

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

4 **Attendance:**

5 Mayor Nicola Smith (absent)
6 Council President Christine Frizzell
7 Council Vice President Shannon Sessions
8 Councilmember Ian Cotton (absent)
9 Councilmember Ruth Ross (absent)
10 Councilmember George Hurst
11 Councilmember Jim Smith
12 Councilmember Julieta Altamirano-Crosby

Others:

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

13
14 Assistant City Administrator Art Ceniza
15
16
17
18

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

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

25
26 **Budget Policy Direction Summary for Filling the 2020 Gap - Sonja Springer, Finance Director**
27 **and Corbitt Loch, Senior Manager, Strategic Planning**

- 28 • Finance Director Springer reviewed a memo addressing the policy decision of how to fill the budget
29 gap. She summarized Council’s decision to focus on Options 1 (General Fund reserves), 2 (EDIF
30 Fund), or a combination of 1 and 2.
- 31 • Asst. City Administrator Ceniza commented that the Mayor has been providing regular budget
32 updates to employees, and will provide another one after a resolution has been passed.
- 33 • Strategic Planning Manager Loch reviewed a proposed resolution relating to closing the gap for
34 2020. The resolution summarizes that the Council is leaning toward Option 1, and a couple
35 councilmembers are leaning toward Option 2. It is implied that for 2020 layoffs and furloughs are
36 not preferred options. Additionally, the resolution states that the 2021-2022 budget may have
37 General Fund reserves less than the amount specified by the City of Lynnwood Financial Policies,
38 and will include a plan and schedule for restoring General Fund reserves.

39
40 **Other Finance-Related Discussion:**

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

44
45 **Adjourn**

- 46 • Meeting adjourned at 3:30 p.m.

47

48
49
50
51

DocuSigned by:
Nicola Smith
284B3CF705E884DA

Nicola Smith, Mayor