



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 9, 2024

Subject: 2024 Budget Amendments

Category: Ordinance/City Consent

Staff Contact: Ryan Wagner, Finance & HR Director

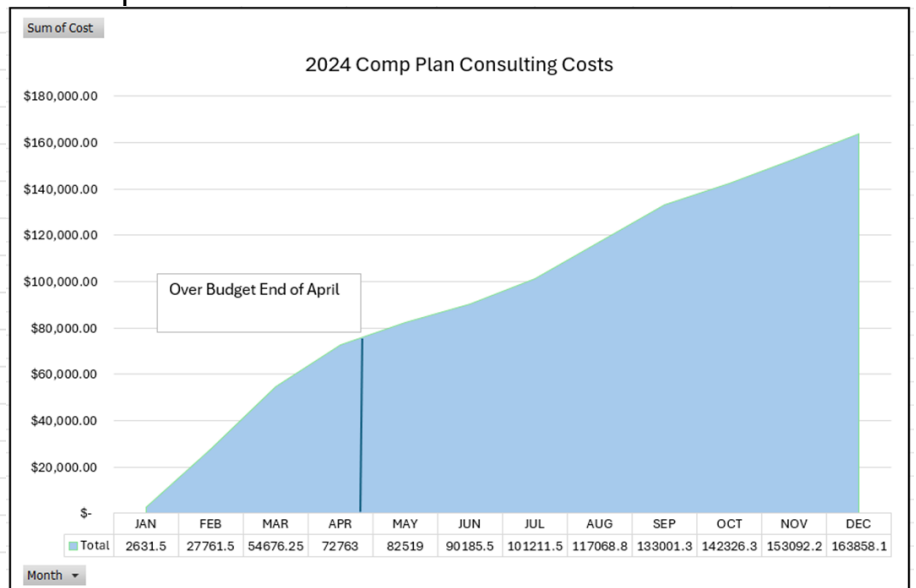
Summary

The purpose for recommending 2024 Budget Amendments is to document budget changes that occurred after the 2024 Budget was adopted on November 13, 2023. Except items of an accounting “housekeeping” nature, some of these have been noted in Council’s monthly financial reports throughout the year as they occurred. As per our practice, these changes are gathered under one ordinance for passage towards the end of the budget year. These recommended changes are as follows:

1) Comprehensive Plan Consulting Overages

The adopted budgeted amount for the 2024 comp plan was set at \$70,000. With the departure of our previous Planning Manager, substantial time has been incurred from the Medina staff, volunteers, and consultants to get back on track. As of the current billing through September of 2024, staff estimates that the total overage for the year will be just short of \$100,000. Within the budget, this item falls within the professional services portion of Central Services (General Fund).

2024 Consutling Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 7,666.50	Actual
JUL	\$ 11,026.00	Actual
AUG	\$ 15,857.25	Actual
SEP	\$ 15,932.50	Actual
OCT	\$ 9,325.00	Actual
NOV	\$ 10,765.90	Estimate
DEC	\$ 10,765.90	Estimate
Total Annual Cost: \$163,858.05		
Total 2024 Budget: \$ 70,000.00		
Projected Overage: \$ 93,858.05		



2) Middle Housing Consultant

During the July 22nd meeting, Council approved \$50,000 for consulting costs for Middle Housing. While the entire approved amount will not be spent in 2024, staff is recommending \$25,000 be amended into the 2024 budget to cover the work done. This item falls within professional services under the Central Services department. Please note that 2025 costs have been budgeted conservatively for Middle Housing, which will now fall under Long Range Planning in the General Fund.

3) WSDOT 520 Mediation

During the October 14th Council meeting, Council approved an additional \$10,000 spend on legal costs associated with mediation over the 520 lid. The billing from the Points Communities representation, McCullough Hill PLCC, is handled by Medina and reimbursed by the other communities. This item falls within Special Counsel, which is located under Legal.

4) City Hall Deck/Porch Repairs

In 2023, the Council approved the contract to begin work repairing the deck on the west side of City Hall. In Q4 of 2023, the project start date was moved to spring of 2024. Due to a breach of contract from the contractor, the City had to restart the bid process. At the July 22nd meeting, Council approved on consent the new contract for the deck. As it was not originally in the 2024 budget, staff recommend allocating \$135,000 to the building improvements section of the Capital Budget to cover the costs.

5) Capital Project Grants

In 2024, our Public Works Director Ryan Osada was awarded \$604,090 in state grants to be used on various City projects. As grants are applied for projects throughout the 6-year CIP, projects from future years were moved up as funding was earned. Below are the projects that were added in 2024 that were covered by grant funding.

88th Ave NE Overlay /NE 26th ST Overlay - \$107,367

NE 24th ST ADA Upgrade Project - \$317,691

Upland Road Overlay - \$179,032

6) Contingency Fund Transfer

As of 2024, the Cities current balance within the Contingency Fund is only \$250,000. Based on preliminary discussions with the Finance Committee in 2024, staff recommend that Medina transfer \$1,500,000 from the General Fund to the Contingency Fund. Per the state, Medina must have at least 25% of the following years operating budget available within the fund to cover costs during Q1. The recommended transfer of \$1,500,000 would still allow the city to comfortably meet that requirement, while strengthening the Cities primary reserve fund.

Attachment(s)

1. 2024 Budget Ordinance No. 1037 - amending Ordinance No. 1022
2. Medina Financial Policy on Excess Funds

Budget Fiscal Impact		
General Fund		
General Fund Revenue	\$	135,000.00
Legal Expenditures	\$	(10,000.00)
Central Services Expenditures	\$	(125,000.00)
Transfer to Contingency Fund	\$	(1,500,000.00)
Levy Stabilization Fund		
Transfer in From General Fund	\$	1,500,000.00
Capital Fund		
Capital Fund Revenue	\$	739,090.00
Capital Fund Expenditures	\$	(739,090.00)

Budget Fiscal Impact: Impacts on General Fund, and Capital Fund

Recommendation: Adopt Ordinance No. 1037.

City Manager Approval: 

Proposed Council Motion: "I move to adopt Ordinance No. 1037 amending the 2024 Budget,