



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 13, 2021

Subject: 2021 Budget Amendment

Category: Ordinance/Consent

Staff Contact: Julie Ketter, Finance & HR Director

Summary

The purpose for recommending a 2021 Budget Amendment is to document budget changes that occurred after the 2021 Budget was adopted on November 9, 2020. 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:

- December 14, 2020, Council approved additional increase to City Manager salary above the budgeted COLA. June 14, 2021, Council approved an update to the Personnel Policy which allowed for a one-time excess leave cash out for unrepresented employees at 12/31/21 to align balances to new policy. Total impact to General Fund expenses = \$65K, to be offset by sales tax receipts in excess of original budget expectations.
- February 24, 2021, Finance Committee approved a recommendation to Council to transfer amounts from 2020’s ending fund carryover balance, in excess of the City’s 25% policy requirement, to the Contingency Fund. Total transfer = \$250K.
- Move KC’s multi-modal transportation revenue share budget from General Fund to Street Fund due to revenue restrictions which limits its usage to street activity only. \$4422
- July 12, 2021, Council approved \$102K of Capital REET funds to be spent towards a new Street Improvement Traffic Safety Project. REET receipts have been substantially in excess of original budgeted expectations.
- 2021 Salary Schedule (attachment A) requires amending to reflect Council’s direction, as mentioned in point one above, to increase the City Manager’s maximum salary amount beyond the originally budgeted COLA. The minimum & midpoint numbers remain unchanged. Two other numbers on the chart are changing to correct transcription errors only, no financial impact. For ease of review, the changes to the schedule are in red.
- Update 2021 Beginning Fund balances to reflect 2020’s actual Ending Fund balances that rolled over, rather than the estimate used when passing Ord. 991. No fiscal impact.

Attachments

1. 2021 Budget Ordinance No. 1004 - amending Ordinance No. 991
2. 2021 Amended Salary Schedule **Attachment A**

Budget/Fiscal Impact:

\$ 60,578	General Fund Revenue net increase
\$ (65,000)	General Fund Expense increase
\$ (250,000)	General Fund Transfer Out increase
\$ 4,422	Street Fund Revenue increase
\$ 250,000	Contingency Fund Transfer In increase
\$ 102,000	Capital Projects Fund Revenue increase
<u>\$ (102,000)</u>	<u>Capital Project Fund Expense increase</u>
\$ -0 -	

Recommendation: Approve

City Manager Approval:



Proposed Council Motion: "I move to approve Ordinance No. 1004 amending the 2021 Budget, including the 2021 Amended Salary Schedule."

Ordinance No. 1004

MEDINA CITY COUNCIL

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON,
 AMENDING ORDINANCE NO. 991 TO ADOPT AND IMPLEMENT THE
 2021 BUDGET; AND TO ESTABLISH AN EFFECTIVE DATE.

WHEREAS, the Medina City Council enacted Ordinance 991 on November 9, 2020 approving the budget for 2021; and

WHEREAS, it is necessary to increase General Fund Expenditures and Resources; and

WHEREAS, it is necessary to increase Street Fund Resources; and

WHEREAS, it is necessary to increase Contingency Resources; and

WHEREAS, it is necessary to increase Capital Projects Expenditures and Resources; and

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

Section 1. Ordinance No. 991 is hereby amended as summarized below:

	General	Street	Tree	Contingency	Capital	Levy	Total
	Fund	Fund	Fund	Fund	Projects	Stabilization	All Funds
						Fund	
Beginning Fund Balance	\$2,194,185	\$13,778	\$110,072	\$ -0-	\$3,281,736	\$ -0-	\$5,599,771
Revenues	\$7,970,342	\$143,514	\$3,075	\$ -0-	\$1,215,016	\$ -0-	\$9,331,947
Transfers In	\$ -0-	\$377,132	\$ -0-	\$ 250,000	\$ -0-	\$500,000	\$1,127,132
Total Resources	\$7,970,342	\$520,646	\$3,075	\$ 250,000	\$1,215,016	\$500,000	\$10,459,079
Expenditures	\$6,957,234	\$515,112	\$38,000	\$ -0-	\$942,000	\$ -0-	\$8,452,346
Transfers Out	\$1,127,132	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$1,127,132
Total Uses	\$8,084,366	\$515,112	\$38,000	\$ -0-	\$942,000	\$ -0-	\$9,579,478
Ending Fund Balance	\$2,080,161	\$19,312	\$75,147	\$ 250,000	\$3,554,752	\$500,000	\$6,479,372

Section 2. 2021 Salary Schedule for authorized position, originally adopted with Ordinance 991, is also amended as reflected in **Attachment A**, 2021 Amended Salary Schedule.

ATTACHMENT 1

Section 3. The City Manager is authorized to make any changes necessary to carry out the terms of this ordinance.

Section 4. The effective date of this ordinance shall be (5) days after its publication of a summary of its intent and contents.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 13TH DAY OF DECEMBER 2021 BY A VOTE OF FOR, AGAINST, AND ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 13TH DAY OF DECEMBER 2021.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB

**City of Medina
Ordinance Number 1004
Attachment A**

ATTACHMENT A

2021 Amended Salary Schedule

The 2021 salary ranges for full time city employees shall be as follows:

Exempt Unrepresented Employees:

COLA increase = CPI-W, 1%	FTE	Minimum	Midpoint	Maximum
Building Official	0	\$7,604	\$8,557	\$9,507
Planning Manager	1	\$7,604	\$8,557	\$9,507
Department Directors	4	\$8,763	\$9,857	\$10,953
Police Chief (+market adjustment of 10%)	1	\$10,795	\$12,144	\$13,491
City Manager	1	\$11,060	\$12,442	\$14,816

Non Exempt Unrepresented Employees:

COLA increase = DOF 1% / Captain 3%	FTE	Minimum	Midpoint	Maximum
Assistant Finance Director *	1	\$5,816	\$6,979	\$8,141
Police Captain	1	\$9,134	\$10,275	\$11,416

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

COLA per CBA = 3%	FTE	Step A	Step B	Step C	Step D
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):

CBA exp 12/31/20, 2% as placeholder until negotiated	FTE	Step A	Step B	Step C	Step D
Maintenance Worker	3	\$5,431	\$5,661	\$5,982	\$6,311
Maintenance Supervisor	1	\$6,609	\$6,975	\$7,349	\$7,742

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

(Representing Office-Clerical Employees):

CBA exp 12/31/20, 2% as placeholder until negotiated	FTE	Step A	Step B	Step C	Step D
Admin. Assistant-Deputy Clerk	1	\$5,431	\$5,661	\$5,982	\$6,311
Information Systems Coordinator	1	\$5,431	\$5,661	\$5,982	\$6,311
Police Administrative Specialist	1	\$5,431	\$5,661	\$5,982	\$6,311
Development Svcs Coordinator	1	\$5,542	\$5,709	\$6,011	\$6,328
Dpty Blding Official (rep pending negotiation)	1	\$5,891	\$6,676	\$7,462	\$8,246
Police Office Manager	1	\$6,609	\$6,975	\$7,349	\$7,742

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