

1 **MINUTES OF THE LYNNWOOD CITY COUNCIL FINANCE COMMITTEE**  
2 **THURSDAY, JANUARY 23, 2020, AT 3:00 P.M., LYNNWOOD CITY HALL, CONFERENCE ROOM #4**

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4 **Attendance:**

5 Council President Christine Frizzell, Chair  
6 Councilmember George Hurst  
7 Councilmember Julieta Altamirano-Crosby

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9 **Staff:**

10 Art Ceniza, City Administrator  
11 Sonja Springer, Finance Director  
12 Corbitt Loch, Strategic Planner  
13 Janella Lewis, Finance Supervisor  
14 Tom Davis, Police Chief  
15 Jim Nelson, Deputy Police Chief

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17 **Others:**

18 Brett Hanson, Associate Principal Architect, Mackenzie Consultant  
19 Matt Wiggins, Cost Estimator, Roen Associates

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21 **Call to Order:** The meeting was called to order by Councilmember George Hurst at 3:00 pm.

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23 **1) Nomination and election of the 2020 Council Finance Committee Chair**

24 Finance Committee Chairperson George Hurst nominated Council President Christine Frizzell to be  
25 Finance Committee Chair for 2020. Ms. Frizzell expressed her interest to serve as chair of the  
26 Finance Committee. A vote was called, and Christine Frizzell was elected.

27  
28 **2) Confirmation of 2020 Finance Committee Meeting dates, Times and Location**

29 Director Springer brought up the discussion of Finance Committee meetings and dates. The Finance  
30 Committee reviewed the draft resolution and agreed to retain the default schedule of the fourth  
31 Thursday at 3:00 PM. They would like it to be forwarded to the full Council.

32  
33 **3) Update on Community Justice Center Project**

34 Police Chief Davis started off by reiterating why an expanded and renovated criminal justice center  
35 (CJC) is needed. It will decrease annual expenditures that are spent to house City of Lynnwood  
36 (COL) inmates at other facilities and provide much better programming and treatment options than  
37 our COL inmates currently receive. The jail currently has 46 beds. The COL spends 1-2 million  
38 dollars per year on contract housing, including up to \$400 a day with the South Correctional Entity  
39 (SCORE) and similar rates with the Snohomish County Jail. For operational efficiencies and cost  
40 savings, the project includes relocating our evidence facility on site. As approved by Council, the  
41 budget is using \$1.3M (Criminal Justice Reserve Fund 105) to undertake the design phase of the  
42 project. The potential for a partnership with the Community Health Clinic (CHC) is being evaluated  
43 and they have already begun as our new medical provider effective January 2020.

44  
45 Brett Hanson, Associate Principal Architect of Mackenzie introduced Matt Wiggins, Cost Estimator of  
46 Roen Associates. The consultants described project costs for various scenarios.  
47 The project schedule is estimated to be April 2019-March 2023.

48

49 The Full Program design would provide up to 161 secured parking spaces and would cost \$92.2 M to  
50 \$104.8 M. The Reduced Program design has a cost estimate of \$60.2 M to \$74.3 M. For cost  
51 savings, this design can provide 150 parking spaces.  
52

53 Ms. Frizzell stated that in the next presentation she would like clarification of the steps of the  
54 design, what exists in the existing facility, and how space allocations will change, and additional  
55 detail on the evidence area. Brett Hanson agreed to add that details into the full Council  
56 presentation scheduled for February 3, 2020.  
57

58 **4) Review and Discussion about 2020 Budget Calendar**

59 A brief discussion was held concerning the 2020 Budget Calendar, as it was adopted via Resolution  
60 #2020-02 by the full Council on January 21, 2020.  
61

62 **5) Overview of 2021-2022 Budget Process**

63 Mr. Loch referred to the schedule adopted by Resolution 2020-02 and summarized the more-  
64 detailed process/schedule for each month of 2020.  
65

66 During January through April, budget work will focus on community outreach, significant issues,  
67 forecasts, and outcome measures. From May through August, departments will prepare budget  
68 proposals and staff will consolidate and evaluate each proposal for the Mayor’s review. During  
69 September through November, the City Council and the public will evaluate the preliminary budget  
70 issued by the Mayor.  
71

72 The first segment of this budget process is very important because that work will shape the size and  
73 scope of the preliminary budget. Mr. Loch invited the Committee to identify topics for future  
74 discussion, including topics for the Council Summit scheduled for February 8, 2020. Mr. Loch  
75 stated that consultant services may be needed to assist in the development of the Performance  
76 Measures. Ms. Springer suggested that the budget book should contain a consolidated list of  
77 outcome measures, rather than listing measures within each program description. One goal is to  
78 reduce the length of the budget.  
79

80 **6) Third Quarter 2019 Financial Report**

81 Ms. Springer summarized the October 2019 Financial Report. She stated that the revenues and  
82 expenditures tend to be lower than the second year of the biennial budget. Ms. Frizzell asked that  
83 the percentage used to represent how far along we are in the budget cycle be based upon  
84 forecasted income and expense percentages, not on the number of months expired, as this is a  
85 more accurate indicator. Ms. Springer said that her staff will work on this request and present it on  
86 the next financial report.  
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89 **7) Closing Comments**

90 The next Finance Committee meeting will be held Thursday, February 27th at 3:00pm, Conference  
91 Room 4  
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93 **Adjournment: The meeting was adjourned at 5:00 pm.**  
94

95 DocuSigned by:  
96 *Sonja Springer*  
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97 Sonja Springer, Finance Director