



**LYNNWOOD FINANCE COMMITTEE - Regular Finance Committee
Meeting
City Hall, Conference Room 4
WEDNESDAY, FEBRUARY 26, 2025 3:30 PM**

1. CALL TO ORDER
2. ROLL CALL
3. FINANCIAL REPORTS
 - 3.A [Sales Tax Report](#) - 20 minutes
Michelle Meyer, Finance Director
 - 3.B [American Rescue Plan Act Update](#) - 20 minutes
Michelle Meyer, Finance Director
4. DISCUSSION ITEM
5. ADJOURN

FINANCE COMMITTEE 3.A

CITY OF LYNNWOOD FINANCE COMMITTEE

TITLE: Sales Tax Report

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

Review of Sales Tax Revenues in January 2025

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

20

BACKGROUND:

The City receives Sales Tax revenue distributions on a monthly basis for sales that occurred two months prior. Detailed reports for November 2025 sales (revenues received in January 2025) will be reviewed.

SUGGESTED ACTION:

Review of Sales Tax detail

PREVIOUS COUNCIL ACTIONS:

The Finance Committee reviews monthly sales tax detail at each meeting.

DEPARTMENT ATTACHMENTS

Description:

[Lynnwood Sales Tax Analysis Through Jan 2025.pdf](#)



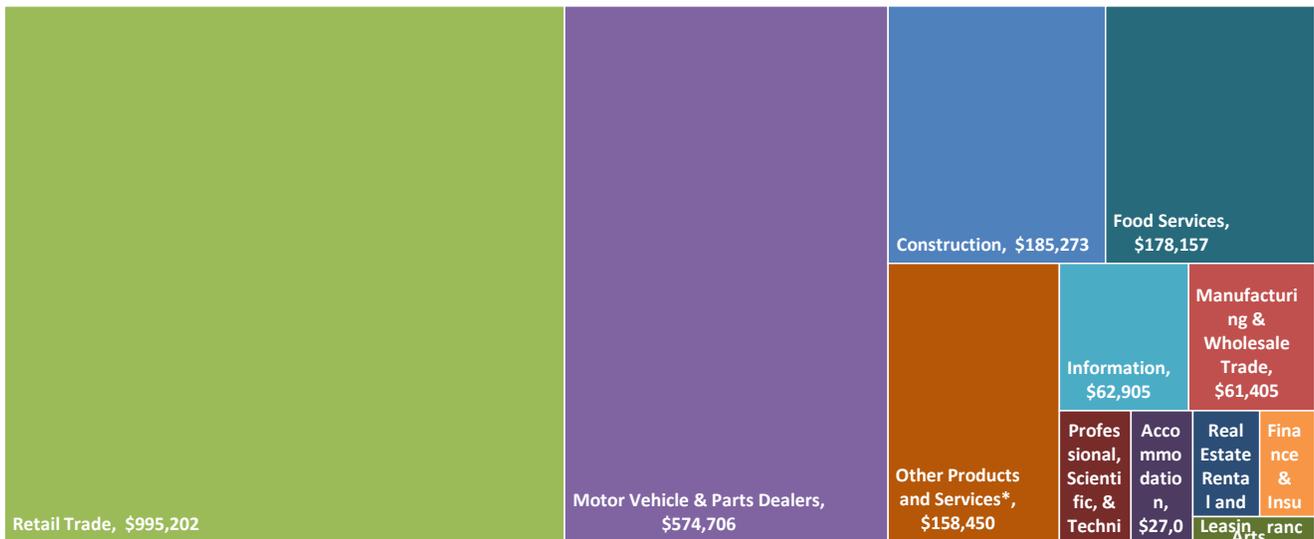
Sales Tax Analysis - Annual Summary
January 2025

Tax Categories	Jan - Jan 2022	Jan - Jan 2023	Jan - Jan 2024	Jan - Jan 2025
Construction	\$ 187,098	\$ 298,823	\$ 230,394	\$ 185,273
Manufacturing & Wholesale Trade	\$ 55,222	\$ 74,558	\$ 62,020	\$ 61,405
Retail Trade	\$ 730,401	\$ 1,020,321	\$ 975,418	\$ 995,202
Motor Vehicle & Parts Dealers	\$ 497,515	\$ 700,263	\$ 621,865	\$ 574,706
Information	\$ 49,894	\$ 52,007	\$ 61,909	\$ 62,905
Finance & Insurance	\$ 31,898	\$ 31,442	\$ 13,981	\$ 19,348
Real Estate Rental and Leasing	\$ 23,309	\$ 24,180	\$ 22,268	\$ 23,444
Professional, Scientific, & Technical Services	\$ 41,480	\$ 60,761	\$ 45,116	\$ 31,311
Arts, Entertainment, & Recreation	\$ 7,721	\$ 8,926	\$ 10,231	\$ 10,525
Accommodation	\$ 16,656	\$ 27,274	\$ 33,165	\$ 27,033
Food Services	\$ 128,462	\$ 155,368	\$ 161,561	\$ 178,157
Other Products and Services*	\$ 131,897	\$ 145,212	\$ 134,033	\$ 158,450
Total Sales Tax Collected**	\$ 1,901,553	\$ 2,599,135	\$ 2,371,961	\$ 2,327,759
Budgeted Sales Tax Collections	\$ 24,744,533	\$ 30,180,485	\$ 30,320,115	\$ 32,018,000
Realized Revenue as Compared to Budget	8%	9%	8%	7%

*Categories with small amounts of sales tax revenues have been combined

**Totals do not reflect deduction of admin fees paid to the State

YEAR TO DATE SALES TAX COLLECTION BY CATEGORY



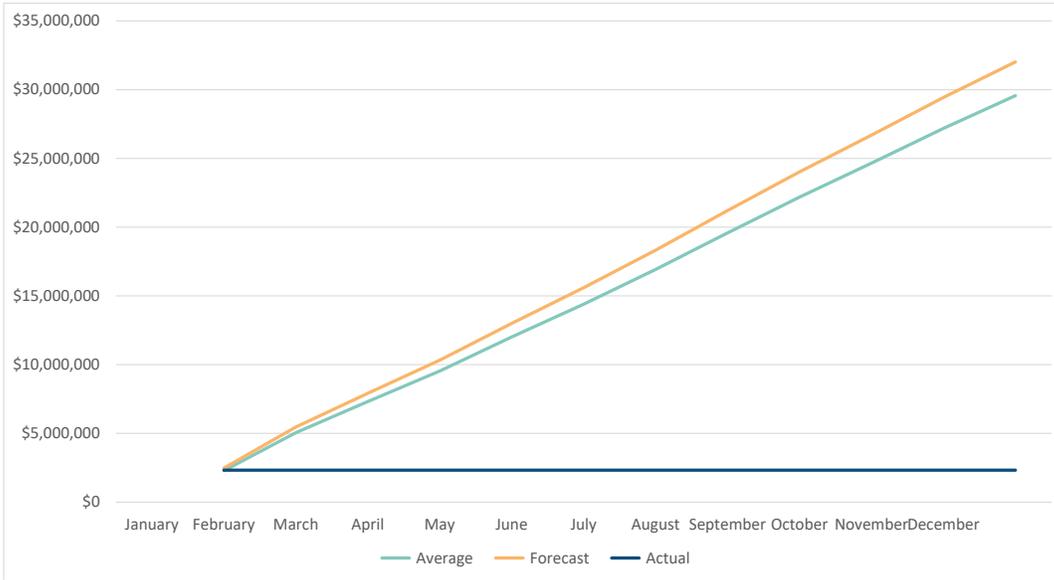


Sales Tax Analysis - Annual Summary
January 2025

	2022	2023	2024	3-Year Average Collection 2022 - 2024		Forecast 2025	Actual 2025	% Change 2024 - 2025
				Rate	Amount			
January	\$ 1,901,553	\$ 2,599,135	\$ 2,371,961	7.73%	\$ 2,290,883	\$ 2,476,462	\$ 2,327,759	-1.86%
February	2,074,600	2,998,393	3,222,619	9.34%	2,765,204	2,990,224	\$ -	
March	2,568,511	2,266,392	1,942,924	7.65%	2,259,276	2,449,049	\$ -	
April	2,271,016	2,250,420	2,159,099	7.54%	2,226,845	2,412,645	\$ -	
May	2,404,506	2,601,479	2,412,733	8.36%	2,472,906	2,677,385	\$ -	
June	2,631,081	2,257,082	2,281,087	8.10%	2,389,750	2,592,048	\$ -	
July	2,485,666	2,638,901	2,443,306	8.53%	2,522,624	2,731,545	\$ -	
August	2,380,789	2,806,745	2,798,531	9.00%	2,662,022	2,881,236	\$ -	
September	2,485,666	2,636,684	2,662,304	8.78%	2,594,885	2,810,566	\$ -	
October	2,380,789	2,500,319	2,529,350	8.36%	2,470,153	2,675,654	\$ -	
November	2,734,292	2,583,228	2,267,162	8.56%	2,528,227	2,739,403	\$ -	
December	2,658,768	2,284,091	2,198,929	8.06%	2,380,596	2,581,783	\$ -	
Total Sales Tax Collected**	\$ 28,977,237	\$ 30,422,869	\$ 29,290,005			\$ 32,018,000	\$ 2,327,759	-1.86%
Percentage Increase(Decrease)		4.99%	-3.72%					-1.86%

**Totals do not reflect deduction of admin fees paid to the State

YTD change

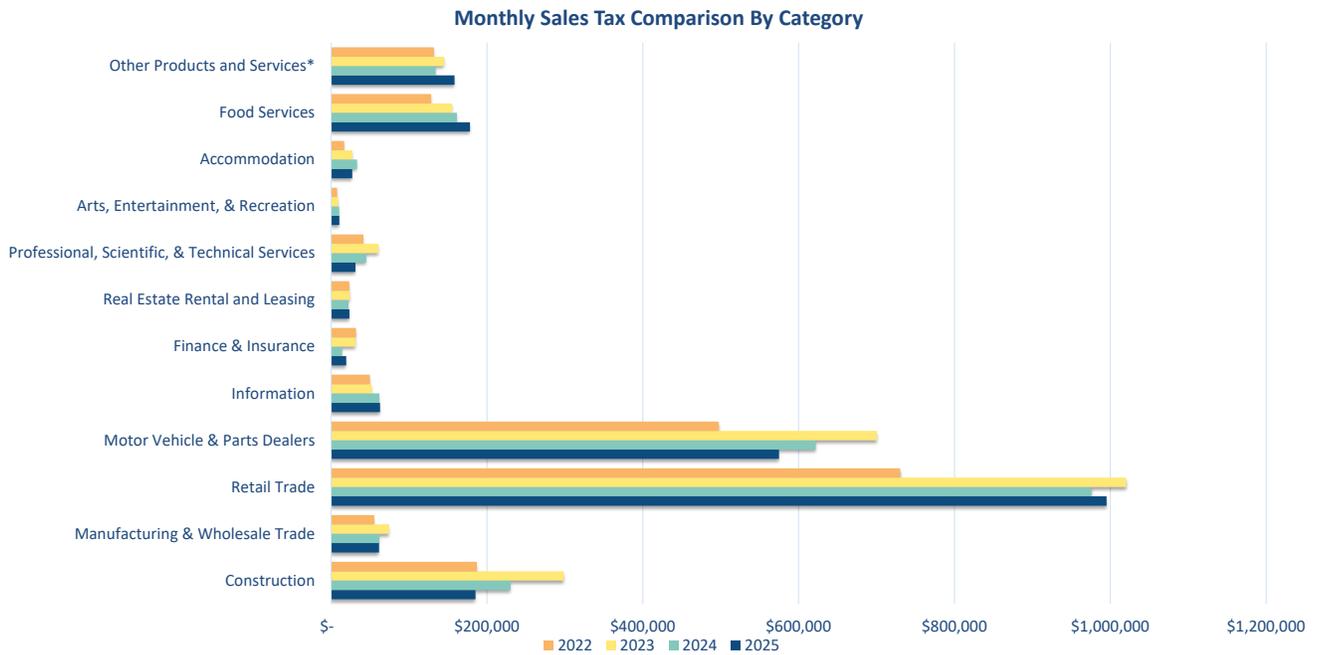




Sales Tax Analysis - Monthly Comparison
January 2025

Tax Categories	January 2022	January 2023	January 2024	January 2025	Change in Collections from Prior Year	
					\$	%
Construction	\$ 187,098	\$ 298,823	\$ 230,394	\$ 185,273	\$ (45,121)	-19.58%
Manufacturing & Wholesale Trade	55,222	74,558	62,020	61,405	(615)	-0.99%
Retail Trade	730,401	1,020,321	975,418	995,202	19,784	2.03%
Motor Vehicle & Parts Dealers	497,515	700,263	621,865	574,706	(47,159)	-7.58%
Information	49,894	52,007	61,909	62,905	996	1.61%
Finance & Insurance	31,898	31,442	13,981	19,348	5,367	38.39%
Real Estate Rental and Leasing	23,309	24,180	22,268	23,444	1,176	5.28%
Professional, Scientific, & Technical Services	41,480	60,761	45,116	31,311	(13,805)	-30.60%
Arts, Entertainment, & Recreation	7,721	8,926	10,231	10,525	294	2.87%
Accommodation	16,656	27,274	33,165	27,033	(6,132)	-18.49%
Food Services	128,462	155,368	161,561	178,157	16,596	10.27%
Other Products and Services*	131,897	145,212	134,033	158,450	24,417	18.22%
Total Sales Tax Collected**	\$ 1,901,553	\$ 2,599,135	\$ 2,371,961	\$ 2,327,759	\$ (44,202)	-1.86%

*Categories with small amounts of sales tax revenues have been combined. **Totals do not reflect deduction of admin fees paid to the State



FINANCE COMMITTEE 3.B

CITY OF LYNNWOOD FINANCE COMMITTEE

TITLE: American Rescue Plan Act Update

DEPARTMENT CONTACT: Michelle Meyer, Finance

SUMMARY:

ARPA update

PRESENTER:

Michelle Meyer, Finance Director

ESTIMATED TIME:

20

BACKGROUND:

The City Council has taken action to allocate all of the City's \$10.9 million of American Rescue Plan Act (ARPA) funding. After Q4 2024 reporting, approximately \$250,000 remains to be fully expended in early 2025.

SUGGESTED ACTION:

Review ARPA allocations and balances remaining as of the end of 2024.

DEPARTMENT ATTACHMENTS

Description:

[ARPA Expenditures and Balance Remaining 12.31.24.pdf](#)

ARPA Expenditures and Balance Remaining through Q4 2024

Date Approved	Expenditure Category and Detailed Description	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 REMAINING
2. Negative Economic Impacts						
5/23/2022	2.37 Economic Impact Assistance: Other: VOAWW Neighborhood Center Construction (orig \$1M)				\$ 998,500	\$ -
3. Public Sector Capacity						
8/9/2021	3.2 Rehiring Public Sector Staff: PW Custodian (1 FTE)	\$ 18,720				\$ -
9/13/2021	3.4 Effective Service Delivery: City Council Chambers AV	\$ 6,133	\$ 100,954	\$ 41,172		\$ -
6. Replace Lost Revenue & Provide Expanded Services up to \$10M						
8/9/2021	6.1 Provision of Government Services: Body camera equipment, services, and warranty	\$ 390,720	\$ 9,280			\$ -
8/9/2021	6.1 Provision of Government Services: Body camera program staff (1 FTE)		\$ 52,312			\$ -
4/11/2022	6.1 Provision of Government Services: Municipal Court Chambers AV			\$ 64,209		\$ -
4/25/2022	6.1 Provision of Government Services: Residential Street Improvements			\$ 903,780	\$ 1,945,491	\$ -
4/25/2022	6.1 and 2.37 Economic Impact Assistance: Other: Heroes' Café			\$ 2,295	\$ 2,705	\$ -
5/9/2022	6.1 Provision of Government Services: Recreation Scholarships			\$ 8,790	\$ 9,971	\$ -
5/23/2022	6.2 Non-federal match for other Federal Programs: Scriber Lake Park Boardwalk			\$ 117,575	\$ 1,655,206	\$ 220,946
5/23/2022	6.1 and 2.1 Household Assistance: Food Programs Lynnwood Food Bank			\$ 37,546	\$ 362,454	\$ -
6/27/2022	6.1 Provision of Government Services: Hire 5 new full time police officers through 2024		\$ 187,883	\$ 735,070	\$ 893,027	\$ -
6/27/2022	6.1 Provision of Government Services: 18 additional body cameras for Police Department		\$ 92,512			\$ -
7/22/2024	6.1 Provision of Government Services: 20 Tasers for Police Department (additional \$50,300 for tasers)		\$ 75,644		\$ 50,109	\$ -
10/10/2022,						
8/14/2023	6.1 Provision of Government Services: Lynnwood Police Assistance Fund 20K,25K			\$ 14,732	\$ 30,268	\$ -
11/14/2022	6.1 Provision of Government Services: Community and Human Services Position (incl \$33K hotel/motel)			\$ 58,617	\$ 233,241	\$ -
11/14/2022	6.1 and 2.25 Addressing Educational Disparities: C2 Education of Lynnwood				\$ 59,632	\$ -
2/27/2023	6.1 Provision of Government Services: Hire 2 FTE for Parks Graffiti Mitigation & Trailer			\$ 112,356	\$ 148,068	\$ -
2/27/2023	6.1 and 2.34 Assistance to Impacted Nonprofit Organizations: NW Veteran's Museum				\$ 2,099	\$ -
2/27/2023	6.1 and 2.34 Assistance to Impacted Nonprofit Organizations: Sno-Isle Genealogical Society			\$ 1,741	\$ 759	\$ -
2/27/2023	6.1 and 2.34 Assistance to Impacted Nonprofit Organizations: Lynnwood Alderwood-Manor Heritage Assn.			\$ 2,500	-	\$ -
7/25/2022	6.1 and 2.37 Economic Impact Assistance: Other: Kids in Transition Snohomish County Grant Match				\$ 146,636	\$ -
11/14/2022	6.1 and 2.37 Economic Impact Assistance: Other: Lynnwood Chamber of Commerce Shop Lynnwood			\$ 4,685	\$ 18,925	\$ -
7/25/2022	6.1 and 2.2 VOAWW Rapid Rehousing Snohomish County Grant Match				\$ 110,736	\$ -
6/12/2023	6.1 Provision of Government Services: Gun Buy Back Program			\$ 7,688		\$ -
6/12/2023	6.1 Community Families in Need Holiday Gift Cards				\$ 7,300	\$ -
8/14/2023,	6.1 and 1.11 Violence Prevention, 1.12 Mental Health Services: ACCESS project (7/22 add'l \$50K)			\$ 8,622	\$ 120,847	\$ -
8/14/2023	6.1 and 1.13 Substance Use Services: Evergreen Recovery Centers: Hire 2 Additional Nurses			\$ 59,548	\$ 193,172	\$ -
8/14/2023	6.1, 1.12 Mental Health Services:CHS Edmonds School District School Based Clinicians				\$ 199,657	\$ -
8/14/2023	6.1 and 2.34 Assistance to Impacted Non-Profit: Clothes for Kids, Clothing				\$ 58,500	\$ -
8/14/2023	6.1 and 2.18 Housing Support: Other Housing Assistance: Keep Dreams Alive Foundation Housing Academy				\$ 5,874	\$ -
8/14/2023	6.1 and 2.25 Addressing Educational Disparities: Foundation for Edmonds School District: On the Job Training Program				\$ 43,200	\$ -
8/14/2023	6.1 and 2.1 Household Assistance: Food Programs Homage Senior Services				\$ 3,000	\$ -
9/25/2023	6.1 and 2.1, 2.18 Heroes' Cafe				\$ 10,000	\$ -
9/25/2023	6.1 and 2.34 Homage Senior Services -Center for Healthy Living				\$ 75,000	\$ -
9/25/2023	6.1 Gold Park Fencing (internal project PRWR005400)			\$ 49,396		\$ -
7/22/2024	6.1 and 7.1 Administrative Expenses: ARPA Accountant Q3 2024 and beyond				\$ 37,966	\$ 14,218
7. Administrative						
6/13/2022,						
7/22/2024	7.1 Administrative Expenses: ARPA Accountant through Q2 2024		\$ 19,561	\$ 59,838	\$ 30,430	\$ -
Total		\$ 415,572	\$ 538,146	\$ 2,290,160	\$ 7,452,774	\$ 235,164

ARPA Allocations Internal and External as of 12.31.24	
External	
VOAWW Neighborhood Center Construction	\$ 998,500
Heroes' Café	\$ 15,000
Lynnwood Food Bank	\$ 400,000
C2 Education of Lynnwood	\$ 59,623
NW Veteran's Museum	\$ 2,099
Sno-Isle Genealogical Society	\$ 2,500
Lynnwood Alderwood-Manor Heritage Assn.	\$ 2,500
Kids in Transition Snohomish County Grant Match	\$ 146,636
Lynnwood Chamber of Commerce Shop Lynnwood	\$ 23,610
VOAWW Rapid Rehousing Snohomish County Grant Match	\$ 110,736
ACCESS project	\$ 129,469
Evergreen Recovery Centers: Hire 2 Additional Nurses	\$ 252,720
CHS Edmonds School District School Based Clinicians	\$ 199,657
Clothes for Kids, Clothing	\$ 58,500
Keep Dreams Alive Foundation Housing Academy	\$ 5,874
Foundation for Edmonds School District: On the Job Training Program	\$ 43,200
Food Programs Homage Senior Services	\$ 3,000
Center for Healthy Living	\$ 75,000
TOTAL EXTERNAL	\$ 2,528,625
Parks Recreation and Cultural Arts	
Recreation Scholarships	\$ 17,484
Scriber Lake Park Boardwalk	\$ 2,000,000
Community and Human Services Position (1FTE)	\$ 291,858
Hire 2FTE MW for Parks Graffiti Mitigation & Trailer	\$ 260,424
Gold Park Fencing	\$ 49,396
TOTAL PARKS RECREATION AND CULTURAL ARTS	\$ 2,619,162
Police	
Body camera equipment, services, and warranty, and 30 tasers for PD	\$ 618,265
Body camera program staff (1 FTE)	\$ 52,312
5 new full time police officers through 2024 (5 FTE)	\$ 1,815,981
Lynnwood Police Assistance Fund	\$ 45,000
Gun Buy Back Program	\$ 7,688
Community Families in Need Holiday Gift Cards	\$ 7,300
TOTAL POLICE	\$ 2,546,546
Public Works	
PW Custodian (1 FTE)	\$ 18,720
Residential Street Improvements	\$ 2,849,271
TOTAL PUBLIC WORKS	\$ 2,867,991
City Council	
City Council Chambers AV	\$ 148,259
TOTAL CITY COUNCIL	\$ 148,259
ARPA Grant Administration (Finance)	
PT ARPA Accountant (.5 FTE)	\$ 162,013
TOTAL GRANT ADMINISTRATION (FINANCE)	\$ 162,013
Municipal Court	
Municipal Court Chambers AV	\$ 64,209
TOTAL MUNICIPAL COURT	\$ 64,209
UNALLOCATED FUNDING REMAINING	0