

Respondent Name(s)
Marianne Klaas
Complainant Name(s)
Lisa Wissner Slivka
Complaint Description
<p><u>Lisa</u> reported via the portal (<i>Thu, 28 Jul 2022 at 7:18 AM</i>)</p> <p>Clyde Hill voters will vote the November on whether or not to change their form of City Government to Council-Manager. The Mayor is opposed to the measure - and is using the city website and council study session to voice her opposition.</p> <p>She was asked by the City Council to produce a document with a cost estimate for marginal costs. Instead, the document that she produced (referred to the above packet for the City Council Study Session) has no cost estimates and is not limited to marginal costs, as well as referencing cost that is not incurred by the city. She ends with the assertion that the costs to change city government are "significant." Significant is a judgment call - one which could certainly sway voter opinion.</p> <p>City Council Special Meeting - 26 Jul 2022 - Agenda - Pdf.pdf 3.28 MB</p>
What impact does the alleged violation(s) have on the public?
Mayor Klaas is abusing her position and access to city resources to publicly lobby against a ballot initiative.
List of attached evidence or contact information where evidence may be found
<p>Offending document located on the City's website : https://clydehill.civicweb.net/document/21627/</p> <p>Please refer to : 4.1. Discussion re: Cost of Change in Form of Government Mayor's Memo re The Finances of Changing Government 07-19-22</p>
List of potential witnesses with contact information to reach them
I certify (or declare) under penalty of perjury under the laws of the State of Washington that information provided with this complaint is true and correct to the best of my knowledge and belief.



AGENDA

City of Clyde Hill Council Special Session

City Council Special Meeting
Tuesday, July 26, 2022 - 6:00 PM
Clyde Hill City Hall - HYBRID

Page

1. CALL TO ORDER & ROLL CALL

Time Estimate - 2 Minutes

5 - 7

- 1.1. Information regarding Public Participation
[Hybrid Meeting Notification](#)
[Hybrid Meeting Login Information 7-26-22](#)

2. APPROVAL OF AGENDA

Time Estimate - 2 Minutes

- 2.1. Consideration of a motion to approve the Agenda of **July 26, 2022** as presented.

3. PUBLIC COMMENT

Time Estimate: Up To 30 Minutes

- 3.1. Opportunity for brief comments to the City Council.

“Public Comment” must be limited to items on the agenda. For persons attending the meeting in city hall, please use the sign-up sheet, and we will call your name in that order; if you are attending virtually, use the “raise your hand” function on your screen, and the mayor will recognize you. Each speaker will be given three minutes to speak. This is a one-way opportunity to comment to the full city council, not to Q&A the mayor, the council, or individual councilmembers. We most likely will not respond directly at the meeting, but we may ask staff to research and report back on an issue. Speakers must show respect to the forum and its elected officials. Speech and actions that lead to any disruption will not be tolerated. When called upon, please state your name and if you are a resident of Clyde Hill for the record.

4. DISCUSSION ITEMS

Time Estimate: 90 Minutes

- 9 - 12 4.1. Discussion re: Cost of Change in Form of Government
[Mayor's Memo re The Finances of Changing Government 07-19-22](#)
[Discussion re Cost of Changing the Form of Government - email CM DH 07-18-22](#)
- 4.2. Discussion re: Public Comment on Agendas
NOTE TO THE PUBLIC: This is a Council discussion item; comments from the public should be provided under Item #3.1.
- 13 - 15 4.3. Discussion re: Proposed Resolution on Continuity of City Services
[Continuity Res 07-22](#)
- 17 - 58 4.4. Discussion re: 2022 Budget Amendment & Staffing Update
[Budget Amendment Memo 07-22](#)
[Big Picture 07-22](#)
[Budget Changes 07-22](#)
[Line Item Budget 07-22](#)
[Draft Budget Ordinance 07-22](#)
[Budget Amendment Presentation 07-22](#)
- 59 - 76 4.5. Discussion re: 2023 Budget
- Budget Calendar
 - Process
 - Goals & Priorities
- [2023 Budget Memo 07-22](#)
[2023 Budget Calendar](#)
[2022 Budget Process](#)
[2022 Target Issues](#)
[Budget Planning - CM Friedman & CM Hachamovitch 05-22](#)
[Budget Priorities Presentation 2023](#)

5. UPCOMING MEETINGS

Time Estimate: 10 Minutes

- Tuesday, August 9th Regular Session
 - Budget Amendment
 - Stormwater Bids
- Thursday, August 18th BAC Meeting
- Tuesday, September 13th Regular Session

6. ADJOURN



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Operating In A Hybrid Environment

“What is a hybrid environment?” It is a mixture of in-person and remote (telephonic or computer-aided) attendance and this will be how City Council and other meetings will occur. People may attend using whichever option(s) they desire.

Attendees are requested to adhere to the following:

1. Public comment allows the public an opportunity to speak about issues pertaining to Clyde Hill community and City business only. This is a limited public forum, which means that the Council can limit the topics for discussion. Typically, persons will be given three minutes to address an issue, but the Council may, on occasion, increase or reduce that time for all participants.
2. Please refrain from the use of clearly offensive language/remarks or visuals (e.g. racist content) - failure to do so may result in immediate removal from the meeting.
3. If you are attending remotely and wish to speak, please use the “Raise Hand” feature - if you are unable to do so, please ask for permission to speak and the Chair/Mayor will then recognize your request in the order it was received.
4. Please identify yourself prior to speaking - members of the public should indicate their name and if they are a resident of Clyde Hill.
5. If you are attending remotely, do not use the following features:
 - a. Transferring files (“Transfer” feature)
 - b. Annotating on screen images (“Annotate” feature)
 - c. Making emoji gestures (“Reactions” feature)
 - d. Make written statements (“Comment/Chat” feature)
6. If you are attending remotely, please remain muted unless/until you speak
7. If you are attending remotely, please refrain from attending meetings in locations with significant background sound and/or inappropriate settings
8. If you are attending remotely, please note that video is optional

Last Updated: June 9, 2022



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City Council Special Meeting July 26th @ 7:00 PM

Join on your computer or mobile app

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Or join by entering a meeting ID

Meeting ID: 298 548 380 675

Passcode: zKyMSa

Or call in (audio only)

[+1 206-580-0429,,828253710#](#) United States, Seattle

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TO: City Council
FROM: Mayor Marianne Klaas
DATE: July 19, 2022
RE: The Finances of Changing Government

One of the many questions that has arisen is, “How much would this change in form of government cost Clyde Hill?” There is no singular resource that specifically answers this question. There is a useful online resource: [MRSC - City and Town Forms of Government](#).

Recent examples of cities who changed their form of government show some key financial areas, but rarely an actual dollar amount attached. Direct and indirect costs for changing the form of government are going to vary on individual city circumstances. You can theoretically add up the costs below, but it will be significant:

1. Legal costs associated with drafting resolution and making final amendments based upon feedback and approval language.
2. City staff costs to expend time organizing the election—forming committees for and against, etc.
3. Costs to add resources to manage the city and the projects amid current changes and structure.
For example:
 - a. Presently Clyde Hill operates with 4.5 city admin staff, 5.5 public works/building staff, and 10 staff in the police department for a total of **20** FTEs. Clyde Hill *contracts* with Blueline Group to assist with planning efforts such as with the Comprehensive Plan and associated Title 17 land use changes.
 - b. In contrast, Medina has its 7 council member team and city manager. All in all, they operate with a total of **25.7** city staff and police. They have a specific development division and hired staff for planning, a separate clerk, additional finance and dedicated IT resources.
4. Election-related costs for the County to place resolution on the ballot
5. Legal costs associated with updating the City’s Municipal Code to meet the new form of government needs
6. Legal costs associated with related ordinances
7. Costs associated with re-negotiating/amending/terminating the City Administrator; AND/OR (depending upon the outcome of the last item); there will be costs associated with hiring an executive search firm (optional) and finding a new City Manager. Some of these might be considered direct costs and some of these might be considered indirect costs.

8. Costs associated with advertising, interviewing, and selecting 1-2 more city councilmembers as it is required to operate with 7, not 5, in a Council-Manager form of government.
9. Costs associated with defining the process and procedures regarding:
 - a. Selecting the Mayor and Mayor Pro Tempore from councilmembers
 - b. Administrative transition from current Mayor to new Mayor
 - c. Reestablish clear roles and responsibilities
 - d. Define committee/task force structure
10. Create and request the Salary Commission to review salaries for the Council and Mayor to reflect the Council-Manager form of government
 - a. Adopt an ordinance setting those salaries
 - b. Please note: the present Mayor is paid \$100 per meeting (minimum of 3 a month) plus city benefits as if an exempt employee. Currently, since the Mayor already is employed with full benefits, the salary reflects being paid the \$880/mo cafeteria plan. This is about \$1,300 per month. In contrast, city councilmembers are paid \$50 per meeting, but are not allowed to capitalize on the city benefits. Councilmembers will be increased from 5 to 7, so more to pay, but mayor costs would be deleted. All elected officials are eligible to participate in the Public Employees Retirements System (PERS).
11. Amend the budget accordingly. Remember these are operational expenses and as of December 31, 2021 we have \$3.65M unrestricted dollars out of our \$12.4M overall fund balance.
12. Develop communications and reporting methods to keep Council and public informed of city operations
13. Develop and conduct a public outreach program that can begin to address broader concerns from the community that surfaced during the campaign to change form of government

All the costs to change the form of government would come out of operating costs. Clyde Hill has limited revenue streams. Property taxes are the main source of funds, but remember, even though property taxes increase, the City only receives five percent (5%) of the total amount you pay to King County annually. Medina, for example, barely passed a Levy Lid Lift in order seek additional revenue to fund their operational city's expenses. The money we receive from real estate excise taxes are restricted to capital expenses. Clyde Hill will need to amend its budget and budget for 2023 appropriately to accommodate the costs associated with changing its form of government. Our residents are asking how much will the change in form of government cost the City of Clyde Hill. The above content should give insight that this cost will be significant.

Dean Rohla

From: Councilmember Hachamovitch
Sent: Monday, July 18, 2022 5:11 PM
To: Dean Rohla; Mayor Klaas
Cc: Councilmember Friedman
Subject: Discussion re Cost of Changing the Form of Government

Thanks for the time just now — to recap our conversation (Council bcc'd FYI):

We agreed on updating the memo to provide the community an answer to “What is the marginal cost of converting the form of government?”

The goal is a reasonable, factual, specific estimate of the direct costs should there be a conversion to the new form of government. This question is different from what the most recent (June 28) memo addresses.

Some of the costs in the latest memo are not related to the conversion. For example, the City will pay the cost of the election, drafting the resolution, etc. whether there is a conversion or not.

We discussed how there are clearly direct and knowable costs as well as indirect and unknowable costs.

For example, there are legal costs to update ordinances/code. City Attorney Brubaker’s estimate is \$5K-\$10K.

There are a bunch of costs proffered that are potential/TBD and not a certainty. For example, increasing FTE/staffing:

- The Mayor is going to propose, ahead of this election, adding staff.
- The role of the City Clerk (an example that came up during the discussion) is not necessarily another FTE. I called MRSC; they offered the example of Blaine. There, the #2 to the City Manager is the City Clerk; this is the equivalent of John Greenwood being “Assistant City Administrator, and also City Clerk.” <https://www.ci.blaine.wa.us/55/Administration>. This points to potential/TBD marginal salary increases.
- There is nothing inherent in the form of government that calls for more staff... looking to Medina, they have in-house planning, waterfront, and several city parks to care for. (Clyde Hill, generally, uses contractors.)

We appreciate that there is some *displaced work*. That is not the same as more spend. In 2021, when the City planned to do a great deal of Title 17/Land Use Code review, and then didn’t, there wasn’t less spend. There was simply other work done. In this case, Staff might spend time on tasks related to the conversion and not on, say, Title 17 work. That’s not the same as additional spend.

We discussed the cost of a candidate search. It’s not clear whether that’s actual marginal spend. If the voters choose to not change the form of government, the Mayor could still choose to find a new City Administrator and the City would incur that cost.

Looking at items 8-13 from the Mayor’s June 28 memo ([link](#)):

- Numbers 8 and 9 involve, mostly, displaced work as compared to marginal spend.
- There’s no requirement for a Salary Commission. This item does reflect that there would be a ~\$29K saving to the City in operational costs.
- It’s not clear what the marginal work is around “communication and reporting methods to keep the Council and public informed.” Either they exist and will be used or they don’t exist and would need to be created whether the conversion happens or not.

Thanks —
Cms Friedman & Hachamovitch

From: Councilmember Hachamovitch <council5@clydehill.org>
Sent: Friday, July 15, 2022 11:04 AM

To: Mayor Klaas <Mayor@clydehill.org>; Dean Rohla <Dean@clydehill.org>

Cc: Councilmember Friedman <council1@clydehill.org>

Subject: Discussion re Cost of Changing the Form of Government

Could Cm Friedman and I get 15min on the phone with you two ahead of the July 26 City Council Special Meeting to discuss this topic please?

It is related to the two budget discussion items already on the agenda. We are reaching out in order to work better together with you and avoid surprises at the meeting.

He and I met earlier this morning about this. Document attached; gist is that we think the Council and Administration should provide Clyde Hill residents a consistent, factual answer to "What would voting yes on the ballot measure cost above and beyond the current expenses of running the city?"

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, EXPRESSING THE CURRENT CITY COUNCIL'S COMMITMENT TO CONTINUITY OF CITY SERVICES IN THE EVENT OF A CHANGE IN THE FORM OF GOVERNMENT.

RECITALS

1. King County will conduct an election in November 2022, submitting to qualified voters in Clyde Hill the proposition whether the city should adopt the council-manager form of government and abandon the mayor-council form.
2. The mayor and the city administrator have expressed their belief that there are concerns among city staff as well as in the community regarding the potential change in the form of government.
3. The city's current five-member city council would like to make clear its neutrality on that issue, and that it is in no way endorsing either position on the topic of the change of the form of government.
4. The city council has confidence in the city staff to continue delivering services to address the needs of residents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, DO RESOLVE AS FOLLOWS:

ORDINANCE

Section 1. Commitment to Continuity of Government. Recognizing that in the event the voters approve the change in form of government, the current five-member council will be changed to a seven-member council, with the mayor automatically filling one of the two additional council positions, the

current city council of the city of Clyde Hill expresses, to the residents of Clyde Hill and to the city staff, its commitment to the continuity of government services and to the provision of those services by current staff.

Section 2. Savings. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, that decision shall not affect the validity of the remaining portions of this resolution.

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering.

Section 5. Effective Date. This resolution shall take effect immediately upon passage.

PASSED by the city council and APPROVED by the mayor of the city of Clyde Hill, at a regular meeting held this _____ day of _____, 2022.

CITY OF CLYDE HILL, WASHINGTON:

MARIANNE KLAAS, MAYOR

ATTEST/AUTHENTICATED:

CITY CLERK, DEAN ROHLA

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
TOM BRUBAKER, LIGHTHOUSE LAW GROUP
CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

EFFECTIVE DATE: _____

RESOLUTION NO.: _____



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TO: Mayor & Council
FROM: Dean Rohla, Lisa King
DATE: July 21, 2022
RE: 2022 Budget Amendment

Background.

Since its passage in December 2021, Staff have been monitoring the performance of the City's 2022 Budget in accordance with best management practices as well as the City's Financial Policies (as adopted by the Council). Now that the City has passed the halfway mark for the year, Staff now believe it is timely to present an amendment to the Council for its consideration.

The basis of this budget amendment is a result of unexpected expenditures *as well as* unexpected revenues – it is not all “bad news.” General Fund revenues (several taxes and fees) are expected to notably exceed previous expectations. Furthermore, grant funding from the State regarding the update of the City's Comprehensive Plan is anticipated in the very near future.

Expenditures are also in need of being adjusted – it's not all “good news” either. This is primarily a result of unanticipated changes in priorities such as:

- 1) Hiring interim legal firm Jan-April (rate increase of ~167% over budgeted);
- 2) Hiring new legal firm April-current (rate increase of ~43% over budgeted);
- 3) Increased internal demand on services (City Council) requiring additional staff and legal assistance;
- 4) Increased external demand on services (public) requiring additional staff and legal assistance;
- 5) Reassessment of the cost of undertaking the Comprehensive Plan and related Land Use Code work; and
- 6) Expansion of capital undertakings (e.g. 17th & 17th).

Staff do not anticipate being able to absorb these expenditure run-overs without a budget amendment and failure to have enough expenditures budgeted will result in the

need to perform a hard stop on a variety of projects/programs that are both desired as well as required.

While the City can receive more revenue than it anticipates without the need for amending the budget, it cannot do so with respect to increasing its expenditures by Fund. Including changes to both revenues and expenditures help to provide greater transparency and accountability with respect to why a budget amendment is being suggested as well as what the content of that amendment is.

Staff encourage Council to have an open discussion at the upcoming meeting regarding the suggested changes enclosed herein. The final result (suggested modifications to the 2022 Budget) will be brought before Council for its consideration at the upcoming August 9th Regular City Council Meeting via ordinance, presuming Council wishes to amend the Budget.

Financial Review.

See attachment regarding proposed changes. Please note that suggested changes involve Expenditures and Revenues for the General and the Capital Projects Funds.

Legal Review.

Not applicable.

Council's Decision.

For discussion only – budget amendment will be brought before Council on August 9th for formal consideration.

2022 **FINAL** Budget-Financial Overview-"The Big Picture"

	001	002	003	100/300	
FINAL BUDGET	General	Reserve	Retainage Dep	Projects	TOTAL
2022	Fund	Fund	Fund	Fund	CITY
REVENUE	4,478,438	0	50,000	1,674,678	6,203,116
EXPENDITURES	4,651,308	0	60,000	2,363,983	7,075,291
Surplus or (Deficit):	(172,870)	0	(10,000)	(689,305)	(872,175)
Beg. Fund Balance	978,276	3,222,069	192,133	8,571,313	12,963,791
Total Transfer In	0	0	0	32,000	32,000
Total Transfer Out	32,000	0	0	0	32,000
Total Surplus or (Deficit):	(204,870)	0	(10,000)	(657,305)	(872,175)
Ending Fund Balance	773,406	3,222,069	182,133	7,914,008	12,091,616

	001	002	003	100/300	
AMENDED BUDGET	General	Reserve	Retainage Dep	Projects	TOTAL
2022	Fund	Fund	Fund	Fund	CITY
REVENUE	4,514,399	0	50,000	1,730,696	6,295,095
EXPENDITURES	4,886,729	0	60,000	2,783,701	7,730,430
Surplus or (Deficit):	(372,330)	0	(10,000)	(1,053,005)	(1,435,335)
Beg. Fund Balance	978,276	3,222,069	192,133	8,571,313	12,963,791
Total Transfer In	0	0	0	32,000	32,000
Total Transfer Out	32,000	0	0	0	32,000
Total Surplus or (Deficit):	(404,330)	0	(10,000)	(1,021,005)	(1,435,335)
Ending Fund Balance	573,946	3,222,069	182,133	7,550,308	11,528,456

Changes from FINAL to AMENDED 2022 Budget

Description	2022 FINAL	2022 AMENDED	Change	Notes
General Fund Revenue				
Sales Tax	707,000	727,000	20,000	Rebalance revenues based on 2022 actual
Utility Taxes	397,200	403,200	6,000	Rebalance revenues based on 2022 actual
Franchise Fees	397,000	407,000	10,000	Rebalance revenues based on 2022 actual
Leasehold Excise Tax	400	361	(39)	Vacate of rental house for Fire Station
GF Revenue Subtotal:			\$ 35,961	General Fund Revenue Increase
General Fund Expenditures				
Election Services	10,000	12,281	2,281	Based on 2022 actual to date
Salaries & Benefits - City-wide	2,371,630	2,430,700	59,070	Add'l OT for staffing council mtgs, Add Interns, PW sal adj, ARPA Premium Pay, 3mnths EAA
Comprehensive Planning	-	37,500	37,500	Transfer from Project Fund & Increase for actual
Professional Services - Legal	110,000	225,000	115,000	Increase for PRR, legal firm hunt, possible litigation, Change in form of govt, add'l direct comm fr Council to Legal
Insurance	115,000	126,570	11,570	Additional insurance costs
Professional Services - Street Cleaning	30,000	40,000	10,000	Additional disposal costs
GF Expend & Tsf Subtotal:			\$ 235,421	General Fund Expenditure Increase
General Fund Net Change:			\$ (199,460)	General Fund Deficit Increase
Reserve Fund				
	-NO CHANGES-			
Retainage Deposit Fund				
	-NO CHANGES-			
Projects Fund (Rev is positive & Exp is negative)				
Comprehensive Plan Grant - Revenues	-	62,500	62,500	Add Grant
Comprehensive Plan Grant - Expenditure	-	(62,500)	(62,500)	Add Grant
Comprehensive Planning - Expenditure	(20,000)	-	20,000	Move to GF - on call planning services
Equipment Replacement Reserve - Expendi	(26,300)	(40,000)	(13,700)	Increase in cost for PW Truck
Housing Rental & Leases - Revenue	11,640	5,158	(6,482)	Vacated rental house early for Fire Station
ARCH Trust Fund - Expenditure	(18,640)	(12,158)	6,482	Vacated rental house early for Fire Station
Storm Drainage - Expenditure	-	(370,000)	(370,000)	17th & 17th
Projects Fund Net Change:			\$ (363,700)	Projects Fund Expenditure Increase

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Fund #001 GENERAL FUND								
BEGINNING GENERAL FUND BALANCE	1,327,852.58	657,666.56	1,117,911.51	978,275.84	978,275.84	978,275.84	100.0%	\$ -
REVENUES								
TAXES								
Real and Personal Property Taxes	1,020,511.43	1,006,739.37	1,233,434.29	726,259.83	1,289,870.00	1,289,870.00	0.0%	\$ -
Total General Property Taxes	1,020,511.43	1,006,739.37	1,233,434.29	726,259.83	1,289,870.00	1,289,870.00	0.0%	\$ -
Local Retail Sales & Use Taxes	975,878.31	596,080.92	743,715.66	392,272.36	700,000.00	720,000.00	2.9%	\$ 20,000
Affordable & Supportive Housing Sales & Use Tax	-	1,976.84	6,348.25	3,379.09	7,000.00	7,000.00	0.0%	\$ -
Total Retail Sales and Use Taxes	975,878.31	598,057.76	750,063.91	395,651.45	707,000.00	727,000.00	2.8%	\$ 20,000
Electric - Puget Sound Energy	130,907.83	133,328.25	141,495.16	79,333.70	140,000.00	144,000.00	2.9%	\$ 4,000
Gas - Puget Sound Energy	76,686.06	89,302.07	89,670.40	69,598.12	90,000.00	94,000.00	4.4%	\$ 4,000
Garbage/Solid Waste - Republic Services	28,739.88	27,959.83	27,692.53	15,816.45	30,000.00	30,000.00	0.0%	\$ -
Cable TV - Comcast	110,524.40	108,866.94	107,741.64	53,442.48	107,000.00	107,000.00	0.0%	\$ -
Telephone - Local Access	20,523.15	12,409.30	7,507.88	-	7,200.00	-	(100.0%)	\$ (7,200)
Telephone - Cellular	24,518.41	24,285.85	22,336.37	14,430.69	23,000.00	28,200.00	22.6%	\$ 5,200
Total Business Taxes	391,899.73	396,152.24	396,443.98	232,621.44	397,200.00	403,200.00	1.5%	\$ 6,000
Leasehold Excise Tax	315.99	399.59	361.33	202.23	400.00	361.33	(9.7%)	\$ (39)
Total Excise Taxes	315.99	399.59	361.33	202.23	400.00	361.33	(9.7%)	\$ (39)
TOTAL TAXES	2,388,605.46	2,001,348.96	2,380,303.51	1,354,734.95	2,394,470.00	2,420,431.33	101.1%	\$ 25,961
LICENSES AND PERMITS								
Business Licenses	16,010.42	14,006.26	14,885.42	7,756.27	15,000.00	15,000.00	0.0%	\$ -
Franchise Fees - Solid Waste	39,517.32	38,444.78	38,077.22	21,747.63	40,000.00	40,000.00	0.0%	\$ -
Franchise Fees - Cable TV	61,402.56	60,481.64	59,856.54	29,692.61	59,000.00	59,000.00	0.0%	\$ -
Franchise Fees - Water	168,267.01	149,417.76	184,759.35	82,216.45	178,000.00	178,000.00	0.0%	\$ -
Franchise Fees - Sewer	97,978.97	102,210.28	103,762.96	69,050.57	105,000.00	115,000.00	9.5%	\$ 10,000
Total Business Licenses and Permits	383,176.28	364,560.72	401,341.49	210,463.53	397,000.00	407,000.00	2.5%	\$ 10,000
Building and Structures Permits	455,840.68	494,924.99	314,619.90	153,004.34	450,000.00	450,000.00	0.0%	\$ -
Other Non-Business Permits	133,091.00	106,898.50	66,627.25	23,858.75	105,000.00	105,000.00	0.0%	\$ -
Total Non-Business Licenses and Permits	588,931.68	601,823.49	381,247.15	176,863.09	555,000.00	555,000.00	0.0%	\$ -
TOTAL LICENSES AND PERMITS	972,107.96	966,384.21	782,588.64	387,326.62	952,000.00	962,000.00	1.1%	\$ 10,000

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
INTERGOVERNMENTAL								
Marijuana Excise Tax	3,539.71	3,496.01	4,015.60	2,303.66	4,551.95	4,551.95	0.0%	\$ -
State & Federal Grants	-	11,389.58	34,535.76	-	50,000.00	50,000.00	0.0%	\$ -
Motor Vehicle Fuel Tax - City Streets	64,196.71	56,274.98	58,398.74	27,234.68	58,992.05	58,992.05	0.0%	\$ -
Multimodal Transpo City	4,215.41	4,164.51	4,113.35	2,944.52	4,032.60	4,032.60	0.0%	\$ -
Liquor Excise Tax	16,648.49	19,255.88	21,457.18	11,059.40	19,704.75	19,704.75	0.0%	\$ -
Liquor Control Board Profits	24,822.05	24,522.37	24,137.10	12,061.49	23,798.45	23,798.45	0.0%	\$ -
Yarrow Point Police Contract	435,896.00	423,959.00	427,536.00	221,074.50	442,149.00	442,149.00	0.0%	\$ -
Services to other Communities	599.54	-	-	-	-	-		\$ -
State Shared Revenue, Entitlements and Impact Payments			12,065.00	-	-	-		\$ -
TOTAL INTERGOVERNMENTAL	549,917.91	543,062.33	586,258.73	276,678.25	603,228.80	603,228.80	0.0%	\$ -
CHARGES FOR GOODS AND SERVICES								
Zoning & Subdivision Fees	14,650.00	8,400.00	10,750.00	11,750.00	9,000.00	9,000.00	0.0%	\$ -
Plan Checking Fees	248,246.47	227,163.24	194,134.12	159,488.02	220,000.00	220,000.00	0.0%	\$ -
TOTAL CHARGES FOR GOODS AND SERVICES	262,896.47	235,563.24	204,884.12	171,238.02	229,000.00	229,000.00	0.0%	\$ -
FINES AND FORFEITS								
Fines & Forfeitures (Traffic Infractions)	31,855.88	30,455.55	23,414.65	19,282.48	32,000.00	32,000.00	0.0%	\$ -
Miscellaneous Fines & Penalties	5,603.80	-	-	-	2,500.00	2,500.00	0.0%	\$ -
TOTAL FINES AND FORFEITS	37,459.68	30,455.55	23,414.65	19,282.48	34,500.00	34,500.00	0.0%	\$ -
MISCELLANEOUS REVENUES								
Investment Interest	229,198.04	65,841.79	11,417.32	17,825.71	15,000.00	15,000.00	0.0%	\$ -
Interest on Sales Taxes	1,855.01	872.40	461.60	194.67	500.00	500.00	0.0%	\$ -
Total Interest and Earnings	231,053.05	66,714.19	11,878.92	18,020.38	15,500.00	15,500.00	0.0%	\$ -
Space and Facilities Leases	233,802.09	240,878.82	192,568.46	2,500.00	210,878.82	210,878.82	0.0%	\$ -
Total Rents, Leases, Concessions	233,802.09	240,878.82	192,568.46	2,500.00	210,878.82	210,878.82	0.0%	\$ -
Sale of Surplus Property	11,008.53	-	128.52	-	11,000.00	11,000.00	0.0%	\$ -
Other Miscellaneous Revenues	30,487.69	17,515.72	7,840.75	20,059.46	12,000.00	12,000.00	0.0%	\$ -
Insurance Recoveries		2,563.12	21,296.00	-	-	-		\$ -
Refundable Deposits			17,133.48	11,125.88	15,860.16	15,860.16	0.0%	\$ -
Total Other	41,496.22	20,078.84	46,398.75	31,185.34	38,860.16	38,860.16	0.0%	\$ -
TOTAL MISC REVENUES	506,351.36	327,671.85	250,846.13	51,705.72	265,238.98	265,238.98	0.0%	\$ -
001 CHANGE IN ACCOUNTING PRINCIPLE	-	16,983.52	-	-	-	-		\$ -
TOTAL GENERAL FUND REVENUES	4,717,338.84	4,121,469.66	4,228,295.78	2,260,966.04	4,478,437.78	4,514,399.11	0.8%	\$ 35,961

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
General Government Services								
Legislative								
Misc - Special Meetings	-	(111.02)	816.08	1,893.91	5,500.00	5,500.00	0.0%	\$ -
Misc - Public Notices	1,084.43	838.47	1,680.38	521.03	1,000.00	1,000.00	0.0%	\$ -
Public Hearings								\$ -
Salaries	3,850.00	4,200.00	5,700.00	3,441.73	5,000.00	5,000.00	0.0%	\$ -
Personnel Benefits	301.59	338.00	612.11	264.42	460.00	460.00	0.0%	\$ -
Election Services	8,416.69	5,620.75	9,918.27	12,281.39	10,000.00	12,281.39	22.8%	\$ 2,281
Total Legislative	13,652.71	10,886.20	18,726.84	18,402.48	21,960.00	24,241.39	10.4%	\$ 2,281
Executive								
Salaries	6,000.08	6,950.02	5,699.99	2,300.01	8,000.00	8,000.00	0.0%	\$ -
Personnel Benefits	21,709.12	14,392.21	14,042.04	5,987.66	21,880.00	21,880.00	0.0%	\$ -
Misc. - Meetings	935.90	-	393.95	-	1,000.00	1,000.00	0.0%	\$ -
Total Executive	28,645.10	21,342.23	20,135.98	8,287.67	30,880.00	30,880.00	0.0%	\$ -
Finance and Record Services								
Salaries	513,782.13	448,613.29	453,362.34	207,920.41	447,080.00	490,000.00	9.6%	\$ 42,920
Salaries-Overtime	-	2,255.94	3,531.73	2,878.31	6,520.00	6,520.00	0.0%	\$ -
Personnel Benefits	186,318.21	188,776.36	179,103.54	79,551.71	161,130.00	169,090.00	4.9%	\$ 7,960
Office and Operating Supplies	9,586.05	4,943.68	9,892.95	3,776.27	12,000.00	12,000.00	0.0%	\$ -
Minor Equipment	2,205.46	549.99	505.36		2,000.00	2,000.00	0.0%	\$ -
Communication	15,282.19	16,936.94	20,073.63	7,828.04	18,000.00	18,000.00	0.0%	\$ -
Travel	3,445.32	108.92	-	262.20	3,000.00	3,000.00	0.0%	\$ -
Insurance	91,076.00	97,363.00	108,964.00	126,569.00	115,000.00	126,570.00	10.1%	\$ 11,570
Utility Services	13,035.53	15,542.27	17,897.94	5,798.98	15,500.00	15,500.00	0.0%	\$ -
Repairs and Maintenance	7,854.70	11,672.06	7,841.12	6,290.10	13,500.00	13,500.00	0.0%	\$ -
Misc-Dues and Subscriptions	3,495.90	2,270.00	1,780.00	1,720.00	3,600.00	3,600.00	0.0%	\$ -
Misc. - Printing	6,476.19	4,898.22	5,264.56	1,595.30	6,000.00	6,000.00	0.0%	\$ -
Misc-Training and Tuition	4,106.57	1,472.47	2,057.00	2,035.16	3,000.00	3,000.00	0.0%	\$ -
Professional Services - Audit	14,228.10	15,767.48	16,141.75	250.00	17,000.00	17,000.00	0.0%	\$ -
Janitorial Supplies - City Hall	1,883.50	2,599.04	3,939.96	1,063.06	3,000.00	3,000.00	0.0%	\$ -
Information Technology - Repairs & Maintenance	83,690.25	85,094.16	89,070.31	72,842.89	126,000.00	126,000.00	0.0%	\$ -
Personnel Services - Executive Recruitment	-	-	-	-	-	-		\$ -
Prof Serv - Comprehensive Planning	-	-	-	-	-	37,500.00	0.0%	\$ 37,500
Total Finance and Record Services	956,466.10	898,863.82	919,426.19	520,381.43	952,330.00	1,052,280.00	10.5%	\$ 99,950
Professional Service - Legal	45,953.50	74,898.79	87,029.15	101,579.52	110,000.00	225,000.00	104.5%	\$ 115,000
Total Legal	45,953.50	74,898.79	87,029.15	101,579.52	110,000.00	225,000.00	104.5%	\$ 115,000

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
Other General Government Services								
AWC - Association of Washington Cities	1,677.00	1,723.00	1,740.00	1,772.00	1,821.00	1,821.00	0.0%	\$ -
PSRC - Puget Sound Regional Council	678.00	-	678.00	691.00	700.00	700.00	0.0%	\$ -
Animal Control Services	875.00	2,147.00	268.00	-	2,000.00	2,000.00	0.0%	\$ -
SCA - Sound Cities Association	2,450.12	2,080.70	2,035.70	2,151.77	2,100.00	2,100.00	0.0%	\$ -
ARCH - A Regional Coalition For Housing	4,193.00	6,551.43	6,551.00	67,777.00	7,000.00	7,000.00	0.0%	\$ -
Refund of Deposits		210.00	32,741.31	8,805.86	16,860.00	16,860.00	0.0%	\$ -
Total Other General Government Serv	9,873.12	12,712.13	44,014.01	81,197.63	30,481.00	30,481.00	0.0%	\$ -
TOTAL GENERAL GOV'T SERV	1,054,590.53	1,018,703.17	1,089,332.17	729,848.73	1,145,651.00	1,362,882.39	19.0%	\$ 217,231
SECURITY OF PERSONS & PROPERTY								
Law Enforcement (Police Department)								
Salaries	826,753.80	896,672.24	959,452.88	484,269.66	1,040,500.00	1,040,500.00	0.0%	\$ -
Salaries-Overtime	50,343.75	27,126.18	38,794.21	15,515.38	40,000.00	40,000.00	0.0%	\$ -
Personnel Benefits	423,092.34	447,943.63	458,894.46	209,411.13	493,700.00	493,700.00	0.0%	\$ -
Uniforms	8,593.53	12,110.41	15,018.28	4,656.33	13,000.00	13,000.00	0.0%	\$ -
Office and Operating Supplies	18,960.45	14,435.47	18,597.92	6,855.16	16,000.00	16,000.00	0.0%	\$ -
Fuel Consumption	17,572.32	19,619.32	22,402.20	12,401.34	20,000.00	20,000.00	0.0%	\$ -
Prof Serv - Legal	48,000.00	48,000.00	48,000.00	20,000.00	48,000.00	48,000.00	0.0%	\$ -
Prof Serv - Indigent	5,550.00	6,750.00	8,025.00	3,925.00	8,000.00	8,000.00	0.0%	\$ -
Communications	6,548.01	5,690.76	8,544.01	2,384.72	7,000.00	7,000.00	0.0%	\$ -
Repairs and Maintenance	12,771.71	16,285.91	25,570.27	8,455.53	13,000.00	13,000.00	0.0%	\$ -
Misc. - Dues and Subscriptions	1,205.00	1,584.00	1,723.00	475.00	1,750.00	1,750.00	0.0%	\$ -
Misc. - Filing, Recording, Witness	22,818.13	17,173.58	18,358.21	15,059.62	25,000.00	25,000.00	0.0%	\$ -
Misc. - Printing	1,566.48	-	518.99	1,011.54	1,000.00	1,000.00	0.0%	\$ -
Intergvt - Dispatch (NORCOM)	101,742.00	84,103.16	85,025.44	72,074.94	96,100.00	96,100.00	0.0%	\$ -
Intergvt - Detention Charges	3,246.31	12,050.94	4,924.78	3,903.00	20,000.00	20,000.00	0.0%	\$ -
Prof Services - Alcoholism	830.20	877.06	899.25	477.06	900.00	900.00	0.0%	\$ -
Total Law Enforcement	1,549,594.03	1,610,422.66	1,714,748.90	860,875.41	1,843,950.00	1,843,950.00	0.0%	\$ -
Fire Control Services								
Intergvt - Fire Suppression	706,647.00	697,320.00	679,327.00	315,566.00	631,132.00	631,132.00	0.0%	\$ -
TOTAL SECURITY - PERSONS/PROP	2,256,241.03	2,307,742.66	2,394,075.90	1,176,441.41	2,475,082.00	2,475,082.00	0.0%	\$ -

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
PHYSICAL ENVIRONMENT (PW)								
ENGINEERING (PUB WORKS ADMIN)								
Salaries	119,862.67	123,504.98	119,795.87	76,020.75	164,400.00	164,400.00	0.0%	\$ -
Salaries-Overtime		314.67	471.85	775.63	2,500.00	2,500.00	0.0%	\$ -
Personnel Benefits	54,175.55	55,530.52	44,856.49	32,204.94	67,450.00	67,450.00	0.0%	\$ -
Small Tools and Minor Equipment	223.41	213.38	621.67	929.36	4,000.00	4,000.00	0.0%	\$ -
Prof Serv - Contractual Bldg Dept	-	-	-	-	-	-		\$ -
Misc. - Dues and Subscriptions	716.55	1,738.00	127.78	420.00	2,000.00	2,000.00	0.0%	\$ -
Misc. - Training and Tuition	3,369.19	1,649.91	1,962.20	279.00	6,000.00	6,000.00	0.0%	\$ -
Oper Rentals/Leases - Antenna Bldg	9,070.39	9,260.87	9,436.83	-	10,000.00	10,000.00	0.0%	\$ -
Total Engineering (P. W. Admin)	187,417.76	192,212.33	177,272.69	110,629.68	256,350.00	256,350.00	0.0%	\$ -
OTHER PHYSICAL ENVIRONMENT								
Intergvt - Puget Sound Clean Air	6,719.00	6,925.00	6,790.00	6,644.00	6,925.00	6,925.00	0.0%	\$ -
Intergvt - Eastside Transportation Project	40.00	-	-	-	50.00	50.00	0.0%	\$ -
Total Other Physical Environment	6,759.00	6,925.00	6,790.00	6,644.00	6,975.00	6,975.00	0.0%	\$ -
Total Physical Environment	194,176.76	199,137.33	184,062.69	117,273.68	263,325.00	263,325.00	0.0%	\$ -
TRANSPORTATION								
Road and Street Maintenance								
Other Improvement - Roadway	4,982.38	345.88	194.80	22.56	6,000.00	6,000.00	0.0%	\$ -
Other Improvement - Storm Drain	11,340.90	5,404.24	2,805.95	3,830.93	7,500.00	7,500.00	0.0%	\$ -
Other Improvement - Sidewalks	-	-	-	-	1,000.00	1,000.00	0.0%	\$ -
Utility Services - Street Lights	21,919.50	22,780.47	24,613.92	10,422.49	23,000.00	23,000.00	0.0%	\$ -
Utility Services - Signal Lights	4,672.00	2,664.16	5,161.08	1,854.35	3,750.00	3,750.00	0.0%	\$ -
Other Improvements - Traffic Control	2,647.40	436.20	171.37	210.07	27,000.00	27,000.00	0.0%	\$ -
Operating Supply - Snow and Ice Control	3,403.78	1,420.77	6,001.02	3,799.56	4,000.00	4,000.00	0.0%	\$ -
Prof Serv - Street Cleaning	21,089.53	20,413.62	22,426.86	17,255.05	30,000.00	40,000.00	33.3%	\$ 10,000
Other Improvements - Landscaping	14,150.35	6,719.72	29,232.80	8,136.50	15,000.00	15,000.00	0.0%	\$ -
Total Road and Street Maintenance	84,205.84	60,185.06	90,607.80	45,531.51	117,250.00	127,250.00	8.5%	\$ 10,000

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
Road and Street - PW Crew & Overhead								
Salaries	295,366.51	304,800.08	310,796.80	153,456.08	340,000.00	347,000.00	2.1%	\$ 7,000
Salaries-Overtime	-	777.52	8,241.42	2,073.19	9,200.00	9,200.00	0.0%	\$ -
Personnel Benefits	150,680.08	156,748.44	158,149.68	68,838.41	160,300.00	161,490.00	0.7%	\$ 1,190
Personnel Benefits - Uniforms	4,285.13	3,982.26	3,235.96	1,132.34	4,000.00	4,000.00	0.0%	\$ -
Prof Serv - Engineering	33,940.65	6,839.90	23,009.50	16,659.50	40,000.00	40,000.00	0.0%	\$ -
Office and Operating Supplies	1,722.55	2,869.61	2,074.60	688.35	3,500.00	3,500.00	0.0%	\$ -
Fuel Consumed - PW Crew	7,473.21	6,576.50	9,701.76	5,357.50	8,000.00	8,000.00	0.0%	\$ -
Small Tools and Minor Equipment	13,322.53	1,242.60	2,093.13	309.13	7,500.00	7,500.00	0.0%	\$ -
Operating Rentals and Leases	1,001.83	-	126.62		1,500.00	1,500.00	0.0%	\$ -
Utility Services - Public Works Building	5,860.18	2,335.67	2,391.05	1,752.78	4,000.00	4,000.00	0.0%	\$ -
Repairs and Maintenance	6,357.98	11,049.64	5,806.16	-	7,000.00	7,000.00	0.0%	\$ -
Total Road/Street - PW Crew & OH	520,010.65	497,222.22	525,626.68	250,267.28	585,000.00	593,190.00	1.4%	\$ 8,190
TOTAL TRANSPORTATION	604,216.49	557,407.28	616,234.48	295,798.79	702,250.00	720,440.00	2.6%	\$ 18,190
Professional Service - Urban Forestry Program	13,113.80	9,401.27	11,177.74	2,246.11	25,000.00	25,000.00	0.0%	\$ -
Other Improvements - General Parks	46,759.25	37,562.36	31,748.47	5,292.52	40,000.00	40,000.00	0.0%	\$ -
TOTAL PUBLIC WORKS	858,266.30	803,508.24	843,223.38	420,611.10	1,030,575.00	1,048,765.00	1.8%	\$ 18,190
TOTAL GENERAL FUND EXPEND	4,169,097.86	4,129,954.07	4,326,631.45	2,326,901.24	4,651,308.00	4,886,729.39	5.1%	\$ 235,421
Operating Surplus/(Deficit)	548,240.98	(8,484.41)	(98,335.67)	(65,935.20)	(172,870.22)	(372,330.28)	115.4%	\$ (199,460)

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
INTERFUND TRANSFERS								
Total Transfer to Reserve Fund	3,627.00	-	-	-	-	-	0.0%	\$ -
Transfer to Housing Rental Dept	20,000.00	10,300.00	16,300.00	7,000.00	7,000.00	7,000.00	0.0%	\$ -
Transfer to Grants Dept	-	20,000.00	-	-	-	-		\$ -
Transfer Out - Parks Department	-	20,000.00	-	-	-	-		\$ -
Transfer Out - Special Projects Dept	1,169,800.00	-	-	-	-	-		\$ -
Admin. Equipment Replacement	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%	\$ -
PW Equipment Replacement	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.0%	\$ -
Total Transfer to Projects Fund	1,214,800.00	75,300.00	41,300.00	32,000.00	32,000.00	32,000.00	0.0%	\$ -
TOTAL INTERFUND TRANSFERS	1,218,427.00	75,300.00	41,300.00	32,000.00	32,000.00	32,000.00	0.0%	\$ -
TOTAL EXPEND & TRANSFERS	5,387,524.86	4,205,254.07	4,367,931.45	2,358,901.24	4,683,308.00	4,918,729.39	5.0%	\$ 235,421
Total Fund Surplus/ (Deficit)	(670,186.02)	(83,784.41)	(139,635.67)	(97,935.20)	(204,870.22)	(404,330.28)	97.4%	\$ (199,460)
ENDING GENERAL FUND BALANCE	657,666.56	573,882.15	978,275.84	880,340.64	773,405.62	573,945.56	(25.8%)	\$ (199,460)

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
Fund #002 Reserve Fund								
BEGINNING RESERVE FUND BALANCE	3,910,392.01	3,222,069.01	3,222,069.01	3,222,069.01	3,222,069.01	3,222,069.01	0.0%	\$ -
REVENUES								
Operating Revenues & Transfers-In								
Transfer In - General Fund	3,627.00	-	-	-	-	-		\$ -
92nd Ave LID Principal Payments	-	-	-	-	-	-		\$ -
TOTAL REVENUES AND TRANSFERS	3,627.00	-	-	-	-	-		\$ -
EXPENDITURES								
Total Expenditures	-	-	-	-	-	-		\$ -
INTERFUND TRANSFERS								
Transfer Out - Projects Fund-Special Projects Dept.	691,950.00	-	-	-	-	-		\$ -
Total Transfer to Projects Fund	691,950.00	-	-	-	-	-		\$ -
Total Transfer to General Fund	-	-	-	-	-	-		\$ -
TOTAL INTERFUND TRANSFERS	691,950.00	-	-	-	-	-		\$ -
Total Expenditures and Transfers	691,950.00	-	-	-	-	-		\$ -
Fund Surplus/(Deficit)	(688,323.00)	-	-	-	-	-		\$ -
ENDING RESERVE FUND BALANCE	3,222,069.01	3,222,069.01	3,222,069.01	3,222,069.01	3,222,069.01	3,222,069.01	0.0%	\$ -

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
Fund #003								
Retainage Deposits Fund								
BEGINNING RETAINAGE FUND BALANCE	-	-	291,860.93	192,133.43	192,133.43	192,133.43	0.0%	\$ -
REVENUES								
Operating Revenues & Transfers-In								
Deposits	-	-	61,200.00	23,050.00	50,000.00	50,000.00	0.0%	\$ -
TOTAL REVENUES AND TRANSFERS	-	-	61,200.00	23,050.00	50,000.00	50,000.00	0.0%	\$ -
EXPENDITURES								
Release of Retainage Deposits			160,927.50	40,750.00	60,000.00	60,000.00	0.0%	\$ -
Total Expenditures	-	-	160,927.50	40,750.00	60,000.00	60,000.00	0.0%	\$ -
003 CHANGE IN ACCOUNTING PRINCIPLE	-	291,860.93	-	-	-	-		\$ -
ENDING RETAINAGE FUND BALANCE	-	291,860.93	192,133.43	174,433.43	182,133.43	182,133.43	0.0%	\$ -

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Fund #100 Projects Fund								
BEGINNING PROJECTS FUND BALANCE	4,178,406.72	6,430,595.99	6,758,746.40	8,571,312.62	8,571,312.62	8,571,312.62	0.0%	\$ -
Auditing Adjustments								
PROJECTS FUND SUMMARY*								
TOTAL FUND REVENUES	1,629,915.03	1,203,263.49	2,146,735.37	1,342,162.13	1,674,678.45	1,730,696.17	3.3%	\$ 56,018
TOTAL FUND EXPENDITURES	1,284,475.76	950,413.08	375,469.15	324,853.33	2,363,983.30	2,783,701.02	17.8%	\$ 419,718
TOTAL TRANSFERS IN	1,906,750.00	75,300.00	41,300.00	32,000.00	32,000.00	32,000.00	0.0%	\$ -
TOTAL TRANSFERS OUT	-	-	-	-	-	-		\$ -
Fund Surplus/(Deficit)	2,252,189.27	328,150.41	1,812,566.22	1,049,308.80	(657,304.85)	(1,021,004.85)	55.3%	\$ (363,700)
TOTAL ENDING PROJECTS FUND BALANCE	6,430,595.99	6,758,746.40	8,571,312.62	9,620,621.42	7,914,007.77	7,550,307.77	(4.6%)	\$ (363,700)
Agency Liability Accounts	300,000.00	1,668.00	2,258.00	2,258.00	8,000.00	8,000.00	0.0%	\$ -
Total Ending Balance with Liability Accts	6,730,595.99	6,760,414.40	8,573,570.62	9,622,879.42	7,922,007.77	7,558,307.77	(4.6%)	\$ (363,700)

2022 AMENDED Budget

	ACTUAL	ACTUAL	ACTUAL	ACTUAL as	BUDGET	PROPOSED	% Change	\$ Change
ITEM	2019	2020	2021	of 6/30 2022	2022	AMENDMENT 2022	Budget 22 to 22	Budget 22 to 22
Criminal Justice								
Beginning Criminal Justice Department Balance	452,788.19	450,070.23	432,910.44	431,894.48	431,894.48	431,894.48	0.0%	\$ -
Revenues								
Criminal Justice Sales Tax	95,579.63	87,998.66	99,898.79	52,287.85	92,500.00	92,500.00	0.0%	\$ -
Criminal Justice - Population	1,000.00	1,000.00	1,021.95	517.80	1,069.25	1,069.25	0.0%	\$ -
Criminal Justice - Special Programs	3,283.98	3,425.22	3,589.25	1,840.32	3,788.20	3,788.20	0.0%	\$ -
DUI/Other Crim Justice Assistance	424.29	444.03	501.75	260.00	500.00	500.00	0.0%	\$ -
Other Misc - Law Enforcement/Confiscated Prop	-	3,512.17	381.16		-	-		\$ -
Yarrow Point Criminal Justice	21,418.06	17,957.00	22,809.19	6,089.02	20,000.00	20,000.00	0.0%	\$ -
Total Revenues	121,705.96	114,337.08	128,202.09	60,994.99	117,857.45	117,857.45	0.0%	\$ -
Total Revenues and Transfers	121,705.96	114,337.08	128,202.09	60,994.99	117,857.45	117,857.45	0.0%	\$ -
Expenditures								
Intergvt - Child Abuse	1,200.00	1,200.00	1,200.00	-	1,200.00	1,200.00	0.0%	\$ -
Intergvt - Domestic Violence	2,083.98	2,225.22	2,374.00	-	2,588.00	2,588.00	0.0%	\$ -
Police Equipment	22,061.39	35,748.46	26,803.14	18,534.07	35,000.00	35,000.00	0.0%	\$ -
Police Vehicle Replacements	7,000.00	59,151.40	55,173.13		58,000.00	58,000.00	0.0%	\$ -
Safety Programs	932.74	1,162.74	1,914.80	197.50	1,500.00	1,500.00	0.0%	\$ -
Officer Training and Travel	28,933.52	11,228.38	22,979.49	9,982.72	30,000.00	30,000.00	0.0%	\$ -
Civil Service Commission	25,359.59	4,491.60	255.50	-	5,000.00	5,000.00	0.0%	\$ -
Law Enforcement Grant Programs	-	-	-	3,069.58	5,000.00	5,000.00	0.0%	\$ -
Lexipol	15,647.21	5,529.00	6,465.00	1,266.15	7,650.00	7,650.00	0.0%	\$ -
Computer Maintenance	7,898.65	15,298.07	416.16	1,194.00	5,000.00	5,000.00	0.0%	\$ -
EPSCA Fees	4,825.20	5,001.60	5,606.60	2,973.92	6,000.00	6,000.00	0.0%	\$ -
MDC Operations/Services	3,481.04	3,845.43	3,961.73	1,650.87	5,000.00	5,000.00	0.0%	\$ -
Investigative Tech Fees	5,000.60	2,128.00	2,068.50	2,595.61	5,000.00	5,000.00	0.0%	\$ -
Total Expenditures	124,423.92	147,009.90	129,218.05	41,464.42	166,938.00	166,938.00	0.0%	\$ -
Total Expenditure and Transfer	124,423.92	147,009.90	129,218.05	41,464.42	166,938.00	166,938.00	0.0%	\$ -
Total Department Surplus/(Deficit)	(2,717.96)	(32,672.82)	(1,015.96)	19,530.57	(49,080.55)	(49,080.55)	0.0%	\$ -
Ending Criminal Justice Department Balance	450,070.23	417,397.41	431,894.48	451,425.05	382,813.93	382,813.93	0.0%	\$ -

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Grants								
Beginning Grants Department Balance	(19,868.96)	10,568.35	(27,867.06)	422,825.55	422,825.55	422,825.55	0.0%	\$ -
Revenues								
Comprehensive Plan GRANT						62,500.00		\$ 62,500
NPDES Grant - Revenues	30,437.31	4,560.03	-	-	-	-		\$ -
WSDOT SR 520 - Revenues	-	-	-	-	-	-		\$ -
<i>American Rescue Plan Act</i>	-	-	473,059.00	473,059.00	473,059.00	473,059.00	0.0%	\$ -
Total Revenues	30,437.31	4,560.03	473,059.00	473,059.00	473,059.00	535,559.00	13.2%	\$ 62,500
Transfer In - Reserve Fund	-	-	-	-	-	-		\$ -
Transfer In - General Fund	-	20,000.00	-	-	-	-		\$ -
Total Transfers	-	20,000.00	-	-	-	-		\$ -
Total Revenues and Transfers	30,437.31	24,560.03	473,059.00	473,059.00	473,059.00	535,559.00	13.2%	\$ 62,500
Expenditures								
Comprehensive Plan Update					-	62,500.00		\$ 62,500
NPDES - Expenditures	-	9,799.10	11,382.19	-	-	-		\$ -
WSDOT SR 520 - Expenditures	-	-	-	-	-	-		\$ -
Street Lights - Expenditures	-	-	-	-	-	-		\$ -
<i>American Rescue Plan Act</i>	-	-	10,984.20	3,335.98	935,133.80	935,133.80	0.0%	\$ -
Total Expenditures	-	9,799.10	22,366.39	3,335.98	935,133.80	997,633.80	6.7%	\$ 62,500
Total Expenditure and Transfer	-	9,799.10	22,366.39	3,335.98	935,133.80	997,633.80	6.7%	\$ 62,500
Dept. Surplus/(Deficit)	30,437.31	14,760.93	450,692.61	469,723.02	(462,074.80)	(462,074.80)	0.0%	\$ -
Ending Grants Department Balance	10,568.35	25,329.28	422,825.55	892,548.57	(39,249.25)	(39,249.25)	0.0%	\$ -

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Equipment Replacement								
Beginning Equipment Replace Department Balance	92,657.34	117,657.34	177,868.92	202,868.92	202,868.92	202,868.92	0.0%	\$ -
Revenues								
Transfer In - General Fund - Administration	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%	\$ -
Transfer In - General Fund - Public Works	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.0%	\$ -
Total Transfers	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	0.0%	\$ -
Expenditures								
Admin Equipment Replacement	-	-	-	-	6,300.00	6,300.00	0.0%	\$ -
Equipment - Public Works	-	13,916.71	-	-	26,300.00	40,000.00	52.1%	\$ 13,700
Total Expenditures	-	13,916.71	-	-	32,600.00	46,300.00	42.0%	\$ 13,700
Dept. Surplus/(Deficit)	25,000.00	11,083.29	25,000.00	25,000.00	(7,600.00)	(21,300.00)	180.3%	\$ (13,700)
Ending Equipment Replace Department Balance	117,657.34	128,740.63	202,868.92	227,868.92	195,268.92	181,568.92	(7.0%)	\$ (13,700)
Housing Dept.								
Beginning Housing Department Balance	(1,338.86)	2,639.07	2,120.33	9,618.58	9,618.58	9,618.58	0.0%	\$ -
Revenues								
Housing Rentals and Leases	9,749.74	10,419.12	7,023.84	5,157.72	11,640.00	5,157.72	(55.7%)	\$ (6,482)
Total Revenues	9,749.74	10,419.12	7,023.84	5,157.72	11,640.00	5,157.72	(55.7%)	\$ (6,482)
Transfer In - General Fund	20,000.00	10,300.00	16,300.00	7,000.00	7,000.00	7,000.00	0.0%	\$ -
Total Transfers	20,000.00	10,300.00	16,300.00	7,000.00	7,000.00	7,000.00	0.0%	\$ -
Total Revenues and Transfers	29,749.74	20,719.12	23,323.84	12,157.72	18,640.00	12,157.72	(34.8%)	\$ (6,482)
Expenditures								
Other Improvements - Rental Property	771.81	3,778.69	825.59	-	2,500.00	2,500.00	0.0%	\$ -
ARCH Trust Fund	25,000.00	16,976.84	15,000.00	-	18,640.00	12,157.72	(34.8%)	\$ (6,482)
Total Expenditures	25,771.81	20,755.53	15,825.59	-	21,140.00	14,657.72	(30.7%)	\$ (6,482)
Total Expenditure and Transfer	25,771.81	20,755.53	15,825.59	-	21,140.00	14,657.72	(30.7%)	\$ (6,482)
Dept. Surplus/(Deficit)	3,977.93	(36.41)	7,498.25	12,157.72	(2,500.00)	(2,500.00)	0.0%	\$ -
Ending Housing Department Balance	2,639.07	2,602.66	9,618.58	21,776.30	7,118.58	7,118.58	0.0%	\$ -

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Parks & Recreation								
Beginning Parks & Recreation Department Balance	29,670.03	9,498.28	25,162.25	24,313.58	24,313.58	24,313.58	0.0%	\$ -
Revenues								
Celebration Event	752.56	-	-	-	1,000.00	1,000.00	0.0%	\$ -
Total Revenues	752.56	-	-	-	1,000.00	1,000.00	0.0%	\$ -
Transfer In - General Fund	-	20,000.00	-	-	-	-		\$ -
Total Transfers	-	20,000.00	-	-	-	-		\$ -
Total Revenues and Transfers	752.56	20,000.00	-	-	1,000.00	1,000.00	0.0%	\$ -
Expenditures								
Celebration Event / Pumpkins	20,924.31	563.75	848.67	4,820.73	20,000.00	20,000.00	0.0%	\$ -
Total Expenditures	20,924.31	563.75	848.67	4,820.73	20,000.00	20,000.00	0.0%	\$ -
Total Expenditures and Transfers	20,924.31	563.75	848.67	4,820.73	20,000.00	20,000.00	0.0%	\$ -
Total Department Surplus/(Deficit)	(20,171.75)	19,436.25	(848.67)	(4,820.73)	(19,000.00)	(19,000.00)	0.0%	\$ -
Ending Parks & Recreation Department Balance	9,498.28	28,934.53	24,313.58	19,492.85	5,313.58	5,313.58	0.0%	\$ -

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Special Projects								
Beginning Special Projects Department Balance	604,061.88	2,215,813.29	499,317.28	424,358.45	424,358.45	424,358.45	0.0%	\$ -
Revenues								
King Conservation District - Arbor Day	-	4,046.69	1,773.87	-	2,000.00	2,000.00	0.0%	\$ -
CARES ACT - Revenues	-	38,451.64	-	-	-	-		\$ -
Other Misc	-	-	-	-	-	-		\$ -
Total Revenues	-	42,498.33	1,773.87	-	2,000.00	2,000.00	0.0%	\$ -
Transfers								
Transfer In - General Fund	1,169,800.00	-	-	-	-	-		\$ -
Transfer In - Reserve Fund	691,950.00	-	-	-	-	-		\$ -
Total Transfers	1,861,750.00	-	-	-	-	-		\$ -
Total Revenues and Transfers	1,861,750.00	42,498.33	1,773.87	-	2,000.00	2,000.00	0.0%	\$ -
Expenditures								
Professional Services - Regional Advisory	-	-	15,513.38	-	13,000.00	13,000.00	0.0%	\$ -
Facilities Master Plan	112,963.89	8,901.53	29,618.03	1,415.00	20,716.50	20,716.50	0.0%	\$ -
Records Management - Storage Project	14,172.09	864.92	7,655.82	-	-	-		\$ -
Safety Comm - Emergency Preparedness - Wellness - CARES	2,097.72	40,735.72	2,014.72	330.21	-	-		\$ -
Traffic Management Improvements	8,277.98	3,166.00	9,682.10	-	-	-		\$ -
Hwy 520 LID Maintenance Assistance	-	-	-	-	5,000.00	5,000.00	0.0%	\$ -
Wetherill Nature Preserve	1,000.00	1,000.00	-	-	-	-		\$ -
Other Improvements - Arbor Day/Urban Forestry	1,773.87	1,540.08	161.70	573.09	2,000.00	2,000.00	0.0%	\$ -
Lake WA Watershed - WRIA 8/NPDES Permits	4,807.50	7,704.00	6,423.00	2,120.63	8,000.00	8,000.00	0.0%	\$ -
IT Development- Website Management	92,259.10	3,428.60	1,796.24	-	40,000.00	40,000.00	0.0%	\$ -
City Hall Repair	-	1,207.56	2,469.51	-	-	-		\$ -
Professional Services - Mapping/GIS	12,646.44	4,062.50	1,398.20	1,142.01	15,000.00	15,000.00	0.0%	\$ -
Planning - Comprehensive Plan Update	-	-	-	36,946.00	20,000.00	-	(100.0%)	\$ (20,000)
Total Expenditures	249,998.59	72,610.91	76,732.70	42,526.94	123,716.50	103,716.50	(16.2%)	\$ (20,000)
Transfers								
Transfer to Parks & Rec Dept. - Projects Fund	-	-	-	-	-	-		\$ -
Transfer to Reserve Fund	-	-	-	-	-	-		\$ -
Transfer to Housing Rental Dept. - Projects Fund	-	-	-	-	-	-		\$ -
Total Transfers	-	-	-	-	-	-		\$ -
Total Expenditures and Transfers	249,998.59	72,610.91	76,732.70	42,526.94	123,716.50	103,716.50	(16.2%)	\$ (20,000)
Total Department Surplus/(Deficit)	1,611,751.41	(30,112.58)	(74,958.83)	(42,526.94)	(121,716.50)	(101,716.50)	(16.4%)	\$ 20,000
Ending Special Projects Department Balance	2,215,813.29	2,185,700.71	424,358.45	381,831.51	302,641.95	322,641.95	6.6%	\$ 20,000

2022 AMENDED Budget

ITEM	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ACTUAL as of 6/30 2022	BUDGET 2022	PROPOSED AMENDMENT 2022	% Change Budget 22 to 22	\$ Change Budget 22 to 22
Capital Projects								
Beginning Capital Projects Department Balance	3,020,440.03	3,624,352.36	3,111,662.69	4,517,861.51	4,517,861.51	4,517,861.51	0.0%	\$ -
Revenues								
REET 1 - Real Estate Excise Tax	512,362.26	494,577.80	746,958.19	385,840.23	500,000.00	500,000.00	0.0%	\$ -
REET 2 - Growth Excise Tax	512,362.25	494,577.80	746,958.20	385,840.22	500,000.00	500,000.00	0.0%	\$ -
KC Flood Control District	-	-	-	-	29,122.00	29,122.00	0.0%	\$ -
KC Parks Levy - Prop 1 & 2	19,021.92	42,293.33	42,760.18	31,269.97	40,000.00	40,000.00	0.0%	\$ -
Medina Share - 84th Ave Project	117,234.82	-	-	-	-	-		\$ -
TIB Grant for 24th / 84th Signal & Overlay Proj.	74,267.21	-	-	-	-	-		\$ -
TIB Grant for 24th Overlay Program	232,021.00	-	-	-	-	-		\$ -
Total Revenues	1,467,269.46	1,031,448.93	1,536,676.57	802,950.42	1,069,122.00	1,069,122.00	0.0%	\$ -
Total Revenues and Transfers	1,467,269.46	1,031,448.93	1,536,676.57	802,950.42	1,069,122.00	1,069,122.00	0.0%	\$ -
Expenditures								
Other Improvements - Roadway	788,146.60	353,420.58	47,186.51	197,212.00	317,333.00	317,333.00	0.0%	\$ -
Other Improvements - Storm Drainage	40,128.08	305,290.10	18,536.29	27,338.78	629,122.00	629,122.00	0.0%	\$ -
17th & 17th Storm Drainage	-	-	-	-	-	370,000.00		\$ 370,000
KC Parks Levy - Prop 1 & 2 (capt improvements)	-	-	22,876.58	-	43,000.00	43,000.00	0.0%	\$ -
Capital Asset Maintenance (Rds/Sts Ordinary Maint - Use REET1)	35,082.45	27,046.50	41,878.37	8,154.48	75,000.00	75,000.00	0.0%	\$ -
Total Expenditures	863,357.13	685,757.18	130,477.75	232,705.26	1,064,455.00	1,434,455.00	34.8%	\$ 370,000
Rev less Exp Surplus/(Deficit)	603,912.33	345,691.75	1,406,198.82	570,245.16	4,667.00	(365,333.00)	(7928.0%)	\$ (370,000)
Total Expenditures and Transfers	863,357.13	685,757.18	130,477.75	232,705.26	1,064,455.00	1,434,455.00	34.8%	\$ 370,000
Total Department Surplus/(Deficit)	603,912.33	345,691.75	1,406,198.82	570,245.16	4,667.00	(365,333.00)	(7928.0%)	\$ (370,000)
Ending Capital Projects Department Balance	3,624,352.36	3,970,044.11	4,517,861.51	5,088,106.67	4,522,528.51	4,152,528.51	(8.2%)	\$ (370,000)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CLYDE HILL,
WASHINGTON; AMENDING THE CITY'S 2022 ANNUAL
BUDGET; PROVIDING FOR SEVERABILITY;
ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING
SUMMARY PUBLICATION BY ORDINANCE TITLE.

RECITALS

1. On December 7, 2021, the city council passed its Ordinance 981 establishing the city's 2022 annual budget, which set forth anticipated revenues and expenditures for the 2022 fiscal year.

2. During the 2022 fiscal year certain budgeted revenues and expenditures have increased or decreased. The city council wishes to amend the city's 2022 budget to reflect the projected modifications to revenues and expenditures.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL,
WASHINGTON, DO ORDAIN AS FOLLOWS:

ORDINANCE

Section 1. Ordinance 981, adopted on December 7, 2021, relating to the city of Clyde Hill budget for the fiscal year 2022, is revised for 2022 in the amounts and for the purposes shown on Exhibit A, which shows the revised totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all combined funds.

Section 2. The city clerk is directed to transmit a complete copy of the 2022 budget, as amended, together with a copy of this adopting ordinance to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 3. Savings. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, that decision shall not affect the validity of the remaining portions of this resolution.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 5. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering.

Section 6. Effective Date. This ordinance shall take effect five (5) days from and after its passage and publication as required by law. Publication may be by summary publication of the Ordinance Title.

PASSED by the City Council and APPROVED by the Mayor of the City of Clyde Hill, at a regular meeting held this _____ day of _____, 2022.

CITY OF CLYDE HILL, WASHINGTON:

MARIANNE KLAAS, MAYOR

ATTEST/AUTHENTICATED:

CITY CLERK, DEAN ROHLA

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
TOM BRUBAKER, LIGHTHOUSE LAW GROUP
CITY ATTORNEY

FILED WITH THE CITY CLERK: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NO.: _____

SUMMARY OF ORDINANCE NO. _____

of the City of Clyde Hill, Washington

On _____, 2022, the city council of the city of Clyde Hill, Washington, approved Ordinance No. _____, the main points of which are summarized by its title:

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON, AMENDING THE CITY'S 2022 ANNUAL BUDGET; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE.

The full text of this ordinance will be mailed upon request.

APPROVED by the city council at their meeting of _____, 2022.

DEAN ROHLA, CITY CLERK



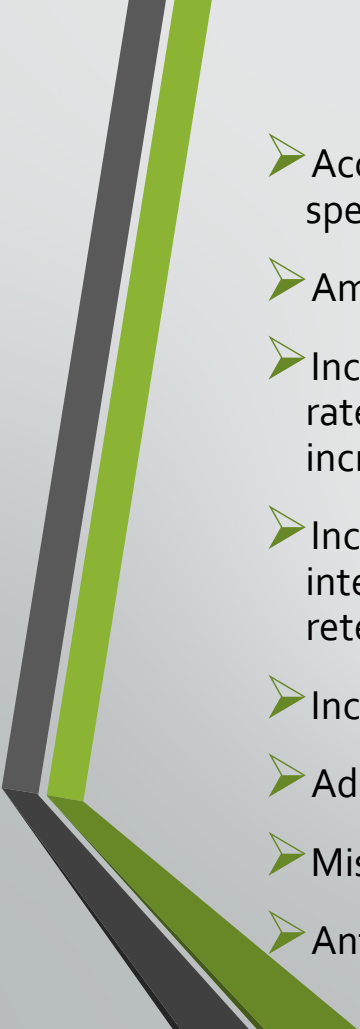
Budget Amendment

2022 Budget Update and Proposed Amendment



Objective

- To present a DRAFT Budget Amendment to the 2022 Final Budget
- Amendments need to be adopted by year end if expenditures will exceed original budget authority as adopted in December 2021



Why?

- Accept DOC grant funds for comprehensive plan update and approve associated spending authority
- Amend DOE stormwater capacity grant to accept additional funds
- Increase legal budget due to use of interim attorney, increase in attorney hourly rates, increased public records costs, change in the form of government, and increased direct usage of the City attorney by Council
- Increased workload leading to additional staffing needs; addition of a management intern and/or support staff, and salary adjustment to PW crew for equity and retention purposes
- Increased inflationary cost of Building Official replacement vehicle
- Addition of 17th & 17th stormwater project
- Misc. adjustments to insurance, election costs, and street cleaning, etc.
- Anticipated increases in other misc. GF revenues



Policy Statements/Implementations

Policy Statement #4

“Balance all aspects of the budget for long-term fiscal solvency.”

Implementation

“On an annual basis, and as part of the budget discussions, decide upon the proper mix of expenditures and revenues to meet this objective.”



Policy Statements/Implementations

Policy Statement #7

“Continue to hire highly qualified City personnel to maintain a professional, ethical and equitable government.”

Implementation

“Make sure that City personnel are competitively compensated and that the City's benefit package is comparable to surrounding communities to control unnecessary turnover after training. Provide ongoing education and training to maintain staff engagement and ensure the highest quality service to residents, vendors, community partners, and other City staff.”



Policy Statements/Implementations

Policy Statement #8

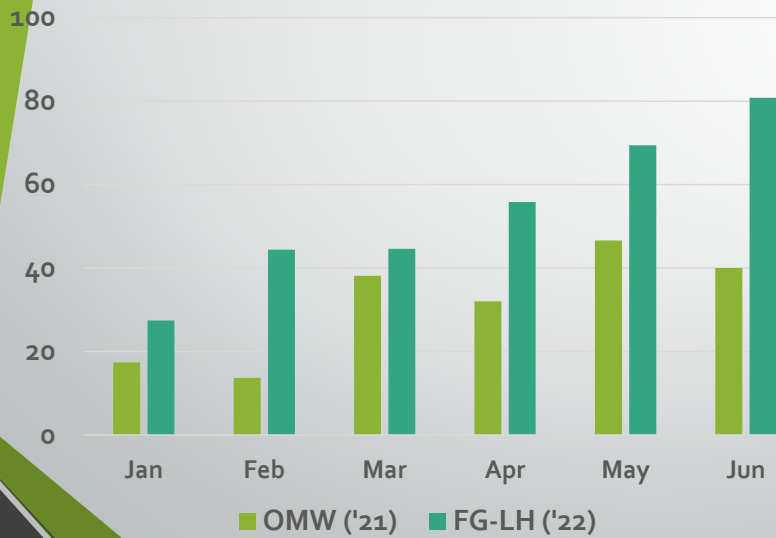
“Provide for the orderly and appropriate replacement of City equipment.”

Implementation

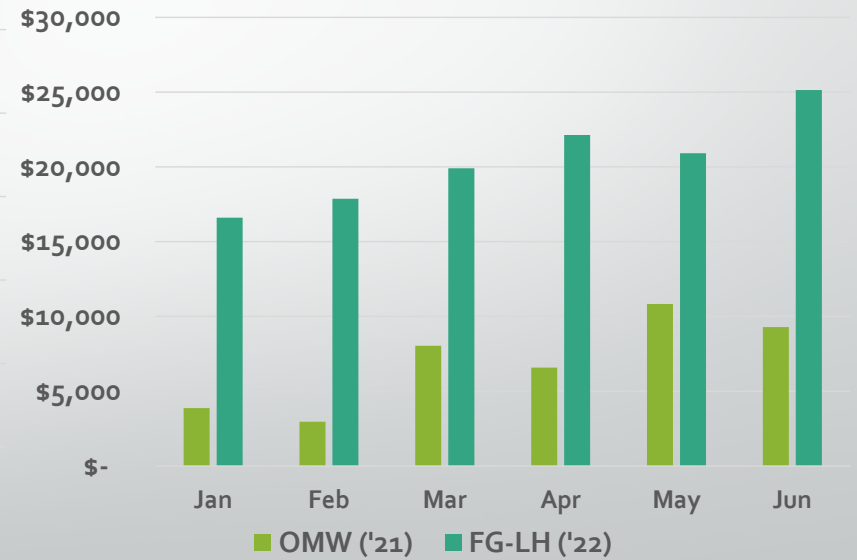
“Continue to implement an Equipment Replacement Program in the Projects Fund and annually appropriate funds to that department to provide for the stable, timely and appropriate replacement of equipment. The replacement of equipment will be based on an adopted equipment schedule that will annually be updated and presented to the Council during the budget process.”

Legal Hours Worked & Costs Jan-Jun '21-'22

Hours Worked: Jan-Jun



COST: Jan-Jun



2022 Final Budget

	001	002	003	100/300	
FINAL BUDGET 2022	General Fund	Reserve Fund	Retainage Dep Fund	Projects Fund	TOTAL CITY
REVENUE	4,478,438	0	50,000	1,674,678	6,203,116
EXPENDITURES	4,651,308	0	60,000	2,363,983	7,075,291
Surplus or (Deficit):	(172,870)	0	(10,000)	(689,305)	(872,175)
Beg. Fund Balance	978,276	3,222,069	192,133	8,571,313	12,963,791
Total Transfer In	0	0	0	32,000	32,000
Total Transfer Out	32,000	0	0	0	32,000
Total Surplus or (Deficit):	(204,870)	0	(10,000)	(657,305)	(872,175)
Ending Fund Balance	773,406	3,222,069	182,133	7,914,008	12,091,616

Proposed General Fund Revenue Amendments

Changes from FINAL to AMENDED 2022 Budget

Description	2022 FINAL	2022 AMENDED	Change	Notes
<u>General Fund Revenue</u>				
Sales Tax	707,000	727,000	20,000	Rebalance revenues based on 2022 actual
Utility Taxes	397,200	403,200	6,000	Rebalance revenues based on 2022 actual
Franchise Fees	397,000	407,000	10,000	Rebalance revenues based on 2022 actual
Leasehold Excise Tax	400	361	(39)	Vacate of rental house for Fire Station
NPDES Grant	50,000	75,000	25,000	Accept additional grant funds (State Fiscal Yr Jul 21- Jun 23)
GF Revenue Subtotal:			\$ 60,961	General Fund Revenue Increase

Proposed General Fund Expenditure Amendments

Changes from FINAL to AMENDED 2022 Budget				
Description	2022 FINAL	2022 AMENDED	Change	Notes
General Fund Expenditures				
Election Services	10,000	12,281	2,281	Based on 2022 actual to date
Salaries & Benefits - City-wide	2,371,630	2,430,700	59,070	Add'l OT for staffing council mtgs, Add Interns, PW sal adj, ARPA Premium Pay, 3mnths EAA
Comprehensive Planning	-	37,500	37,500	Transfer from Project Fund & Increase for actual
Professional Services - Legal	110,000	225,000	115,000	Increase for PRR, legal firm hunt, possible litigation, Change in form of govt, add'l direct comm fr Council to Legal
Insurance	115,000	126,570	11,570	Based on 2022 actual to date
Professional Services - Street Cleaning	30,000	40,000	10,000	Additional disposal costs
GF Expend & Tsf Subtotal:			\$ 235,421	General Fund Expenditure Increase

General Fund Net Change: \$ (174,460) General Fund Deficit Increase

Proposed Project Fund Amendments

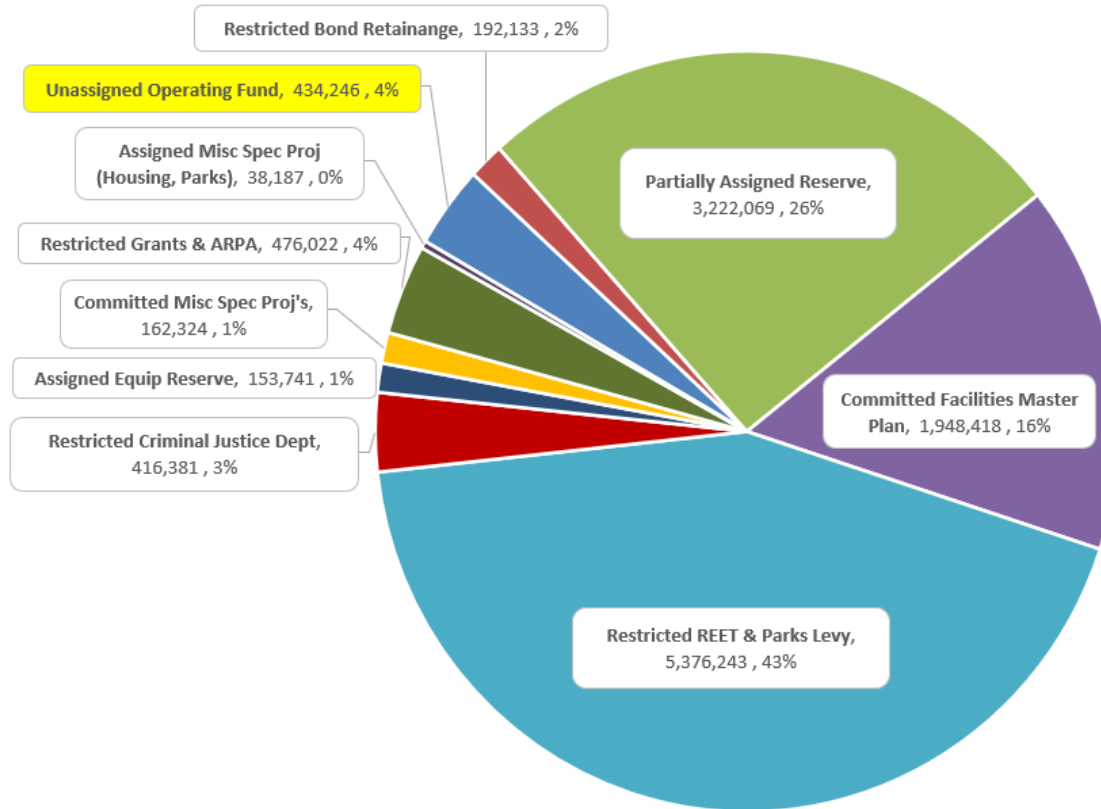
Changes from FINAL to AMENDED 2022 Budget

Description	2022 FINAL	2022 AMENDED	Change	Notes
Projects Fund (Rev is positive & Exp is negative)				
Comprehensive Plan Grant - Revenues	-	62,500	62,500	Add Grant
Comprehensive Plan Grant - Expenditure	-	(62,500)	(62,500)	Add Grant
Comprehensive Planning - Expenditure	(20,000)	-	20,000	Move to GF - on call planning services
Equipment Replacement Reserve - Expendi	(26,300)	(40,000)	(13,700)	Increase in cost for PW Truck
Housing Rental & Leases - Revenue	11,640	5,158	(6,482)	Vacated rental house early for Fire Station
ARCH Trust Fund - Expenditure	(18,640)	(12,158)	6,482	Vacated rental house early for Fire Station
Storm Drainage - Expenditure	-	(370,000)	(370,000)	17th & 17th
Projects Fund Net Change:			\$ (363,700)	Projects Fund Expenditure Increase

Proposed Amendment

	001	002	003	100/300	
AMENDED BUDGET 2022	General Fund	Reserve Fund	Retainage Dep Fund	Projects Fund	TOTAL CITY
REVENUE	4,539,399	0	50,000	1,730,696	6,320,095
EXPENDITURES	4,886,729	0	60,000	2,783,701	7,730,430
Surplus or (Deficit):	(347,330)	0	(10,000)	(1,053,005)	(1,410,335)
Beg. Fund Balance	978,276	3,222,069	192,133	8,571,313	12,963,791
Total Transfer In	0	0	0	32,000	32,000
Total Transfer Out	32,000	0	0	0	32,000
Total Surplus or (Deficit):	(379,330)	0	(10,000)	(1,021,005)	(1,410,335)
Ending Fund Balance	598,946	3,222,069	182,133	7,550,308	11,553,456

Components of \$12.4M Fund Balance as of 12/31/21



Finance Policy requires: Maintain a minimum unassigned fund balance in the Reserve Fund of 25% of the current years budgeted General Fund expenditures. 2022 = required unassigned fund balance of \$1,162,827



SAO Fund Balance Categories

- Non-spendable ➡ Cannot be spent because of their form.
- Restricted ➡ Externally enforceable limitations that are imposed by creditors, grantors, contributors, or laws and regulations of other governments.
- Committed ➡ Limitations imposed at highest level of local decision making (i.e. resolution or ordinance) that requires formal action at the same level to remove.
- Assigned ➡ Limitations that reflect an intended use of resources established by the City Council for a specific purpose. May be accomplished through the budgeting process, a motion, or delegated authority.
- Unassigned ➡ Net resources in the General Fund that remain after the above classifications (i.e., surplus).



Next Steps

- Adopt Amendment Ordinance at a future Council Meeting



Questions, Comments, Words of Wisdom

Contact Information:

City Hall 425-453-7800

Dean Rohla, City Administrator: Dean@clydehill.org

Lisa King, Finance Manager: Lisa@clydehill.org



9605 NE 24th Street • Clyde Hill, Washington 98004
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

TO: Mayor & Council
FROM: Dean Rohla, Lisa King
DATE: July 21, 2022
RE: 2023 Budget Process and Priorities

Background.

The City of Clyde Hill utilizes an annual budget planning process with three guiding documents to assist Staff & Council. Those three documents are:

- The Budget Calendar: Establishing the timeline for meetings, deliverables, and deadlines for the City as well as Staff and elected/appointed officials;
- The Budget Process Figure: A high-level outline of how the Budget is created and is complemented by the Budget Calendar; and
- The Priorities List: This list, de-constructed in terms of what is *required* versus what is *desired*, provides an insight into what the City will be doing in the following year as well as how to budget.

In previous years, Staff have led the discussion on these documents by providing copies to the Council and Budget Advisory Committee (BAC) with varying levels of feedback. Council has expressed interest in being more involved in the development of budget priorities and process.

2023 Process Considerations:

To assist the Council in its deliberative process, copies of the 2022 Budget Process Figure and 2022 Priorities List have been provided. Note that many of the items on the Priorities List will need to appear again on the 2023 Priorities List, as they are re-occurring and mandated items outside the City's sphere of influence (e.g. 2024 Budget Process, 2024 WA State Audit, 2024 Dept. of Ecology Audit, etc.).

For 2023, Staff recommends that Council provide five to ten high-level goals or priorities for Departments to use in the development of their Budgets. Some items to consider while developing your priorities:

- 1) Service level: Over the past several years our basic budgeting tenet has been that we are, "Maintaining our current level of service."
 - a. What levels of service do we wish to continue to provide? For example, in 2022 we have increased our internal level of service by staffing and

resourcing two to three council/committee/commission meetings per month without budgeting for overtime, or compensating time off for overtime exempt employees.

- 2) Programs vs Projects: Consider the difference between operational “Programs” (annual tasks to provide our current level of service) and “Projects” (specific deliverable, one-time task).
- 3) Staffing: When developing “Priorities,” please remember to take into consideration normal, day-to-day duties and responsibilities of City Staff.
- 4) Classification: Think of “Priorities” in terms of what is *required* versus what is *desired*. For example, “2024 Budget Development” is *required* while “2024 Overlays” is *desired* – the City/State requires the City create a 2024 Budget, but it does not require that the City perform overlays every year.
- 5) Flexibility: Staff suggest budgeting with the intent that unknown factors will periodically occur.
- 6) Funding Source: Is your “Priority” supported by existing funding?

Financial Review.

Not applicable at this time.

Legal Review.

Not applicable.

Council’s Decision.

For discussion.

2023 Budget Calendar

City of Clyde Hill, Washington

<i>Statutory Dates</i>	<i>Proposed Dates</i>	<i>Steps in the Budget Development Process</i>
N/A	Tuesday, 6/14/2022	Review Budget Calendar & Confirm Budget Advisory Committee at Regular City Council Meeting.
2nd Monday in September	Monday, 7/11/2022	The Police and Public Works Department Heads are asked to prepare detailed revenue & expenditure estimates for the 2023 fiscal year Budget along with Preliminary 2023 Goals & 2022 Accomplishments.
4th Monday in September	Friday, 8/12/2022	The Police and Public Works Department Heads submit their budget requests to the City Administrator and Finance Manager along with their Preliminary 2023 Goals and 2022 Accomplishments.
N/A	Thursday, 8/18/2022	BUDGET STUDY SESSION #1 Goal is to begin the 2023 budget discussions, review Financial Policies, and get an understanding of the City's current financial condition.
On or before the 1st business day in October	Tuesday, 9/20/2022	City Administrator (City Clerk) provides the Mayor with the 2023 "Draft Budget" for presentation to the City Council at the 2023 Budget Study Session #2.
No later than the 1st Monday in October	Thursday, 9/22/2022	Estimated 2022 Year End Revenue / Expenditure Data & 2023 projected "Draft Budget" are shared with the City Council & the Budget Advisory Committee.
On or before 1st Monday in December	Tuesday, 9/27/2022	BUDGET STUDY SESSION #2 (Preliminary Meeting on the Proposed 2023 Budget) The legislative body must schedule a preliminary meeting on the budget prior to the final budget hearing. Goal is to facilitate 2023 budget discussions, present a 5-year forecast, and get feedback on the 2023 Draft Budget.
At least 60 days before the ensuing fiscal year	Available on Friday, 10/28/2022	The Mayor files the 2023 Preliminary Budget & Budget Message with the City Council, Budget Advisory Committee and the City Clerk (City Administrator).
No later than 1st two weeks in November	Saturdays (10/29/2022, 11/5/2022)	The City Clerk (City Administrator) publishes notice that the Final Budget Proposal has been filed and publishes notice of public hearing on the Final Budget once a week for two consecutive weeks.
Prior to November 30th	Tuesday, 11/8/2022	BUDGET STUDY SESSION #3 (Revenue Hearing & Final Hearing on the Proposed 2023 Budget) Goal is to decide on the Property Tax Levy and confirm the City's overall financial strategy for the upcoming year.
Following the public hearing & prior to the ensuing fiscal year	Tuesday, 11/29/2022	ADOPTION OF THE 2023 FINAL BUDGET & THE 2023 PROPERTY TAX LEVY ORDINANCE at a Special City Council meeting.
11/30/2022	Wednesday, 11/30/2022	The Finance Manager will complete the paperwork necessary to formally notify the County Assessor of the City's intention for the 2023 Property Tax Levy.
N/A	After Adoption	Copies of 2023 Budget are filed with the Washington State Auditor's Office, the Municipal Research & Service Center and made available on the City's Web Site.



CLYDE HILL'S BUDGET PROCESS

PHILOSOPHIES:

- SERVICE DELIVERY
Strive to meet the long-term total community needs of the City
- CHARACTER
Strive to maintain a quality residential character
- ETHICAL
Maintain high ethical and professional standards
- RESPONSIVE
Effectively and quickly respond to the needs of the community
- FINANCIALLY PRUDENT
Develop strong long- term fiscal integrity

GOALS:

- Maintain strong fiscal integrity
- Meet long-term total community needs
- Provide and maintain high quality services
- Make best use of human resources within the organization and the community
- Strive to be opportunistic in approach
- Maintain high ethical standards
- Respond effectively to the needs of the community

TRENDS AFFECTING THE CITY:

- Economic conditions
- Changing Federal, State and County roles and mandates
- Political environment
- New legislation
- Technology
- Surrounding communities
- Changing City needs

**SERVICE
MEASURES**

**COMPARATIVE
STATISTICS**

**Serve as Input
to Determine**

**FISCAL
INDICATORS**

**ECONOMIC
INDICATORS**

BUSINESS PLAN

**TARGET
ISSUES
2022**

**FUTURE
PROJECTIONS
2022 - 2026**
Long-Range Scenarios

**2022
OPERATING
BUDGET**
General
Fund

**CAPITAL
IMPROVEMENT
PLAN**
2021 - 2026



PRIORITY ISSUES

CITY OF CLYDE HILL

-2022-

REQUIRED

- | | |
|---|--|
| <input type="checkbox"/> Facilitate WA SAO Audit | <input type="checkbox"/> Update TIP |
| <input type="checkbox"/> Develop 2023 Budget | <input type="checkbox"/> Approve first SMAP |
| <input type="checkbox"/> Update Building Valuation Matrix | <input type="checkbox"/> Update Comp Plan |
| <input type="checkbox"/> Maintain WCIA's Compact Compliance | <input type="checkbox"/> File WA SAO Annual Report |
| <input type="checkbox"/> File WA ECY Annual Report | |
| <input type="checkbox"/> Manage ARPA Funds (COVID-19) | |

PRIORITY ISSUES

- | | |
|---|---|
| <input type="checkbox"/> Complete Stormwater Utility Study | <input type="checkbox"/> Acquire SR-520 Lid Contract |
| <input type="checkbox"/> Acquire Agreement w/COB re: Fire Station (FMP) | <input type="checkbox"/> Discuss Biennial Budget |
| <input type="checkbox"/> Maintain Tree City USA Status | <input type="checkbox"/> Acquire Sweeping Contract |
| <input type="checkbox"/> Perform Vegetation Sight Distancing | <input type="checkbox"/> Maintain WASPC Compliance |
| <input type="checkbox"/> Hold City Celebration | <input type="checkbox"/> Approve FMP |
| <input type="checkbox"/> Hold Pumpkin Festival | <input type="checkbox"/> Develop Two Office Spaces (FMP) |
| <input type="checkbox"/> Hold Arbor Day | <input type="checkbox"/> Improve PW Building Parking Area (FMP) |
| <input type="checkbox"/> Perform 2022 Overlays | <input type="checkbox"/> Update Employee Handbook |
| <input type="checkbox"/> Design 2023 Overlays | <input type="checkbox"/> Acquire Civil Service Secretary |
| <input type="checkbox"/> Perform 2022 Stormwater Projects | <input type="checkbox"/> Update CEMP |
| <input type="checkbox"/> Design 2023 Stormwater Projects | <input type="checkbox"/> Update Emergency Management Binders |
| <input type="checkbox"/> Receive 2022 GFOA Budget Award | <input type="checkbox"/> Acquire Medina PW ILA |
| <input type="checkbox"/> Purchase Police SUV | <input type="checkbox"/> Approve Master Fee CPI Resolution |
| <input type="checkbox"/> Update Title 17 | <input type="checkbox"/> Update Title 12 re: Bonds |
| <input type="checkbox"/> Update City Website | <input type="checkbox"/> Acquire IT Services Contract |
| <input type="checkbox"/> Issue 2023 Legislative Agenda | |

2023 Budget Planning Discussion

Councilmembers Friedman & Hachamovitch

May 4, 2022

Summary

The goal of this document is to help guide discussion on some budget planning topics. Specifically:

1. The “work plan” (“Target issues list,” City objectives, level of services, etc.) for the upcoming year. In discussions, Cm Jones described this as “Council approval of assumptions” going into the budget process.
2. The “budget plan.” For example, the use of reserves to balance the budget and related issues. The most recent “budget book” (just released) includes this text:

“The City of Clyde Hill will need to deal with a structural issue revolving around the fact that expenditures are growing faster than revenues over the long term.... Staff continues to recommend that Councilmembers work with staff and the community to develop a strategy to deal with this long-term situation. The use of reserves to balance the budget is not a sustainable, long-term strategy.”

It’s not clear today when and how these essential conversations happen.

This document builds on a previous document from the April 26, 2022 Study Session ([link](#)).

The Work Plan

We recommend confirming a consensus of the City’s “Target Issues” very early in the budget process.

Before we begin the detailed budget process, before we even concern ourselves with funding, we recommend that we begin with a discussion of *the level of services that the City plans to deliver on behalf of residents*. This is closely tied to City objectives and priorities.

At the April study session, the City’s Finance manager played back this feedback nicely ([link](#)):

“it sounds like this is strategic planning to me.... What I’m hearing is that you want to do those ‘what are our goals’ [discussions], and from the Council level on that higher level [have] the ‘what is the ultimate goals for the city and then how does the budget reflect those goals as we go forward.’”

Some of the discussion topics en route to developing the “target issues” list here could be:

1. What are the ongoing obligations we have.
2. How do we make City services better, considering existing services.
3. What is necessary to ensure safety in our community; what does our police department need
4. How do we improve and upgrade communication within our community and to our residents.
5. What *finances* are needed to accomplish key objectives (this is a high-level item, an understanding of decisions on how to obtain and deploy resources
6. Consider spending rules based upon general and restricted funds

7. How do we ensure that our employees are satisfied and have the tools to serve the community and effectively execute their jobs

The Budget Plan

Some of the topics here might include:

1. **Council expectations of “Revenue minus Expenditures.”** The Mayor’s message as part of the budget has included similar text for several years now: the use of reserves to balance the budget is not sustainable.
2. **Projects Fund Budget as Plan or Permission.** Do we want the budget to more realistically reflect what we expect to spend and do? The Projects Fund’s budgeted expenditures are never realized. This budget *permits* the City to spend certain funds. There is no *plan* to actually spend these funds. This may be related to a preference around amending the budget. We believe there is benefit in having this discussion explicitly.
3. **Comparables.** Discussions of many budget topics could benefit from the context of what comparable cities are spending or taking in in terms of revenue.
4. **Salary budget.** This topic came up during the Title 2 discussion. Here’s a [link](#) to the Oct 2018 budget discussion document from former City Administrator Wasserman. It’s not clear when the City stopped this practice.


One approach here would be for the City’s Finance Manager to meet briefly with each of the Councilmembers and come back with proposals based on the candid feedback heard.

For reference, this document ([link](#)) has a budget-related excerpt from MRSC’s Mayor-Council Handbook Excerpt.



2023 Budget Priorities

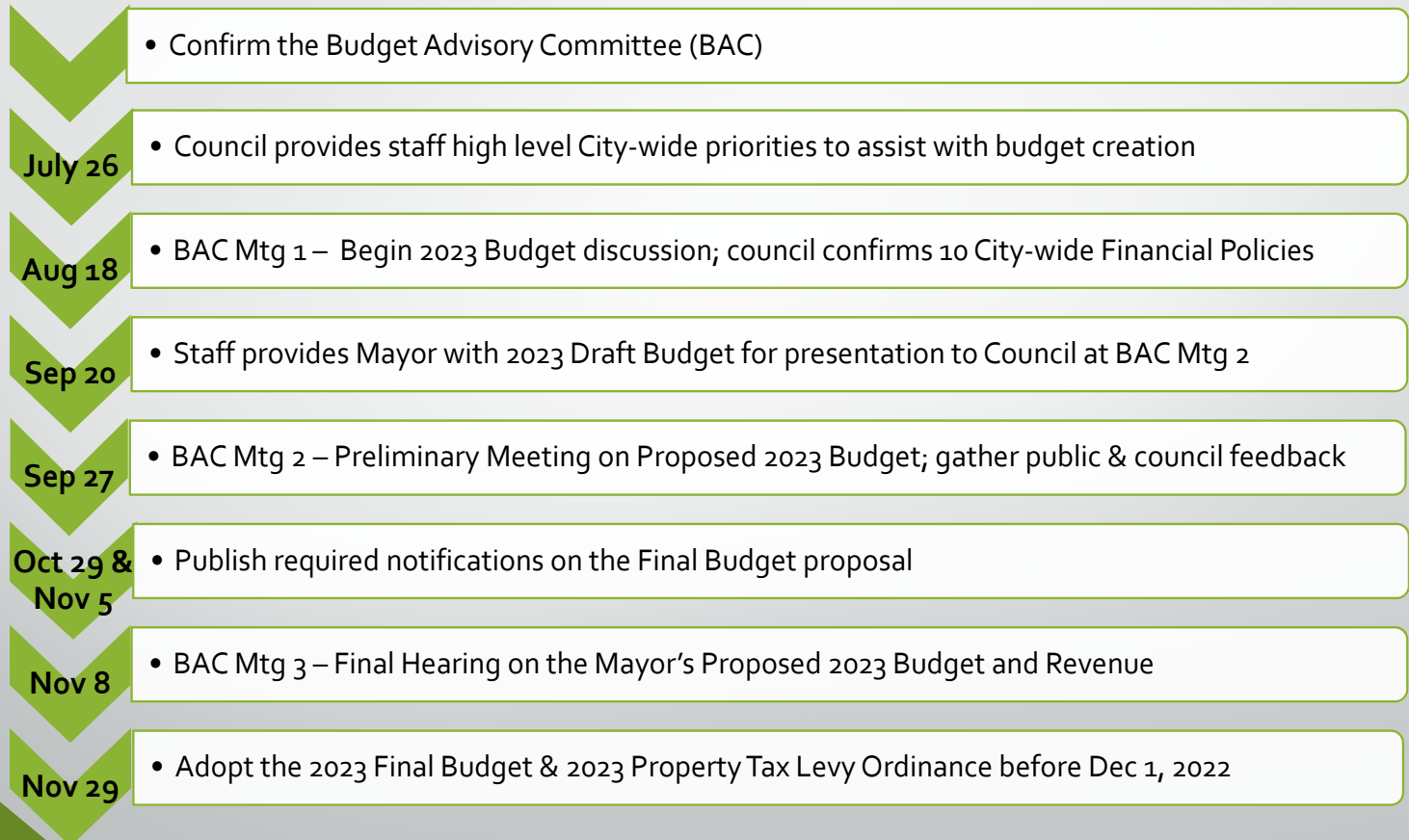
2023 Budget Process and Priorities



Meeting Objective

- Set expectations for the City's 2023 budget process
- Review 2022 adopted priorities and subsequent additional priorities
- Identify top 10 City-wide, high-level priorities for 2023

2023 Budget Calendar & Timeline



2022 Required Target Issues

TARGET ISSUES - REQUIRED

- | | |
|---|--|
| <input type="checkbox"/> Facilitate WA SAO Audit | <input type="checkbox"/> Update TIP |
| <input type="checkbox"/> Develop 2023 Budget | <input type="checkbox"/> Approve first SMAP |
| <input type="checkbox"/> Update Building Valuation Matrix | <input type="checkbox"/> Update Comp Plan |
| <input type="checkbox"/> Maintain WCIA's Compact Compliance | <input type="checkbox"/> File WA SAO Annual Report |
| <input type="checkbox"/> File WA ECY Annual Report | |
| <input type="checkbox"/> Manage ARPA Funds (COVID-19) | |

2022 Desired Target Issues

- ☐ Complete Stormwater Utility Study
- ☐ Acquire Agreement w/COB re: Fire Station (FMP)
- ☐ Maintain Tree City USA Status
- ☐ Perform Vegetation Sight Distancing
- ☐ Hold City Celebration
- ☐ Hold Pumpkin Festival
- ☐ Hold Arbor Day
- ☐ Perform 2022 Overlays
- ☐ Design 2023 Overlays
- ☐ Perform 2022 Stormwater Projects
- ☐ Design 2023 Stormwater Projects
- ☐ Receive 2022 GFOA Budget Award
- ☐ Purchase Police SUV
- ☐ Update Title 17
- ☐ Update City Website
- ☐ Issue 2023 Legislative Agenda
- ☐ Acquire SR-520 Lid Contract
- ☐ Discuss Biennial Budget
- ☐ Acquire Sweeping Contract
- ☐ Maintain WASPC Compliance
- ☐ Approve FMP
- ☐ Develop Two Office Spaces (FMP)
- ☐ Improve PW Building Parking Area (FMP)
- ☐ Update Employee Handbook
- ☐ Acquire Civil Service Secretary
- ☐ Update CEMP
- ☐ Update Emergency Management Binders
- ☐ Acquire Medina PW ILA
- ☐ Approve Master Fee CPI Resolution
- ☐ Update Title 12 re: Bonds
- ☐ Acquire IT Services Contract

Additional 2022 Priorities Issues

- ☐ Acquire new Attorney Firm
- ☐ Substantial increase in public records requests
- ☐ Additional Council meetings each month
- ☐ Purchase PW Truck
- ☐ 17th & 17th Stormwater
- ☐ Complete salary study for all non-union personnel
- ☐ A change in the form of government
- ☐ Ability to accept Credit Cards at City Hall
- ☐ Code enforcement
- ☐ Recruiting and onboarding a Management Intern
- ☐ Remodel City Hall Council Chambers
- ☐ PW succession planning
- ☐ Council Rules & Guidelines



Thinking about 2023 and Beyond

- What do you hope to accomplish in 2023?
- What level of service would you like to provide?
- How do you envision Council engaging with staff on the budget?
- Are there other specific projects you want to see funded?
- Do existing resources & funding meet the demands of the City?
- What are your top 10 City-wide priorities?



BAC Dates to Remember

- BAC Meeting 1 – Thursday, August 18, 2022, 6:00pm
- BAC Meeting 2 – Tuesday, September 27, 2022 6:00pm
- BAC Meeting 3 – Revenue Hearing & Hearing on Proposed 2023 Budget - Tuesday, November 8, 6:00pm
- Adoption of the 2023 Final Budget & Property Tax Levy Ordinance - Tuesday, November 29, 7:00pm