



MEDINA, WASHINGTON

AGENDA BILL

Monday, November 14th, 2022

Subject: 2022 Budget Amendment

Category: Ordinance/City Council Business

Staff Contact(s): Ryan Wagner, Finance & HR Director

Summary

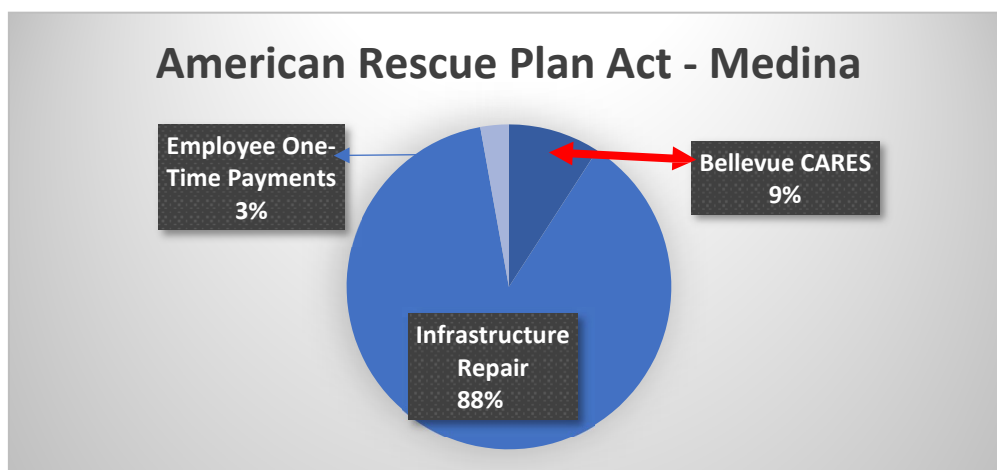
The purpose for recommending a 2022 Budget Amendment is to document budget changes that occurred after the 2022 Budget was adopted on November 8, 2021. Except items of an accounting “housekeeping” nature, all of these have been noted in Council’s monthly financial reports throughout the year as they 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) Approval of American Rescue Plan Act (ARPA) Funds Distribution

Summary

In October 2021, the Medina City Council directed the City Manager to research the use of American Rescue Plan Act (ARPA) funds for a one-time payment to each Permanent City employee. The payment is to acknowledge City employee’s dedication and commitment to the City of Medina during the COVID-19 pandemic. City staff determined according to the guidelines set forth by the federal government, one of the uses for ARPA funds for premium pay, one-time bonuses for employees. Research showed that ARPA funds for employee retention and bonuses were being used in other jurisdictions across the state. At the June 8, 2022, Medina Finance Committee Meeting, staff presented the committee the findings and recommended a one-time payment of \$1,000 per employee. The Committee approved the recommendation to be presented to Council later in the year.

The City of Medina received \$918,735 in ARPA funds spread out over three years – 2022 through 2024. If the Council approves this request, the City will have spent \$808,735 on infrastructure repair and maintenance (88% of the funds), \$84,000 on mental health community support through Bellevue Fire CARES (9% of the funds), and \$26,000 for City employee one-time payments (3% of the funds).



- 2) July 11, 2022, Council approved additional increase to Development Services and Public Works Director’s salary above the budgeted COLA. Total impact to General Fund Expenses: \$13,670.40 which will be offset by Investment Interest Earnings that is substantially over what was budgeted.

Attachment(s)

1. 2022 Budget Ordinance No. 1015 - amending Ordinance No. 1005
2. 2022 Amended Salary Schedule **Attachment A**

Budget/Fiscal Impact:

\$ 13,670.40	General Fund Revenue Net Increase
\$ 26,000.00	General Fund Transfers In
\$ (28,734.08)	General Fund Expense Increase
\$ (10,936.32)	General Fund Transfers Out
\$ 4,101.12	Street Fund Transfer In
\$ (4,101.12)	Street Fund Expense Increase
\$ 6,835.20	Development Services Transfers In
\$ (6,835.20)	Development Services Expense Increase
\$ 26,000	Capital Projects Fund Revenue Net Increase
<u>\$ (26,000)</u>	<u>Capital Projects Fund Transfers Out</u>
\$ -0-	

Recommendation: Approve Ordinance No. 1015.

City Manager Approval: 

Proposed Council Motion: “I move to adopt Ordinance No. 1015 amending the 2022 Budget, including the 2022 Amended Salary Schedule.”

Time Estimate: 5 minutes

Ordinance No. 1015

MEDINA CITY COUNCIL

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON,
AMENDING ORDINANCE NO. 1005 TO ADOPT AND IMPLEMENT THE
2022 BUDGET; AND TO ESTABLISH AN EFFECTIVE DATE.**

WHEREAS, the Medina City Council enacted Ordinance 1005 on November 8, 2021 approving the budget for 2022; 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 Development Services 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. 1005 is hereby amended as summarized below:

	General Fund	Street Fund	Tree Fund	Dev Serv. Fund	Contingency Fund	Capital Projects	Stabilization Fund	Total All Funds
Beginning Fund Balance	\$ 3,373,294.00	\$ 81,376.00	\$86,032.00	\$ -	\$250,000.00	\$ 5,073,214.00	\$ 500,000.00	\$ 9,363,916.00
Revenues	\$ 8,284,213.40	\$ 118,801.00	\$ 3,075.00	\$ 1,356,895.00	\$ -	\$ 2,112,618.00	\$ -	\$ 11,875,602.40
Transfers In	\$ 26,000.00	\$405,628.12	\$ -0-	\$ 1,006,835.20	\$ -	\$ -0-	\$ 500,000.00	\$ 1,938,463.32
Total Resources	\$ 8,310,213.40	\$524,429.12	\$ 3,075.00	\$ 2,363,730.20	\$ -	\$ 2,112,618.00	\$ 500,000.00	\$ 13,814,065.72
Expenditures	\$ 6,808,457.08	\$524,429.12	\$40,000.00	\$ 1,186,561.20	\$ -	\$ 1,510,000.00	\$ -	\$ 10,069,447.40
Transfers Out	\$ 1,912,463.32	\$ -0-	\$ -0-	\$ -	\$ -	\$ 26,000.00	\$ -	\$ 1,938,463.32
Total Uses	\$ 8,720,920.40	\$524,429.12	\$40,000.00	\$ 1,186,561.20	\$ -	\$ 1,536,000.00	\$ -	\$ 12,007,910.72
Ending Fund Balance	\$ 2,962,587.00	\$ 81,376.00	\$49,107.00	\$ 1,177,169.00	\$250,000.00	\$ 5,649,832.00	\$ 1,000,000.00	\$ 11,170,071.00

Section 2. 2022 Salary Schedule for authorized position, originally adopted with Ordinance 1005, is also amended as reflected in **Attachment A**, 2022 Amended Salary Schedule.

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 14TH DAY OF NOVEMBER 2022 BY A VOTE OF FOR, AGAINST, AND ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 14TH DAY OF NOVEMBER 2022.

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 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:

COLA increase = CPI-W, capped at 4%	FTE	Minimum	Midpoint	Maximum
Building Official	0	\$7,909	\$8,900	\$9,888
Planning Manager	1	\$7,909	\$8,900	\$9,888
Public Works Director	1	\$9,114	\$10,252	\$12,531
Development Services Director	1	\$9,114	\$10,252	\$12,531
Finance/HR Director	1	\$9,114	\$10,252	\$11,392
City Clerk	1	\$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:

COLA increase = CPI-W, capped at 4%	FTE	Minimum	Midpoint	Maximum
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:

Police Guild Contract Ratified in April of 2022 - 6% COLA	FTE	Step A	Step B	Step C	Step D
Patrol Officer A		\$7,078	\$7,494	\$7,910	\$8,328
Patrol Officer B		\$7,163	\$7,580	\$7,993	\$8,413
Patrol Officer C	2	\$7,329	\$7,745	\$8,162	\$8,578
Patrol Officer D	4	\$7,494	\$7,910	\$8,329	\$8,745
Police Sergeant A	1	\$8,340	\$8,794	\$9,259	\$9,733
Police Sergeant B		\$8,505	\$8,959	\$9,424	\$9,900

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

(Representing Public Works Employees):

Updated 3.15.22 upon Teamsters Contract Ratified - 4% COLA	FTE	Step A	Step B	Step C	Step D
Maintenance Worker	3	5,594.00	5,831.00	6,160.00	6,499.00
Maintenance Supervisor	1	6,806.00	7,184.00	7,569.00	7,973.00

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

(Representing Office-Clerical Employees):

Updated 3.15.22 upon Teamsters Contract Ratified - 4% COLA	FTE	Step A	Step B	Step C	Step D
Admin. Assistant-Deputy Clerk	1	\$5,594	\$5,831	\$6,160	\$6,499
Information Systems Coordinator	1	\$5,594	\$5,831	\$6,160	\$6,499
Police Administrative Specialist	1	\$5,594	\$5,831	\$6,160	\$6,499
Development Svcs Coordinator	1	\$5,708	\$5,880	\$6,191	\$6,517
Dpty Bldg Official	1	\$6,067	\$6,876	\$7,685	\$8,492
Police Office Manager	1	\$6,806	\$7,184	\$7,569	\$7,973

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