LYNNWOOD
WASHINGTON

LYNNWOOD CITY COUNCIL Work Session
City Hall Council Chambers 19100 44th Ave W Lynnwood WA 98036
TUESDAY, SEPTEMBER 8, 2026 6:00 PM

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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 Summit - *180 minutes*
   Monisha Harrell, Assistant City Administrator

7. NEW BUSINESS

ADJOURN

MEMOS FOR FUTURE ACTION

Contract: Traffic Modeling Oncall (TSI) - *0 minutes*
Pradip Kandel, P.E. Engineer and David Mach, P.E. City Engineer

Contract: Traffic Modeling On-Call (Fehr & Peers) - *0 minutes*
Pradip Kandel, P.E., Engineer and David Mach, P.E., City Engineer

Contract Supplement 2: 2027 Watermain Replacement Project - *0 minutes*
Pradip Kandel, P.E., Engineer; and David Mach, P.E., City Engineer

Contract Approval: Inmate In-Cell Vitals Monitoring Services and Equipment - *0 minutes*
Curt Zatylny, Deputy Chief of Police

Cooperative Contract: Vertosoft - Cartegraph Software - *0 minutes*
Marcie MacQuarrie, Deputy Public Works Director

MEMOS FOR YOUR INFORMATION

CITY COUNCIL 6.A

CITY OF LYNNWOOD
CITY COUNCIL

TITLE: **Budget Summit**

DEPARTMENT CONTACT: **Nathan MacDonald, Executive Office**

SUMMARY:

The Executive and Finance departments will provide an update on the status of the City's financial situation along with laying out considerations as the Council prepares for the adoption of the 2027-2028 biennial budget later this year.

PRESENTER:

Monisha Harrell, Assistant City Administrator

ESTIMATED TIME:

180

BACKGROUND:

Desired Outcome:
- Inform the City Council of the City's financial situation ahead of the 2027-2028 biennium
- Develop an understanding of the Council's priorities for the upcoming biennium
- Lay out the budget adoption process for the remainder of the calendar year

Agenda for the Budget Summit
- Mayor's Budget Memo
- An Overview of Lynnwood's Census Data
- Moderated Council Discussion - Vision for the Future of Lynnwood
    - What work should the City be doing or not doing?
    - What is the future vision for the City?
    - Does the structure being budgeted support that future?
    - What criteria will each Council member use to make decisions?

PREVIOUS COUNCIL ACTIONS:

On January 26, 2026, the City Council adopted Resolution 2026-03 which adopted the planning calendar for the 2027-2028 budget.

At the July 13 Council Business Meeting, Assistant City Administrator Harrell and former Interim Finance Director Fujioka reviewed the adopted budget calendar and provide considerations for the upcoming 2027-2028 biennial budget.

At the July 21, 2026 Council Finance Committee meeting, Assistant City Administrator Monisha Harrell provided an update to the Council's committee on the financial status the of the City's General Fund. The committee also discussed the goals of the Budget Summit scheduled for the September 8, 2026 Work Session.

DEPARTMENT ATTACHMENTS

Description:
Mayor Hurst Budget Memo 9.8.26.pdf
U.S. Census Bureau Data for Lynnwood Washington.pdf
Resolution No. 2026-03.pdf

LYNNWOOD
WASHINGTON

Mayor Hurst's 2026 Budget Memo **September 8, 2026**

As most of you know, I served on the Lynnwood City Council for ten years before being elected Mayor and taking office on January 1, 2026. During my first year as Mayor, it has been a challenge to ensure that our City maintains a balanced budget in an uncertain economy. At the same time, I have my own priorities, including addressing youth violence, homelessness, public safety and the increasing cost of housing. Our ability to provide solutions to these issues depends on having a City with a strong and sustainable financial foundation.

The purpose of this memo is to provide a transparent description of the economic condition of Lynnwood's budget—past, present, and future.

Lynnwood's Budget Deficit

It seems that nearly every level of government is experiencing a budget crisis. Whether it is the State, County, or neighboring cities, many government entities are facing expenses that exceed revenues.

In May 2025, the former Mayor announced that there was a $3 million shortfall in the City's General Fund. The General Fund is the portion of the budget that tracks the operating revenues and expenses of the City's administration and seven departments. In September 2025, the City Finance Director updated the forecasts, revealing that the 2025–26 General Fund was facing a deficit of more than $20 million.

How Did This Happen?

I like to refer to an old political phrase to describe the last administration's budget policies. I call it "voodoo economics." Instead of controlling City spending, the 2025–26 budget was balanced on paper using overly optimistic revenue forecasts by the former Mayoral Administration. The Budget Book presented to the City Council contained misleading statements and lacked transparency regarding actual expenditures and fund balances.

During 2025, as revenues declined and failed to meet those optimistic forecasts, the former administration continued to hope that conditions would improve. At the same time, City staff successfully reduced some expenditures, including through layoffs, and identified additional cost savings.

In fact, as the new Mayor, I felt confident that by April 2026 I could announce that the deficit had been reduced to zero. I now know that was not accurate. After the previous Finance Director left, a rigorous financial review determined that a $2.2 million General Fund deficit from 2025 remained.

But, as former Seahawks coach Chuck Knox was fond of saying, “You play with the cards you are dealt.” We must now move forward by taking the actions within our control to get Lynnwood’s General Fund balanced.

Recent Actions Taken To Balance The Budget

- **Hiring freeze:** Wages and benefits for City staff make up more than 70% of General Fund expenditures. I have directed staff to freeze hiring. Vacant positions, including positions vacated by retirees, will not be filled without my approval.
- **Department staffing levels:** In 2025, there were nine City staff layoffs. The assessment of the appropriate staffing levels for each City department continues.
- **Public Safety Sales Tax:** Revenue from the recently passed Public Safety Sales Tax is finally being received from the State Department of Revenue. It is anticipated to generate approximately $2.5–$3.1 million per year.
- **Utility Billing costs:** The costs of five Utility Billing FTE positions have been shifted to the Public Works Department. These positions will now be funded through utility rate revenues collected to support the City’s utilities rather than through the General Fund.
- **City fleet:** The size of the City fleet and the procedures for vehicle replacement are under review. Each department’s contributions to the fleet replacement fund are being assessed. In addition, the cost of the City’s maintenance contract with South County Fire is being reviewed.
- **Municipal Jail Caucus:** As Mayor, I initiated the creation of a Municipal Jail Caucus. Twelve cities in Washington operate municipal jails. With the assistance of our State lobbyist, this caucus will approach the State Legislature for financial assistance to offset the cost of medical services

provided in municipal jails. For Lynnwood, this represents an expense of approximately $2 million per year.

- **Budget Analyst position:** The Budget Analyst position in the Finance Department will be restored and filled. The absence of an individual responsible for regularly reviewing expenditures against revenues contributed to the growing deficit in 2024 and 2025.
- **Jail revenue:** The Lynnwood Police Department has increased jail fees charged to other cities that use our facility. The number of contract cities continues to increase, and the jail is nearing capacity.
- **City Attorney services:** The option of having an in-house City Attorney is also being assessed as a potential efficiency and cost-saving measure.

Important Considerations For The City Council

- **2027–28 Budget:** The budget that will be presented to the Council is designed to stabilize the financial structure of the City. It is a budget focused on maintaining current services. Any new programs should be deferred until the next biennium.
- **Public Safety Sales Tax:** For 2027–28, revenue from the Public Safety Sales Tax must be used to support existing commissioned officer positions. Much-needed alternative community court or other diversion programs will need to be delayed until the next biennium.
- **Property tax banked capacity:** The 2027–28 budget assumes that the City Council will include all available property tax banked capacity. This represents more than $2 million in assumed revenue. Without including the banked capacity, many programs will face elimination. In addition, many grants and the Council's ability to consider levy lid lifts are dependent on the full use of the City's banked capacity.
- **Reserve policy:** The 2027–28 budget assumes that the Council will extend the two-month reserve financial policy originally passed in November 2025.
- **Street safety:** Making our streets safer has been a recent focus of the City Council. Council Members and the Mayor's Office continue to receive complaints from residents about drivers exceeding posted speed limits. The

Lynnwood Police Department is preparing to convert all school-zone speed cameras to 24/7 speed-zone cameras. The Council will be asked to establish the fines associated with these cameras.

- **Annexation and growth:** Annexation has quickly become a priority for the cities of Everett, Mill Creek, and Edmonds. It has become very apparent that these cities plan on completing annexation in 2027. Lynnwood needs to prepare for our MUGA annexations. The next biennial budget must put Lynnwood in a financially secure position that allows us to responsibly accommodate this growth.

Final Thoughts

During my years on the City Council and now as Mayor, my focus has always been on serving this City and its residents. Although we face significant challenges, bringing Lynnwood's government back to financial stability has been the focus of my first year in office.

I remain optimistic about Lynnwood's future. The diversity of our community is matched by the diversity of our economy. Lynnwood is a major hub for transportation, economic development, and cultural activity.

I believe our local government should be a place where people come together and where no one gets left behind. As long as we maintain that focus, my hope for our City and our community is unshakable. As we all continue to work towards a fact-based solution, I am confident Lynnwood will overcome this economic challenge and will continue to be a thriving community.

George Hurst

George Hurst, Mayor
City of Lynnwood

QuickFacts

Lynnwood city, Washington

QuickFacts provides statistics for all states and counties. Also for cities and towns with a ***population of 5,000 or more***.

Table

All Topics	Lynnwood city, Washington
Population estimates, July 1, 2025, (V2025)	**42,132**
PEOPLE	
Population	
Population estimates, July 1, 2025, (V2025)	**42,132**
Population estimates base, April 1, 2020, (V2025)	38,569
Population, percent change - April 1, 2020 (estimates base) to July 1, 2025, (V2025)	9.2%
Population, Census, April 1, 2020	38,568
Population, Census, April 1, 2010	35,836
Age and Sex	
Persons under 5 years, percent	7.1%
Persons under 18 years, percent	20.7%
Persons 65 years and over, percent	16.7%
Female persons, percent	51.5%
Race and Hispanic Origin	
White alone, percent	51.7%
Black alone, percent (a)	10.1%
American Indian and Alaska Native alone, percent (a)	0.4%
Asian alone, percent (a)	19.3%
Native Hawaiian and Other Pacific Islander alone, percent (a)	0.1%
Two or More Races, percent	11.8%
Hispanic or Latino, percent (b)	15.6%
White alone, not Hispanic or Latino, percent	49.0%
Population Characteristics	

Veterans, 2020-2024	1,974
Foreign-born persons, percent, 2020-2024	29.2%
Housing	
Housing Units, July 1, 2025, (V2025)	X
Owner-occupied housing unit rate, 2020-2024	51.1%
Median value of owner-occupied housing units, 2020-2024	$686,900
Median selected monthly owner costs - with a mortgage, 2020-2024	$2,644
Median selected monthly owner costs - without a mortage, 2020-2024	$843
Median gross rent, 2020-2024	$1,742
Building Permits, 2025	X
Families & Living Arrangements	
Households, 2020-2024	16,070
Persons per household, 2020-2024	2.45
Living in the same house 1 year ago, percent of persons age 1 year+ , 2020-2024	87.0%
Language other than English spoken at home, percent of persons age 5 years+, 2020-2024	37.5%
Computer and Internet Use	
Households with a computer, percent, 2020-2024	96.3%
Households with a broadband Internet subscription, percent, 2020-2024	92.7%
Education	
High school graduate or higher, percent of persons age 25 years+, 2020-2024	90.4%
Bachelor's degree or higher, percent of persons age 25 years+, 2020-2024	34.9%
Health	
With a disability, under age 65 years, percent, 2020-2024	9.4%
Persons without health insurance, under age 65 years, percent	9.1%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2020-2024	63.7%
In civilian labor force, female, percent of population age 16 years+, 2020-2024	56.7%
Total accommodation and food services sales, 2022 ($1,000) (c)	325,293
Total health care and social assistance receipts/revenue, 2022 ($1,000) (c)	465,368
Total transportation and warehousing receipts/revenue, 2022 ($1,000) (c)	29,482
Total retail sales, 2022 ($1,000) (c)	3,614,166
Total retail sales per capita, 2022 (c)	$83,624
Transportation	
Mean travel time to work (minutes), workers age 16 years+, 2020-2024	29.9
Income & Poverty	
Median households income (in 2024 dollars), 2020-2024	$77,704
Per capita income in past 12 months (in 2024 dollars), 2020-2024	$42,390

Persons in poverty, percent	14.2%

BUSINESSES

Businesses

Total employer establishments, 2023	X
Total employment, 2023	X
Total annual payroll, 2023 ($1,000)	X
Total employment, percent change, 2022-2023	X
Total nonemployer establishments, 2023	X
All employer firms, Reference year 2023	X
Male-owned employer firms, Reference year 2023	X
Female-owned employer firms, Reference year 2023	X
Minority-owned employer firms, Reference year 2023	X
Nonminority-owned employer firms, Reference year 2023	X
Veteran-owned employer firms, Reference year 2023	X
Nonveteran-owned employer firms, Reference year 2023	X

GEOGRAPHY

Geography

Population per square mile, 2020	4,896.3
Population per square mile, 2010	4,573.0
Land area in square miles, 2020	7.88
Land area in square miles, 2010	7.84
FIPS Code	5340840

About datasets used in this table

Value Notes

Methodology differences may exist between data sources, and so estimates from different sources are not comparable.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2025) refers to the final year of the series (2020 thru 2025). Different vintage years of estimates are not comparable.

Users should exercise caution when comparing 2020-2024 ACS 5-year estimates to other ACS estimates. For more information, please visit the 2024 5-year ACS Comparison Guidance page.

Follow the U.S. Census Bureau citation guidelines to help credit your data sources correctly.

Fact Notes

- **(a)** Includes persons reporting only one race
- **(b)** Hispanics may be of any race, so also are included in applicable race categories
- **(c)** Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- **D** Suppressed to avoid disclosure of confidential information

F Fewer than 25 firms
FN Footnote on this item in place of data
NA Not available
S Suppressed; does not meet publication standards
X Not applicable
Z Value greater than zero but less than half unit of measure shown
- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
N Data for this geographic area cannot be displayed because the number of sample cases is too small.

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Annual Business Survey, Building Permits.

LYNNWOOD
WASHINGTON

RESOLUTION NO. 2026-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING THE PLANNING CALENDAR FOR THE 2027-2028 BUDGET.

WHEREAS, in accordance with Chapter 35A.34 RCW and Chapter 2.72 LMC, the City has adopted a biennial budget process; and

WHEREAS, by January 31st of even-numbered years, LMC 2.72.020 calls for the adoption by resolution of a planning calendar for the preparation and adoption of the biennial budget; and

WHEREAS, this Resolution complies with Chapter 2.72 LMC and with Washington State Law governing the use of biennial budgets; now therefore

THE CITY COUNCIL OF THE CITY OF LYNNWOOD DOES RESOLVE AS FOLLOWS:

Section 1. The events and dates specified by Exhibit A to this Resolution shall comprise the 2026 budget planning calendar for the 2027-2028 biennial budget.

Section 2. The City Council shall retain its full authority to modify or amend the planning calendar as the Council deems necessary, and in a manner consistent with applicable law, adopted policies, and standard practices.

This resolution was adopted by the City Council at its public meeting held January 26, 2026.

RESOLVED this 26th day of January 2026.

APPROVED:

Signed by:
George Hurst 3/19/2026
4E72F7DA1EE545C...
George Hurst, Mayor

ATTEST/AUTHENTICATED:

DocuSigned by:
Darcy Kirschner
C17DAB8F9A994F1...
Darcy Kirschner, Interim City Clerk

Exhibit A, Resolution 2026-03

2026 Calendar for the 2027-2028 Budget

Date	Budget Process/Step	Note
Jan. 26	Adoption of budget planning calendar per LMC 2.72.020.	City Council Business Meeting
Feb.-May	As needed: Council discussion of strategic budget priorities, financial forecast, etc.	City Council Work Session(s)
Feb.-May	Outreach to the public, boards and commissions, community partners, and staff regarding budget priorities.	-
Sept. 14	Proposed Preliminary 2027-2028 Budget limited to a general overview of fund revenues and expenditures delivered to City Council per LMC 2.72.030 and RCW 35A.34.070.	City Council Business Meeting
Sept. 28	First public hearing on 2027-2028 Budget priorities and assumptions.	City Council Business Meeting
Oct. 12	Preliminary 2027-2028 Budget with the Mayor's budget message presented to City Council per LMC 2.72.040 and RCW 35A.34.080. Proposed 2027 property tax levy presented.	City Council Business Meeting
Oct. 19	Department budget presentations.	City Council Work Session
Oct. 26	Department budget presentations.	City Council Business Meeting
Nov. 2	Department budget presentations.	City Council Work Session
Nov. 9	Second public hearing on Preliminary 2027-2028 Budget. Public hearing on 2027 property tax levy. City Council review of preliminary budget.	City Council Business Meeting
Nov. 16	City Council review of preliminary budget.	City Council Work Session
Nov. 23	Adoption of 2027-2028 Budget. Adoption of 2027 property tax levy.	City Council Business Meeting

Note: The City Council Finance Committee may review and provide guidance on portions or aspects of draft budget materials. Meetings of the Finance Committee are open to the public.

CITY COUNCIL

CITY OF LYNNWOOD
CITY COUNCIL

TITLE: **Contract: Traffic Modeling Oncall (TSI)**

DEPARTMENT CONTACT: **Pradip Kandel, Public Works**

SUMMARY:

Contract with Transportation Solutions, Inc. to provide Traffic Modeling and Analysis Services under a five-year on-call contract.

PRESENTER:

Pradip Kandel, P.E. Engineer and David Mach, P.E. City Engineer

ESTIMATED TIME:

0

BACKGROUND:

This contract authorizes Transportation Solutions, Inc. (TSI) to provide Traffic Modeling and Analysis Engineering Services to the City under an on-call contract for a five-year period, with a maximum contract amount of $500,000. This is an on-call master contract. The City will issue individual Work Authorizations on an as-needed basis, with the scope of work and fee negotiated for each assignment. The master contract establishes the contractual framework for issuing future Work Authorizations over the five-year contract period. Services may include traffic model development, maintenance and updates; level of service (LOS) studies; roundabout evaluations; traffic impact fee studies; signal warrant analyses; support for the City's traffic concurrency program; Six-Year Transportation Improvement Program (TIP) support; and other miscellaneous traffic modeling and analysis services.

Three firms submitted Statements of Qualifications in response to the advertised Request for Qualifications (RFQ) for this contract and participated in the evaluation and interview process. TSI was selected as one of two consultants for these on-call services. Staff recommends awarding to two different firms to spread the work to more than one firm and provide options in case one firm is not available at any given point and time.

Approval of this master contract does not authorize expenditure of the full contract amount. Work Authorizations will be issued on an as-needed basis, and the total amount authorized over the five-year contract period will not exceed $500,000.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute, on behalf of the City, a contract with Transportation Solutions, Inc. (TSI) to provide on-call Traffic Modeling and Analysis Engineering Services, in an amount not to exceed a total contract value of $500,000.

PREVIOUS COUNCIL ACTIONS:

N/A

FUNDING:

Expenses for this contract are not being paid for by the general fund. The actual funding source for each future Work Authorization will depend on the specific project or assignment but will typically be funded through the Transportation Capital Fund 360, Transportation Benefit District (TBD) Fund 150, or other applicable project funding sources.

The project costs are consistent with the adopted 2025–2026 biennial budget and are anticipated to remain consistent with future budgets.

VISIONS AND PRIORITIES ALIGNMENT:

The Comprehensive Plan identifies a goal “to invest in efficient, integrated, local and regional transportation systems.” The Lynnwood Community Vision is to be a “sustainable and vibrant community.” This on-call contract directly supports these priorities by providing specialized traffic modeling and analysis services to evaluate transportation system performance, plan for future growth, and support informed transportation investments. Services will support traffic modeling, concurrency analysis, level of service evaluations, traffic impact fee studies, multimodal planning, and other transportation needs as the City continues to grow.

DEPARTMENT ATTACHMENTS

Description:

CITY COUNCIL

CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Contract: Traffic Modeling On-Call (Fehr & Peers)

DEPARTMENT CONTACT: Pradip Kandel, Public Works

SUMMARY:

Contract with Fehr & Peers to provide Traffic Modeling and Analysis Services under a five-year on-call contract.

PRESENTER:

Pradip Kandel, P.E., Engineer and David Mach, P.E., City Engineer

ESTIMATED TIME:

0

BACKGROUND:

This contract authorizes Fehr & Peers to provide Traffic Modeling and Analysis Engineering Services to the City under an on-call contract for a five-year period, with a maximum contract amount of $500,000. This is an on-call master contract.

The City will issue individual Work Authorizations on an as-needed basis, with the scope of work and fee negotiated for each assignment. The master contract establishes the contractual framework for issuing future Work Authorizations over the five-year contract period. Services may include traffic model development, maintenance and updates; level of service (LOS) studies; roundabout evaluations; traffic impact fee studies; signal warrant analyses; support for the City's traffic concurrency program; Six-Year Transportation Improvement Program (TIP) support; and other miscellaneous traffic modeling and analysis services.

Three firms submitted Statements of Qualifications and participated in the evaluation and interview process. Fehr & Peers was selected as one of two consultants for these on-call services. Staff recommends awarding to two different firms to spread the work to more than one firm and provide options in case one firm is not available at any given point and time.

Approval of this master contract does not guarantee expenditure of the full contract amount. Work Authorizations will be issued as services are needed, and the total amount authorized over the five-year contract period will not exceed $500,000.

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute, on behalf of the City, a contract with Fehr & Peers to provide on-call Traffic Modeling and Analysis Engineering Services, in an amount not to exceed a total contract value of $500,000.

PREVIOUS COUNCIL ACTIONS:

N/A

FUNDING:

Expenses for this contract are not paid from the general fund. The actual funding source for each future Work Authorization will depend on the specific project or assignment but will typically be funded through the Transportation Capital Fund 360, Transportation Benefit District (TBD) Fund 150, or other applicable project funding sources.

The project costs are consistent with the adopted 2025–2026 biennial budget and are anticipated to remain consistent with future budgets.

VISIONS AND PRIORITIES ALIGNMENT:

The Comprehensive Plan identifies a goal “to invest in efficient, integrated, local and regional transportation systems.” The Lynnwood Community Vision is to be a “sustainable and vibrant community.” This on-call contract directly supports these priorities by providing specialized traffic modeling and analysis services to evaluate transportation system performance, plan for future growth, and support informed transportation investments. Services will support traffic modeling, concurrency analysis, level of service evaluations, traffic impact fee studies, multimodal planning, and other transportation needs as the City continues to grow.

DEPARTMENT ATTACHMENTS

Description:

CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Contract Supplement 2: 2027 Watermain Replacement Project

DEPARTMENT CONTACT: Pradip Kandel, Public Works

SUMMARY:

Supplement the existing contract with Otak, Inc. to provide additional engineering design services for the 2027 Watermain Replacement Project to cover additional water main segments identified for replacement.

PRESENTER:

Pradip Kandel, P.E., Engineer; and David Mach, P.E., City Engineer

ESTIMATED TIME:

0

BACKGROUND:

The City is supplementing its existing contract with Otak, Inc. to provide additional engineering design services and prepare a construction bid-ready package for the 2027 Watermain Replacement Project. Amendment 2 expands the project scope to include approximately 5,000 LF of additional water main segments of pipe.

The project will 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 water mains are at or beyond their expected service life and require replacement to reduce the risk of sudden failures, emergency repairs, and potential service disruptions.

Since the initial project scope was developed and Amendment 1 approved, City staff have identified additional water main segments for inclusion based on recurring leaks, operational risk, and infrastructure condition. Additional project funding has also been identified for next biennium, allowing the City to expand the planned 2027 replacement program and to address the urgency of need for replacement.

Existing Contract Value: $300,144.74
Amendment 2: $292,630.00
New Contract Total: $592,744.74

SUGGESTED ACTION:

Authorize the Mayor to enter into and execute, on behalf of the City, a contract supplement with Otak, Inc. for design services for the 2027 Watermain Replacement Project, in an amount not to exceed a new total contract value of $592,774.74.

PREVIOUS COUNCIL ACTIONS:

June 8, 2026: City Council Business Meeting: Approved Amendment No. 1 for the 2027 Watermain Replacement Project design contract with Otak, Inc.

FUNDING:

The project is not paid for by the General Fund but will be funded by 412 Water 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

CITY OF LYNNWOOD
CITY COUNCIL

TITLE: **Contract Approval: Inmate In-Cell Vitals Monitoring Services and Equipment**

DEPARTMENT CONTACT: **Brady Schach, Police**

SUMMARY:

PD is requesting to purchase in-cell vitals monitoring apparatus for inmate supervision.

PRESENTER:

Curt Zatylny, Deputy Chief of Police

ESTIMATED TIME:

0

BACKGROUND:

PD looking to enter into an agreement to provide hardware and services for the jail. The total of the agreement and a supplemental agreement is expected to exceed $500K. The funding is covered under a CJTC grant and funds will come out of Fund 105.

The XK300 is the only contactless in-cell monitoring device that is FDA-cleared to capture and monitor vital signs, including respiratory rate and heart rate, and is currently deployed in correctional environments. The associated sensor hardware, web-based user interface, and proprietary methods for detecting presence and vital signs are uniquely available through the XK300 platform.

SUGGESTED ACTION:

Approve the purchase of medical sensors amounting to $105,490.00 (excluding taxes).

PREVIOUS COUNCIL ACTIONS:

N/A

FUNDING:

$105,490.00, not including applicable sales tax

VISIONS AND PRIORITIES ALIGNMENT:

Ensures the ongoing safety of inmates at the Lynnwood jail.

DEPARTMENT ATTACHMENTS

Description:

[Inmate Vital Monitoring - Procurement Report.pdf]

PROCUREMENT REPORT
Inmate In-Cell Vital Monitoring Equipment and Services
Contract Award

Type of Contract: Goods and Services
Term of Contract: 2 years
Background/Purpose of Contract: PD looking to enter into an agreement to provide hardware and services for the jail. The total of the agreement and a supplemental agreement is expected to exceed $500K. The funding is covered under a CJTC grant and funds will come out of Fund 105. The XK300 is the only contactless in-cell monitoring device that is FDA-cleared to capture and monitor vital signs, including respiratory rate and heart rate, and is currently deployed in correctional environments. The associated sensor hardware, web-based user interface, and proprietary methods for detecting presence and vital signs are uniquely available through the XK300 platform.
Cost: $105,490.00, not including applicable sales tax
Advanced Planning: PD researched and verified there were no comparable alternatives to the proposed equipment in order to justify a sole source.
Method of Procurement: Sole Source
Solicitation: No solicitation – sole source
Recommended Action: Approve the purchase of medical sensors amounting to $105,490.00 (excluding taxes).
Procurement Officer: Brady Schach, Buyer **Date: August 31, 2026**

CITY COUNCIL

CITY OF LYNNWOOD
CITY COUNCIL

TITLE: Cooperative Contract: Vertosoft - Cartegraph Software

DEPARTMENT CONTACT: Brady Schach, Public Works

SUMMARY:

PW is requesting to renew the referenced software under a current Sourcewell cooperative contract.

PRESENTER:

Marcie MacQuarrie, Deputy Public Works Director

ESTIMATED TIME:

0

BACKGROUND:

OpenGov Enterprise Asset Management (EAM), formerly known as Cartegraph OMS, is a cloud-based asset and operations management software solution that manages work orders; maintains city asset data, such as sidewalks, street signs, underground pipes, etc.; and provides reporting and analysis tools to city and counties. OpenGov EAM also works with ArcGIS Solutions to provide community members with a self-reporting web portal to request and report issues.

Prior to this renewal, the City had been a customer of OpenGov's solution for 15 years and had established OpenGov EAM as a sole source, for which the City would incur additional costs using a third-party provider instead of directly contracting with OpenGov. Vertosoft is now an authorized provider for OpenGov EAM software, offers comparable pricing to what OpenGov is able to offer, and allows the City to continue working directly with OpenGov for support issues.

SUGGESTED ACTION:

Approve the request to purchase Cartegraph sodtware from third-party provider, Vertosoft, under the Sourcewell cooperative contract. Subscription to last 3 years at total cost of $251,079.95, not including applicable taxes.

PREVIOUS COUNCIL ACTIONS:

N/A

FUNDING:

$251,079.95, not including applicable taxes for three year subscription

DEPARTMENT ATTACHMENTS

Description:

Cartegraph - Cooperative Contract - Procurement Report.pdf

PROCUREMENT REPORT
Vertosoft - Cartegraph OMS – Cooperative Contract
Contract Award

Type of Contract: Software Services
Term of Contract: 3 years – 2027 through 2029
Background/Purpose of Contract: Cartegraph OMS is a cloud-based asset and operations management software solution that manages work orders, maintains city asset data, and provides reporting and analysis tools to city and counties. Cartegraph OMS also provides citizens with a self-reporting web portal and mobile app to request and report citizen issues. The City of Lynnwood has been customer of Cartegraph for more than 10 years and currently utilizes the Cartegraph Navigator asset management software. The City currently utilizes Navigator to track city asets that are maintained such as sidewalks, street signs, underground pipes, etc., along with processing maintenance work-order and other historial asset reporting and information. Prior to this renewal, the City had established Cartegraph as a sole source, for which the City would incur additional costs using a third-party provider instead of directly contracting with OpenGov. Vertosoft is now an authorized provider for OpenGov Cartegraph software, offers comparable pricing to what OpenGov is able to offer, and allows the City to continue working directly with OpenGov for support issues.
Cost: $251,079.95, not including applicable taxes
Advanced Planning: Upon expiration of the 2025 Waiver, procurement was able to identify a cooperative contract that included Cartegraph. Procurement worked closely with IT and PW to determine that the software meets the security criteria as well as provides the software and support required by PW.
Method of Procurement: Cooperative Contract
Solicitation: No solicitation – cooperative contract
Recommended Action: Approve the request to purchase Cartegraph sodtware from third-party provider, Vertosoft, under the Sourcewell cooperative contract. Subscription to last 3 years at total cost of $251,079.95, not including applicable taxes.
Procurement Officer: Brady Schach, Buyer **Date: 8/31/2026**

LYNNWOOD
WASHINGTON

RESOLUTION NO. 2026-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING THE PLANNING CALENDAR FOR THE 2027-2028 BUDGET.

WHEREAS, in accordance with Chapter 35A.34 RCW and Chapter 2.72 LMC, the City has adopted a biennial budget process; and

WHEREAS, by January 31st of even-numbered years, LMC 2.72.020 calls for the adoption by resolution of a planning calendar for the preparation and adoption of the biennial budget; and

WHEREAS, this Resolution complies with Chapter 2.72 LMC and with Washington State Law governing the use of biennial budgets; now therefore

THE CITY COUNCIL OF THE CITY OF LYNNWOOD DOES RESOLVE AS FOLLOWS:

Section 1. The events and dates specified by Exhibit A to this Resolution shall comprise the 2026 budget planning calendar for the 2027-2028 biennial budget.

Section 2. The City Council shall retain its full authority to modify or amend the planning calendar as the Council deems necessary, and in a manner consistent with applicable law, adopted policies, and standard practices.

This resolution was adopted by the City Council at its public meeting held January 26, 2026.

RESOLVED this 26th day of January 2026.

APPROVED:

Signed by:
George Hurst 3/19/2026
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George Hurst, Mayor

ATTEST/AUTHENTICATED:

DocuSigned by:
Darcy Kirschner
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Darcy Kirschner, Interim City Clerk

Exhibit A, Resolution 2026-03

2026 Calendar for the 2027-2028 Budget

Date	Budget Process/Step	Note
Jan. 26	Adoption of budget planning calendar per LMC 2.72.020.	City Council Business Meeting
Feb.-May	As needed: Council discussion of strategic budget priorities, financial forecast, etc.	City Council Work Session(s)
Feb.-May	Outreach to the public, boards and commissions, community partners, and staff regarding budget priorities.	-
Sept. 14	Proposed Preliminary 2027-2028 Budget limited to a general overview of fund revenues and expenditures delivered to City Council per LMC 2.72.030 and RCW 35A.34.070.	City Council Business Meeting
Sept. 28	First public hearing on 2027-2028 Budget priorities and assumptions.	City Council Business Meeting
Oct. 12	Preliminary 2027-2028 Budget with the Mayor's budget message presented to City Council per LMC 2.72.040 and RCW 35A.34.080. Proposed 2027 property tax levy presented.	City Council Business Meeting
Oct. 19	Department budget presentations.	City Council Work Session
Oct. 26	Department budget presentations.	City Council Business Meeting
Nov. 2	Department budget presentations.	City Council Work Session
Nov. 9	Second public hearing on Preliminary 2027-2028 Budget. Public hearing on 2027 property tax levy. City Council review of preliminary budget.	City Council Business Meeting
Nov. 16	City Council review of preliminary budget.	City Council Work Session
Nov. 23	Adoption of 2027-2028 Budget. Adoption of 2027 property tax levy.	City Council Business Meeting

Note: The City Council Finance Committee may review and provide guidance on portions or aspects of draft budget materials. Meetings of the Finance Committee are open to the public.