

1 **MINUTES OF THE FINANCE COMMITTEE MEETING OF THE LYNNWOOD CITY**  
2 **COUNCIL**  
3 **HELD JULY 23, 2020 AT 3:00 p.m. VIA ZOOM**  
4

5 **Attendance:**

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

**Others:**

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

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15 Exec. Asst. to the Mayor Leah Jensen  
16 Deputy City Clerk Debbie Karber  
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19 **Review status of 2021-2022 Budget Process and 2021-2022 Budget Process Calendar – Sonja**  
20 **Springer, Corbitt Loch and Janella Lewis**

- 21 • Finance Director Springer reviewed the City’s current status on the Process/Schedule for the 2021-  
22 2022 Budget.
- 23 • Strategic Planner Corbitt Loch discussed the possibility of having the Council use a scoring tool to  
24 help evaluate which services are most and least critical for all departments. Comments and questions  
25 followed.
- 26 • Budget Supervisor Janella Lewis presented an example of how a PDF book version of the proposed  
27 budget might work. There was discussion about using this electronic version in lieu of a paper copy.  
28 Staff requested a decision from Council about paper versus electronic budget by September 10.  
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30 **Communication of Updates of Sales Tax Revenues during Council Summer Break – Sonja**  
31 **Springer, Finance Director (47:36)**

- 32 • Finance Director Springer explained that an updated sales tax report with break down information  
33 would be sent to Council over the recess. She reported the good news that sales tax revenue for May  
34 came in only 22% less than normally expected, as opposed to 60% less. YTD the sales tax revenue is  
35 24% less than normal.
- 36 • Finance Director Springer also reported that there was a clean audit with no findings. The  
37 accountability audit will be happening in August with an exit interview in September.  
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39 **Adjourn**

- 40 • Meeting adjourned at 3:56 p.m.  
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42 DocuSigned by:  
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45 Nicola Smith, Mayor