LYNNWOOD CITY COUNCIL
Business Meeting **Date: Monday, August 10, 2020**
City Hall Council Chambers **Time: 6:00 PM**

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10 CALL TO ORDER & FLAG SALUTE

20 ROLL CALL

30 APPROVAL OF MINUTES

- **A** Work Session ~ June 17, 2020
- **B** Work Session ~ June 29, 2020
- **C** Special Business Meeting ~ July 6, 2020
- **D** Work Session ~ July 6, 2020
- **E** Special Council Meeting ~ July 9, 2020
- **F** Business Meeting ~ July 13, 2020
- **G** Work Session ~ July 15, 2020
- **H** Work Session ~ July 20, 2020
- **I** Special Council Meeting ~ July 23, 2020
- **J** Business Meeting ~ July 27, 2020

40 MESSAGES AND PAPERS FROM THE MAYOR

50 CITIZEN COMMENTS AND COMMUNICATIONS

60 PRESENTATIONS AND PROCLAMATIONS

- **A** Confirm Deputy Chief Nelson as Lynnwood's Chief of Police
- **B** Oath of Office: Chief Jim Nelson
- **C** COVID-19 Update

70 WRITTEN COMMUNICATIONS AND PETITIONS

80 COUNCIL COMMENTS AND ANNOUNCEMENTS

90 BUSINESS ITEMS AND OTHER MATTERS

90 .1 UNANIMOUS CONSENT AGENDA

- **A** Agreement: Interlocal Agreement with Community Transit for Swift BRT - Orange Line
- **B** Contract Supplement: Scriber Creek Trail Improvements
- **C** Final Acceptance: 2019 Pavement Preservation Project

D Construction Contract Award: 48th Ave Sewer Main & 200th St Water Main Improvements

E Contract Amendment, Cartegraph

F Voucher Approval

90 .2 PUBLIC HEARINGS OR MEETINGS

A Six-Year Capital Facilities Plan (CFP) and Six-Year Transportation Improvement Program (TIP) 2021 - 2026

90 .3 OTHER BUSINESS ITEMS

A Emergency Management Ordinance Amendments

100 NEW BUSINESS

110 ADJOURNMENT

THE PUBLIC IS INVITED TO ATTEND

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

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

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

CITY COUNCIL ITEM 30-A

CITY OF LYNNWOOD
Executive

TITLE: **Work Session ~ June 17, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Work Session June 17, 2020	Backup Material

MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL
HELD MONDAY, JUNE 17, 2020 AT 7:00 p.m. VIA ZOOM

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

Assistant City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum

Others:
Project Tourism Manager Christy Murray
Human Resources Director Chinn

Interview: Linda Jones for the Tourism Advisory Committee

- Project Tourism Manager Murray introduced Linda Jones as a candidate for the Tourism Advisory Committee. Linda Jones introduced herself. Councilmembers made comments and asked questions of Ms. Jones.

Interview: Diversity, Equity and Inclusion Commission Candidates for Position #1 and Position #6

- Human Resources Manager Evan Chinn introduced Megan Fujimori as a candidate for Position #1 of the Diversity, Equity and Inclusion Commission. Megan Fujimori introduced herself, and Councilmembers made comments and asked interview questions.
- Human Resources Manager Evan Chinn introduced Otmane Riad as a candidate for Position #6 of the Diversity, Equity and Inclusion Commission. Otmane Riad reviewed his background, and Councilmembers made comments and asked interview questions.

Council Liaison Reports

Councilmembers reported back to the Council on their involvement as liaisons to various commissions and committees.

- Councilmember Altamirano-Crosby reported on her involvement with the Sister City Committee, the Parks & Recreation Board, and Snohomish County Tomorrow.
- Council Vice President Sessions reported on her participation as Vice President of the City Council and as a liaison to the LTAC (Lynnwood Tourism Advisory Committee), the Disability Board, and the History & Heritage Board, and Veteran's Committee.
- Councilmember Smith reported on the Human Services Commission study and the Disability Board.
- Councilmember Hurst reported on the Planning Commission, Snohomish 911 Board, 911 Personnel Committee, the Emergency Communication System and Facilities Program Advisory Board, and the Housing Policy Committee.
- Councilmember Cotton reported on the Alliance for Housing Affordability (AHA), LTAC, and the Public Facilities District (PFD).

- Councilmember Ross reported on the Arts Commission and the Diversity, Equity & Inclusion Commission (DEIC).
- Council President Frizzell reported on her responsibility as Council President and her involvement with the Citizens Patrol, the Housing Policy Committee and the Health District.
- Mayor Smith also reported on the Community Transit Board and Sound Transit Board.

Executive Session – if needed

- None.

Mayor Comments and Questions

- None

Council President and Council Comments

- Councilmember Smith noted it was nice to see some of the community come out to support the Police Department recently.
- Councilmember Hurst asked about having a town hall style Zoom meeting. Council President Frizzell noted that there will be a planning meeting regarding this this week. Councilmember Hurst asked to discuss the idea of freezing Council salaries through the next biennium at the next business meeting.
- Councilmember Altamirano-Crosby announced free COVID-19 testing available at the Lynnwood Food Bank tomorrow from 9:30 a.m.-4:30 p.m.

Adjourn

- Meeting adjourned at 8:33 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-B

CITY OF LYNNWOOD
Executive

TITLE: **Work Session ~ June 29, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Work Session June 29, 2020	Backup Material

MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL
HELD MONDAY, JUNE 29, 2020 AT 7:00 p.m. VIA ZOOM

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

Assistant City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
Executive Asst. Leah Jensen

Others:
Finance Director Sonja Springer
Strategic Planner Corbitt Loch
Parks & Recreation Director Lynn Sordel
Ec. Devt/Interim CD Director David Kleitsch
Communications Manager Julie Moore
Human Resources Director Evan Chinn
Kris Hildebrandt – candidate for Human Services Commission

Comments and Questions on Memo Items

- None

Interview: Human Services Commission Applicant Kris Hildebrandt

- Parks & Recreation Director Lynn Sordel introduced Kris Hildebrandt. She then reviewed her background and discussed her interest in the Human Services Commission.
- Councilmembers took turns asking questions of Ms. Hildebrandt.

COVID-19 Update

- Communications Manager Julie Moore presented the COVID-19 update of statistics in Lynnwood and Snohomish County. She outlined the new face mask regulations and also stated that all city employees will be required to complete a health survey each day when they report to work starting July 1.
- Councilmember Smith requested information about how many deaths there have been in Lynnwood, how many of those had underlying health conditions or were in a senior facility, and how many were in city limits. Communications Manager Moore indicated she would request it, but noted that the information had been difficult to get.
- Councilmember Cotton requested that staff cite sources for the numbers quoted so others can verify it. Communications Manager Moore stated that the numbers come from the Snohomish Health District's website and from the Washington State Department of Health website.
- The City has received 23,000 free face coverings from the Washington State Department of the Military; 2100 were distributed at a drive-through event over the weekend. Others will be distributed through non-profits in contact with those who need them.
- Cares Act Funding Update – The Business Relief Fund ($500,000) received 176 applications for the $10,000 grants. The Community Relief Fund item was pulled from the Council packet last week because of a potential for an appearance of conflict of interest. This was researched further, and the Administration feels comfortable forward moving forward with this for more discussion and potential approval.
- Councilmember Hurst suggested having a Special Business meeting on July 6 in order to take action on the C3 funding sooner.

- Questions and answers followed.

Update on Financial Impacts of COVID-19

- Finance Director Sonja Springer gave an update on financial impacts to the City's revenue as a result of COVID-19. Even after significant expenditure reductions, there is currently a "gap" of $2.2 million between 2020 revenues and expenditures. Finance Director Springer reviewed six options to consider for filling the gap: 1) use a portion of the General Fund unassigned fund balance or Revenue Stabilization Fund balance; 2) use a one-time transfer from the EDIF fund in 2020 to allow the City to meet its reserve requirements of 2 ½ months at the end of the year; 3) institute a mandatory furlough for all city employees, excluding the Police Department; 4) lay off employees; 5) a combination of #1 and 2; and 6) a combination of #4 and #5. Staff recommended Option #1.
- Comments, questions and answers followed.
- Council expressed a general interest in some sort of combination of #1 or 2.
- Councilmember Hurst read a draft letter to the Salary Commission requesting no increases in elected city official salaries for the 2021-2022 biennium.
- Councilmembers generally spoke in support of the proposed letter.
- Interim City Clerk Fitzthum indicated she could get the letter routed around to councilmembers for a signature.
- Human Resources Director Chinn indicated he would bring forward a request to extend the Salary Commission work.

Mayor Comments and Questions

- None

Council President and Council Comments

- Council President Frizzell expressed appreciation for the information.

Executive Session

- Council recessed into Executive Session for ten minutes to receive a report on an employee complaint.

Adjourn

- Meeting adjourned at 9:03 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-C

CITY OF LYNNWOOD
Executive

TITLE: **Special Business Meeting ~ July 6, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Special Business Meeting July 6, 2020	Backup Material

CITY OF LYNNWOOD
CITY COUNCIL SPECIAL BUSINESS MEETING MINUTES
July 6, 2020

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

20. ROLL CALL

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

City Clerk Karen Fitzthum
Exec. Asst. Leah Jensen

Others Attending:
Human Resources Director Evan Chinn
Communications Manager Julie Moore

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30. APPROVAL OF MINUTES

40. MESSAGES AND PAPERS FROM THE MAYOR

50. CITIZENS COMMENTS AND COMMUNICATIONS

60. PRESENTATIONS AND PROCLAMATIONS

70. WRITTEN COMMUNICATIONS AND PETITIONS

80. COUNCIL COMMENTS AND ANNOUNCEMENTS

90. BUSINESS ITEMS AND OTHER MATTERS

90.1 UNANIMOUS CONSENT AGENDA

90.2 PUBLIC HEARINGS OR MEETINGS

90.3 OTHER BUSINESS ITEMS

A. Salary Commission Extension of Time

Motion made by Council Vice President Sessions, seconded by Council President Frizzell, to approve the Salary Commission's request to extend the period of time for completing their work past April 30th, to conclude their work, allow for public comment, and host two public hearings. Extension to be effective immediately and continue through November 30th, 2020.

Councilmembers voiced pros and cons of allowing the Salary Commission's extension.

Upon a roll call vote, the motion passed 4-3 with Councilmembers Frizzell, Ross, Sessions, and Altamirano-Crosby voting in favor and Councilmembers Hurst, Smith, and Cotton voting against the motion.

B. Contract Award – Community Relief Funding

Councilmember Altamirano-Crosby read a Recusal Statement regarding this matter and removed herself from the discussion.

Communications Manager Moore summarized the work to date for this group. She reported that after evaluating the options, the Communities of Color Coalition was the group's top choice for the City to partner with for this work.

Motion made by Council President Frizzell, seconded by Councilmember Cotton, to authorize the Mayor to execute an agreement with Communities of Color Coalition for disbursing funds to Lynnwood residents through October 31, 2020, in an amount not to exceed $200,000.

Upon a roll call vote, the motion passed (6-0) with Councilmembers Altamirano-Crosby recused.

100. NEW BUSINESS

110. ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-D

CITY OF LYNNWOOD
Executive

TITLE: **Work Session ~ July 6, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Work Session July 6, 2020	Backup Material

MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL
HELD MONDAY, JULY 6, 2020 AT 6:31 p.m. VIA ZOOM

Attendance:

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

Interim City Clerk Karen Fitzthum
Executive Assistant Leah Jensen

Others:

PublicWorks Director Franz
Project Tourism Manager Christy Murray
Communications Manager Julie Moore
Parks & Recreation Director Lynn Sordel
Director Ec. Devt/Interim CD David Kleitsch

Guests:

Erik Ashlie-Vinke, Sound Transit
Randy Harlow, Sound Transit
David Howe, Strategica
Andrew Ruotsala, Strategica

Comments and Questions on Memo Items

M-1 Contract: Consultant Engineering Services: Facility Plan for Lynnwood Wastewater Treatment Plant

- Mayor Smith solicited comments. There was no discussion on this item.

M-2 Ordinance: Franchise Agreement with Level 3 for Operations of Communication Facilities

- Mayor Smith solicited comments. There was no discussion on this item.

COVID-19 Update

- Communications Manager Moore made the report regarding COVID-19 statistics, the Safe Start Plan, free COVID-19 testing on Fridays in July starting on July 10 at the Lynnwood Food Bank, and free face coverings available from the State's Military Department to be distributed to low income individuals via various organizations. She also gave an update on the CARES Act Funding Relief Program. The Business Relief Group is reviewing applications right now for grants for small businesses. 176 applications were received.
- Questions and answers followed.

Sound Transit Update

- Erik Ashlie-Vinke, North Corridor Government & Community Relations Manager, and Randy Harlow, Lynnwood Link Extension Executive Project Director, from Sound Transit made a presentation covering the project timeline, construction updates, the Lynnwood City Center station and garage, and community outreach efforts. The timeline shows Lynnwood City Center garage opening in early 2023 with service beginning mid-2024, but the impacts of COVID-19 have not been assessed yet. Mr. Ashlie-Vinke announced the FTA recently notified congress that Sound Transit would be receiving $1 million each for Lynnwood Link and Federal Way. The House of Representatives passed the Moving Forward Act last week, and now it will go to Senate.
- Questions and answers followed.
- Mayor Smith also discussed how the Sound Transit Board is responding to the COVID-19 situation. At their last meeting they voted on some key filters which she outlined. The filters will

help determine which projects will move forward and which will be stalled. Mr. Ashlie-Vinke added that no major decisions regarding realignment will be made until next July.

Presentation: Development & Business Services Process Improvements

- Director Kleitsch introduced consultants Andrew Ruotsala and David Howe from Strategica. The consultants were hired to assess all functions in Development & Business Services which includes the Community Development Department, Economic Development Department, Public Works Development Engineering, and Fire Prevention.
- Mr. Howe gave some background on this process and then reviewed project results of the efficiency study conducted by Strategica. A roster of performance and outcome measures was developed to track strategic implementation through measures of efficiency and outcome measures. The Strategica group also looked at organizational structure. The group found that the DBS organizational structure as of fall 2019 was hindering performance and mission attainment; multiple changes to the organizational structure were recommended.
- Mr. Ruotsala and Mr. Howe then discussed the current permitting system used for DBS and the need for an updated system to modernize DBS processes. Process improvement recommendations were reviewed related to developer agreements, long range planning products, business licensing procedures, code enforcement, and rental unit housing.
- Comments, questions, and answers followed.

Mayor Comments and Questions

- Mayor Smith commented on the positive changes in DBS, the recent Race and Equity Community Listening Session, and tomorrow's planned protest and rally at City Hall campus.

Council President and Council Comments

- Councilmember Cotton suggested that the Administration provide the Council with a matrix of all essential positions that are open, but expected to fill this year. Mayor Smith indicated she would look into that.
- Councilmember Altamirano-Crosby requested $3000-$5000 funding from the Federal CARES Act Funding in order to provide quarantine housing for anticipated positive COVID-19 test cases among the homeless population.
- Councilmembers commented on recent events around the community.

Executive Session – if needed

- None

Adjourn

- Meeting adjourned at 8:24 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-E

CITY OF LYNNWOOD
Executive

TITLE: **Special Council Meeting ~ July 9, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Special Council Meeting July 9, 2020	Backup Material

MINUTES OF THE SPECIAL COUNCIL MEETING OF THE LYNNWOOD CITY COUNCIL HELD JULY 9, 2020 AT 3:00 p.m. VIA ZOOM

Attendance:

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

Assistant City Administrator Art Ceniza

Others:

Accounting Manager John White
Finance Director Sonja Springer
Strategic Planner Corbitt Loch
Budget Supervisor Janella Lewis

Aging Breakdown of Utility Accounts Receivable over the Pandemic - John White, Accounting Manager

- Accounting Manager John White reviewed Utility Accounts Receivable Aging. Recently there have been more utility accounts over 120 days past due, and this trend appears to be increasing.
- Council President Frizzell expressed concern that people are getting more and more behind. She expressed a desire to keep tracking this monthly until the numbers start to go down.

Budget Policy Direction Summary for Filling the 2020 Gap - Sonja Springer, Finance Director and Corbitt Loch, Senior Manager, Strategic Planning

- Finance Director Springer reviewed a memo addressing the policy decision of how to fill the budget gap. She summarized Council's decision to focus on Options 1 (General Fund reserves), 2 (EDIF Fund), or a combination of 1 and 2.
- Asst. City Administrator Ceniza commented that the Mayor has been providing regular budget updates to employees, and will provide another one after a resolution has been passed.
- Strategic Planning Manager Loch reviewed a proposed resolution relating to closing the gap for 2020. The resolution summarizes that the Council is leaning toward Option 1, and a couple councilmembers are leaning toward Option 2. It is implied that for 2020 layoffs and furloughs are not preferred options. Additionally, the resolution states that the 2021-2022 budget may have General Fund reserves less than the amount specified by the City of Lynnwood Financial Policies, and will include a plan and schedule for restoring General Fund reserves.

Other Finance-Related Discussion:

- There was discussion about discontinuing or decreasing the frequency of the Special Council Meetings regarding financial impacts of COVID-19 on the City. There was consensus to continue through September and then reconsider.

Adjourn

- Meeting adjourned at 3:30 p.m.

Nicola Smith, Mayor

CITY COUNCIL ITEM 30-F

CITY OF LYNNWOOD
Executive

TITLE: **Business Meeting ~ July 13, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Business Meeting July 13, 2020	Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
July 13, 2020

10. CALL TO ORDER - The July 13, 2020 Business Meeting of the Lynnwood City Council, held via Zoom, was called to order by Mayor Smith at 6:00 p.m.

20. ROLL CALL

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

Asst. City Administrator Art Ceniza
Deputy City Clerk Debbie Karber
Exec. Asst. to the Mayor Leah Jensen
City Attorney Rosemary Larson

Others Attending:
Finance Director Sonja Springer
Strategic Planner Corbitt Loch
Dir. Ec. Devt/Interim CD David Kleitsch
Project Tourism Mgmt. Christy Murray
Commander Chuck Steichen

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30. APPROVAL OF MINUTES

Motion made by Councilmember Altamirano-Crosby, seconded by Councilmember Cotton, to approve the minutes of:

A. Business Meeting ~ June 8, 2020
B. Special Work Session ~ June 11, 2020
C. Work Session ~ June 15, 2020
D. Business Meeting ~ June 22, 2020
E. Special Work Session ~ June 25, 2020

The minutes were approved with amendments to the minutes of the Business Meeting of June 8, the Special Work Session of June 11, and the Work Session of June 15.

40. MESSAGES AND PAPERS FROM THE MAYOR

Mayor Smith reported on recent happenings around the City including the retirement of Chief of Police Tom Davis, a recent peaceful protest and march for justice and peace in the City, and work on the 2021-2022 Budget.

50. CITIZENS COMMENTS AND COMMUNICATIONS

The following individual made public comments:

- Rosa Antoine, Lynnwood 98036

60. PRESENTATIONS AND PROCLAMATIONS

A. COVID 19 Update

Council received an update on the COVID-19 statistics around the city, county, state, and nation from Commander Steichen. He gave an update on Lynnwood Connects Check-In Calls. He discussed a vaccine update, low income face coverings, and a free food and face covering distribution event at Edmonds Community College in partnership with the Lynnwood Food Bank, the Salvation Army, Verdant Health Commission, WAGRO, Silver Creek Community Church, and Lynnwood Kiwanis. Commander Steichen also gave an update on the Federal CARES Act funding. The Business Relief team has scored and identified 50 businesses within Lynnwood to receive grant funds. Community Relief grants between $500-$1000 per household will be distributed through the Communities of Color Coalition.

Council comments and questions followed.

70. WRITTEN COMMUNICATIONS AND PETITIONS

80. COUNCIL COMMENTS AND ANNOUNCEMENTS

Councilmembers commented on recent developments in the City.

90. BUSINESS ITEMS AND OTHER MATTERS

90.1 UNANIMOUS CONSENT AGENDA

Items listed below were distributed to Councilmembers in advance for study and were enacted with one motion. Item C. – Voucher Approval was pulled and rescheduled for the July 27 Business Meeting.

Council President Frizzell moved for unanimous consent of the following items:

A. Confirm appointment: Human Services Commission Applicant Kris Hildebrandt
Appoint Kris Hildebrandt to position #2 of the Human Services Commission for a term expiring December 31, 2022.

B. Contract: Consultant Engineering Services: Facility Plan for Lynnwood Wastewater Treatment Plan
Authorize the Mayor to enter into and execute on behalf of the City an Engineering Services contract with RH@ for preparing the Lynnwood Wastewater Treatment Plant Facility Plan, in an amount not to exceed $713,100.00 with an additional $25,000.00 contingency for a total amount of $738,100.00.

Motion passed unanimously.

90.2 PUBLIC HEARINGS OR MEETINGS

90.3 OTHER BUSINESS ITEMS

A. Ordinance: Franchise Agreement with Level 3 for Operations of Communication Facilities

Motion made by Council President Frizzell, seconded by Councilmember Cotton, to adopt Ordinance No. 3363, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, GRANTING A NON-EXCLUSIVE FRANCHISE TO LEVEL 3 COMMUNICATIONS, LLC TO INSTALL, OPERATE AND MAINTAIN TELECOMMUNICATIONS FACILITIES WITHIN THE CITY; PRESCRIBING RIGHTS, DUTIES, TERMS, AND CONDITIONS WITH RESPECT TO THE FRANCHISE; AND PROVIDING FOR AN EFFECTIVE DATE."

Council President Frizzell summarized the motion.

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

B. Resolution - Addressing Budget Gap for 2020

Motion made by Council Vice President Sessions, seconded by Councilmember Cotton, to adopt Resolution No. 2020-08, "A RESOLUTION OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO THE 2019-2020 BUDGET AND THE PREPARATION OF THE MAYOR'S PROPOSED BUDGET FOR 2021-2022."

Council Vice President Sessions summarized the motion. Councilmembers commented on the motion.

Upon a roll call vote, the motion passed (6-1) with Councilmember Smith voting against the motion.

C. Executive Session, if needed

Not held.

100. NEW BUSINESS

110. ADJOURNMENT

The meeting was adjourned at 7:01 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-G

CITY OF LYNNWOOD
Executive

TITLE: **Work Session ~ July 15, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Mintues: Work Session July 15, 2020	Backup Material

MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL HELD JULY 15, 2020 AT 6:00 p.m. VIA ZOOM

Attendance:

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

Assistant City Administrator Art Ceniza
Exec. Asst. to Mayor Leah Jensen
Deputy City Clerk Debbie Karber

Others:

Planning Manager Ashley Winchell
Dir. Ec. Devt/Interim CD David Kleitsch
Strategic Planner Loch
Parks & Recreation Director Sordel
Associate Planner Kirk Rappe
Human Resources Director Evan Chinn

Alderwood Mall Update

- Jerry Irwin discussed Alderwood Mall successes in 2019 and tenant updates in 2020. He shared the Alderwood redevelopment new entrance conceptual rendering and residential development opening plans. He reported that 86% of mall retailers are back open, and they anticipate being fully reopened within the next 30 days. He reviewed ways the mall is complying with COVID regulations.
- Questions and answers followed.

South Lynnwood Neighborhood Plan Updates

- Planning Manager Ashley Winchell gave an update on the South Lynnwood Neighborhood Plan. The presentation covered the location of South Lynnwood and gave an overview of the South Lynnwood project. The project is in Phase 2 with goals of establishing a vision; identifying projects and policies to stabilize housing; providing opportunities for various land uses; improving access to transit and non-motorized transportation; and serving as a model for other improvements throughout the City of Lynnwood. The Co-Design Committee has been an integral part of the process and has transitioned to meeting virtually. The group is made up of city staff, partners, residents, and business owners. Phase 2 major themes were developed and include residents, businesses and community partners working together to create a vibrant community which celebrates diversity; stable households, families, community partners and businesses; safe walking networks, parks, open spaces, and gathering places; and economic development through employment opportunities and access to social services. For each theme Planning Manager Winchell discussed current conditions, findings, and goals. Next steps include drafting recommendations, additional meeting(s) of the Co-Design Committee, a public open house, and final recommendations.
- General questions and comments followed.
- Councilmember Smith asked for more information about impacts on the entertainment business overlay in this area.
- Councilmember Altamirano-Crosby asked staff to provide the number of people interviewed, how many focus groups were conducted, how many businesses participated in the survey and the list of businesses that participated. Planning Manager Winchell reviewed how the outreach process had been done and indicated she would provide more information.

- Councilmember Hurst asked staff to follow up with information about tagging concerns in the area.
- Council President Frizzell asked for a comparison of South Lynnwood to Lynnwood as a whole with regard to being cost-burdened. Planning Manager Winchell indicated she would follow up with that information. Council President Frizzell suggested also showing comparisons on other slides with Lynnwood as a whole. Council President Frizzell suggested sending a mailing of some sort explaining what hub zones are and the advantages to employers to participate in them.

Interim Land Use Approval Extensions due to Covid-19 Impacts

- Associate Planner Kirk Rappe reviewed COVID-19 impacts to development projects. Construction across the state was halted due to COVID-19 during March and April. In May and June prices for construction materials have increased, and material shortages and hiring challenges are still common. As a result, development projects will take longer, and staff is recommending an automatic extension of time for land use applications. Staff is working on an ordinance modeled after ordinances adopted by Snohomish County, Lake Stevens, and Bothell.
- Council comments, questions, and answers followed.

Mayor Comments and Questions

- None

Council President and Council Comments

- None

Executive Session

- Council recessed into Executive Session at 7:26 p.m. Executive Session was held for 20 minutes to discuss one personnel matter.

Adjourn

- Meeting adjourned at 7:46 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-H

CITY OF LYNNWOOD
Executive

TITLE: **Work Session ~ July 20, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Mintues: Work Session July 20, 2020	Backup Material

MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL
HELD MONDAY, JULY 20, 2020 AT 6:00 p.m. VIA ZOOM

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

Assistant City Administrator Art Ceniza
Exec. Asst. to the Mayor Leah Jensen
Deputy City Clerk Debbie Karber

Others:
Commander Chuck Steichen
Deputy Parks & Rec. Director Sarah Olson
Dir. Ec. Devt/Interim CD David Kleitsch
Deputy Police Chief Jim Nelson
Events & Outreach Coord. Misty Burton-Burke
Police Commander Sean Doty
Building Official Robert Mathias

Comments and Questions on Memo Items

Memorandums for Future Agenda items: (1:00)

- M-1 Contract Supplement: Scriber Creek Trail Improvements
    - Councilmember Hurst asked for clarification about costs of the trail. Deputy Director Olson reviewed the costs and funding for each of the three phases.
- M-2 Resolution: Authorizing Grant Applications to the Recreation and Conservation Office (RCO)
- M-3 Public Hearing on July 27, 2020: Interim Floodplain Development Regulations Ordinance

Memorandums for Your Information:

- FYI-1 EGGS-plore Lynnwood Auction Proceeds

COVID-19 Update (4:00)

- Commander Steichen presented an overview of COVID-19 current statistics in Lynnwood, Snohomish County, and Washington State. He also gave updates on the distribution of low income face coverings, business relief fund grants, and community relief fund grants.
- Questions and answers followed.
- Councilmember Hurst requested a list of businesses that receive grants. Mayor Smith explained that Council would be provided a list.
- Councilmember Cotton suggested that staff reiterate general guidelines and recommendations for people to help reduce the spread of the virus.
- Councilmember Ross requested information about the lag time of the cause of death determination and also a comparison of deaths at home from last year to this year. Commander Steichen stated he would try to obtain that information.
- Councilmember Smith requested information about underlying health conditions in those whose cause of death was determined to be Covid-19. Commander Steichen stated that the Department of Health was not able to provide that information.

Discussion: Special Event Permitting (40:00)

- Deputy Director Sarah Olson made a PowerPoint presentation regarding special event permitting. She reviewed the process improvement roadmap and current permitting issues.
- Events & Outreach Coordinator Misty Burton-Burke reviewed parts of the current special events permitting process and pain points associated with each one. Deputy Director Olson reviewed process recommendations being considered such as: a rubric for reviewing applications, an update to current fee and deposit requirements, maintaining a Special Event Navigator position, removing notary requirement/shift to electronic signature, allowing for reoccurring event approvals, and making updates to workflow and approval process.
- Questions and answers followed.

Ordinance Repealing Custodial Care Standards – LMC 2.37 (1:16:50)

- Police Commander Doty discussed his recommendation to repeal the custodial care standards chapter from the Jail Policies and Procedures Manual due to outdated language which conflicts with current policy.
- Questions and answers followed.

Mayor Comments and Questions

- None

Council President and Council Comments (1:25:00)

- Councilmembers made comments about recent events in the community.
- Councilmember Cotton requested bringing forward discussion related to signing authority for the Mayor. Councilmember Hurst spoke in support of this also. Council President Frizzell indicated she would look into it.
- Councilmember Hurst announced he would not be able to attend the Special Council Finance Meeting on Thursday due to a funeral. Councilmember Smith announced he also might not be able to attend that meeting because of a prior commitment.

Executive Session – if needed

- None.

Adjourn

- Meeting adjourned at 7:34 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 30-I

CITY OF LYNNWOOD
Executive

TITLE: **Special Council Meeting ~ July 23, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Mintues: Special Council Meeting July 23, 2020	Backup Material

MINUTES OF THE SPECIAL COUNCIL MEETING OF THE LYNNWOOD CITY COUNCIL HELD JULY 23, 2020 AT 3:00 p.m. VIA ZOOM

Attendance:

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

Exec. Asst. to the Mayor Leah Jensen
Deputy City Clerk Debbie Karber

Others:

Finance Director Sonja Springer
Budget Supervisor Janella Lewis
Strategic Planner Corbitt Loch

Review status of 2021-2022 Budget Process and 2021-2022 Budget Process Calendar – Sonja Springer, Corbitt Loch and Janella Lewis

- Finance Director Springer reviewed the City's current status on the Process/Schedule for the 2021-2022 Budget.
- Strategic Planner Corbitt Loch discussed the possibility of having the Council use a scoring tool to help evaluate which services are most and least critical for all departments. Comments and questions followed.
- Budget Supervisor Janella Lewis presented an example of how a PDF book version of the proposed budget might work. There was discussion about using this electronic version in lieu of a paper copy. Staff requested a decision from Council about paper versus electronic budget by September 10.

Communication of Updates of Sales Tax Revenues during Council Summer Break – Sonja Springer, Finance Director (47:36)

- Finance Director Springer explained that an updated sales tax report with break down information would be sent to Council over the recess. She reported the good news that sales tax revenue for May came in only 22% less than normally expected, as opposed to 60% less. YTD the sales tax revenue is 24% less than normal.
- Finance Director Springer also reported that there was a clean audit with no findings. The accountability audit will be happening in August with an exit interview in September.

Adjourn

- Meeting adjourned at 3:56 p.m.

_____
Nicola Smith, Mayor

CITY COUNCIL ITEM 30-J

CITY OF LYNNWOOD
Executive

TITLE: **Business Meeting ~ July 27, 2020**

DEPARTMENT CONTACT: **Leah Jensen**

DOCUMENT ATTACHMENTS

Description:	Type:
Minutes: Business Meeting July 27, 2020	Backup Material

CITY OF LYNNWOOD
CITY COUNCIL BUSINESS MEETING MINUTES
July 27, 2020

10. CALL TO ORDER - The July 27, 2020 Business Meeting of the Lynnwood City Council, held via Zoom, was called to order by Mayor Smith at 6:00 p.m.

20. ROLL CALL

Mayor & Council:	Others Attending:
Mayor Nicola Smith	Operations & Maint. Mgr. Jared Bond
Council President Christine Frizzell	Parks & Rec. Director Lynn Sordel
Council Vice President Shannon Sessions	Police Chief Tom Davis
Councilmember Ruth Ross	Deputy Police Chief Rodney Cohnheim
Councilmember Ian Cotton	Deputy Police Chief Jim Nelson
Councilmember George Hurst	Commander Cole Langdon
Councilmember Julieta Altamirano-Crosby	Communications Manager Julie Moore
Councilmember Jim Smith	Env. & Surface Water Supv. Derek Fada
	Computer Support Spec. Demetrius Lee
Asst. City Administrator Art Ceniza	
City Attorney Larson	
Deputy Clerk Debbie Karber	
Executive Asst. Leah Jensen	

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30. APPROVAL OF MINUTES

40. MESSAGES AND PAPERS FROM THE MAYOR (2:00)

Mayor Smith reported on recent events around the city including a virtual retirement party for Police Chief Tom Davis and the *Step Up: Moving Racial Equity Forward* conference.

50. CITIZENS COMMENTS AND COMMUNICATIONS

None

60. PRESENTATIONS AND PROCLAMATIONS (4:00)

A. Honoring Lynnwood Chief of Police Tom Davis

Council honored Chief Davis as he is retiring from 33 years in law enforcement and 4 years as the Chief of Police in Lynnwood. Chief Davis expressed appreciation for the support and his time with the City.

B. COVID-19 Update (18:30)

Council received an update on the COVID-19 situation from staff. Communications Manager Julie Moore reviewed current statistics in Snohomish County, Washington State, and the City of Lynnwood. She issued reminders of ways to stay healthy and discussed Governor Inslee's new Safe Start restrictions. There was an update on the conclusion of Federal Pandemic Unemployment Compensation program, distribution of low income face coverings, and CARES Act funding relief programs for businesses and community members. Councilmembers made comments and asked questions related to COVID-19. Councilmember Smith requested more information about the cause of higher numbers of COVID in the Hispanic populations and also justification for the lockdown given the low number of deaths.

70. WRITTEN COMMUNICATIONS AND PETITIONS

None

80. COUNCIL COMMENTS AND ANNOUNCEMENTS (44:30)

Councilmembers commented on recent developments in the City.

90. BUSINESS ITEMS AND OTHER MATTERS

90.1 UNANIMOUS CONSENT AGENDA (52:00

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

Councilmember Hurst requested removal of item B. Voucher Approval for further review.

Councilmember Hurst moved for unanimous consent of the following item:

A. Resolution: Authorizing Grant Applications to the Recreation and Conservation Office (RCO)
Authorize Mayor to sign Resolution 2020-09 authorizing submittal of grant application to RCO for Scriber Lake Park Trail Rehabilitation

Motion passed unanimously.

90.2 PUBLIC HEARINGS OR MEETINGS (53:00)

A. Interim Floodplain Development Regulations Ordinance

Mayor Smith introduced the purpose of the hearing and solicited any conflicts of interest. Upon a roll call, there were no conflicts of interest noted. The public hearing was opened at 6:55 p.m. The order, procedures, and rules of the hearing were reviewed.

Environmental & Surface Water Supervisor Derek Fada and Operations & Maintenance Manager Jared Bond made the staff presentation regarding

2020 Interim Floodplain Development Regulations. Councilmembers asked questions of staff, and staff responded. Public comments were solicited; seeing none, the public hearing was closed at 7:12 p.m. No action was requested.

90.3 OTHER BUSINESS ITEMS

A. Ordinance Repealing Custodial Care Standards – LMC 2.37 (1:14:00)

Motion made by Councilmember Cotton, seconded by Council Vice President Sessions to adopt Ordinance No. 3364, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO CUSTODIAL CARE STANDARDS, REPEALING CHAPTER 2.37 LMC; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY AND SUMMARY PUBLICATION."

Councilmembers spoke to the motion.

Upon a roll call vote, the motion passed unanimously (6-0). Councilmember Altamirano-Crosby had technical difficulties and did not vote.

B. Executive Session, if needed

Not held.

100. NEW BUSINESS (1:18:00)

Councilmember Hurst moved to nominate Interim Police Chief Jim Nelson to the Lynnwood 911 Board caucus. The motion was seconded by Councilmember Cotton.

Councilmembers spoke to the motion.

Motion passed unanimously.

Scheduling Motion made by Councilmember Hurst that on August 10 the Council review and deliberate on the Mayor's spending authority without Council approval as described in LMC 2.92. The motion was seconded by Councilmember Smith.

Councilmembers discussed pros and cons of the motion.

Upon a roll call vote, the motion failed (3-4).
Yes: Smith, Cotton, Hurst
No: Ross, Sessions, Altamirano-Crosby, Frizzell

Mayor Smith explained this topic is already in process and will be on the agenda as soon as possible.

110. ADJOURNMENT

Motion made by Councilmember Cotton, seconded by Councilmember Altamirano-Crosby to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 7:33 p.m.

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Nicola Smith, Mayor

CITY COUNCIL ITEM 60-A

CITY OF LYNNWOOD
Executive

TITLE: **Confirm Deputy Chief Nelson as Lynnwood's Chief of Police**

DEPARTMENT CONTACT: **Leah Jensen**

SUMMARY:

Effective July 31, 2020 Chief Tom Davis retired as the head of Lynnwood's Police Department. Upon Chief Davis' retirement Mayor Smith appointed Deputy Chief Jim Nelson as interim Chief of Police.

After consulting with members of the Lynnwood Police Department, members of the Police Guild, former Chief of Police Davis and City of Lynnwood's leadership staff, Mayor Smith presented to Council her recommendation to appoint Deputy Chief Nelson as the permanent Chief of Police.

BACKGROUND:

Deputy Chief (DC) Jim Nelson was hired as a patrol officer for the City of Lynnwood on August 1, 1993. In 1997 he was promoted to detective and in 2001 he was promoted to sergeant. As a sergeant he was assigned for a short time as the property crimes detective sergeant before being assigned to the South Snohomish County Narcotics Task Force. In 2008, DC Nelson was promoted to commander and assigned to the Investigations Division where he worked until 2012. DC Nelson was promoted to deputy chief in 2016; initially serving in the Bureau of Field Operations and later appointed to Bureau of Investigations Services.

August 1, 2020 was DC Nelson’s first day as Lynnwood’s interim Chief of Police and his 28th year of service to the Lynnwood community.

DC Nelson earned a Master of Public Administration degree from the University of Nebraska and he is a graduate of the FBI National Academy. DC Nelson is also a veteran of the United States Marine Corps Reserves.

PREVIOUS COUNCIL ACTIONS:

In an executive session at their August 3, 2020 Work Session, council members had the opportunity to interview DC Nelson for the permanent position as Chief of Police.

KEY FEATURES AND VISION ALIGNMENT:

The Chief of Police is the champion of the City of Lynnwood's Priority #4 to Be a safe, welcoming and livable City.

ADMINISTRATION RECOMMENDATION:

Confirm Deputy Chief Nelson's appointment as Lynnwood's Chief of Police.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 60-B

CITY OF LYNNWOOD
Executive

TITLE: **Oath of Office: Chief Jim Nelson**

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 60-C

CITY OF LYNNWOOD
City Council

TITLE: **COVID-19 Update**

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

SUMMARY:

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

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 90.1-A

CITY OF LYNNWOOD
Economic Development

TITLE: **Agreement: Interlocal Agreement with Community Transit for Swift BRT - Orange Line**

DEPARTMENT CONTACT: **David Kleitsch, Economic Development Director; Karl Almgren, City Center Program Manager**

SUMMARY:

An interlocal agreement is proposed between Community Transit and City of Lynnwood for implementation of the *Swift* Bus Rapid Transit (BRT) – Orange Line. The new service will connect Edmonds College to McCollum Park Park & Ride with stations in City Center and Alderwood.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Should the City Council approve an interlocal agreement to further regional transit initiatives?

ACTION:

Approve the Interlocal Agreement with Community Transit for the Swift BRT - Orange Line.

BACKGROUND:

The proposed interlocal agreement is to implement the third bus rapid transit (BRT) service by Community Transit. BRT differs from local services as BRT aims for higher capacities operating more efficiently than local services. *Swift BRT* provides increased vehicle capacity, fewer station locations, station areas to accommodate faster boarding, and expedited boarding times. The design of *Swift* BRT stations include raised station platforms and pay before boarding stations. Another streamline design element is that the bicyclist may take their bicycle onto the bus compared to the rack in front of the bus prior to boarding.

The proposed *Swift* Orange Line will provide an east-west connection from Edmonds College to McCollum Park - Park & Ride via City Center and Alderwood mall. This new service will intersect with the existing Swift Blue Line on Highway 99, and the *Swift* Green Line on 128th St SW. Additional transit connections include the Lynnwood Transit Center, Swamp Creek Park and Ride, Ash Way Park and Ride, and Mill Creek Town Center.

The agreement includes specifies municipal requirements related to permitting, maintenance obligations, right-of-way acquisitions, station design, and permitting fees. The use of an agreement is consistent with previous agreements regarding the *Swift* Blue Line.

PREVIOUS COUNCIL ACTIONS:

July 29, 2019 - City Council received a briefing on the *Swift* Orange Line.

August 3, 2020 - City Council received a briefing on the *Swift* Orange Line and the proposed Interlocal Agreement.

KEY FEATURES AND VISION ALIGNMENT:

This project addresses Lynnwood's Community Vision by investing in efficient, integrated, local and regional transportation systems.

The proposal also addresses Lynnwood's Strategic Plan priorities: Priority 1 - Fulfill the community vision for the City Center and Lynnwood Link light rail; and Priority 5 - Pursue and maintain collaborative relationships and partnerships.

ADMINISTRATION RECOMMENDATION:

Approve the Interlocal Agreement with Community Transit for Swift BRT - Orange Line.

DOCUMENT ATTACHMENTS

Description:	Type:
Draft Interlocal Agreement	Backup Material

INTERLOCAL AGREEMENT FOR SWIFT BRT – ORANGE LINE

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into this ___ day of ____, 2020, by and between the City of Lynnwood, a Washington municipal corporation (the "City") and Snohomish County Public Transportation Benefit Area dba Community Transit ("Community Transit"). The City and Community Transit are also referred to individually as "Party" and collectively as "Parties."

WHEREAS, the City adopted the Comprehensive Plan on June 22, 2015 and revised the document on November 28, 2016 to guide the future growth of the City; and

WHEREAS, the Comprehensive Plan established Policy CC-18.7 stating that the City should "support Community Transit's implementation of its Long Range Transit Plan which encourages bus ridership, expansion of Bus Rapid Transit (BRT) SWIFT Line and the Commute Trip Reduction (CTR) program to continue the reduction of single-occupant vehicle trips"; and

WHEREAS, Community Transit has implemented two SWIFT BRT Lines in Snohomish County: (1) the Blue Line which provides service in Lynnwood and runs along the Highway 99 corridor; and (2) the Green Line which provides connectivity between the Seaway Transit Center and Canyon Park Park & Ride; and

WHEREAS, Community Transit has planned implementation for a new east-west SWIFT BRT Line, known as the Orange Line, to connect Edmonds College to the future Lynnwood City Center Station and further east to McCollum Park Park & Ride; and

WHEREAS, the implementation of the Community Transit east-west SWIFT BRT "Orange Line" will require the construction and installation of certain improvements within the City, including certain improvements in the City's right-of-way (the "Orange Line Project"); and

WHEREAS, in Summer 2024 Lynnwood Link Extension will open light rail service in Snohomish County bringing increased ridership; and

WHEREAS, connectivity to the Lynnwood City Center Station depends on transit service to reduce single-occupant vehicle trips.

NOW, THEREFORE, the City and Community Transit hereby agree as follows:

1. Requirements of Interlocal Cooperation Act.

1.1 Authority for Agreement. This Agreement is authorized by and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

1.2 Purpose of Agreement. The purpose and intent of this Agreement is to facilitate the coordination of the City's permitting and/or other approval of the Community Transit Orange Line Project.

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1.3 No Separate Entity. The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

1.4 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with the performance of this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

1.5 Administrators. Each Party to this Agreement shall designate an individual ("Administrator"), which may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' initial Administrators shall be the following individuals:

Community Transit's Initial Administrator:	City's Initial Administrator:
Christopher Silveira	David Kleitsch
BRT Program Manager	Economic Development Director
7100 Hardeson Rd	20816 44th Avenue West, Suite 230
Everett, WA 98203	Lynnwood, WA 98046
Email: christopher.silveira@comtrans.org	Email: dkleitsch@lynnwoodwa.gov
Telephone:425-438-6169	Telephone: 425-670-5042

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party.

2. Coordination. The City and Community Transit agree early permitting coordination for the Orange Line Project (Exhibit A) will ensure efficient use of public funds and implement capital projects on time and on budget. To support this effort the City agrees to provide over-the-shoulder review throughout the design process. The over-the-shoulder review will include meetings (in-person or virtually) with subject matter experts from the City in efforts to limit comments during the permit review.

3. Municipal Requirements. To further the permitting process, the City and Community Transit have agreed to the following municipal requirements:

3.1 Permit Fees. The City will process all permits required for the Orange Line Project under the fee structure and process stated in Exhibit B.

3.2 SEPA. Pursuant to WAC 197-11-924, the City agrees that Community Transit will serve as Lead Agency for reviewing SEPA.

3.3 Right-of-Way Permit. The City agrees to consolidate permit review of stations located in the right-of-way, or in real property under the control of Community Transit, with a single right-of-way permit application. This applies to all planned Orange Line Project SWIFT BRT Stations with the exception of the Edmonds College Station.

3.3.1 Additional SWIFT BRT Stations. Ridership demand may require additional stations to be constructed in the future. Future stations will be reviewed through a separate right-of-way permit. If more than one new station is to be constructed, a single right-of-way permit may be used to expedite review.

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3.4 Edmonds College Station. The City and Community Transit agree that the construction of this station is significantly different than the other SWIFT BRT Stations. The Edmonds College Station will require individual permits for this site. This station is anticipated to require at a minimum a building, grading, water connection, sewer connection, right-of-way, and stormwater permit.

3.5 Zoning and Land Use. The City agrees that the Orange Line Project BRT Stations will be considered a conforming use of the right-of-way as long as the stations continue to serve a transit purpose for Lynnwood and greater Snohomish County.

3.6 Design Standards. The City and Community Transit approve the design features and iconic markers as provided in Exhibit C to facilitate public awareness and uniform look desired by Community Transit.

3.7 Permit Acceptance and Issuance. The City agrees to accept, and process, permit applications from Community Transit prior to formal ownership of each station site. However, the City will reserve the right to not issue individual permits until Community Transit has legal control of associated property.

4. Maintenance Obligations. The City and Community Transit agree that each Party has individual responsibilities to continue service to the public and access to transit as shown in Exhibit D.

4.1 Community Transit Responsibility. Community Transit is responsible for routine, ongoing, and structural maintenance of BRT Stations, loading platform, and passenger facilities. The maintenance includes cleaning of stations while utilizing best management practices to prevent pollutants from entering the stormwater conveyance system.

4.2 City of Lynnwood Responsibility. The City will continue to be responsible for routine, ongoing, and structural maintenance of roadway, signals, and stormwater facilities constructed as part of the Orange Line Project within the City's jurisdictional limits. Per LMC 12.12.040, sidewalks shall be maintain by the abutting property owner.

5. Right-of-way Acquisition and Transfer of Property. Community Transit shall be responsible for identifying, paying for, and acquiring all right-of-way necessary for the Project. Certain portions of said right of way, including roadway, sidewalk and utility easements required for the Project, shall be transferred to the City of Lynnwood once construction is complete. A list of the approximate location and description of the transfer easements is found in Exhibit E ("Transfer Easements"). The City agrees to accept Transfer Easements, in consideration for signing this Agreement. The transfers will be facilitated by Community Transit or its agent and will be completed at such time as all Transfer Easements have been acquired. The Transfer Easements will be transmitted to the City in the same format and property interest as was acquired by Community Transit.

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6. Effective Date and Duration. This Agreement shall take effect when it has (i) been duly executed by both Parties, and (ii) as provided by RCW 39.34.040, either filed with the County Auditor or posted on at least one Party's Interlocal Agreements website. This Agreement shall remain in effect until both Parties agree in writing to amend, suspend or supersede the Agreement.

7. FTA Status and Control Section. The Orange Line Project is funded, in part, by the Federal Transit Administration (FTA). The City acknowledges that pursuant to FTA grant requirements, Community Transit must demonstrate and retain satisfactory continuing control over the use of the Project, related improvements and right-of-way. To address FTA continuing control requirements, BRT Stations, right-of-way acquisitions, and related improvements must remain available to be used for its originally authorized FTA grant purpose throughout its useful life, including but not limited to retaining undiminished transit function for the useful life of the Station, as defined by and in a manner satisfactory to the FTA. If a future project requires any BRT Station(s) approved pursuant to this Agreement to be modified or relocated, the project proponent will be required to obtain all applicable City permits and approvals, and will be responsible for coordinating the transportation planning and project design with Community Transit to support continued transit service at the relocated or modified facility. The City acknowledges the Federal interest in the Project property and agrees that it will take no action which compromises or otherwise diminishes such interest. The future project proponent will be charged all applicable planning, design, construction, administrative, and relocation costs, expenses and fees incurred and recoverable by the Parties in addressing the future project.

8. Independent Entity. The Parties shall perform all work under this Agreement as an independent governmental entity and not as an agent, employee, or servant of the other Party. Each Party has the express right to direct and control its activities in providing the agreed work in accordance with the specifications set out in this Agreement. Each Party shall only have the right to ensure performance

9. Indemnification and Hold Harmless.

9.1 Community Transit's Indemnification of City. Community Transit shall indemnify, defend and hold harmless the City, its officers, appointed and elected officials, employees and agents, from and against all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and reasonable attorneys' fees in defense thereof, for injury, sickness, liability or death to persons or damage to property or business, caused by or arising out of negligent or intentional acts, errors or omissions of Community Transit, its officers, officials, employees and/or agents in the performance of Section 3 and 4 of this Agreement; provided, that in the event of the concurrent negligence of the Parties, Community Transit's obligations hereunder shall apply only to the percentage of fault attributable to Community Transit, its officers, officials, employees and/or agents.

9.2 City's Indemnification of Community Transit. The City shall indemnify, defend and hold harmless Community Transit, its officers, appointed and elected officials, employees and agents, from and against all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and reasonable attorneys' fees in defense thereof, for injury, sickness, liability or death to persons or damage to property or business, caused by or arising out of negligent or intentional acts, errors or omissions of the City, its officers, officials, employees and/or agents in the performance of

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Sections 3 and 4 of this Agreement; provided, that in the event of the concurrent negligence of the Parties, the City's obligations hereunder shall apply only to the percentage of fault attributable to the City, its officers, officials, employees and/or agents.

9.3 Waiver of Immunity Under Industrial Insurance Act. The indemnification provisions of this Section are specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Title 51 RCW, as with respect to the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

9.4 No Third Party Right. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.

9.5 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. Insurance.

Each Party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying Party to the indemnified Party.

11. Notices.

All notices required to be given by any Party to the other Party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee; provided, that if the notice is given by email, the email shall be accompanied by telephonic notice and an original counterpart of the notice shall concurrently be sent by mail to the applicable Administrator or Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 1.5 of this Agreement. Notice delivered by email shall be deemed given as of the date and time sent; provided that (1) the sender does not receive any failure of delivery notice; (2) the foregoing requirements in connection with email notice are satisfied; and (3) any notice by email sent on a day other than a business day shall be deemed effective on the first business day after being sent.

12. Dispute Resolution.

12.1. Settlement Meeting. It is the Parties' intent to work cooperatively and to resolve disputes in an efficient and cost-effective manner. If any dispute arises between the Parties relating to this Agreement, then the Parties' respective Administrator's, or the Administrator's designees, shall meet and

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seek to resolve the dispute, in good faith, within ten business (10) days after a Party's request for such a meeting. In addition to the Administrators or designees, each Party shall send any other persons with technical or other information relating to the dispute to the meeting.

12.2. Mediation. If the Parties cannot resolve the issue within ten (10) days then they shall mediate the matter using a mediator from Judicial Dispute Resolution, LLC or any other mediation service mutually agreed to by the Parties, or as appointed by the court if the Parties cannot agree (collectively "JDR"), within seven (7) days of their failure to agree pursuant to Section 12.1. The Parties shall evenly split any fees charged by JDR, regardless of the outcome of the mediation. Each Party shall bear its own attorneys' fees in connection with the mediation.

12.3. Notice of Default. If the Parties are unable to resolve their dispute through mediation, either Party may serve a written Notice of Default on the other Party. The Notice of Default shall describe the nature of the dispute and the noticing Party's requested resolution. Twenty (20) business days after service of a Notice of Default, either Party may file suit, seek any available legal remedy, or agree to alternative dispute resolution methods. At all times prior to resolution of the dispute, the Parties shall continue to perform any undisputed obligations and make any undisputed required payments under this Agreement in the same manner and under the same terms as existed prior to the dispute.

13. Miscellaneous.

13.1 Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein.

13.2 Amendment. This Agreement shall only be modified or amended by a written instrument executed by both Parties.

13.3 Governing Law and Venue. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in Snohomish County Superior Court.

13.4 Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement.

13.5 No Waiver. A Party's forbearance or delay in exercising any right or remedy with respect to a default by the other Party under this Agreement shall not constitute a waiver of the default at issue. Nor shall a waiver by either party of any particular default constitute a waiver of any other default or any similar future default.

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13.6 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other Party, which may be granted or withheld in such Party's sole discretion.

13.7 No Third Party Beneficiaries. This Agreement and each and every provision hereof are for the sole benefit of the City and Community Transit. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

13.8 Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

CITY:

CITY OF LYNNWOOD
A Washington Municipal Corporation

By: _____
Nicola Smith, Mayor

Approved as to form:

By:_____
Rosemary Larson, City Attorney

COMMUNITY TRANSIT:

SNOHOMISH COUNTY PUBLIC TRANSPORTATION BENEFIT AREA D/B/A COMMUNITY TRANSIT

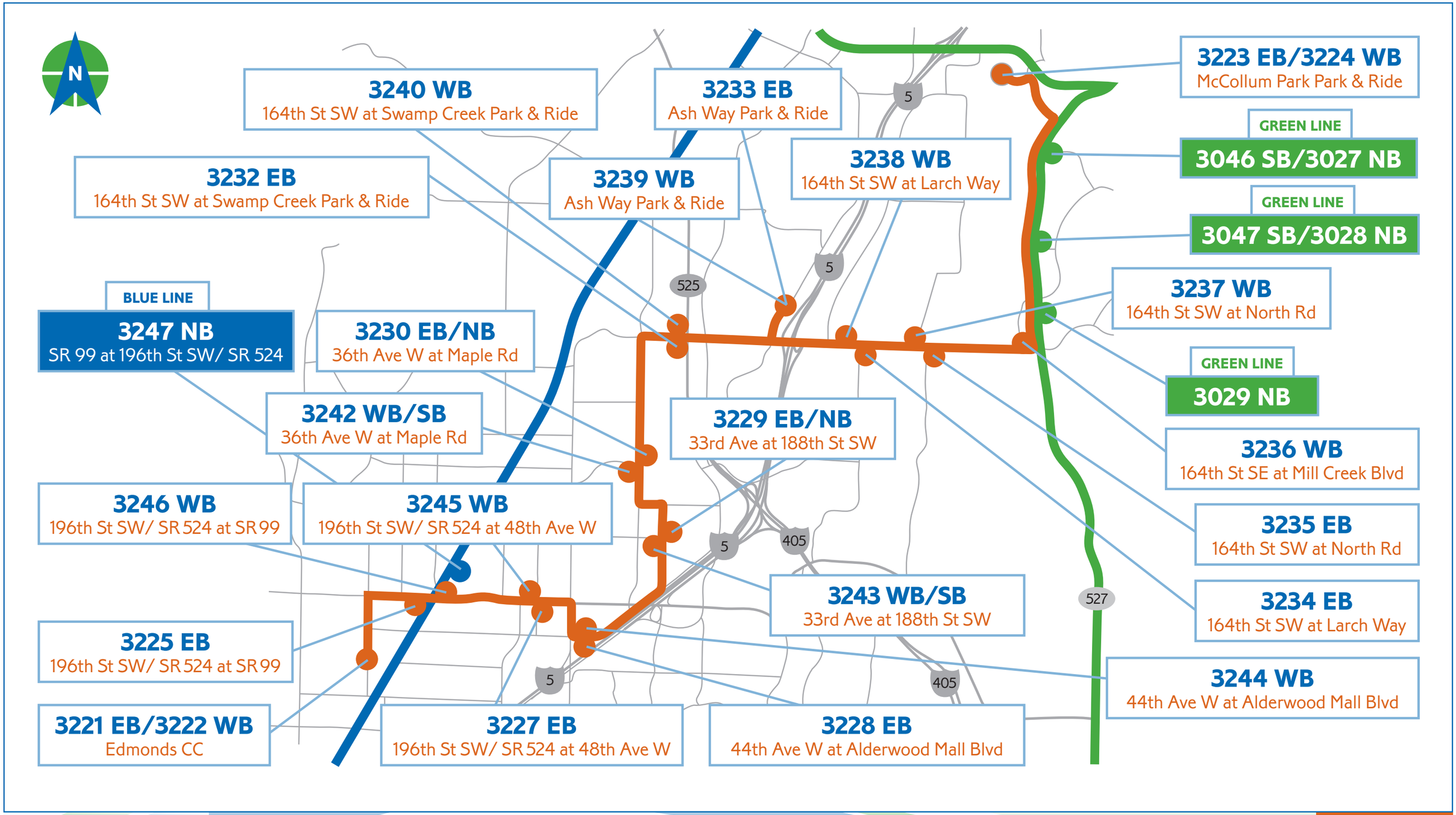
By:_____
Name: Emmett Heath
Its: Chief Executive Officer

DRAFT

Exhibit A

[Orange Line Project Map]

DRAFT



DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

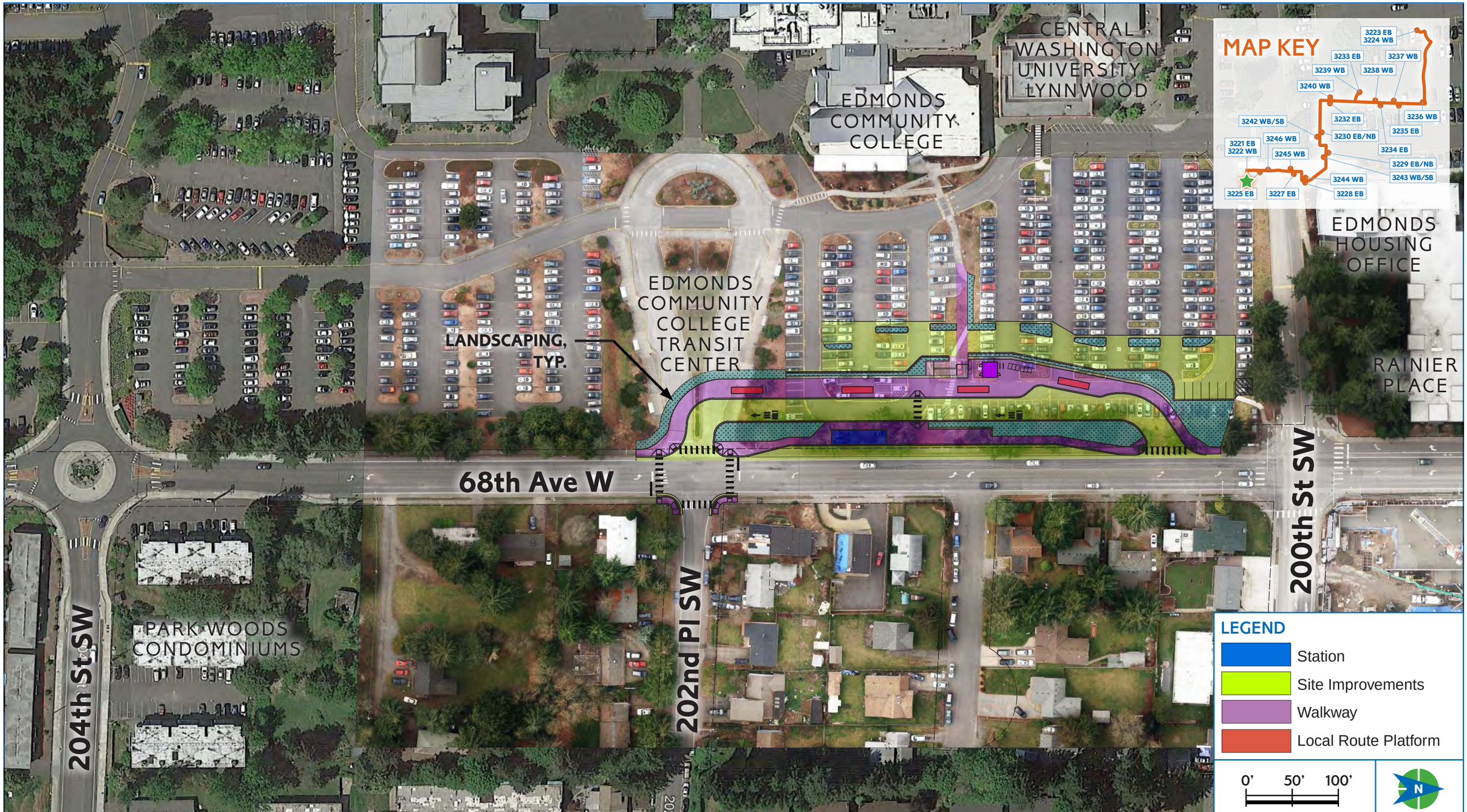
community transit

Orange Line Station Locations

90.1-A-11

Otak

MAP KEY



DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

community transit

Western Terminus: Edmonds CC

90.1-A-12

Otak

STATION #
EB 3221
&
WB 3222

DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

community transit

196th St SW / SR 524 at SR 99

Otak

STATION #
EB 3225

DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

community transit

196th St SW / SR 524 at SR 99

Otak

STATION # WB 3246

STATION # NB 3247

DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

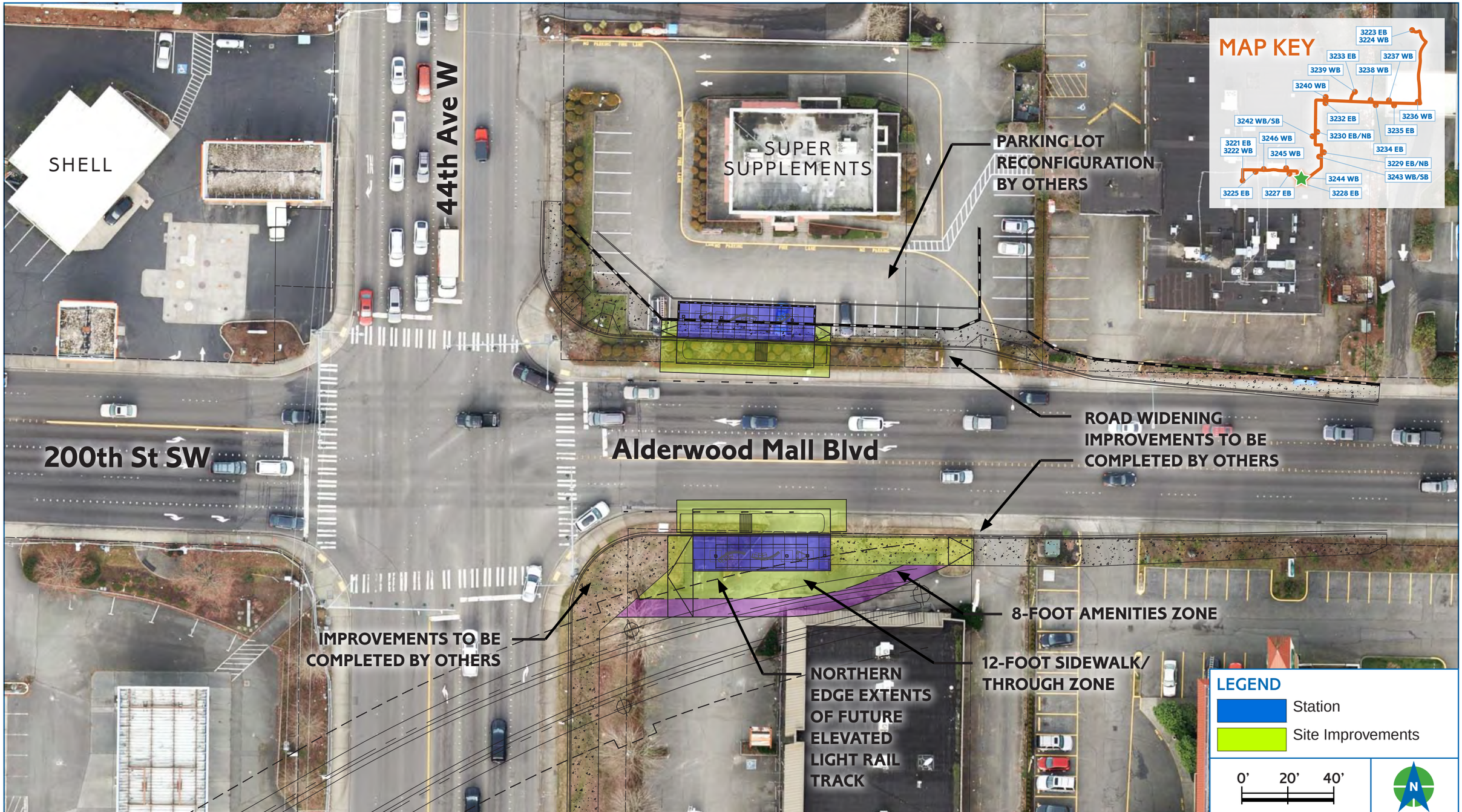
community transit

196th St SW / SR 524 at 48th Ave W

90.1-A-15

Otak

STATION #
EB 3227
&
WB 3245



DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

community transit

44th Ave W at Alderwood Mall Blvd

Otak

STATION #
EB 3228
&
WB 3244

DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

community transit

33rd Ave W at 188th St SW

90.1-A-17

Otak

STATION #
EB/NB 3229
&
WB/SB 3243

DATE: 10/16/19

Swift BUS RAPID TRANSIT

DRAFT

community transit

36th Ave W at Maple Rd

90.1-A-18

Otak

STATION #
EB/NB 3230
&
WB/SB 3242

EXHIBIT B

[Fee Schedule]

Edmonds College Transit Center

Project Design Review ……..	$3,500.00
Driver Restroom Building Permit of $200,000 Valuation …….	$3,675.00
Swift Station Building Permit of $250,000 Valuation ……...	$4,300.00
Right-of-Way Permit (650-linear feet of ROW) …….	$1,050.00
Sewer Connection (1 New Side Sewer) ……...	$3,425.00
Water Connection (1 New Water Service/Meter) …….	$375.00
Stormwater Connection (27 CB/SDMH Connections, 1 New Detention Vault, Existing Detention Tank Re-configuration) ……...	$51,000.00
**College Station Subtotal …….. **	**$67,325.00**

SWIFT BRT Stations

Building Review (9 Stations at $250,000 Valuation each)	
First Station …… …… …….	$4,300.00
Following Stations (8) …… …… …….	$25,450.00
Right-of-Way Permit (17,300-linear feet of ROW) ……	$9,500.00
**SWIFT BRT Stations Subtotal ……. **	**$39,250.00**

**Total Fee for Orange Line Construction …….. **	**$106,575.00**

Future Stations

Building Review (2 Stations at $250,000 Valuation each) ……...	$4,300 per station
Right-of-Way Permit (200-linear feet of ROW) …….	$800
**Future SWIFT BRT Stations Total ……. **	**$9,400**

Payment Procedure.

Upon issuance of any permit, approval or other item referenced in this Exhibit B, the City shall provide a written invoice to Community Transit for the amount stated above for the permit, approval or other item; provided, that Community Transit shall pay for water, sewer and stormwater connections in accordance with the provisions in the City code and the City's standard policies for payment for connection to the City's utility systems. Community Transit shall pay each invoice within thirty (30) days of the invoice date. Invoiced amounts that are not paid by this date shall bear interest at the amount of one percent per month.

DRAFT

EXHIBIT C

[Station Design]

DRAFT

ASYMMETRICAL OPTION

DAY RENDERING

DRAFT

90.1-A-21

ASYMMETRICAL OPTION

DAY RENDERING

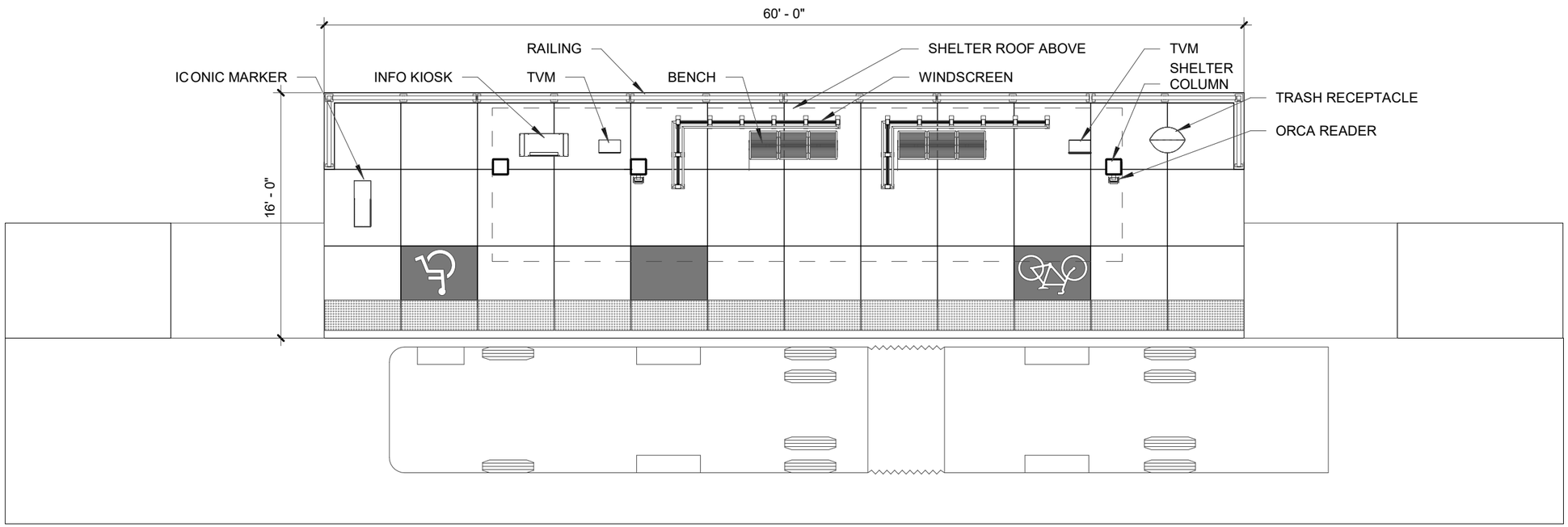
DRAFT

90.1-A-22

ASYMMETRICAL OPTION

FLOOR PLAN 16’

DRAFT



ASYMMETRICAL OPTION

NARROW FOOTPRINT FLOOR PLAN

DRAFT

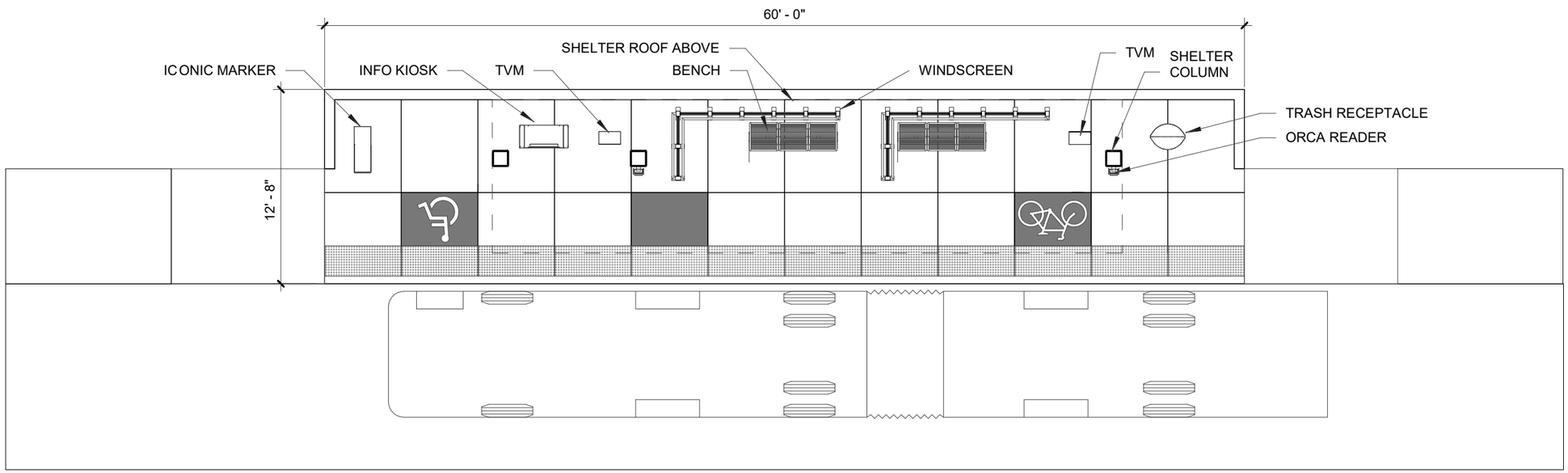
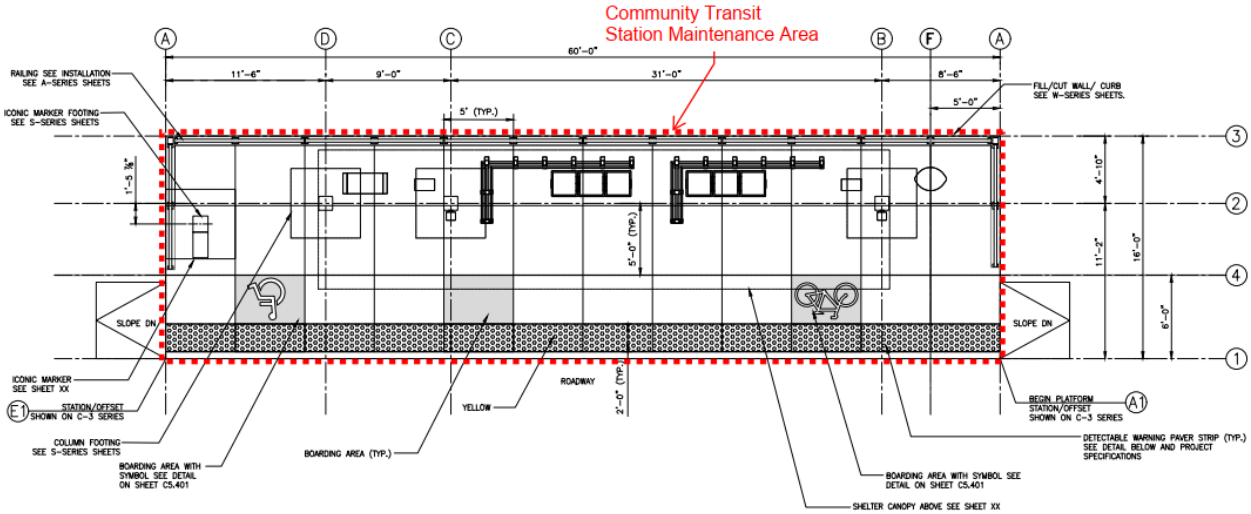
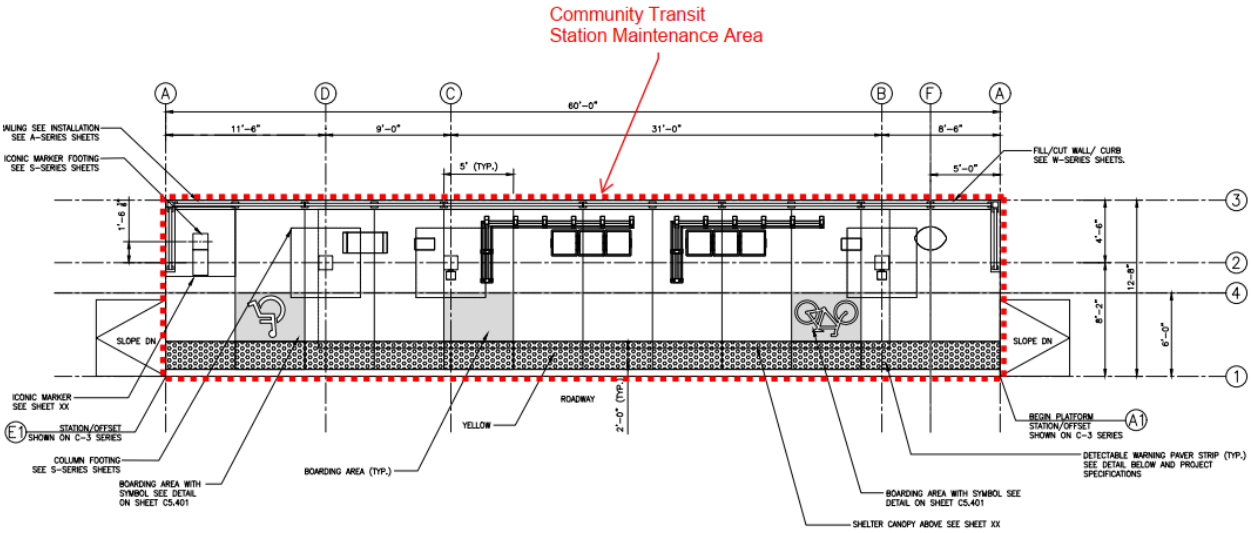


EXHIBIT D
[Station Maintenance Area]



TYPICAL PLATFORM AND GRAPHICS PLAN
SCALE: 1/4" = 1'-0"



MODIFIED PLATFORM AND GRAPHICS PLAN
SCALE: 1/4" = 1'-0"

EXHIBIT E

[Approximate Location and Description of Transfer Easements]

DRAFT

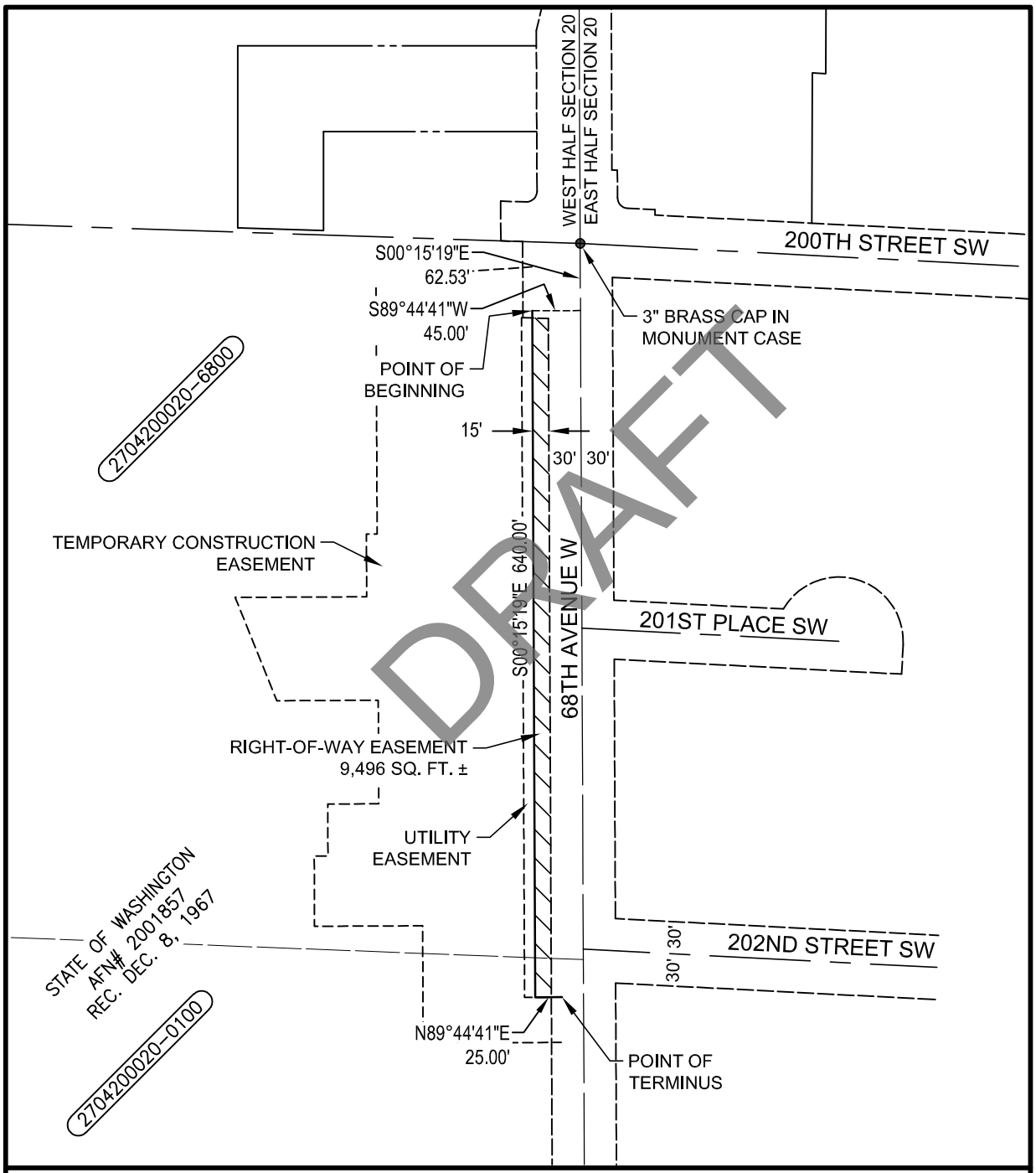


EXHIBIT E

RIGHT-OF-WAY EASEMENT

HORIZ 75' 0' 75' 150'
1"=150'

N

Otak

HanmiGlobal Partner
11241 Willows Road NE, Suite 200
Redmond, WA 98052
425.822.4446
www.otak.com

communitytransit

***SWIFT* ORANGE LINE**

68TH AVENUE W & 201ST PLACE SW

32880H
Project No.

EdmondsCC.dwg
Drawing No.

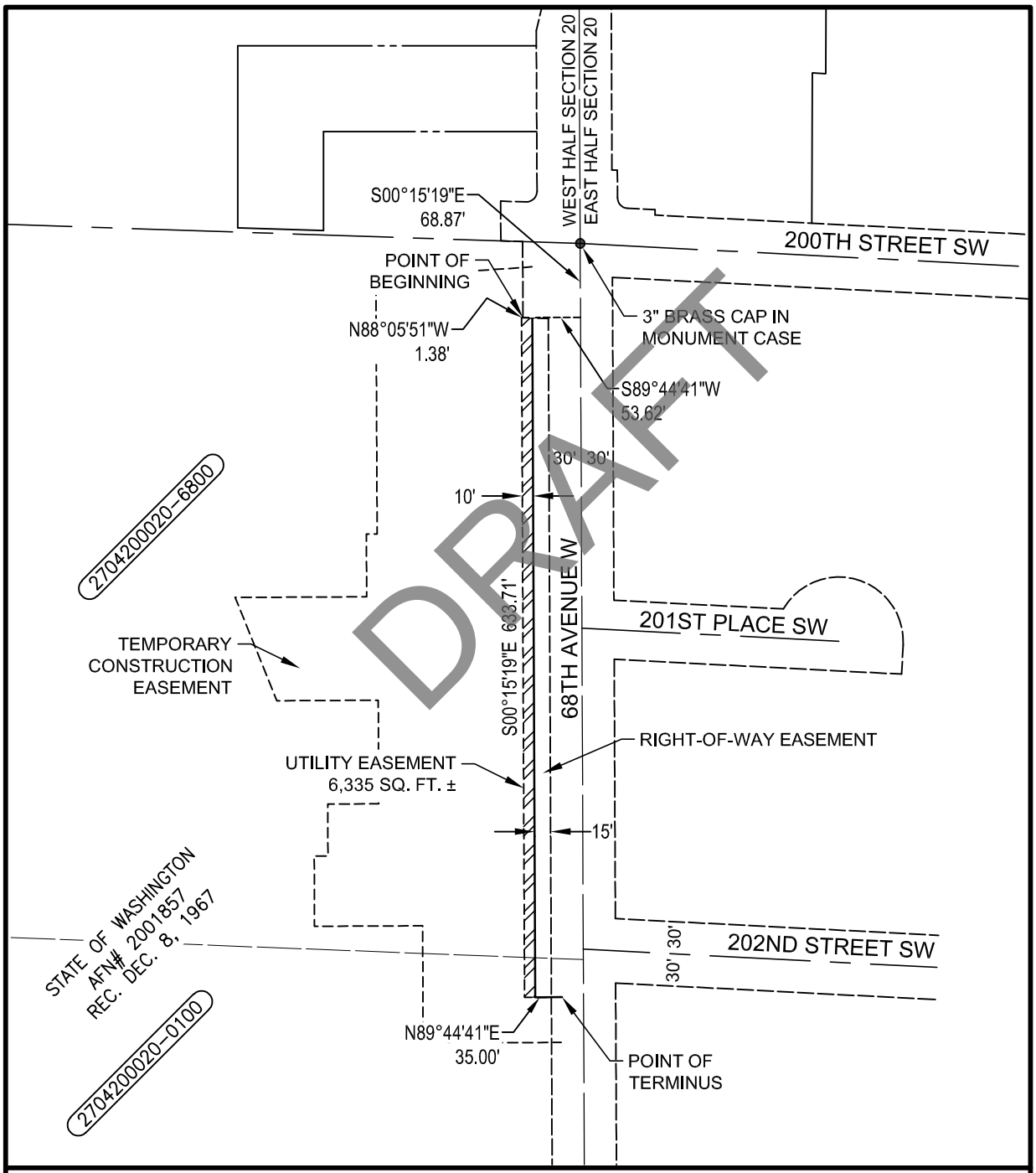


EXHIBIT E

UTILITY EASEMENT

HORIZ 75' 0' 75' 150'
1"=150'

N

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communitytransit

***SWIFT* ORANGE LINE**

68TH AVENUE W & 201ST PLACE SW

32880H
Project No.

EdmondsCC.dwg
Drawing No.

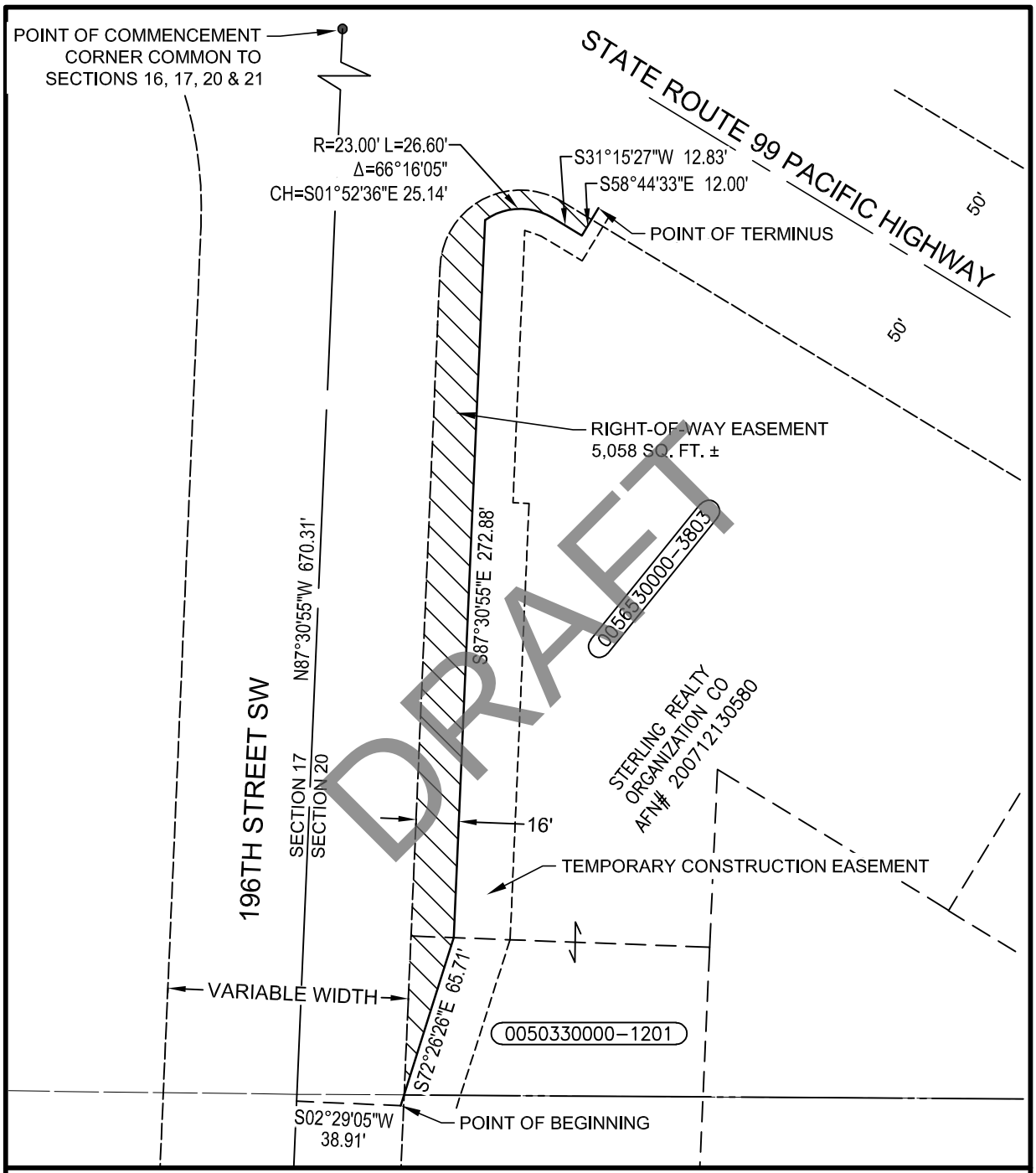

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EXHIBIT E

RIGHT-OF-WAY EASEMENT

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SWIFT ORANGE LINE

STATE ROUTE 99 & 196TH STREET SW

HORIZ 30' 0' 30' 60'
1"=60'

N

32880H
Project No.

Sterling.dwg
Drawing No.

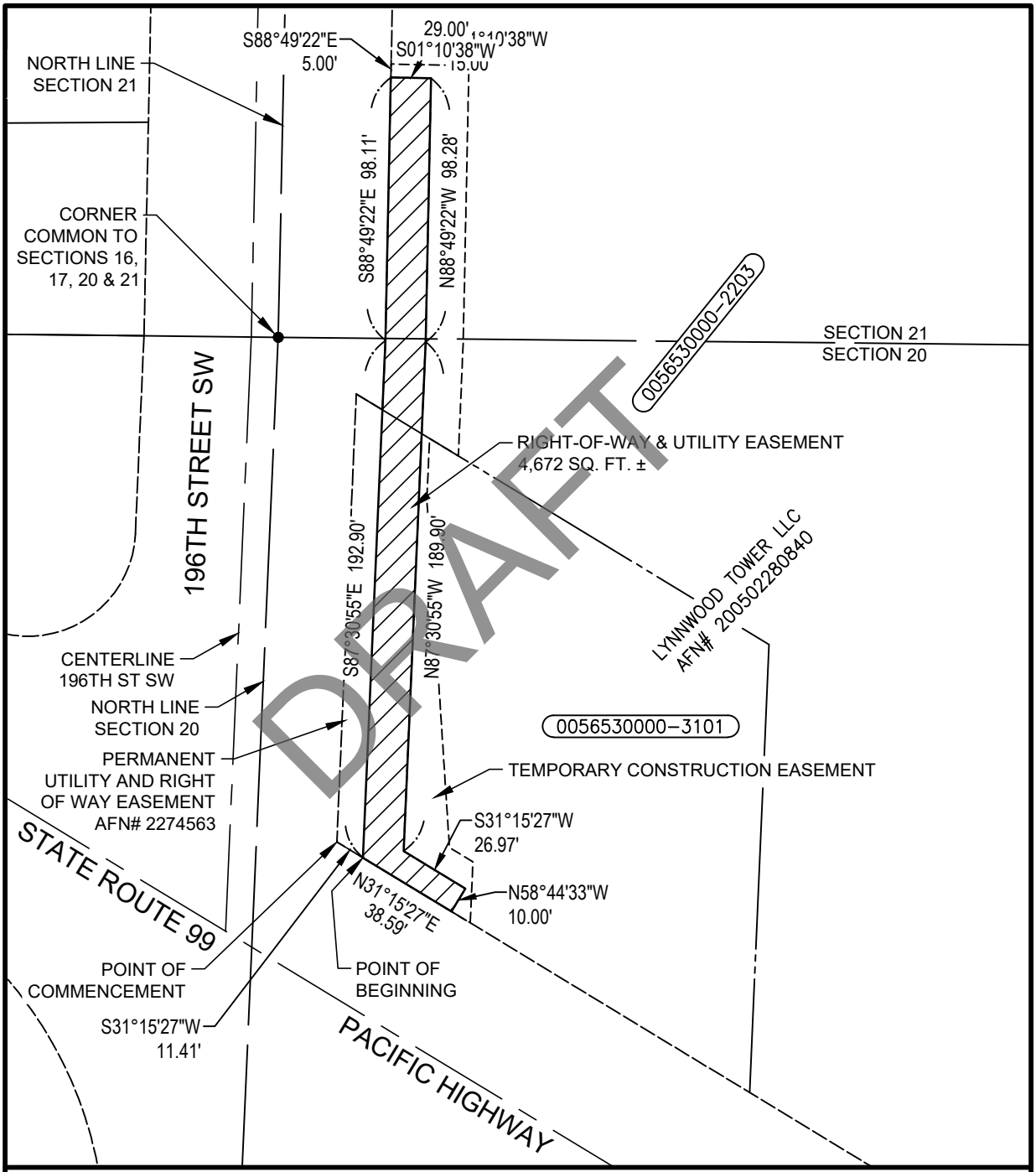

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EXHIBIT E

RIGHT-OF-WAY & UTILITY EASEMENT

HORIZ 30' 0' 30' 60'
1"=60'

N

communitytransit

SWIFT ORANGE LINE

STATE ROUTE 99 & 196TH STREET SW

32880H
Project No.

Chick-Fil-A.dwg
Drawing No.

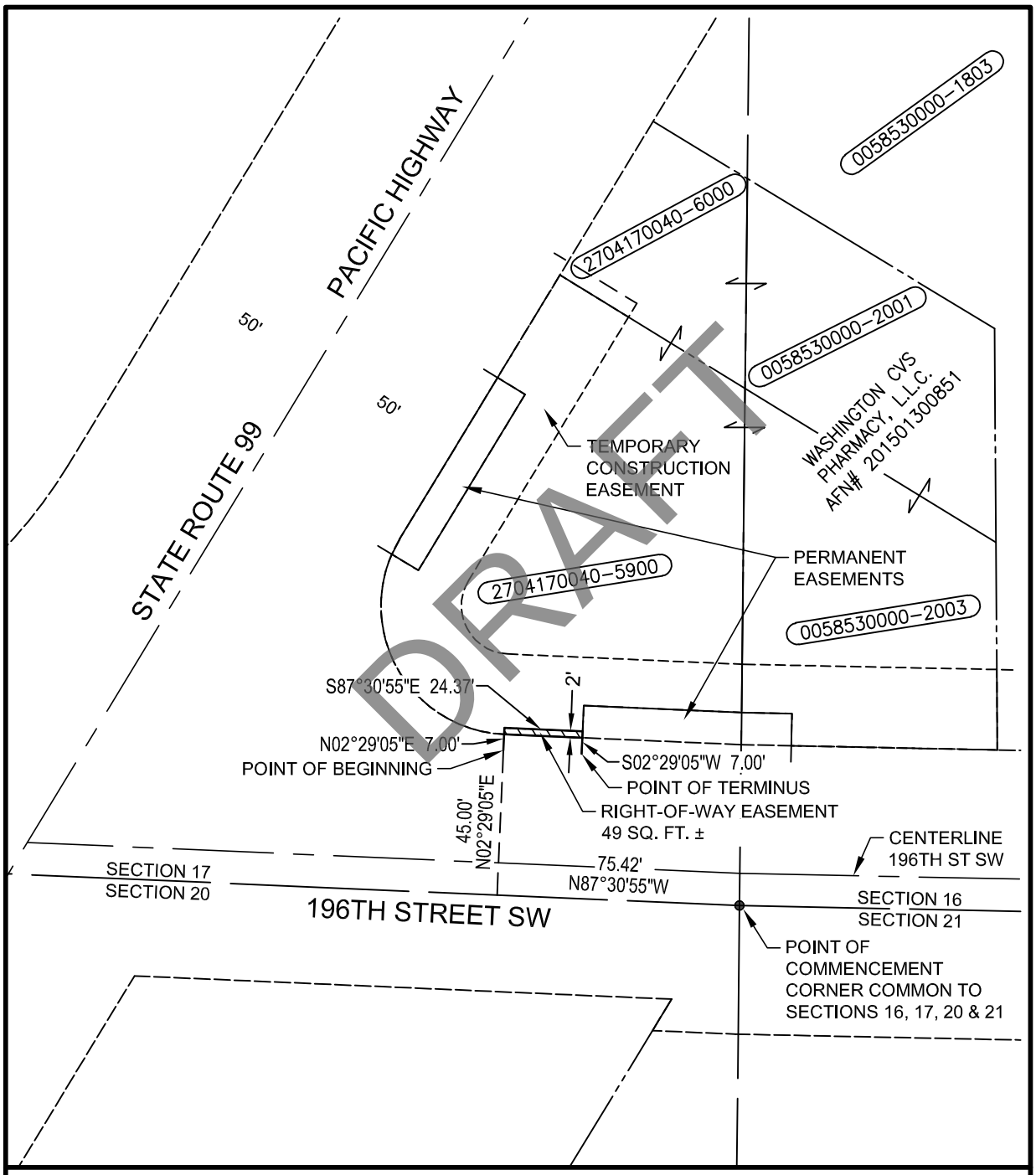

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EXHIBIT E

RIGHT-OF-WAY EASEMENT

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***SWIFT* ORANGE LINE**

STATE ROUTE 99 & 196TH STREET SW

HORIZ 25' 0' 25' 50'
1"=50'

N

32880H
Project No.

Jiffy Lube.dwg
Drawing No.

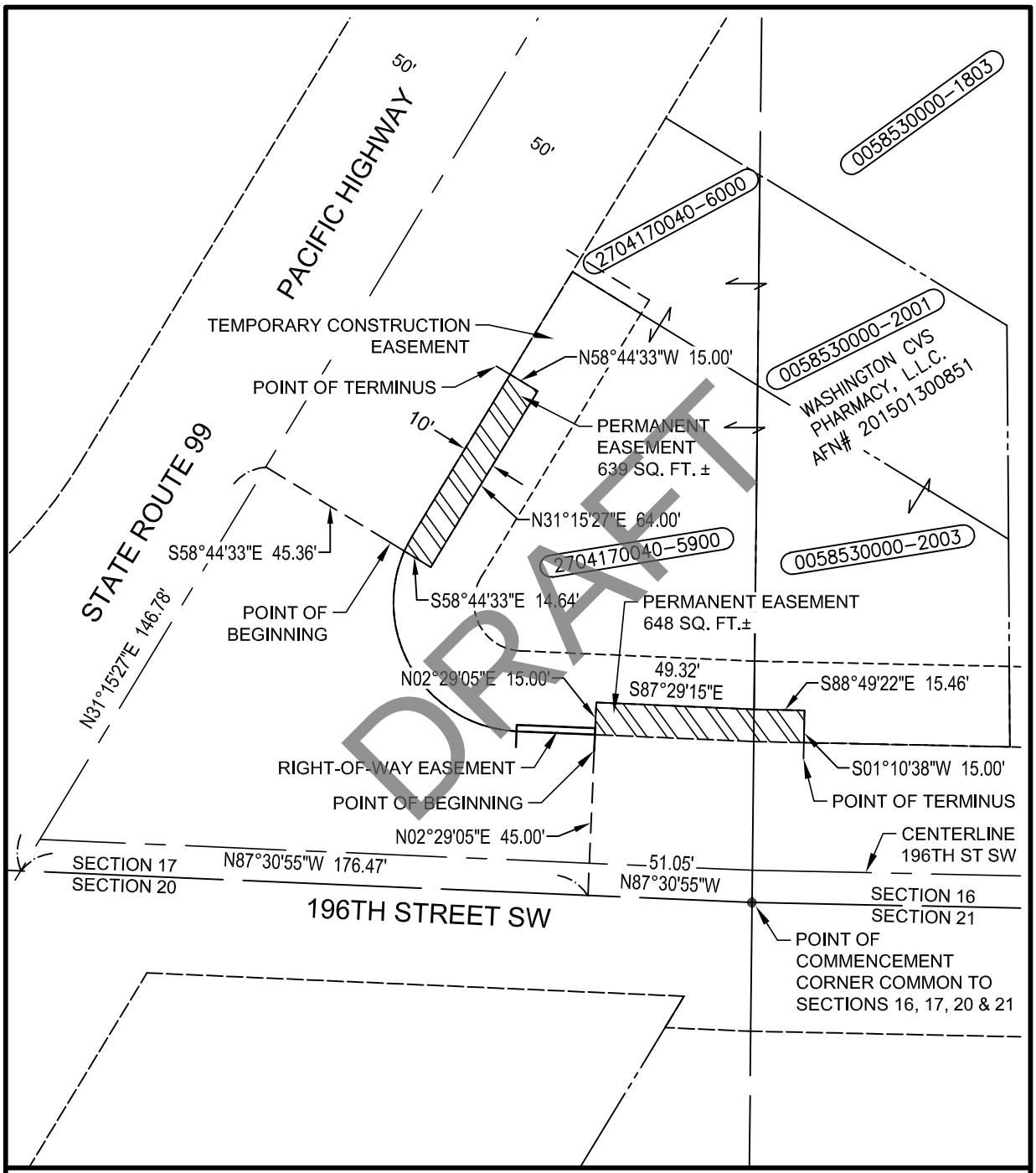

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EXHIBIT E

PERMANENT EASEMENTS

communitytransit

***SWIFT* ORANGE LINE**

STATE ROUTE 99 & 196TH STREET SW

HORIZ 25' 0' 25' 50'
1"=50'

N

32880H
Project No.

Jiffy Lube.dwg
Drawing No.

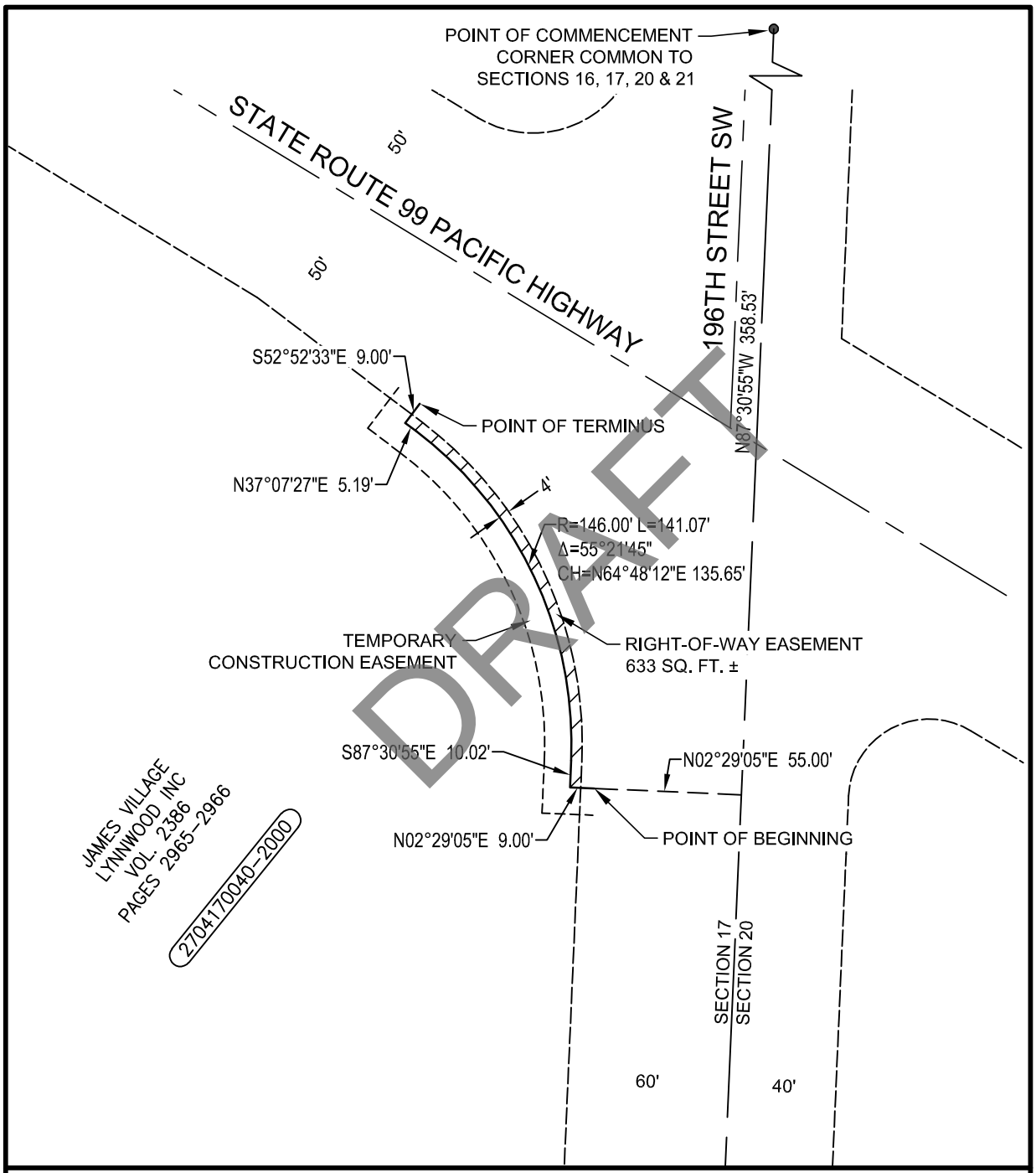

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EXHIBIT E

RIGHT-OF-WAY EASEMENT

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***SWIFT* ORANGE LINE**

STATE ROUTE 99 & 196TH STREET SW

HORIZ 30' 0' 30' 60'
1"=60'

N

32880H
Project No.

James V.dwg
Drawing No.

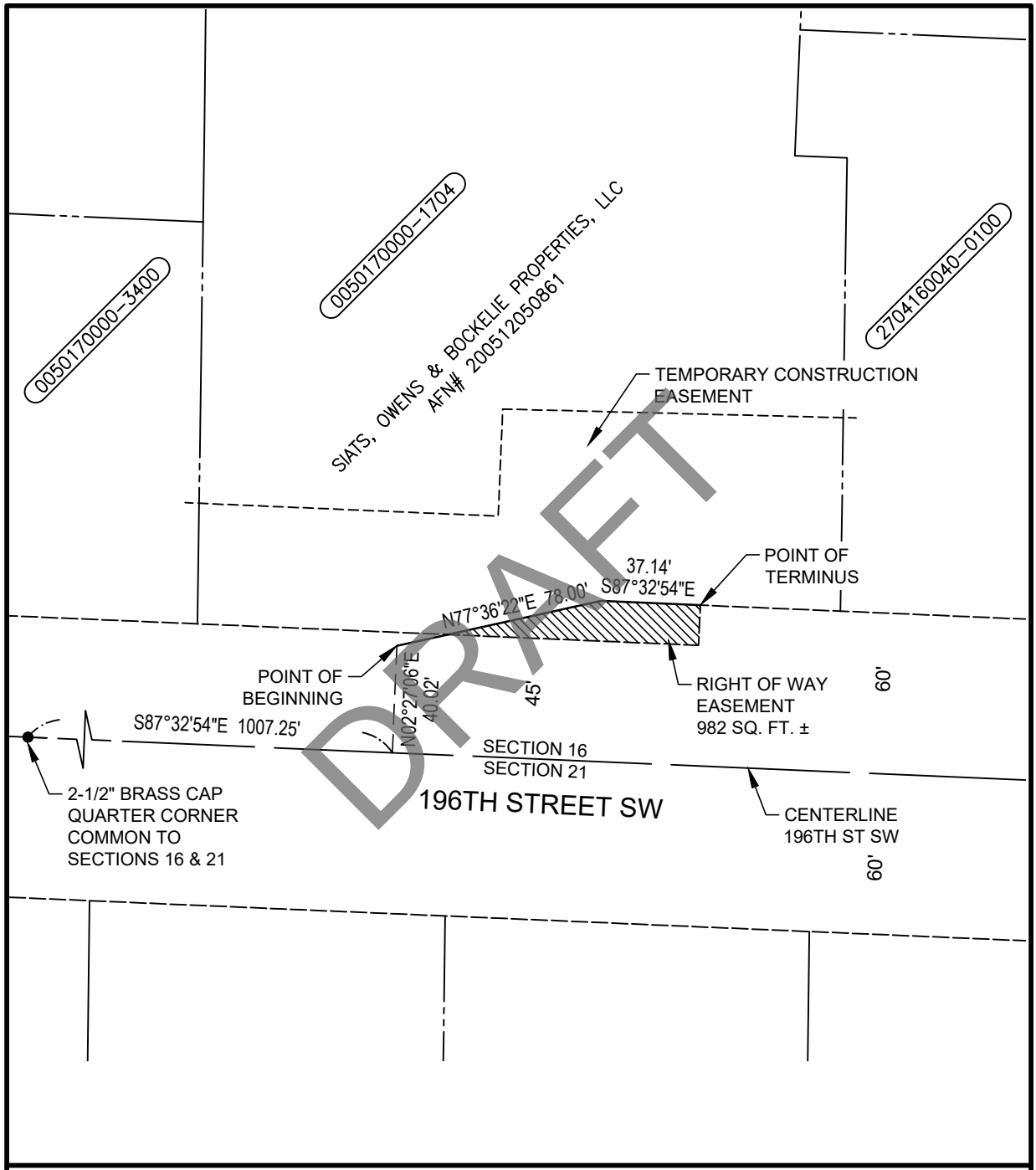

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EXHIBIT E

RIGHT-OF-WAY EASEMENT

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SWIFT ORANGE LINE

196TH STREET SW & 48TH AVE W

HORIZ 60' 0' 30' 60'
1"=60'

N

32880H
Project No.

Hearthside.dwg
Drawing No.

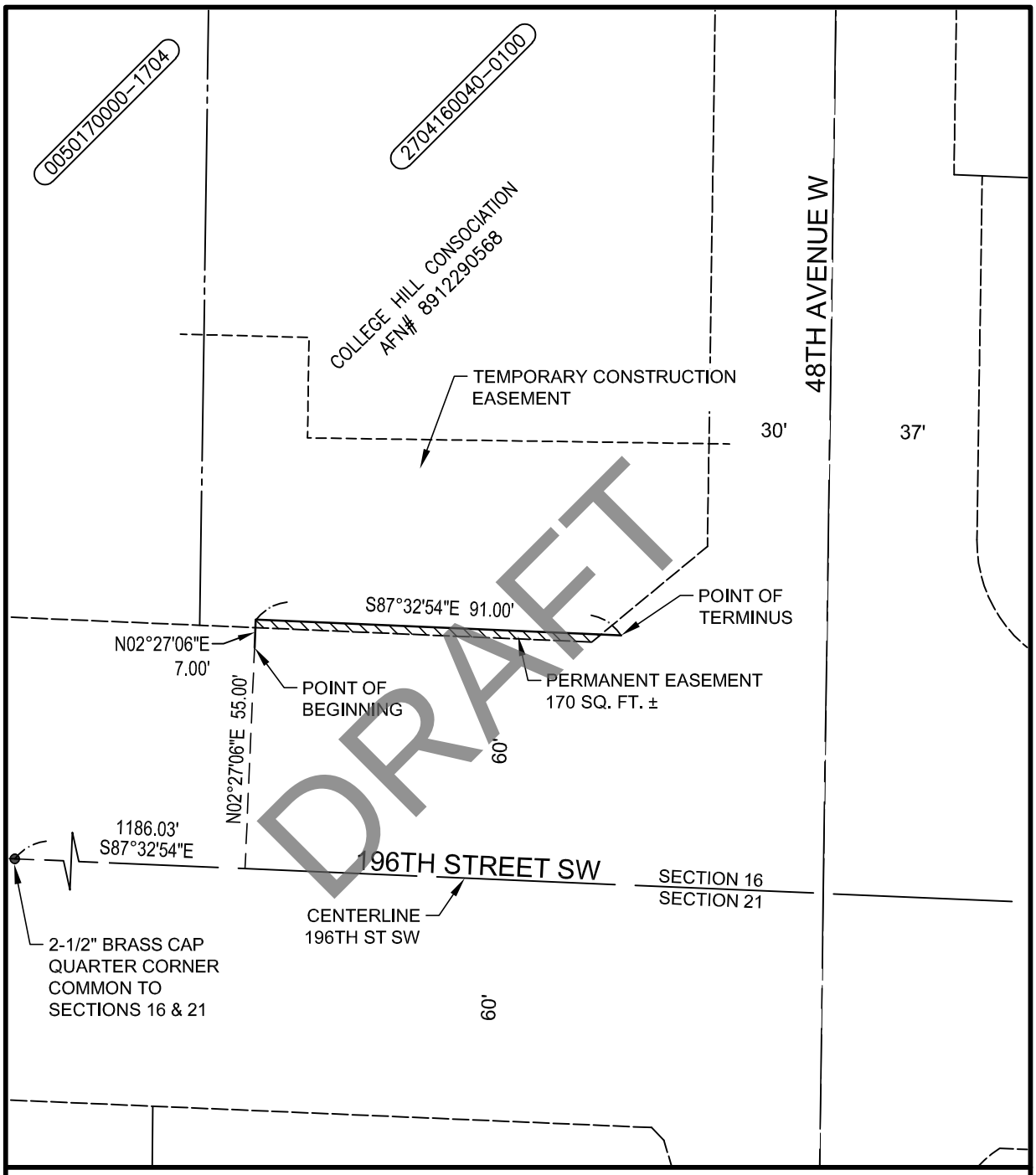

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EXHIBIT E

PERMANENT EASEMENT

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***SWIFT* ORANGE LINE**

196TH STREET SW & 48TH AVE W

HORIZ 40' 0' 20' 40'
1"=40'

N

32880H
Project No.

Compass Health
Drawing No.

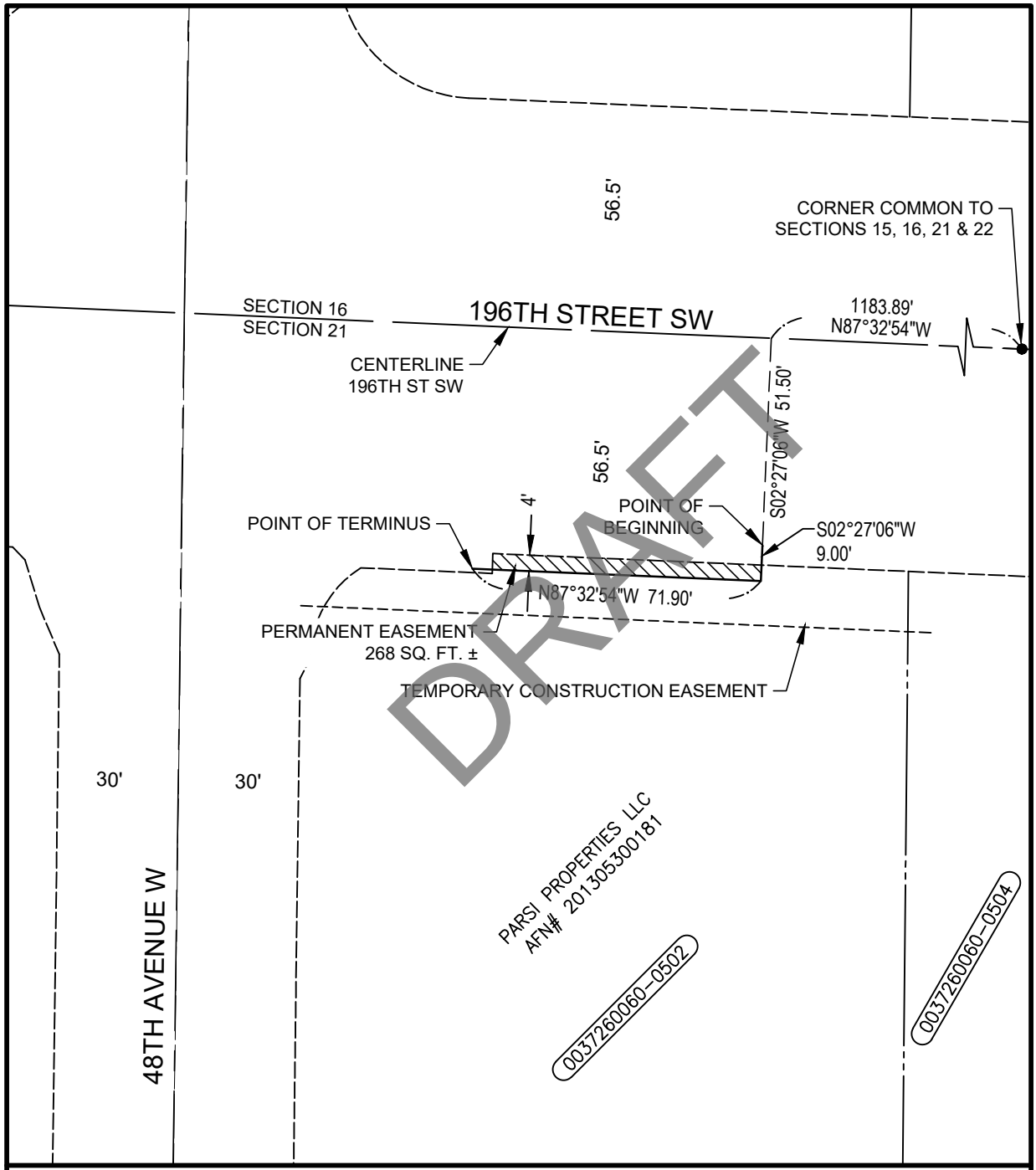

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EXHIBIT E

PERMANENT EASEMENT

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***SWIFT* ORANGE LINE**

196TH STREET SW & 48TH AVE W

HORIZ 20' 0' 20' 40'
1"=40'

N

32880H
Project No.

Parsi.dwg
Drawing No.

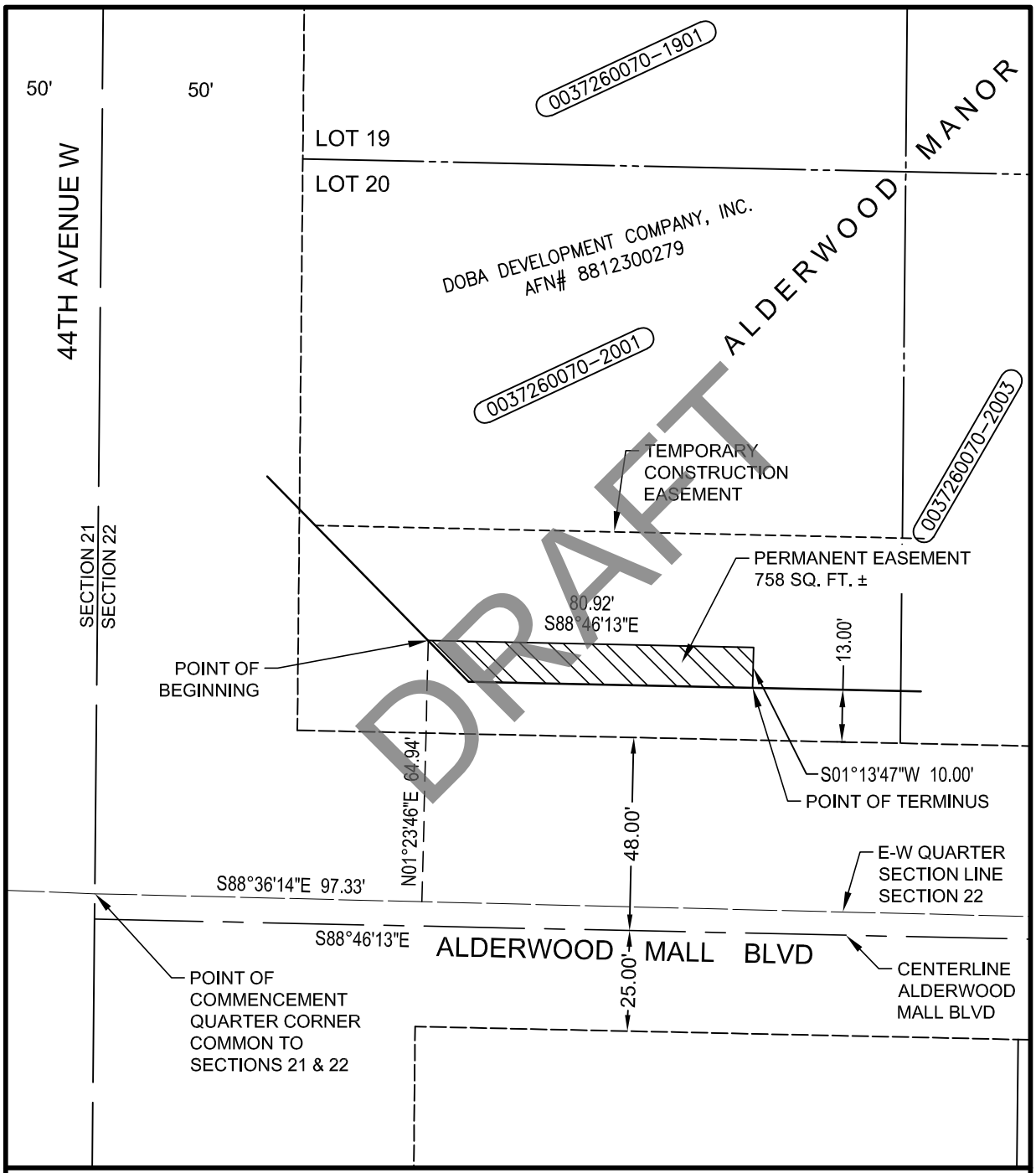

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EXHIBIT E

PERMANENT EASEMENT

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***SWIFT* ORANGE LINE**

ALDERWOOD MALL BLVD & 44TH AVE W

HORIZ 20' 0' 20' 40'
1"=40'

N

32880H
Project No.

DOBA.dwg
Drawing No.

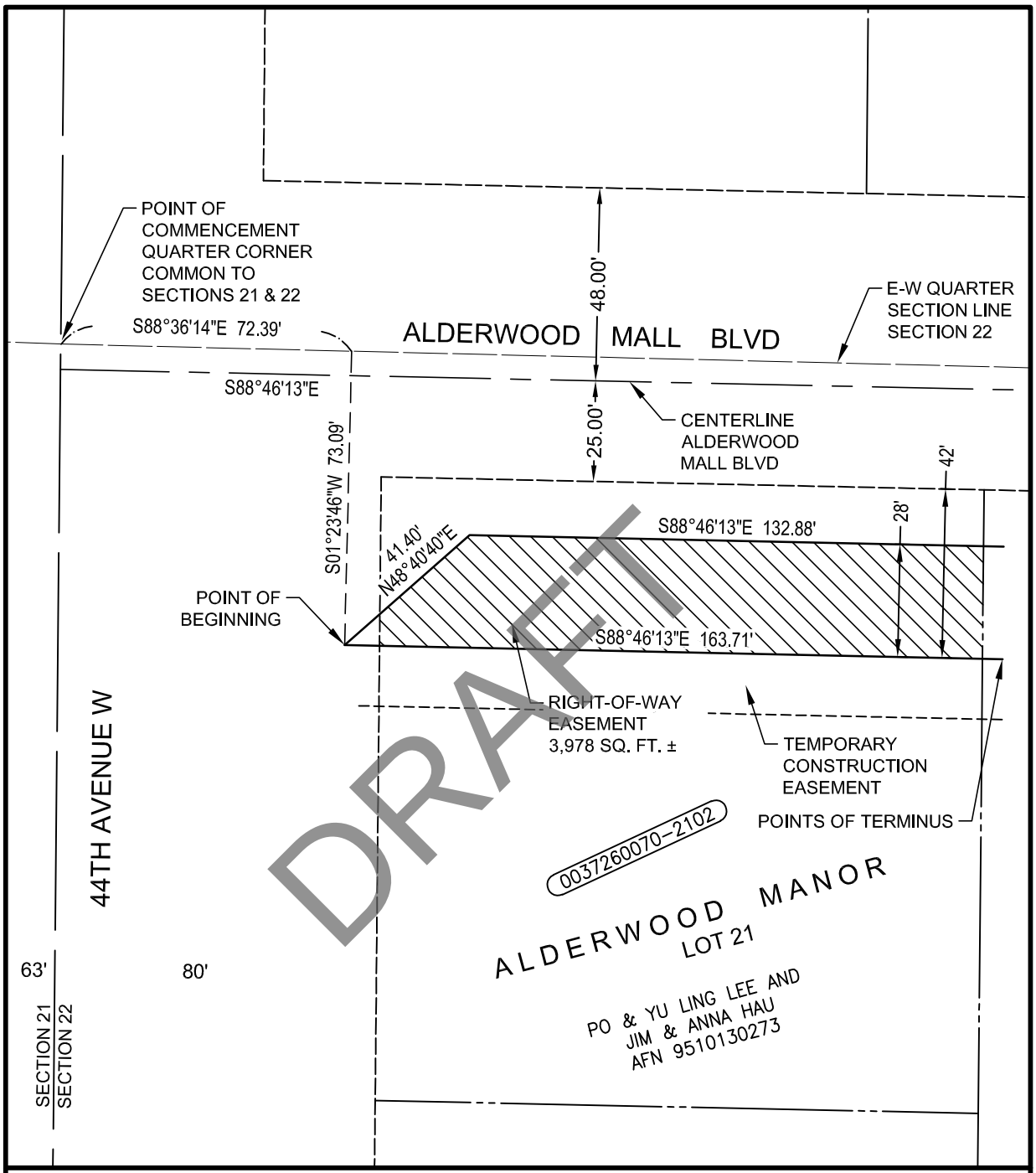

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EXHIBIT E

RIGHT-OF-WAY EASEMENT

communitytransit

***SWIFT* ORANGE LINE**

ALDERWOOD MALL BLVD & 44TH AVE W

HORIZ 20' 0' 20' 40'
1"=40'

N

32880H
Project No.

Lee & Hau.dwg
Drawing No.

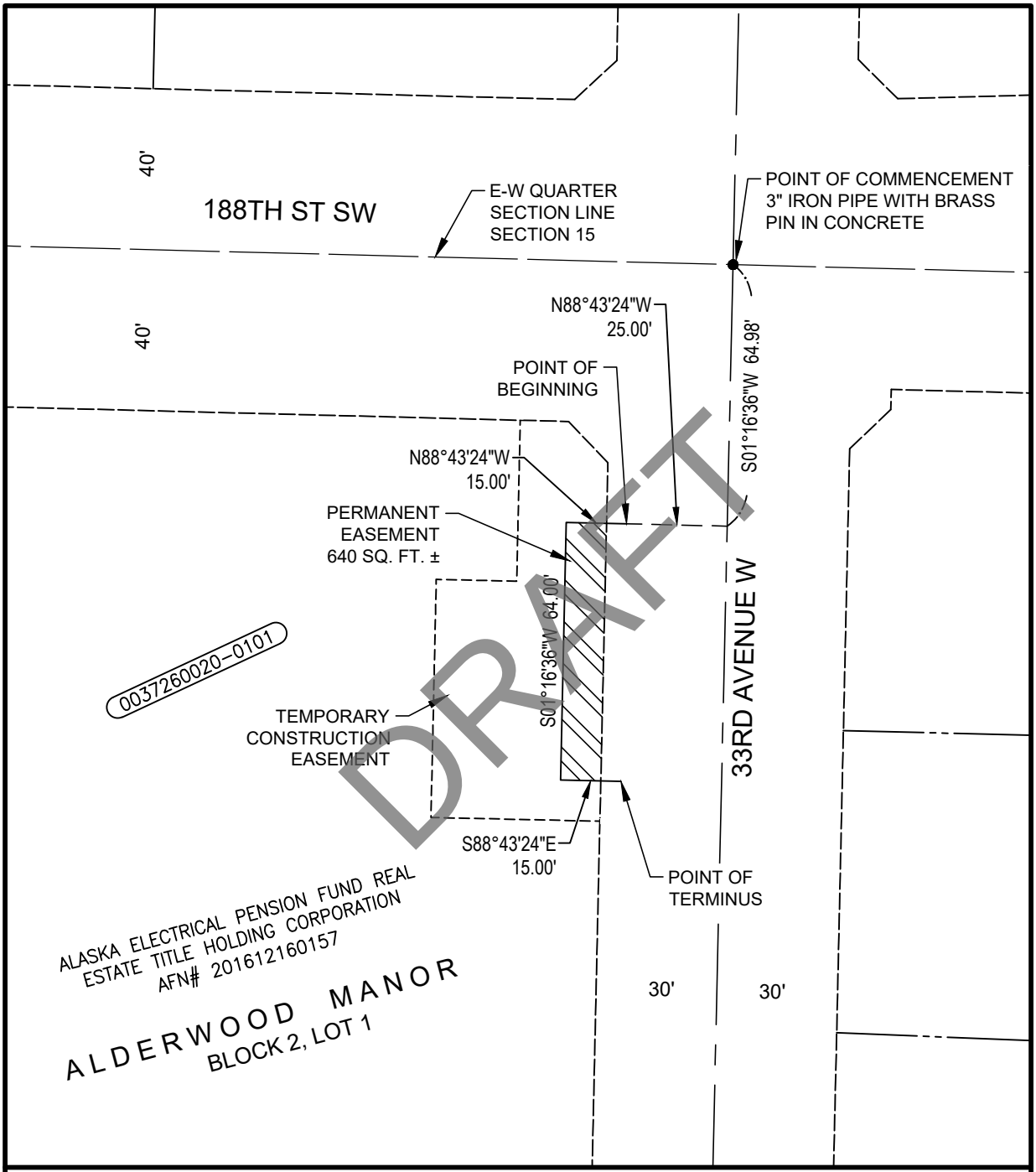

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EXHIBIT E

PERMANENT EASEMENT

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SWIFT ORANGE LINE

188TH ST SW & 33RD AVE W

HORIZ 20' 0' 20' 40'
1"=40'

N

32880H
Project No.

AK Electrical.dwg
Drawing No.

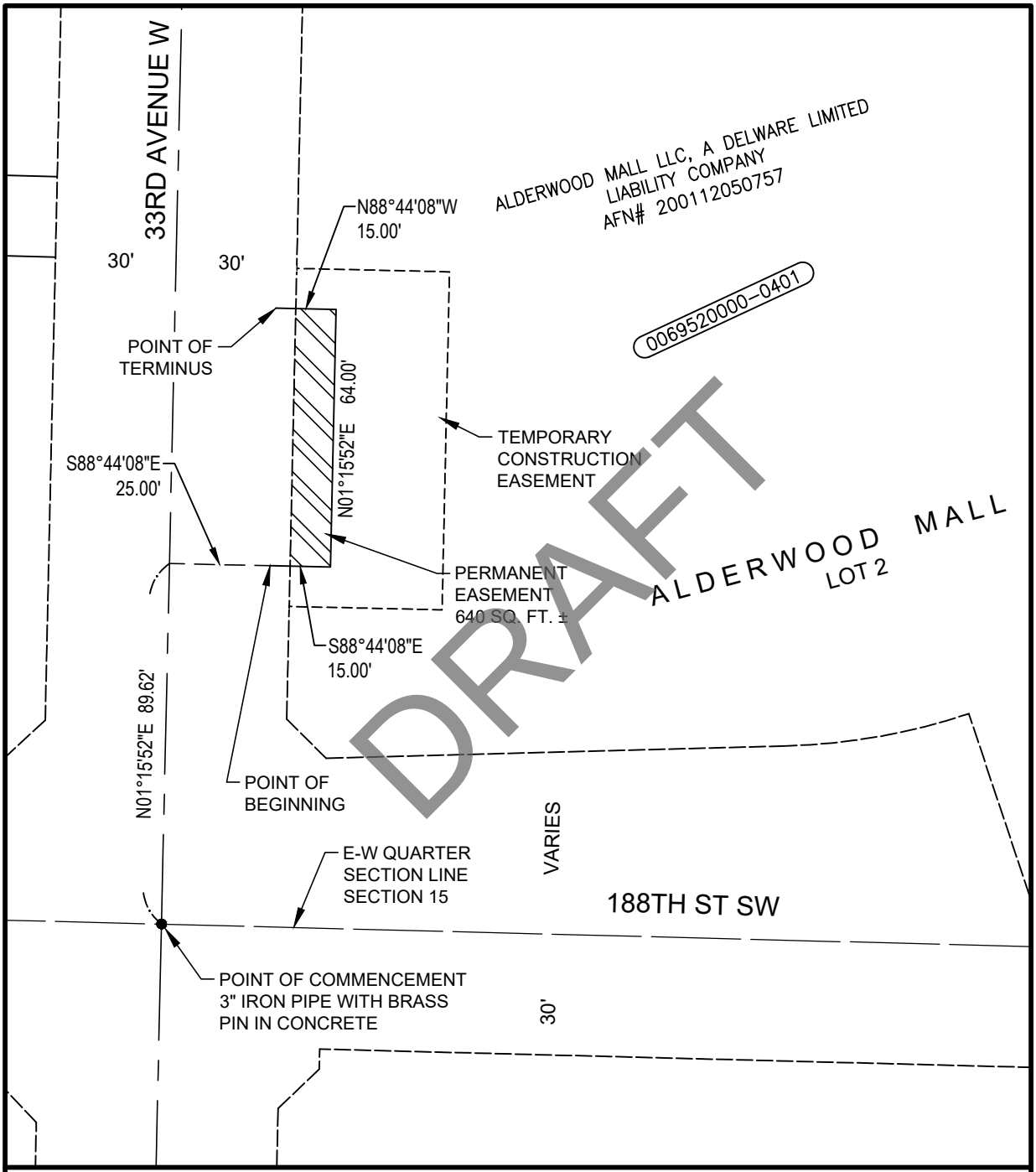

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EXHIBIT E

PERMANENT EASEMENT

communitytransit

SWIFT ORANGE LINE

188TH ST SW & 33RD AVE W

HORIZ 20' 0' 20' 40'
1"=40'

N

32880H
Project No.

Alderwood.dwg
Drawing No.

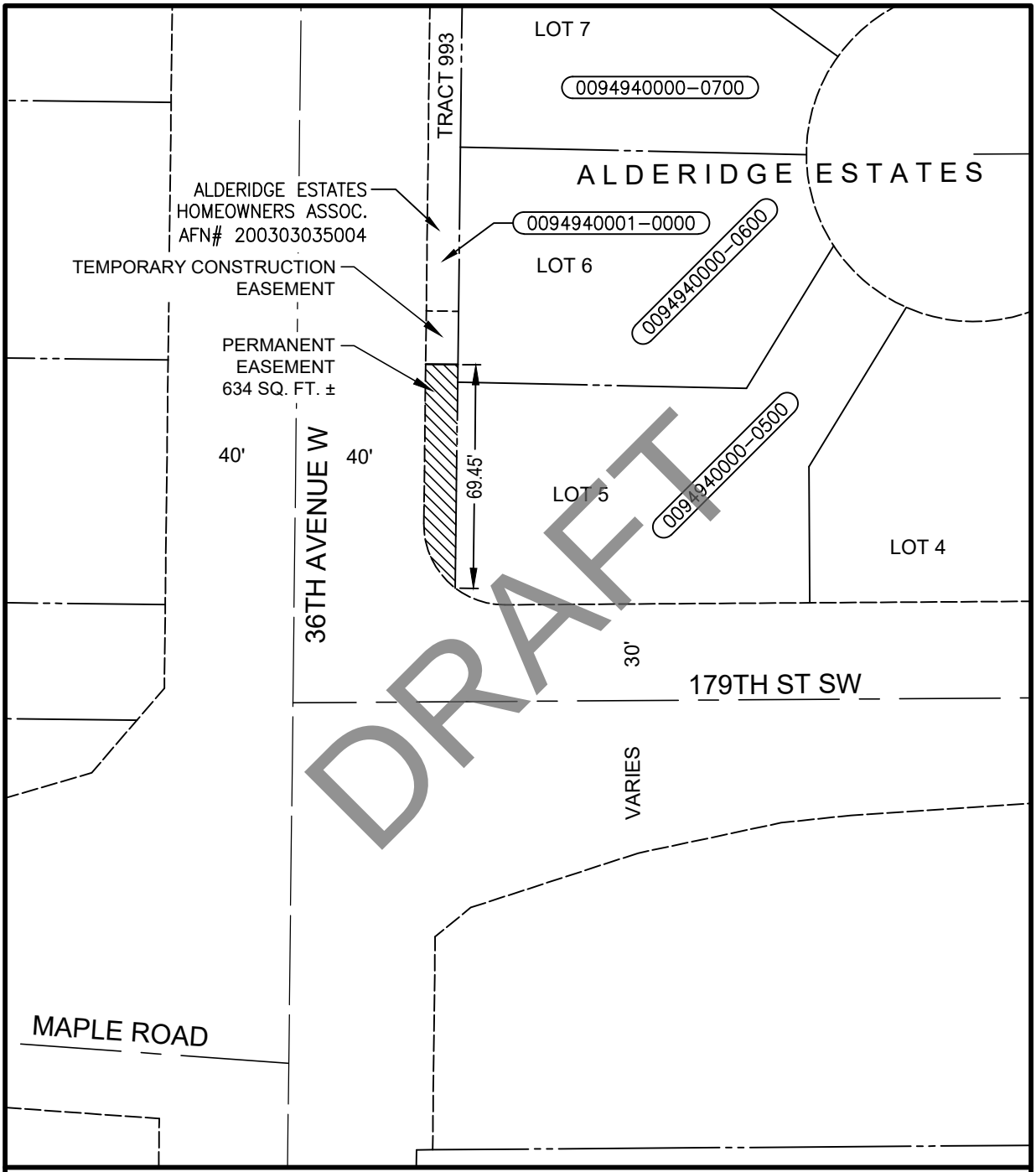

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EXHIBIT E

PERMANENT EASEMENT

communitytransit

SWIFT ORANGE LINE

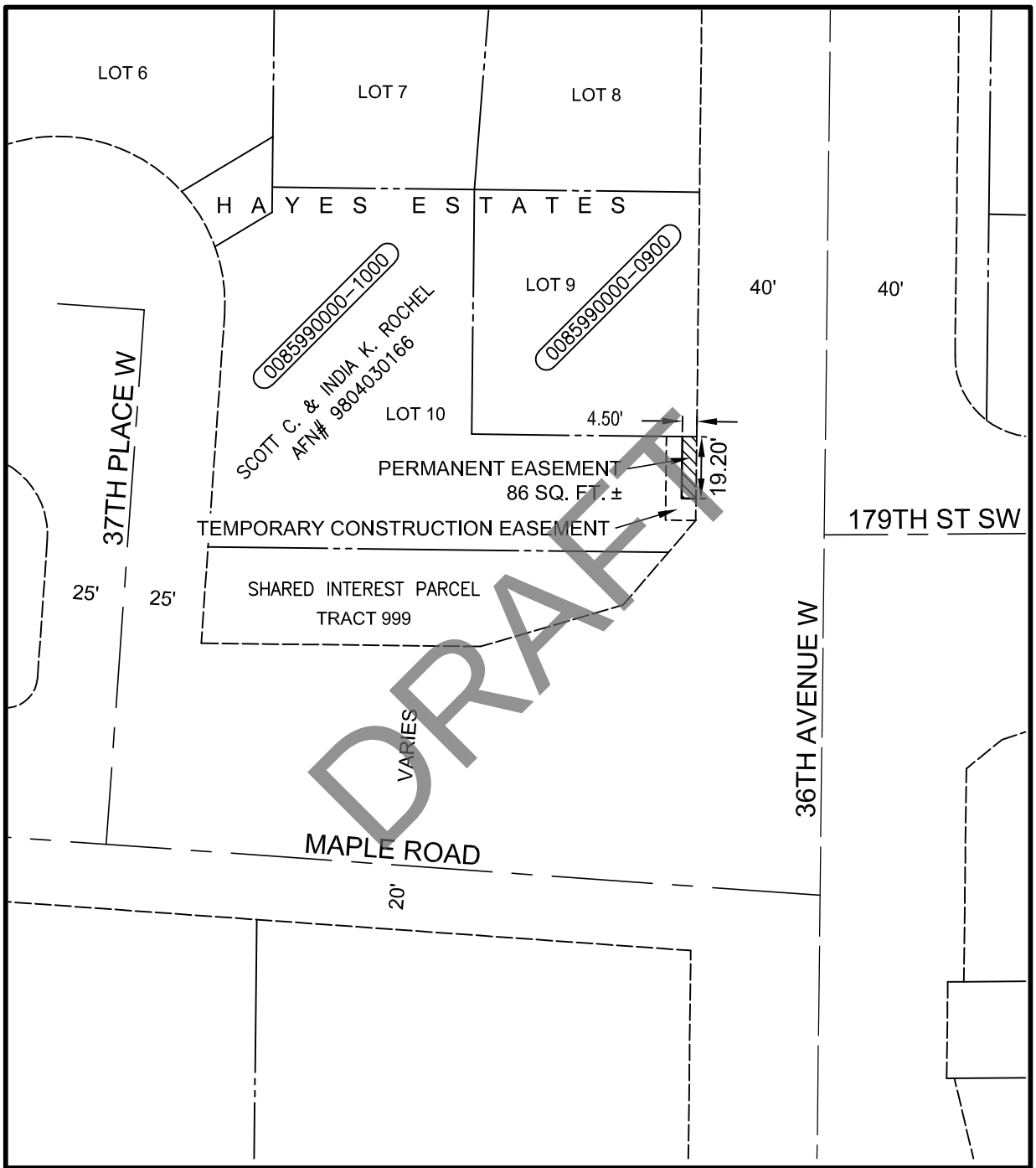
36TH AVENUE W & MAPLE ROAD

HORIZ 25' 0' 25' 50'
1"=50'

N

32880H
Project No.

Alderidge.dwg
Drawing No.



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425.822.4446
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EXHIBIT E

PERMANENT EASEMENT

communitytransit

***SWIFT* ORANGE LINE**

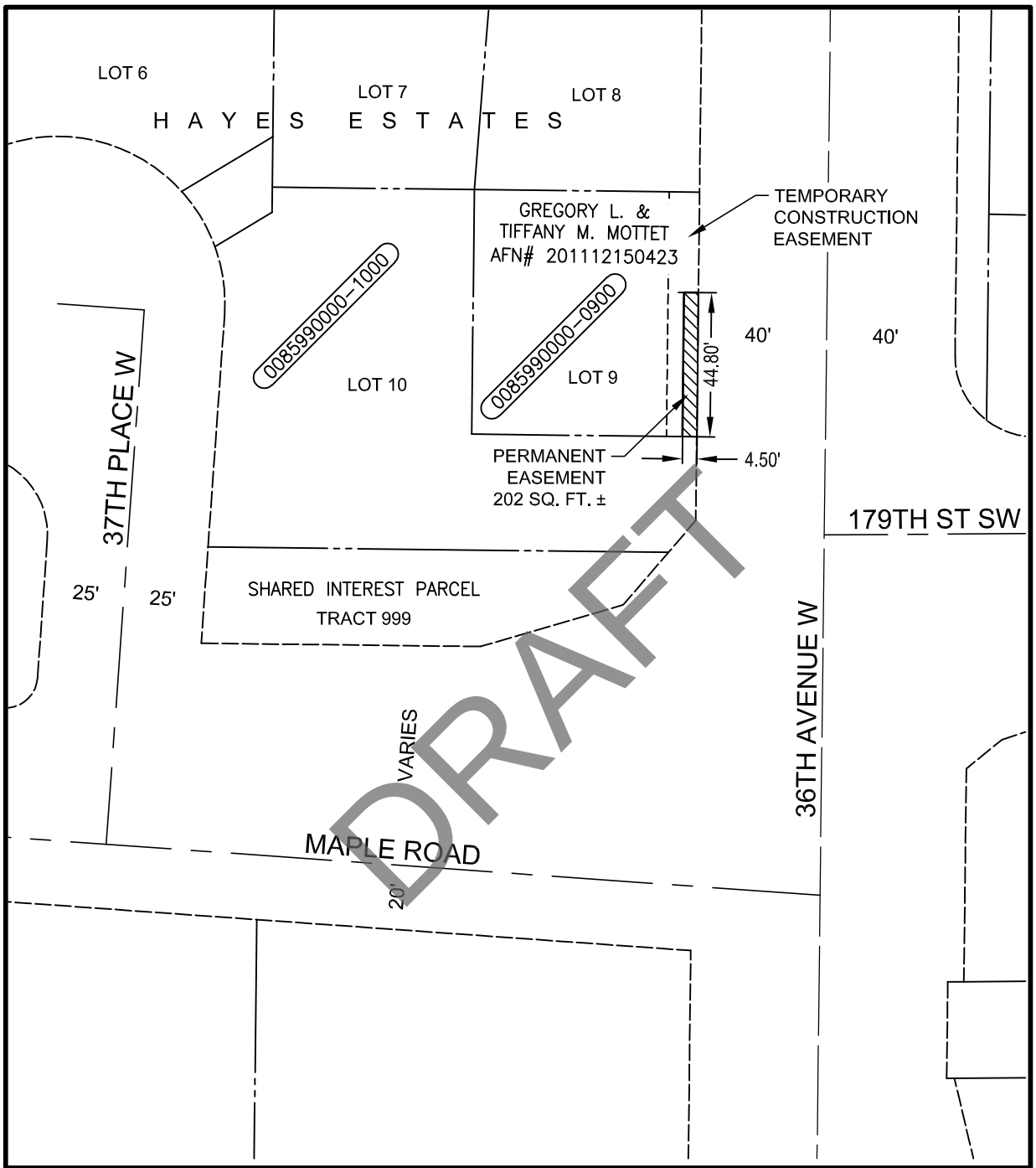
36TH AVENUE W & MAPLE ROAD

HORIZ 25' 0' 25' 50'
1"=50'

N

32880H
Project No.

Rochel.dwg
Drawing No.



Otak

HanmiGlobal Partner
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Redmond, WA 98052
425.822.4446
www.otak.com

EXHIBIT E

PERMANENT EASEMENT

communitytransit

***SWIFT* ORANGE LINE**

36TH AVENUE W & MAPLE ROAD

HORIZ 25' 0' 25' 50'
1"=50'

N

32880H
Project No.

Mottet.dwg
Drawing No.

CITY COUNCIL ITEM 90.1-B

CITY OF LYNNWOOD
Parks, Recreation, & Cultural Arts

TITLE: **Contract Supplement: Scriber Creek Trail Improvements**

DEPARTMENT CONTACT: **Sarah Olson, Monica Thompson, David Mach**

SUMMARY:

The Parks and Public Works Departments are requesting the City Council to approve a supplement to the design contract for the Scriber Creek Trail Improvements project.

City Council awarded an initial professional services contract for the project to Parametrix of Seattle, WA for an amount of $112,214 to conduct preliminary design and alignment alternatives. Utilizing management reserve, funding authority, and Council action, the City executed nine supplemental agreements for preliminary design for a new maximum amount payable of $602,139.05.

This request is for authorization of Supplement #10 which will progress the project to 60-percent design, preparation of environmental permit applications, and right of way acquisition services for Phase 2 of the Scriber Creek Trail Improvements. Phase 2 extends from north of 200th St SW to the southwest corner of the Lynnwood Transit Center. This supplement adds $296,000.01 for a new contract maximum amount payable of $898,139.06.

ACTION:

Authorize the Mayor to enter into and execute on behalf of the City a contract with Parametrix of Seattle, Washington for professional services in an amount not to exceed $898,139.06. Sales tax does not apply.

BACKGROUND:

Scriber Creek Trail currently is a soft surface pedestrian trail that generally follows the Scriber Creek corridor in Lynnwood. The trail links Scriber Lake Park, Sprague's Pond Mini Park, Scriber Creek Park, the Interurban Trail and The Lynnwood Transit Center on 44 Ave West. This project will improve and convert the existing trail to a Multi-modal facility.

The project is the first phase of a much larger project which will eventually extend Scriber Creek Trail from Wilcox Park north to Lund's Gulch and Meadowdale Beach Park. The scope of this project is to complete approximately 4,000 feet of shared use trail from the Interurban Regional Trail/Lynnwood Transit Center (northwest corner of the Transit Center) to Wilcox Park at the intersection of 196th St SW/52nd Ave West.

The trail will be generally 10-12 feet wide with 2-foot shoulders and constructed with hard pervious surface. In a few isolated wetland and stream areas, the trail will be constructed on an elevated boardwalk with a durable and slip resistant surface. The elevated boardwalk will be 10 feet wide with 2 foot buffers from the railings on either side.

The City received $675,000 from the Washington State 2017 Pedestrian & Bicycle Safety Program in 2017 and allocated a local match of $225,000 from local REET fund for this project in the 2017-18 and 2019-20 capital budgets.

Due to project costs and grant funding sources, this project was split into two phases after 30% Design: Phase 2 (Transit Center to 200th St) and Phase 3 (200th St to Wilcox Park). Phase 1 is being constructed by Sound Transit as part of the light rail project. See Project Funding Summary and Trail Phase Map.

PREVIOUS COUNCIL ACTIONS:

Supplement #7 approved on May 28, 2019.
Original Contract approved on February 26, 2018.

FUNDING:

Fund 380, Parks Capital Fund with funding from Washington State 2017 Pedestrian & Bicycle Safety Program and Local Reet1 (331) funds

KEY FEATURES AND VISION ALIGNMENT:

The Lynnwood Community Vision states that the City is to invest in efficient, integrated, local and regional transportation systems, be a welcoming city that builds a healthy and sustainable environment, and be a city that is responsive to the wants and needs of our citizens.

The Scriber Creek Trail 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 project is a supporting capital project that is listed specifically as project 201500107 in the Capital Facilities Plan and a project in 2018-2013 Transportation Improvement Plan (TIP) as well as one of the three priority projects needed to support future Lynnwood Link light rail.

ADMINISTRATION RECOMMENDATION:

Approve contract.

DOCUMENT ATTACHMENTS

Description:	Type:
Supplement 10	Contract
Supplement 10 Exhibit A - Summary of Work	Backup Material
Project Funding Summary	Backup Material
Scriber Creek Trail Project Phases Map	Backup Material
NEW: Scriber Creek Trail Redevelopment Phases	Backup Material
August 3 Council Briefing Slides	Backup Material

Washington State Department of Transportation

Supplemental Agreement Number 10	Organization and Address Parametrix, Inc. 719 2nd Avenue, Suite 200 Seattle, WA 98103 Phone: (206) 394-3700	
Original Agreement Number 2888		
Project Number 554-2499-003	Execution Date 3/15/2018	Completion Date 12/31/2020
Project Title Scriber Creek Trail Improvements	New Maximum Amount Payable $898,139.06	
Description of Work 60% plans for the design of approximately 2,000 linear feet of shared use path from the transit center to a location north of the mini park (a segment referred to as Phase 2)		

The Local Agency of City of Lynnwood
desires to supplement the agreement entered in to with Parametrix, Inc.
and executed on March 15, 2018 and identified as Agreement No. 2888
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, SCOPE OF WORK, is hereby changed to read:

See attached Exhibit B - Scope of Work.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: N/A

III

Section V, PAYMENT, shall be amended as follows:

Supplement #10 increases the contract amount by $296,000.01 for a Maximum Amount Payable of $898,139.06

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: _____ By: _____

Consultant Signature — Approving Authority Signature

Date

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Total
Direct Salary Cost			
Overhead (Including Payroll Additives)			
Direct Non-Salary Costs			
Fixed Fee			
Total			

See attached Exhibit A for Summary of Payments

Exhibit A
Summary of Payments

	Basic Agreement	Supplement #1	Supplement #2	Supplement #3	Supplement #4	Supplement #5	Supplement #6	Supplement #7	Supplement #8	Supplement #9	Supplement #10	PROJECT TOTAL
Direct Salary Cost	$ 31,711.52	$ -	$ 1,175.98	$ (4,467.84)	$ 2,238.93	$ 2,589.77	$ 2,317.94	$ 101,297.06		$ 19,129.53	$ 81,021.99	$ 237,014.88
Overhead (Including Payroll Additives)	$ 59,541.55	$ -	$ 2,208.02	$ (8,388.81)	$ 4,203.81	$ 4,862.55	$ 4,352.16	$ 183,833.90		$ 10,677.35	$ 145,159.00	$ 406,449.53
Fixed Fee	$ 9,513.46	$ -	$ 352.79	$ (1,340.35)	$ 671.68	$ 776.93	$ 695.38	$ 30,389.12		$ 3,203.20	$ 24,306.60	$ 68,568.81
Direct Non-Salary Costs	$ 1,213.26	$ -	$ -	$ -	$ 160.52	$ 20.52	$ 9.72	$ 9,351.00		$ 396.00	$ 695.45	$ 11,846.47
Subconsultants	$ -	$ -	$ -	$ 19,475.00	$ -	$ 4,375.00	$ -	$ 105,558.00		$ -	$ 40,923.25	$ 170,331.25
Management Reserve	$ 10,200.00		$ (3,736.79)	$ (5,278.00)	$ 18,814.44	$ (12,624.77)	$ (7,375.00)	$ -		$ -	$ 3,893.72	$ 3,893.60
Total	$ 112,179.79	$ -	$ -	$ -	$ 26,089.38	$ -	$ 0.20	$ 430,429.08	$ -	$ 33,406.08	$ 296,000.01	$ 898,104.54
Contract Max Payable	$ 112,214.59	$ 112,214.59	$ 112,214.59	$ 112,214.59	$ 138,303.97	$ 138,303.97	$ 138,303.97	$ 568,732.97	$ 568,732.97	$ 602,139.05	$ 898,139.06	$ 898,139.06

Scriber Creek Trail Improvements Project Funding Summary
City of Lynnwood

	Scriber Creek Trail Phases 2 & 3	ESTIMATED COST	FUNDING STATUS	FUNDING SOURCE	SCHEDULE START	SCHEDULE COMPLETE
2	Pre-Design (alternatives analysis)	$130,000	Secured	WA Bike and Ped Grant ($675,000 WSDOT + $225,000 COL)	2018	2019
3	30% Design	$472,139	Secured	WA Bike and Ped Grant ($675,000 WSDOT + $225,000 COL)	2019	2020

	Scriber Creek Trail Phase 2	ESTIMATED COST	FUNDING STATUS	FUNDING SOURCE	SCHEDULE START	SCHEDULE COMPLETE
5	60% Design, Environmental, ROW services	$296,000	Secured	WA Bike and Ped Grant ($675,000 WSDOT + $225,000 COL)	2020	2021
6	100% Design & Bid Advertisement	$295,000	Secured	ST 2 (portion of $2.5M)	2021	2022
7	Right of Way Acquisition	$300,000	Secured	ST 2 (portion of $2.5M)	2020	2021
8	Construction	$5,000,000	Secured	ST 3 ($2.5M), CMAQ ($1M), ST2 or WSDOT ($1.5M)	2022	2023

	Scriber Creek Trail Phase 3	ESTIMATED COST	FUNDING STATUS	FUNDING SOURCE	SCHEDULE START	SCHEDULE COMPLETE
10	100% Design & Bid Advertisement	$430,000	Unsecured	FY21/22 Capital Budget	2021	2022
11	Construction	$5,000,000	Unsecured	Will seek RCO Trails Funding (2022) & WSDOT Bike/Ped	2023	2025

12	TOTAL	$11,923,139

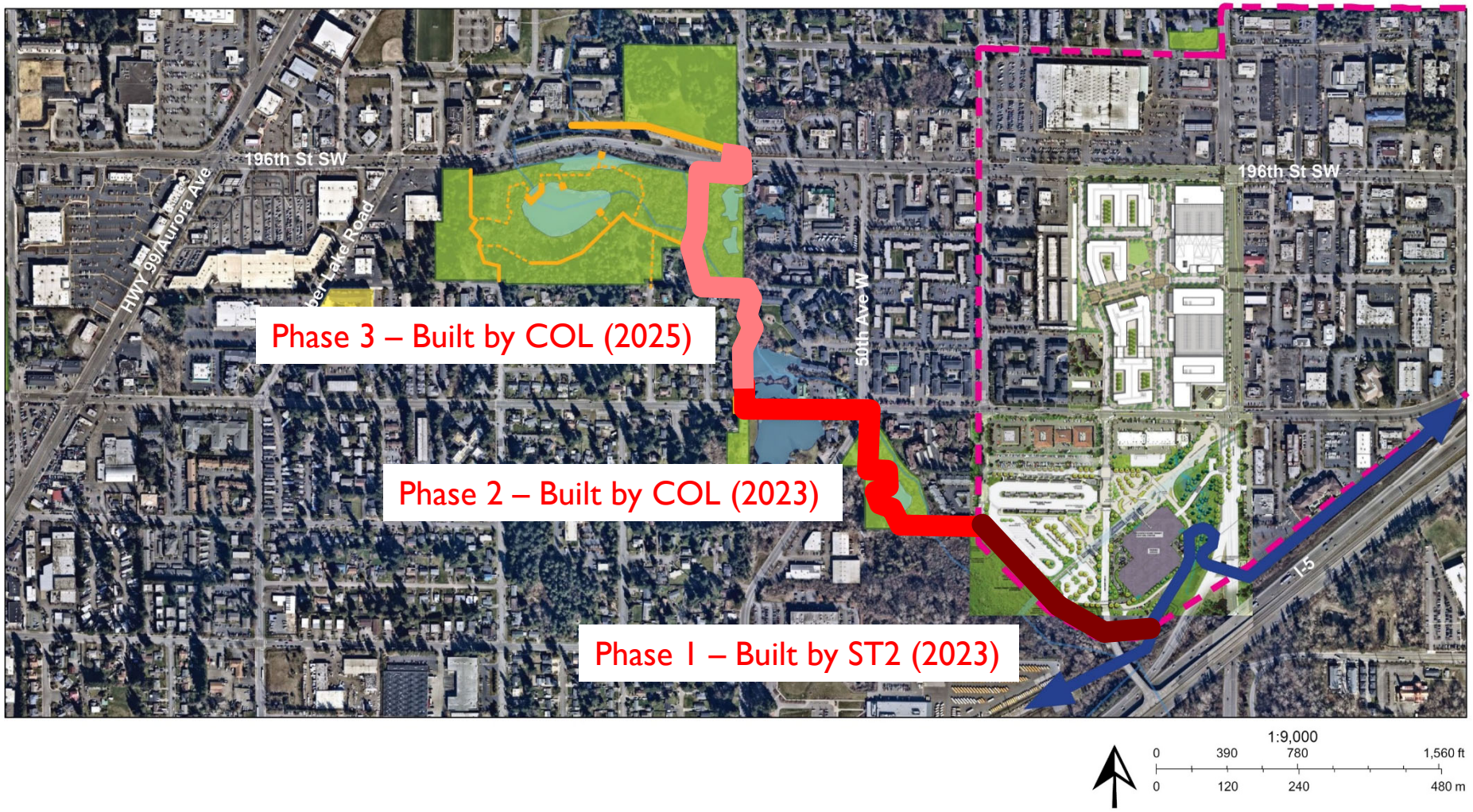
Updated July 2020

Parametrix DATE: May 15, 2020 FILE: PS2499003F-01

0 N 0
NOT TO SCALE

Scriber Creek Trail Phasing Project Area Map

Scriber Creek Trail Redevelopment Phases



90.1-B-8

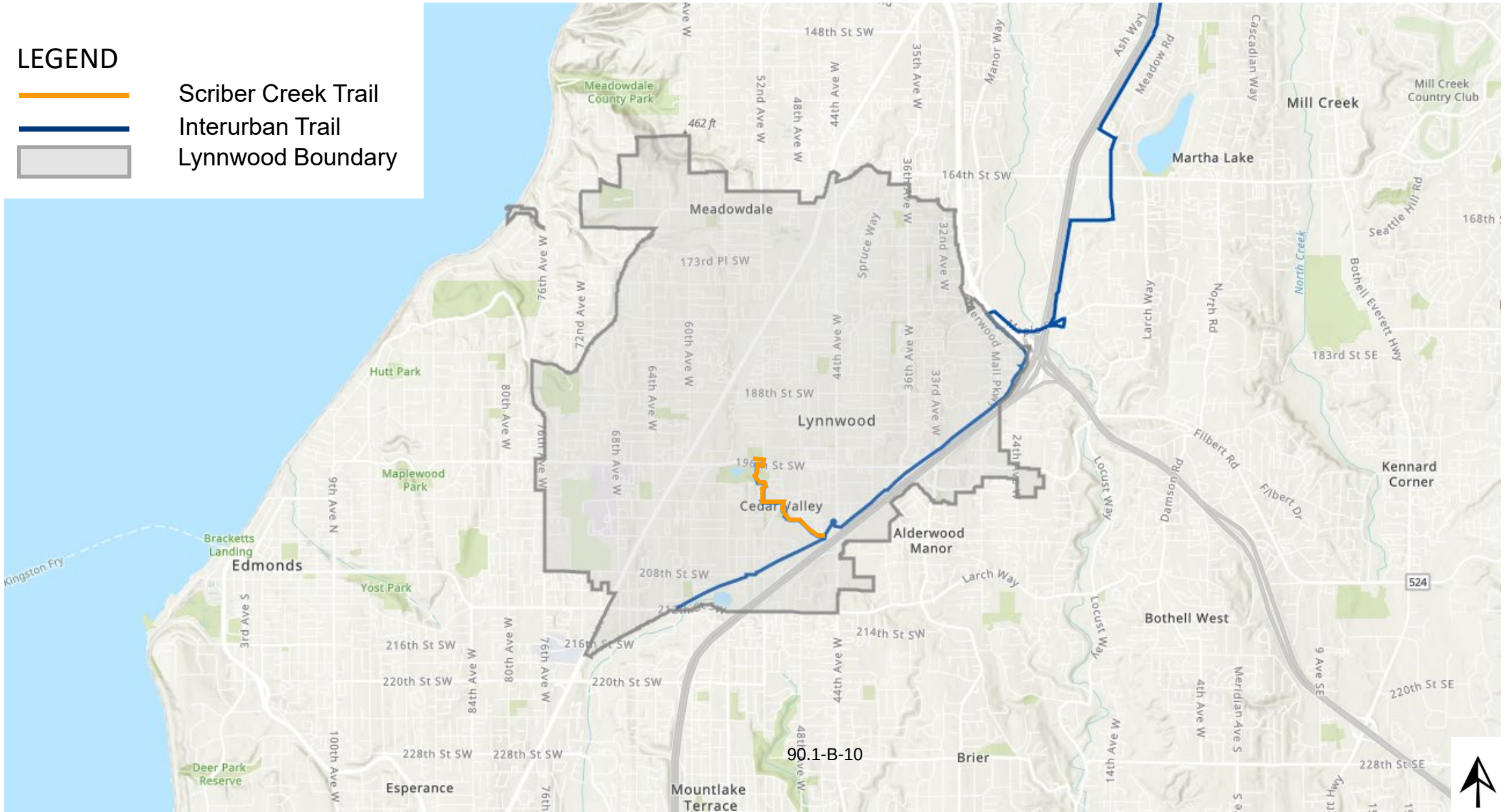
LYNNWOOD
WASHINGTON
A great deal more

Scriber Creek Trail Redevelopment

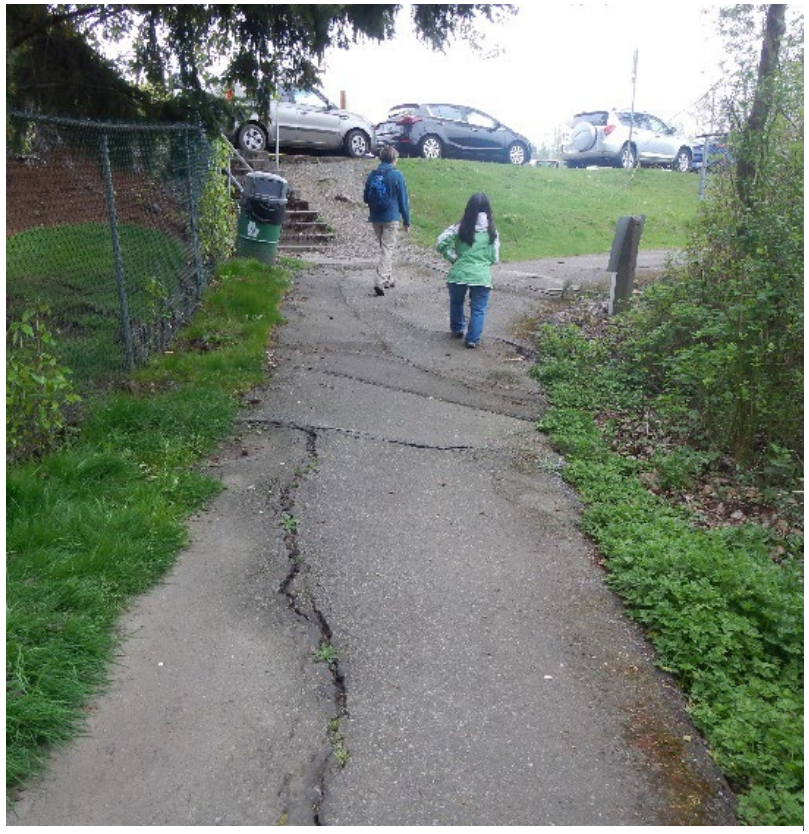
Council Briefing – August 2020

Presented by:
Sarah Olson, Deputy Director - PRCA
Monica Thompson, Senior Park Planner - PRCA
David Mach, City Engineer – Public Works

Trail Location/Orientation



Existing Trail Conditions



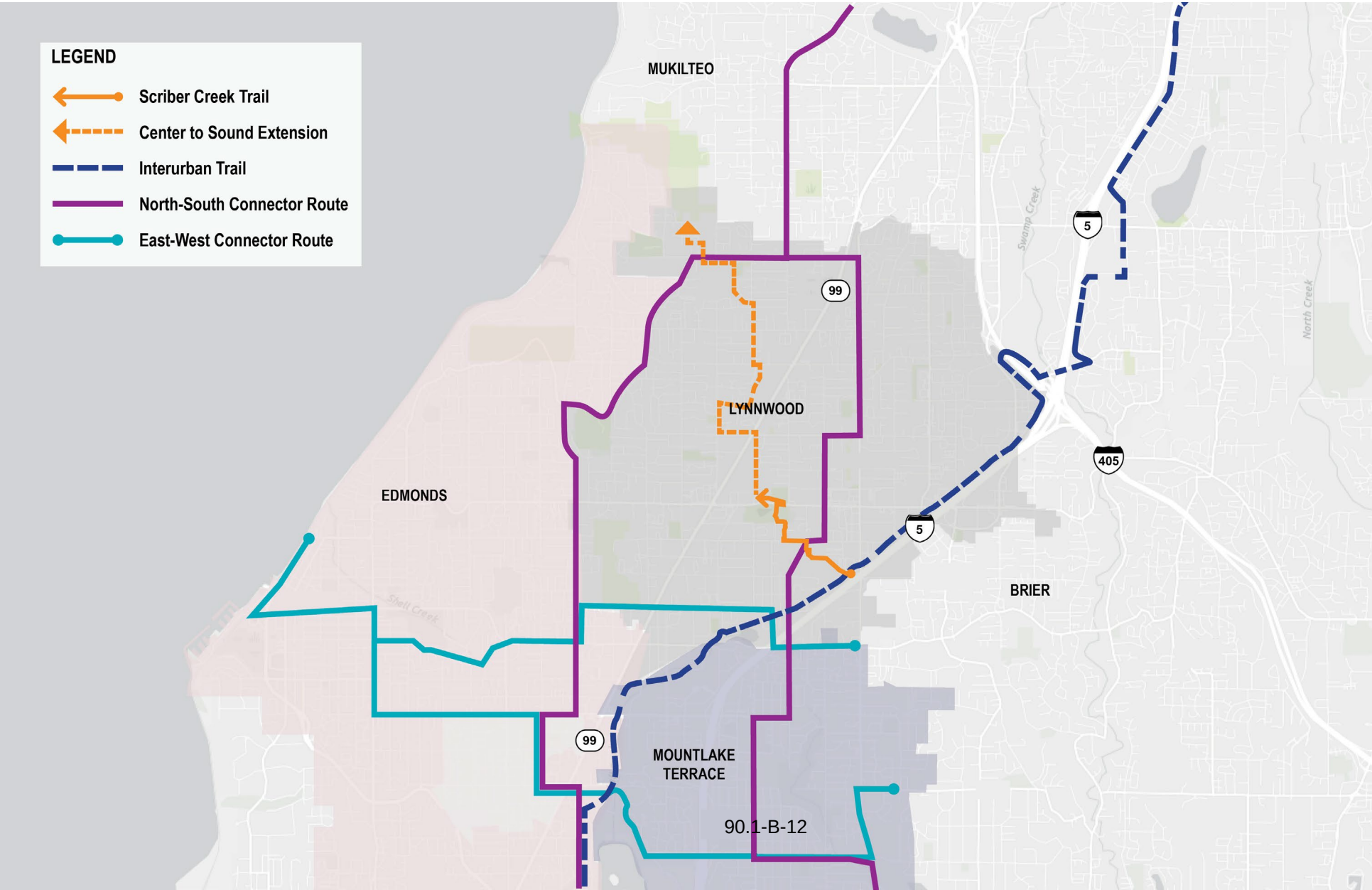
Connection to Transit Center

Seasonal Flooding

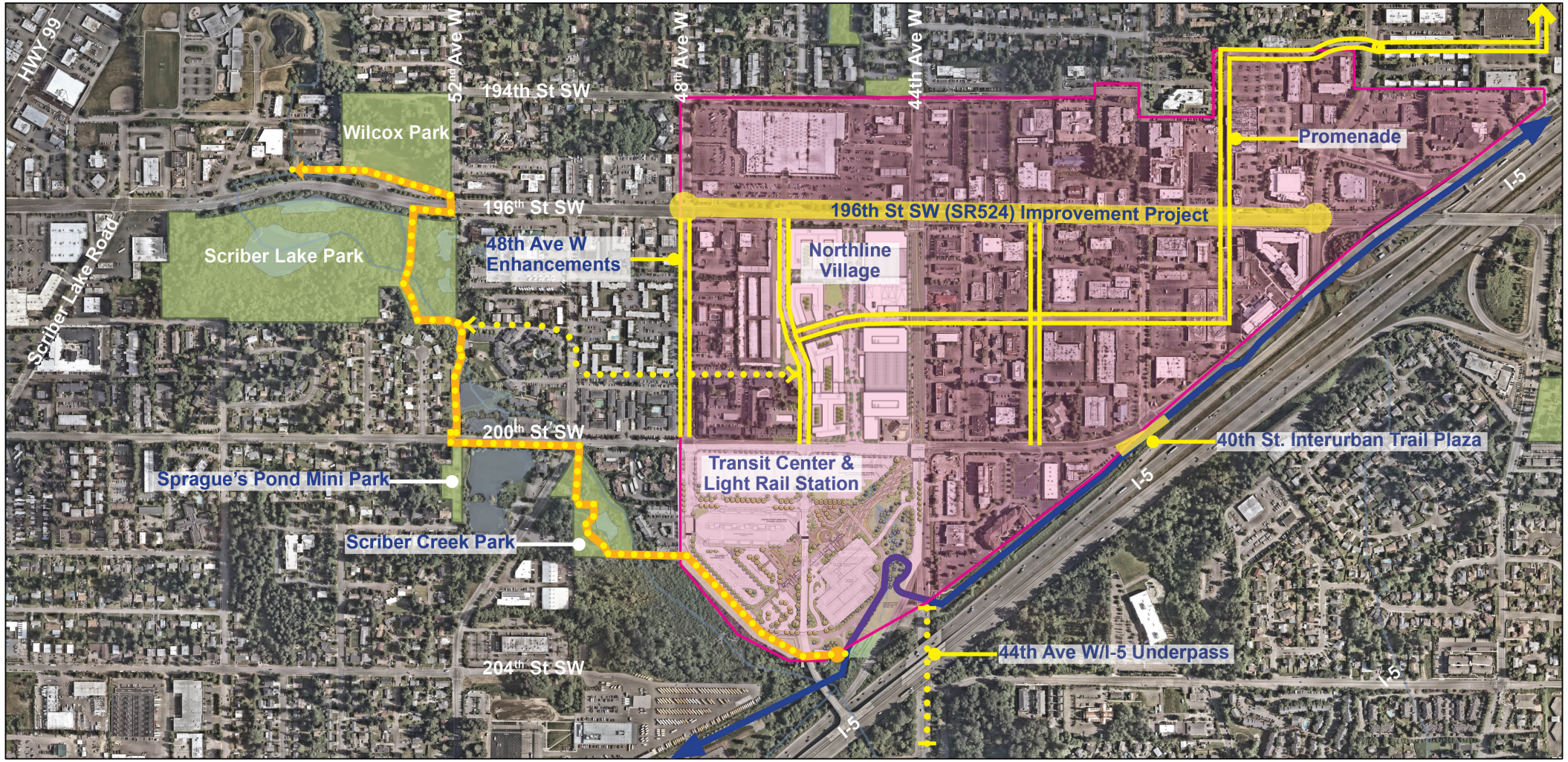
Trail Width & Surfacing Varies

90.1-B-11

Regional Multimodal Transportation Planning



City Center Multimodal Plan



LEGEND

- Lake/Ponds
- Streams
- City Park
- Scriber Creek Trail
- Interurban Trail (Regional Trail)
- City Center Boundary
- City Center Street Grid Project
- Direct Non-motorized Access Improvements

1:10,000

0 0.07 0.15 0.3 mi

0 0.13 0.25 0.5 km

LMAP Priority Projects

LEGEND

- Lake/Ponds
- Streams
- City Park
- Scriber Creek Trail
- Interurban Trail (Regional Trail)
- City Center Boundary
- City Center Street Grid Project
- Direct Non-motorized Access Improvements

1:9,000

0 390 780 1,560 ft

0 120 240 480 m

Copyright nearmap 2015

Scriber Creek Trail Redevelopment

2017

WSDOT GRANT

Awarded $675,000 Design Grant

2018

PARAMETRIX

Engineering Firm Hired

2019

ALTERNATIVES ANALYSIS

4 Route Alternatives Presented to Council with Preferred Route to Remain on 200th

2020

30% DESIGN

Updated Engineer's Estimate

Grant Development

Structure & Surfacing Determined

PRESENT

60% DESIGN

Supplement to advance Phase 2 design to 60%

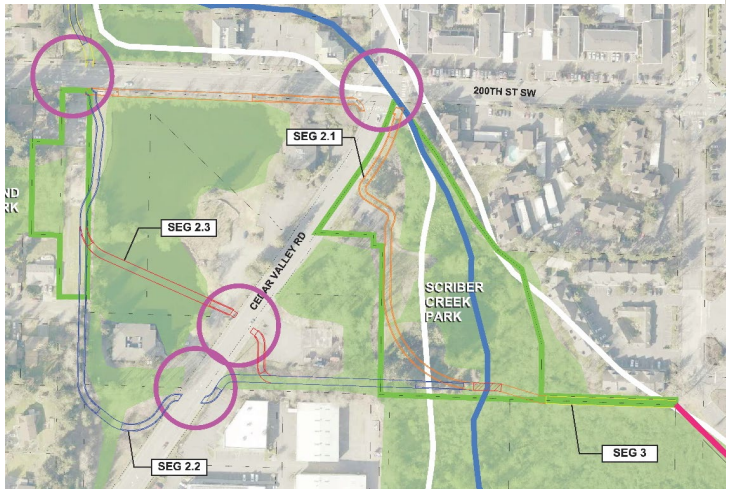
Initiate ROW

Initiate Environmental Permitting

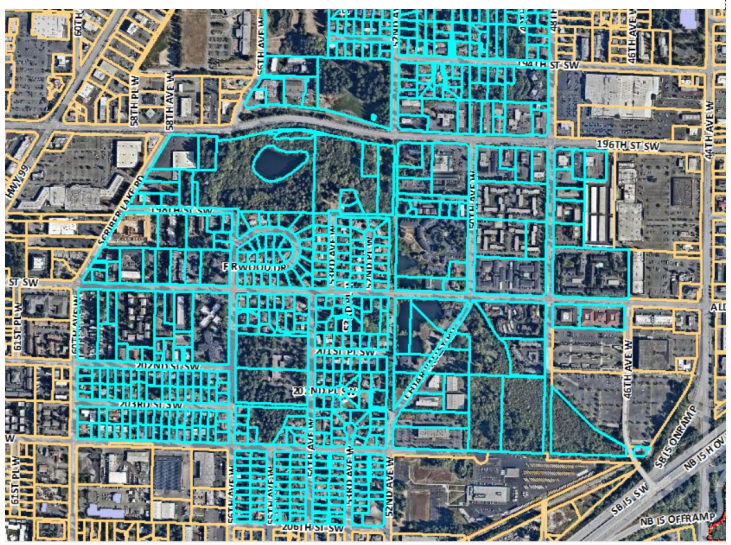
Previous Council action

Council Action	Date
Original Contract Authorization	02/2018
Contract Authorization: Supplement #4	08/2018
Council Briefing & Alternative Analysis	1/2019
Council Briefing and Contract Authorization: Supplement #7	5/2019

Alternatives Analysis



Neighborhood Outreach

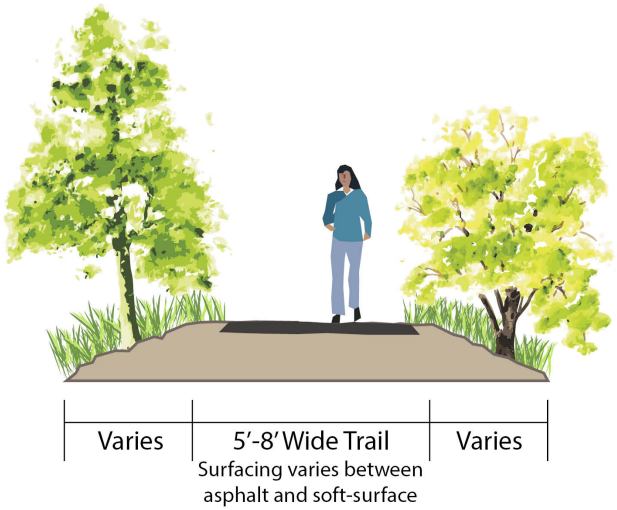


200th Street SW Alignment

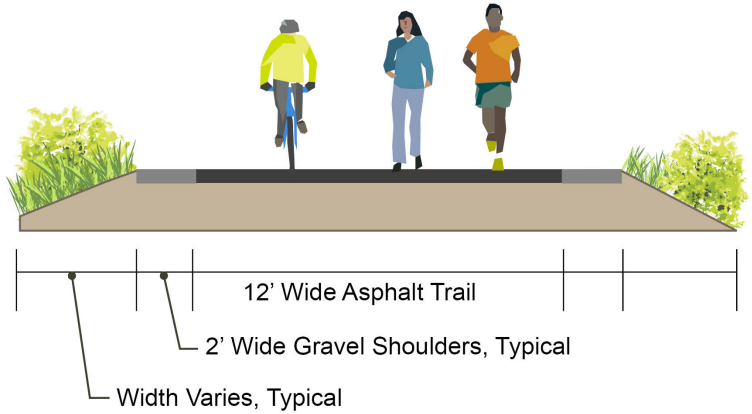
SCT Proposed Improvements

Existing Asphalt Trail Example Photo

Existing Gravel Trail Example Photo



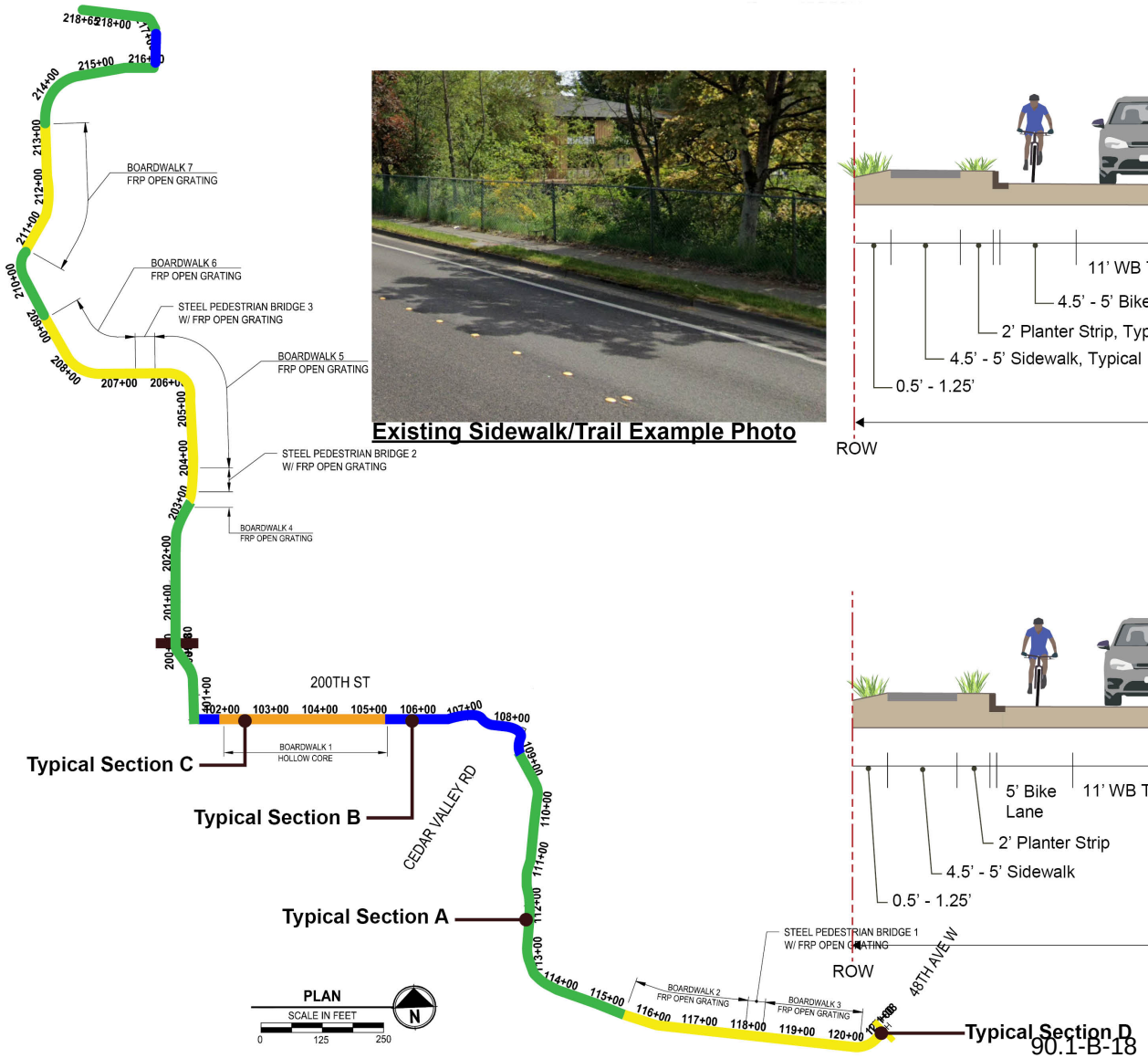
EXISTING AT-GRADE TRAIL
WITHIN CITY PROPERTY*
***(NOT ASSOCIATED WITH ROADWAY)**



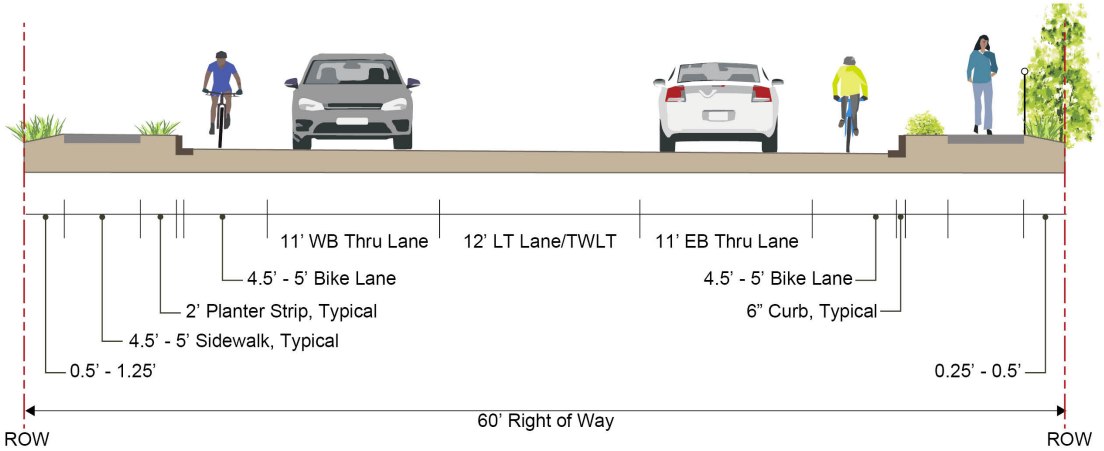
PROPOSED AT-GRADE TRAIL
WITHIN CITY PROPERTY*
(TYPICAL SECTION A)
***(NOT ASSOCIATED WITH ROADWAY)**

LYNNWOOD WASHINGTON

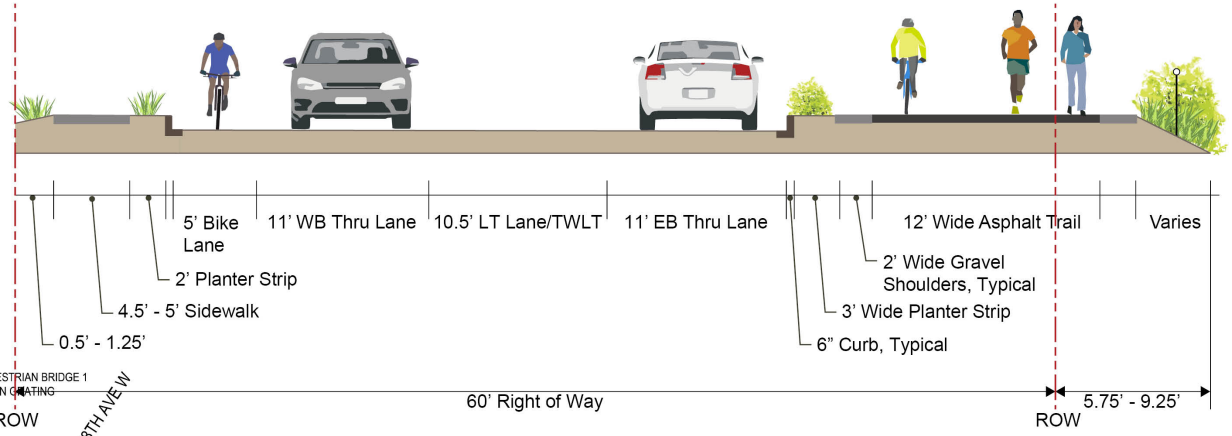
SCT Proposed Improvements



Existing Sidewalk/Trail Example Photo



EXISTING SIDEWALK ADJACENT TO ROADWAY

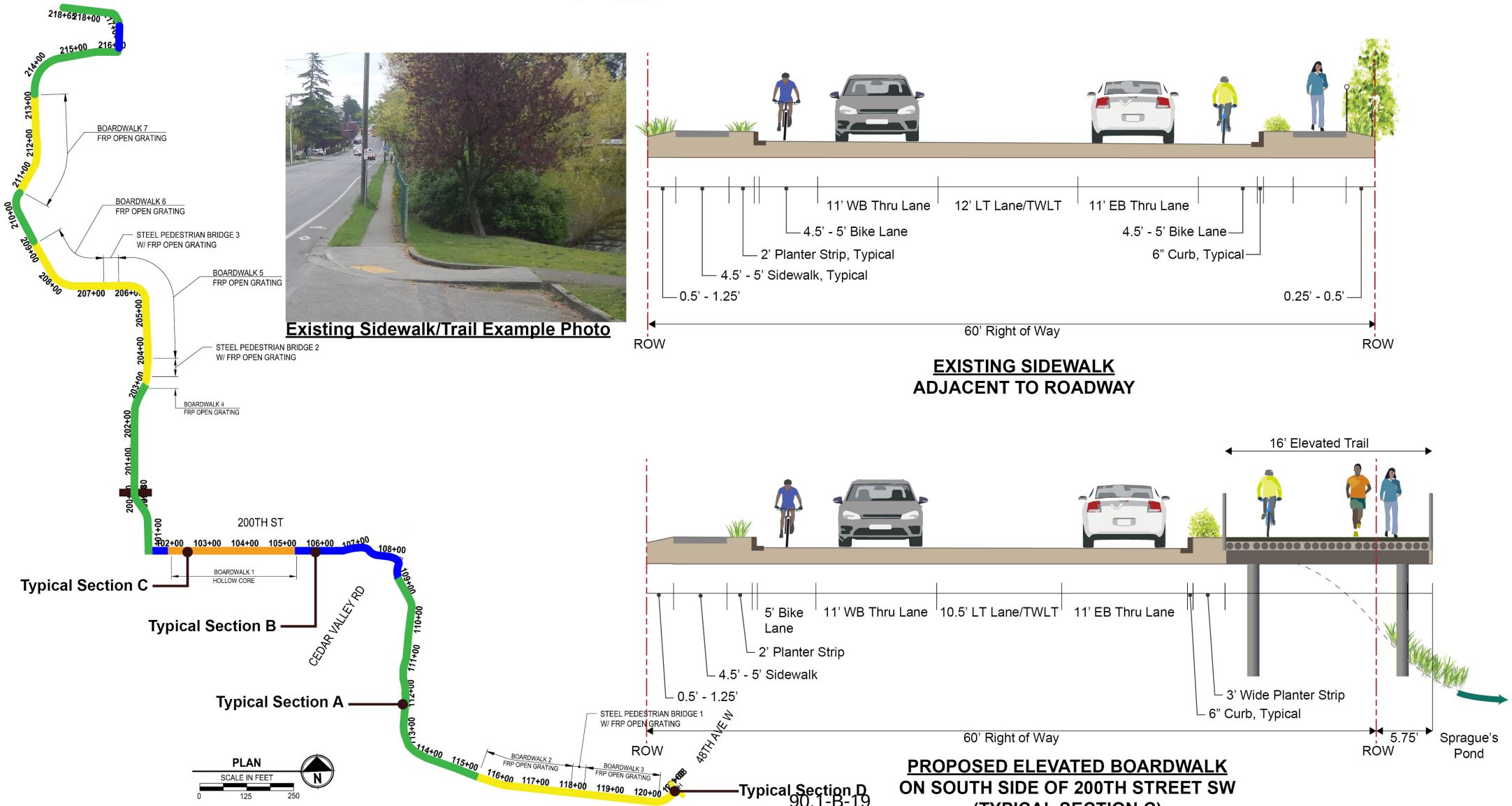


PROPOSED AT-GRADE TRAIL ADJACENT TO ROADWAY (TYPICAL SECTION B)

90.1-B-18

LYNNWOOD WASHINGTON

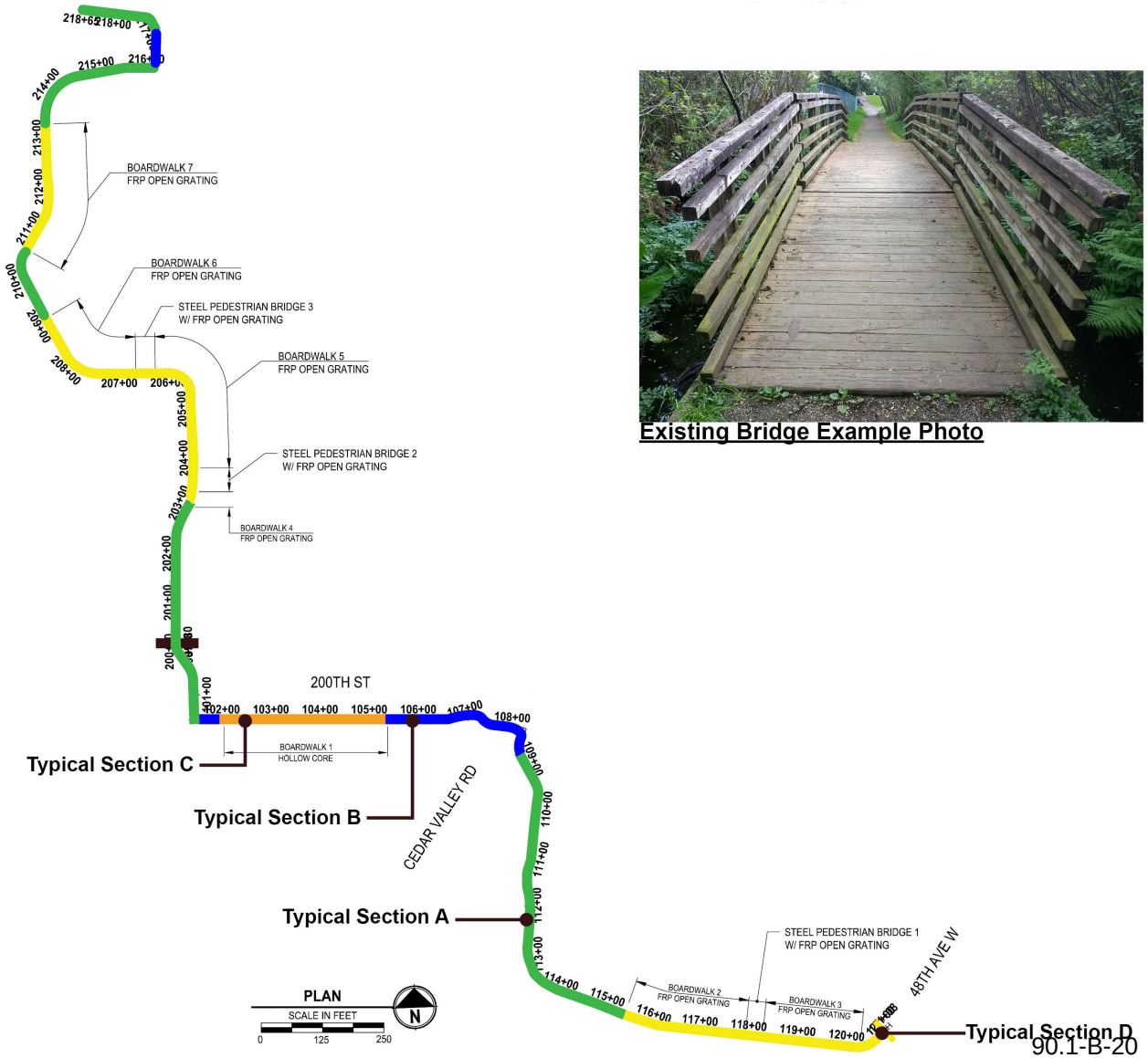
SCT Proposed Improvements



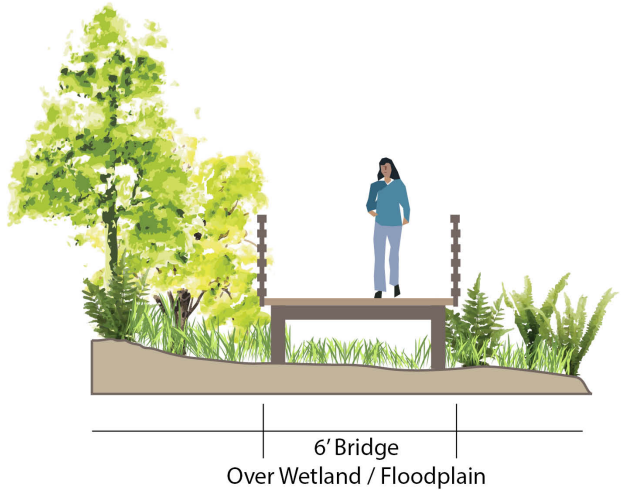
90.1-B-19

LYNNWOOD WASHINGTON

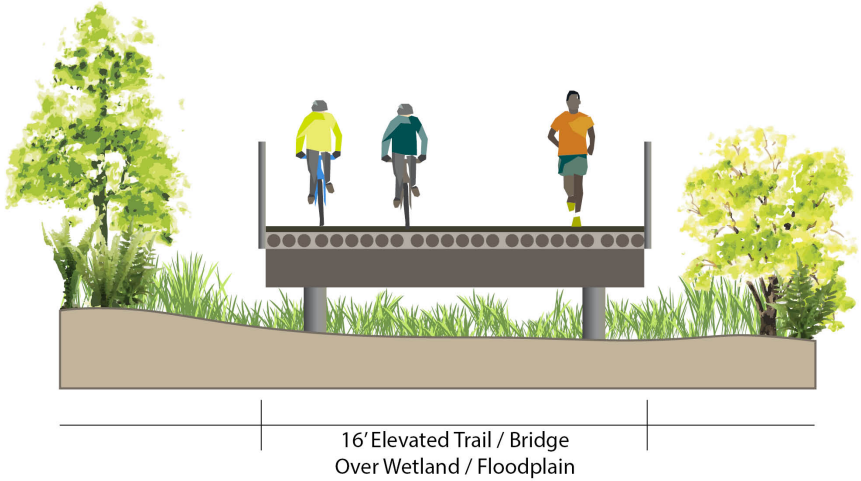
SCT Proposed Improvements



Existing Bridge Example Photo



EXISTING BRIDGE
WITHIN PARK PROPERTY



PROPOSED ELEVATED TRAIL / BRIDGE
WITHIN CITY PROPERTY
(TYPICAL SECTION D)
***(NOT ASSOCIATED WITH ROADWAY)**

LYNNWOOD WASHINGTON

90.1-B-20

Project Phasing

90.1-B-21

Project Costs & Funding

	Scriber Creek Trail Phases 2 & 3	ESTIMATED COST	FUNDING STATUS	FUNDING SOURCE	SCHEDULE START	SCHEDULE COMPLETE
2	Pre-Design (alternatives analysis)	$130,000	Secured	WA Bike and Ped Grant ($675,000 WSDOT + $225,000 COL)	2018	2019
3	30% Design	$472,139	Secured	WA Bike and Ped Grant ($675,000 WSDOT + $225,000 COL)	2019	2020

	Scriber Creek Trail Phase 2	ESTIMATED COST	FUNDING STATUS	FUNDING SOURCE	SCHEDULE START	SCHEDULE COMPLETE
5	60% Design, Environmental, ROW services	$296,000	Secured	WA Bike and Ped Grant ($675,000 WSDOT + $225,000 COL)	2020	2021
6	100% Design & Bid Advertisement	$295,000	Secured	ST 2 (portion of $2.5M)	2021	2022
7	Right of Way Acquisition	$300,000	Secured	ST 2 (portion of $2.5M)	2020	2021
8	Construction	$5,000,000	Secured	ST 3 ($2.5M), CMAQ ($1M), ST2 or WSDOT ($1.5M)	2022	2023

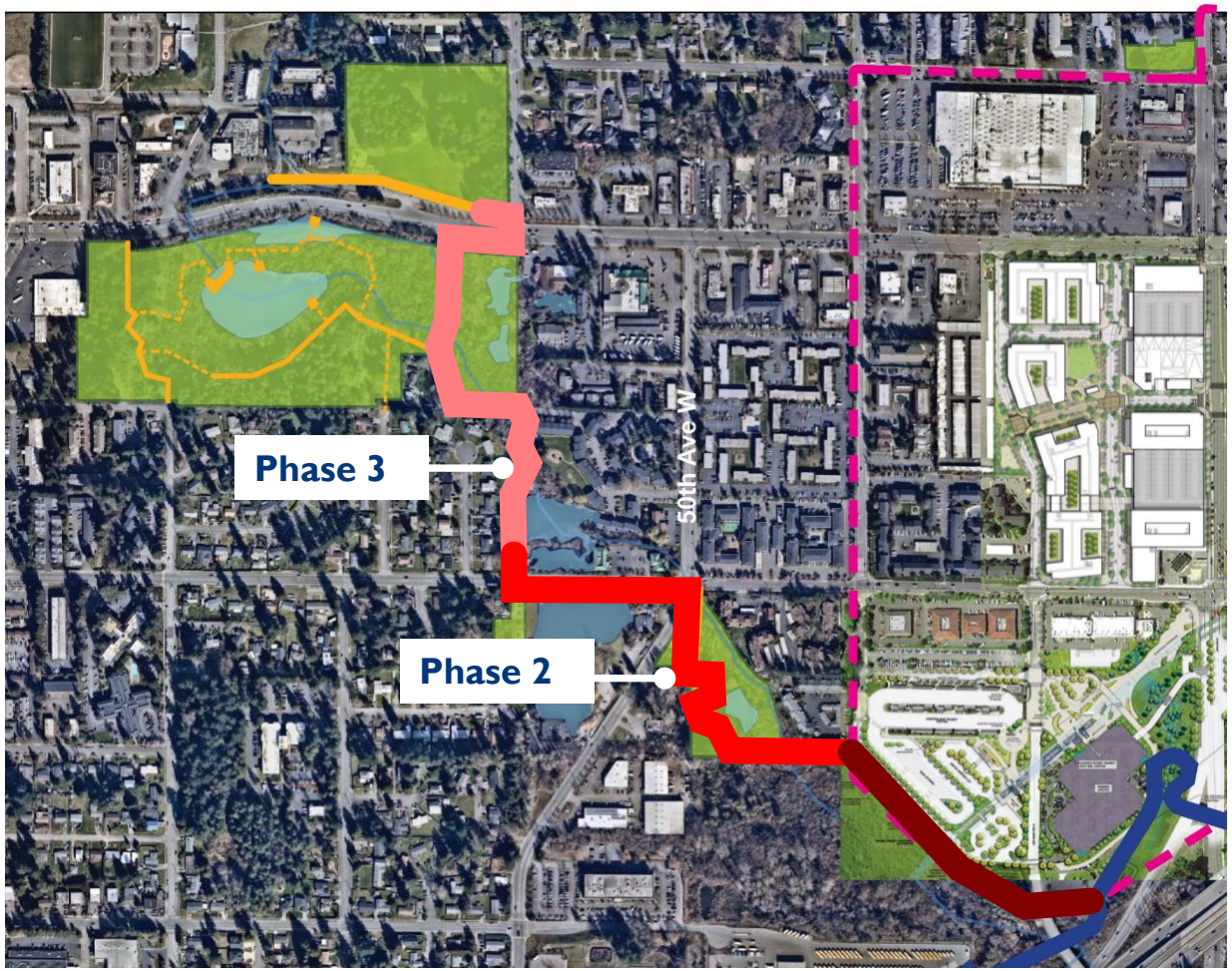
	Scriber Creek Trail Phase 3	ESTIMATED COST	FUNDING STATUS	FUNDING SOURCE	SCHEDULE START	SCHEDULE COMPLETE
10	100% Design & Bid Advertisement	$430,000	Unsecured	FY21/22 Capital Budget	2021	2022
11	Construction	$5,000,000	Unsecured	Will seek RCO Trails Funding (2022) & WSDOT Bike/Ped	2023	2025

12	TOTAL	$11,923,139

Grant Sources	Grant Amount
WSDOT (secured)	$675,000
ST 2 (available)	$2,500,000
ST 3 (secured)	$2,500,000
CMAQ (secured – federal funds)	$1,000,000
WSDOT (application pending)	$1,500,000
Total (to date)	**$8,175,000**

90.1-B-22

Next Steps & Future Planning



2020

- Phase 2: 60% Design
- Phase 2: Right-of-Way (initiate)

2021/2022

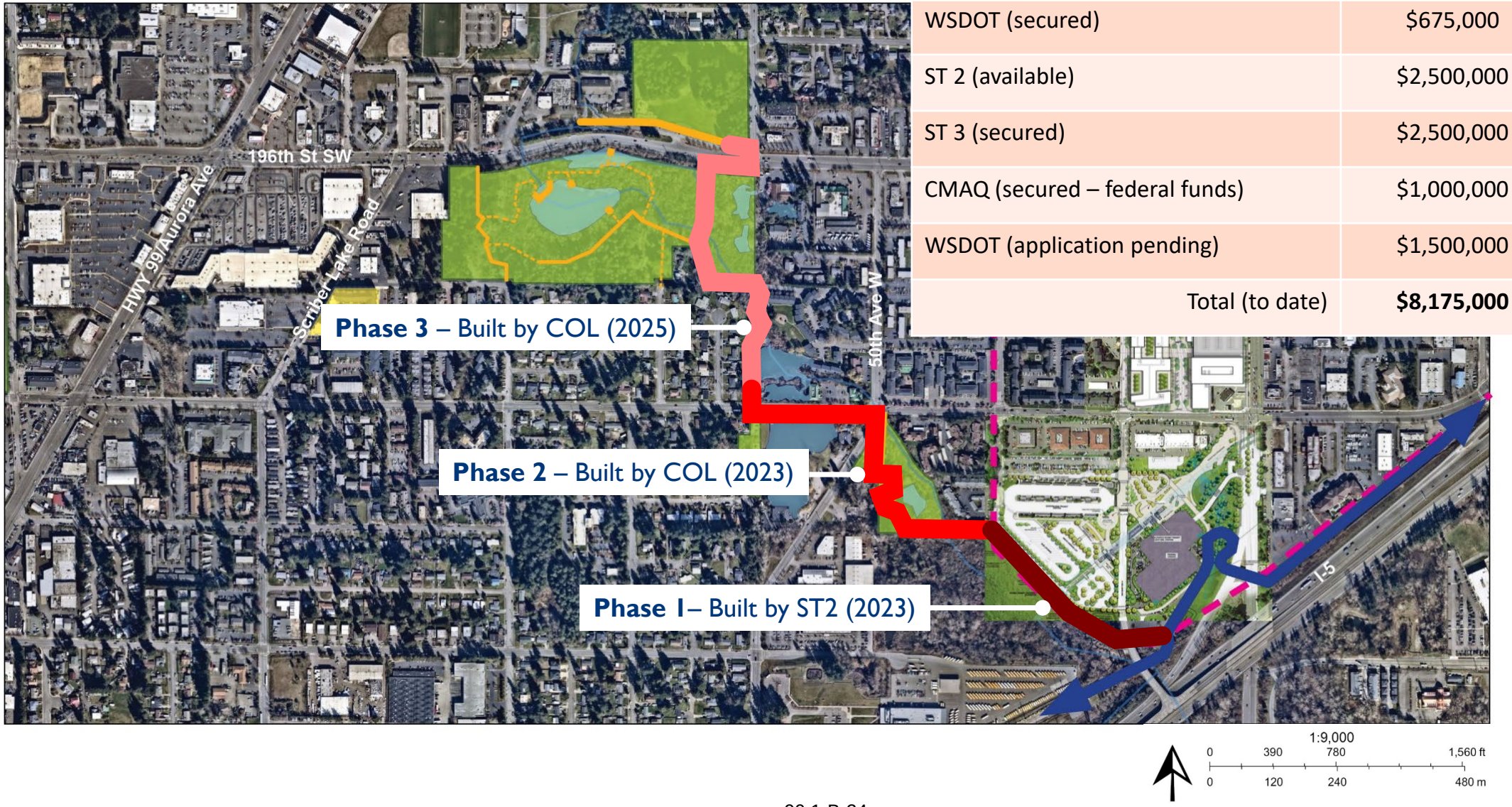
- Phase 2: 100% Design
- Phase 2: ROW (complete)
- Phase 2: Construction (2022)
- Phase 3: 60 & 100% Design

2023/2024

- Phase 3: Construction

Discussion

Grant Sources	Grant Amount
WSDOT (secured)	$675,000
ST 2 (available)	$2,500,000
ST 3 (secured)	$2,500,000
CMAQ (secured – federal funds)	$1,000,000
WSDOT (application pending)	$1,500,000
Total (to date)	**$8,175,000**



90.1-B-24

CITY COUNCIL ITEM 90.1-C

CITY OF LYNNWOOD
Public Works

TITLE: **Final Acceptance: 2019 Pavement Preservation Project**

DEPARTMENT CONTACT: **David Mach and Mike Whaley**

SUMMARY:

This project provided for the improvement of asphalt pavement through full depth repair and mill and overlay on 51st Place West and along 188th St SW from Highway 99 to 48th Ave West. Work also included installation of new curb ramps, pedestrian pushbuttons, pedestrian signals, raised pavement markers, paint lines and plastic pavement markings.

ACTION:

Grant final acceptance of the work performed under the contract for the 2019 Overlay & Curb Ramps Project, subject to the requirements of appropriate State and Federal agencies and ultimately release of retainage to the contractor, if any.

BACKGROUND:

Bids for this project were opened on May 9, 2019. On June 10, 2019 the City Council awarded the contract to Cadman Materials, Inc. of Redmond, WA in the amount of $2,546,785.70, including applicable sales tax. Notice to proceed was issued effective July 29, 2019, with physical completion on January 21, 2020. A work suspension was issued on July 29, 2019 per WSDOT Standard Specification 1-08.6 due to issues by the contractor with attaining the required project specific permits. Work was permitted to resume on August 28, 2019 after the contractor achieved compliance with the contract specifications. This delay resulted in a necessary deletion of the 68th Ave West portion of the project in order to meet project related time constraints for construction activities and weather restrictions for paving operations. Three (3) change orders were processed for the project. The total final payment, including sales tax is as follows:

Original Contract Amount	$2,546,785.70	
Change Order No. 1	28,009.50	Additional Grind on 188th
Change Order No. 2	(1,134,843.62)	Delete work on 68th Ave W
Change Order No. 3	22,751.40	Claims Resolution
New Authorized Contract	$1,462,702.98	
Overrun/(Underrun)	(21,679.03)	
Final Contract Amount	$1,441,023.95	

PREVIOUS COUNCIL ACTIONS:

June 10, 2019 – Construction Contract Award

FUNDING:

Fund 150 -Transportation Benefit District (TBD) : $3,026,000.00

Fund 412 – Utilities: $101,000.00

KEY FEATURES AND VISION ALIGNMENT:

The Lynnwood Community Vision states that the City is to be a welcoming city that builds a healthy and sustainable environment. The project supports that vision and results in an important improvement to the City's infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. This project is a supporting capital project that is listed in the City of Lynnwood Capital Facilities Plan.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 90.1-D

CITY OF LYNNWOOD
Public Works

TITLE: **Construction Contract Award: 48th Ave Sewer Main & 200th St Water Main Improvements**

DEPARTMENT CONTACT: **David Mach and Bill Franz**

SUMMARY:

Public Works staff is requesting the City Council to award the construction contract for the 48th Ave Sewer Main & 200th St Water Main Improvements project to Kamins Construction Inc of Bothell, Washington.

ACTION:

Authorize the Mayor to enter into, and execute on behalf of the City a construction contract with to Kamins Construction Inc of Bothell, WA for the construction of 48th Ave Sewer Main & 200th St Water Main Improvements project , in an amount not to exceed $834,282.82 with an additional 15% contingency for a total amount of $959,425.24. Sales tax is included.

BACKGROUND:

The City of Lynnwood (City) needs to upgrade and upsize its existing infrastructure to accommodate future development in the City Center, including the Lynnwood Square property managed by Merlone Geier Partners (Merlone Geier). In addition, the Sound Transit (ST) Lynnwood Light Rail Extension at the Lynnwood Transit Center is projected to be completed in 2024. With all the improvements in the vicinity, the City needs to upgrade the existing gravity sewer and water main. These improvements have been identified in our utility comprehensive plans and are the responsibility of the City to make.

The sewer main improvements include upsizing approximately 650 linear feet (LF) of the existing gravity main on 48th Avenue from approximately 50 feet north of 200th Street SW to the entrance of the Lynnwood Transit Center. RH2 Engineering, Inc., (RH2) will work with BHC Consultants, LLC, (BHC) as a subconsultant to evaluate the capacity of the gravity main from the entrance of the transit center to the City's Lift Station 10 (LS10) site.

The water main improvements include the replacement of approximately 200 LF of ductile iron pipe along 200th Street SW across the 44th Avenue intersection.

The city opened bids for the project on June 30th, 2020. Six bids were received which ranged from $0.76M to $0.96M (excluding sales tax). The engineer's estimate was $0.78M (excluding sales tax). Staff has reviewed the low bid and has determined that it is responsive/responsible and recommends Council award the contract. Minor math errors in the low bid resulted in a slightly higher award amount than what is shown on the bid tab sheet, however, Kamins is still the low bidder.

FUNDING:

Utility Fund 412.

KEY FEATURES AND VISION ALIGNMENT:

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

The project supports that vision and results in an important improvement to the City's infrastructure that links City of Lynnwood programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The project is a supporting capital project that is listed in the City of Lynnwood Capital Facilities Plan.

DOCUMENT ATTACHMENTS

Description:	Type:
Bid Tabs	Backup Material

BID RECORDING FORM

PROJECT NAME: 48th Sewer and 200th ST Water Main **READER:** Ashely Tillery

DATE OF OPENING: June 30, 2020 **RECORDER:** Katie McKee

TIME OF OPENING: 2:00 AM **BID #:** 3205

ENGINEER'S ESTIMATE: $860,000.00 **CONTRACT:**

Note: The following Bid results are for Contractor information only. These results will undergo further review by Lynnwood in determination of award to the lowest responsive and responsible bidder.

BIDDING COMPANY	ADDRESS	BID SECURITY	SIGNED OFFER	ADDENDUMS RECEIVED 1 & 2		PROJECT TOTAL BASE BID
1 Shoreline Construction	PO Box 358, Woodenville WA 98072	x	x	x		$ 877,988.80
2 Marshbank Construction	PO Box 97, Lake Stevens WA 98258	x	x	x		$ 1,064,882.00
3 Rodarte Construction	17 E Valley Hwy E, Auborn WA 98092	x	x	x		$ 840,755.82
4 Kamins Construction	PO Box 867 Bothell, WA 98041	x	x	x		$ 828,757.82
5 Interwest Construction Inc.	609 N Hill Blvd, Burlington WA 98233	x	x	x		$ 930,238.73
6 MidMountain Contractors	PO Box 2909, Kirkland WA 98083	x	x	x		$ 977,471.95
7						
8						
9						

BID RECORDING FORM

PROJECT NAME: 48th Sewer and 200th ST Water Main **READER:** Ashely Tillery

DATE OF OPENING: June 30, 2020 **RECORDER:** Katie McKee

TIME OF OPENING: 2:00 AM **BID #:** 3205

ENGINEER'S ESTIMATE: $860,000.00 **CONTRACT:**

Note: The following Bid results are for Contractor information only. These results will undergo further review by Lynnwood in determination of award to the lowest responsive and responsible bidder.

BIDDING COMPANY	ADDRESS	BID	SIGNED	ADDENDUMS		PROJECT TOTAL
		SECURITY	OFFER	RECEIVED 1 & 2		BASE BID
10						
11						
12						
13						
14						
15						
16						

CITY COUNCIL ITEM 90.1-E

CITY OF LYNNWOOD
Administrative Services

TITLE: **Contract Amendment, Cartegraph**

DEPARTMENT CONTACT: **Cathy Robinson, Interim Procurement Manager**

SUMMARY:

The City requires the software for an asset and operations management system. Cartegraph provides these services under contract to the City. This amendment will establish annual subscription pricing for up to five years.

ACTION:

Authorize the Mayor to execute a contract amendment #3 with Cartegraph for annual software subscription services for an additional five years. The estimated total value is $417,621.

BACKGROUND:

In 2017 the City established a new contract with Cartegraph for an upgraded software solution. This amendment continues the software subscription for those services.

PREVIOUS COUNCIL ACTIONS:

Council approved award for the upgraded software solution in 2017. In 2018, contract amendment #2 was executed to increased the number of city users from 50 to 100.

FUNDING:

The funding for these services are included in the currently adopted biennium budget for public works.

ADMINISTRATION RECOMMENDATION:

Approve

DOCUMENT ATTACHMENTS

Description:	Type:
Procurement Report	Backup Material

Procurement Report
#2925 – Cartegraph Asset Management System

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 for city or county organizations. 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 a customer of Cartegraph for more than ten years and currently utilizes the Cartegraph Navigator asset management software to track city assets that are maintained such as sidewalks, street signs, underground pipes, etc., along with processing maintenance work-orders and other historical asset reporting information.
Estimated cost: The contract amendment is for a five-year renewal period which includes a new report tool. The new report tool allows the department to create "what if" scenarios and do analysis on when maintenance would be performed. The estimated total cost for the five-year renewal period is $417,621, which includes sales tax and a one-time cost for the new tool implementation.
Advanced Planning: In 2017 the City evaluated between upgrading the then current Cartegraph OMS system or procuring a new system. The decision was made to upgrade the Cartegraph OMS system. This current contract amendment continues the software subscription to that service.
Method of Procurement: Sole Source as there is no alternative method to continue this software subscription.
Type of Contract: One time buy? Services This is an on-going subscription services contract with a one-time implementation fee.
Term of Contract: The term of this contract amendment is for a five (5) year period, with annual subscription paid yearly. The contract includes a termination for non-appropriation clause.
Solicitation: N/A
Recommended Action: Approve contract amendment of up to five (5) years with Cartegraph for the provision of software services for asset and operations management at an estimated value of $417,621.
Procurement Officer: Cathy Robinson **Date:** July 28, 2020

CITY COUNCIL ITEM 90.1-F

CITY OF LYNNWOOD
Administrative Services

TITLE: **Voucher Approval**

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

SUMMARY:

Approve claims and payroll in the amount of $3,163,142.49 and $1,132,517.77 respectively.

DOCUMENT ATTACHMENTS

Description:	Type:
No Attachments Available	

CITY COUNCIL ITEM 90.2-A

CITY OF LYNNWOOD
Public Works

TITLE: **Six-Year Capital Facilities Plan (CFP) and Six-Year Transportation Improvement Program (TIP) 2021 - 2026**

DEPARTMENT CONTACT: **Sadia Faiza and David Mach**

SUMMARY:

State law requires that the City annually adopt a Capital Facilities Plan (CFP) and Transportation Improvement Program (TIP). A public hearing is scheduled for the August 10th meeting to review these documents with adoption of the ordinances sometime afterwards.

ACTION:

Conduct a public hearing on August 10, 2020. Adoption of the Ordinances to follow.

BACKGROUND:

The proposed CFP and TIP cover the next six years, 2021-2026. The projects are derived directly from the prior CFP, 2020-2025, with minor modifications. New projects are also added. The TIP projects are the transportation projects located in the CFP. All the projects are based on policies set forth in the City of Lynnwood Comprehensive Plan. Having an adopted Six-Year CFP and TIP allows the City of Lynnwood to compete for federal and state grants and to meet other state and/or federal requirements.

The CFP is a coordinated city-wide effort that lists all possible City capital projects, whether funded or not. These plans are “high level” planning documents and are not intended for detailed budgeting purposes. Detailed project costs are approved through the city budgeting process and not this process.

Staff has simplified this approval process into one streamlined process over the past few years. This has significantly reduced the amount of staff time needed to prepare these plans.

The Planning Commission reviewed the proposed CFP on July 09, 2020 and they made a recommendation of approval and forwarded to the City Council for review and adoption. They had questions about costs on the Information Technology projects. Staff was not able to answer their questions during the meeting but has reached out to Information Technology Department.

The proposed schedule of events for City Council approval is as follows:

1) Conduct a Public Hearing at the August 10, 2020 City Council business session

2) Adopt an ordinance for the Six-year CFP at the September 14, 2020 City Council business session

3) Adopt an ordinance for the Six-year TIP at the September 14, 2020 City Council business session

Capital Facilities Plan (CFP)

Consistent with RCW 36.70A.070(3) and RCW 36.70A.130, the CFP identifies specific projects including public buildings, parks and recreation facilities, transportation, utilities systems and information technologies and must be adopted yearly by the City Council. The Draft CFP Ordinance for the period of 2021-2026 is attached. The draft CFP project list is attached, and the entire report is available on the City's website at the following link: https://www.lynnwoodwa.gov/files/sharedassets/public/administrative-services/budget-docs/2021-2026-draft-cfp.pdf

Improvement Program (TIP)

Consistent with RCW 35.77.010 and RCW 36.81.121, the TIP identifies the transportation projects (a subset of the CFP) and must be adopted yearly by the City Council. The Draft TIP Ordinance for the period of 2021-2026 is attached.

KEY FEATURES AND VISION ALIGNMENT:

Vision/Mission/Goals: The Lynnwood Community Vision states that the City is to "Invest in efficient, integrated, local and regional transportation systems", and "be a city that is responsive to the wants and needs of our citizens."

The 2021-2026 Six-year Capital Facilities Plan supports that vision and results in important improvements to the City's infrastructure that links the City of Lynnwood's programs, policies, comprehensive plans, mission, and ultimately the Community Vision. The projects listed in this Six-year Capital Facilities Plan shows the City's commitment to listen to the needs of our citizens.

DOCUMENT ATTACHMENTS

Description:	Type:
CIP/TIP Document	Backup Material
Draft CFP Ordinance	Backup Material
Draft TIP Ordinance	Ordinance

CAPITAL FACILITIES PLAN

2021-2026

LYNNWOOD
WASHINGTON

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MEMORANDUM

Memorandum

Date: September 14, 2020

To: Lynnwood City Council

Citizens of Lynnwood

From: Nicola Smith, Mayor

Re: Capital Facilities Plan (CFP) 2021-2026

This is the CFP for the years 2021 through 2026 On September 14, 2020 Council adopted Ordinance No. ____ approving this plan. The CFP is a planning document that serves to coordinate the scheduling and funding needs for major projects undertaken by the City over the next six-year period. Projects defined in this 2021 – 2026 CFP, requires specific authorization and appropriation by the Council beyond the adoption of the 6-year TIP.

Individual project information is included.

The CFP is a planning document and it does not appropriate funds. The Council will be presented with Capital budgets for approval as a part of the budget. Those projects are a subset of the CFP. The CFP also makes it possible to apply for various project grants through state and federal agencies.

This plan provides a complete review of the needed capital projects in the city. It serves as a very important tool the community can use to help ensure the important capital facilities necessary for city services are maintained or developed as needed.

The long-range vision of the City's infrastructure is the result of a combined effort and input of City Council, Citizens, and City staff.

Special thanks to the departments of the city that helped make the development of this important capital program a meaningful effort.

Ordinance

LYNNWOOD
WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A SIX YEAR COMPREHENSIVE TRANSPORTATION PROGRAM: 2021-2026 FOR THE CITY OF LYNNWOOD TO BE FILED WITH THE WASHINGTON STATE SECRETARY OF TRANSPORTATION; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION.

WHEREAS RCW 35.77.010 requires that the legislative body of each city and town shall prepare and adopt a "Comprehensive Transportation Program" for the ensuing six calendar years to serve as a guide in carrying out a coordinated street construction program, and that said legislative body shall annually thereafter review, amend as necessary and readopt said Comprehensive Transportation Program; and

WHEREAS in compliance with RCW 35.77.010 there exists a Six Year Transportation Improvement Program (TIP) for the City of Lynnwood identifying streets, types of improvements needed and estimated costs; and

WHEREAS the transportation facility planning is an element of the City Comprehensive Plan adopted by Ordinance 3142 on June 22, 2015, as amended; and

WHEREAS the City Council of the City of Lynnwood has reviewed the work accomplished under said Program, determined current and future City street and arterial needs, and based on these findings has prepared a Six-Year Comprehensive Transportation Program for the next ensuing six years; and

WHEREAS after due notice, a hearing on the proposed Program was held by the City Council in accordance with RCW 35.77.010; and

WHEREAS it has been found that there will be no significant adverse environmental impacts associated with the listing of the projects in the proposed Program;

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

ORDINANCE

SECTION 1. That the transportation projects of the 2021-2026 Capital Facilities Plan attached to this ordinance is designated and adopted as the official: "Six-Year Transportation Improvement Program (TIP): 2021-2026" of the City of Lynnwood, Washington.

SECTION 2. That the Director of Public Works, or his designee, is hereby directed to file with the Secretary of Transportation of the State of Washington a certified copy of this ordinance and relevant documents.

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

SECTION 4: Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED BY THE CITY COUNCIL, the 14th day of September 2020.

APPROVED:

_____

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

_____

Sonja Springer, Finance Director

APPROVED AS TO FORM:

_____

Rosemary Larson, City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

INTRODUCTION

Introduction

This Capital Facilities Plan (CFP) is an inventory of capital projects organized by Department/Program and consists of the following sections:

- Administrative Services – Information Services
- Park, Recreation & Cultural Arts Administration
    - Building & Property Services
    - Parks & Recreation
- Police Administration
- Public Works Administration
    - Building & Property Services
    - Street Projects
    - Utility Projects – Enterprise Funds
        - Sewer
        - Stormwater
        - Water

The Utility Projects are Enterprise Funds and have a dedicated funding source. Since these projects are all managed by the Public Works Department they are grouped by element (i.e. Water, Sewer, and Stormwater).

WHAT ARE CAPITAL FACILITIES AND WHY DO WE NEED TO PLAN FOR THEM?

Capital facilities are all around us. They are the public facilities we all use on a daily basis. They are our public streets and transportation facilities, our City parks and recreation facilities, our public buildings such as libraries and community centers, our public water systems that bring us pure drinking water, and the sanitary sewer systems that collect our wastewater for treatment and safe disposal. Even if you don't reside within the City, you use our capital facilities every time you drive, eat, shop, work, or play here.

INTRODUCTION

While a Capital Facilities Plan (CFP) does not cover routine maintenance, it does include renovation, major repair or reconstruction of damaged or deteriorating facilities. While capital facilities do not usually include furniture and equipment, a capital project may include the furniture and equipment associated with a newly constructed or renovated facility. Our CFP also includes the acquisition of major computer systems and personal computers, etc. Capital improvements that are included in the CFP are generally defined as those with a cost more than $100,000 and with a useful life of at least five years. The CFP may also identify expenditures less than $100,000 that are considered significant or may be necessary to meet distinct regulatory requirements.

All of these facilities must be planned for years in advance to assure that they will be available and adequate to serve all who need or desire to utilize them. Such planning involves determining, not only where the facilities will be needed, but when; and not only how much they will cost, but how they will be paid for.

The planning period for a CFP is six years. The adoption of the CFP does not include specific appropriation of funds. Such appropriation will come subsequently, by specific Council action and adoption of budget.

The CFP is an important link between the City's planning and budgetary processes, allowing us to determine the projects that are needed to achieve the goals of the Comprehensive Plan and assuring that we will have adequate funds to undertake these projects. It is an integral component of the City's twenty-year Comprehensive Plan and directly related to growth management implementation. New information and priorities are continually reviewed and annual amendments to the CFP must maintain consistency with all other elements of the Comprehensive Plan.

THE STATE GROWTH MANAGEMENT ACT, AND ITS EFFECT ON THE CAPITAL FACILITIES PLANNING PROCESS

In 1990, in response to the effect of unprecedented population growth and pressure on our State's environment and public facilities, the Washington State Legislature determined that "uncoordinated and unplanned growth, together with a lack of common goals expressing the public's interest in the conservation and the wise use of our lands, pose a threat to the environment, sustainable economic

development, and the health, safety, and the high quality of life enjoyed by the residents of this state." Further they found that "it is in the public interest that citizens, communities, local governments, and the private sector to cooperate and coordinate with one another in comprehensive land use planning." The State of Washington Growth Management Act (GMA) was adopted by the Legislature in that year to address its concerns.

The GMA requires the City of Lynnwood and other high growth cities and counties to write, adopt and implement local comprehensive plans that will guide all development activity within their jurisdictions and associated Urban Growth Areas (UGA) over the next twenty years. Each jurisdiction is required to coordinate its comprehensive plan with the plans of neighboring jurisdictions, and unincorporated areas located within designated Urban Growth Areas must be planned through a joint process involving both the city and the county.

The GMA requires that comprehensive plans guide growth and development in a manner that is consistent with the following State planning goals:

1) Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.

2) Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.

3) Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.

4) Housing. Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

5) Economic Development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting

economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

6) Property rights. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.

7) Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.

8) Natural resource industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forest lands and productive agricultural lands and discourage incompatible uses.

9) Open space and recreation. Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.

10) Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.

11) Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.

12) Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

13) Historic preservation. Identify and encourage the preservation of lands, sites, and structures that have historical or archaeological significance.

INTRODUCTION

I. THIS CAPITAL FACILITIES PLAN AS AN ELEMENT IN LYNNWOOD'S COMPREHENSIVE PLAN

The Growth Management Act requires inclusion of seven mandatory planning elements in each jurisdiction's comprehensive plan and suggests the inclusion of several optional elements. The mandatory elements are:

1) A capital facilities element, with a six-year plan for financing identified capital needs.

2) A land use element.

3) A housing element.

4) A utilities element.

5) A transportation element.

6) An economic development element.

7) A parks and recreation element.

Lynnwood's adopted Comprehensive Plan also includes elements for Cultural and Historic Resources, Environmental Resources, and Implementation.

II. CONCURRENCY AND LEVELS-OF-SERVICE REQUIREMENTS

The Growth Management Act requires jurisdictions to have capital facilities in place and readily available when new development occurs or a service area population grows. This concept is known as concurrency. Specifically, this means that:

1) All public facilities needed to serve new development and/or a growing service area population must be in place at the time of initial need. If the facilities are not in place, a financial commitment must have been made to provide the facilities within six years of the time of the initial need; and

2) Such facilities must be of sufficient capacity to serve the service area population without decreasing service levels below locally established minimum levels, known as levels-of-service.

Levels-of-service are quantifiable measures of capacity, such as acres of parkland per capita, vehicle capacity of intersections, or water pressure per square inch available for the water system.

Minimum standards are established at the local level. Factors that influence local standards are citizen, City Council and Planning Commission recommendations, national standards, federal and state mandates, and the standards of neighboring jurisdictions.

The GMA stipulates that if a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either:

(a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or

(b) lower established standards for levels-of-service.

III. DETERMINING WHERE, WHEN AND HOW CAPITAL FACILITIES WILL BE BUILT

In planning for future capital facilities, several factors have to be considered. Many are unique to the type of facility being planned. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Many sources of financing can be used for certain types of projects. Once a project starts then the funding or financing sources will be identified. This capital facilities plan, therefore, is actually the product of many separate but coordinated planning documents, each focusing on a specific type of facility. Future sewer requirements are addressed via a sewer plan; parks facilities through a parks and recreation plan; urban trail facilities through a non-motorized transportation plan; storm drainage facility needs through storm water plans; water facility needs through a water plan; transportation needs through a transportation plan; and information systems through an information technology plan.

In addition, the recommendations of local citizens, the advisory boards, and the Planning Commission are considered when determining types and locations of projects. Some capital needs of the City are not specifically included in a comprehensive plan. Nonetheless, many of these projects are vital to the quality of life in Lynnwood. However, these projects do meet the growth management definition of capital facilities because of the nature of the improvement, its cost or useful life.

IV. CAPITAL FACILITIES NOT PROVIDED BY THE CITY

In addition to planning for public buildings, streets, parks, trails, water systems, sewer systems, and storm drainage systems, the GMA requires that jurisdictions plan for 1) public school facilities, 2) solid waste (garbage) collection and disposal facilities. These facilities are planned for and provided throughout the UGA area by the Edmonds School District and the Snohomish County Department of Solid Waste, respectively. Each county and city must also provide a process for identifying and siting "essential public facilities" within our area. These could include major regional facilities that are needed but difficult to site, such as airports, light rail and bus facilities, state educational facilities, solid-waste handling facilities, substance abuse and mental health facilities, group homes and others. The City of Lynnwood has adopted a common siting process in the City's Comprehensive Plan to guide decision-making on such facilities.

V. FUNDING SOURCES

Capital projects draw funding from many sources, depending on the type of project, the complexity, and the overall cost. For example, a large road improvement project may have 10 or more funding sources that could include, but not be limited to, state and federal grants, City general funds, Real Estate Excise Taxes, Transportation Benefit District Funds, Transportation Impact Fees, City Utility Funds for water, sewer, and/or storm upgrades, private utility contributions, and/or neighboring jurisdiction contributions. The complexity of the funding for large projects is one of the reasons why large capital projects can take many years to move from conception to completion. The following is a list of funding sources that will be used to pay for projects in this plan. Decisions on funding sources have already been made for projects that are funded, partially funded, or budgeted in the current biennium. Future projects are much more speculative to what type of funding will be utilized. Specific information on types of funding for each project is not included in this plan because that information is either more specifically contained in financial plans for each project or in the adopted budget, or the funding sources are not known or too speculative to list.

City General Funds: The City currently contributes general funds towards capital projects via the Capital Development Fund 333. This money can be used for any type of project. The City has also established

the Economic Development Investment Fund (EDIF) that generates dollars from certain development projects that then can be used to reinvest in capital projects that support further economic development. There are requirements established by the program for qualifying for use of these funds.

City Utility Funds: The City's Water, Sewer, and Storm Utility Fund 411 generates customer rates that can be used for capital expenses related to Water, Sewer and Storm improvements. The City has also instituted a sewer connection charge that requires new growth to pay towards capital improvements that their growth requires. All utility projects listed in this plan are funded by these funds.

Real Estate Excise Taxes (REET): The City has implemented REET taxes on the sale of any real property in Lynnwood. These funds must be used pursuant to state law and can fund many types of City projects.

State and Federal Grants: There are various state and federal grant programs that the City must apply and compete for. These generally apply to transportation projects and parks projects, but can also occasionally include other types of projects. These amounts can vary widely, depending on the program. For example, the City received $14.8 million dollars from the State of Washington towards our 196th Street SW Improvement Project.

Park Impact Fees: The City in 2018 adopted fees that new development must pay towards park needs created by the new demands of their development.

Transportation Impact Fees: The City requires new developments that create additional trips to pay towards transportation projects that mitigate for their new trips.

Transportation Benefit District (TBD): The City formed a TBD that generates funds from sales taxes as well as vehicle tab fees. These funds can be used towards transportation capital projects.

Other Jurisdiction Funds: Occasionally a capital projects is shared with or somehow benefits a partner agency. Examples of this could be the Cities of Mountlake Terrace or Edmonds, Snohomish County, Verdant Health District, or our transit agencies. These funds are particular to that project.

Project List (2021-2026)

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City of Lynnwood Six Year CFP List 2021-2026

Project Title & Location	Project Number	Department	Project Year Identified	Location	Funding Status	PLANNED EXPENSES ($ in thousand) 2021	2022	2023	2024	2025	2026	Project Total Expense
Police Administration Projects												
New Justice Facility	PD2004004A	Police Administration	2004	Police Station	P*	1,000	24,000	24,000	0	0	0	49,000

Development of a new Community Justice Center which consists of a new police department, parking structure, jail addition and court remodel. The Community Justice Center will be placed on the existing Civic Justice Center site and utilize the City owned acre located directly east (adjacent) to current site.
The Police Department has a study and pre-design concept which was refreshed and completed in late 2018. The department has been approved for design services on this project, which are underway, and are funded in the Police Department Budget for 2019-20. This infrastructure improvements are necessary to house current and future staff as well as to develop programmatic enhancements that have been conceptually presented to City Council and involve a partnership with Community Health Center of Snohomish County. The jail addition is necessary to meet best practices standards, ADA requirements and standards for State accreditation. The current facility does not meet these standards.
The City Executive's Office, City Council and Community Health Center have all offered support in writing for this project. This project has been presented to Council and the design funding has been approved in the 2019-20 City Budget. Additionally, the City has worked with PFM financial advisors to present funding

discussions and options to the Council Finance Committee for construction of the facility. The priority for this project is "High". The level of service for our community is significantly impacted, especially in the area of service to those who are living with drug and alcohol substance abuse disorder, mental health issues or who lack resources. Our community partner, Community Health Center of Snohomish County, is also relying upon this partnership to expand their services in Lynnwood for those who face barriers to healthcare. The space needs in the police department, jail and court all impact the ability to programmatically enhance these services for our community.							

Information Technology Projects												
Email Storage Increase - State Records Compliance	BP2008039A	Information Technology	2008	N/A	F	0	60	40	40	20	20	180
Upgrade of equipment and software to allow for Email storage capacity was purchased in 2008. Phase II - eDiscovery proposed for 2013. Cataloging, Indexing, Retention, and retrieval system for all electronic media. Mandated by State Electronic Records RCW. This is necessary to meet the State Records Compliance requirements. This is a major project estimated at $150,000. This has been delayed due to budgetary constraints, but the data requests continue to strain the existing systems and will inhibit the spirit of the law which requires a reasonable effort in response. Fines can be levied for noncompliance. Provide quick and reasonable retrieval of electronically stored documents. State mandated RCW's determined electronic records to be retained in accordance with State retention rules per agency and retention category. The city has been scanning paper to electronic documents and saving email documents for retention and retrieval since 2008. This system needs to be expanded and search capabilities enhanced to incorporate the increasing volume of stored documents. A centralized single system will be utilized to provide storage, backup, and safe management of these regulated files. Although there are retention dates and documents will be purged at different intervals, there are other documents that are for perpetuity. Ongoing maintenance and storage will be an ever-present factor. The current system was implemented in 2008 as a three year stop gap measure to address email collection and retention. That window has passed and the structure of retention has grown. A comprehensive application and proper storage allotments need to be provisioned to handle the ever-growing business needs of document control, retention, and retrieval. This is a compliance requirement from the State of Washington RCW's, Electronic Records Retention. It should be noted that the State continues to lay new public record retention requirements on Cities . Recent additions now include many new Information Technology retention requirements including network access, metadata retention and others. This has the opportunity to seriously impact our storage requirements. The Capital Budget has been adjusted to reflect these new requirements Recent decision by the Supreme Court of the State of Washington (in re: O'Neill v City of Shoreline) has impacted our document retention, storage and e-discovery processes and requirements. With the need to now store and provide "metadata" to all public records requests the need to implement our e-Discovery and Storage solutions to comply with State law has become critical.												

CityWide Wireless Project	BP2008031A	Information Technology	2008	City wide	P*							
Design and implement a City wireless network that will provide 24/7 ancillary network connectivity to all Public Safety Vehicles and City Field Operations Staff. This project will expand the City 's network infrastructure to utilize private access points to provide Police, Fire, Bldg. Inspectors, and other Field Workers with direct high-speed connectivity while outside of City Facilities. This communications link will provide asset management and increase staff productivity and efficiencies by providing them access to City applications and other government agencies like NCIS, CJIS, 911 Dispatch, Hospitals, and other data sources including the Internet. This internal structure would be independent of public influence of congestion, cost increases, service loss, and business conflicts. Our City staff need access to these applications while in the field to increase efficiency and have access to critical data while on job sites or when responding to emergency situations. This system will enhance Public Safety access to NCIS database, CJIS database and other city provisioned services that will enhance the first responders and other city support staff's ability to respond more effectively. Information Services Strategic Emergency Support Plan This will increase the level of service offered to our citizens. This will require a funding source.						0	288	150	250	250	250	1,188

IT Plan: Service Enhancements (Issues, Upgrades, Improvements)	BP2005021C	Information Technology	2005	City wide	P*	100	100	100	100	100	100	600

This funding is scheduled to address a wide variety of technology requests and service enhancements from all departments. Included is funding for:
- Web Improvements: E-Gov Transaction Services Enhancements, Streaming Video, Citizen Service Requests
- Expand wireless network access locations amongst city owned sites.
- Fire 15 Intelligent classroom upgrades.
- Storage Expansion for continued growth and retention
- Network Infrastructure enhancements replacements.

This wide variety of technology requests are department driven, and will enhance their service delivery to our citizens, local businesses and anyone who does business with our City. Without a centralized funding approach, each department will ask for individual funding, or expand their budget requests to include the necessary funding, and we will lose management and oversight of the projects.

Ongoing Information Technology Plan and Technology Adjustments

As the adoption of technology continues expand, our citizens, customers and staff come to expect this level of service from their local government. A forward-looking community will proactively provide these services before they are demanded by the public.

E-gov services, along with other enhanced services such as Citizen Service Requests, E-Bill payment and further Wireless Network Access, when implemented, will require regular maintenance and support. An estimation of these fees is not to exceed$ 50,000 per year.

IT Plan: Desktop Infrastructure Supporting Reliable City Operations	BP2005021B	Information Technology	2005	City wide	F*						
The IT Plan calls for annually replacing 1/3 of the Departmental Desktop PC's to include Police/Fire mobile terminals required to support City Public Services and Day-to-Day Department Operations. The majority of the City's desktop infrastructure was acquired in the initial 2000 IT Plan. The City is currently licensed and uses the Microsoft suite platform for Operating System and Office Business Application. It's essential that the City deploy and maintain current levels of the operating system and applications. Industry compatibility and security measures require us to remain current and enable us to communicate and collaborate with other government agencies and the general public. Continual advances in software capability require corresponding investments in desktop hardware. Desktop software is only supported by manufacturers for a limited period of time. Without software support security enhancements and corrections are no longer available, which increases the City's vulnerability to digital threats. Ongoing Information Technology Refresh Plan These upgrades are required to continue the current Level of Service that the City and Departments depend on to carry-out their public mission. These are started being implemented in 2007 and are continuing to be implemented. Please note that the replacement plan has been adjusted to accommodate a 3-year refresh cycle. This more closely matches industry best practices and maximizes the value of the equipment. Information Technology is also considering adopting a software as a service (SaaS) model for desktop office applications. SaaS applications are based on annual subscriptions and are the direction the IT industry has been heading for a number of years. Some of the systems used by the City are already using this model or will be as software manufacturers change their business models.						0	150	150	150	150	150	750

Technology Disaster Recovery Project	200900139	Information Technology	2009	City wide	P	0	55	15	15	15	15	115
The City has invested significantly in the rebuilding of our IT Infrastructure. The City also sits in a heavy weather zone that from time to time causes power outages and other potentially damaging occurrences. This project is to design and build our disaster recovery system so that the City can withstand and continue to operate in case of a significant event that would otherwise interrupt business and public safety needs both in first responder as well as rapid business response. The City also invested in our EOC Center in 2009, this project moved Lynnwood into a disaster management center and allows for a technology smart environment, allowing operations like networking, telecommunications and accounting activities and the ability to be maintained in operational mode during such events. This enhancement will provide and include a remote site that is 30 miles away and will include a backup and emergency operations facility and providing reduced but functional business services. To maintain continuity of business and communications during significant emergency events. First responder support, city emergency notification center, emergency support services, public response and communications. This will expand to allow for a rapid government emergency response and to provide to the public sector, continued services for conducting city business services during emergency events. Service such as permits, planning, and most normal payment processing. Ongoing support and maintenance. This includes EOC laptop refresh and AV system upgrade.											
Fiber Network Expansion	200900140	Information Technology	2011	City wide	P	0	175	115	125	50	50	515
Currently the City Network is 100% Fiber Backbone. This is a very high-speed network architecture that eliminates connection or choke points for City network traffic. Currently our network architecture is "point to point" this was Phase I of our infrastructure redesign. Phase II is to build a "mesh" architecture into our network design. This will enable redundancy and continuity of service into the network backbone. If one segment fails or is disabled, the upgraded architecture will reroute other, diverse paths, and maintain service connections to all City Facilities. To maintain continuity of operations during network disabling events and provide a technology platform for growth, ease new technology adoption, and enhanced productivity. Enterprise network continuity and structural integrity. Provisioning secured and redundant access to 911 services and normal calling infrastructure and increased ability to expand to video conferencing and other future technologies that will be required to maintain a business continuity with other agencies and businesses. Provide high bandwidth inter-connectivity between city buildings and outside sources.											

Public Works Administration Projects - Building Projects												
General Repairs and Capital Maintenance of All Municipal Buildings	201000146	Public Works Administration	2010	City Buildings	P*	500	500	500	500	500	500	3,000
This project provides a yearly pool of funds necessary for ongoing capital upkeep of the City 's municipal buildings. Detailed analysis is underway justifying yearly funding needs to provide for preventative maintenance and repair of unanticipated breakdowns in infrastructure. Former Project number BP2006029A. In 2011, the City conducted a facilities assessment of eight city-owned buildings to determine the condition of each and to provide recommendations as to anticipated maintenance requirements. Their report, finalized in 2012, provides a long-range prioritized list of building deficiencies with an estimated cost to repair in 2012 dollars. It became a comprehensive planning document for the Building and Property Services division of Public Works. An update to this plan is in process starting in 2020. The costs set forth in these reports, adjusted for inflation, provide the basis for the funds requested for capital upkeep of City buildings in the 6-year Capital Facilities Plan. Maintenance of existing infrastructure has been identified in Community Visioning and City Council priorities of government.												
City Municipal Complex Parking and Safety Enhancements	201200163	Public Works Administration	2013	City wide	P*	150	1,500	0	0	0	0	1,650
Originally, the plan was to design & build an approximately 30-stall parking lot on vacant land north and west of the Lynnwood Recreation Center. This plan has been broadened to include improvements throughout the complex with no design decided upon to date. This parking lot expansion would provide overflow parking during peak use hours at the Lynnwood Recreation Center												

City Buildings Space Needs Analysis	201700101	Public Works Administration	2017	City Hall Campus	F*	0	0	0	0	0	0	0
A municipal buildings space needs analysis needs to be completed to look at how the City will provide space to its employees and functions as the City develops over the next 2 to 10 years and beyond. Considerations include the pending lease expiration on the Annex Building that houses our permitting functions and the future location of the Police Evidence facility. Input from ongoing studies around the City Center will be considered. Work is ongoing.												
City Center Building Remodel	201800101	Public Works Administration	2018	City wide	N	0	300	500	500	500	0	1,800
Pending the outcome of the Municipal Buildings Space Needs Analysis started in 2017 there are anticipated needs to remodel municipal building spaces. Depending on that analysis, the building(s) may or may not be located in the City Center area. Work is ongoing.												
Municipal Buildings: ADA Upgrades	201900107	Public Works Administration	2019	City wide	P*	50	50	50	50	50	50	300
Minor remodels and enhancements of facilities to meet Americans with Disabilities Act (ADA) requirements. This program will meet Federal Requirements.												
Regional Veterans Hub	202000001	Public Works Administration	2020	Unknow n	N	400	400	0	0	0	0	800
The proposal is to acquire an estimated 2,500 square ft. building for the use of a regional veterans hub that would staff a future 1.5 FTE and provide work space of City-contracted human service providers, including a gathering space to serve veterans and their families. The preferred location would be accessible to public transportation. The regional veterans center has been a Mayor's initiative since 2015, led by the South Snohomish Veterans Task Force and recently supported by the Human Services Commission. Acquisition of the building would be with public and private funding opportunities.												

Edmonds School District Homeless Students Housing Facility	202000002	Public Works Administration	2020	Unknown	P*	50	50	0	0	0	0	100
The proposal is to build Edmonds School District Homeless Students Housing Facility. The funding of this project will come from Verdant Health District, City of Edmonds, Edmonds school district, AHA, HASCO, Snohomish County, housing hope, YWCA, Premera, Swedish and Hospital, and/or other partners.												

Public Works Administration Projects – Water Projects												
44th Ave Missing water main Link Install	202100001	Public Works Administration	2020	44th Ave W	F	0	0	0	0	500	0	500
Installing missing link of water main on 44th Avenue.												
Automatic Water Meters	201900120	Public Works Administration	2017	City wide	F*	2,000	0	0	0	0	0	2,000
Replace traditional style mechanical water meters with automatic, radio read meters. The automatic water meters are more accurate and eliminate the need for field read water meters. The project will improve water tracking and efficiency.												
Rebuild Pressure Reducing Water Valve No. 2	201900123	Public Works Administration	2017	40th Ave W at approximately 19500 block	F*	320	0	0	0	0	0	320
Improving and rebuilding pressure reducing valve #2, leading to construction of the recommendation. This valve station currently is in a confined space with inadequate space for maintenance and poor ventilation leading to increased corrosion. Valve function is critical for the needs of the City Center.												
Water Main Replacement	WA2006050A	Public Works Administration	2006	City wide	P*	1,000	1,000	1,000	1,000	1,000	1,000	6,000
Annual watermain replacement program of 4" undersized mains and deteriorated steel mains based on yearly analysis of repair. There exist many dead-end, 4" watermains serving various cul-de-sacs throughout the City. Maintenance records and the comp plan will be consulted to determine the most appropriate sequence for upgrading these undersized mains to 6" or 8" mains.												

Water Storage Tank Upgrades	200900137	Public Works Administration	2009	Water Storage Tanks	F*	600	0	0	500	500	0	1,600
Repair or replace the roof on the City's 3-million gallon water reservoir and seismic upgrades. Paint above ground 2.77 MG steel storage tank (inside and outside) in accordance with its life cycle maintenance schedule. This project will also add safety railings and platforms to the tanks as needed to bring the tanks to current codes. Paint above ground 3.0 MG steel storage tank (inside and outside) in accordance with its life cycle maintenance schedule. The tank structure needs to be repaired to maintain its functionality, extend its useful life, and maintain safe conditions. The project has been split into phases and is partially complete.											

Public Works Administration Projects – Sewer Projects												
WWTP: Renovate Building No.1 and 2	200500135	Public Works Administration	2005	Wastewater Treatment Plant	F*	300	0	0	0	0	0	300
Building No. 2 is a prefabricated steel structure at the WWTP. The building is showing signs of serious corrosion due to the damp and corrosive atmosphere found in the building. A structural analysis and report have been conducted to assess the condition of the building and to determine what renovations are needed to extend the useful life of the building. The project is scheduled for construction starting in 2020.												
Lift Station No. 4 Relocation	201000144	Public Works Administration	2010	18200 block Alderwood Mall Parkway	P*	0	0	0	0	0	3,000	3,000
Rebuild/relocate Sanitary Sewer Lift Station No. 4. Lift Station 4 is at capacity.												
Lift Station No. 10 Flood Protection	201600102	Public Works Administration	2016	46th Avenue West north of I-5	F*	500	0	0	0	0	0	500
Sanitary Sewer Lift Station #10 is located between the Lynnwood Transit Center to the North and I-5 to the south. It is located within the 100-year flood plain of Scriber Creek, just upstream of the culvert conveyance of Scriber Creek under I-5. The finished floor elevation of the station is located 6" above the 100-year flood plain elevation. Since its construction in 1993, Lift Station #10 has experienced several flooding events that have presented recurring risks to the necessary ongoing operation of the lift station. Lift Station #10 is a critical facility that supports Alderwood Mall, Lynnwood City Center, commercial business and multi-family residential corridors along 196th Street SW (SR 524) and 200th Street SW, and the surrounding area. A flood protection analysis was performed in 2014. Lift Station infrastructure protection is currently in design that will protect the lift station above the finish floor elevation.												

Lift Station No. 10 Sewer Pump Improvements	201900108	Public Works Administration	2013	46th Avenue West north of I-5	F*	1,500	0	0	0	0	0	1,500
Install new sewer pumps including required electrical and building modifications, modify the wet well pump intakes (pre-rotation basin), improve pump removal system (longer hoist beam) including required building modifications, evaluate a piped inlet system to reduce off-gassing produced by the free-fall/turbulent flow at the Influent Splitter Box, install wetwell fresh air exchange and odor control system updates (potential blower motor upsize including electrical and carbon canister). The project is necessary due to the amount of rags coming into the pump station, and the problems they cause.												
New Storage Building at Lift Station No. 16	201900110	Public Works Administration	2018	19400 block 56th Ave W	F*	600	0	0	0	0	0	600
Additional space is needed for the water and sewer department due to constraints at the LOMC. This building will provide much needed storage and parking.												
WWTP: Fiber Optic Installation	201900118	Public Works Administration	2017	76th Ave W to the Wastewater Treatment Plant (WWTP)	F	500	0	0	0	0	0	500
The WWTP currently leases fiber optic communications from a 3rd party. This project would install approximately 1/4 mile of fiber optic from existing City owned fiber into the treatment plant, eliminating the need to lease communications from others. Increased communication reliability to the WWTP is key for this project.												
WWTP: Equipment Replacement	SE1997004A	Public Works Administration	1997	Wastewater Treatment Plant	P*	1,000	1,000	1,000	1,000	1,000	1,000	6,000
The treatment facility operates using a substantial amount of mechanical equipment, all of which is subject to failure. Equipment and equipment components are replaced as necessary for proper plant operation. The project will replace equipment on an annual basis due to wear. (Ongoing Project)												

Infiltration/Inflow Analysis/Corrections	SE1999021A	Public Works Administration	1999	City wide	P	0	500	500	1,000	1,000	0	3,000
Locations where storm or groundwater leak into the sanitary sewer system are hard to find and result in excess flows in the system. Wet and dry weather flows are compared by using flow monitoring equipment to locate general areas that may need repair. Television inspection reveals specific problem areas for correction. This project is for analysis of the sewer system. The project works towards the elimination of storm and ground water from entering into the sanitary sewer. This is a continuing program as the system ages and requires more maintenance.												
Lift Station No. 8: Replacement	SE2005049A	Public Works Administration	2005	3105 Alderwood Mall Boulevard	F*	1,000	0	0	0	0	0	1,000
Secure a new, larger site and replace Sanitary Sewer Lift Station No. 8 with a new lift station. Lift Station No. 8 services Alderwood Mall and the surrounding area and will soon reach capacity. The project includes purchase of a larger site and construction of Forcemain #8. The project is currently under construction.												
Sewer Line Replacement	SE2006053A	Public Works Administration	2006	City wide	P*	500	500	500	500	500	0	2,500
Annual Sewer Line Replacement Program to repair and replace failing sewer lines. As the infrastructure ages, sewer lines fail. These need to be repaired or replaced to assure efficient operation of the sewerage system and to protect groundwater from contamination. Near Term Projects are needed to support Lift Stations 4 and 8 replacement.												
WWTP Hillslide Slope Assessment	201900121	Public Works Administration	2018	Wastewater Treatment Plant	F*	126	0	0	0	0	0	126
Investigation by a geotechnical engineer to evaluate the hillside on the north side of the WWTP. The City has identified a need to acquire some of the property, and a study is needed to address steep geologically hazardous slopes, as well as the stability of the hillside for the benefit of the property												

owners at the top of the hill. The project is necessary to acquire property needed for WWTP.												
Scriber Creek Sewer Replacement	202000003	Public Works Administration	2020	LS 16 to MH 4-185	F	0	1,500	1,500	0	0	0	3,000
Scriber Creek Sewer trunk line needs replacement from Lift station 16 north to Manhole 4-185. Analysis and observation show this main to flow full most of the time. Upsizing is needed.												
WWTP Incinerator Replacement	202000004	Public Works Administration	2020	Wastewater Treatment Plant	P*	0	0	500	500	10,500	10,000	21,500
The WWTP incinerator is aging and will need replacement. The incinerator burns the sludge generated by the primary and secondary clarifiers. The current incinerator and the supporting systems continually suffer breakdowns and plugging. Issues of capacity as well as design need to be addressed and a replacement, which may include different technologies will be considered.												
48th Ave W Main Upsizing - Phase 1	202100002	Public Works Administration	2020	48th Ave W	F	0	400	0	0	0	0	400
Upsizing Sewer main.												
49th Ave W Main Upsizing - Phase 2	202100003	Public Works Administration	2020	49th Ave W	F	0	0	0	0	400	0	400
Upsizing Sewer main.												
52nd Ave/196th St Swer Main Replacement	202100004	Public Works Administration	2020	52nd Ave/196th St	F	0	0	0	0	500	500	1,000
Replacement of water main.												

48th Ave W Main Upsizing - Phase 1	202100002	Public Works Administration	2020	48th Ave W	F	0	400	0	0	0	0	400
Upsizing Sewer main.												
49th Ave W Main Upsizing - Phase 2	202100003	Public Works Administration	2020	49th Ave W	F	0	0	0	0	400	0	400
Upsizing Sewer main.												
52nd Ave/196th St Sewer Main Replacement	202100004	Public Works Administration	2020	52nd Ave/196th St	F	0	0	0	0	500	500	1,000
Replacement of water main.												

Public Works Administration Projects – Storm Water Projects												
Funding for Strategic Opportunities to Improve the Stormwater Management Program	201900114	Public Works Administration	2018	City wide	P*	107	110	114	118	122	126	695
Unanticipated opportunities arise throughout the year which may be advantageous for the City. These may include property and easement acquisitions, participating in public / private partnerships, infrastructure improvements, etc. This would program some money to allow the City to take advantage of these unforeseen opportunities when they present themselves.												
188th Street SW Flood Wall	201900117	Public Works Administration	2019	55th Ave W	P*	320	0	0	0	0	0	320
Construct about 200 linear feet of a short, approximately 1.5-ft. high concrete wall along the north side of 188th St SW to reduce the frequency of roadway overtopping and provide additional flood storage upstream. 188th St SW currently overtops during a 10-year storm event. The project was identified and evaluated as part of the Scriber Creek Corridor Management Plan, 2016.												
Annual Storm System Rehabilitation and Replacement	201900113	Public Works Administration	1998	City wide	P*	100	100	100	100	100	100	600
Annual repair of damaged and worn catch basins, stormwater pipe, and other stormwater infrastructure. Drainage infrastructure gets damaged and broken and can cause flooding and be hazardous. Identified originally in the Stormwater Comprehensive Plan, 1998.												

Scriber Creek Culvert Replacement 191st Street SW	200900121	Public Works Administration	2009	191st Street SW	P*	0	0	0	0	117	569	686
Replace existing 48-inch diameter culvert with a 42-foot long, 8-by-5-foot precast concrete 3-sided culvert that accommodates fish passage. Improved public safety, increased flow conveyance capacity, improved instream habitat, and improved fish passage. Scriber Creek overtops 191st St SW in a 20-year recurrence interval flood event, disrupting traffic, endangering motorists and pedestrians, and causing flooding damage to adjacent properties. This culvert also contributes to flooding of the roadway and single-family residences at 190th Street. Project to be included or modified upon conclusion of study identified in CFP #201200162 (Scriber Creek Flood Reduction Study: SR-99 to Scriber Lake).												
Scriber Creek Culvert Replacement 190th Street SW	200900124	Public Works Administration	2009	190th Street SW	P*	292	292	292	292	138	292	1,598
Replace existing 6-by-4-foot precast concrete box culvert with a 46-foot long, 10-by-4-foot precast concrete 3-sided culvert that accommodates fish passage. Scriber Creek overtops 190th Street SW in a 10-year recurrence interval flood event, disrupting traffic, endangering motorists and pedestrians, and causing flooding damage to adjacent properties. Project to be included or modified upon conclusion of Scriber Creek Flood Reduction Study: SR-99 to Scriber Lake CRP # 201200162												
Scriber Creek Culvert Replacement 189th Street SW	200900125	Public Works Administration	2009	189th Street SW	P*	0	0	0	0	122	292	414
Replace Existing 42-inch diameter culvert with a 42-foot long, 12'-4"-by-7'-9" corrugated metal pipe arch that accommodates fish passage. Scriber Creek overtops 189th Street SW in a 10-year recurrence interval flood event, disrupting traffic, endangering motorists and pedestrians, and causing flooding damage to adjacent properties. Project to be included or modified upon conclusion of study identified in CFP#201200162 (Scriber Creek Flood Reduction Study: SR-99 to Scriber Lake).												

Street Edge Runoff Treatment Retrofits	200900131	Public Works Administration	2009	Hall Lake Basin	N	0	250	0	0	0	0	250
Installation of compost-amended soil, small trees, shrubs, and ground cover in roadside swales, and decreasing street width (e.g., impervious area) within the existing right-of-way at various locations. Nutrient and metals loading to Hall Lake and downstream water bodies from urban development in the watershed. 2009 Surface Water Management Comprehensive Plan Project #WQ-2.												
Golde Creek Stormwater Pond Retrofit	200900132	Public Works Administration	2009	Golde Creek Stormwater Pond	P	200	0	0	0	0	0	200
Conversion of a drainage ditch along the south side of Alderwood Mall Parkway between 28th Avenue and Poplar Way to a bioretention swale. Sedimentation in Golde Creek due to runoff from urban development in the watershed. Potential source of fecal coliform bacteria in Swamp Creek downstream (which has a TMDL for fecal coliform bacteria). 2009 Surface Water Management Comprehensive Plan Project # WQ-3A.												
180th St. SW Bioretention Swale	200900134	Public Works Administration	2009	180th St. SW Bioretention Swale	P	0	75	162	0	0	0	237
Installation of compost-amended soil, small trees, shrubs, ground cover, and permeable pavement walkway within the existing right-of-way way. Stormwater runoff from urban development transports sediment, oil and heavy metals into Scriber Creek. 2009 Surface Water Management Comprehensive Plan Project #WQ-4.												

Removal of Diversion Structure and Oil/Water Separator downstream of 196th Street SW	202000005	Public Works Administration	2020	Scriber Creek and 196th vicinity	P*	0	0	93	315	0	0	409
Remove the diversion structure downstream of 196th Street SW that currently backs up water for an ineffective oil/water separator and incorporate necessary fish passage improvements to the existing 196th Street SW culverts, such as a fish passage weir or boulder riffle, to provide minimum water depths for fish passage and channel bed stability downstream of the culverts. Remove the oil/water separator downstream of 196th Street SW and replace it with an alternative stormwater treatment type that meets current stormwater regulations and code requirements.												
Parkview Plaza Culvert Replacement	202000007	Public Works Administration	2020	Parkview Plaza at 195th and Scriber Creek	P	0	129	413	0	0	0	542
Replace driveway and culvert to Parkview Plaza (Lighthouse Diving Center) by replacing the existing 60-inch diameter culvert with a 12.5-ft wide by 5.5-ft high concrete box culvert, and by raising the bank on the west side of the culvert. The Parkview Plaza culvert is undersized. The culvert overtops in the 100-year event and contributes to flooding at Old 196th Street. The backwater created by this undersized culvert encourages Scriber Creek to jump its banks and flood Old 196th Street.												

Scriber Creek Culvert Replacement at Casa Del Rey Condominiums Driveway	202000008	Public Works Administration	2020	Casa Del Rey Condominiums at 195th and Scriber Creek	P	0	0	133	662	0	0	795
Replace the existing combination of angled twin 42-inch diameter concrete and CMP culverts with one flow-aligned 12.5-ft wide by 5.5-ft tall precast 3-sided concrete culvert. The inlets and outlets of these culverts are askew from the north-south alignment of the creek, and about halfway across the street, they take a sharp approximate 90-degree bend. Scriber Creek overtops the driveway in a 100-year recurrence interval flood event, endangering motorists and pedestrians and causing flooding damage to adjacent properties and several condominium residences. The replaced culvert provides a 100-year level of protection from flooding, resulting in improved public safety, increased flow conveyance capacity, improved instream habitat, and improved fish passage.												
Stormwater Storage (188th St SW)	202000009	Public Works Administration	2020	Scriber creek in the 188th St Vicinity	P*	115	450	0	0	0	0	565
Maximize flood storage and floodplain reconnection within the City-owned vacant property located north of 188th Street SW. This improvement would include excavating portions of the property to create new wetlands and also provide flood storage.												

Installation of small berms	202000010	Public Works Administration	2020	Eunia Plaza and Flynn's Carpets vicinity at about 186th and SR 99	P	0	0	0	61	216	0	277
Berm open channel segments of Scriber Creek between driveway culverts near Flynn's Carpets, the Old Buzz Inn, and Eunia Plaza to protect low-lying areas of adjacent properties. Backflow prevention and a pipe extension (potentially to Scriber Creek at north end of City Park Property north of 188th St) to collect runoff from low parking areas would be required. Scriber Creek overtops its banks in the 10-year event causing flooding of adjacent business parking lots and access.												
Stormwater Infrastructure Management Plan	202000013	Public Works Administration	2020	City wide	N	107	110	0	0	0	0	217
Develop a work plan that the City can follow to properly map and manage their stormwater infrastructure as a systematic, progressive, and prioritized program for rehabilitating or replacing infrastructure as it reaches the end of its design life. The plan will spread out and normalize capital infrastructure replacement expenditures over time.												
44th Avenue Flood Notification Signage	202000014	Public Works Administration	2020	20700 block 44th Ave W	F	0	43	154	0	0	0	197
The Scriber Creek crossing of 44th Avenue West occasionally is inundated with floodwaters during large storms. This project will construct automatic signs that deploy when the road is flooded to warn motorists that there is water on the roadway.												

Pipe Detention Site 19-1	202000015	Public Works Administration	2020	Site 19-1, 75th Avenue West and 196th Street SW	P	0	0	850	0	0	0	850
Add a storm water detention system to detain and slowly release storm water runoff into the 196th system.												
Copper Ridge Pond Site 20-1	202000016	Public Works Administration	2020	Site 20-1, 196th Street SW near 70th Place West	P	0	0	0	25	0	0	25
Retrofit the existing Copper Ridge stormwater detention system outlet structure to maximize storage capabilities.												
Blue Ridge Pond Site 22-1	202000017	Public Works Administration	2020	Site 22-1, 71st Avenue West at 186th Street SW	P	0	0	0	25	0	0	25
Retrofit the existing detention system outlet structure to maximize storage capabilities.												
Pipe Detention Site 26-1	202000018	Public Works Administration	2020	Site 26-1, 74th Avenue West near 192nd Place West	P	0	0	0	300	0	0	300
Add a stormwater detention facility to control runoff for the benefit of the downstream system.												
44th Avenue W. roadway raising at Scriber Creek	SD2003017B	Public Works Administration	2003	20700 block 44th Ave W	N	0	0	0	0	5,550	0	5,550

crossing (Phase 2)												
This project is the second phase of the completed project SD2003017A. The existing roadway has experienced substantial settlement due to poor underlying soils. Scriber Creek has experienced substantial sediment accumulation resulting in a higher creek profile. As a result, roadway flooding occurs during high storm events and is expected to increase in frequency as roadway settlement and creek siltation continues. The first phase of the project installed beaming and a pump. Phase two will raise the existing roadway. A separate project is also included that would install an automatic warning sign during flooding. Raising roadway is necessary to alleviate seasonal flooding. 2009 Surface Water Management Comprehensive Plan Project #FL-5.												
Raise Old 196th Street SW	202000006	Public Works Administration	2020	Vicinity of 56th Ave W	P*	370	0	0	0	0	0	370
Raise the low portions of Old 196th Street roadway about 1 foot to elevation 342 ft (NAVD 88 vertical datum) starting near the west end of the bridge that provides pedestrian access to Wilcox Park. This project would also raise the access driveways for the Great Floors and Parkview Plaza buildings to meet the new elevation of Old 196th Street. Raising the roadway would improve access to Parkview Plaza and provide protection from roadway overtopping during the 100-year event, and improved public safety.												
Neighborhood Traffic Calming Program	200800103	Public Works Administration	2008	City wide	F*	50	50	50	50	50	50	300
Institute a City-wide Neighborhood Traffic Calming Program to address traffic issues on local streets and to afford continued protection to neighborhoods.												
Removal of structures at Sciber Lake Inlet	202000005	Public Works Administration	2020	Scriber Lake	F	245	0	0	0	0	0	245
Remove structures ar Scriber Lake Inlet design and construction.												
180th St SW LID Retrofits	202000006	Public Works Administration	2020	180th St SW	F	200	0	0	0	0	0	200
LID retrofits.												

44th Ave Flood Notification Sign	202000007	Public Works Administration	2020	44th Ave	F	50	0	0	0	0	0	50
Installing notification sign.												

Public Works Administration Projects – Transportation Projects												
City Center: New Road - 42nd Ave W	200800105	Public Works Administration	2008	Alderwood Mall Blvd to 194th Street SW	P*	730	16,610	22,337	5,727	0	0	45,404
Construct a new road from Alderwood Mall Blvd. to 194th St SW to provide access to adjacent buildings, to distribute traffic, and to shorten blocks to facilitate pedestrian traffic. This roadway is part of an integrated package or transportation improvements needed to support the development of the City Center to the urban densities envisioned for the Urban Centers designated in the PSRC's Vision 2040. The project has received a federal grant for design work.												
33rd Ave W Extension	200800108	Public Works Administration	2008	33rd Ave W to 184th St SW	N	0	0	0	220	550	2,430	3,200
This project will realign 33rd Ave to the new intersection at 33rd Ave W and 184th St SW (the intersection constructed to access Costco). This project will likely be funded by a combination of local funds, grants, and a possible contribution by Alderwood Mall. The road will provide a much needed second route to the western side of Alderwood Mall from the north. It will allow traffic to by-pass the intersection of 184th St SW and Alderwood Mall Parkway which is at capacity much of the time. This extension will also become critical when the Poplar Bridge extension is completed which connects to 33rd Avenue West to the south. This project was one of the projects identified in the City Center Access Study.												

City Center: New Road - 194th St SW	200900101	Public Works Administration	2009	40th Street SW to 33rd Avenue West	N	0	0	0	0	5300	10800	16100
Construct a new road from 40th Ave W to 33rd Ave W to provide access to adjacent buildings, to distribute traffic, and to shorten blocks to facilitate pedestrian traffic. This project will provide access and internal circulation to the City Center area. It will also provide for and encourage the pedestrian traffic desired in the City Center. This project is part of an integrated package of transportation improvements needed to support the development of the City Center to the urban densities envisioned for the Urban Centers designated in the PSRC's Vision 2040.												
City Center Gateway: I-5/44th Ave W Underpass Improvements	201400166	Public Works Administration	2014	I-5/44th Ave W	P*	345	2,308	0	0	0	0	2,654
Improve the pedestrian access and gateway of the Interstate 5 underpass along 44th Ave. W. The City Center Streetscape Plan, Gateway Concept provides conceptual design and improvements at this designated gateway area. The underpass is a gateway into the City Center. These gateways are designated to present a positive image to the community. Improving this gateway area will increase pedestrian accessibility and improve the image of Lynnwood and its City Center. This project ranked # 3 for City Center pedestrian projects to pursue in City Council Resolution 2014-15.												
Wayfinding Plan, City Arterials	201700102	Public Works Administration	2018	City wide	P*	0	100	0	0	0	0	100
Wayfinding signs are proposed to link important community and business locations and provide directional assistance to arterial travelers.												

Gateway Monument Markers	201800102	Public Works Administration	2019	City wide	P*	0	160	160	160	160	160	800
The City's "Welcome to Lynnwood" signs need refreshing and updating.												
Traffic Signal (28th Ave W & AMB)	202000020	Public Works Administration	2020	28th Ave W & AMB	N	0	100	0	0	246	1,118	1,464
This intersection has been identified as a future location for a signalized intersection. It is anticipated that future growth will increase traffic at the location and that warrants will be met in the future justifying the improvement.												
Maple Rd Improvement	202000019	Public Works Administration	2020	36th Ave W to 44th Ave W	N	0	0	173	1,764	0	0	1,937
This old county section of road has missing curb, gutter, and sidewalks and is in need of reconstruction.												
Roundabout /Traffic Signal (48th Ave W & 188th St SW)	202000021	Public Works Administration	2020	48th Avenue West & 188th Street SW	N	0	0	104	640	0	0	744
This intersection has been identified as a future location for a signalized intersection. It is anticipated that future growth will increase traffic at the location and that warrants will be met in the future justifying the improvement.												
Traffic Signal (66th Ave & 212th St)	202000022	Public Works Administration	2020	66th Avenue West & 212th Street SW	N	0	0	104	640	0	0	744
This intersection has been identified as a future location for a signalized intersection. It is anticipated that future growth will increase traffic at the location and that warrants will be met in the future justifying the improvement.												

Turn Lanes (City of Edmonds - 212th St SW & Hwy 99)	202000023	Public Works Administration	2020	City of Edmonds - 212th St SW & Hwy 99	N	0	0	3,260	0	0	0	3,260
The City of Edmonds requested that we put this project on our CFP. It is adjacent to Lynnwood and Lynnwood may participate depending on the design. This project would install turn lanes at this intersection to relieve congestion.												
Traffic Signal (52nd Ave W & 208th St SW)	202000024	Public Works Administration	2020	52nd Ave W & 208th St SW	N	0	0	0	100	400	0	500
This intersection has been identified as a future location for a signalized intersection. It is anticipated that future growth will increase traffic at the location and that warrants will be met in the future justifying the improvement.												
Traffic Signal (52nd Ave W & 204th St SW)	202000025	Public Works Administration	2020	52nd Ave W & 204th St SW	N	0	100	400	0	0	0	500
This intersection has been identified as a future location for a signalized intersection. It is anticipated that future growth will increase traffic at the location and that warrants will be met in the future justifying the improvement.												
Traffic Signal (48th Ave W & 194th St SW)	202000026	Public Works Administration	2020	48th Ave W & 194th St SW	N	0	100	400	0	0	0	500
This intersection has been identified as a future location for a signalized intersection. It is anticipated that future growth will increase traffic at the location and that warrants will be met in the future justifying the improvement.												

School Safety Improvements	201900124	Public Works Administration	2018	City wide	P*	50	0	0	0	0	0	50
Added per Council request Sept 24, 2018 during budget discussions. Concerns from residents near schools, particularly Lynndale Elementary, prompted the need for a study of conditions surrounding schools. Area of concern include traffic patterns and available safe walk routes. The study identified various potential improvements to be considered for implementation.												
48th Ave W Bike and Ped Improvements	2016001010	Public Works Administration	2016	Lynnwood Transit Center to 194th	P*	0	0	300	300	300	2,000	2,900
Project will enhance this critical pedestrian and bicycle connection between the Lynnwood Transit Center and transit service along 196th Street SW. It will also provide an improved connection between the transit center and the neighborhoods to the north. A partnership with Sound Transit is anticipated for the project.												
City Center (46th Ave W)	202000027	Public Works Administration	2020	46th Ave W	N	0	0	0	3,300	7,800	8,500	19,600
This new City Center roadway would connect 196th Street SW through private properties to the signalized 46th Intersection at 200th Street SW that is the future entrance to the Light Rail Station. Talks are underway with the property owner who would construct a portion of the roadway.												
City-Wide Sidewalk and Walkway Program	ST1997018A	Public Works Administration	1997	City wide	P*	500	500	500	500	500	500	3,000
Construct new asphalt shoulders, walkways or sidewalks to those roads. Included on the City's Pedestrian Skeleton System. This program is designed to fill in those areas lacking continuous sidewalks. Per the 2015 Transportation Element, The Pedestrian Skeleton consists of 104 miles, of which 85 miles or 82% is complete today. The project supports Transportation Element of policy T-4.1. This program will require a policy discussion with City Council to determine												

appropriate allocations. Project is ongoing as funds are available.												
Pavement Management Program	ST1997031 A	Public Works Administration	1997	City wide	P*	1,725	1,725	1,725	1,725	1,725	1,725	10,350
Repair or reconstruct and overlay the City's streets as recommended by the analysis in the pavement management system. The maintenance program to resurface or rebuild City streets is necessary to improve their rideability and, their useful life span, and avoid the cost that comes with the degradation of infrastructure if it is not kept up appropriately. The sources of funds for this yearly effort include Transportation Benefit District funds. Funding at lower levels would result in deferred maintenance and a deterioration in the condition of the street surface and significantly increased costs of repair in the future. Project is ongoing.												
New Road: Maple Road Extension	ST1998036 A	Public Works Administration	1998	32nd Ave W to Alderwood Mall Parkway (near Costco)	N	0	0	173	1,764	0	0	1,937
Construct a new road. The project schedule is dependent on development occurring along the proposed route of the road. The project would also allow the re-configuration of the traffic signal just west of Alderwood Mall Parkway on Maple Road to provide more queue space and reduce congestion. The funding would be participation by adjacent landowners at time of development and dedication of right -of-way as a condition of development.												

Expanded Road: 52nd Ave W	ST1999041A	Public Works Administration	1999	168th St SW to 176th St SW	N	0	0	0	236	176	2,537	2,949
Install sidewalks and associated widening to make this a three-lane facility with bike lanes. This project will provide needed pedestrian facilities along this section of 52nd Avenue W. This project will require grant and local funding.												
Traffic Signal Rebuild Program	ST2002044A	Public Works Administration	2002	City wide	P*	300	300	100	100	100	100	1,000
This program will systematically rebuild Lynnwood's aging traffic signal inventory. Lynnwood owns and operates about 65 traffic signal that vary in age from recently built to decades old. This program will inventory and analyze all components of the system and lay out a plan for replacement of needed components as they age and reach the end of their working life. The City first began installing signals in the 1970's which means many signals have reached the end of their expected life. The normal life for internal signal equipment is 10 to 20 years. The normal life for housing and supports is 15 to 25 years. Furthermore, parts are no longer available for some of the older signals. Funding for this program comes from the Transportation Benefit District, but not enough funds are available to fully fund the program. Ongoing replacement of aging traffic signals will minimize breakdowns and maintain safety in traffic flow throughout the City.												
Intersection Improvements (52nd & 176th)	ST2002052A	Public Works Administration	2002	52nd Ave W and 176th St SW	N	0	0	0	0	45	462	507
Future project to build a roundabout or a fully actuated signal with mast arm supports, illumination, and telemetry interconnect. This signal will improve both access and safety at this intersection. Anticipated funding to be from grants and local match. Staff has made channelization modifications over the past decade at this location to enhance safety. This is another location that staff is monitoring to ascertain when growth and conditions warrant the installation.												

City Center: Expanded Road: 196th St SW (SR-524)	ST2003068A	Public Works Administration	2003	48th Ave W to 37th Ave W	F*	12,600	12,600	2,100	0	0	0	27,300
The additional capacity is needed to keep projected City Center traffic flowing at an acceptable LOS during the afternoon peak hour. The project was identified in the City Center traffic analyses and is necessary to shorten traffic delays caused by future growth. The project is fully funded through state and federal grants, and local match funds. The project is expected to be bid in late 2019 with two seasons of construction to start in 2020. This project is part of the integrated package of transportation improvements needed to support the development of the City Center to the urban densities envisioned for the Urban Center designation in Vision 2040.												
Expanded Roadway: 200th St SW	ST2003069A	Public Works Administration	2003	64th to Scriber Lk Rd	N	0	0	0	0	0	500	500
Widen 200th Street SW to accommodate growth, especially in the City Center. This project is part of the integrated package of transportation improvements needed to support the development of the City Center to the urban densities envisioned for the Urban Center designation in PSRC's Vision 2040. This project will provide an alternative route to 196th St SW.												
City Center: Expanded Road: 200th St SW	ST2005076A	Public Works Administration	2005	48th Ave W to 40th Ave W	N	0	0	1,000	5,000	2,600	2,800	11,400
Widen 200th St SW from three lanes to 5/7 lanes with bike lanes and wide sidewalks and turning lanes at the 44th Ave W/200th St SW intersection. This project will provide an alternative East/West route to 196th St SW. The intersection improvements will improve traffic flow through this area for auto, freight and buses. This project is part of an integrated package of transportation improvements needed to support the development of the City Center to												

the urban densities envisioned for the Urban Center designation in Vision 2040.												
City-Wide Sidewalk and Walkway Program - ADA Ramps	ST2006018B	Public Works Administration	2006	City wide	P*	127	127	127	127	127	127	762
Add ADA compliant handicap ramps to street corners. The City is required by Federal law to make all city facilities ADA (Americans with Disabilities Act) compliant. This program will require a policy discussion with Council to determine appropriate allocations. Presently, the Transportation Benefit District funds this project and work is ongoing.												
City-Wide Sidewalk and Walkway Program - Operations and Maintenance	ST2006018C	Public Works Administration	2006	City wide	P*	50	50	50	50	50	50	300
Funds are made available for City street crews to perform light capital repair of existing sidewalks. Assure the safety of pedestrians. The Transportation Benefit District currently provides funding for this project. Project is on-going as funds are made available.												
Poplar Extension Bridge	ST2006088A	Public Works Administration	2006	33rd Ave W to Poplar Way	P*	3200	15000	15000	3800	0	0	37000
This project will construct a bridge across I-5 to connect Poplar Way with 33rd Ave W. This project was the second highest priority project identified by the City Center Access Study. The project will provide a more direct route to northbound I-5 at Poplar Way and will alleviate congestion along Alderwood Mall Parkway and along 196th St SW. This project ranked number #4 for City Center transportation projects to pursue in City Council Resolution 2014-15. Project has secured $3.2M in grants for design and $3.05M for right of way.												

These phases are nearing completion. The City is actively pursuing state and federal funds for the construction phase of the project that exceeds $30 million.											
Beech Road Improvements	ST2006092A	Public Works Administration	2006	18700 block to Maple Road	P*	3,300	0	0	0	0	0	3,300
This project will construct two extensions of Beech Road. This project will provide much needed additional access and circulation to the properties located east of Alderwood Mall Parkway along I-5 as they develop/redevelop. These extensions will likely be funded by a combination of Developer contributions, mitigation fees, grants and local funds.											
North Link LRT Extension	202000028	Public Works Administration	2020	Lynnwood to Everett	N	0	0	0	0	0	0	0
Lynnwood will be heavily involved in the planning and design of this critical transportation improvement that will cut directly through Lynnwood's urban growth area.											

Parks, Recreation & Cultural Arts Projects												
Lynnwood Golf Course Pro Shop Renovations	201200152	Parks, Recreation & Cultural Arts	2012	Golf course	N	200	0	0	0	0	0	200
Development of a food and beverage indoor dining service in the Golf Course Pro -Shop. Project is identified in the approved 2012-2016 LMGC Business Plan. This project would remodel the Pro Shop with a snack bar area that would provide indoor dining and beverage service, an expanded menu and allow for increased hours of operation. Project would provide revenue from increased sales, increased hours of operation and increased of rounds of golf. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Park improvements enhance level of service to park users.												
South Lynnwood Park Improvements	201300155	Parks, Recreation & Cultural Arts	2013	208th St SW and 61st st Ave W	P*	0	3,295	0	0	0	0	3,295
Replace play equipment and improve accessibility to park developed in 1978. Improvements are needed to provide a safe and accessible recreation space for the neighborhood. Improvements meet objectives stated in the Parks and Recreation Comprehensive Plan and the Comprehensive Plan - high quality design to promote public safety, security and ADA accessibility and response to community needs. Park improvements enhance level of service to park users.												

Recreation Center Covered Walkway	201500102	Parks, Recreation & Cultural Arts	2019	Recreation Center	N	0	250	0	0	0	0	250
Weather shelter to cover front walkway for swim line patrons.												
Senior Center / Teen Center Expansion	201500103	Parks, Recreation & Cultural Arts	2015	Senior Center	P*	150	0	1,500	0	0	0	1,650
Remodel and/or expansions in an existing City building or off-site lease space to accommodate expanded youth, teen, senior, and community programs.												
Meadowdale Playfields LED Lighting	201500104	Parks, Recreation & Cultural Arts	2019	66th Ave W and 168th St SW	N	0	0	0	0	0	1,750	1,750
Meadowdale Playfields were constructed in 1989 and currently the lights are HID 1000-watt metal halide and high pressure sodium bulbs. This project will design and convert the original lighting system to the more efficient LED lighting technology. Improvements will reduce annual maintenance and utility costs while increasing overall lighting, improve safety, and reduce light spillover pollution. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to existing facilities to promote public safety, security and respond to the community needs. Park improvements enhance level of service to park users. This project will help to support the community need for lighted sport facilities. Meadowdale Playfields is a joint facility; additional funding may be available from Edmonds School District and/or City of Edmonds.												

Park Central (Wilcox Park Improvements)	201500105	Parks, Recreation & Cultural Arts	2015	Wilcox Park	N	0	0	0	0	0	150	150
Wilcox Park and nearby area pedestrian and park improvements. Redesign and redevelop play areas and sport court to incorporate a connecting trail from the Park to Cedar Valley Community School. Improvements will include new fencing, ADA improvements, updated play areas, and new sport court area.												
Tunnel Creek Trail	201500106	Parks, Recreation & Cultural Arts	2015	Edmonds School District property off 33rd PL W across from Costco	N	0	0	0	0	0	200	200
Formalize existing social trails. Safety improvements, signage, and ROW acquisition.												
Scriber Creek Trail Improvements	201500107	Parks, Recreation & Cultural Arts	2015	from Wilcox Park to Transit Center	P*	600	1,200	2,500	1,100	2,500	1,300	9,200
Replacement of the current trail with an elevated trail designed to allow for seasonal flooding. The elevated trail will provide additional viewing opportunities of the wetland and include interpretive signage. The 1.5-mile trail begins at the transit center and runs north to Scriber Lake Park. The current trail is seasonally under water and in need of major renovation. An elevated walkway will allow for seasonal flooding while providing year-round recreation opportunity and improved pedestrian and bicycling access to the transit center. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to existing facilities to promote public safety, security and respond to the community needs. Park improvements will enhance the level of service to park and trail users. This project will meet an expressed community need in Lynnwood.												

This project may qualify for mitigation funding as part the Lynnwood Link light rail project.											
Park Signage	201900102	Parks, Recreation & Cultural Arts	2021	17 park locations around the city	N	0	0	50	0	0	0	50
Development of a park signage program that would replace all park entrance and ancillary signs to reflect the City 's branding program. With the recent adoption of Lynnwood's branding program, this is an opportune time to revitalize the park signage program. The 2010 Branding Report recommends an inventory of existing City signage, and creation of a plan for all signage within 5 years. Existing signs in the park system would be replaced, some of which are over 40 years old, with signs that reflect Lynnwood's brand. The City's brand identity would be integrated into the new signs which would identify each park and celebrate the neighborhood it supports. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Park improvements enhance level of service to park users.											
Alderwood Transition Area mini park	201900103	Parks, Recreation & Cultural Arts	2017	Near Alderwood Mall	N	0	0	250	0	0	0	250
Develop a mini-park along Interurban Trail to serve new residential development in Alderwood Transition Area. Identified as an amenity improvement in the Interurban Trail Master Plan 2018 update to help serve a LOS deficit in the Alderwood Transition Area. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Increase level of service for underserved neighborhood and to maintain 3.5-acres/1000.											

ADA Park Upgrades	201900104	Parks, Recreation & Cultural Arts	2019	City wide	P*	0	100	100	100	100	0	400
ADA park upgrades such as pathways/walkways, restrooms, playground ramps, etc. to bring all parks up to compliance with Title II of the ADA requirements. ADA park upgrades identified in 2018 ADA Self-Assessment and prioritized in the Transition Plan. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Meet or exceed the requirements of Title II of ADA.												
Veterans Park Redevelopment	202000101	Parks, Recreation & Cultural Arts	2019	44th Ave W and Veterans way	N	0	250	0	0	0	0	250
Acquisition of property for City Center parks per the City Center Parks Master Plan, completed in 2007. Acquisition and development proposed to be coordinated with the Lynnwood Square developer, negotiated through a development agreement. Goals and objectives of Lynnwood Comprehensive Plan and Parks and Recreation Comprehensive Plan support park site acquisition and development to ensure that all city residents are well served. Village Green ranked # 3 for City Center partnership projects to pursue in City Council Resolution 2014-15. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Because characteristics and social patterns for City Center residents are expected to be different from the city as a whole, the LOS standard will be unique to the City Center. A parks level of service of 5 acres per 1000 population has been proposed.												

Seabrook Heights Demolition	201900106	Parks, Recreation & Cultural Arts	2020	6716 Fisher Road	F*	0	0	50	0	0	0	50
Demolition of two residential structures situated on the parcels acquired with the Seabrook Heights Conservation Futures acquisition. The two residential structures remaining on the Seabrook Heights property are significantly damaged and vandalized and do not support restoration. They are recommended for removal to reduce risk and liability of structures to allow public access to the sites. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Increase level of service for underserved neighborhood and to maintain 3.5-acres/1000.												
Lund's Creek Park Development	200900117	Parks, Recreation & Cultural Arts	2009	6026 156th St SW, Edmonds	N	0	0	0	0	0	0	0
Environmental education center												

Heritage Park, Phase III - Water Tower Renovation	PK1997015 C	Parks, Recreation & Cultural Arts	1997	Heritage Park	F*						
Renovation of the 1917 Demonstration Farm water tower. Exterior renovation completed in 2008. This phase will complete interior renovation, installation of water tank facade, site and utility improvements, and allow for public use of the structure. Interior renovation is needed to allow public use of the building, which will provide community meeting space, programs and exhibits that interpret the agricultural heritage of Lynnwood. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs, and to identify, protect and preserve significant historical artifacts, facilities and sites. Park improvements enhance level of service to park users. This project will meet an expressed community need in Lynnwood. $400,000 needed to complete interior renovation, installation of water tank facade and site /utility improvements. Potential for 1/3 WSHS Heritage Capital Projects Fund grant in 2019 with 2/3 community match (1/2 city match and 1/2 in-kind services). Funds needed only for construction. Design completed. Completed Exterior Renovation: $85,294 "Prior" funds - 2005 grant from the WSHS Heritage Capital Projects Fund $174,000 - matching funds from Real Estate Excise Tax, approved by City ordinance in August 2006 $30,086 - reprogrammed funds from Parks Maintenance Shop roof to cover shortfall and contingency.						364	0	0	0	0	0	364

Lynndale Park Renovation, Phase IV	PK1997017 B	Parks, Recreation & Cultural Arts	1997	Lynndale Park	N	0	250	6,000	0	0	0	6,250
Phase IV includes rehabilitation of the central play area according to the 2001 Central Play Area Master Plan, which includes a tot lot, ADA improvements, improved circulation, picnic facilities, volleyball courts and landscaping. The park's central play area, originally developed in 1968, is heavily used by the community, summer camp and recreation programs, and is in need of renovation. The project will also improve park circulation and ADA access. Development of a tot lot will help support City day camp programs and neighborhood use. The Central Play Area Master Plan was completed in 2000 and is consistent with the Lynndale Park Master Plan. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Park improvements enhance level of service to park users.											
Daleway Park Renovation, Phase II	PK1997020 B	Parks, Recreation & Cultural Arts	1997	Daleway Park	N	0	75	175	0	0	0	250
Phase II includes addition of a picnic shelter and improvements to drainage in large lawn area. Drainage improvements to the front lawn area would improve safety and expand usage of the space. A reservable picnic shelter is needed to serve the neighborhood. The project is consistent with the approved 1997 Daleway Park Master Plan. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Park improvements enhance level of service to park users.											

Interurban Trail Improvements	PK1998021A	Parks, Recreation & Cultural Arts	1998	City wide	N	0	0	300	150	0	600	1,050
Provide signage, trailheads and historic markers, and improve landscaping along Lynnwood 's 3.8-mile portion of the Regional Interurban Trail. To enhance trail users' experience and provide a safer route along the Interurban Trail. Trailheads with landscaping, benches and amenities will serve as rest stops and add to the comfort of all users. Directional and regulatory signage will be improved. The history of the Interurban Railway will be told with signage placed along the trail at the historic Interurban stations. Improvement of the Interurban Trail has been a Parks Board priority for many years, but it has yet to be funded. The Interurban Trail has been developed through Shoreline, Edmonds, Mountlake Terrace, Lynnwood, and Snohomish County to Everett. The project is consistent with the goals and objectives of the Comprehensive Plan, the Parks and Recreation Element, the Interurban Trail Landscape Plan and AASHTO trail standards, to promote public safety, security and ADA accessibility and response to community's needs. This project ranked # 4 for City Center pedestrian projects to pursue in City Council Resolution 2014-15. Park improvements enhance level of service to park users. Trail enhancement would increase trail use by providing a more attractive and interesting travel route. Potential WWRP or LWCF grant. Improvements to the City Center trailhead (40th Ave W / Alderwood Mall BLVD) planned for 2016 as master concept for future trailhead improvements.											

South Lund's Gulch Trail Development	PK1998023C	Parks, Recreation & Cultural Arts	2022	Gulch Trail	N	0	0	0	400	0	0	400
Development of trailhead at the south end of Lund's Gulch (parking, picnic area, restrooms, kiosk), and 3/4-mile soft surface hiking trail into Lund's Gulch with bridge crossing at Lund's Creek. Trail will connect with existing trail system in county owned Meadowdale Beach Park. Trail development will require consultant design, engineering and permitting for development in sensitive areas. Project would provide Lynnwood residents with direct physical access to Lund 's Gulch, Lund's Gulch Creek, and the Salish Sea. Residents have rated the need for trail access to natural areas high on community surveys. First section of trail was developed in 2004 with REI volunteers. Neighborhood meetings and coordination with Snohomish County Parks were held in 2007. City has preserved 98 acres of open space adjacent to Meadowdale Beach Park, but there is no public access into south end of gulch. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs to preserve and provide public access to natural resources in public ownership. Park and trail improvements enhance level of service to park users to meet adopted level of service of .25 miles/ 1,000 residents.											

Scriber Creek Trail, Master Plan (aka Center to Sound Trail)	PK1998025 A	Parks, Recreation & Cultural Arts	1998	City wide	N	0	150	2,500	0	0	0	2,650
Master planning for the improvements and northern extension of the Scriber Creek Trail from the Lynnwood Transit Center through Scriber Lake to Lund's Gulch, creating a north-south Class bicycle/pedestrian corridor through Lynnwood for recreation and commuter use. This project would provide a north-south trail corridor, a Class I bicycle/pedestrian trail, that would link parks, open space, neighborhoods, schools, businesses and shopping in Lynnwood. The project is consistent with goals and objectives in the Parks & Recreation Element in the Lynnwood Comprehensive Plan, the Lynnwood Transportation Business Plan and AASHTO trail development standards, to promote public safety, security and ADA accessibility and response to community's needs. There is currently a deficit of trails in Lynnwood. Extension of trail would increase trails level of service and access to the Transit Center and future Link Light Rail Station. This project is included in Lynnwood's Transportation Business Plan and Non-motorized Skeleton System Development. Extension of the trail will need a full alignment study and coordination with Public Works floodplain projects. Potential Washington Wildlife and Recreation Program (WWRP) or Land and Water Conservation Fund (LWCF) grant Potential Sound Transit mitigation project.											

Scriber Creek Trail Extension, Acquisition (aka Center to Sound Trail)	PK1998025 B	Parks, Recreation & Cultural Arts	2021	City wide	P*	0	0	0	500	500	500	1,500
Master planning for the extension of Scriber Creek Trail northward through the city from Scriber Lake Park to Lund 's Gulch, creating a north-south bicycle corridor through Lynnwood for recreation and commuter use. Missing links along the existing trail from the Transit Center to Scriber Lake Park would be completed with the trail improved to a Class I bicycle/pedestrian trail. This project would provide a north-south trail corridor, a Class I bicycle/pedestrian trail, that would link parks, open space, neighborhoods, schools, businesses and shopping in Lynnwood. The project is consistent with goals and objectives in the Parks & Recreation Element in the Lynnwood Comprehensive Plan, the Lynnwood Transportation Business Plan and AASHTO trail development standards, to promote public safety, security and ADA accessibility and response to community's needs. Park and trail improvements enhance level of service to park users to meet adopted level of service of .25 miles/ 1,000 residents.												

Scriber Creek Trail Extension, Development (aka Center to Sound Trail)	PK1998025 C	Parks, Recreation & Cultural Arts	1998	City wide	P*	0	0	0	0	0	1,000	1,000
Extension of Scriber Creek Trail from Scriber Lake Park northward to Lund's Gulch, and improvements to existing trail from the Transit Center through Scriber Lake Park to 196th St SW. The length of the trail will be improved to a Class I bicycle/pedestrian trail creating a north-south bicycle corridor through Lynnwood for recreational and commuter use. This project would provide a 1.5-mile Class I bicycle/pedestrian trail that would link the Interurban Trail, Transit Center and future City Center development with Lynnwood parks, neighborhoods and retail and commercial centers. The project is consistent with goals and objectives in the Parks & Recreation Element in the Lynnwood Comprehensive Plan, the Lynnwood Transportation Business Plan and AASHTO trail development standards, to promote public safety, security and ADA accessibility and response to community's needs. Improvements to trail will increase level of service to users and provide a north -south non-motorized corridor through Lynnwood. Phase I: 196th St SW to 188th St SW utilizes storm drainage property. Phase II: to begin after ped bridge constructed over HWY 99 and acquisitions complete. Potential WWRP or LWCF grant.												

Strategic Acquisitions	PK1998031 A	Parks, Recreation & Cultural Arts	1998	City wide	N	0	300	300	300	300	300	1,500
Acquisition of property for new active park facilities - mini parks, neighborhood parks and community parks adjacent parcels for park expansion, and preservation of natural areas in Lynnwood. This project would provide funding when acquisition opportunities arise to purchase park land. More community, neighborhood and mini parks are needed in both the City to meet the recreational needs of underserved neighborhoods and make up the current deficit in the level of service for Core Parks. Opportunities to acquire strategically located parcels adjacent to existing city-owned parcels will serve to expand parking lots, improve access points, or preserve natural areas. Goals and objectives of Lynnwood Comprehensive Plan and Parks and Recreation Element support park site acquisition and development to ensure that all residents of the City and the MUGA are well served. Recommended LOS for Core Parks is 5 acres per 1000 population. There is currently a deficit of active parks in Lynnwood and the annexation areas. Fund for acquisition strategic properties to meet deficit, beginning in 2017.											
188th St Mini Park Development	PK1999033 A	Parks, Recreation & Cultural Arts	2023	Property on 188th near HWY 99	N	0	200	0	0	350	0	550
Development of 1-acre mini park on upland portion of City-owned storm drainage mitigation area to serve the adjacent neighborhood. Provide a mini park with play equipment, trails and landscaping in an underserved neighborhood. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities.											

Increase level of service for underserved neighborhood and to maintain 3.5-acres/1000.											
Deferred Park Maintenance & Capital Renewal	PK2000034 A	Parks, Recreation & Cultural Arts	2000	City wide	P*	300	300	300	300	300	300	1,800
Dedicated funding for renovation of park sites and playgrounds at existing City parks, to replace equipment and to meet ADA accessibility & safety standards for public playgrounds. General park conditions and existing equipment are reviewed and recommendations are made annually. Renovation is necessary to comply with safety standards, Americans with Disabilities Act and for repair and replacement of outdated play equipment. ADA requires all playgrounds over 20 years old be renovated for accessibility. Renovation of existing park facilities is a high priority of the Parks and Recreation Board. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Renovation of parks will improve level of service for users. Dedicated fund for necessary park renovation and repair and deferred maintenance.											

Rowe Park Development	PK2001039 B	Parks, Recreation & Cultural Arts	2001	Rowe Park	P*	0	50	0	1,000	0	0	1,050

Construction of a new 2.39-acre neighborhood park that will serve all ages and abilities. Master Plan completed in 2004 through public process, includes accessible recreation elements integrated throughout forested site, with a meandering series of accessible paths, a playground, outdoor exercise equipment, an informal play lawn, flower gardens, picnic areas and restrooms and parking.
To provide a park that serves the neighborhood families, senior housing, a senior care facility and a church. The primary focus of development will be to provide a park that includes amenities that are accessible for users of all ages and abilities, including disabled individuals. Although all of Lynnwood 's parks strive to be accessible, Rowe Park will
feature low impact exercise equipment, level walking trails and serene garden spaces, as well as active play equipment.
This park is very important to the neighborhood and they have been anxiously looking forward to it since they participated in the master planning process in 2004. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs.
Development would help meet the LOS for neighborhoods in the northwest quadrant of the city.
Proposed WWRP grant in 2016, funding available in 2017. Master Plan was completed in 2008.

Scriber Lake Park Renovation, Phase II	PK2003046 C	Parks, Recreation & Cultural Arts	2003	Scriber Lake	N	250	300	500	500	500	0	2,050
Phase II renovation will focus on improvements to the NE and SE corners of the park to improve access and expand parking. NE corner will include the 196th St SW entry and frontage improvements, entry signage and wayfinding elements. The sinking and worn trails will also be replaced, and security issues will be addressed by thinning/removing overgrown and invasive vegetation, opening up vistas within the park for surveillance. This project will improve primary entrances to the park. Currently the SW corner is the only vehicular entry and prone to illegal activities, and the NE corner is the primary pedestrian entrance. Improvements to these areas will serve to draw the public into the park, increase park use and discourage unwanted activities. This phase will develop both active and passive recreational activities per the 2005 Master Plan, which will increase the diversity of park users and create a safer more enjoyable environment for park users. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs. Grants proposed in 2020. Phase III in 2023.											

Scriber Lake Park Renovation, Phase III	PK2003046D	Parks, Recreation & Cultural Arts	2023	Scriber Lake	N	0	0	0	0	0	1,000	1,000
Phase III renovation will address the NW corner of the park and crosswalk improvements at the intersections of 196th St. and Scriber Lake Road and 52nd Ave. Streetscape enhancements along 196th St from Scriber Lake Rd to the NW entrance will include sidewalk improvements and street tree planting. The NW corner of the park will include an inviting pedestrian entrance from 196th St and new community gathering and performance spaces, including the Community Glade, Forest Canopy Walk, Northwest Medicinal Garden, Native Plant Community Collection and the Drumlin Amphitheater/Outdoor Classroom, per the 2005 Master Plan. This phase will also enhance the 200th St. pedestrian/bicycle entrance. Crosswalk improvements at the intersections of 196th St. and Scriber Lake Road and 52nd Ave will provide pedestrians a safer access to the park with more visible crossings. Improvements to the overgrown and uninviting NW corner entrance will draw people into the park, increase park use and discourage unwanted uses. The 200th St entrance is an important connection to the Scriber Creek Trail and the Lynnwood Transit Center. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Park improvements enhance level of service to park users.											

Off-Leash Dog Area - Development	PK2004052 B	Parks, Recreation & Cultural Arts	2004	Olympic View Dr & homeview Dr	N	0	100	0	0	0	0	100
Development of a .5 to 1 acre off-leash dog area in Lynnwood or the annexation area, to include a perimeter fencing, bag and disposal receptacles, surfacing, water access and signage. Neighborhood planning meetings would be scheduled. Local dog owners have expressed a need for an off-leash dog area in or near Lynnwood. The nearest off-leash dog park is in Mountlake Terrace. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide parks that respond to community's needs. There has been strong support for this project by Lynnwood residents. Park development raises the level of service to all park users.												
Town Square Park Acquisition & Development	PK2005059 A	Parks, Recreation & Cultural Arts	2005	City Center	P*	6,000	0	1,000	0	0	5,000	12,000
Acquisition of property for Town Square Park per the City Center Parks Master Plan, completed in 2007. Public parks and plazas are proposed as the City's initial investments in the City Center to attract private development. It is important to identify the locations, general size and nature of these spaces, and begin development prior to private investment in the City Center. Goals and objectives of Lynnwood Comprehensive Plan and Parks and Recreation Comprehensive Plan support park site acquisition and development to ensure that all city residents are well served. Town Square Park ranked # 1 to pursue in City Council Resolution 2014-15. Because characteristics and social patterns for City Center residents are expected to be different from the city as a whole, the LOS standard will be unique to the City Center. A parks level of service of 5 acres per 1000 population has been proposed. Funding sources to be determined. Possible funding sources include												

grants, LID's, mitigation fees, developer contributions, bonds. Proposed acquisition costs per 2005 City Center Projects Costs Assumptions: Town Square - $7,800K											
Recreation Center Refresh	PK20200101	Parks, Recreation & Cultural Arts	2017	Recreation Center	P*	0	0	150	0	100	0	250
Replacement or installation of recreation toys and equipment such as playground update, aquatic toys and features, and other amenities for drop-in play. The renovated recreation center opens in 2011 with an average monthly usage of 45,000 visitors and a year-round, daily operation which causes natural wear and tear on equipment. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities.											
Off-Leash Dog Area Development	PK2004052B	Parks, Recreation & Cultural Arts	2004	Olympic View Dr & homeview Dr	N	0	0	500	0	250	0	750
Development of off-leash dog area east of HWY 99											

Doc Hageman Park Development, Phase I	PK2002041 C	Parks, Recreation & Cultural Arts	2004	Dog Hageman park	P	0	20	1,000	0	0	0	1,020
1st phase of development for this MUGA-serving, neighborhood park. This park site was acquired in the MUGA for future development of a neighborhood park. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Increase level of service for underserved neighborhood and to maintain 3.5-acres/1000.												
Lund's Gulch Open Space Preservation, Phase IV	200900116	Parks, Recreation & Cultural Arts	2009	Land's Gulch	P	145	0	500	0	0	0	645
Future acquisition of 4.45-acre McCrary Property (164th St SW) and 4.76-acre McKinley property (Fisher Road) with Conservation Future's grants. Property acquisition in Lund's Gulch is to continue the City's preservation of this highly sensitive ecological area and protection of Lund's Gulch Creek. These sites are also strategic to future trail development in Lund's Gulch. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities. Increase level of service for underserved neighborhood and to maintain 3.5-acres/1000.												

Golf Course Safety Netting	PK20200102	Parks, Recreation & Cultural Arts	2019	Golf Course	F	2,500	0	0	0	5,000	0	7,500
Replacement of safety netting around Hole #13. Need to replace aged netting to prevent ball damage on private property. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs for active recreation opportunities.												
Recreation Center Phase II	BP2006023B	Parks, Recreation & Cultural Arts	2006	Recreation Center	N	0	0	250	0	0	0	250
Design for Phase II expansion of the Recreation/Community Center planning, design, construction												
											Total	396211

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LYNNWOOD
WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE CAPITAL FACILITIES PLAN FOR THE CITY OF LYNNWOOD FOR THE PERIOD 2021 THROUGH 2026; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION.

WHEREAS, the City of Lynnwood has adopted a Comprehensive Plan and has amended it in accordance with the requirements of Chapter 36.70A RCW (The Growth Management Act); and

WHEREAS, the Growth Management Act requires a Capital Facilities plan as mandatory element of the City's Comprehensive Plan; and

WHEREAS, the Growth Management Act (RCW 36.70A.130) allows the City to amend the Capital Facilities Element of the Comprehensive Plan concurrently with the adoption of the budget; and

WHEREAS, the Capital Facility Plan provides the six-year capital facility program for the Capital Facilities and Utilities Element of the City's Comprehensive plan;

WHEREAS, the City Council held a public hearing on August 10, 2020 on the Capital Facilities Plan provided for in this ordinance and determined that the Capital Facilities Plan in conjunction with the Capital Facilities and Utilities Elements are consistent with RCW 36.70A.070(3) and the Comprehensive Plan and are desirable and are in the public interest and welfare; and

WHEREAS, the City Council adopted Resolution 2003-16 establishing a Capital Project Authorization Process that identifies the approving ordinance (of the Capital Facilities Plan) as a plan of action wherein no final approval to proceed with specific projects is made; Projects defined in the 2021–2026 Capital Facilities Plan requires specific authorization and appropriation by the Council in a subsequent Budget approval, and

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

SECTION 1: Capital Facilities Plan. That portion of the Comprehensive Plan entitled The Six-Year Capital Facilities Plan (2020-2025): is hereby amended and replaced by "The Six-Year

Capital Facilities Plan (2021-2026)", which document is incorporated and adopted herein by reference. All projects in the Plan are approved for general "internal" planning purposes only, and specific authorization and appropriation by the Council of a capital project shall by ordinance and shall be required for each capital project of the city.

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

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

PASSED BY THE CITY COUNCIL, the 14th day of September 2020.

APPROVED:

_____

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

_____

Sonja Springer, Finance Director

APPROVED AS TO FORM:

_____

Rosemary Larson, City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

LYNNWOOD
WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A SIX YEAR COMPREHENSIVE TRANSPORTATION PROGRAM: 2021-2026 FOR THE CITY OF LYNNWOOD TO BE FILED WITH THE WASHINGTON STATE SECRETARY OF TRANSPORTATION; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION.

WHEREAS RCW 35.77.010 requires that the legislative body of each city and town shall prepare and adopt a "Comprehensive Transportation Program" for the ensuing six calendar years to serve as a guide in carrying out a coordinated street construction program, and that said legislative body shall annually thereafter review, amend as necessary and readopt said Comprehensive Transportation Program; and

WHEREAS in compliance with RCW 35.77.010 there exists a Six Year Transportation Improvement Program (TIP) for the City of Lynnwood identifying streets, types of improvements needed and estimated costs; and

WHEREAS the transportation facility planning is an element of the City Comprehensive Plan adopted by Ordinance 3142 on June 22, 2015, as amended; and

WHEREAS the City Council of the City of Lynnwood has reviewed the work accomplished under said Program, determined current and future City street and arterial needs, and based on these findings has prepared a Six-Year Comprehensive Transportation Program for the next ensuing six years; and

WHEREAS after due notice, a hearing on the proposed Program was held by the City Council in accordance with RCW 35.77.010; and

WHEREAS it has been found that there will be no significant adverse environmental impacts associated with the listing of the projects in the proposed Program;

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

SECTION 1. That the transportation projects of the 2021-2026 Capital Facilities Plan attached to this ordinance is designated and adopted as the official: "Six-Year Transportation Improvement Program (TIP): 2021-2026" of the City of Lynnwood, Washington.

SECTION 2. That the Director of Public Works, or his designee, is hereby directed to file with the Secretary of Transportation of the State of Washington a certified copy of this ordinance and relevant documents.

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

SECTION 4: Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED BY THE CITY COUNCIL, the 14th day of September 2020.

APPROVED:

_____

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

_____

Sonja Springer, Finance Director

APPROVED AS TO FORM:

_____

Rosemary Larson, City Attorney

FILED WITH ADMINISTRATIVE SERVICES: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: _____

CITY COUNCIL ITEM 90.3-A

CITY OF LYNNWOOD
Police Department

TITLE: **Emergency Management Ordinance Amendments**

DEPARTMENT CONTACT: **Commander Chuck Steichen**

SUMMARY:

The City's Emergency Management ordinance (LMC 7.20) was initially adopted in 2018. Until the onset of COVID-19, and its resultant impacts on our community this past year, limited aspects of the ordinance had been utilized and applied to more complex circumstances. During the events of the past seven months we identified certain portions of the ordinance in need of clarification. These amendments seek to achieve that clarity.

The most notable issues to be addressed within the ordinance are as follows:

- Further clarify when a declaration of emergency is terminated
- Expand upon what the Chief Elected Official (CEO) could issue during a declaration of emergency. Added the term "orders" to the existing language of "rules and regulations"
- Seek to clarify when rules, regulations and orders imposed by the Chief Elected Official must be confirmed by council, and what the mechanism is for confirmation, and the timeframe for action
- Improved the language for what a criminal violation of the chapter constitutes. More specifically, removed outdated language and simplified the definition

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:

Do certain aspects of the Emergency Management ordinance require clarification?

ACTION:

Discuss and amend the ordinance as needed.

Approve movement of this agenda item to the following Business Meeting for final vote/approval.

BACKGROUND:

The initial emergency management ordinance was drafted and approved by council in 2018. This ordinance was crafted using widely accepted language culled from counties and municipalities throughout the State of Washington. Outside of using the ordinance for emergency procurement actions few aspects of the ordinance have been explored and utilized until this past year.

PREVIOUS COUNCIL ACTIONS:

None. Approved the initial ordinance in 2018.

FUNDING:

Not applicable.

ADMINISTRATION RECOMMENDATION:

Recommend approval of amendments.

DOCUMENT ATTACHMENTS

Description:	Type:
Proposed Ordinance LMC 7.20 Amendment	Ordinance
LMC 7.20 - Amended (strike-and-delete)	Ordinance

CITY OF LYNNWOOD

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO EMERGENCY MANAGEMENT; AMENDING SECTIONS 7.20.060C, 7.20.070A.1, 7.20.110 AND 7.20.150 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY AND SUMMARY PUBLICATION

WHEREAS, Chapter 7.20 of the Lynnwood Municipal Code (LMC) contains language relating to the Chief Elected Official's (CEO) powers during an emergency or disaster and that throughout such events the CEO may make and issue rules and regulations to protect life and property; and

WHEREAS, the current ordinance requires the City Council to confirm newly imposed rules and regulations at the earliest practicable time; however, the means by which this confirmation is to occur is not specified, nor is the timeframe; and

WHEREAS, the code amendment in this Ordinance seeks to clarify that rules, regulations and orders issued by the Chief Elected Official that suspend or alter an existing ordinance must be confirmed by means of a resolution by the City Council within 30 days if possible; and

WHEREAS, in addition, Chapter 7.20 LMC identifies what constitutes a criminal violation of this chapter; however, a portion of this language is outdated and unnecessary and it is recommended that language be stricken; and

WHEREAS, the City Council has determined that the provisions of this Ordinance amending Chapter 7.20 LMC are in the best interests of the public and necessary for the protection of the public health, safety, and general welfare;

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

Section 1. Amendment. Section 7.20.060C of the Lynnwood Municipal Code is amended as follows:

C. The chief elected officer shall terminate the declaration of emergency when the emergency or threat has been abated or order has been restored in the affected area of the city.

Section 2. Amendment. Section 7.20.070A.1 of the Lynnwood Municipal Code is amended as follows:

A. Chief Elected Official. In the event of a declaration of emergency as herein provided, or upon a proclamation of a state of emergency by the Governor, the mayor, or successor as designated in LMC 7.20.090, is hereby empowered:

1. To make and issue rules, ~~and~~ regulations and orders on all matters reasonably related to the protection of life and property as affected by such disaster; provided, however, that such rules, and regulations and orders that suspend or alter provisions of an existing ordinance must be confirmed by means of a resolution ~~at the earliest practicable time~~ within 30 days if possible by the city council; and

Section 3. Amendment. Section 7.20.110 "Effect of chapter on other rules and regulations" is amended as follows:

7.20.110 Effect of chapter on other rules, ~~and~~ regulations and orders.

At all times when the ~~orders and~~ rules, regulations and orders made and promulgated pursuant to this chapter are in effect, they shall supersede all existing ordinances, orders, rules, and regulations insofar as the latter may be inconsistent therewith.

Section 4. Amendment. Section 7.20.150 "Penalty" is amended as follows:

A. It shall be a violation of this chapter to:

1. Willfully obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any lawful rule, ~~or~~ regulation or order issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter;

2. Perform any act forbidden by, or otherwise violate, any lawful rule, ~~or~~ regulation or order issued pursuant to this chapter ~~if such act is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense of protection thereof~~; or

3. Wear, carry or display, without authority, any means of identification specified by the emergency management agency of the city.

B. A violation of this chapter shall constitute a misdemeanor and shall be punishable as such under LMC 1.40.130; provided, that whenever any person shall commit a second offense hereunder, the same shall constitute a gross misdemeanor and shall be punishable as such.

Section 5. Effective Date. The provisions of this ordinance shall be effective five days following publication.

Section 6. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 7. Summary Publication. Publication of this ordinance shall be by summary publication consisting of the ordinance title.

PASSED this ____ day of August 2020, and signed in authentication of its passage this ___ day of August 2020.

APPROVED:

_____
Nicola Smith, MAYOR

ATTEST/AUTHENTICATED:

_____
Karen Fitzthum
Acting City Clerk

APPROVED AS TO FORM:

_____
Rosemary Larson
City Attorney

PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NUMBER: ____

Chapter 7.20
EMERGENCY MANAGEMENT

Sections:

7.20.010 Purpose.

7.20.020 Emergency management policy.

7.20.030 Definitions.

7.20.040 Comprehensive emergency management plan annex (COL-CEMP).

7.20.041 Snohomish County comprehensive emergency management plan (SC-CEMP) adopted by reference.

7.20.042 Snohomish County hazard mitigation plan (SCHMP) adopted by reference.

7.20.043 Snohomish County department of public works, solid waste division, disaster debris management plan (DDMP) adopted by reference.

7.20.050 Emergency management organization.

7.20.060 Declaration of emergency.

7.20.070 Emergency and disaster powers.

7.20.080 Emergency operations center.

7.20.090 Continuity of government.

7.20.100 Emergency public works contracting.

7.20.110 Effect of chapter on other rules, regulations and orders.

7.20.120 Effect of chapter on existing agreements.

7.20.130 General public duty created.

7.20.140 Private liability.

7.20.150 Penalty.

7.20.010 Purpose.

The declared purposes of this chapter are to provide for the preparation and implementation of plans for mitigation, prevention, preparedness, response and recovery activities within the city in the event of an emergency or disaster, and to provide for the coordination of emergency functions and services of the city with Snohomish County and other affected public agencies and private persons, corporations, and organizations. Any expenditures made in connection with such emergency management activities, including mutual aid activities, shall be deemed conclusively for the direct protection and benefit of the inhabitants and property of the city. (Ord. 3310 § 1, 2018)

7.20.020 Emergency management policy.

It is the policy of the city to make effective preparations and use of staffing, resources, and facilities for dealing with any emergency or disaster that may occur. Emergencies and disasters, by their very nature, may disrupt or destroy existing systems and the capability of the city to respond to protect life, public health and property. Therefore, citizens are advised to be prepared to be without public services or utilities for up to a minimum of two weeks should an emergency or disaster occur. (Ord. 3310 § 1, 2018)

7.20.030 Definitions.

A. When used in this chapter, the following words, terms and phrases, and their derivations, shall have the following meanings ascribed to them in Chapter 38.52 RCW and this section, except where the context clearly indicates a different meaning:

"Chief elected official" shall mean the chief elected executive officer for the city of Lynnwood. This position is held by the mayor; however, if the mayor is absent or incapacitated or the position is otherwise vacant, the position is filled in accordance with the succession plan identified in LMC 7.20.090.

"Continuity of government" or "COG" shall mean the preservation, maintenance, or reconstitution of the civil government's ability to carry out the executive, legislative, and judicial processes and services under the threat or occurrence of any emergency condition that could disrupt such processes and services.

"County" shall mean Snohomish County.

"Emergency" or "disaster" shall mean an event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken area within the city overtaken by such occurrences, or (2) reaches such a dimension or degree of destructiveness as to warrant the mayor declaring the existence of a disaster or the Governor proclaiming a state of emergency in accordance with appropriate local ordinances and state statute, or (3) affects seriously the safety, health, or welfare of a substantial number of citizens of this city or precludes the operation or use of essential public services and facilities with such magnitude or severity as to necessitate seeking state and/or county supplementation of local efforts or resources exerted or utilized in alleviating the danger, damage, suffering, or hardship faced, having been caused by forces beyond the control of man, by reason of civil disorder, riot, or disturbance, or by factors not foreseen and not known to exist when the city budget was adopted.

"Emergency management" shall mean the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prevent, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural, technological or manmade, and to provide support for search and rescue operations for persons and property in distress.

"Emergency management director" shall mean the person responsible for the administration and operation of the emergency management program for the city, appointed by the mayor in accordance with RCW 38.52.070(1).

B. All definitions of terms contained in RCW 38.52.010 as adopted or as hereafter amended are adopted by this reference. (Ord. 3310 § 1, 2018)

7.20.040 Comprehensive emergency management plan annex (COL-CEMP).

A. The city of Lynnwood comprehensive emergency management plan annex (COL-CEMP) provides the framework for mitigation, preparedness, response and recovery activities, and establishes functions and responsibilities to save lives, protect public health, safety, property, the economy and the environment, and foster a return to a normal way of life.

B. The COL-CEMP is developed as an annex of the Snohomish County comprehensive emergency management plan (SC-CEMP).

C. The COL-CEMP is prepared under the direction of the emergency management director, was promulgated by the mayor on December 1, 2016, and, as now existing or as later may be amended, is the official emergency management plan of the city.

D. The director shall file a copy of the COL-CEMP with the office of the city clerk and distribute copies of said plan to appropriate city departments. (Ord. 3310 § 1, 2018)

7.20.041 Snohomish County comprehensive emergency management plan (SC-CEMP) adopted by reference.

The current edition of the Snohomish County comprehensive emergency management plan (SC-CEMP), as promulgated by the Snohomish County department of emergency management (DEM) and adopted by the Snohomish County council, is adopted and incorporated by reference as though fully set forth in this chapter, as now existing and as hereafter amended. (Ord. 3310 § 1, 2018)

7.20.042 Snohomish County hazard mitigation plan (SCHMP) adopted by reference.

The current edition of the Snohomish County hazard mitigation plan (SCHMP), as approved by the Federal Emergency Management Agency (FEMA) and adopted by the Snohomish County council, is adopted and incorporated by reference as though fully set forth in this chapter, as now existing and as hereafter amended. (Ord. 3310 § 1, 2018)

7.20.043 Snohomish County department of public works, solid waste division, disaster debris management plan (DDMP) adopted by reference.

The Federal Emergency Management Agency (FEMA) requires that municipalities adopt a disaster debris management plan [FEMA 325]. As an emergency management partner with Snohomish County, the city utilizes the current edition of the Snohomish County department of public works, solid waste division, disaster debris management plan (DDMP). The current edition of the Snohomish County department of public works, solid waste division, disaster debris management plan (DDMP) is adopted and incorporated by reference as though fully set forth in this chapter, as now existing and as hereafter amended. (Ord. 3310 § 1, 2018)

7.20.050 Emergency management organization.

A. There is hereby created, in accordance with Chapter 38.52 RCW, an emergency management organization for the city. The purpose of the organization is to perform local emergency management functions. The organization shall represent only the city and exercise emergency authority only within the city's borders pursuant to the adopted comprehensive emergency management plan annex (COL-CEMP).

B. The emergency management director shall be a member of the city's police department as appointed by the mayor. The emergency management director shall have direct responsibility for the organization, administration, and operation of the emergency management program for the city. The emergency management director shall develop and maintain the emergency operations plan and program and shall have such other duties as may be stated in this chapter.

C. The deputy emergency management director shall be a city employee as appointed by the mayor. The deputy emergency management director shall exercise the powers and perform the duties of the emergency management director during her/his absence or disability. In the absence or disability of the deputy emergency management director, the position shall be filled by the chief of police.

D. An emergency operations board is hereby created to provide direction and policy making decisions to the emergency operations center during and after a disaster has occurred in the city. The emergency operations board will consist of the mayor, city council president, assistant city administrator, all department directors, and the court administrator. The board shall appoint one of its members to serve as the official recordation person for the board. (Ord. 3310 § 1, 2018)

7.20.060 Declaration of emergency.

A. Whenever an emergency or disaster, or the imminent threat thereof, occurs in the city and results in, or threatens to result in, the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the chief elected official, extraordinary and immediate measures to protect the public health, safety, and welfare, the chief elected official shall forthwith declare the existence or threatened existence of an emergency.

B. Such declarations of emergency may be in addition to, or as an alternative to, the proclamation of a state of emergency by the Governor.

C. The chief elected official shall terminate the declaration of emergency when the emergency or threat has been abated or order has been restored in the affected area of the city. (Ord. 3310 § 1, 2018)

7.20.070 Emergency and disaster powers.

A. Chief Elected Official. In the event of a declaration of emergency as herein provided, or upon a proclamation of a state of emergency by the Governor, the mayor, or successor as designated in LMC 7.20.090, is hereby empowered:

1. To make and issue rules, regulations and orders on all matters reasonably related to the protection of life and property as affected by such disaster; provided, however, that such rules, regulations and orders that suspend or alter provisions of an existing ordinance must be confirmed by means of a resolution within 30 days if possible by the city council; and

2. To request the county executive to declare a local emergency when, in the opinion of the mayor, the resources of the area or region are inadequate to cope with the disaster; and

3. To be the head of the emergency operations board in the event of an emergency or disaster to assure policy decisions and continuity of government is addressed and maintained; and

4. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property of the people and to bind the city for the fair value thereof, and, if required immediately, to commandeer the same for public use; and

5. To waive and dispense with public bidding requirements of RCW 35.23.352, Chapters 39.04 and 39.80 RCW and Chapter 2.92 LMC on an emergency basis as necessary; and

6. To control and direct the efforts of the emergency management organization of the city for the accomplishment of the purposes of this chapter; and

7. To require emergency services of any city officer or employee and, in the event of the proclamation of a state of extreme emergency by the Governor in the region in which the city is located, to command the aid of as many citizens of the city as may be deemed necessary in the execution of the chief elected official's duties; and such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency workers; and

8. To requisition necessary personnel or material of any city department, with the exception of the municipal court without approval of the presiding judge; and

9. To execute all the special powers conferred upon the mayor by this chapter, by any other statute, agreement, or lawful authority, as necessary; and

10. To establish exemptions to notice requirements of the "Open Public Meetings Act"; and

11. To establish continuity of government and to ensure proper succession of authority.

B. Emergency Management Director. The emergency management director is hereby empowered:

1. To request the mayor, or successor, declare the existence or threatened existence of an emergency and the termination thereof; and

2. To direct coordination and cooperation between divisions, services, and staff of the departments and services of the city in carrying out the provisions of the emergency management plan, and to resolve questions of authority and responsibility that may arise between them; and

3. To recommend for adoption by the city council, emergency management plan(s) and mutual aid agreements; and

4. To act on behalf of the chief elected official or their successor(s) if she/he is unable to carry out her/his duties, in carrying out purposes of this chapter or the provisions of the emergency management plan; and

5. To represent the emergency management organization of the city in dealing with issues pertaining to emergency management; and

6. To determine the incident command structure based upon the type of event or upon change of status of the event.

C. Departments and Employees. All city departments, and all officers and employees thereof, are hereby assigned the powers and duties set forth in the COL-CEMP. (Ord. 3310 § 1, 2018)

7.20.080 Emergency operations center.

The city shall establish and staff an emergency operations center (EOC) equipped with a communications system to support government operations and emergencies, and provide other

essential functions and equipment for agencies and activities assigned an emergency function. The main training room of Fire Station 15 (18800 44th Ave West) is hereby designated as the emergency operations center. (Ord. 3310 § 1, 2018)

7.20.090 Continuity of government.

A. City Council. In the event the emergency or disaster results in one or more council members being unavailable after a reasonable attempt at notice to convene by the chief elected official or emergency management director, those council members available for duty shall constitute the city council, and shall have full power to act by majority vote of those present for the purpose of meeting temporary, immediate and emergency needs brought on by the emergency or disaster.

B. Council Meetings at Other Than Usual Places. In the event it becomes imprudent, inexpedient, or impossible to conduct the affairs of the city at the regular or usual place or places, the city council may meet at any temporary place or places within or outside the territorial limits of the city on the call of the council's presiding officer. After the relocation, affairs of the city shall lawfully be conducted at the emergency temporary location or locations for the duration of the emergency or disaster.

C. Succession of Officials and Employees. During the course of an emergency, succession of positions, by department, in the event of unavailability shall be in the following order:

1. Chief Elected Official.

    a. Mayor;

    b. Council president;

    c. Council vice-president;

    d. Remaining council members in order of position number on the council.

2. Lynnwood Police Department.

    a. Chief of police;

    b. Deputy chief of police;

    c. Commander of police;

    d. Sergeant of police.

3. Public Works Department.

    a. Public works director;

    b. Deputy public works director;

    c. Engineering manager;

    d. Operations and maintenance manager.

4. Community Development.

    a. Community development director;

    b. Planning manager;

c. Building official;

5. Finance.

a. Finance director;

b. Senior manager for strategic planning;

c. Purchasing and central service manager.

6. Parks and Recreation.

a. Parks and recreation director;

b. Parks and recreation deputy director;

c. Recreation superintendent;

d. Parks superintendent.

7. Municipal Court.

a. Presiding judge;

b. Court administrator;

c. Operations supervisor;

d. Probation supervisor.

8. Information Technology.

a. IT director;

b. Systems manager;

c. Applications support manager.

9. Human Resources.

a. HR director;

b. HR manager. (Ord. 3310 § 1, 2018)

7.20.100 Emergency public works contracting.

Public works contracting and purchasing competitive bidding requirements may be waived in accordance with RCW 39.04.280(e) and LMC 2.92.090. When federal funding is being used then the public works contracting shall be consistent with Chapter 39.28 RCW. (Ord. 3310 § 1, 2018)

7.20.110 Effect of chapter on other rules, regulations and orders.

At all times when the rules, regulations and orders made and promulgated pursuant to this chapter are in effect, they shall supersede all existing ordinances, orders, rules, and regulations insofar as the latter may be inconsistent therewith. (Ord. 3310 § 1, 2018)

7.20.120 Effect of chapter on existing agreements.

Nothing in this chapter shall be deemed to affect any existing interlocal agreements entered into by the city pursuant to Chapter 38.52 RCW regarding emergency planning and the giving of mutual aid; provided, that for the purposes of such agreements, the mayor shall exercise all powers as executive head of the city under such agreements in conformity with RCW 38.52.070. (Ord. 3310 § 1, 2018)

7.20.130 General public duty created.

It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individuals who will or should be especially protected or benefited by the terms of this chapter. Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the city, or its officers, employees, or agents, for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement or implementation of this chapter by its officers, employees, or agents. The city is immune from liability under this chapter to the fullest extent allowed by law. (Ord. 3310 § 1, 2018)

7.20.140 Private liability.

No individual, firm, association, corporation, or other party or their successors, assigns, agents or employees owning, maintaining, or controlling any building or premises, who voluntarily and without compensation grant to the city a license or privilege or otherwise permit the city to inspect, designate, and use the whole or any part or parts of such building or premises for the purpose of sheltering persons during an actual, impending, mock or practice emergency or disaster, shall be subject to liability for injury sustained by any person while in or upon said building or premises as a result of any act or omission in connection with the upkeep or maintenance thereof, except a willful act of misconduct, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an emergency or disaster or an attack by enemies of the United States or during a disaster drill, exercise, or test ordered by a lawful authority. (Ord. 3310 § 1, 2018)

7.20.150 Penalty.

A. It shall be a violation of this chapter to:

1. Willfully obstruct, hinder, or delay any member of the emergency management organization in the enforcement of any lawful rule, regulation or order issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter;

2. Perform any act forbidden by, or otherwise violate, any lawful rule, regulation or order issued pursuant to this chapter; or

3. Wear, carry or display, without authority, any means of identification specified by the emergency management agency of the city.

B. A violation of this chapter shall constitute a misdemeanor and shall be punishable as such under LMC 1.40.130; provided, that whenever any person shall commit a second offense hereunder, the same shall constitute a gross misdemeanor and shall be punishable as such. (Ord. 3310 § 1, 2018)