

**LYNNWOOD  
CITY COUNCIL  
Work Session**

**Date: Wednesday, October 21, 2020**

**Time: 6:00 PM**

**Place: This meeting will be held electronically via  
Zoom. See the City of Lynnwood website for  
details.**

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- |         |          |                                                                       |
|---------|----------|-----------------------------------------------------------------------|
| 6:00 PM | <b>A</b> | Comments and Questions on Memo Items                                  |
| 6:05 PM | <b>B</b> | Presentation-Preliminary Budget for Human Resources                   |
| 6:30 PM | <b>C</b> | Presentation-Preliminary Budget for Development and Business Services |
| 7:15 PM | <b>D</b> | Presentation-Preliminary Budget for Fire Department                   |
| 7:35 PM | <b>E</b> | Break                                                                 |
| 7:45 PM | <b>F</b> | Presentation-Preliminary Budget for Information Technology            |
| 8:15 PM | <b>G</b> | Presentation-Preliminary Budget for Public Works                      |
| 9:00 PM | <b>H</b> | Presentation-Preliminary Budget for Capital Funds                     |
| 9:45 PM | <b>I</b> | Mayor Comments and Questions                                          |
| 9:50 PM | <b>J</b> | Council President and Council Comments                                |
| 9:55 PM | <b>K</b> | Executive Session, If Needed                                          |
|         |          | Adjourn                                                               |

**Memorandums for Future Agenda Items:**

- M-1 Council Liaison Report/Boards and Commissions ~ Council Member Altamirano-Crosby  
M-2 Council Liaison Report/Boards and Commissions ~ Council Member Hurst

**Memorandums for Your Information:**

**Contact: Executive Office (425) 670-5001**

**CITY COUNCIL ITEM A**

**CITY OF LYNNWOOD  
Executive**

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**TITLE:** Comments and Questions on Memo Items

**DEPARTMENT CONTACT:** Leah Jensen

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

## CITY COUNCIL ITEM B

### CITY OF LYNNWOOD Administrative Services

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**TITLE:** Presentation-Preliminary Budget for Human Resources

**DEPARTMENT CONTACT:** Sonja Springer

**SUMMARY:**

Human Resources Director Evan Chinn will present the 2021-2022 Preliminary Budget for the Human Resources Department.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

**ACTION:**

None at this time.

**BACKGROUND:**

The Human Resources Department is within the General Fund. The Department's budget is begins on page 97. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

**PREVIOUS COUNCIL ACTIONS:**

NA.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

To be provided during presentation.

**ADMINISTRATION RECOMMENDATION:**

None at this time.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

# CITY COUNCIL ITEM C

## CITY OF LYNNWOOD Administrative Services

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**TITLE:** Presentation-Preliminary Budget for Development and Business Services

**DEPARTMENT CONTACT:** Sonja Springer

**SUMMARY:**

Director David Kleitsch and staff will present the 2021-2022 Preliminary Budget for the Development and Business Services Department.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

**ACTION:**

None at this time.

**BACKGROUND:**

The Development and Business Services Department is within the General Fund. The Department's budget is begins on page 65. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

**PREVIOUS COUNCIL ACTIONS:**

NA.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

To be provided during presentation.

**ADMINISTRATION RECOMMENDATION:**

None at this time.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

## CITY COUNCIL ITEM D

### CITY OF LYNNWOOD Administrative Services

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**TITLE:** Presentation-Preliminary Budget for Fire Department

**DEPARTMENT CONTACT:** Sonja Springer

**SUMMARY:**

Staff will present the 2021-2022 Preliminary Budget for the Fire Department. All fire services are provided via interlocal agreement with South County Fire and Rescue.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

**ACTION:**

None at this time.

**BACKGROUND:**

The Fire Department is within the General Fund. The Department's budget is begins on page 93. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

**PREVIOUS COUNCIL ACTIONS:**

NA.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

To be provided during presentation.

**ADMINISTRATION RECOMMENDATION:**

None at this time.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

**CITY COUNCIL ITEM E**

**CITY OF LYNNWOOD  
City Council**

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**TITLE:** Break

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

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

## CITY COUNCIL ITEM F

### CITY OF LYNNWOOD Administrative Services

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**TITLE:** Presentation-Preliminary Budget for Information Technology

**DEPARTMENT CONTACT:** Sonja Springer

**SUMMARY:**

Information technology director Will Cena will present the 2021-2022 Preliminary Budget for the Information Technology Department.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

**ACTION:**

None at this time.

**BACKGROUND:**

The Information Technology Department is within the General Fund. The Department's budget is begins on page 107. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

**PREVIOUS COUNCIL ACTIONS:**

NA.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

To be provided during presentation.

**ADMINISTRATION RECOMMENDATION:**

None at this time.

**DOCUMENT ATTACHMENTS**

**Description:**

No Attachments Available

**Type:**

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# CITY COUNCIL ITEM G

## CITY OF LYNNWOOD Administrative Services

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**TITLE:** Presentation-Preliminary Budget for Public Works

**DEPARTMENT CONTACT:** Sonja Springer

**SUMMARY:**

Public Works Director Bill Franz will present the 2021-2022 Preliminary Budget for the Public Works Department.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

**ACTION:**

None at this time.

**BACKGROUND:**

The Public Works Department is within the General Fund and other Funds. The Department's budget is begins on page 189. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

**PREVIOUS COUNCIL ACTIONS:**

NA.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

To be provided during presentation.

**ADMINISTRATION RECOMMENDATION:**

None at this time.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available



# CITY COUNCIL ITEM H

## CITY OF LYNNWOOD Administrative Services

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**TITLE:** Presentation-Preliminary Budget for Capital Funds

**DEPARTMENT CONTACT:** Sonja Springer

**SUMMARY:**

Public Works Director Bill Franz will present the 2021-2022 Preliminary Budget for the City's Capital Funds.

**POLICY QUESTION(S) FOR COUNCIL CONSIDERATION:**

Does the Preliminary Budget support the adopted Community Vision and Strategic Plan?

**ACTION:**

None at this time.

**BACKGROUND:**

Capital Funds are not within the General Fund. Capital Fund budgets begin on page 241. The Preliminary Budget is available for review on the City's website.

The PowerPoint presentation will be posted on the City's website. [www.Lynnwoodwa.gov](http://www.Lynnwoodwa.gov)

**PREVIOUS COUNCIL ACTIONS:**

NA.

**FUNDING:**

NA.

**KEY FEATURES AND VISION ALIGNMENT:**

To be provided during presentation.

**ADMINISTRATION RECOMMENDATION:**

None at this time.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

**CITY COUNCIL ITEM I**

**CITY OF LYNNWOOD  
Executive**

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**TITLE:** Mayor Comments and Questions

**DEPARTMENT CONTACT:** Mayor Smith

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

**CITY COUNCIL ITEM J**

**CITY OF LYNNWOOD  
City Council**

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**TITLE:** Council President and Council Comments

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

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

**CITY COUNCIL ITEM K**

**CITY OF LYNNWOOD  
Executive**

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**TITLE:** Executive Session, If Needed

**DEPARTMENT CONTACT:** Leah Jensen

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

# CITY COUNCIL ITEM M-1

## CITY OF LYNNWOOD City Council

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**TITLE:** Council Liaison Report/Boards and Commissions ~ Council Member Altamirano-Crosby

**DEPARTMENT CONTACT:** Lisa Harrison

**SUMMARY:**

Council member Altamirano-Crosby will brief the Council on the activities of the boards and commissions to which she is the liaison.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available

## **CITY COUNCIL ITEM M-2**

### **CITY OF LYNNWOOD City Council**

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**TITLE:** Council Liaison Report/Boards and Commissions ~ Council Member Hurst

**DEPARTMENT CONTACT:** Lisa Harrison

**SUMMARY:**

Council member Hurst will brief the Council on the activities of the boards and commissions to which he is the liaison.

**DOCUMENT ATTACHMENTS**

**Description:**

**Type:**

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No Attachments Available