



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 08, 2021

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**Subject:** 2022 Final Budget and Salary Schedule

**Category:** Ordinance, City Council Business, Public Hearing

**Staff Contact(s):** Julie Ketter, Finance Director, Michael Sauerwein, City Manager

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### **Summary**

#### **History and Background Information:**

June 14, 2021 Regular Meeting: Public Hearing to consider the 2022-2027 Six Year Capital Improvement and Transportation Plan (CIP/TIB/Non-TIB).

September 13, 2021 Regular Meeting: The City Council held its first public hearing on the 2022 Budget.

September 27, 2021 Study Session: The 2022 Preliminary Budget was reviewed by Fund and by Department as presented in the *Budget Variances At A Glance, 2022 vs 2021* document. Detailed line-item spreadsheets were also made available. Key Revenue and Expense items were discussed and Department Directors were present to answer specific questions.

October 11, 2021 Regular Meeting: The City Council held its second public hearing on the 2021 Budget.

November 8, 2021 Regular Meeting: The City Council will hold its third public hearing on the 2022 Budget.

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#### **2022 Budget Assumptions:**

##### **General Fund & Street Operations (72.8% of Total City Budget):**

- Property tax increase of 5% reflects 2.24% increase to the regular levy, \$89K due to new construction and \$13K estimated increase in utility values & prior year refunds.
- Sales tax is assuming a slight quieting of construction-oriented sales tax collection and some post-COVID return to the mall to shop, reducing destination-based internet sales taxes.
- Utility tax increases are predicted to increase due to rate adjustments and an anticipated colder winter which will impact usage.
- General government shows an increase due to partial allocation of Federal ARPA funds.
- Passport acceptance services are going to resume in 2022 and due to pent up demand could bring in up to \$403K of one-time revenue. It will be partially offset by the cost to bring in temporary staff to manage the workload.
- Misc., Invest, & leases are predicted to be higher in 2022 due to anticipated community donations towards the replacement license-reader camera system.
- Other Revenues are high for 2021 due to one-time transactions. They are budgeted to return to lower average levels in 2022.
- 79% of General Fund and Street Operations spending is on labor. 66% of that is direct staff and 34% contracted. Contracted labor has seen overall rate increases recently but we are not anticipating increases for 2022. A notated version of the 2022 draft budget

## 7.1a Final 2022 Budget and Salary Schedule

ordinance's attachment, representing the salary schedule detailed by position, is included at the end of this brief. Direct staff's COLA adjustments are based on the following:

- Police Guild Contract (8 FTEs), 0%-- contract expiring 12/31/2021. Schedule will need a budget amendment after new contract ratified and potentially expenses. As a "placeholder" amount within the budgeted expenses, a status quo contract is assumed with a 4% increase.
- Teamsters Clerical Contract (6 FTEs), 0%-- contract expired 12/31/2020. Schedule will need a budget amendment after new contract ratified and potentially expenses. As a "placeholder" amount within the budgeted expenses, amounts representing +1.75% (2021) & +3.5% (2022) increases.
- Teamsters Public Works Contract (4 FTEs), 0%-- contract expired 12/31/2020. Schedule will need a budget amendment after new contract ratified and potentially expenses. As a "placeholder" amount within the budgeted expenses, amounts representing +1.75% (2021) & +3.5% (2022) increases.
- Unrepresented Employees, including City Manager (7.7 FTEs), based on June 30<sup>th</sup> CPI-W (Seattle-Tacoma-Bellevue) of 6.3%, capped at a 4% increase.

Employee benefit rates have been finalized by AWC and are reflected in this budget. After a number of years of close to 0% increases, in 2021 AWC raised rates by 4% on medical premiums and will be increasing again in 2022 by 5.8%. Dental is increasing by 2% and Vision held to 0%. The City pays 90% of medical premiums for employees and their dependents plus 100% of dental, vision, employee only LTD/life insurance.

- 76% of General Fund and Street Operations budgeted spending is for State Mandated Services: Public Safety, City Manager & Finance. 23% is spent on the Essential Services that support the need for delivering effective and efficient public service and a reliable public infrastructure such as IT, park & building maintenance, and risk management. ***The remaining 1% is discretionary spending for quality of life and other Council initiatives.***

### **NEW Development Services Fund (11.8% of Total City Budget):**

- The City, to meet its goal of greater transparency, decided to extract the Development Services Department's related revenues, expenses (direct and allocated) and customer deposits from the General Fund and place them in a newly created Development Services Fund, starting with Budget Year 2022. Development Services is a State Mandated program which funds itself through fees and occasional grants.
- 87% of Development Services Fund spending is on labor. 59% of that is direct staff and 41% contracted.

### **Capital Projects Fund (15.1% of Total City Budget):**

- 2022's anticipated REET revenue of \$1.6M has been budgeted conservatively. It assumes there is a finite amount of developable inventory within the City as well as available local industry and customers with an appetite to take on the types of homes that we have seen built.
- A copy of 6-year Capital Improvement Plan through 2027, approved by City Council on June 14th is attached, which outlines projects targeted for 2022.

### **Tree Fund (0.4% of Total City Budget):**

- 2022 anticipates \$3075 in revenues and plans to use part of \$75K fund balance towards \$40K of hazardous tree removal and replanting.

## 7.1a Final 2022 Budget and Salary Schedule

### **Attachment(s)**

1. 2022 City Manager Budget Message
2. 2022 Budget In Brief
3. 2022 Project List as of 6/14/2021
4. 2022 Budget Ordinance No. 1005 and 2022 Salary Schedule **Attachment A**

**Budget/Fiscal Impact:** See attached

**Recommendation:** Adopt 2022 Budget Ordinance

**City Manager Approval:**



**Proposed Council Motion:** “I move approval of Ordinance No. 1005, adopting the 2022 Budget for the City of Medina setting forth the summary of estimated revenues and expenditures for each fund and the 2022 Salary Schedule.”

Time Estimate: 30 minutes

# CITY OF MEDINA

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November 8, 2021

To: Mayor and City Council  
From: Michael Sauerwein, City Manager  
Re: 2021 Budget Message

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I am pleased to submit for review and adoption the City of Medina 2022 budget as presented in the attached 2022 Proposed Budget In Brief. The Budget is consistent, with minor adjustments only, with previous drafts presented at:

- ~September 13, 2021 Regular Meeting (1<sup>st</sup> Public Hearing)
- ~September 27, 2021 Study Session
- ~October 11, 2021 Regular Meeting (2<sup>nd</sup> Public Hearing)

Tonight, we will hold our 3<sup>rd</sup> and final Public Hearing for the 2022 Proposed Budget.

While the adjustments made since October 11<sup>th</sup> are not substantive to the overall budget, they are listed as follows for reference:

- Prior estimated employee benefit rates were adjusted to recently published actuals, netting a \$4,038 savings.
- Property taxes were adjusted for higher-than-expected new construction and based on King County's most recent notice causing an additional \$10,788K of revenue.
- An additional \$3K of expense was added to the Development Services Fund for associated phone expense.
- Two adjustments to the PD on prior estimates based on notifications of actual 2022 billings:
  - Additional \$10K toward Marine Services
  - Additional \$138 toward Norcom Services

*City of Medina*  
*2022 Proposed Budget In Brief*



## 7.1a Final 2022 Budget and Salary Schedule

### Table of Contents

<b>Introduction</b> .....	<b>1-2</b>
<b>Specifics about the Levy Lid Lift</b> .....	<b>3</b>
<b>2022 Preliminary Budget, By Fund</b>	
General Fund & Street Operations Revenues.....	<b>3-4</b>
General Fund & Street Operations Expenses .....	<b>3-8</b>
New Development Services Fund .....	<b>8</b>
Capital Fund, Revenues & Expenses .....	<b>8-9</b>
Tree Fund, Revenues & Expenses .....	<b>10</b>
Year End Carryover Balances .....	<b>10-11</b>
Additional Information .....	<b>12</b>
<b>Supplementary Attachments</b>	
Employee Salary Schedule .....	<b>13</b>
2022-2027 Capital Improvement Plan.....	<b>14-15</b>

## 7.1a Final 2022 Budget and Salary Schedule

### **INTRODUCTION**

Staff and your City Council are pleased to bring to you the 2022 budget.

And with it comes a big change, the new Development Services Fund! Prior years, Development Services accounting was managed as a department intertwined within the General Fund. The City desired greater transparency of Development Services' financial activities as well as a more focused and streamlined accounting structure to evaluate its cost recovery rate.

The Government Accounting and Standards Board (GASB) has pronounced that if any service or program's principal revenue source has a pricing policy that fees and charges be set to recover cost meets the criteria to be reported as a separate "Enterprise Fund". The City, to meet its goal of greater transparency, decided to extract the Development Services Department's related revenues, expenses (direct and allocated) and customer deposits from the General Fund and place them in a newly created Development Services Fund, starting with Budget Year 2022.

It would also be impossible to talk about the 2022 budget without talking about 2019's ballot measure passing and providing the City additional funds with a property tax levy lid lift. *The promises that were made to the voters, if they passed the measure, are the foundation this budget was built on.*

Why did we go to the ballot? Statewide Initiative 747, passed in 2001, limited what municipalities can increase their property tax levy total amount to 1% without a vote of the people. Small cities, like Medina, who are heavily reliant on property tax to fund services, quickly discovered with their main source of revenue held below inflation that overall revenues were not keeping up with rising costs. For nearly two decades Medina added smaller revenue sources, such as utility taxes, to fill the gap and trimmed expenses without noticeably reducing service levels. More recent years saw deficit spending and draining of reserves. 99% of all Medina's General Fund & Street Operations spending is for services that are state-mandated or essential support functions to the mandated services. However, the state doesn't dictate the level of which you provide it—for example, you must have law enforcement but they don't tell you staffing levels, how often they do neighborhood patrols or that public safety requires lifeguards if you have a beach. After nearly 20 years of budget trimming, Medina was facing the need to cut into service levels that would be noticeable in every area, including public safety. In 2018, City Council and staff started a 2-year process of long-term

## 7.1a Final 2022 Budget and Salary Schedule

financial planning, exploring options and public engagement surrounding a levy lid lift measure. These promises were born from those conversations and must be kept:

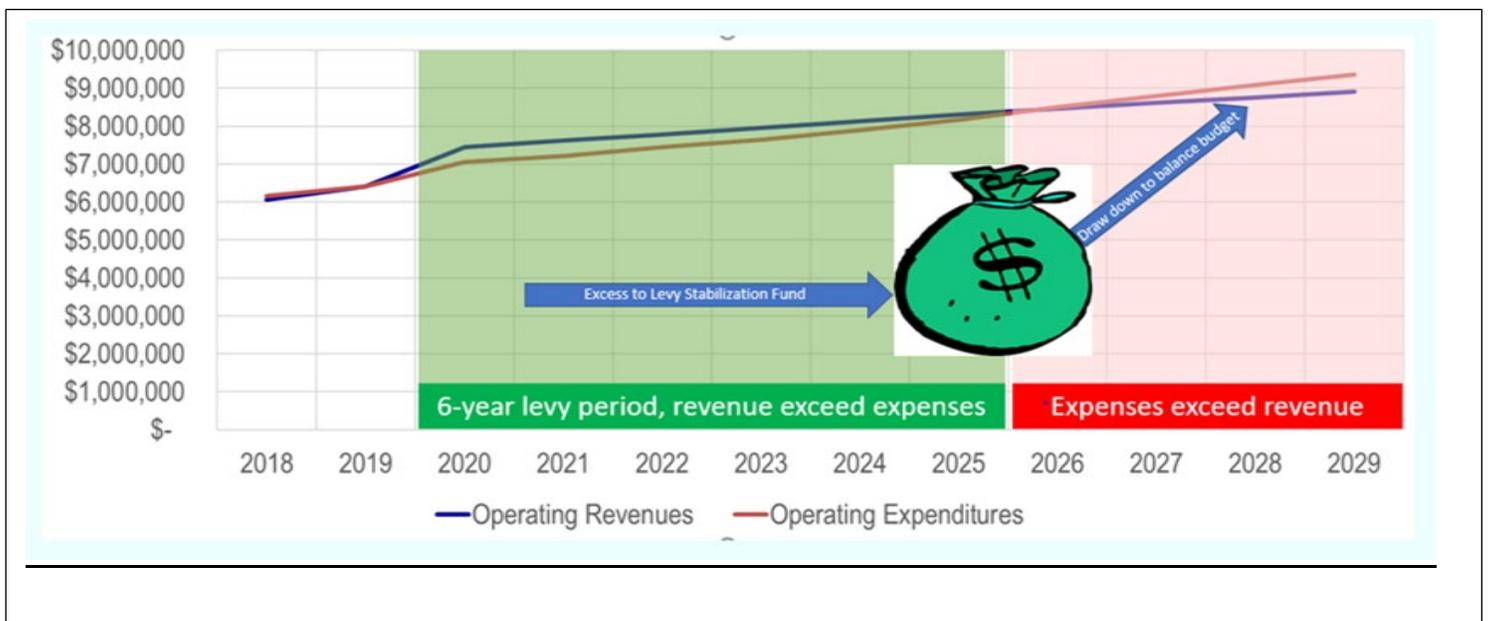
**-Maintain the same LEVEL of services as before the levy lid lift.** Remember, these were already trimmed service levels. This dictates a service level, status-quo budget. So, no additions or reductions from the 2019 picture.

**-Restore the City's measures of financial health:**

- Start each new year with the full General Fund required balance to cover first quarter expenses. This is something the State Auditor looks for, as well as creditors. It allows us to continue to pay the bills while waiting for our major source of funding (property taxes) that only get paid to the City in portions every 6 months.
- Engaged Finance Committee.
- Continual long-term financial planning, always looking ahead 10 years.
- Contingency Fund rebuilt.
- \*Develop community friendly financial statements.

**-Make the "bump" from the 6-year levy last at least 10-years.**

Levy year 1 (2020) filled the gap from the impact of deficit spending years as well as allowed services to continue without reduction. Years 2-6 (2021-25) will have budgeted transfers to a *Levy Stabilization Fund* in amounts that will build a minimum operating reserve of \$2M to draw on for at least another 4 years. 2022's budget reflects a \$500K transfer into this fund. See illustration below.



## 7.1a Final 2022 Budget and Salary Schedule

### SPECIFICS ABOUT THE LEVY

The levy's structure was designed to have an initial increase of no more than \$0.20 per \$1000 assessed value (example \$2M AV home = additional \$400/year). In 2020 this gave the City an additional 12% of revenue towards General Fund and Street Operations, \$941,572. For the next five years (2021-2025) the City will be allowed to increase this amount by 5%, see projected table below. In 2026 the previous year's levy total will roll into the regular property taxes, which is limited to an annual increase of no more than 1%.

<b>How Much Extra Funds is the Levy Lid Lift Creating Each Year?</b>			
<b>Projected Revenues, 2020-2029</b>			
	Amount of Increase	Total	
2020	\$ 941,572	\$ 941,572	Initial "bump"
2021	\$ 47,079	\$ 988,651	} +5% each year
2022	\$ 49,433	\$ 1,038,083	
2023	\$ 51,904	\$ 1,089,987	
2024	\$ 54,499	\$ 1,144,487	
2025	\$ 57,224	\$ 1,201,711	
2026	\$ 12,017	\$ 1,213,728	} +1% each year
2027	\$ 12,137	\$ 1,225,865	
2028	\$ 12,259	\$ 1,238,124	
2029	\$ 12,381	\$ 1,250,505	
		<b>\$ 11,332,713</b>	<b>10-year total</b>

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## 2022 Preliminary Budget, By Fund

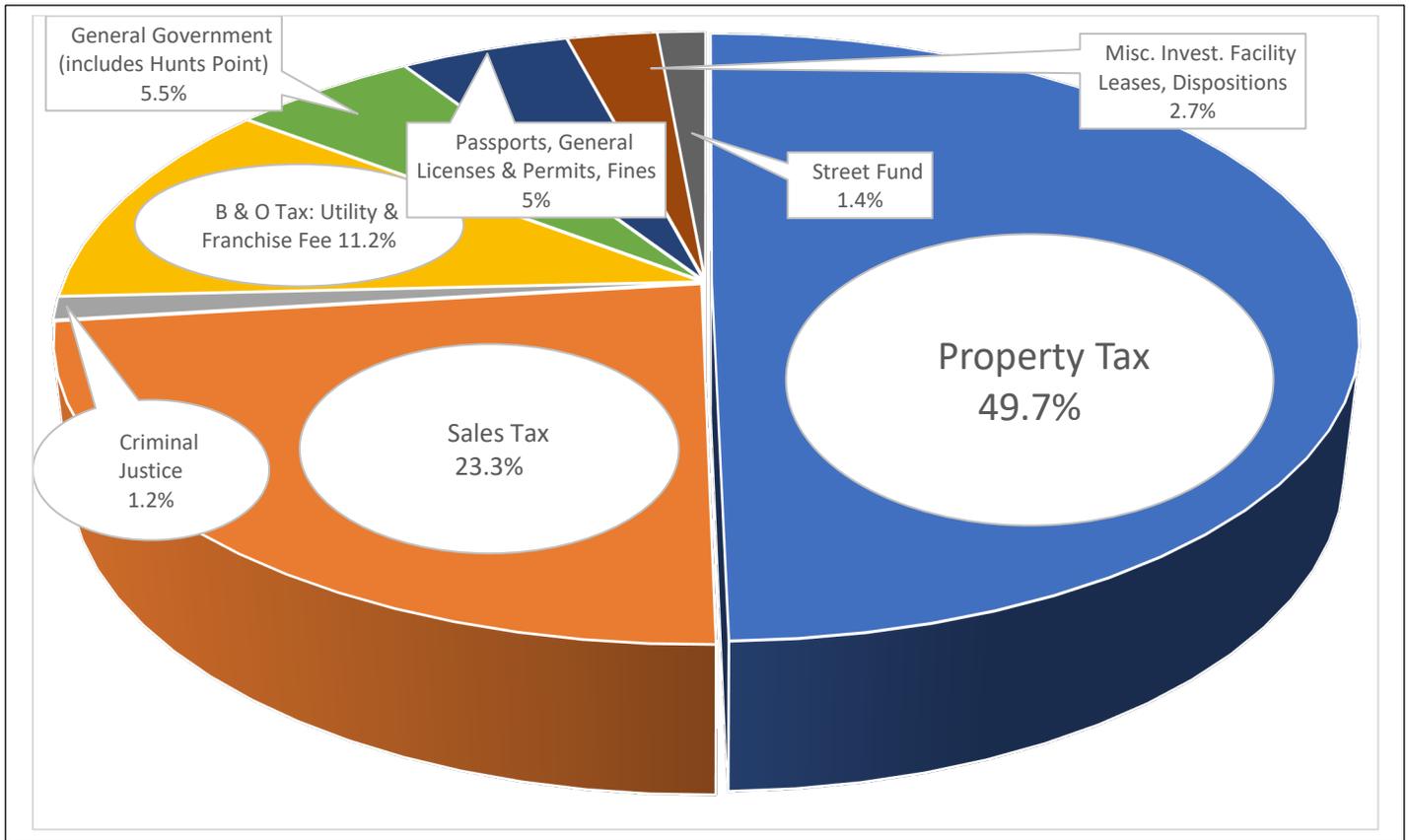
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### General Fund & Street Operations, 72.8% of Total City Budget

While they are separate funds for accounting purposes, they are combined for budgeting presentations. Because the Street Fund has so few of its own dedicated sources of revenue, the General Fund provides nearly three-quarters of its funding through transfers. Please note that 72.8% is lower than previous years due to the departure of Development Service's budget out of the General Fund and into its own Enterprise Fund.

## 7.1a Final 2022 Budget and Salary Schedule

### Anticipated Revenues, Where Does the Money Come From?



### Amount by Category and Year-Over-Year Comparisons:

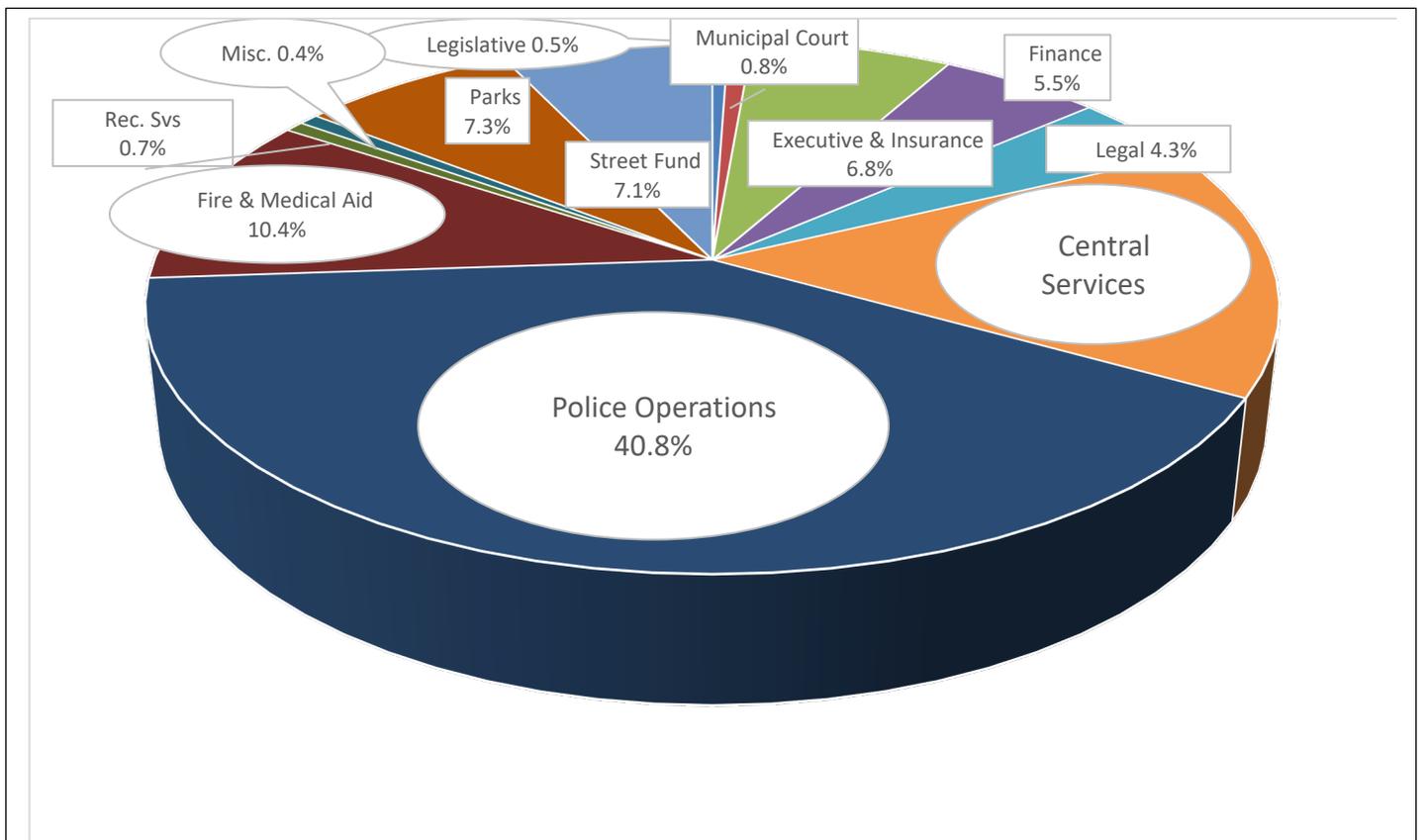
REVENUE:	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Projections	2022 Proposed Budget	Increase/ (decrease) from 2021 Projected	
<b>General Fund</b>							
Property Tax	\$ 2,833,287	\$ 3,779,430	\$ 3,986,413	\$ 3,986,413	\$ 4,167,873	\$ 181,460	5%
Sales Tax	\$ 1,374,390	\$ 1,587,383	\$ 1,522,354	\$ 2,009,435	\$ 1,958,050	\$ (51,385)	-3%
Criminal Justice	\$ 101,857	\$ 93,472	\$ 90,080	\$ 90,080	\$ 100,283	\$ 10,203	11%
B & O Tax: Utility & Franchise Fee	\$ 890,461	\$ 901,803	\$ 890,525	\$ 890,524	\$ 938,303	\$ 47,779	5%
Leasehold Excise Tax	\$ 860	\$ 885	\$ 800	\$ 911	\$ 3,042	\$ 2,131	234%
General Government (includes Hunts Point)	\$ 345,390	\$ 496,649	\$ 358,233	\$ 350,738	\$ 459,756	\$ 109,018	31%
Passports, General Licenses & Permits	\$ 18,912	\$ 5,261	\$ 8,491	\$ 1,081	\$ 404,492	\$ 403,411	37318%
Fines, Penalties, Traffic Infr.	\$ 30,614	\$ 74,019	\$ 31,250	\$ 12,527	\$ 15,000	\$ 2,473	20%
Misc. Invest. Facility Leases	\$ 150,803	\$ 124,771	\$ 128,007	\$ 147,399	\$ 220,745	\$ 73,346	50%
Other Revenue, Dispositions	\$ 599	\$ 25,192	\$ 3,000	\$ 50,550	\$ 3,000	\$ (47,550)	-94%
<b>General Fund Total , no Dev. Svcs incl'd</b>	<b>\$ 5,747,174</b>	<b>\$ 7,088,865</b>	<b>\$ 7,019,153</b>	<b>\$ 7,539,658</b>	<b>\$ 8,270,543</b>	<b>\$ 730,885</b>	<b>10%</b>
<b>Street Fund</b>							
Street Fund Transfers In	\$ 347,000	\$ 370,000	\$ 377,132	\$ 377,132	\$ 401,527	\$ 24,395	6%

## 7.1a Final 2022 Budget and Salary Schedule

### Notes:

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- Sales tax is assuming a slight quieting of construction-oriented sales tax collection and some post-COVID return to the mall to shop, reducing destination-based internet sales taxes.
- Utility tax increases are predicted to increase due to rate adjustments and an anticipated colder winter which will impact usage.
- General government shows an increase due to partial allocation of Federal ARPA funds.
- Passport acceptance services are going to resume in 2022 and due to pent up demand could bring in up to \$403K of one-time revenue. It will be partially offset by the cost to bring in temporary staff to manage the workload - see expense details in next graph.
- Misc., Invest, & leases are predicted to be higher in 2022 due to anticipated community donations towards the replacement license-reader camera system.
- Other Revenues are high for 2021 due to one-time transactions. They are budgeted to return to lower average levels in 2022.

### Budgeted Expenses, What Is the Money Spent On?



## 7.1a Final 2022 Budget and Salary Schedule

### Amount by Department and Year-Over-Year Comparisons:

EXPENDITURES:	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Projections	2022 Proposed Budget	Increase/ (decrease) from 2021 Projected	
<b>General Fund</b>							
Legislative	\$ 21,809	\$ 12,031	\$ 39,600	\$ 15,600	\$ 39,600	\$ 24,000	154%
Municipal Court	\$ 57,508	\$ 46,575	\$ 57,000	\$ 57,000	\$ 59,250	\$ 2,250	4%
Executive	\$ 296,527	\$ 267,853	\$ 274,819	\$ 339,268	\$ 317,257	\$ (22,011)	-6%
Finance	\$ 454,026	\$ 484,659	\$ 524,983	\$ 544,755	\$ 575,346	\$ 30,591	6%
Legal	\$ 279,610	\$ 469,994	\$ 367,200	\$ 337,200	\$ 311,200	\$ (26,000)	-8%
Central Services	\$ 831,228	\$ 1,059,361	\$ 941,639	\$ 851,442	\$ 1,116,045	\$ 264,603	31%
Police Operations	\$ 2,161,438	\$ 2,250,929	\$ 2,380,557	\$ 2,319,079	\$ 2,975,604	\$ 656,525	28%
Fire & Medical Aid	\$ 843,242	\$ 817,367	\$ 807,954	\$ 807,954	\$ 756,837	\$ (51,117)	-6%
Public Housing	\$ 16,561	\$ 18,376	\$ 18,476	\$ 18,476	\$ 32,109	\$ 13,633	74%
Environmental Services	\$ 9,835	\$ 9,964	\$ 11,878	\$ 11,878	\$ 13,582	\$ 1,704	14%
Mental Health Services	\$ 884	\$ 932	\$ 884	\$ 712	\$ 1,000	\$ 288	40%
Recreational Services	\$ 29,073	\$ 31,335	\$ 44,820	\$ 26,277	\$ 48,500	\$ 22,223	85%
Parks	\$ 490,504	\$ 478,907	\$ 511,781	\$ 511,585	\$ 533,392	\$ 21,807	4%
<b>General Fund Total , no Dev. Svcs incl'd</b>	<b>\$ 5,492,245</b>	<b>\$ 5,948,283</b>	<b>\$ 5,981,592</b>	<b>\$ 5,841,226</b>	<b>\$ 6,779,723</b>	<b>\$ 938,497</b>	<b>16%</b>
General Fund Transfers Out	\$ -	\$ -	\$ 877,132	\$ 1,127,132	\$ 1,901,527	\$ 774,395	69%
<b>Street Fund</b>	<b>\$ 476,461</b>	<b>\$ 451,045</b>	<b>\$ 515,112</b>	<b>\$ 443,782</b>	<b>\$ 520,328</b>	<b>\$ 76,546</b>	<b>17%</b>

### General Notes:

-79% of General Fund and Street Operations spending is on labor. 66% of that is direct staff and 34% contracted. Contracted labor has seen overall rate increases recently but we are not anticipating increases for 2022. A notated version of the 2022 draft budget ordinance's attachment, representing the salary schedule detailed by position, is included at the end of this brief. Direct staff's COLA adjustments are based on the following:

- Police Guild Contract (8 FTEs), 0%-- contract expiring 12/31/2021. Schedule will need a budget amendment after new contract ratified and potentially expenses. As a "placeholder" amount within the budgeted expenses, a status quo contract is assumed with a 4% increase.
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## 7.1a Final 2022 Budget and Salary Schedule

budgeted expenses, amounts representing +1.75% (2021) & +3.5% (2022) increases.

- Unrepresented Employees, including City Manager (7.7 FTEs), based on June 30<sup>th</sup> CPI-W (Seattle-Tacoma-Bellevue) of 6.3%, capped at a 4% increase.

-Employee benefit rates have been finalized by AWC and are reflected in this budget. After a number of years of close to 0% increases, in 2021 AWC raised rates by 4% on medical premiums and will be increasing again in 2022 by 5.8%. Dental is increasing by 2% and Vision held to 0%. The City pays 90% of medical premiums for employees and their dependents plus 100% of dental, vision, employee only LTD/life insurance.

-76% of General Fund and Street Operations budgeted spending is for State Mandated Services: Public Safety, City Manager & Finance. 23% is spent on the Essential Services that support the need for delivering effective and efficient public service and a reliable public infrastructure such as IT, park & building maintenance, and risk management. The remaining 1% is discretionary spending for quality of life and other Council initiatives.

### Department Specific Notes

-**Legislative** expects to return to pre-COVID spending in 2021 with the return of Medina Days fireworks.

-**Executive** for 2022 is reduced from 2021's project actual due to one-time leave cash out in 2021.

-**Finance** reflects a 15.56% decrease in insurance expense, despite an overall rate increase of 18.4%, due to allocation amount to new Development Services fund. There is a 22% increase in Salaries & Benefits due to current Finance Director's plans to retire Q1-2022 and cross-training time spent with replacement.

-**Legal's** decrease anticipates a conclusion of expenses relating to 12/2019's Fairweather Creek flooding matter.

-**Central Services** expenses are budgeted to increase 31% due to plan to resume passport acceptance services. The predicted demand will require the addition of temporary staff. However, as mentioned in above revenue notes this expense

## 7.1a Final 2022 Budget and Salary Schedule

will be scalable based on demand and actual reopening. Program fees will cover cost of the temporary staff until such time that the demand eases and can be handled by regular staff, as was done pre-COVID travel shutdown.

**-Police's** increase is mainly due to one-time expenses: surveillance camera system replacement, ARPA-funded Bellevue CARES 3-year program, City Hall antennas & EM repeater.

**-Fire Services** fees continue to decrease since the City of Bellevue has other sources of revenues to fund their services, requiring less to be billed to the contract cities.

**-Public Housing** reflects additional amounts collected in Sales Tax that must pass through to fund affordable housing (ARCH).

**-Recreational Services (lifeguard program)** is anticipating returning to full staffing in 2022.

**-General Fund Transfers Out** reflect one-time transfer needed to establish new Development Service Fund. The \$1M transfer represents refundable customer deposits of \$600K, which will true up to actual amount when transfer is done, and \$400K of development services annual operating expenses (approx. 1/3) as carryover.

**-Street Fund** had one-year cost savings in 2021.

### **New Development Services Fund, 11.8% of Total City Budget**

As mentioned on page one, the City, to meet its goal of greater transparency, decided to extract the Development Services Department's related revenues, expenses (direct and allocated) and customer deposits from the General Fund and place them in a newly created Development Services Fund, starting with Budget Year 2022. Development Services is a State Mandated program which funds itself through fees and occasional grants.

87% of Development Services Fund spending is on labor. 59% of that is direct staff and 41% contracted.

### **Capital Fund, 15.1% of Total City Budget**

Capital Fund revenues come from five sources, each coming with restrictions of what it can be used for:

## 7.1a Final 2022 Budget and Salary Schedule

Real Estate Excise Tax -REET (77% of total) is generated from the selling of real estate within the community. It is the most restrictive source as it can only be used for large capital improvement projects. The State strictly defines those projects and its use is audited thoroughly each year. Since the real estate market goes through boom-to-bust cycles over time, this revenue source mirrors it. Medina has been enjoying a robust local real estate period for a number of years but more recently, while still active, it has been heavily weighted towards small, older homes often on larger lots. 2022's anticipated REET revenue of \$1.6M has been budgeted conservatively. It assumes there is a finite amount of developable inventory within the City as well as available local industry and customers with an appetite to take on the types of homes that we have seen built.

Grant Funds/Intergovernmental (22% of total) can come from a variety of sources. In Medina they typically come from the State Transportation Improvement Board. While nothing is expected from TIB in 2022, the City is expecting the second half of its share of Federal ARPA funds.

King County Parks Levy (0% of total) is the voter approved levy to improve parks county-wide. Medina's allocation from that levy that will be received each year, 2020-2025; none is recognized in 2022 but instead is being rolled over into 2023.

Investment Earnings (1% of total) from the balance kept in this fund. The capital fund is projected to start 2022 with a fund balance of almost \$3.6M. This balance has been built over the recent real estate boom in order to continue with needed projects once the market cools and REET receipts decline.

Donations from the community for capital projects, especially park improvements are the fifth source of funding. The community has been generous over the years but this is not a source we include in budget planning.

### **HOW MUCH WILL BE SPENT ON WHAT PROJECTS IN 2021?**

During the June 14<sup>th</sup> meeting the City Council was presented and approved the 6-year Capital Improvement Plan through 2027. A copy of that is attached to the end of this brief for reference. The total budgeted cost for 2022 is \$1.5M. Public Works Director, Ryan Osada is turning his attention from paving to starting to tackle the City's ancient, crumbling, and inadequate storm sewer system.

## 7.1a Final 2022 Budget and Salary Schedule

### **Tree Fund, 0.4% of Total City Budget**

Revenues to this fund come from fees collected under the tree code and can only be used on certain tree planting or canopy restoration. Each year the City anticipates minor fee collection but occasionally receives a single, large amount which keeps enough of a fund balance to support a larger project. 2022 anticipates \$3075 in revenues and plans to use part of \$75K fund balance towards \$40K of hazardous tree removal and replanting.

### **Year End Carryover Balances**

As is the case with a lot of smaller organizations, Medina does not use accrual accounting methods, instead it operates on a cash basis. Accrual accounting means revenue and expenses are recognized and recorded when they occur, while cash basis accounting means these line items aren't documented until cash exchanges hands. A result of this is that known future expense obligations are not reflected on financial reports. This distinction is important when it comes to viewing the City's year end carryover balances. Fund balances remaining at the end of each year, especially in the General Fund can be mistakenly assumed to be discretionary "reserves". In reality, it is similar to a personal checkbook balance that is needed to pay bills that will come due before you get paid again. Since the majority of Medina's funding for general day-to-day operations doesn't come in until the spring it is our policy, based on auditor & financial advisory organizations recommendations, that we start each year with a 25% carryover balance to cover those 1<sup>st</sup> quarter expenses. When unexpected General Fund revenues or cost savings happen, it will be staff's recommendation to Council--based on Finance Committee set policy--to direct that amount into rebuilding the City's drained Contingency Fund. The first transfer of this kind was made in 2021 from 2020's ending fund balance carryover excess.

## 7.1a Final 2022 Budget and Salary Schedule

### COMPARATIVE SUMMARY BY FUND

	2019	2020	2021	2021	2022	
DESCRIPTION	Actuals	Actual	Budget	2021 as of 9/30/21	Proposed Budget	Minimum Fund Year End Carryover Balances
<b>GENERAL FUND</b>						
BEGINNING FUND BALANCE	\$ 837,822	\$ 1,181,753	\$ 2,194,185	\$ 2,194,185	\$ 2,334,584	<b>2022 Fund Balance</b>
REVENUES	6,816,529	7,983,720	7,909,764	4,816,187	8,270,543	<b>Projected, Excess/(Shortfall)</b>
OPERATING TRANSFERS-IN	-	-	-	-	-	<b>\$3,564</b>
EXPENDITURES	6,432,598	6,601,288	6,892,234	4,614,814	6,779,723	
OPERATING TRANSFERS-OUT	40,000	370,000	877,132	657,849	1,901,527	<b>25% Policy Minimum (see note**)</b>
<b>Year end carryover balance</b>	<b>\$ 1,181,753</b>	<b>\$ 2,194,185</b>	<b>\$ 2,334,584</b>	<b>\$ 1,737,709</b>	<b>\$ 1,923,877</b>	<b>\$1,920,313</b>
<b>STREET FUND</b>						
BEGINNING FUND BALANCE	\$ 17,469	\$ 16,031	\$ 13,778	\$ 13,778	\$ 14,890	25.0%
REVENUES	88,024	65,875	139,092	43,127	118,801	<i>Note: GF balances do not include SAO 2019 directive "fiduciary" amounts.</i>
OPERATING TRANSFERS-IN	387,000	370,000	377,132	188,566	401,527	
EXPENDITURES	476,461	438,128	515,112	212,690	520,328	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<b>Year end carryover balance</b>	<b>\$ 16,031</b>	<b>\$ 13,778</b>	<b>\$ 14,890</b>	<b>\$ 32,781</b>	<b>\$ 14,890</b>	
<b>DEV. SERVICES FUND</b>						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES	-	-	-	-	1,356,895	
OPERATING TRANSFERS-IN	-	-	-	-	1,000,000	
EXPENDITURES	-	-	-	-	1,179,726	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<b>Year end carryover balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,177,168</b>	
<b>TREE FUND</b>						
BEGINNING FUND BALANCE	\$ 139,689	\$ 113,572	\$ 110,072	\$ 110,072	\$ 75,147	
REVENUES	3,950	-	3,075	-	3,075	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	30,067	3,500	38,000	13,551	40,000	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<b>Year end carryover balance</b>	<b>\$ 113,572</b>	<b>\$ 110,072</b>	<b>\$ 75,147</b>	<b>\$ 96,521</b>	<b>\$ 38,222</b>	
<b>LEVY STABILIZATION FUND</b>						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
OPERATING TRANSFERS-IN	\$ -	\$ -	\$ 500,000	\$ 250,000	\$ 500,000	
OPERATING TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Year end carryover balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 250,000</b>	<b>\$ 1,000,000</b>	<b>Must have min. of \$2M by 12/31/2025</b>
<b>CAPITAL PROJECTS FUND</b>						
BEGINNING FUND BALANCE	\$ 1,930,333	\$ 2,049,772	\$ 3,281,736	\$ 3,281,736	\$ 3,554,752	
REVENUES	1,420,455	1,841,084	1,113,016	-	2,086,618	
OPERATING TRANSFERS-IN	-	-	-	-	-	<i>Note: CPF balances do not include contractor retainage activity amounts</i>
EXPENDITURES	954,015	609,120	840,000	63,985	1,510,000	
OPERATING TRANSFERS-OUT	347,000	-	-	-	-	
<b>Year end carryover balance</b>	<b>\$ 2,049,772</b>	<b>\$ 3,281,736</b>	<b>\$ 3,554,752</b>	<b>\$ 3,217,751</b>	<b>\$ 4,131,371</b>	
<b>CONTINGENCY FUND</b>						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-IN	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<b>Year end carryover balance</b>	<b>\$ -</b>					
<b>TOTAL ALL FUNDS BUDGET</b>						
BEGINNING FUND BALANCE	\$ 2,925,313	\$ 3,361,128	\$ 5,599,771	\$ 5,599,771	\$ 6,479,373	
REVENUES	8,328,957	9,890,679	9,164,947	4,859,314	11,835,932	
OPERATING TRANSFERS-IN	387,000	370,000	877,132	188,566	1,901,527	
EXPENDITURES	7,893,142	7,652,036	8,285,345	4,905,040	10,029,778	
OPERATING TRANSFERS-OUT	387,000	370,000	877,132	657,849	1,901,527	
<b>Year end carryover balance</b>	<b>\$ 3,361,128</b>	<b>\$ 5,599,771</b>	<b>\$ 6,479,373</b>	<b>\$ 5,084,762</b>	<b>\$ 8,285,528</b>	

**\*\* Note: 2022 only, removed DS starting fund transfer from calc.**

## 7.1a Final 2022 Budget and Salary Schedule

For additional information including the detail version of the 2022 budget, please visit our website:

<https://www.medina-wa.gov/finance>

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**7.1a Final 2022 Budget and Salary Schedule**  
**City of Medina**  
**Ordinance Number 1005**  
**Attachment A**

**2022 Salary Schedule**

The 2022 salary ranges for full time city employees shall be as follows (see notes in blue):

**Exempt Unrepresented Employees:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Building Official	0	\$7,909	\$8,900	\$9,888
Planning Manager	1	\$7,909	\$8,900	\$9,888
Department Directors	4	\$9,114	\$10,252	\$11,392
Police Chief	1	\$11,227	\$12,630	\$14,031
City Manager	1	\$11,503	\$12,940	\$15,409

**Non Exempt Unrepresented Employees:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Assistant Finance Director *	1	\$6,049	\$7,259	\$8,467
Police Captain	1	\$9,500	\$10,686	\$11,873

**Collective Bargaining Agreement between City of Medina and City of Medina Patrol Officers:**

<i>CBA exp 12/31/21, rates reflect 2021 amounts. This document will be amended to reflect negotiated rates once contract ratified.</i>					
	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Patrol Officer A		\$6,677	\$7,070	\$7,462	\$7,857
Patrol Officer B		\$6,758	\$7,151	\$7,541	\$7,937
Patrol Officer C	2	\$6,914	\$7,307	\$7,700	\$8,092
Patrol Officer D	4	\$7,070	\$7,462	\$7,858	\$8,250
Police Sergeant A	1	\$7,868	\$8,296	\$8,735	\$9,182
Police Sergeant B		\$8,024	\$8,452	\$8,891	\$9,340

**Public, Professional and Office-Clerical Employees Union, Local 763**

**(Representing Public Works Employees):**

<i>CBA exp 12/31/20, rates reflect 2020 amounts. This document will be amended to reflect negotiated rates once contract ratified.</i>					
	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Maintenance Worker	3	\$5,324	\$5,550	\$5,864	\$6,187
Maintenance Supervisor	1	\$6,479	\$6,838	\$7,204	\$7,590

**Public, Professional and Office-Clerical Employees Union, Local 763**

**(Representing Office-Clerical Employees):**

<i>CBA exp 12/31/20, rates reflect 2020 amounts. This document will be amended to reflect negotiated rates once contract ratified.</i>					
	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Admin. Assistant-Deputy Clerk	1	\$5,324	\$5,550	\$5,864	\$6,187
Information Systems Coordinator	1	\$5,324	\$5,550	\$5,864	\$6,187
Police Administrative Specialist	1	\$5,324	\$5,550	\$5,864	\$6,187
Development Svcs Coordinator	1	\$5,433	\$5,597	\$5,893	\$6,203
Dpty Blding Official	1	\$5,775	\$6,545	\$7,315	\$8,084
Police Office Manager	1	\$6,479	\$6,838	\$7,204	\$7,590

\* = position currently filled with part-time employee with salary pro-rated at 0.7 FTE

## 7.1a Final 2022 Budget and Salary Schedule

CITY OF MEDINA						Updated 5/20/2021			
2022 - 2027 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2022 - 2027 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2022 - 2027 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED: June 2021						Approved by: Medina City Council Date: June 2021 Resolution Number:			
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE
<b>I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)</b>									
I - 1	2023	Upland Road	Overlake Dr W	NE 6th Street	0.3	Asphalt overlay, drainage improvements	56	\$200,000.00	REET Tax
I - 2	2024	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.23	Asphalt overlay, drainage improvements	68	\$100,000.00	REET Tax
I - 3	2025	Parking Lot	Medina Pk NE 82nd			Asphalt overlay	77	\$50,000.00	REET Tax
I - 4	2025	86th Ave NE	NE 5th Street	NE 6th Street	0.07	Asphalt overlay, drainage improvements	72	\$45,000.00	REET Tax
I - 5	2025	NE 5th Street	Ridge Road	Upland Road	0.10	Asphalt overlay, drainage improvements	72	\$65,000.00	REET Tax
I - 6	2026	NE 10th Street	84th Ave NE	Lake Wash Blvd	0.28	Asphalt overlay, drainage improvements	77	\$155,000.00	REET Tax
I - 7	2027	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.48	Asphalt overlay, drainage improvements	81	\$225,000.00	REET Tax
<b>II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)</b>									
II - 1	2022	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 2	2023	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 3	2024	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$150,000.00	REET Tax
II - 4	2025	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$50,000.00	REET Tax
II - 5	2026	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
<b>Pavement Condition Legend for Part I. ACP Overlays:</b> Based on a 100 point rating with 0 being the worst. Rating is generated by the TIB Performance Management Dashboard *Rating is outdated - field verified						<b>NOTES:</b> 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting. 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.			

## 7.1a Final 2022 Budget and Salary Schedule

### III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2022	NE 12th Street	Evergreen Pt Rd	80th Ave NE	0.28	ADA Updates and Sidewalk Repairs		\$390,000.00	REET Tax
III - 2	2023	NE 10th St	84th Ave NE	Lk Wash Blvd	0.28	ADA Updates and Sidewalk Repairs		\$120,000.00	REET Tax
III - 3	2024	81st Ave NE	NE 8th St	Overlake Dr W	0.09	Sidewalk Installation		\$200,000.00	REET Tax
III - 4	2025	NE 24th Street	Evergreen Pt Rd	84th Ave NE	0.48	ADA Updates and Sidewalk Repairs		\$300,000.00	REET Tax
III - 5	2026	NE 28th Street	Evergreen Pt Rd	80th Ave NE	0.25	ADA Updates and Sidewalk Repairs		\$150,000.00	REET Tax
III - 6	2027	NE 12th Street	80th Ave NE	84th Ave NE	0.2	ADA Updates and Sidewalk Repairs		\$280,000.00	REET Tax

### NON-TRANSPORTATION IMPROVEMENT PROJECTS:

#### IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2022	City Hall				Miscellaneous Repairs		\$20,000.00	REET Tax
IV - 2	2023	City Hall				Re-paint City Hall Building Exterior, excluding trim		\$50,000.00	REET Tax
IV - 3	2024	Post Office				Re-paint Building Exterior		\$20,000.00	REET Tax
IV - 4	2025	Post Office				Re-paint Interior		\$20,000.00	REET Tax
IV - 5	2026	City Hall Building				Re-paint City Hall Interior		\$65,000.00	REET Tax
IV - 6	2027	City Hall Building				Re-Roof Building		\$50,000.00	REET Tax

#### V. PARKS PROJECTS

V - 1	2022	Medina Park	Playground		N/A	Turf Installation		\$150,000.00	Park Levy & REET Tax
V - 2	2023	Medina Park	East Section		N/A	Irrigation system, drainage & pathway improvements		\$50,000.00	Park Levy
V - 3	2024	Medina Park	West Section		N/A	Irrigation system, drainage & pathway improvements		\$50,000.00	Park Levy
V - 4	2025	Fairweather Park	Playfield		N/A	Playfield Drainage Improvements		\$50,000.00	Park Levy
V - 5	2026	Post Office Park	Park		N/A	Hardscaping & Landscaping		\$50,000.00	REET Tax

#### SUMMARY TOTAL PROJECTED BUDGET BY YEAR:

2022	\$	660,000.00
2023	\$	520,000.00
2024	\$	520,000.00
2025	\$	530,000.00
2026	\$	520,000.00
2027	\$	555,000.00

**TOTAL SIX YEAR C.I.P. 2022 - 2027 \$ 3,305,000.00**

#### NOTES:

- 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.

## 7.1a Final 2022 Budget and Salary Schedule

### ORDINANCE NO. 1005

#### CITY OF MEDINA, WASHINGTON

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA WASHINGTON  
ADOPTING A BUDGET FOR THE YEAR 2022, AND SETTING FORTH IN SUMMARY FORM  
THE TOTALS OF ESTIMATED REVENUES AND EXPENDITURES FOR EACH SEPARATE  
FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED AND  
ADOPTING THE 2021 SALARY SCHEDULE**

---

**WHEREAS**, State law requires the City to adopt a budget and provides procedures for the filing of a budget, deliberations, public hearings, and final fixing of the budget, and

**WHEREAS**, a preliminary proposed budget for 2022 has been prepared and filed with the City Clerk, and

**WHEREAS**, the City of Medina City Council held a public hearing on September 13 and October 11, 2021 to gather input as part of the 2022 budget process, and another public hearing on November 8, 2024 for the 2022 Property Tax Levy and the 2022 proposed budget, and deliberated and considered the preliminary proposed budget, and

**WHEREAS**, the preliminary proposed final budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Medina for the purposes and estimated expenditures set forth necessary to carry on the services and needs of the City of Medina for the calendar year 2022.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DO  
ORDAIN AS FOLLOWS:**

**SECTION 1.** In accordance with the provisions of R.C.W. 35A.33.075, the budget of the City of Medina, WA, for the year 2022, is approved on the 8th day of November after the notice of hearings and after the preliminary budget having been filed with the City Clerk as required by law.

**SECTION 2.** Estimated resources for each separate fund of the City of Medina, and aggregate expenditures for all such funds for the year 2022 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in the 2022 Budget.

## 7.1a Final 2022 Budget and Salary Schedule

	General Fund	Street Fund	Tree Fund	Capital Projects	Levy Stabilization Fund	Dev. Services Fund	Total All Funds
<b>Beginning Fund Balance</b>	\$2,334,584	\$ 14,890	\$ 75,147	\$3,554,752	\$ 500,000	\$ -	\$ 6,479,373
<b>Revenues</b>	\$8,270,543	\$118,801	\$ 3,075	\$2,086,618	\$ -	\$ 1,356,895	\$11,835,932
<b>Transfers In</b>	\$ -	\$401,527	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,901,527
<b>Total Resources</b>	\$8,270,543	\$520,328	\$ 3,075	\$2,086,618	\$ 500,000	\$ 2,356,895	\$13,737,459
<b>Expenditures</b>	\$6,779,723	\$520,328	\$ 40,000	\$1,510,000	\$ -	\$ 1,179,726	\$10,029,777
<b>Transfers Out</b>	\$1,901,527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,901,527
<b>Total Uses</b>	\$8,681,250	\$520,328	\$ 40,000	\$1,510,000	\$ -	\$ 1,179,726	\$11,931,304
<b>Ending Fund Balance</b>	\$1,923,877	\$ 14,890	\$ 38,222	\$4,131,370	\$ 1,000,000	\$ 1,177,169	\$ 8,285,528

**SECTION 3.** The 2022 Salary Schedule for authorized positions is attached as **Attachment A** and hereby adopted.

**SECTION 4.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted by reference to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and the Association of Washington Cities.

**Section 5. Corrections.** The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 6. Severability.** If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE ON AND AFTER THE 1ST DAY OF JANUARY 2022.

7.1a Final 2022 Budget and Salary Schedule

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 9 DAY OF NOVEMBER 2020 BY A VOTE OF  FOR,  AGAINST, AND  ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 8th DAY OF NOVEMBER 2021.

\_\_\_\_\_  
Jessica Rossman, Mayor

Approved as to form:

Attest:

\_\_\_\_\_  
Scott Missal, City Attorney  
Ogden Murphy, LLC

\_\_\_\_\_  
Aimee Kellerman, City Clerk

PUBLISHED:  
EFFECTIVE DATE: 01/01/2022  
ORDINANCE NO.: 1005

## 7.1a Final 2022 Budget and Salary Schedule

### **SUMMARY OF ORDINANCE NO. 1005 of the City of Medina, Washington**

On November 8, 2021 the City Council of the City of Medina, Washington, approved Ordinance No. 1005, the main points of which are summarized by its title as follows:

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF MEDINA, WASHINGTON, FOR THE YEAR 2022, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED REVENUES AND EXPENDITURES FOR EACH SEPARATE FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED AND ADOPTING THE 2022 SALARY SCHEDULE.

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

APPROVED by the City Council at their regular meeting of November 8, 2021,

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Aimee Kellerman, City Clerk

**7.1a Final 2022 Budget and Salary Schedule**  
**City of Medina**  
**Ordinance Number 1005**  
**Attachment A**

**2022 Salary Schedule**

The 2022 salary ranges for full time city employees shall be as follows (see notes in blue):

**Exempt Unrepresented Employees:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Building Official	0	\$7,909	\$8,900	\$9,888
Planning Manager	1	\$7,909	\$8,900	\$9,888
Department Directors	4	\$9,114	\$10,252	\$11,392
Police Chief	1	\$11,227	\$12,630	\$14,031
City Manager	1	\$11,503	\$12,940	\$15,409

**Non Exempt Unrepresented Employees:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
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Police Captain	1	\$9,500	\$10,686	\$11,873

**Collective Bargaining Agreement between City of Medina and City of Medina Patrol Officers:**

<i>CBA exp 12/31/21, rates reflect 2021 amounts. This document will be amended to reflect negotiated rates once contract ratified.</i>					
	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Patrol Officer A		\$6,677	\$7,070	\$7,462	\$7,857
Patrol Officer B		\$6,758	\$7,151	\$7,541	\$7,937
Patrol Officer C	2	\$6,914	\$7,307	\$7,700	\$8,092
Patrol Officer D	4	\$7,070	\$7,462	\$7,858	\$8,250
Police Sergeant A	1	\$7,868	\$8,296	\$8,735	\$9,182
Police Sergeant B		\$8,024	\$8,452	\$8,891	\$9,340

**Public, Professional and Office-Clerical Employees Union, Local 763**

**(Representing Public Works Employees):**

<i>CBA exp 12/31/20, rates reflect 2020 amounts. This document will be amended to reflect negotiated rates once contract ratified.</i>					
	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Maintenance Worker	3	\$5,324	\$5,550	\$5,864	\$6,187
Maintenance Supervisor	1	\$6,479	\$6,838	\$7,204	\$7,590

**Public, Professional and Office-Clerical Employees Union, Local 763**

**(Representing Office-Clerical Employees):**

<i>CBA exp 12/31/20, rates reflect 2020 amounts. This document will be amended to reflect negotiated rates once contract ratified.</i>					
	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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Development Svcs Coordinator	1	\$5,433	\$5,597	\$5,893	\$6,203
Dpty Blding Official	1	\$5,775	\$6,545	\$7,315	\$8,084
Police Office Manager	1	\$6,479	\$6,838	\$7,204	\$7,590

\* = position currently filled with part-time employee with salary pro-rated at 0.7 FTE