



LYNNWOOD CITY COUNCIL Work Session
City Hall Council Chambers 19100 44th Ave W Lynnwood WA 98036
MONDAY, JUNE 1, 2026 6:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. MAYOR COMMENTS
4. COUNCIL COMMENTS
5. COMMENTS AND QUESTIONS ON MEMO ITEMS
6. WORK SESSION ITEMS
 - 6.A [Budget Update from Development & Business Services Department; Parks, Recreation, and Cultural Arts Department; and the Police Department](#) - *90 minutes*
Ben Wolters, Director of Development and Business Services; Joel Faber, Director of Parks, Recreation, and Cultural Arts; Coleman Langdon, Chief of Police
 - 6.B [Report Out: CNU and Strong Towns Conference](#) - *20 minutes*
Council President Coelho and Council Member Wright
 - 6.C [Briefing: Workforce Task Group Update](#) - *20 minutes*
Council Vice President Escamilla, Council Member Owings, and Council Member Wright
7. NEW BUSINESS
8. EXECUTIVE SESSION, AS NEEDED

ADJOURN

MEMOS FOR FUTURE ACTION

[Contract Award - RFP 4085 - Job Order Contracting Services](#) - *5 minutes*
Eric Peterson, Parks Superintendent

[Contract Supplement: 2027 Watermain Replacement Project](#) - *0 minutes*
Pradip Kandel, Engineer and David Mach, City Engineer.

[Contract: Lift Station 14 Improvements Project Design Services](#) - 0 minutes
Erin Duleba, Project Manager and David Mach, City Engineer

[Additional Construction Contract Authority 40th Ave Water Tank Repairs](#) - 0 minutes
Michael Whaley, Project Manager and David Mach, City Engineer

MEMOS FOR YOUR INFORMATION

CITY COUNCIL 6.A
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Budget Update from Development & Business Services Department; Parks, Recreation, and Cultural Arts Department; and the Police Department

DEPARTMENT CONTACT: Linda Montano, Development and Business Services

SUMMARY:

Council will be briefed on budget cuts and impacts.

PRESENTER:

Ben Wolters, Director of Development and Business Services; Joel Faber, Director of Parks, Recreation, and Cultural Arts; Coleman Langdon, Chief of Police

ESTIMATED TIME:

90

SUGGESTED ACTION:

Review budget update from DBS, Parks, and Police regarding additional cuts made by the departments in 2026 to help fill the gap in the City's overall general fund budget.

DEPARTMENT ATTACHMENTS

Description:

[2026 Budget Reductions - PRCA.pdf](#)

[2026 Budget Reductions Presentation PRCA.pdf](#)

[DBS Department Budget Update June 2026.pdf](#)

[MEMO_DBs Dept Budget Reductions Update 2026 June.doc.pdf](#)

[Police Department Budget Update June 2026.pdf](#)

Date: June 1, 2026
 To: City Council
 From: Department Director

This memorandum outlines the additional 5% budget reduction plan for the Parks, Recreation, and Cultural Arts Department for the 2025–2026 biennium. The required reduction of \$465,593 necessitated additional service-level reductions, including 1 FTE. Effective June 1, the Department’s Customer Service Manager will retire, and the position will remain vacant. While this change will result in minimal cost savings in 2026, it will have significant savings in the next biennium. Additional details regarding program and service reductions are provided in the Summary of Service Level Reductions section.

Program	2026
Program Name: Administration <ul style="list-style-type: none"> • Frozen Position – Project Manager 2026 • Planning Superintendent – Project offset • Proceeds from Vehicle Sales 	\$117,044 \$40,000 \$117,900
Program Name: Parks <ul style="list-style-type: none"> • Frozen Position – Maintenance Worker 1 all of 2026 • Parks Grant/Projects Offset 	\$28,000 \$30,000
Program Name: Recreation <ul style="list-style-type: none"> • Customer Service Manager – Vacant • Teen Council offset • PT hours Reduction – Primarily weight room 	\$27,000 \$10,000 \$30,649
Program Name: Healthy Communities <ul style="list-style-type: none"> • Canceled Volunteer Dinner • Eliminate ASL interpreter for Shakespeare • No additional grants for Community Collaboration • Human Services Grant Administration offset • Pay for signal boxes from 1% for the arts 	\$8,000 \$6,000 \$12,000 \$15,000 \$4,000
2026 Reductions Total:	\$465,593

Summary of service level reductions/impacts to the community:

One impact of these budget reductions, while less visible to the public, is the increased workload placed on existing employees. Our Superintendents and Managers serve as working Supervisors, balancing administrative responsibilities with direct operational support. Many of the reductions implemented to date have required Superintendents,

Managers, and Coordinators to absorb the duties previously performed by 5.75 positions that have been eliminated or frozen, while continuing to fulfill their existing responsibilities.

Superintendents and Managers are now managing workloads that were previously distributed among multiple staff members. While staff have worked hard to maintain current programming and service levels, this approach is not sustainable long-term and increases the risk of employee burnout.

Current staffing levels also limit the Department's ability to introduce new programs, expand events, or recruit additional instructors. Rebuilding staff capacity will be essential to ensure the Department can continue improving services to meet the needs of our growing and diversifying community.

Recreation Division Impacts

The 2026 reductions were implemented without requiring additional reductions to operating hours at the Recreation or Senior Center. One of the most significant organizational changes is the reassignment of managerial supervision of the customer service division to the Recreation Superintendent, following the retirement of our Customer Service Manager on June 1st.

This reorganization will have operational impacts. Customers may experience longer wait times when booking pool rentals, room reservations, or park shelter reservations. Current staffing levels do not provide sufficient capacity to consistently manage the volume of requests or ensure continuity of service when staff are absent due to vacation or illness.

Programmatically, the Department has adjusted its mix of teen services and activities. This includes reducing one of our Nightwaves programs and ending the middle school after-school program one month earlier than originally planned, while simultaneously increasing support and resources for the Youth Council.

Additional reductions have been made to part-time staffing, particularly within the weight room. These staffing reductions will result in less direct oversight of the weight room, reducing the Department's ability to monitor customer safety and maintain the same cleaning frequency.

Park Division Impacts

The budget reductions have shifted the Parks Division's approach from proactive park maintenance to a reactive maintenance model. Across the system, staffing reductions—including 1.5 FTE positions and two seasonal staff—will result in longer response times for repairs and general maintenance throughout parks, streetscapes, and landscaped areas. As a result, routine landscape maintenance will occur less frequently, and vandalized restrooms/park amenities may remain closed for extended periods before repairs can be completed.

Several service-level impacts illustrate the Department's transition toward a reduced and more reactive maintenance model. At Meadowdale Athletic Complex, the Department will no longer be able to conduct GMAX testing (measures ability of the turf to absorb energy) or turf grooming.

Preventive maintenance activities are also being scaled back. Playground inspections, mowing of the Interurban Trail, irrigation levels, and landscaped welcome signs will be reduced. Funding for supplemental engineered wood fiber used in playground fall surfacing is no longer available. Parking lot stripping and sealcoating, tree care, and pruning operations have been suspended, except for cases involving dead, dying, or hazardous trees that pose an immediate risk.

The impacts of these reductions will extend beyond a single budget cycle. As the Parks division adjusts to lower service and maintenance standards to align with available funding, deferred maintenance will continue to accumulate and compound over time. Even if funding is restored in future years, rebuilding maintenance capacity and returning parks and facilities to previous service levels and standards will require significant time and investment.

Administration Division Impacts

The decision to keep the Park Planner position vacant for the remainder of the year will significantly limit the Department's capacity to advance capital development projects, pursue grant opportunities, and address ongoing deferred maintenance needs. This reduction in planning capacity affects both near-term projects and the Department's long-term strategic planning.

In addition, the Department had anticipated using proceeds from vehicle sales to help offset vehicle replacement costs in the next biennium. Due to budget constraints, those funds must be used during the current biennium.

As staffing and financial resources continue to tighten, planning efforts increasingly become reactive and expedited rather than comprehensive and strategic. Developing well-considered long-term operational plans is critical to ensuring the Department can effectively deliver services and adapt to the needs of a rapidly evolving, increasingly diverse community. Without sufficient planning capacity, the Department's ability to proactively position itself for future growth, service demands, and infrastructure needs will be limited.

Healthy Communities Division Impacts

The Healthy Communities Division achieved its 2026 budget reductions through a combination of program reductions and increased reliance on community partnerships to sustain services and events. While the Division has worked to minimize direct impacts to the community, several programs and funding sources have been reduced or eliminated.

The Division eliminated funding for the Annual Volunteer Recognition event and ASL interpretation for the Shakespeare in the Park series. However, through sponsorship support from Dave & Buster's and the good will of Greenstage, these programs were preserved for this year.

The Division also eliminated the funding for the Community Event Collaboration Grant. As a result, the City will only be able to support two organizations previously approved for grant funding in 2026.

Within Human Services, an additional \$15,000 was removed from the program budget. This reduction affects our ability to support the Cold Weather Shelter, Hygiene Center, and other partners (service providers and agencies) that address critical needs for our most vulnerable community members.

Finally, the Arts & Culture and History & Heritage program budgets have been significantly reduced. These programs will be temporarily sustained primarily through grant funding and supplemented by the City's 1% for the Arts Fund.

PRCA Departmental Impacts

The budgetary impacts described above represent only part of the Department's overall fiscal pressure. In Q1 of 2026, the Department experienced a significant increase in fixed cost allocations, including a \$177,146.63 increase in insurance costs, representing a 79% increase over 2025 levels. In addition, utility expenses increased by \$65,813.07, a 54% increase over 2025.

Combined, these increases in fixed costs raise the Department's overall reduction target to \$708,552.70. These unanticipated cost increases, when paired with ongoing budget reduction requirements, pose substantial challenges for both maintaining current service levels and planning future programmatic decisions.

Additional Programs

New programming has been created, including the Youth Council, DEI program, City Pride, and new grant management responsibilities.

Revenue Impacts

With a 20% increase across most fee categories, the Department has maintained its revenue at 2025 levels despite the reduction in hours. At the same time, the Department is observing an increase in demand for programs and services.

This trend reflects broader economic pressures within the community, as residents seek more affordable opportunities to gather, connect, and celebrate important family milestones. As financial resources become increasingly constrained for many households,

City programs, events, facilities, and shelters continue to serve as accessible and valued options for community engagement, placemaking, and recreation.



LYNNWOOD
WASHINGTON

A great deal more

Parks, Recreation & Cultural Arts Department

2026 Budget Reduction Impacts

Presentation to Council

June 1 2026



Budget Reduction History

- Adopted Budget - \$21,847,918
 - 2025 Reductions
 - \$2,117,250 – 10%
 - 2026 Reductions
 - \$465,593 – 5%

Review of September Reductions

- 5.75 FTE reduction
- 8 FTE reduction in PT staffing hours (16,815 total hours)
- Eliminated all travel and training
- Reductions in fleet – sold vehicles
- Reduced hours of operation at the Recreation Center
- Reductions in program offerings across department
- Reduced Part-time staffing hours

2026 Budget Reductions

- Keep Project Manager Position Frozen
- Keep Maintenance Worker I Position Frozen
- Freezing Customer Service Manager Position
- .75 FTE Part-time staffing reductions (1,560 hours)
- Using Vehicle sale proceeds to offset reductions
- Additional program reductions across the department
- Offsetting staff costs to projects/grants (not sustainable)
 - Human Services
 - Planning Superintendent
 - Parks Staff
 - Youth Program Staff

Reduction Impacts

- Staff workloads and morale
- Reactionary versus proactive management
- Vandalized amenities take longer to fix or reopen
- Slower customer service
- No redundancy in operations
- Maintain what we have
- The planning process is slowed and rushed
- Eliminated funding for collaboration grants for events
- Stagnant innovation/no capacity for any additions
- Deficit mindset, not a growth mindset
- Underinvestment in staff development

The Unknowns

- In Q1 of 2026 we spent more than in Q1 of 2025
- Allocated costs and increases in utility taxes are creating a doubling effect on our budget reductions
- Will 20% increase in fees offset revenue lost due to facility/program reductions
- How to prevent burnout

Future Needs

- Build capacity back into our structure to advance any new initiatives
- Funds to address maintenance issues
- Dedicated staff to leverage capital revenue opportunities and pursue new revenue opportunities
- Restore recreation center hours of operations
- We need staffing and resources to continue to maintain the new infrastructure and programs
 - City Pride
 - Streetscapes (New areas due to light rail station: 44th Ave W and 200th St SW)
 - Youth Council
 - Human Services/DEI
- We need to focus on our customers
 - In our Parks
 - In our Programs
 - At our Events



**Department of Development &
Business Services
Budget Update
June 1, 2026**

Timeline and Decision-making

- Council Authorized Biennial General Fund Budget
 - 34.5 FTE
 - \$14,089,888 Department Expenditures
 - \$870,000 Sound Transit Pass-through (Direct cost reimbursement from Sound Transit)
- Initial Reduction (Council briefed September 2025)
 - -6 FTE (2 layoffs, 4 frozen)
 - -\$1,843,330
 - Sound Transit Pass-through direct cost reimbursement – no change
- Additional Reduction (Council briefing – this presentation)
 - -\$524,000

Additional Reduction Detail

ASSOCIATION DUES AND MEMBERSHIPS	19,000
BANK MERCHANT FEES	2,000
CODE ENFORCEMENT GARBAGE CLEANUP	50,000
TRAINING	31,000
AHA INTERLOCAL AGREEMENT	29,000
PROFESSIONAL SERVICES AND CONTRACTS	218,000
MFTE	25,000
DADU	25,000
UDC	25,000
ANNEXATION	30,000
FARMERS MARKET	10,000
SMARTGOV TRAINING & TECHNICAL ASSISTANCE	20,000
ECONOMIC DEVELOPMENT ORG PARTICIPATION	10,000
REAL ESTATE ANALYSIS AND APPRAISAL	10,000
DEPUTY UNDERFILL	8,000
SMALL BUSINESS PROGRAM	8,000
RECORDS ARCHIVING AND SEARCHABLE DATABASE BUILDOUT	4,000
TOTAL	524,000

Impact

- Overall budget reduction \$2,367,330 (17%)
- Staffing reduced by 6 positions to 83% of authorized FTE
- Service level reductions include:
 - increased turnaround time for permitting, plan review, inspections, business licensing, and responding to customer inquiries
 - reduced front counter coverage for walk-in customers
 - reduced capacity for large-scale planning projects
 - reduced quality control/quality assurance work
 - loss of flexibility to meet emergent priorities
 - reduced capacity for code enforcement cleanup and abatement
 - significant pullback in planning for future growth
 - significant slowdown in stabilizing and improving administrative systems and organization development
- Community impacts include potential delays in:
 - opening a business, starting construction or tenant improvements, or receiving requested information
 - code enforcement investigations, cleanup, and abatement
 - studying and implementing large-scale projects
- Increased risk in permit processing, planning, program management, and code enforcement due to natural staff turnover



Questions?

Thank you

MEMORANDUM

Date: June 1, 2026
 To: City Council
 From: Ben Wolters, Development & Business Services Director

This memorandum provides an update on budget reductions for the Development and Business Services (DBS) Department for 2025-2026. Total department budget reduction for the biennium is \$2,367,330 or 17% of the authorized budget of \$14,089,888.

At the last department update on September 29, 2025, DBS reported a reduction of \$1,843,330 of the department’s adopted 2025-2026 budget. This included the layoff of two full-time staff, a hiring freeze for four additional full-time positions and one internship, reduced overtime, reduction in training and travel, deferred professional services and contracts, PERS benefits savings, and a director furlough of 40 hours.

As of March 4, 2026, the DBS budget was reduced by an additional \$524,000. This included underfilling the deputy director position, additional reductions in professional services and training, reductions in memberships and interlocal agreements, and a reduction in code enforcement garbage cleanup. Fleet vehicles were reduced by two. These cuts are denoted below in blue.

General Fund	Adopted	
	2025	2026
Development & Business Services ¹	\$6,906,630	\$7,183,258

¹ Does not include Sound Transit Program. Sound Transit Program costs are fully reimbursed by Sound Transit.

Program	2025	2026
Administration:		
<ul style="list-style-type: none"> • Position freeze – Administrative Assistant • Reduction in training and travel • Reduced professional services and contracts • PERS savings department-wide • 40-hour furlough for Director • Additional reduction in training and travel • Additional reduction in professional services 	\$81,307 \$3,000 \$10,000 \$216,512 \$3,803	\$86,008 \$3,000 \$10,000 \$5,200 \$131,000
Community Planning:		
<ul style="list-style-type: none"> • Position layoff – Planner • Position freeze – Summer Part-time Intern • Overtime reduction • Reduction in training and travel • Reduced professional services and contracts • Additional reduction in training and travel • Additional reduction in professional services • Savings on interlocal agreement (AHA) 	\$15,773 \$10,000 \$30,000 \$3,000 \$300,000	\$133,410 \$10,000 \$15,000 \$3,000 \$50,000 \$6,000 \$138,000 \$29,000

Economic Development: <ul style="list-style-type: none"> • Position freeze – Economic Development Manager • Reduction in training and travel • Reduced professional services and contracts • Additional reduction in training and travel • Additional reduction in professional services • Reduction in association dues and memberships 	\$78,471 \$2,000 \$5,000 	\$178,818 \$2,000 \$5,000 \$7,300 \$91,000 \$19,000
Permits and Inspections: <ul style="list-style-type: none"> • Position layoff – Permit Technician • Position freeze – Senior Construction Inspector • Position freeze – Combo Plan Review/Bldg. Inspector • Reduction in training and travel • Reduction in professional services and contracts • Underfill deputy director position • Additional reduction in training and travel • Additional reduction in professional services • Reduction in code enforcement garbage cleanup • Savings on Bank Merchant Card fees from eChecks • Reduced fleet vehicles by two (savings will accrue in 2027) 	\$12,954 \$38,952 \$113,787 \$2,000 \$5,000 	\$123,279 \$166,930 \$118,326 \$2,000 \$5,000 \$8,000 \$12,500 \$25,000 \$50,000 \$2,000
Total:	\$931,559	\$911,771 \$524,000

Summary of service level reductions / impacts to community:

Service level reductions include:

- increased turnaround time for permitting, plan review, inspections, business licensing, and responding to customer inquiries
- reduced front counter coverage for walk-in customers
- reduced capacity for large-scale planning projects
- reduced quality control/quality assurance work
- loss of flexibility to meet emergent priorities
- reduced code enforcement cleanup and abatement

Impacts to the local community include potential delays in opening a new business, starting construction or tenant improvements, or receiving requested information. Code enforcement cleanup and abatement may be delayed if demand exceeds available budget. Impacts to the broader community include delays in studying and implementing large-scale projects.

Police Department Budget Update



June 1st, 2026

Timeline and Decision Making

- Council Approved a staffing allocation of 128 Employees in the Biennial Budget
 - 80 Commissioned Officers
 - 48 Non-Commissioned and Civilian Staff; +3 Custody Officers in mid-2026
 - The Approved Budget included a “Vacancy Savings” budget **reduction of \$2.54** Million, which translated into an impact of 8 unfunded Police Officer positions

Department Budget Decision Making-9.77%

- The adopted 2025-2026 Budget included a budget reduction of \$2.54 Million to the department's proposed budget, or 3.77%
- The department incurred the cost of the photo enforcement contract at ~\$1.1 Million
- Extension of Fleet Service life 2 Years, ~\$1.1 Million
 - Did this during Great Recession; there are some costs on maintenance
- Addition Salary Savings from holding position vacancies, ~\$900,000
- Reduction in training, academy costs, equipment, education, and legal costs, ~\$418,000
- Transfer of collected Traffic Safety Fees from Fund 105 to the General Fund, ~\$924,000

Current Staffing Picture

- Support Staff Vacancies
 - 1 Clerk
 - 1 Records Program Tech
 - 1.5 Crime Prevention Specialists
 - 3 Custody Officers
 - 1 Animal Control Officer
- Commissioned Police Officers (Currently at 70 Commissioned)
 - 2 Funded Position Vacancies
 - 10 Authorized Vacancies

Impacts

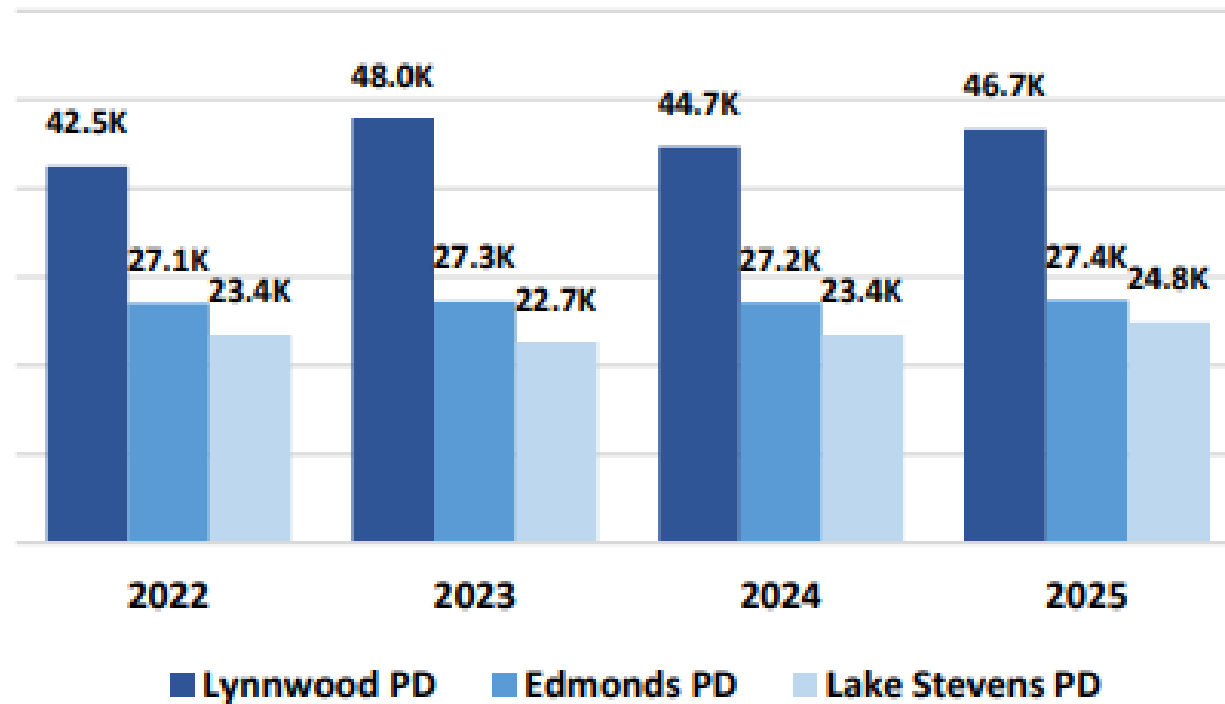
- Decreased Patrol and Specialty Unit staffing results in higher Calls for Service per Officer, increased response times, and a lessened ability to address specialized issues (traffic, gangs, drug interdiction and investigations, community engagement, crime prevention, and quality of life issues)
- Higher demand on staff to address
 - Animal control issues-only addressing emergency calls
 - Public disclosure requests-longer time to process
 - Court mandates to have cases expeditiously submitted-ongoing priority issue
- The Work is Consistent
 - 2025-
 - 46,673 Calls For Service (YTD-Trending at 12.6% above compared to same period last year)
 - 630 Animal Control Calls
 - 1,402 Shoplift Calls
 - 400 Simple and Aggravated Assaults
 - 3,226 Public Disclosure Requests
- Lack of jail and patrol staffing requires considerable overtime to maintain safe jail operations-vacancy rate

The Work

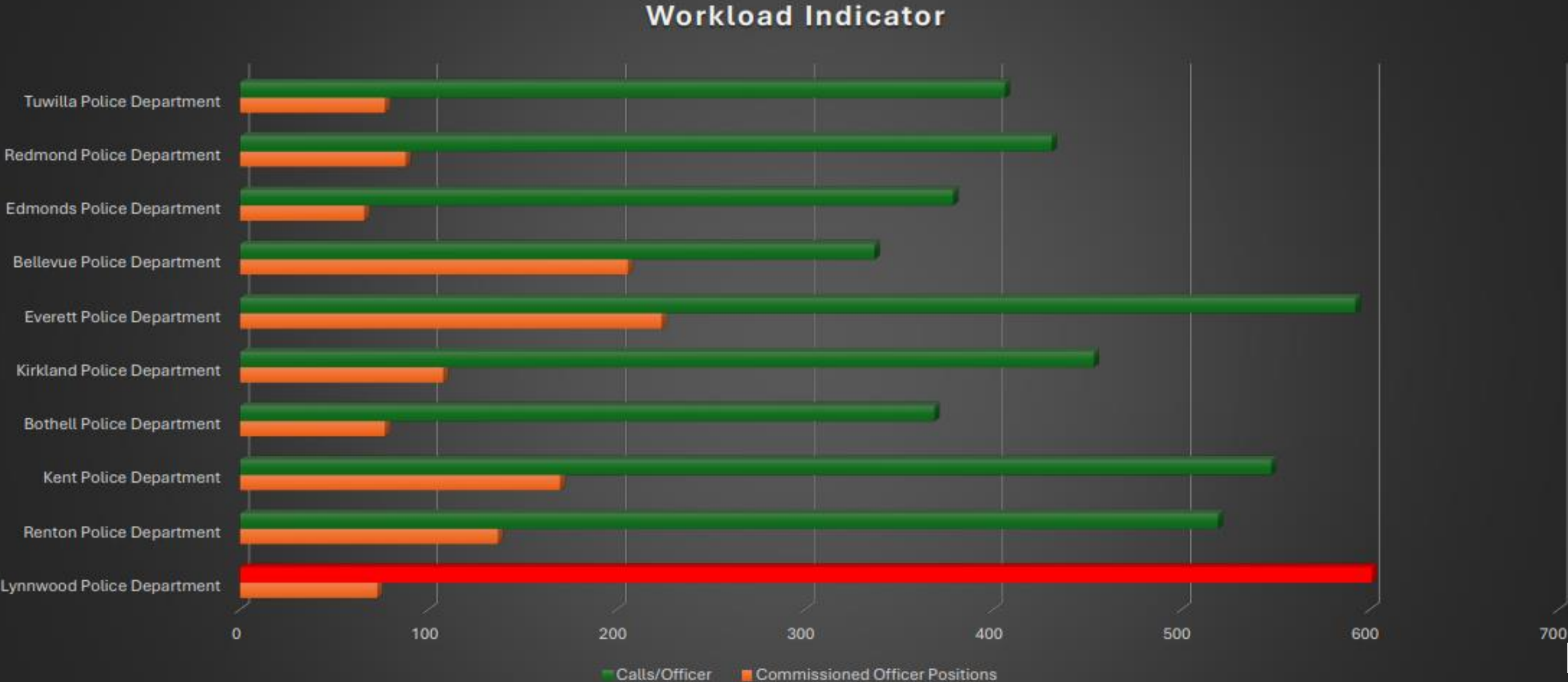
- The work is the work...

Near Peer Municipalities

Total Incidents By Year
Agencies with Comparable Population Size



Workload Indicator-Calls Per Officer



CITY COUNCIL 6.B
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Report Out: CNU and Strong Towns Conference

DEPARTMENT CONTACT: Estee Milburn, City Council

SUMMARY:

Council Members Coelho and Wright, who attended Congress for the New Urbanism (CNU) 34 and the 2026 Strong Towns National Gathering, will provide a recap of the conferences.

PRESENTER:

Council President Coelho and Council Member Wright

ESTIMATED TIME:

20

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL 6.C
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Briefing: Workforce Task Group Update

DEPARTMENT CONTACT: Estee Milburn, City Council

SUMMARY:

Provide a progress update from the Workforce Task Group, including current initiatives, recent developments and upcoming priorities.

PRESENTER:

Council Vice President Escamilla, Council Member Owings, and Council Member Wright

ESTIMATED TIME:

20

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL
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TITLE: Contract Award - RFP 4085 - Job Order Contracting Services

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

SUMMARY:

Through extensive RFP process and with the assistance of the Gordian group, the City has completed a solicitation for JOC services, and is requesting approval to award three contracts to FORMA, Burton, and Centennial.

PRESENTER:

Eric Peterson, Parks Superintendent

ESTIMATED TIME:

5

BACKGROUND:

The City's Public Works and Parks departments are often in need of contractors to perform standard work on City property. Gordian is a national firm that provides Job Order Contracting (JOC) solutions necessary to facilitate a JOC program. A JOC program will expedite the process of soliciting for construction projects by giving the City access to a large catalogue of pre-priced work that can be performed under these programs, allowing for the departments to work directly with Gordian, as needed.

Gordian helped the City conduct a robust solicitation to field proposals. Through our solicitation we received a total of 8 proposals from qualified candidates. By way of evaluation, our scoring help identify the top three firms, which were all selected for award – Forma, Burton, and Centennial.

These firms will now provide on-call services for us at a fixed rate for each

SUGGESTED ACTION:

Approve the request to award three not-to-exceed \$4,000,000.00 contracts to FORMA, Burton, and Centennial to provide Job Order Contracting Services to the City for up to 3 years.

PREVIOUS COUNCIL ACTIONS:

N/A

FUNDING:

Through the JOC solicitation we have determined that the three highest scoring firms are the most qualified to provide the proposed services. The cost for each contract will be not-to-exceed \$4,000,000.00 over the course of a three year agreement.

VISIONS AND PRIORITIES ALIGNMENT:

This allows PW and Parks to quickly and efficiently ensure that all areas of the City are well maintained and are safe and accessible to all.

DEPARTMENT ATTACHMENTS

Description:

[4085 - JOC Services - Proc Report.pdf](#)

PROCUREMENT REPORT
Contract Award: Job Order Contracting Services
Contract Award in Excess of \$100k

<p>Type of Contract: Public Works Contract</p>
<p>Term of Contract: 3 years</p>
<p>Background/Purpose of Contract: The City's Public Works and Parks departments are often in need of contractors to perform standard work on City property. Gordian is a national firm that provides Job Order Contracting (JOC) solutions necessary to facilitate a JOC program. A JOC program will expedite the process of soliciting for construction projects by giving the City access to a large catalogue of pre-priced work that can be performed under these programs, allowing for the departments to work directly with Gordian, as needed.</p> <p>Gordian helped the City conduct a robust solicitation to field proposals. Through our solicitation we received a total of 8 proposals from qualified candidates. By way of evaluation, our scoring help identify the top three firms, which were all selected for award – Forma, Burton, and Centennial.</p> <p>These firms will now provide on-call services for us at a fixed rate for each specific service, as determined by the price catalog each firm completed as part of the proposal submission.</p>
<p>Cost (includes sales tax if applicable): There is a City License Fee of 1.95% of the cost of each project that is procured through the Gordian JOC program. There is also a 3.05% fee for the value of the work ordered for a total of 5% for each project coordinated by Gordian. These fees will only be applicable to work performed – there were no set costs for entering the contract with Gordian.</p> <p>Each awarded contract will be for an amount up to \$4,000,000.00 over the course of 2 years with the option for a final third year, for a not-to-exceed total of \$12,000,000.00 across three agreements. We are not obligated to expend all funds. Remaining contract budget can be shared with other local municipalities via piggyback.</p>
<p>Advanced Planning: The Gordian team assisted the procurement department with outreach, preparing bid documents, and providing opportunity for several pre-proposal meetings. They also assisted us with the evaluation process once all submissions had been fielded, to ensure compliance with Washington standards all the way around.</p>
<p>Method of Procurement: Not-To-Exceed</p>
<p>Solicitation: RFP</p>
<p>Recommended Action: Approve the request to award three not-to-exceed \$4,000,000.00 contracts to FORMA, Burton, and Centennial to provide Job Order Contracting Services to the City for up to 3 years.</p>
<p>Procurement Officer: Brady Schach, Buyer</p>
<p>Date: May, 26, 2026</p>

CITY COUNCIL
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TITLE: Contract Supplement: 2027 Watermain Replacement Project

DEPARTMENT CONTACT: Pradip Kandel, Public Works

SUMMARY:

Supplement contract with Otak, Inc. to include detailed engineering and design services for the preparation of construction bid-ready documents for the 2027 Watermain Replacement Project.

PRESENTER:

Pradip Kandel, Engineer and David Mach, City Engineer.

ESTIMATED TIME:

0

BACKGROUND:

The current request is to supplement an existing contract with Otak, Inc. to include detailed engineering and design services to produce a construction bid-ready package for the 2027 Watermain Project. The initial contract was signed by the Mayor pursuant to Lynnwood Municipal Code 2.92.020(A) as the contract authority was below \$100,000. As Otak, Inc. is currently working on the preliminary design, it is essential to supplement the contract to advance the project to final design to get it construction ready.

This project aims to replace several critical, high-risk steel water mains throughout the City that have been identified by Operations and Maintenance staff as leak-prone, high-risk, and requiring frequent maintenance. Many of these steel water mains are at or beyond their service life and are in need of replacement to help prevent sudden failures and potential service disruptions. The City recognizes that a phased approach is necessary to replace all of these pipes because of the significant budgetary need to replace them all at once. The current work relates to Phase 1.

Phase 1 (scheduled for 2026 design and 2027 construction) includes selected high-criticality locations identified by the City's Operations and Maintenance (O&M) staff.

Previously authorized design fee: \$78,443.87, Additional design fee required (this supplement): \$194,415.00, Management reserve requested (this supplement): \$27,285.87, New total contract authority: \$300,144.74

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract supplement

with Otak, Inc. for design services related to the 2027 Watermain Replacement Project, in an amount not to exceed a new total contract value of \$300,144.74.

PREVIOUS COUNCIL ACTIONS:

N/A

FUNDING:

The project is not paid for by the General Fund but will be funded by 412 Utility Capital Fund. The project costs are consistent with the adopted (2025-2026) biennial budget and are anticipated to be consistent in future budgets.

VISIONS AND PRIORITIES ALIGNMENT:

The City of Lynnwood Community Vision states that the City is to be a welcoming city that builds a healthy and sustainable environment. The 2027 Watermain Replacement Project supports that vision and provides an important improvement to the City's water distribution infrastructure. The project will replace aging and high-risk water mains to meet current and future demand, reducing the risk of pressure pipe failures that could have catastrophic impacts, as well as minimizing the risk of service disruptions to the public.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL
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TITLE: Contract: Lift Station 14 Improvements Project Design Services

DEPARTMENT CONTACT: Erin Duleba, Public Works

SUMMARY:

Contract with Wilson Engineering, LLC to provide design services for the sanitary sewer Lift Station 14 Improvements Project.

PRESENTER:

Erin Duleba, Project Manager and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

City of Lynnwood's sanitary sewer Lift Station 14 is located adjacent to Embassy Suites hotel near the intersection of 44th Ave W and 20800 block. Sewage from Lift Station 14 is pumped to Lift Station 10 (near the light rail station) which then pumps to the Wastewater Treatment Plant.

Lift Station 14 was constructed in 1990 and is reaching the end of its useful life. Upgrades to the facility and upsizing of the pumps are needed in order for the lift station to accommodate the anticipated upcoming development within the basin.

This project is identified in the City's long range planning documents as project SE2005049A. The project scope has shifted from originally a full facility replacement to now a renovation project in order to meet the City's financial goals while also meeting the increasing capacity demands of the basin. This project will triple the site's flow capacity to allow for an upcoming development (Polaris) and have additional capacity for anticipated growth in the basin at a cost that is fiscally prudent.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute on behalf of the City, a contract with Wilson Engineering, LLC for design engineering services related to the sanitary sewer Lift Station 14 Improvements Project, in an amount not to exceed a total contract value of \$330,000.00.

PREVIOUS COUNCIL ACTIONS:

May 8, 2023 Business Meeting Item 11.B, Consultant Contract Supplement: Sewer Lift Station 14 Replacement.

FUNDING:

The project costs are consistent with the adopted (2025-26) biennial budget and are anticipated to be consistent with future budgets.

The project costs are not being paid for by the general fund. They are being paid for by Utility Fund 412.

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 Lift Station 14 Improvements project supports that vision and results in an important improvement to the City’s infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The program provides infrastructure supporting a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL
CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Additional Construction Contract Authority 40th Ave Water Tank Repairs

DEPARTMENT CONTACT: Michael Whaley, Public Works

SUMMARY:

Authorize additional construction contract authority with T. Bailey, LLC. for work associated with warranty repairs and other repairs to the water storage tank.

PRESENTER:

Michael Whaley, Project Manager and David Mach, City Engineer

ESTIMATED TIME:

0

BACKGROUND:

The City of Lynnwood owns and operates two (2) steel water storage tanks. Periodic upgrades and maintenance are required to keep both tanks operational. A construction contract was awarded to Award Construction, Inc by Council on 11/13/2023 for improvements to both water tanks and other facility upgrades in the amount of \$2,503,984.00.

During construction, damage was caused to the west tank's outer shell during welding operations resulting in the city pursuing an independent contractor to repair the damage under contract warranty conditions. On November 24th, 2025, Council awarded T. Bailey, LLC a contract to perform warranty repair work in the amount of \$146,213.00. After T. Bailey began work, additional damage related to the warranty work was discovered in the interior of the tank. On March 9, 2026, Council approved additional contract authority in the amount of \$50,000.00 to cover this extra repair work. After the tank was drained and a large access hole was cut into the side of the tank, inspectors were able to access the interior of the tank. Their inspections found additional warranty related deficiencies and other items unrelated to the warranty work. To facilitate these additional repairs, an additional \$200,000.00 will be needed for a new total contract value of \$396,213.00.

Some of the work items include: floor patches due to corrosion, spot coating repair, replumb interior columns, repair perimeter grout, repair vent, repair level gauge, and install cathodic protection.

SUGGESTED ACTION:

Authorize additional construction contract authority for the Water Tank Repair project with T. Bailey, LLC for additional repair work associated with the 40th Ave W Water Tank facility, increasing the previously approved contract value of \$196,213.00 to a new total contract value not to exceed \$396,213.00.

PREVIOUS COUNCIL ACTIONS:

November 24, 2025, Business Meeting Item 10J, Bid Award 40th Ave Tank Repairs
March 9, 2026, Business Meeting Item 12D, Additional Construction Contract Authority 40th Ave Water Tank Repairs

FUNDING:

The project costs are consistent with the adopted (2025-26) biennial budget and are anticipated to be consistent with future budgets. This project is budgeted out of Fund 412. There is no impact to the City's General Fund.

VISIONS AND PRIORITIES ALIGNMENT:

The Lynnwood Community Vision state that the City is to be a welcoming city that builds a healthy and sustainable environment. The Water Tank Repair project supports that vision and results in important maintenance to the City's infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. This project provides infrastructure supporting a healthy and sustainable environment for all citizens.

DEPARTMENT ATTACHMENTS

Description:
