



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 11, 2023

Subject: 2023 Budget Amendment

Category: Ordinance/City Council Business

Staff Contact: Ryan Wagner, Finance & HR Director

Summary

The purpose for recommending a 2023 Budget Amendment is to document budget changes that occurred after the 2023 Budget was adopted on November 13, 2022. Except items of an accounting “housekeeping” nature, all 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 changes are as follows:

1) Correction of the 2023 WCIA Insurance Allocation

The adopted budgeted amount for the 2023 WCIA insurance liability, property, auto, cyber was understated. The actual billed amount from the City’s insurance carrier was \$283,038 which was \$23,817 over the budgeted amount of \$259,221. Insurance is split between the General Fund (84.4%) under the Finance section, and the Development Services Fund (15.6%).

2) Plow Truck and Sprayer

September 25, 2023, Council approved the purchase of a replacement Plow Truck and Sprayer unit to be included in the 2023 budget. This would be available for use in the winter of 2023-2024. The truck and sprayer all together is estimated to cost the City \$85,000, which will be split between the General Fund (Parks) and the Street Fund.

3) Levy Stabilization Fund Transfer


As the City gets closer to the end of the annual 5% increase on the Levy portion of property tax revenue, and with deficit spending predicted to start during the 2027 calendar year, staff recommends the Council approve the additional transfer of \$500,000 from the General Fund to the Levy Stabilization Fund in 2023. This will allow the City to achieve the goal of setting aside \$2,000,000 to offset deficit spending in 2027 and beyond. The City will continue to allocate excess revenue to the Stabilization fund going forward, to ensure that Medina is able to maintain service levels through calendar year 2032.

Attachment(s)

1. 2023 Budget Ordinance No. 1023 - amending Ordinance No. 1014
2. Medina Financial Policy on Excess Funds

Budget/Fiscal Impact		
General Fund		
General Fund Revenue	\$	105,112
Transfer to Street Fund	\$	(38,000)
Transfer to Levy Stabilization Fund	\$	(500,000)
Finance Department Expenditure	\$	(20,112)
Parks Department Expenditure	\$	(47,000)
Street Fund		
Street Department Transfer In	\$	38,000
Street Department Expenditure	\$	(38,000)
Development Services Fund		
Building Permit Revenue (Dev Services)	\$	3,706
Development Services Expenditure	\$	(3,706)
Levy Stabilization Fund		
Transfer In From General Fund	\$	500,000

Recommendation: Adopt Ordinance No. 1023.

City Manager Approval: 

Proposed Council Motion: "I move to adopt Ordinance No. 1023 amending the 2023 Budget,

Time Estimate: 10 minutes