

1 **MINUTES OF THE LYNNWOOD CITY SPECIAL COUNCIL MEETING**
2 **THURSDAY, APRIL 9, 2020, AT 3:00 P.M., ZOOM MEETING**

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4 **Attendance:**

5 Council President Christine Frizzell, Chair
6 Councilmember George Hurst
7 Councilmember Julieta Altamirano-Crosby
8 Councilmember Ian Cotton
9 Councilmember Jim Smith

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11 **Staff:**

12 Art Ceniza, City Administrator
13 Sonja Springer, Finance Director
14 Corbitt Loch, Strategic Planner
15 Janella Lewis, Finance Supervisor
16 William Franz, Public Works Director

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18 **Call to Order:** The meeting was called to order by Council President Christine Frizzell at 3:00 pm.

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20 **1) COVID-19 Estimated Financial Impacts**

21 Finance Director Springer went over the financial impacts of the COVID-19 pandemic. There were
22 some changes from the prior meeting.

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24 The reduction to revenue assumptions used for the month of April went from 40% to 50%, making
25 the estimated reduction in sales tax \$3.7M. The estimated reduction in Fines and Forfeitures was
26 also adjusted from 5% to 10% of the 2020 Forecast. This brings the decrease in estimated revenues
27 for the General Fund from \$4.7M to \$5.16M of the 2020 Forecast.

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29 The TBD, Criminal Justice, and Lodging Tax revenues were also adjusted downward, resulting in
30 estimated reductions to the City from \$5.1M to \$6.1M for 2020.

31
32 Councilmember George Hurst asked if the City of Lynnwood would have to go the route that the City
33 of Tukwila has gone as far as making severe cuts. Ms. Springer said that she did review the City of
34 Tukwila's estimated revenue impacts of COVID-19 and did not know in detail what their analysis was
35 based on. She emphasized that it is hard to forecast what could happen with the COVID-19 crisis,
36 but she is analyzing it every week and adjusting forecasts accordingly.

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38 Ms. Springer let Council know that Mayor Smith did request department directors put some policies
39 in place to have a hiring freeze, no travel and training, and cut consultants, and postpone the
40 purchase of non-essential goods and services. The transfers to the Street Operating and Capital
41 Development funds are also going to be reduced for 2020. This will produce an estimated General
42 Fund savings of \$3.2M. There is also the insurance through CIAW that the City could receive for
43 business interruptions due to the closure of the Recreation facility and Golf course ~~circumstances.~~

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45 Council and Staff discussed the Federal Stimulus Package #4. Assistant City Manager Art Ceniza said
46 that he will look at this further and get the information to Council. It is U.S. House Bill HR6467 for
47 cities of 500,000 or more population.

49 Options were discussed on how to help local businesses in their time of need during this crisis.
50 Public Works Director Bill Franz spoke about the Utility Fund and possible reductions or discounts
51 for businesses and residents.

52
53 The Revenue Stabilization Fund was brought up as an option to supplement lost revenue. Staff was
54 asked if there was a mechanism to know which businesses are in distress right now. Staff stated
55 that the Economic and Community Development team are communicating with local businesses.

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57 **2) Closing Comments**

58 Councilmember Smith asked if all Finance Committee meetings during the pandemic should be
59 identified as Special City Council Meetings, so that all Councilmembers can participate. There was
60 agreement to provide notice of these meetings (second and fourth Thursday of each month) as
61 special meetings of the City Council.

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63 The next Special City Council meeting hosted by the Finance Committee will be held Thursday, April
64 23 at 3:00 pm, via Zoom.

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66 **Adjournment: The meeting was adjourned at 4:15 p.m.**

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Art Ceniza, Assist City Administrator

Reviewed by Sonja Springer, Finance Dir.