



LYNNWOOD FINANCE COMMITTEE - regular Finance Committee meeting

Conference room 4, City Hall

THURSDAY, OCTOBER 24, 2024 3:00 PM

-
1. CALL TO ORDER
 2. ROLL CALL
 3. FINANCIAL REPORTS
 - 3.A [Sales Tax Report](#) - 20 minutes
Michelle Meyer, Finance Director
 4. DISCUSSION ITEM
 - 4.A [Briefing: SHB 1406 Fund Status](#) - 30 minutes
Karl Almgren, AICP, Community Planning Manager
 - 4.B [American Rescue Plan Act Update](#) - 20 minutes
Michelle Meyer, Finance Director
 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 through September 2024

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 through July 2024 sales (revenues received through September 2024) 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 Sep 2024.pdf](#)



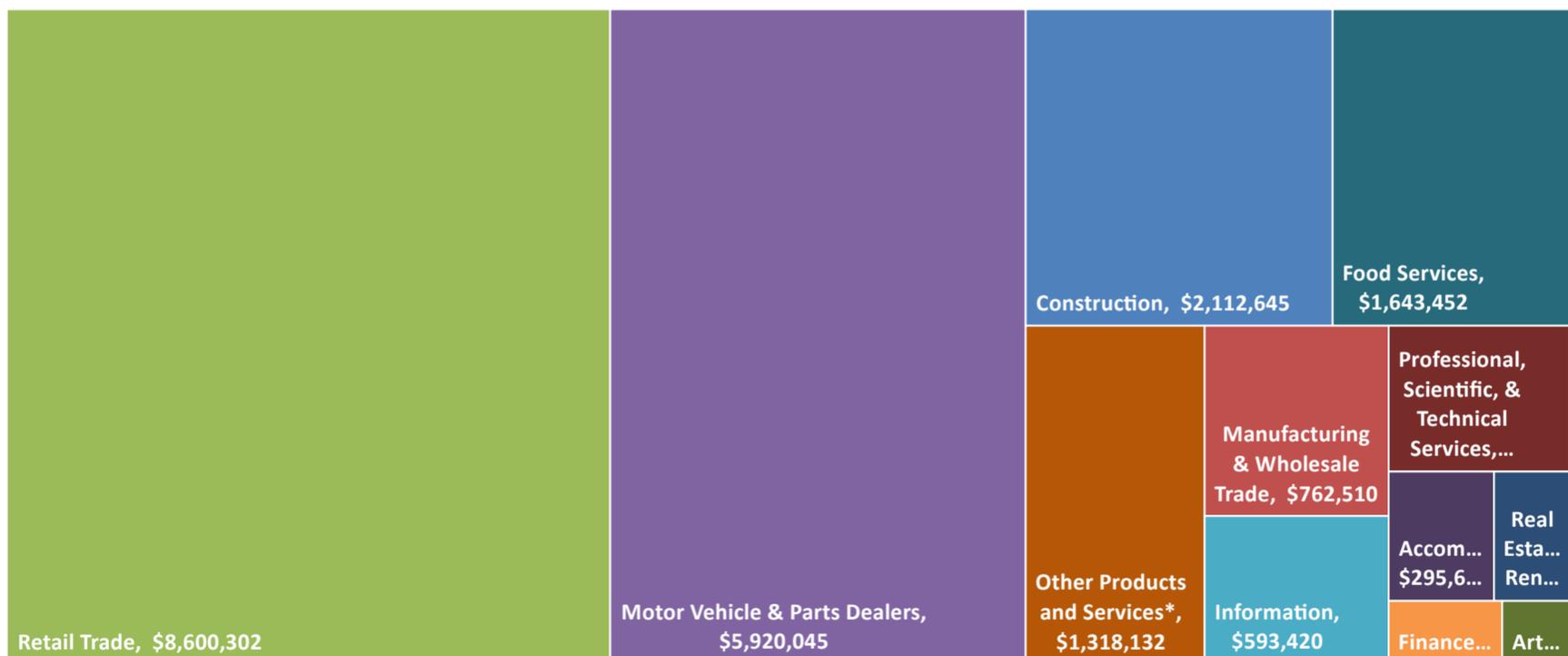
Sales Tax Analysis - Annual Summary
September 2024

Tax Categories	Jan - Sep 2021	Jan - Sep 2022	Jan - Sep 2023	Jan - Sep 2024
Construction	\$ 2,274,496	\$ 2,591,411	\$ 2,392,364	\$ 2,112,645
Manufacturing & Wholesale Trade	\$ 703,060	\$ 625,470	\$ 654,724	\$ 762,510
Retail Trade	\$ 7,759,116	\$ 8,436,623	\$ 8,935,476	\$ 8,600,302
Motor Vehicle & Parts Dealers	\$ 5,012,512	\$ 5,109,204	\$ 6,282,886	\$ 5,920,045
Information	\$ 467,361	\$ 473,090	\$ 556,787	\$ 593,420
Finance & Insurance	\$ 299,684	\$ 254,976	\$ 153,493	\$ 156,814
Real Estate Rental and Leasing	\$ 212,347	\$ 230,290	\$ 223,788	\$ 216,984
Professional, Scientific, & Technical Services	\$ 619,190	\$ 434,174	\$ 527,063	\$ 579,387
Arts, Entertainment, & Recreation	\$ 73,450	\$ 88,745	\$ 113,137	\$ 95,180
Accommodation	\$ 173,873	\$ 273,210	\$ 278,957	\$ 295,688
Food Services	\$ 1,191,680	\$ 1,352,445	\$ 1,587,122	\$ 1,643,452
Other Products and Services*	\$ 1,110,414	\$ 1,333,753	\$ 1,349,437	\$ 1,318,132
Total Sales Tax Collected**	\$ 19,897,183	\$ 21,203,391	\$ 23,055,234	\$ 22,294,557
Budgeted Sales Tax Collections	\$ 24,453,852	\$ 24,744,533	\$ 30,180,485	\$ 30,320,115
Realized Revenue as Compared to Budget	81%	86%	76%	74%

*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



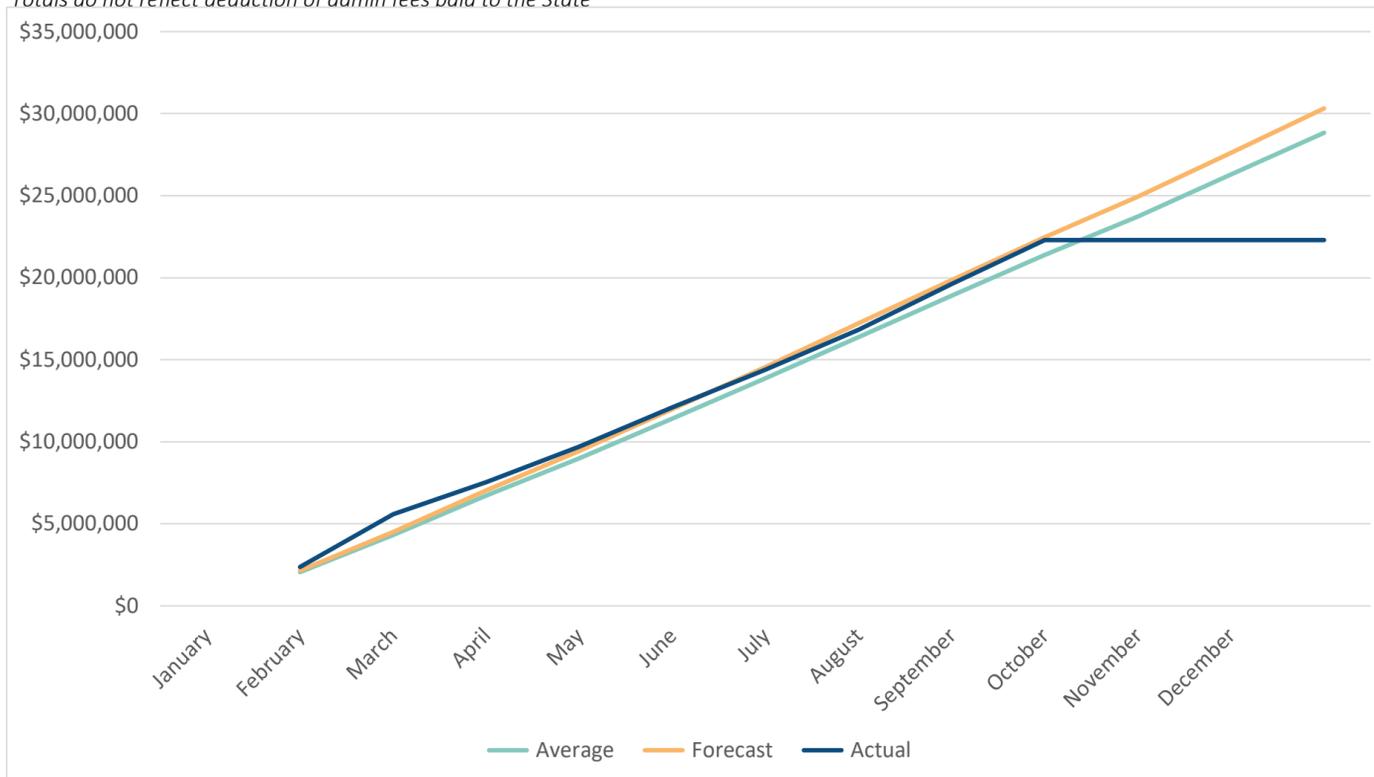


Sales Tax Analysis - Annual Summary
September 2024

	2021	2022	2023	3-Year Average Collection 2021 - 2023		Forecast 2024	Actual 2024	% Change 2023 - 2024
				Rate	Amount			
January	\$ 1,673,176	\$ 1,901,553	\$ 2,599,135	7.09%	\$ 2,057,955	\$ 2,150,616	\$ 2,371,961	-9.58%
February	1,733,822	2,074,600	2,998,393	7.80%	2,268,938	2,366,224	3,222,618	6.96%
March	2,355,720	2,568,509	2,266,392	8.34%	2,396,874	2,527,224	1,942,924	-16.65%
April	2,267,311	2,271,016	2,250,420	7.87%	2,262,916	2,385,189	2,159,099	-4.23%
May	2,286,658	2,404,506	2,601,479	8.43%	2,430,881	2,555,587	2,412,733	-7.82%
June	2,456,345	2,631,081	2,257,084	8.52%	2,448,170	2,583,479	2,281,087	1.05%
July	2,405,512	2,485,667	2,638,901	8.71%	2,510,027	2,640,648	2,443,305	-8.01%
August	2,370,461	2,380,789	2,806,745	8.73%	2,519,332	2,646,757	2,798,530	-0.29%
September	2,348,178	2,485,667	2,636,686	8.64%	2,490,177	2,618,532	2,662,303	0.96%
October	2,191,649	2,380,789	2,500,321	8.17%	2,357,586	2,478,280	-	NA
November	2,296,275	2,734,291	2,583,228	8.80%	2,537,931	2,668,133	-	NA
December	2,717,370	2,658,769	2,284,092	8.90%	2,553,410	2,699,446	-	NA
Total Sales Tax Collected**	\$ 27,102,477	\$ 28,977,237	\$ 30,422,876			\$ 30,320,115	\$ 22,294,557	
Percentage Increase(Decrease)		6.47%	4.75%					-3.30%

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

YTD change

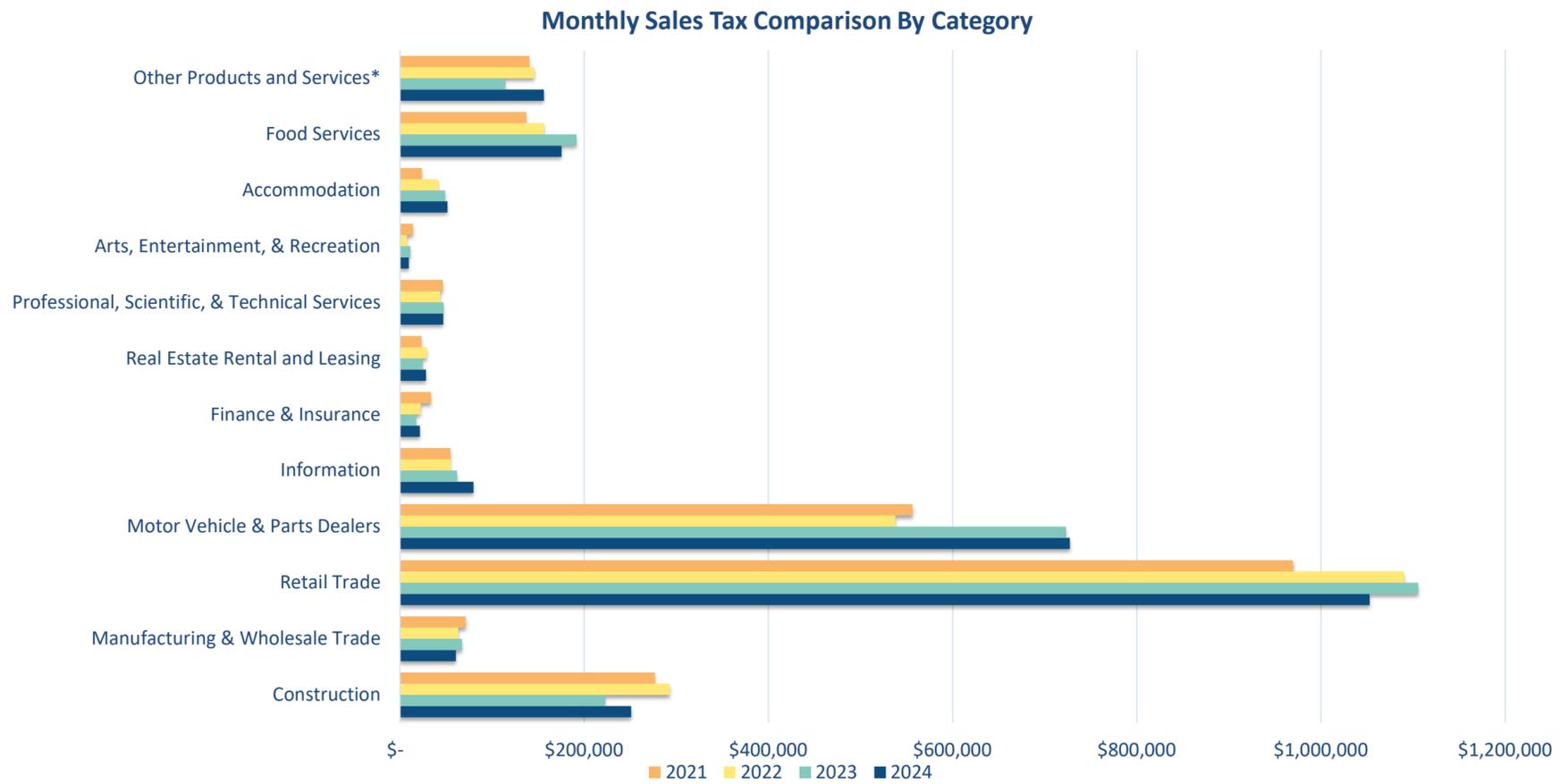




Sales Tax Analysis - Monthly Comparison
September 2024

Tax Categories	September 2021	September 2022	September 2023	September 2024	Change in Collections from Prior Year	
	\$	\$	\$	\$	\$	%
Construction	\$ 276,693	\$ 292,888	\$ 222,698	\$ 251,246	\$ 28,548	12.82%
Manufacturing & Wholesale Trade	71,553	63,276	67,482	60,625	(6,857)	(10.16%)
Retail Trade	969,821	1,090,267	1,105,670	1,052,717	(52,953)	(4.79%)
Motor Vehicle & Parts Dealers	556,513	537,901	723,408	727,511	4,103	0.57%
Information	54,838	55,052	61,834	79,797	17,963	29.05%
Finance & Insurance	33,553	22,526	17,318	21,659	4,341	25.07%
Real Estate Rental and Leasing	23,307	29,124	24,584	28,488	3,904	15.88%
Professional, Scientific, & Technical Services	46,481	43,552	47,426	47,086	(340)	(0.72%)
Arts, Entertainment, & Recreation	13,949	7,555	11,410	9,487	(1,923)	(16.85%)
Accommodation	23,563	41,443	48,879	51,724	2,845	5.82%
Food Services	137,315	156,274	191,789	175,615	(16,174)	(8.43%)
Other Products and Services*	140,592	145,808	114,186	156,349	42,163	36.92%
Total Sales Tax Collected**	\$ 2,348,176	\$ 2,485,666	\$ 2,636,684	\$ 2,662,303	\$ 25,620	0.97%

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





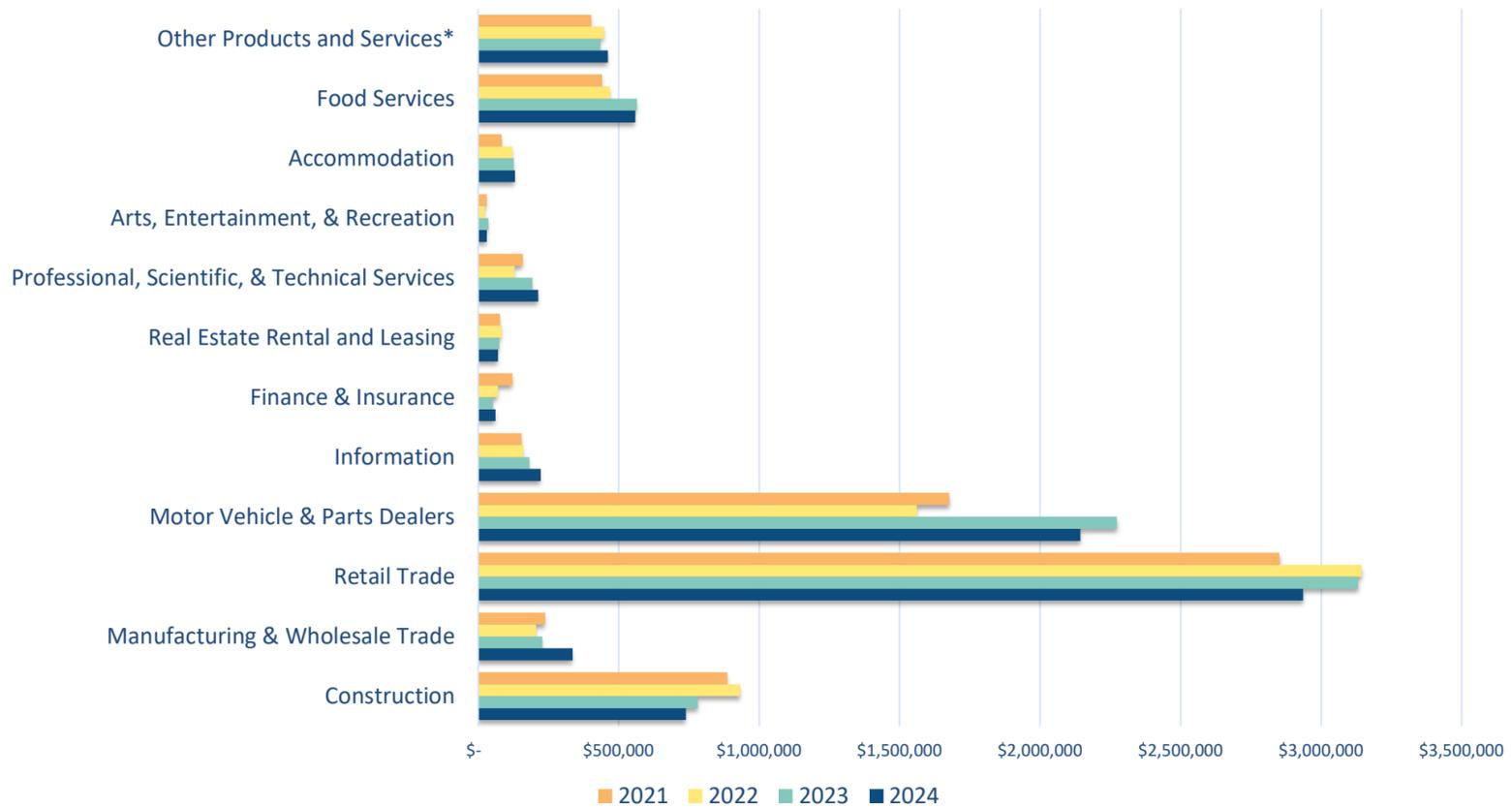
Sales Tax Analysis - Quarterly Comparison
2024 Quarter 3

Tax Categories	Quarter 3	Quarter 3	Quarter 3	Quarter 3	Change in Collections	
	2021	2022	2023	2024	\$	%
Construction	\$ 886,250	\$ 932,159	\$ 782,621	\$ 739,163	\$ (43,458)	(5.55%)
Manufacturing & Wholesale Trade	238,935	206,905	228,107	335,871	107,764	47.24%
Retail Trade	2,851,710	3,144,142	3,129,966	2,935,309	(194,657)	(6.22%)
Motor Vehicle & Parts Dealers	1,676,124	1,561,418	2,273,147	2,142,805	(130,342)	(5.73%)
Information	154,752	161,001	182,217	222,239	40,022	21.96%
Finance & Insurance	121,764	69,837	53,355	62,354	8,999	16.87%
Real Estate Rental and Leasing	78,066	84,440	75,597	71,189	(4,408)	(5.83%)
Professional, Scientific, & Technical	159,319	128,832	193,066	213,019	19,953	10.33%
Arts, Entertainment, & Recreation	29,988	23,049	37,113	31,269	(5,844)	(15.75%)
Accommodation	84,130	122,580	126,499	130,421	3,922	3.10%
Food Services	440,396	468,891	565,094	558,423	(6,671)	(1.18%)
Other Products and Services*	402,717	448,871	435,549	462,074	26,525	6.09%
Total Sales Tax Collected**	\$ 7,124,151	\$ 7,352,125	\$ 8,082,331	\$ 7,904,136	\$ (178,195)	(2.20%)

*Categories with less significant amounts of sales tax revenues have been combined

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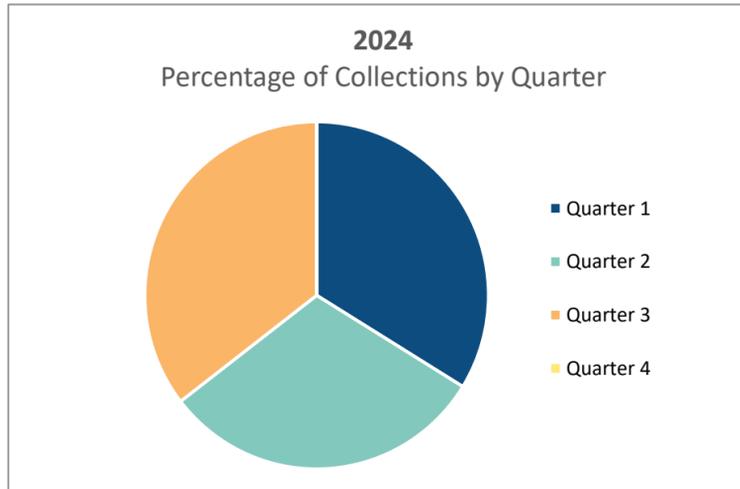
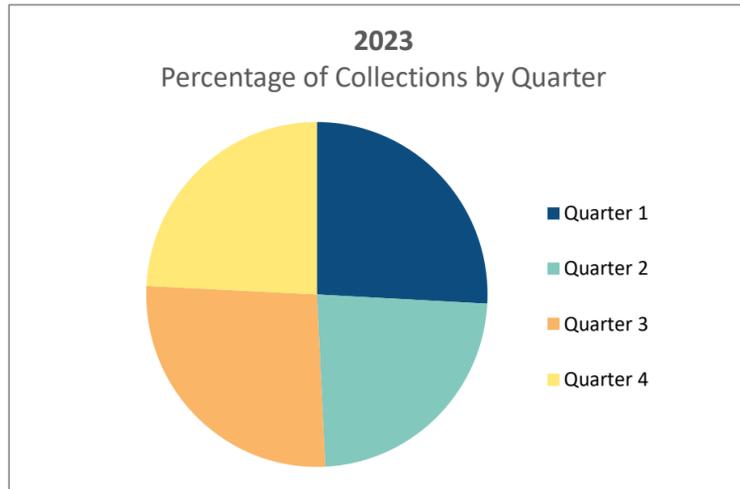
Quarterly Sales Tax Comparison By Category





Sales Tax Analysis - Quarterly Comparison
2024 Quarter 3

Total Gross Sales Tax Earned by Quarter				
	2023	2024	% Change	
Quarter 1	\$ 7,863,920	\$ 7,537,503	-4.33%	
Quarter 2	7,108,983	6,852,919	-3.74%	
Quarter 3	8,082,331	7,904,136	-2.25%	
Quarter 4	7,367,642	-	NA	
Total	\$ 30,422,876	\$ 22,294,558		

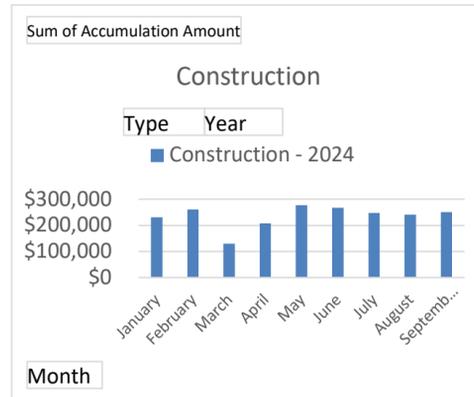


Financial Policy Comparison			
	Two most recent Quarters	Same period one year ago	% Change
Q3 2024	\$ 7,904,136		
Q2 2024	6,852,919		
Q3 2023		8,082,331	
Q2 2023		7,108,983	



Sales Tax Analysis - Monthly Category Comparisons
September 2024

Sum of Accumulation Amount	Column Labels
Row Labels	Construction 2024
January	\$230,394
February	\$260,649
March	\$129,642
April	\$207,877
May	\$277,528
June	\$267,392
July	\$247,167
August	\$240,750
September	\$251,246
Grand Total	\$2,112,644



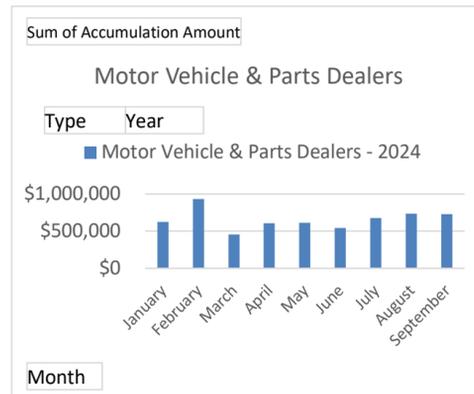
Sum of Accumulation Amount	Column Labels
Row Labels	Manufacturing & 2024
January	\$62,020
February	\$75,409
March	\$61,810
April	\$92,119
May	\$65,921
June	\$69,359
July	\$82,770
August	\$192,476
September	\$60,625
Grand Total	\$762,510



Sum of Accumulation Amount	Column Labels
Row Labels	Retail Trade 2024
January	\$975,418
February	\$1,327,483
March	\$815,474
April	\$776,189
May	\$898,119
June	\$872,310
July	\$892,853
August	\$989,740
September	\$1,052,717
Grand Total	\$8,600,302



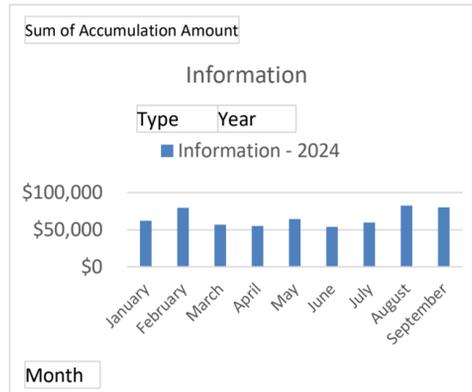
Sum of Accumulation Amount	Column Labels
Row Labels	Motor Vehicle & 2024
January	\$621,865
February	\$933,351
March	\$457,203
April	\$609,106
May	\$612,111
June	\$543,604
July	\$678,682
August	\$736,612
September	\$727,511
Grand Total	\$5,920,045



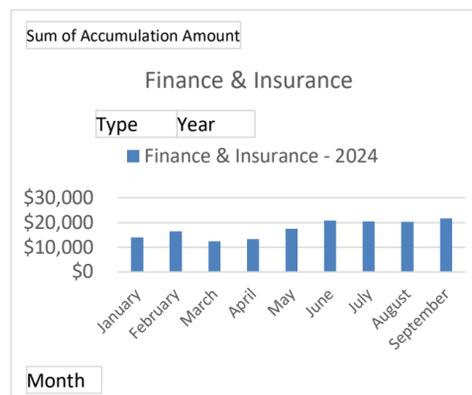


Sales Tax Analysis - Monthly Category Comparisons
September 2024

Sum of Accumulation Amount	Column Labels
Row Labels	Information 2024
January	\$61,909
February	\$79,509
March	\$56,764
April	\$55,002
May	\$64,283
June	\$53,714
July	\$59,798
August	\$82,644
September	\$79,797
Grand Total	\$593,420



Sum of Accumulation Amount	Column Labels
Row Labels	Finance & 2024
January	\$13,981
February	\$16,449
March	\$12,451
April	\$13,332
May	\$17,394
June	\$20,852
July	\$20,504
August	\$20,191
September	\$21,659
Grand Total	\$156,814



Sum of Accumulation Amount	Column Labels
Row Labels	Real Estate Rental 2024
January	\$22,268
February	\$31,194
March	\$21,684
April	\$18,397
May	\$26,310
June	\$25,942
July	\$20,480
August	\$22,221
September	\$28,488
Grand Total	\$216,984



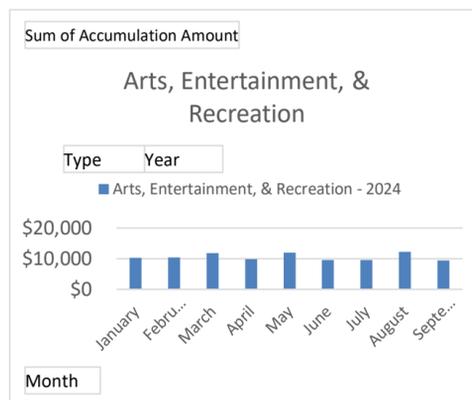
Sum of Accumulation Amount	Column Labels
Row Labels	Professional, 2024
January	\$45,116
February	\$100,104
March	\$45,550
April	\$40,980
May	\$54,405
June	\$80,214
July	\$61,782
August	\$104,152
September	\$47,086
Grand Total	\$579,387





Sales Tax Analysis - Monthly Category Comparisons
September 2024

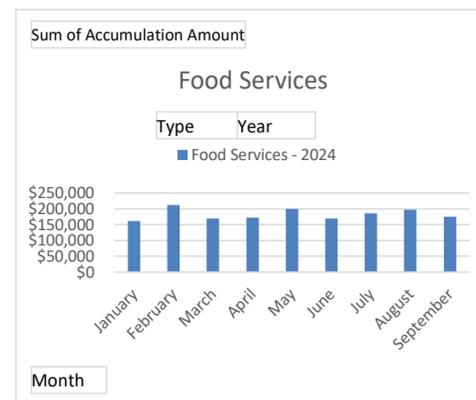
Sum of Accumulation Amount	Column Labels
Row Labels	Arts, 2024
January	\$10,231
February	\$10,417
March	\$11,822
April	\$9,846
May	\$11,980
June	\$9,615
July	\$9,528
August	\$12,255
September	\$9,487
Grand Total	\$95,180



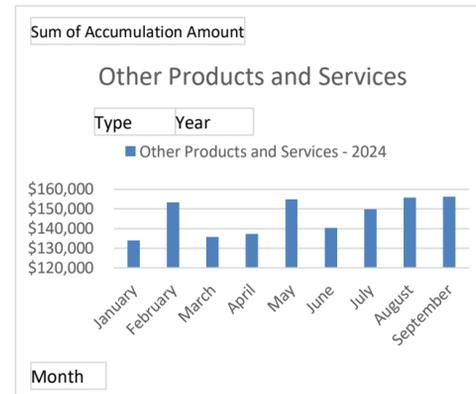
Sum of Accumulation Amount	Column Labels
Row Labels	Accommodation 2024
January	\$33,165
February	\$22,736
March	\$25,383
April	\$26,162
May	\$29,785
June	\$28,036
July	\$33,516
August	\$45,182
September	\$51,724
Grand Total	\$295,688



Sum of Accumulation Amount	Column Labels
Row Labels	Food Services 2024
January	\$161,561
February	\$211,812
March	\$169,326
April	\$172,679
May	\$199,940
June	\$169,712
July	\$186,325
August	\$196,483
September	\$175,615
Grand Total	\$1,643,451



Sum of Accumulation Amount	Column Labels
Row Labels	Other Products 2024
January	\$134,033
February	\$153,506
March	\$135,815
April	\$137,410
May	\$154,957
June	\$140,337
July	\$149,901
August	\$155,825
September	\$156,349
Grand Total	\$1,318,132



FINANCE COMMITTEE 4.A

CITY OF LYNNWOOD FINANCE COMMITTEE

TITLE: Briefing: SHB 1406 Fund Status

DEPARTMENT CONTACT: Karl Almgren, Development and Business Services

SUMMARY:

This item provides background information and status on Substitute House Bill 1406 which has generated funds for affordable and supportive housing.

PRESENTER:

Karl Almgren, AICP, Community Planning Manager

ESTIMATED TIME:

30

BACKGROUND:

Attached is a staff report providing summary information, program risks, and actions for consideration.

SUGGESTED ACTION:

Receive a briefing from staff and ask clarifying questions.

PREVIOUS COUNCIL ACTIONS:

On May 26,2020, the Council adopted Ordinance No. 3357, which authorized Lynnwood to receive SHB 1406 revenues for affordable and supportive housing.

DEPARTMENT ATTACHMENTS

Description:

[Staff Report SHB1406.pdf](#)

[Ordinance 3357 Housing Affordability.pdf](#)

Briefing:
SHB 1406 Fund Status
Staff Report

Staff Contact: Karl Almgren, AICP, Community Planning Manager

Summary

On May 26, 2020, City Council passed Ordinance No. 3357 authorizing and imposing a sales and use tax for affordable and supportive housing as provided by Substitute House Bill (SHB) 1406. This action authorized the city to impose a local sales and use tax (sales tax) for:

- Acquisition, construction, or rehabilitation of affordable housing or facilities providing supportive housing,
- Operations and maintenance costs of affordable or supportive housing, and
- Providing rental assistances to certain low-income tenants.

The City of Lynnwood levied a tax rate of .0073 percent. The current fund balance is \$814,392.98 and averages approximately \$20,000 per month since the end of 2020.

Program Risks

The funds generated by SHB 1406 are from a portion of sales tax. A reduction in consumer spending would generate less revenue. This reduced consumer spending would also impact Lynnwood's largest general fund revenue (Sales Tax) which the City relies on to fund operations. This is potentially compounded when significant reduced consumer spending may be occurring during an economic recession when the highest demand on a rental assistance program may occur.

Actions for Consideration

1. Develop a policy for how funds from SHB 1406 will evaluate programmatic spending.
2. Continue collecting funds as leverage for local grant matches to support wider programmatic improvements.
3. Consider off-setting partial costs of new affordable housing development in the pipeline (Housing Hope at Scriber Place, The District's Master Plan, HASCO at Timber Glen/Pine Wood, Housing Hope at Lynnwood City Center Station TOD, etc.).
4. Consider collecting funds to construct affordable housing or a facility providing supportive housing on City property.
5. Develop a rental assistance program for certain low-income tenants.

Attached

Ordinance No. 3557



LYNNWOOD
WASHINGTON

ORDINANCE NO. 3357

**AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON,
AUTHORIZING AND IMPOSING A SALES AND USE TAX FOR
AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH
SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019),
AND OTHER MATTERS RELATED THERETO; AND PROVIDING FOR
SEVERABILITY, PUBLICATION AND AN EFFECTIVE DATE**

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019, and codified at RCW 82.14.540) ("SHB 1406"); and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax (sales tax) for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, for the operations and maintenance costs of affordable or supportive housing, and for cities with a population of 100,000 or less, for providing rental assistance to certain low-income tenants; and

WHEREAS, the tax will be credited against the State of Washington's portion of sales taxes collected within the City of Lynnwood ("the City") and will not result in higher sales and use taxes within the City or alter the City's share of sales tax revenue as established by the Lynnwood City Council or Lynnwood's electorate, and will represent an additional source of funding to address housing needs; and

WHEREAS, SHB 1406 specifies that the sales tax credit revenue must be used to assist persons whose income is at or below sixty percent of median income; and

WHEREAS, the City has an insufficient supply of housing affordable to and/or supportive to low-income households and the City Council has determined that imposing the sales and use tax authorized by SHB 1406 to address this need will benefit the community; and

WHEREAS, in order for a city or county to impose the sales tax permitted by SHB 1406, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax by January 28, 2020, and adopt legislation authorizing the maximum capacity of the tax by July 28, 2020; and

40
41 WHEREAS, on July 25, 2019, the City Council Finance Committee reviewed the provisions
42 of SHB 1406 and recommended that the City Council authorize the sales tax credit; and

43
44 WHEREAS, on December 9, 2019, the City Council adopted Resolution 2019-11 declaring
45 its intent to authorize the maximum capacity of the tax as authorized by SHB 1406; and

46
47 WHEREAS, this ordinance constitutes the legislation required to authorize the maximum
48 capacity of the sales and use tax as authorized by SHB 1406; and

49
50 WHEREAS, as of the date of this ordinance, the City of Lynnwood has not levied a
51 “qualifying local tax” as defined by SHB 1406, and may therefore impose the tax authorized at a
52 rate of 0.0073 percent; and

53
54 WHEREAS, revenue will be placed in a new Special Revenue Fund known as “SHB 1406
55 Affordable Housing” and can only be used for purposes authorized by SHB 1406; and

56
57 WHEREAS, SHB 1406 allows cities and counties, as they desire, to enter into interlocal
58 agreements with other counties, cities or public housing authorities to pool the sales and use tax
59 receipts and allocate the proceeds of the taxes levied under SHB 1406; and

60
61 WHEREAS, the City Council has determined that passage of this ordinance is in the interest
62 of the public’s health, safety, and welfare, now therefore:

63
64 **THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO ORDAIN AS FOLLOWS:**

65
66 **Section 1.** Tax Imposed. The City Council hereby authorizes and imposes the
67 maximum capacity and rate of the sales and use tax authorized by SHB 1406 (0.0073 percent) in
68 the City of Lynnwood.

69
70 **Section 2.** Applicability of Tax. The tax imposed by this ordinance shall be imposed
71 upon and collected from those persons from whom the state sales or use tax is collected pursuant
72 to Chapters 82.08 and 82.12 RCW. In accordance with SHB 1406, the tax imposed by this
73 ordinance shall be deducted from the amount of tax otherwise required to be collected or paid
74 to the Department of Revenue under Chapters 82.08 and 82.12 RCW.

75
76 **Section 3.** Administration and Collection. The tax imposed by this ordinance shall be
77 administered and collected in accordance with RCW 82.14.540 and other applicable law. The
78 Mayor of the City of Lynnwood is authorized to and directed to execute contract(s) with the
79 Washington State Department of Revenue necessary to provide for the administration,
80 collection, and remittance of the sales and use tax revenue.

81
82 **Section 4.** Use of Revenues. Revenues received from the tax imposed by this
83 ordinance shall be used solely for the acquisition, construction or rehabilitation of affordable

84 housing or facilities providing supportive housing, for the operations and maintenance costs of
85 affordable or supportive housing, for providing rental assistance to tenants, or for any other
86 purpose authorized by SHB 1406, as the same now exists or as hereafter amended or superseded.
87

88 **Section 5.** Administration of Fund. Revenues received from the tax imposed by this
89 ordinance shall be collected and held in a new Special Revenue Fund added to the City of
90 Lynnwood budget, entitled "SHB 1406 Affordable Housing," and shall be administered by the
91 finance director through the City's budget.
92

93 **Section 6.** Amendment of 2019-2020 Biennial Budget. The 2019-2020 Biennial
94 Budget, adopted by Ordinance 3315 and subsequently amended by Ordinance 3341 and 3349, is
95 amended to establish special revenue fund, Fund 146, for the purposes specified by this
96 Ordinance. Fund 146 revenues and expenditures during the 2019-2020 budget period will be
97 specified by subsequent Council action.
98

99 **Section 7.** Reporting. In accordance with SHB 1406, the City shall report annually to
100 the Washington State Department of Commerce on the collection and use of the revenues
101 collected from the tax imposed by this ordinance.
102

103 **Section 8.** Expiration of Tax. Unless changed or amended by future action of the City
104 Council, the tax imposed by this ordinance shall expire twenty years from the effective date of
105 this ordinance.
106

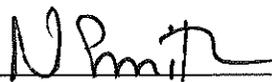
107 **Section 9.** Effective Date. The provisions of this ordinance shall be effective five days
108 after publication.
109

110 **Section 10.** Severability. If any section, subsection, sentence, clause, phrase or word
111 of this ordinance should be held to be invalid or unconstitutional by a court of competent
112 jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or
113 constitutionality of any other section, subsection, sentence, clause, phrase or word of this
114 ordinance.
115

116 **Section 11.** Summary Publication. Publication of this ordinance shall be by summary
117 publication consisting of the ordinance title.
118

119 PASSED BY THE CITY COUNCIL this 26th day of May.
120

121 APPROVED:

122 
123 _____
124 Nicola Smith, Mayor
125

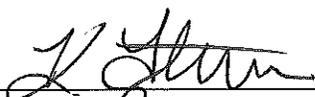
126 ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

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130 Karen Fitzthum, Acting City Clerk

130 Rosemary Larson, City Attorney

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169 PUBLISHED: 06/08/2020

170 EFFECTIVE DATE: 06/13/2020

FINANCE COMMITTEE 4.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:

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BACKGROUND:

The City Council has taken action to allocate all of the City's \$10.9 million of American Rescue Plan Act (ARPA) funding.

Earlier in the year, all external subrecipients and internal project managers were asked to confirm that they would be using their full awards by the end of 2024 or identify how much funding would not be spent. At that time all subrecipients confirmed they planned to request reimbursement for the full amount of award by the end of this year.

After the 3rd quarter of 2024, subrecipients with unreimbursed amounts were again contacted to confirm if any of their funds would not be utilized by the end of the grant term. Some amounts will not be reimbursed and will be available to Council to take action to allocate and fully expend before the end of the 2024. As of the date of agenda packet publication, some responses from subrecipients were still pending; an updated project listing along with estimated available funding amounts will be reviewed at the meeting to allow additional time for response.

SUGGESTED ACTION:

Review most updated version of ARPA allocations and balances remaining.

PREVIOUS COUNCIL ACTIONS:

Most recent Finance Committee ARPA Review April 24, 2024 meeting.
Most recent City Council ARPA Action August 12, 2024 meeting.

DEPARTMENT ATTACHMENTS

Description:
