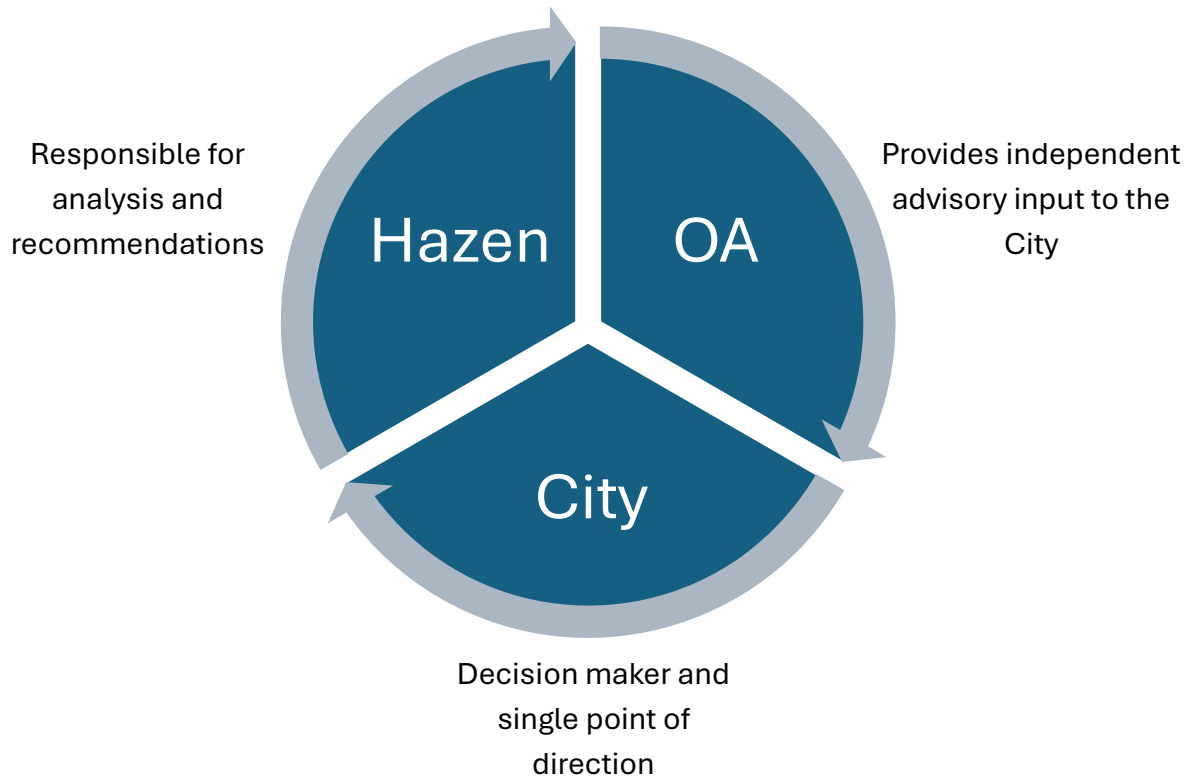
The City of Lynnwood and KBA executed an agreement on February 21, 2025 for Owner Advisor services supporting Phase 1 (pre-design planning, procurement, and project management). As the project transitions into the design phase, key decisions shaping the project’s direction will be made. The City intends to amend KBA’s contract to include Phase 2 Owner Advisor services, establishing a team of experts to support preliminary design decisions and coordinate third-party advisors as needed during the design phase.

Objectives and Summary of Services

The objective of these services is to provide strategic and technical support to the City during the design phase of the WWTP Major Upgrades project. These services are provided in the following major categories:

- Feasibility and planning
- Technical services
- Value engineering

The primary objective of engaging the OA during the design phase is to provide independent advisory support by challenging assumptions, validating analyses, and translating technical information to inform the City’s decisions. The diagram below illustrates this dynamic:



Scope of Services

Task 1: Owner Advisor Management and Technical Team Integration

KBA shall serve as the prime OA and shall assemble, manage, and coordinate a multidisciplinary team of subject matter experts with demonstrated experience in wastewater treatment plant design, value engineering, construction, and regulatory compliance. The City and KBA will collaboratively develop evaluation criteria and carry out the selection process, including outreach to qualified firms, conducting interviews, shortlisting candidates, and making a final selection.

Services under this task include:

Task 1.1: Facilitate the selection and onboarding of the SMEs

1.1.1: Facilitate the selection and onboarding process, including outreach, evaluation, interviews, and hiring of SMEs

Task 1.2: Coordination with the City and the team of SMEs

1.2.1: Coordinate inputs from SMEs and integrate their work into a cohesive advisory function.

1.2.2: Coordinate and schedule SME participation in design workshops, technical reviews, and key project meetings

1.2.3: Have coordination meetings with the City and SMEs

Task 1.3: Ongoing project management, invoicing and budget control

1.3.1: Provide ongoing project management, including task coordination, schedule tracking, budget monitoring, invoicing, and quality control

1.3.2: Monitor and manage SME performance to ensure alignment with scope, schedule, and project objectives

Deliverables:

- OA team structure, including roles, responsibilities, and staffing plan
- Documentation of SME procurement, selection, and onboarding process
- Meeting agendas, summaries, and action item tracking for coordination meetings
- Monthly invoices and progress reports, including:
 - Summary of services performed
 - Status of SME activities
 - Budget and expenditure tracking
 - Key issues, risks, and outstanding items
- Documentation demonstrating oversight and alignment of SME activities with their scope of work
- Coordination plan and records for SME participation in workshops and key meetings

Task 2: Feasibility and Planning

The majority of services under this task will be during the BODR phase and focused on ensuring the transition from the Facility Plan to design is supported by a clear and defensible basis and the City is equipped with independent, expert-informed insight to guide key planning and design decisions.

Services include:

Task 2.1: Participate in design workshops

2.1.1: Participate in designer-led workshops and technical meetings to represent the City's interests

Task 2.2: Assist the City with reviewing the BODR outputs

2.2.1: Assist the City in reviewing the pros and cons of any potential process/configuration shifts from the Facility Plan

2.2.2 Assist the City with validating the thought process behind design approaches presented during BODR

Task 2.3: Develop Independent technical memoranda and documentation of opinions

2.3.1: Assist the City with reviewing analysis developed by Hazen and providing comments to them.

2.3.2: Supporting development and refinement of design criteria and Basis of Design alignment

OA involvement under this task shall be focused on addressing the following three key questions:

- Are these the correct priorities?
- Does this help in the long term? What other aspects should we be considering?
- What does this mean for the City?

Deliverables:

- Review comments summarizing OA observations and recommendations
- Actions items and follow-ups relevant to the City
- Implications for the City (cost, risks, operations, schedule and long-term performance)
- SME input summaries (as applicable) including targeted feedback on specific topics
- Recommended refinements or considerations during BODR with supporting rationale

Task 3: Design Phase Advisory and Technical Support

The OA's technical services during the design phase will be focused on supporting the City in clarifying design issues and supplementing internal expertise to inform the review and determination of performance requirements.

Services include:

Task 3.1: Attend a 3-hour OA Phase 2 kick off meeting at Lynnwood City Hall

Task 3.2: Assist the City in design reviews at design key milestones

3.2.1: Reviewing design assumptions, criteria, and technical approaches at key milestones (e.g., 30%, 60%, 90%)

Task 3.3: Meet with the City for design review and discussions

3.3.1: This may include site visits of other WWTPs in the region and discussion with other operators and owners of technologies recommended by the designer and meeting with the operators for additional plan reviews

Task 3.4: Conduct Value Engineering studies of specific design areas

Conduct Value Engineering studies on the following design areas:

3.4.1: Flows, loads and liquid processing design

3.4.2: Headworks and O&M Building

3.4.3: Solids and odor control design and technologies

3.4.4: Electrical and structural design

3.4.5: Implementation and phasing plan

- Evaluating design alternatives and providing independent recommendations
- Identifying risks, gaps, and opportunities for improvement in the design

Deliverables:

- Design review memoranda at key milestones
- Technical advisory comments and recommendations
- Participation in workshops and coordination meetings

Task 4: On-call Technical Advisory Support

This task provides flexible, as-needed support to address emerging questions, gaps, and decisions that fall outside the defined scope but are necessary to support the City during design and BODR development. The intent is to ensure the City has timely access to independent, expert-informed input as conditions evolve.

Services may include, but are not limited to:

- Targeted cost reviews and benchmarking of design elements, estimates, and assumptions
- Regulatory insight and interpretation to inform design decisions and anticipate permitting considerations
- Review of comparable facilities, industry practices, and case studies to provide context for key choices
- Rapid assessments or “spot studies” on specific technical, operational, or planning questions
- Ad hoc participation in meetings or discussions where additional technical perspective is beneficial

Support under this task will be performed on a time-and-materials basis, as requested by the City. Efforts will be focused, concise, and tailored to provide clear, actionable insight without duplicating the work of the design team.

Lynnwood WWTP Phase 2 (Design OA Services)

Fee Schedule

Tasks	Gina Hortillosa - Principal in Charge / PM	Process/Liquid Treatment	Solids and Odor Specialist	Electrical and Structural Support	Construction & Phasing	Regulatory & Compliance	Admin	Drawing and Specs Review	Sum of Hours
	\$110.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$60	\$120	
Task 1 - Owner Advisor Management and Technical Team Integration	Hours								
Task 1.1 - Facilitate the selection and onboarding of the SMEs	90								90
Task 1.2 - Coordination with the City and the team of SMEs	60								60
Task 1.3 - Ongoing project management, invoicing, budget control	90						50		140
Task 1 Subtotal	240	0	0	0	0	0	50		290
Task 2 - Feasibility and Planning									
Task 2.1 - Participate in design workshops (30%, 60% and 90%)	5	15	15		15				50
Task 2.2 - Assist the City with reviewing BODR outputs	20	20	20		15				75
Task 2.3 - Develop independent tech memos and documentation of opinions	20	40	40		20				120
Task 2 Subtotal	45	75	75	0	50	0	0		245
Task 3 - Design Phase Advisory and Technical Support									
Task 3.1 - Attend a 3-hour OA Phase 2 Kick-off meeting at Lynnwood City Hall	7	5	5	5	5	5			32
Task 3.2 - Assist and meet the City in design reviews at design key milestones	25							160	185
Task 3.3 - Meet with the City for design review and discussions		40	40	40	40				160
Task 3.4 - Conduct Value Engineering studies of specific design areas		20	20	20	20				80
Task 3 Subtotal	32	65	65	65	65	5	0		297
Task 4 - On-call Technical Advisory Support									
Task 4.1 - On-call assistance	20	40	40	40	40	50			230
Task 4 Subtotal	20	40	40	40	40	50	0	0	230
TOTAL HOURS - ALL TASKS	337	180	180	105	155	55	50	160	1222
MANAGEMENT RESERVE									\$10,000
TOTAL DIRECT COST PER PERSONNEL - ALL TASKS	\$37,070	\$21,600	\$21,600	\$12,600	\$18,600	\$6,600	\$3,000	\$19,200	\$140,270

Assumption on Design phase duration:

Direct Hour Subtotal	\$	140,270.00
Overhead Rate		158.65%
Overhead Subtotal	\$	222,538.36
Fee Percentage		41.35%
Fee	\$	58,001.65
Grand Subtotal	\$	420,810.00
Management Reserve	\$	10,000.00
Expenses	\$	-
Subconsultant Total	\$	-
Design Grand Total	\$	430,810.00

CITY COUNCIL 12.E
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 \$3,740,584.20 for the period of 5/4/26 through 5/17/26.
Approve payroll in the amount of \$1,715,004.99 dated 5/15/26.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 13.A

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Ordinance: Interim Paid Parking Ordinance

DEPARTMENT CONTACT: Zack Spencer, Development and Business Services

SUMMARY:

The proposed ordinance is an interim ordinance to allow paid surface parking in City Center to determine potential longer term solutions. City Staff have revised the draft ordinance for an "opt in" approach for those with current development agreements.

PRESENTER:

Karl Almgren, AICP, Community Planning Manager

ESTIMATED TIME:

20

BACKGROUND:

Lynnwood has focused on redevelopment of City Center for office, retail, and housing uses. The concern of paid surface parking lots is an economic condition where parking revenue from underutilized land could stall vertical construction and redevelopment. This is the primary reason Staff has not recommended paid surface parking in the past. However given the unique event of FIFA World Cup and increased attendance at other large sporting events, it is reasonable to use an interim parking condition to determine utilization and demand.

SUGGESTED ACTION:

Motion to approve Interim Ordinance No. _____ adopting changes to permitted uses to the Lynnwood Municipal Code Chapter 8.35 Use Regulations, amending LMC Chapter 8.90 Administration and Permit Processes, providing for severability, establishing an effective date, and providing for summary publication.

PREVIOUS COUNCIL ACTIONS:

On May 11, 2026 City Council held a public hearing accepting testimony hearing concerns regarding parking availability and charging for parking.

FUNDING:

Paid surface parking will be subject to sales tax.

DEPARTMENT ATTACHMENTS

Description:

[Revised Ordinance Interim Paid Parking
Staff Report Interim Parking Ordinance.pdf](#)



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING CHANGES TO PERMITTED USES TO THE LYNNWOOD MUNICIPAL CODE CHAPTER 8.35 USE REGULATIONS; AMENDING LMC CHAPTER 8.90 ADMINISTRATION AND PERMIT PROCESSES; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION

WHEREAS, the City of Lynnwood is a municipal corporation organized under the laws of the State of Washington; and

WHEREAS, under RCW 82.04.050, automobile parking and storage garage services qualify as 'sale at retail' or 'retail sale' subject to sales tax; and

WHEREAS, under RCW 35A.11 and 35A.63, the City Council of the City of Lynnwood has the authority to adopt ordinances relating to the use of real property located within the City; and

WHEREAS, on June 30, 2025, the City Council of the City of Lynnwood passed Ordinance No. 3481, introducing the Unified Development Code to Lynnwood Municipal Code Title 8; and

WHEREAS, Lynnwood City Center Station is the northern terminus of the Link Light Rail Network where commuters from the surrounding region enter the regional public transit network; and

WHEREAS, Lynnwood City Center Station provides significant connectivity to the region for major events including professional sports, concerts, festivals, and similar events causing an influx of visitors to the area; and

WHEREAS, surface paid public parking without reasonable limitations is a use that can delay implementation of the Regional Growth Center 'City Center + Alderwood' Subarea Plan.

WHEREAS, on March 27, 2026, the City of Lynnwood SEPA Responsible Official issued a State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) on the proposed ordinance, which is a non-project proposal; and

40 WHEREAS, on April 23, 2026, the Lynnwood Planning Commission held a duly noticed
41 public hearing on the proposed ordinance, accepted testimony and by regular motion voted 4-1
42 to recommend that the Lynnwood City Council adopt the amendments to the Lynnwood
43 Municipal Code as provided herein; and

44
45 WHEREAS, on May 11, 2026, the City Council of the City of Lynnwood held a duly noticed
46 public hearing to consider the Planning Commission recommendation and accept public
47 testimony; and

48
49 WHEREAS, the City Council determined that development agreements should be flexible
50 to adjust permitted uses for consistency with adopted provisions of LMC 8.35; and

51
52 WHEREAS, adoption of the ordinance will serve the general welfare of the public;

53
54 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO
55 ORDAIN AS FOLLOWS:

56
57 **Section 1. Findings of Fact:** The City Council hereby incorporates by this reference as Findings of
58 Fact all recitals set forth as “WHEREAS” clauses. In addition, and upon consideration of the
59 provisions of this Ordinance, the City Council finds that the new code and amendments contained
60 herein are: a) consistent with the comprehensive plan; b) substantially related to the public
61 health, safety, or welfare; and c) not contrary to the best interest of the citizens and property
62 owners of the City of Lynnwood.

63
64 **Section 2. Purpose:** To adopt amendments to the Lynnwood Municipal Code Title 8 that will
65 clarify code sections, correct minor spelling and grammatical errors, and enhance the effective
66 application of legislation.

67
68 **Section 3. LMC 8.35.0140 Use table key.** is hereby amended to read as follows:

- 69
70 A. Uses are regulated based on the zone in which the use is located. Uses may be allowed by right,
71 by conditional use permit, temporarily, or by an essential public facility permit.
- 72 1. Allowed Uses. “P” = A use allowed by right in a particular zoning district. Includes
73 accessory, incidental, or similar uses dependent on the principal or primary use.
 - 74 2. Conditionally Allowed Uses. “C” = A use that is allowed only following approval of a
75 conditional use permit.
 - 76 3. Uses Not Permitted. “-” = A use that is prohibited in a particular zone.
 - 77 4. Uses Permitted Temporarily. “T” = A use that is allowed only following approval of a
78 special event permit.
 - 79 5. Interim Uses. “INT” = An interim use which may include additional provisions from the
80 authorizing ordinance.
 - 81 6. Uses Permitted by Essential Public Facility Permit. “EPF” = A use permitted as an essential
82 public facility under RCW 36.70A.200 or as additionally identified by this title.

83 B. Certain uses in Article II of this chapter have limitations identified in Article III of this chapter.

84
85 **Section 4. LMC Table 8.35.11 Transportation and parking.** is hereby amended to read as follows:

86
87

Table 8.35.11.

Transportation and Parking	RN	MHP	RM-45	City Center	Alderwood	ACC	PCD	NC	CG	HMU	CDM	LI	P-I	OSP
Transportation Maintenance and Operating Facilities	-	-	-	-	-	-	-	-	-	-	-	C	C	-
Light Rail Guideway and Stations	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF
Public Transit Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Park and Rides	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF	EPF
Structured Public Paid Parking	-	-	-	P	P	P	P	-	P	P	P	P	-	-
Surface Public Paid Parking	-	-	-	<u>INT</u>	<u>INT</u>	<u>INT</u>	<u>INT</u>	<u>INT</u>	P	<u>INT</u>	<u>INT</u>	<u>INT</u>	-	-
Vehicle Storage	-	-	-	-	-	-	-	-	P	-	-	P	-	-
Micro-Mobility Hubs	-	-	P	P	P	P	P	P	P	P	P	P	P	P
Limitations on Transportation and Parking Uses are identified in LMC 8.35.0360														

88

89 **Section 5. LMC 8.35.0360 Transportation and parking** is hereby amended to read as follows:

- 90 A. Light Rail Guideway and Stations.
- 91 1. Development of aerial guideways requires consistent column shape and form as developed
- 92 in the Lynnwood Link Extension.
- 93 2. The required development agreement may include provisions for access enhancements,
- 94 betterment reimbursements, and other agreements necessary between the city of
- 95 Lynnwood and Sound Transit.

- 96 B. Structured Public Parking.
- 97 1. Development and operation of structured paid parking is allowed in the districts CC, A, ACC,
- 98 PCD, and HMU when occupied space is provided for at least 40 percent of the street
- 99 frontage.
- 100 2. If the structure includes two frontages, a minimum of 30 percent of the total street frontage
- 101 is to be provided and may be distributed between the two frontages. 3. Parking attached to
- 102 a major transit stop is not subject to this subsection (B).
- 103 C. Surface Public Paid Parking
- 104 1. Surface public paid parking is to occur only on sites where a principal use within a building is
- 105 established for the site.
- 106 2. Surface public paid parking must comply with all development standards including
- 107 pavement, accessibility, stall dimension and other like requirements.
- 108 3. Site must be operated on private property whose business is licensed by the City of
- 109 Lynnwood.
- 110 4. Surface public paid parking does not include park and ride facilities whose property is
- 111 owned, leased, and/or operated by a public transit agency.
- 112 5. Surface public paid parking may include month to month lease options, special event
- 113 parking, hourly parking, or other durations as deemed necessary by the operator.

114 **Section 6. LMC 8.90.0430 Development Agreements** is hereby amended to read as follows:

115

- 116 A. Applicant. A development agreement may be initiated by any property owner or authorized
- 117 representative of the owner in the city.
- 118 B. Applicability. Certainty in the development review process can significantly encourage
- 119 development or redevelopment of real property. This certainty is especially important for large-
- 120 scale or multiphase developments that take years to complete and that require substantial
- 121 financial commitments at an early stage. The city may, when appropriate, enhance certainty by
- 122 entering into a development agreement with a project sponsor that addresses the “ground rules”
- 123 for review of the development application and construction of the project. A development
- 124 agreement provides the opportunity for the city and the developer to agree on the scope and
- 125 timing of the project, applicable regulations and requirements, mitigation requirements and other
- 126 matters relating to the development process. A development agreement promotes the general
- 127 welfare by balancing the public and private interests, providing reasonable certainty for a
- 128 development project, and addressing other matters, including reimbursement over time for the
- 129 financing of public facilities.
- 130 C. Procedures. The city will process a proposal for a development agreement using the Type 3 permit
- 131 per LMC 8.90.0370 under a quasi-judicial procedure.
- 132 D. Limitations.
- 133 1. The city council may provide flexibility to the following:
- 134 i. Flexibility in the development regulations by proposing alternative requirements
- 135 as agreed to by city council. In no case will the development agreement allow
- 136 uses that are not otherwise permitted by the Unified Development Code.

- 137 ii. Modifications to public infrastructure standards to achieve project
138 implementation.
- 139 iii. Timing for any division of land, land use, or construction permit review, approval,
140 expiration, or extension requirements.
- 141 2. The city council may seek to balance flexibility for development with additional public
142 benefits by incorporating public benefit elements into the development agreement. The
143 development agreement may include, but need not be limited to, benefits such as the
144 following:
- 145 i. Sustainability. The support of sustainability may be sought by including any of the
146 following:
- 147 1. Green Building. Green building standards such as USGBC LEED or
148 equivalent are incorporated into the development. The level of
149 certification may be determined at time of development agreement
150 approval;
- 151 2. Electric Vehicle. Electric vehicle charging stations are provided
152 throughout the development and are made available to the public;
- 153 3. Greenhouse Gas. Greenhouse gas (GhG) inventories are conducted
154 annually and reported to the city of Lynnwood;
- 155 ii. Affordable Housing. The development may be required to provide a portion of
156 units to be affordable housing, as defined by RCW 84.14.010. The range of income
157 qualifications, number of units, and term length will be determined at time of
158 development agreement approval;
- 159 iii. Parks and Open Space. Development may be required to dedicate a portion of
160 land for the use of parks and open space as consistent with the adopted parks,
161 recreation, open space plan or any other applicable parks plan. Land dedication
162 may be used to offset park impact fees per Chapter 3.107 LMC;
- 163 iv. Economic Benefits. The city council may require an economic benefits analysis to
164 be conducted prior to or following the adoption of the development agreement;
- 165 v. Public Art and Placemaking. The development agreement may outline elements
166 of public art and other placemaking methods that exceed currently adopted
167 requirements; or
- 168 vi. Public Infrastructure. The development agreement may outline public
169 infrastructure improvements that are provided by the developer. These projects
170 may be credited to applicable service, connection, or impact fees;
- 171 vii. Other Public Benefits. The agreement may include other public benefits as
172 proposed by an applicant and approved by the city council.
- 173 E. Decision Criteria. The city may approve or approve with modifications a development agreement
174 if:
- 175 1. The development agreement is consistent with the comprehensive plan and any
176 applicable subarea plan;

- 177 2. The development agreement must be consistent with the purposes of this Unified
178 Development Code;
- 179 3. The development agreement provides for public benefits, including but not limited to
180 those listed in this section, that would not otherwise be achieved under this Unified
181 Development Code;
- 182 4. The development agreement is substantially related to the public health, safety or
183 welfare; and
- 184 5. The development agreement is not contrary to the best interest of the citizens and
185 property owners of the city of Lynnwood.
- 186 F. Revisions and Modifications. Every development agreement is unique and may identify specific
187 methods for revisions and modifications to minimize extraneous review. This may include
188 revisions and modifications that are allowed at owner's discretion, revisions requiring
189 administrator's concurrence, and revisions that require city council's approval.
- 190 1. Revisions to Permitted Uses. Development agreements are vested to the development
191 regulations in place at time of the development agreement's approval; however, the
192 property owner may request that the Administrator apply the regulations set forth in
193 LMC 8.35 to the development agreement; if so requested by the property owner and
194 approved by the Administrator, the development regulations set forth in LMC 8.35 shall
195 supersede and replace the development regulations in place at time of approval of the
196 development agreement. The Administrator may execute a letter of concurrence
197 documenting the revision which may place reasonable and necessary conditions
198 including, but not limited to, size limitations, hours of operations, duration, and expiration
199 to ensure compliance with the goals and policies of the Comprehensive Plan and the
200 Development Agreement. The property owner is required to record the letter of
201 concurrence.
- 202 G. Expirations. Development agreements are valid for no less than five years, but each agreement
203 may provide an agreed-upon term. In rare cases the city may consider any agreement that extends
204 beyond the comprehensive plan's planning horizon, but specific performance measures may be
205 required to be accomplished throughout the agreement's term.
- 206 H. Contents of the Agreement. A proposed development agreement must, at a minimum, include
207 provisions required by RCW 36.70B.170 through 36.70B.210, and will identify the required
208 development standards and other provisions that will apply to and govern the use and
209 development of the real property for the duration specified in the agreement. An agreement may
210 also contain such other provisions as the city and the property owner or person controlling the
211 property may mutually agree on, such as, but not limited to, the financing for or timing of
212 mitigation and the vesting of development rights.
- 213 I. Previously Approved Agreements. Previously approved land use agreements including, but not
214 limited to, contract rezones and concomitant zoning agreements will be terminated concurrent
215 with the approval of a development agreement applicable to the same property. Any
216 amendments or other changes to an approved contract rezone, concomitant zoning agreement,

217 or other land use agreement will be adopted only as a development agreement terminating
218 previous approvals.

219 **Section 7. Severability:** If any section, sentence, clause or phrase of this ordinance should be held
220 to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
221 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,
222 clause or phrase or word of this ordinance.

223
224 **Section 8. Effective Date:** This ordinance or an approved summary thereof consisting of its title
225 shall be published in the City’s official newspaper of record and shall take effect and be in
226 full force five days following its publication and be effective for a period of 180 days from date of
227 effectiveness.

228
229 PASSED BY THE CITY COUNCIL THIS __ day of _____, 2026.

230
231 APPROVED:

232
233
234 _____
235 George Hurst, Mayor

236
237 ATTEST/AUTHENTICATED:

238 APPROVED AS TO FORM:

239
240 _____
241 Nathan MacDonald, City Clerk

240 _____
241 Lisa Marshall, City Attorney

Ordinance: Interim Paid Parking Ordinance**Staff Report**

Staff Contacts: Karl Almgren, AICP, Community Planning Manager
Zack Specner, Planner

Summary:

The interim paid parking ordinance is a 6-month interim ordinance to allow paid surface parking in City Center to allow time to determine potential longer term solutions. City Staff have revised the draft ordinance for an 'opt in' approach for those with current development agreements.

Recommended Action:

Motion to approve Interim Ordinance No. ____ adopting changes to permitted uses to the Lynnwood Municipal Code Chapter 8.35 Use Regulations, amending LMC Chapter 8.90 Administration and Permit Processes, providing for severability, establishing an effective date, and providing for summary publication.

Background:

Lynnwood has focused on redevelopment of City Center for office, retail, and housing uses. The concern of paid surface parking lots is an economic condition where parking revenue from underutilized land could stall vertical construction and redevelopment. This is the primary reason Staff has not recommended paid surface parking in the past. However given the unique event of FIFA World Cup and increased attendance at other large sporting events, it is reasonable to use an interim parking condition to determine utilization and demand.

Opt. In Provision:

Following the public hearing, City Staff consulted with the City Attorney for minor modifications to development agreements for consistency to the land uses permitted by LMC 8.35. This is very narrowly tailored to ensure that uses allowed in the same zoning districts may also now be allowed in areas subject to development agreements, if they are consistent with the Comprehensive Plan. The revised draft now includes amendments to LMC 8.90 Administration and Permit Processing which includes new provisions (underlined):

LMC 8.90.0430 F: Revisions and modifications

- A. Revisions and Modifications. Every development agreement is unique and may identify specific methods for revisions and modifications to minimize extraneous review. This may include revisions and modifications that are allowed at owner's discretion, revisions requiring administrator's concurrence, and revisions that require city council's approval.
 1. Revisions to Permitted Uses. Development agreements are vested to the development regulations in place at time of the development agreement's approval; however, the property owner may request that the Administrator apply the regulations set forth in LMC 8.35 to the development agreement; if so requested by the property owner and approved by the Administrator, the development regulations set forth in LMC 8.35 shall supersede and replace the development regulations in place at time of approval of the development

agreement. The Administrator may execute a letter of concurrence documenting the revision which may place reasonable and necessary conditions including, but not limited to, size limitations, hours of operations, duration, and expiration to ensure compliance with the goals and policies of the Comprehensive Plan and the Development Agreement. The property owner is required to record the letter of concurrence.

Consistency with City Center & Current Parking Demands:

Paid surface parking is currently not permitted as a principal land use in most zoning districts of Lynnwood. Lynnwood City Center Station is northern terminus of light rail, Lynnwood is a destination for transit. Demand for this transit access exceeds available parking supply at the station resulting in surrounding areas seeing unpermitted parking.

The 2026 FIFA World Cup includes several games in Seattle which are expected to increase tourism in the region during June. This event and other large sporting events are likely to stress available parking again.

The proposed interim paid surface parking ordinance is to allow paid surface parking for a period of six months to address the influx of parking demand. During this six month period, Staff will be evaluating usage of paid parking supporting transit as well as considerations for long term use. This interim change may also serve month to month parking needs by new residents of City Center. Surface paid parking will be subject to city sales tax.

Planning Commission Recommendation:

At the Planning Commission Public Hearing April 23, 2026, no public comments were received. The commission recommended approval 4 to 1. The objections of the nay member of the commission were that this ordinance works against the intents of the City Center.

CITY COUNCIL 13.B

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Ordinance: Transportation Benefit District Sales Tax Renewal

DEPARTMENT CONTACT: Jared Bond, Public Works

SUMMARY:

The proposed ordinance effectively extends the existing 0.1% sales tax which will expire March 31, 2027 for another 10 years. The existing tax generates \$3.2M per year and is used to fund transportation improvements.

PRESENTER:

Jared Bond, Public Works Director

ESTIMATED TIME:

5

BACKGROUND:

See presentation from the May 18, 2026 meeting.

SUGGESTED ACTION:

Adopt ordinance _____, an ordinance of the City Council of the City of Lynnwood, Washington, imposing a sales and use tax of one-tenth of one percent within the boundaries of the Lynnwood Transportation Benefit District for the purpose of financing the costs associated with transportation improvements in the District as authorized by RCW 36.73.065 and RCW 82.14.0455; providing for severability and establishing an effective date; and providing for summary publication.

PREVIOUS COUNCIL ACTIONS:

February 21, 2026 – Briefing: City Council Summit, Connect Lynnwood Plan

March 16, 2026 – Briefing: Transportation Projects

April 20, 2026 – Briefing: Traffic Signals, Traffic Engineering, Street Department

May 18, 2026 – Briefing: Transportation Benefit District Sales Tax Renewal

FUNDING:

If the ordinance is adopted by City Council, the Transportation Benefit District 0.1% sales tax will effectively extend the existing 0.1% sales tax for another 10 years. It currently generates \$3.2M per year. The city's street operations/maintenance, traffic signal team, traffic

engineering, and capital projects heavily rely on this funding.

VISIONS AND PRIORITIES ALIGNMENT:

To invest in efficient, integrated, local and regional transportation systems

- Improve pedestrian and bike flow, safety, and connectivity
- Adaptive, safe, well-maintained, state-of-the-art traffic management infrastructure
- Support the needs of commuters and non-commuters
- Reduce traffic congestion

Adopted by the Lynnwood City Council on 1/26/09 and reaffirmed by Resolution on 4/13/15

DEPARTMENT ATTACHMENTS

Description:

[ORD - Lynnwood TBD Sales Tax 2026.doc](#)



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, IMPOSING A SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE LYNNWOOD TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION

WHEREAS, On May 24, 2010, the Lynnwood City Council approved Ordinance No. 2837 which formed the Lynnwood Transportation Benefit District and adopted a new chapter to the Lynnwood Municipal Code, 12.14, entitled "Transportation Benefit District". The ordinance specifies that the boundaries for the TBD be coextensive with the City limits.; and

WHEREAS, on November 8, 2016, City of Lynnwood voters approved a 0.1% sales tax increase for a period of ten (10) years to fund roads in Lynnwood through the TBD; the tax increase went into effect on April 1, 2017, and will expire March 31, 2027; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the district for the purpose of financing the transportation improvements of a district; and

WHEREAS, the City desires to impose a successive 0.1% sales tax to be effective on April 1, 2027; and

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

Section 1. Imposition of 0.1% Sales and Use Tax. Pursuant to RCW 36.73.065 and RCW 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the district. The amount of the additional tax shall be one-tenth of one percent (0.1%) of the selling price, in the case of the sales tax, or the value of the article used, in the case of the use tax. The tax imposed by this section shall apply for a period of 10 years from the date the tax is first collected within the district. The tax imposed by this Section shall be in addition to any other taxes authorized by law. The revenues received from the tax imposed by this Section shall be general revenues of the district and shall be used for those purposes set forth in LMC 12.14.040 or as otherwise authorized by law.

44
45 Section 2. Duties of Clerk and Finance Director. The City Clerk and the Finance Director are
46 hereby requested to submit this ordinance to the Washington State Department of Revenue
47 (“DOR”) and to request that the DOR take all necessary steps to implement and collect the tax
48 imposed by this ordinance on April 1, 2027, or as soon thereafter as DOR is authorized to collect
49 the tax.

50
51 Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should
52 be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
53 unconstitutionality shall not affect the validity or constitutionality of any other section,
54 sentence, clause or phrase or word of this ordinance.

55
56 Section 4. Effective Date: This ordinance or an approved summary thereof consisting of its
57 title shall be published in the City’s official newspaper of record and shall take effect and
58 be in full force on April 1, 2027.

59
60 PASSED this XX day of XXXXXXX, 20XX, and signed in authentication of its passage this XX day of
61 XXXXXXX, 20XX.

62
63
64 APPROVED:

65
66
67 _____
68 George Hurst, Mayor

69
70 ATTEST/AUTHENTICATED:

71 APPROVED AS TO FORM:

72
73 _____
74 Darcy Kirschner, City Clerk

75 _____
76 Lisa Marshall, City Attorney

CITY COUNCIL 13.C

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Ordinance: Amendment to LMC 2.12.035

DEPARTMENT CONTACT: Nathan MacDonald, Executive Office

SUMMARY:

The proposed ordinance amends LMC 2.12.035 related to the appointment of an interim finance director.

ESTIMATED TIME:

20

SUGGESTED ACTION:

Motion to approve Ordinance No. _____ adopting changes to Lynnwood Municipal Code Chapter 2.12.035 relating to the appointment of an interim finance director, providing for severability, establishing an effective date, and providing for summary publication.

DEPARTMENT ATTACHMENTS

Description:

[DRAFT Ord 3511 Amendment to LMC 2.12.035.pdf](#)



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING LMC 2.12.035 RELATING TO THE APPOINTMENT OF AN INTERIM FINANCE DIRECTOR; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND SUMMARY PUBLICATION

WHEREAS, the City's Finance Director is leaving the City effective June 5, 2026;
; and

WHEREAS, Section 2.12.035 requires the appointment of a city employee as interim director and instead open that appointment to a qualified individual with a duration of no longer than 3 months; and

WHEREAS, because of layoffs within the Finance Department last year and specifically the Assistant Finance Director, there is no candidate in the Finance Department that has the bandwidth to serve as interim Finance Director; and

WHEREAS, provisions that give the Mayor the ability to appoint a qualified individual outside of the city employee requirement and expanding the duration of the appointment would minimize the impact of the impending 2027-2028 biennial budget process for 2027-28.

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

Section 1. Amendment. LMC 2.12.035 is amended to read as follows:

A. In the event that the office of finance director is vacant, or the finance director is temporarily absent, the mayor is authorized to appoint ~~a city employee to act as an individual~~ to serve as an interim finance director for a period not to exceed ~~90 days~~ 6 months.

B. The person appointed as acting finance director shall have all the authority and perform all the duties of the office of financial director of the city of Lynnwood, and shall file a bond as provided in LMC 2.12.050, but not to exceed ~~90 days~~ 6 months from appointment. In the event an acting finance director is appointed pending appointment of a new finance director, and in the event that a new finance director is not appointed within ~~6 months~~ 90 days of the appointment

43 *of an interim finance director, the city council shall take timely action to provide that the duties*
44 *of the office of financial director are fulfilled. (Ord. 2068 § 1, 1996)*

45
46 Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be
47 held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
48 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence,
49 clause or phrase or word of this ordinance.

50
51 Section 4. Publication and Effective Date: This ordinance or an approved summary thereof
52 consisting of its title shall be published in the City’s official newspaper of record and shall
53 take effect and be in full force five days following its publication.

54
55 PASSED BY THE CITY COUNCIL this ____ day of _____, 20XX.

56
57
58 APPROVED:

59
60
61 _____
62 George Hurst, Mayor

63
64 ATTEST/AUTHENTICATED:

65
66 APPROVED AS TO FORM:

67 _____
68 Nathan MacDonald, City Clerk

69 _____
70 Lisa Marshall, City Attorney
71

CITY COUNCIL 13.D

**CITY OF LYNNWOOD
CITY COUNCIL**

TITLE: Proposed revisions to Flag Policy

DEPARTMENT CONTACT: Nathan MacDonald, Executive Office

SUMMARY:

City Policy EXE-006-2025 related to the displaying of flags at City facilities has been revised by Mayor Hurst and is presented for Council's review.

PRESENTER:

Mayor George Hurst

ESTIMATED TIME:

20

SUGGESTED ACTION:

Council is asked to review the proposed revisions to City Policy EXE-006-2025 relating to the use of flags on City property with language that now includes the City Council.

PREVIOUS COUNCIL ACTIONS:

At the Work Session on May 4th, the Council, Mayor Hurst, City Attorney Lisa Marshall, and Parks, Recreation, and Cultural Arts Director Joel Faber, reviewed the Flag Policy that was adopted by the City last fall.

DEPARTMENT ATTACHMENTS

Description:

[Proposed Revisions to Flag Policy.pdf](#)



LYNNWOOD
WASHINGTON

TITLE: Use and Display of U.S. Flag, State Flag, and Other Flags		POLICY: EXE-006-2025
EFFECTIVE DATE: 9/9/2025	SUPERSEDES: N/A	PAGES: 6
MAYOR: DocuSigned by: <i>Christine Frizzell</i> 77ADF383AF504F4... Christine Frizzell	ASSISTANT CITY ADMINISTRATOR: Signed by: <i>Julie Moore</i> 3A8E7D4874234A4... Julie Moore	CITY CLERK: DocuSigned by: <i>Luke Lonie</i> 9859FC9ACFCA4CF... Luke Lonie

APPLICABLE TO: All City Departments, Offices and Employees, including city contractors and volunteers.

POLICY STATEMENT: The City of Lynnwood places the highest value on being a safe and welcoming community for all city employees, elected officials, volunteers, and members of the public.

CITY VISION ALIGNMENT: The City of Lynnwood is committed to being a welcoming city and a cohesive community that respects all City personnel, elected officials, volunteers, and members of the public.

PURPOSE: To establish guidelines in order to ensure that the flags and flagpoles are only used for government speech and that they reflect the views, values, and goals of the City of Lynnwood. The City's flagpoles are not intended to serve as a forum for free expression by the public. The City will not display a ceremonial flag based on a request from a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

Flags shall be displayed in conformance with Federal and State laws and policies, as stated in the Federal "The Flag" publication of the Congress, Title 4, Chapter 1 of the United States Code, and the State of Washington Revised Code of Washington 35A.21.180 and RCW 1.20.017.

DEFINITIONS:

Banner: A display similar in shape and size of a flag representative of an entity or organization other than a governmental jurisdiction.

Commemorative Flag: A flag that identifies with a specific event, cause, theme, nation, or group of people that the City of Lynnwood chooses to honor, recognize, or commemorate consistent with the City's official policies, priorities and sentiments.

Flag: The U.S. Flag, the Washington State flag, the POW/MIA flag, the City of Lynnwood flag, and the official flag of other governmental jurisdictions such as city, state or national flags.

Half-Staff: The position of the flag when it is one-half the distance between the top and bottom of the staff.

Mayoral Proclamation: A formal written declaration issued by the Mayor to recognize the importance of a community event, a significant achievement of a community member or to signal the city's role in a significant event.

City Council Proclamation:

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see word doc.

RESPONSIBILITIES: The City of Lynnwood personnel will abide by all safety rules, regulations, policies, and procedures set forth by the City of Lynnwood and by State/Federal/Regulatory agencies.

POLICY:

1. It is the policy of the City of Lynnwood to correctly honor the flags of the United States, the State of Washington, the POW/MIA recognition, the City of Lynnwood and flags of other governmental entities and ensure a standard for flag display on city property.
2. The City of Lynnwood shall comply with national and state protocols for flag display and etiquette.
3. The City of Lynnwood follows the Washington State provisions governing the display of flags, including the United States flag, the Washington State flag, and the POW/MIA flag, which shall be displayed at the entrance of City Hall and other facilities as listed in this policy.
4. In addition to the above referenced flags, other flags or banners may be displayed on a permanent or temporary basis outside or inside City Hall. Other flags and banners may only be displayed upon the issuance of a federal or state proclamation ~~or resolution~~ or a mayoral proclamation, or City Council Proclamation. Examples include Sister City flags, Heritage Month flags (e.g., African American History, Asian/Pacific American History, National Hispanic Heritage, National American Indian/Alaska Native Heritage), flags received in recognition of awards (e.g., Tree City flag), flags received from visiting groups, or flags designating an event or an accomplishment. All flags and banners will be displayed with authorization by the Mayor as prescribed by the applicable proclamation ~~or resolution~~.

PROCEDURES:

1. Display of the United States Flag:

- a. The City of Lynnwood shall display the U.S. flag 365 days per year.
- b. U.S. Flags are located on the following property of the City of Lynnwood:
 - i. City Hall – 19100 44th Avenue West
 - ii. Community Justice Center – 19321 44th Avenue West
 - iii. Lynnwood Operations and Maintenance Center – 20525 60th Avenue West
 - iv. Parks and Recreation Facilities
 1. Heritage Park – 19921 Poplar Way
 2. Veterans Park – 44th Avenue West and 194th Street Southwest
 3. Wilcox Park – 5215 196th Street Southwest
 4. Lynndale Park – 18927 72nd Avenue West

2. Time and Occasions for Display; Hoisting and Lowering

- a. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- b. The flag should be hoisted briskly and lowered ceremoniously.
- c. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- d. The flag should be displayed on all days.

3. Respect For Flag

- a. No disrespect should be shown to the flag of the United States of America.
- b. When displayed with other flags on the same staff, the U.S. Flag should be at the peak, above all other flags. When displayed in a group of flags from adjacent staffs, the U.S. flag should be placed at the center and highest point of the group.
- c. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

- d. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- e. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

4. Half-Staff

- a. Flags shall be flown at half-staff when prescribed by the President of the United States for days of national mourning, by the Governor of the State of Washington, or when prescribed by the Mayor of the City of Lynnwood.
- b. The Mayor or Director of Parks, Recreation, and Cultural Arts, or their designee, shall instruct staff to lower the flag to half-staff and the duration period for flying the lowered flag.
- c. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- d. No other authority to raise or lower flags to half-staff is granted.
- e. On Memorial Day, the flags are flown at half-staff until 12:00 noon, and raised to the peak for the remainder of the day.
- f. On Peace Officers Day, May 15th, flags are flown at half-staff until sunset.
- g. On Patriots' Day, September 11th, flags are flown at half-staff until sunset.
- h. On Pearl Harbor Remembrance Day, December 7th, flags are flown at half-staff until sunset.

5. Display of Washington State Flag:

- a. The City of Lynnwood shall display the Washington State flag 365 days per year.
- b. The Washington State flags may be located on the following property of the City of Lynnwood:
 - i. City Hall – 19100 44th Avenue West
 - ii. Community Justice Center – 19321 44th Avenue West
 - iii. Heritage Park – 19921 Poplar Way
 - iv. Veterans Park – 44th Avenue West and 194th Street Southwest
 - v. Wilcox Park – 5215 196th Street Southwest

- vi. Lynndale Park – 18927 72nd Avenue West
6. Display of National League of Families' POW/MIA Flag (RCW 1.20.017)
- a. The City of Lynnwood shall display the POW/MIA flag on the following days:
 - i. Former Prisoners of War Recognition Day on April 9
 - ii. Welcome Home Vietnam Veterans Day on March 30
 - iii. Armed Forces Day on the third Saturday in May
 - iv. Memorial Day on the last Monday in May
 - v. Flag Day on June 14
 - vi. Independence Day on July 4
 - vii. National Korean War Veterans Armistice Day on July 27
 - viii. National POW/MIA Recognition Day on the third Friday in September
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 - vii. Lynndale Park – 18927 72nd Avenue West
7. Display of Armed Forces flags:
- a. The City of Lynnwood, in partnership with the Veterans of Foreign War Post 1040, shall display the following flags at Veterans Park, located at 44th Avenue West and 194th Street Southwest:
 - i. U.S. Army
 - ii. U.S. Marine Corps
 - iii. U.S. Navy

- iv. U.S. Air Force
- v. U.S. Space Force
- vi. U.S. Coast Guard
- vii. Others?

8. Display of Commemorative Flags and Banners

- a. Through a Mayoral Proclamation, ^{or City Council} the City of Lynnwood may display other commemorative flags or banners at City Hall, located at 19100 44th Avenue West.
- b. The Mayor may order the display of the official flag of the City of Lynnwood to create civic pride, denote a sense of place, and reflect the vibrancy of our residents and our community.
- c. Commemorative flags and banners may be displayed only as authorized by the Mayor as an expression of government speech.
- d. Commemorative flags or banners must be the same size or smaller than the U.S. flag or Washington State flag being flown.
- e. Commemorative flags or banners may not be displayed higher than the U.S. flag at City Hall.
- f. If any other flag is being flown at half-staff, the commemorative flag or banner will also be flown at half-staff.
- g. Commemorative flags or banners may not be flown in City of Lynnwood Parks ~~unless explicitly noted in this policy.~~

REFERENCES:

4 U.S.C 1
36 U.S.C 10
RCW 35A.21.180
RCW 1.20.017

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City Council Proclamation: An official declaration that is presented by the City Council at a Council Business Meeting. The purpose is to recognize or promote city-wide or special activities in the City.

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- iv. U.S. Air Force
- v. U.S. Space Force
- vi. U.S. Coast Guard
- vii. Others?

8. Display of Commemorative Flags and Banners

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