



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB23-070
August 14, 2023
Ordinance**

AGENDA BILL INFORMATION

TITLE:	AB23-070: 2023-2024 Biennial Budget Amendment – ERP Project	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION:	

REVIEW:	Department Director/Peer	Jen Ferguson	8/3/2023
	Finance	Drew Bouta	8/3/2023
	Legal	Outside Counsel	Click or tap to enter a date.
	City Administrator	Michael Chambless	Click or tap to enter a date.

DEPARTMENT:	Finance & Human Resources		
STAFF:	Drew Bouta, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: August 8, 2023	
	BRYAN HOLLOWAY	JAMES MAYHEW	LOUIS WASHINGTON
EXHIBITS:	1. 2021-2022 Biennial Budget Ordinance 2. Proposed Amendment Request Table 3. Proposed 2023 Fund Reconciliations 4. Proposed 2024 Fund Reconciliations 5. Proposed Budget Ordinance Table 6. Budget Totals Comparison Table		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ 2,233,652

SUMMARY

The purpose of this ordinance is to amend the 2023-2024 Biennial Budget to provide the City with the appropriation necessary to establish a separate ERP Project Fund (#350) that will (1) track project expenditures more efficiently, (2) provide transparency into how much is spent on the project, (3) true-up the project budget by accounting for the actual amount spent last year, (4) update the project budget to include items unforeseen at the time the project budget was originally conceived, and (5) realign the project organizationally under the proposed Support Services Department.

BACKGROUND

The 2023-2024 Biennial Budget was adopted by [Ordinance No. 1267](#) on November 28, 2022, amended by [Ordinance No. 1274](#) on February 13, 2023, and amended by [Ordinance No. 1277](#) on June 12, 2023. The Administration is requesting an additional appropriation of \$2,233,652 to establish a separate ERP Project Fund (#350). The Administration anticipates supporting the additional appropriation of \$2,233,652 with an estimated \$1,549,863 in unforeseen sources including a transfer, non-recurring sales tax revenue, interest on investments, and a grant. To establish the new fund, the Administration proposes transferring \$1,006,017 in cash from the Information Technology Fund (#502). When subtracting for the transfer, the Administration expects to spend \$1,227,635 more than anticipated over the biennium while collecting \$543,846 more in revenue.

ANALYSIS

Please see attached an “amendment request table” describing the amendments and appropriation increases requested, the fund(s) or functional classification(s) impacted, and the 2023 and 2024 “reconciliation tables” that help to reconcile the amendment request table to the ordinance.

BUDGET IMPACTS

The 2023-2024 Biennial Budget ordinance, as provided for in this agenda bill, authorizes the City of Snoqualmie to spend or transfer amounts no more than \$79,023,559 in 2023 and \$88,081,079 in 2024 for a total of \$167,104,638 across all funds and functional classifications.

NEXT STEPS

First reading and adoption of Ordinance No. XXXX amending the 2023-2024 Biennial Budget

Special Note – A budget amending ordinance requires a vote of one more than the majority (5 votes) for adoption, pursuant to [RCW 35A.34.200\(3\)](#).

PROPOSED ACTION

Motion to authorize the first reading of Ordinance XXXX amending the 2023-2024 Biennial Budget and to set the second reading and adoption of Ordinance XXXX for the August 28, 2023 City Council meeting agenda.