



MEDINA, WASHINGTON

FINANCE COMMITTEE MEETING

Virtual/Online

Monday, October 25, 2021 – 1:00 PM

AGENDA

COMMITTEE MEMBERS | Jessica Rossman, Jennifer Garone, Alex Morcos, Bob Zook
CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Committee participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online, but please note that contemporaneous public comment will be accepted.

Join Microsoft Teams Meeting

[+1 360-302-2562](tel:+13603022562) United States, Seattle (Toll)

Conference ID: 524 472 3#

1. **CALL TO ORDER / ROLL CALL**

2. **FINANCE COMMITTEE BUSINESS**

2.1 Finance Committee quarterly review of financial statements

Recommendation: None.

Staff Contact: Julie Ketter, Finance & HR Director

Time Estimate: 45 minutes

2.2 Potential non-represented employee benefit change & policy update recommendation

Recommendation: None.

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

Time Estimate: 15 minutes

3. **ADJOURNMENT**

CERTIFICATION OF POSTING AGENDA

The agenda for the Monday, October 25, 2021 Finance Committee Meeting was posted and available for review on Thursday, October 21, 2021 at City Hall of the City of Medina, 501

Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 25, 2021

Subject: Finance Committee quarterly review of financial statements

Category: Finance Committee Business

Staff Contact(s): Julie Ketter, Finance & HR Director

Summary

The Finance Director will present year-to-date detailed financial statements for the Committee's review and discussion. Emphasis will be focused on 2021's projected year-end revenue and expenses.

Attachment(s)

Budget Variances at a Glance, YE 2021 projected

September 2021 Summary Revenue & Expense report

September 2021 Detailed Revenue & Expense report

September 2021 Cash Positions

Budget/Fiscal Impact:

None.

Recommendation:

None.

City Manager Approval:

Proposed Council Motion: NA

Time Estimate: 45 minutes

**Budget Variances at a Glance, YE 2021 projected
(+/- 5% & >20K)**

REVENUES					
Fund	Account	Amount	Less(-)/More(+)	Notes	
		than prior year	budget		
General	Local Retail Sales & Use Tax	\$ 480,303	31.6%	Destination based sales tax continues to be strong d/t construction boom and COVID changes of retail buying habits to more online sales	
General	Building Permits	\$ 403,656	69.9%	2021 development pace didn't cool from prior year as anticipated when budget was drafted.	
General	Zoning and Subdivision	\$ 31,773	15.6%	2021 development pace didn't cool from prior year as anticipated when budget was drafted.	
General	Other-CC Convenience fees	\$ 23,677	789.2%	New online permit software allowing creditcard for payment. Exceeded staff's expectation of residents' willingness to pay 3% conv. fee. Offset by banking exps, see below.	
General	Total Disposition of Capital Assets	\$ 47,550	1585.0%	Staff budgeting practice usely assumes immaterial activity. 2021 PD returned items from 2020 exps, will be reappropriating these funds in 2022 budget.	
Contingency	Transfer to Contingency Fund from GF	\$ 250,000	NA	Per recommendation of Finc. Comm., budget amendment pending 11/8/2021 of excess 2020 carryover balance	
Capital	Real Estate Excise Tax	\$ 1,100,227	141.4%	Good to be a realtor in Medina these days?	
Capital	Coronavirus Local Fis. Rec. (ARPA)	\$ 459,368	NA	Unanticipated at time of budget drafting. Federal relief funds for restricted infrastructure uses.	
Capital	Roads Street CIP Improvements	\$ (22,100)	-8.3%	Actual grant receipt came in less than initial anticipated amount	
EXPENSES					
Fund	Department	Account	Amount	Notes	
			Less(-)/More(+)		
			than prior year		
			budget		
General	Legislative Services	Total Legislative Services	\$ (24,000)	-60.6%	Medina Days fireworks cancelled; minimal need for travel to non-virtual training
General	Executive	Employee Compensation	\$ 64,449	23.5%	Council approved 2021 increase over COLA-only 12/2020 & vacation policy 6/2021 for one-time cash out, after budget already adopted.
General	Finance	Miscellaneous	\$ 30,220	201.5%	Majority of expense due to DS credit card fee expenses, see associated offsetting revenue above
General	Legal	Special Counsel	\$ (30,000)	-50.0%	Anticipated 2 labor contracts negotiated in 2021. One being postponed until 2022.
General	Central Services	IT, Capital & Operating Exps	\$ (92,041)	-23.7%	Many line items over/under. IT the most impactful area of overall cost savings.
General	Police	Overtime	\$ 23,700	33.9%	Council approve seasonal OT patrols again this year, not anticipated at budget adoption. Planned budget amendment but no longer necessary d/t cost savings of Marine Patrol. See below.
General	Police	Marine Patrol Services	\$ (60,000)	-85.7%	Unable to contract Marine Services in 2021. Only incurred minor ad-hoc expenses. Anticipate a contract in place for 2022.
General	Parks	Utilities	\$ 27,836	126.5%	Water useage high due to record summer heat. Also a irrigation pipe leak , charge being appealed with COB, anticipating some relief but might not receive until 2022.
General	Operating transfers	To Contingency Fund	\$ 250,000	NA	Per recommendation of Finc. Comm., budget amendment pending 11/8/2021 of excess 2020 carryover balance
Street	Street	NPDES Exps	\$ (25,000)	-50.0%	Matching reimbursment grant, unused amounts rollover
Street	Street	Street Irrigation Utilities	\$ (18,000)	-78.3%	Newer budget line item allocation. Overestimated expenses.
Capital	Capital	Total Capital Projects Fund	\$ (109,893)	-13.1%	Some project expenses postponed to 2022.

City of Medina
Revenue & Expense Summary
September 2021

AGENDA ITEM 2.1

REVENUE:	SEPT ACTUAL	SEPT YTD ACTUAL	2021 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET	2021 Year-end Projection	% of Budget
General Fund							
Property Tax	\$89,371	\$2,431,421	\$3,986,413	60.99%	\$1,554,992	\$ 3,986,413	100.00%
Sales Tax	\$151,603	\$1,501,993	\$1,522,354	98.66%	\$20,361	\$ 2,009,435	132.00%
Criminal Justice	\$9,750	\$78,893	\$90,080	87.58%	\$11,187	\$ 90,080	100.00%
B & O Tax: Utility & Franchise Fee	\$1,115	\$693,861	\$890,524	77.92%	\$196,663	\$ 890,524	100.00%
Leasehold Excise Tax	\$0	\$911	\$800	113.88%	(\$111)	\$ 911	113.88%
Building Permits, Planning & Development	\$94,248	\$1,076,543	\$890,611	120.88%	(\$185,932)	\$ 1,315,775	147.74%
General Government (includes Hunts Point)	\$82,520	\$265,107	\$358,233	74.00%	\$93,126	\$ 350,738	97.91%
Passports, General Licenses & Permits	\$162	\$1,081	\$8,490	12.73%	\$7,409	\$ 1,081	12.73%
Fines, Penalties, Traffic Infr.	\$1,684	\$10,250	\$31,250	32.80%	\$21,000	\$ 12,527	40.09%
Misc. Invest. Facility Leases	\$2,176	\$118,925	\$128,007	92.91%	\$9,082	\$ 147,399	115.15%
Other Revenue, Dispositions	\$0	\$38,550	\$3,000	1285.00%	(\$35,550)	\$ 50,550	1685.00%
General Fund Total	\$432,629	\$6,217,534	\$7,909,762	78.61%	\$1,692,228	\$ 8,855,434	111.96%
Street Fund	\$9,108	\$113,060	\$139,092	81.28%	\$26,032	\$ 129,433	93.06%
Street Fund Transfers In	\$31,428	\$282,849	\$377,132	75.00%	\$94,283	\$ 377,132	100.00%
Tree Fund	\$0	\$0	\$3,075	0.00%	\$3,075	\$ -	0.00%
Contingency Fund (Transfers In)			\$250,000			\$ 250,000	100.00%
Levy Stabilization Fund (Transfers In)	\$41,667	\$375,000	\$500,000	75.00%	\$125,000	\$ 500,000	100.00%
Capital Fund	\$163,467	\$1,833,170	\$1,113,016	164.70%	(\$720,154)	\$ 2,642,847	237.45%
Total (All Funds)	\$605,205	\$8,163,763	\$9,164,945	89.08%	\$1,001,182	\$ 11,627,714	126.87%
Total (All Funds) Transfers In	\$73,094	\$657,849	\$1,127,132	58.36%	\$469,283	\$ 1,127,132	100.00%

EXPENDITURES:	SEPT ACTUAL	SEPT YTD ACTUAL	2021 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET	2021 Year-end Projection	% of Budget
General Fund							
Legislative	\$343	\$6,967	\$39,600	17.59%	\$32,633	\$ 15,600	39.39%
Municipal Court	\$5,214	\$40,557	\$57,000	71.15%	\$16,443	\$ 57,000	100.00%
Executive	\$25,982	\$208,216	\$274,819	75.76%	\$66,603	\$ 339,268	123.45%
Finance	\$27,664	\$433,464	\$524,983	82.57%	\$91,519	\$ 544,755	103.77%
Legal	\$58,261	\$217,927	\$367,200	59.35%	\$149,273	\$ 337,200	91.83%
Central Services	\$69,173	\$613,054	\$941,639	65.10%	\$328,585	\$ 851,442	90.42%
Police Operations	\$186,483	\$1,632,252	\$2,380,557	68.57%	\$748,305	\$ 2,319,079	97.42%
Fire & Medical Aid	\$0	\$418,977	\$807,954	51.86%	\$388,977	\$ 807,954	100.00%
Public Housing, Environmental & Mental Health Fees	\$11,953	\$29,141	\$31,238	93.29%	\$2,097	\$ 31,066	99.45%
Development & Planning	\$72,884	\$648,334	\$910,642	71.20%	\$262,308	\$ 878,131	96.43%
Recreational Services	\$2,151	\$26,277	\$44,820	58.63%	\$18,543	\$ 26,277	58.63%
Parks	\$46,601	\$364,001	\$511,781	71.12%	\$147,780	\$ 511,585	99.96%
General Fund Total	\$506,707	\$4,639,167	\$6,892,233	67.31%	\$2,253,066	\$ 6,719,357	97.49%
General Fund Transfers Out	\$73,094	\$657,849	\$877,132	75.00%	\$219,283	\$ 1,127,132	128.50%
Street Fund	\$28,142	\$302,470	\$515,112	58.72%	\$212,642	\$ 443,782	86.15%
Tree Fund	\$0	\$18,976	\$38,000	49.94%	\$19,024	\$ 18,976	49.94%
Capital Fund	\$14,440	\$100,692	\$840,000	11.99%	\$739,308	\$ 730,107	86.92%
Capital Fund Transfers Out	\$0	\$0	\$0	0.00%	\$0	\$ -	
Total (All Funds)	\$549,289	\$5,061,306	\$8,285,344	61.09%	\$3,224,038	\$ 7,912,222	95.50%
Total (All Funds) Transfers Out	\$73,094	\$657,849	\$877,132	75.00%	\$219,283	\$ 1,127,132	128.50%

**City of Medina
Monthly Revenue
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
General Fund							
General Property Taxes							
001-000-000-311-10-00-00	General Property Taxes	\$89,370.50	\$2,431,420.66	\$3,986,413.00	60.99%	\$1,554,992.34	
	Total General Property Taxes	\$89,370.50	\$2,431,420.66	\$3,986,413.00	60.99%	\$1,554,992.34	\$ 3,986,413
Retail Sales and Use Taxes							
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$151,603.29	\$1,501,992.81	\$1,522,354.00	98.66%	\$20,361.19	\$ 2,002,657
001-000-000-313-27-00-00	Affordable & Sup. Housing	\$1,305.68	\$2,860.73	\$0.00		(\$2,860.73)	\$ 6,778
001-000-000-313-71-00-00	Criminal Justice Funding	\$9,750.45	\$78,892.62	\$90,080.00	87.58%	\$11,187.38	\$ 90,080
	Total Retail Sales and Use Taxes	\$162,659.42	\$1,583,746.16	\$1,612,434.00	98.22%	\$28,687.84	\$ 2,099,515
B & O Tax: Utility Tax							
001-000-000-316-41-00-00	Electric	\$0.00	\$183,166.59	\$227,336.00	80.57%	\$44,169.41	
001-000-000-316-42-00-00	Gas	\$0.00	\$105,768.14	\$112,257.00	94.22%	\$6,488.86	
001-000-000-316-43-00-00	Water & Sewer	\$0.00	\$186,128.39	\$197,360.00	94.31%	\$11,231.61	
001-000-000-316-45-00-00	Garbage, Solid Waste	\$0.00	\$31,838.30	\$42,158.00	75.52%	\$10,319.70	
001-000-000-316-46-00-00	Cable - Comcast	\$0.00	\$70,737.71	\$82,115.00	86.14%	\$11,377.29	
001-000-000-316-47-00-00	Telephone - Mobile & landline	\$1,115.47	\$26,197.53	\$42,888.00	61.08%	\$16,690.47	
	Total Utility Tax	\$1,115.47	\$603,836.66	\$704,114.00	85.76%	\$100,277.34	\$ 704,114
Excise Taxes							
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.29	\$911.07	\$800.00	113.88%	(\$111.07)	
	Total Excise Taxes	\$0.29	\$911.07	\$800.00	113.88%	(\$111.07)	\$ 911
B & O Tax: Franchise Fees							
001-000-000-321-91-00-00	Franchise Fees	\$0.00	\$90,023.87	\$186,410.00	48.29%	\$96,386.13	
	Total B & O Tax: Franchise Fees	\$0.00	\$90,023.87	\$186,410.00	48.29%	\$96,386.13	\$ 186,410
Licenses and Permits							
001-000-000-322-10-00-00	Building Permits	\$53,412.35	\$802,489.40	\$577,164.00	139.04%	(\$225,325.40)	\$ 980,820
001-000-000-322-11-00-00	Building Permit-Technology Fee	\$691.25	\$8,512.65	\$8,473.00	100.47%	(\$39.65)	\$ 10,404
001-000-000-322-30-00-00	Animal Licenses	\$90.00	\$580.00	\$699.00	82.98%	\$119.00	\$ 580
001-000-000-322-90-00-00	Gun Permits	\$72.00	\$501.00	\$353.00	141.93%	(\$148.00)	\$ 501
001-000-000-322-91-00-00	Special Permits- Events, Other	\$0.00	\$0.00	\$355.00	0.00%	\$355.00	\$ -
	Total Licenses and Permits	\$54,265.60	\$812,083.05	\$587,044.00	138.33%	(\$225,039.05)	\$ 992,306
Intergovernmental							
001-000-000-333-16-00-00	Dept of Justice -Indirect Federal Grant (BPV)	\$0.00	\$406.60	\$0.00		(\$406.60)	\$ 407
001-000-000-335-04-01-00	Law Enf. & CJ Legst.1X Cost (SB 5092)	\$0.00	\$13,171.00	\$0.00		(\$13,171.00)	\$ 13,171
001-000-000-336-00-71-00	Multimodal Transportation - Cities	\$0.00	\$0.00	\$4,422.00	0.00%	\$4,422.00	\$ -
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	\$0.00	\$805.18	\$1,089.00	73.94%	\$283.82	\$ 1,089
001-000-000-336-06-26-00	Criminal Justice-Special	\$0.00	\$2,868.99	\$3,861.00	74.31%	\$992.01	\$ 3,861
001-000-000-336-06-51-00	DUI/Other Criminal Justice	\$0.00	\$399.59	\$0.00		(\$399.59)	\$ 400
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$16,837.55	\$18,678.00	90.15%	\$1,840.45	\$ 18,678
001-000-000-336-06-95-00	Liquor Control Board Profits	\$5,213.92	\$15,645.86	\$26,070.00	60.01%	\$10,424.14	\$ 26,070
001-000-000-336-06-95-01	Liquor Control Board Profits-Public Safety	\$1,303.48	\$3,911.46	\$0.00		(\$3,911.46)	\$ -
	Total Intergovernmental	\$6,517.40	\$54,046.23	\$54,120.00	99.86%	\$73.77	\$ 63,675

**City of Medina
Monthly Revenue
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Charges for Goods and Services							
001-000-000-341-99-00-00	Passport & Naturalization Fees	\$0.00	\$0.00	\$7,083.00	0.00%	\$7,083.00	\$ -
001-000-000-342-11-00-00	Hunts Point Police Contract	\$76,002.23	\$211,061.21	\$304,113.00	69.40%	\$93,051.79	\$ 287,063
001-000-000-345-81-00-00	Zoning and Subdivision	\$10,709.50	\$73,326.50	\$101,818.00	72.02%	\$28,491.50	\$ 89,621
001-000-000-345-89-00-00	Other Planning and Development	\$29,435.13	\$192,214.42	\$203,156.00	94.61%	\$10,941.58	\$ 234,929
	Total Charges for Goods and Services	\$116,146.86	\$476,602.13	\$616,170.00	77.35%	\$139,567.87	\$ 611,613
Fines and Penalties							
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$1,683.65	\$10,249.77	\$11,250.00	91.11%	\$1,000.23	\$ 12,527
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code Enforcement	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00	\$ -
	Total Fines and Penalties	\$1,683.65	\$10,249.77	\$31,250.00	32.80%	\$21,000.23	\$ 12,527
Miscellaneous Revenues							
001-000-000-361-11-00-00	Investment Interest Earnings	\$617.97	\$5,380.60	\$10,274.00	52.37%	\$4,893.40	\$ 7,235
001-000-000-361-40-00-00	Sales Interest	\$70.52	\$1,004.47	\$2,496.00	40.24%	\$1,491.53	\$ 1,216
001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$23,222.88	\$22,546.00	103.00%	(\$676.88)	\$ 23,223
001-000-000-362-00-00-20	Post Office Facility Lease	\$0.00	\$66,381.03	\$88,508.00	75.00%	\$22,126.97	\$ 88,508
001-000-000-369-30-00-10	Confiscated Property-Auction	\$0.00	\$0.00	\$200.00	0.00%	\$200.00	\$ -
001-000-000-369-91-00-00	Other	\$0.00	\$151.93	\$30.00	506.43%	(\$121.93)	\$ 152
001-000-000-369-91-00-05	Other-CC Convenience fees	\$1,427.24	\$22,395.19	\$3,000.00	746.51%	(\$19,395.19)	\$ 26,677
001-000-000-369-91-00-10	Other-Copies	\$30.05	\$183.12	\$200.00	91.56%	\$16.88	\$ 183
001-000-000-369-91-00-15	Other-Fingerprinting	\$30.00	\$160.00	\$590.00	27.12%	\$430.00	\$ 160
001-000-000-369-91-00-35	Other-Notary	\$0.00	\$0.00	\$110.00	0.00%	\$110.00	\$ -
001-000-000-369-91-00-45	Other-Reports	\$0.00	\$46.00	\$53.00	86.79%	\$7.00	\$ 46
	Total Miscellaneous Revenues	\$2,175.78	\$118,925.22	\$128,007.00	92.91%	\$9,081.78	\$ 147,399
Disposition of Capital Assets/Ins. Recoveries							
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$0.00	\$25.00	\$3,000.00	0.83%	\$2,975.00	\$ 12,025
001-000-000-395-10-00-20	PD Equipment sale/replacement funds	\$0.00	\$38,524.90	\$0.00		(\$38,524.90)	\$ 38,525
	Total Disposition of Capital Assets	\$0.00	\$38,549.90	\$3,000.00	1,285.00%	(\$35,549.90)	\$ 50,550
Total General Fund		\$433,934.97	\$6,220,394.72	\$7,909,762.00	78.64%	\$1,689,367.28	\$ 8,855,434

**City of Medina
Monthly Revenue
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
City Street Fund							
Intergovernmental Revenues							
101-000-000-334-03-60-00	WA DOE Nat'l Pollution Discharge Elim	\$1,721.89	\$63,919.48	\$69,000.00	92.64%	\$5,080.52	\$ 63,919
101-000-000-336-00-71-00	Multimodal Transportation - Cities	\$1,106.82	\$3,321.32	\$0.00		(\$3,321.32)	\$ 4,422
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$6,279.65	\$45,818.86	\$70,092.00	65.37%	\$24,273.14	\$ 61,092
	Total Intergovernmental Revenues	\$9,108.36	\$113,059.66	\$139,092.00	81.28%	\$26,032.34	\$ 129,433
Transfers-In							
101-000-000-397-00-10-00	Transfer to Street from General Fund	\$31,427.66	\$282,848.94	\$377,132.00	75.00%	\$94,283.06	
	Total Transfers-In	\$31,427.66	\$282,848.94	\$377,132.00	75.00%	\$94,283.06	\$ 377,132
	Total City Street Fund	\$40,536.02	\$395,908.60	\$516,224.00	76.69%	\$120,315.40	\$ 506,565
Tree Fund							
Miscellaneous Revenue							
103-000-000-389-00-50-00	Tree Replacement	\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00	
	Total Miscellaneous Revenue	\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00	
	Total Tree Fund	\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00	\$ -
Contingency Fund							
302-000-000-397-00-01-00	Transfer to Contingency Fund from GF	\$0.00	\$0.00	\$250,000.00	0.00%	\$0.00	
	Total Contingency Fund	\$0.00	\$0.00	\$250,000.00	0.00%	\$0.00	\$ 250,000
Levy Stabilization Fund							
303-000-000-397-00-30-00	Transfer to Levy Stab. Fund from GF	\$41,666.66	\$374,999.94	\$500,000.00	75.00%	\$125,000.06	
	Total Levy Stabilization Fund	\$41,666.66	\$374,999.94	\$500,000.00	75.00%	\$125,000.06	\$ 500,000
Capital Projects Fund							
Other Taxes							
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$81,270.26	\$666,498.00	\$388,968.00	171.35%	(\$277,530.00)	\$ 939,081
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$81,270.26	\$666,497.99	\$388,968.00	171.35%	(\$277,529.99)	\$ 939,081
	Total Other Taxes	\$162,540.52	\$1,332,995.99	\$777,936.00	171.35%	(\$555,059.99)	\$ 1,878,163
307-000-000-332-92-10-01	Coronavirus Local Fis. Rec. (ARPA)	\$0.00	\$459,368.00	\$0.00		(\$459,368.00)	\$ 459,368
307-000-000-334-06-91-02	Grant-Property II Parks Levy	\$0.00	\$32,170.49	\$50,000.00	64.34%	\$17,829.51	\$ 50,000
307-000-000-344-10-02-00	Roads Street CIP Improvements	\$0.00	\$0.00	\$266,000.00	0.00%	\$266,000.00	\$ 243,900
307-000-000-361-11-00-00	Investment Interest Earnings	\$926.96	\$8,070.91	\$19,080.00	42.30%	\$11,009.09	\$ 10,852
307-000-000-367-00-00-00	Capital project donations - non-govn source	\$0.00	\$564.35	\$0.00		(\$564.35)	\$ 564
	Total Capital Projects Fund	\$163,467.48	\$1,833,169.74	\$1,113,016.00	164.70%	(\$720,153.74)	\$ 2,642,847
	Grand Totals	\$679,605.13	\$8,824,473.00	\$10,042,077.00	87.87%	\$1,217,604.00	\$ 12,754,846

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget
General Fund						
Legislative Services						
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$0.00	\$4,731.31	\$5,600.00	84.49%	\$868.69
001-000-000-511-60-43-00	Travel & Training	\$0.00	\$1,956.56	\$6,000.00	32.61%	\$4,043.44
001-000-000-511-60-49-00	Miscellaneous	\$0.00	(\$64.00)	\$2,000.00	-3.20%	\$2,064.00
001-000-000-511-60-49-10	Medina Days	\$343.10	\$343.10	\$26,000.00	1.32%	\$25,656.90
	Total Legislative Services	\$343.10	\$6,966.97	\$39,600.00	17.59%	\$32,633.03

2021 Year-end Projection	
\$	5,600
\$	3,000
\$	2,000
\$	5,000
\$	15,600

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget
Municipal Court						
001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf	\$1,213.76	\$4,556.87	\$9,000.00	50.63%	\$4,443.13
001-000-000-512-50-41-10	Prosecuting Attorney	\$4,000.00	\$36,000.00	\$48,000.00	75.00%	\$12,000.00
Total Municipal Court		\$5,213.76	\$40,556.87	\$57,000.00	71.15%	\$16,443.13

2021 Year-end Projection	
\$	9,000
\$	48,000
\$	57,000

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Executive							
Salaries & Wages							
001-000-000-513-10-11-00	Salaries & Wages	\$14,782.36	\$133,267.99	\$172,675.00	77.18%	\$39,407.01	\$ 220,477
001-000-000-513-10-11-16	ICMA 457 Plan	\$594.32	\$5,358.05	\$7,200.00	74.42%	\$1,841.95	\$ 7,200
Total Salaries & Wages		\$15,376.68	\$138,626.04	\$179,875.00	77.07%	\$41,248.96	\$ 227,677
Personnel Benefits							
001-000-000-513-10-21-00	Personnel Benefits	\$4,362.50	\$42,031.73	\$54,594.00	76.99%	\$12,562.27	\$ 71,241
Total Personnel Benefits		\$4,362.50	\$42,031.73	\$54,594.00	76.99%	\$12,562.27	\$ 71,241
001-000-000-513-10-41-00	Professional Services	\$5,500.00	\$26,500.00	\$36,000.00	73.61%	\$9,500.00	\$ 36,000
001-000-000-513-10-43-00	Travel & Training	\$742.90	\$742.90	\$4,000.00	18.57%	\$3,257.10	\$ 4,000
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$315.00	\$350.00	90.00%	\$35.00	\$ 350
Total Executive		\$25,982.08	\$208,215.67	\$274,819.00	75.76%	\$66,603.33	\$ 339,268

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Finance Department							
001-000-000-514-20-11-00	Salaries & Wages	\$16,619.52	\$149,862.80	\$199,948.00	74.95%	\$50,085.20	\$ 199,948
001-000-000-514-20-11-16	ICMA 457 Plan	\$841.26	\$7,586.05	\$10,200.00	74.37%	\$2,613.95	\$ 10,200
001-000-000-514-20-21-00	Personnel Benefits	\$5,037.89	\$39,193.14	\$50,279.00	77.95%	\$11,085.86	\$ 50,279
001-000-000-514-20-21-17	Opt-Out Of Medical	\$617.34	\$10,509.92	\$16,022.00	65.60%	\$5,512.08	\$ 16,022
001-000-000-514-20-41-01	Professional Services	\$0.00	\$7,570.00	\$10,300.00	73.50%	\$2,730.00	\$ 7,570
001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors	\$0.00	\$0.00	\$23,000.00	0.00%	\$23,000.00	\$ 23,000
001-000-000-514-20-43-00	Travel & Training	\$0.00	\$150.00	\$2,000.00	7.50%	\$1,850.00	\$ 500
001-000-000-514-20-46-00	Insurance (WCIA)	\$0.00	\$186,167.00	\$185,734.00	100.23%	(\$433.00)	\$ 186,167
001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$0.00	\$849.00	\$500.00	169.80%	(\$349.00)	\$ 849
001-000-000-514-20-49-10	Miscellaneous	\$4,547.82	\$31,576.14	\$15,000.00	210.51%	(\$16,576.14)	\$ 45,220
001-000-000-514-40-40-00	Election Services-Voter Regist	\$0.00	\$0.00	\$12,000.00	0.00%	\$12,000.00	\$ 5,000
Total Finance Department		\$27,663.83	\$433,464.05	\$524,983.00	82.57%	\$91,518.95	\$ 544,755

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget
Legal Department						
001-000-000-515-41-40-00	City Attorney	\$58,010.50	\$200,795.38	\$300,000.00	66.93%	\$99,204.62
001-000-000-515-45-40-00	Special Counsel	\$0.00	\$14,182.00	\$60,000.00	23.64%	\$45,818.00
001-000-000-515-91-40-00	Public Defender	\$250.00	\$2,950.00	\$7,200.00	40.97%	\$4,250.00
Total Legal Department		\$58,260.50	\$217,927.38	\$367,200.00	59.35%	\$149,272.62

2021 Year-end Projection	
\$	300,000
\$	30,000
\$	7,200
\$	337,200

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Central Services							
Salaries & Wages							
001-000-000-518-10-11-00	Salaries & Wages	\$21,348.17	\$192,463.63	\$257,765.00	74.67%	\$65,301.37	\$ 257,765
001-000-000-518-10-11-11	Longevity	\$369.96	\$3,335.30	\$4,544.00	73.40%	\$1,208.70	\$ 4,544
001-000-000-518-10-11-14	Education	\$99.66	\$898.52	\$1,200.00	74.88%	\$301.48	\$ 1,200
001-000-000-518-10-11-16	ICMA 457 Plan	\$249.17	\$3,742.77	\$12,000.00	31.19%	\$8,257.23	\$ 4,490
001-000-000-518-10-11-17	Opt-Out Medical	\$720.74	\$7,059.28	\$12,418.00	56.85%	\$5,358.72	\$ 9,222
	Total Salaries & Wages	\$22,787.70	\$207,499.50	\$287,927.00	72.07%	\$80,427.50	\$ 277,221
Personnel Benefits							
001-000-000-518-10-21-00	Personnel Benefits	\$8,189.36	\$78,255.51	\$108,461.00	72.15%	\$30,205.49	\$ 102,824
	Total Personnel Benefits	\$8,189.36	\$78,255.51	\$108,461.00	72.15%	\$30,205.49	\$ 102,824
Office and Operating Supplies							
001-000-000-518-10-31-00	Office And Operating Supplies	\$260.71	\$9,889.18	\$22,000.00	44.95%	\$12,110.82	\$ 13,186
	Total Office and Operating Supplies	\$260.71	\$9,889.18	\$22,000.00	44.95%	\$12,110.82	\$ 13,186
Other Services							
001-000-000-518-10-41-00	Professional Services	\$2,244.21	\$7,721.24	\$17,500.00	44.12%	\$9,778.76	\$ 10,295
001-000-000-518-10-42-00	Postage/Telephone	\$212.80	\$5,145.61	\$11,000.00	46.78%	\$5,854.39	\$ 6,861
001-000-000-518-10-43-00	Travel & Training	\$528.46	\$645.46	\$11,000.00	5.87%	\$10,354.54	\$ 861
001-000-000-518-10-44-00	Advertising	\$1,161.49	\$6,387.16	\$5,000.00	127.74%	(\$1,387.16)	\$ 8,516
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$2,943.54	\$15,246.78	\$21,000.00	72.60%	\$5,753.22	\$ 20,329
001-000-000-518-10-48-00	Repairs & Maint-Equipment	\$0.00	\$799.72	\$500.00	159.94%	(\$299.72)	\$ 1,066
001-000-000-518-10-49-10	Miscellaneous	\$0.00	\$1,191.66	\$2,800.00	42.56%	\$1,608.34	\$ 1,589
001-000-000-518-10-49-20	Dues, Subscriptions	\$0.00	\$415.00	\$600.00	69.17%	\$185.00	\$ 553
001-000-000-518-10-49-30	Postcard, Public information	\$1,833.65	\$4,534.12	\$4,000.00	113.35%	(\$534.12)	\$ 6,045
001-000-000-518-10-49-40	Photocopies	\$0.00	\$50.20	\$1,000.00	5.02%	\$949.80	\$ 67
	Total Other Services	\$8,924.15	\$42,136.95	\$74,400.00	56.64%	\$32,263.05	\$ 56,183
Building Maintenance							
001-000-000-518-30-45-00	Facility Rental	\$839.00	\$5,213.00	\$8,748.00	59.59%	\$3,535.00	\$ 6,951
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$3,694.37	\$47,263.22	\$51,000.00	92.67%	\$3,736.78	\$ 98,018
	Total Building Maintenance	\$4,533.37	\$52,476.22	\$59,748.00	87.83%	\$7,271.78	\$ 104,968
Information Technology							
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$5,217.28	\$29,466.90	\$1,500.00	1,964.46%	(\$27,966.90)	\$ 39,289
001-000-000-518-80-41-50	Technical Services, Software Services	\$10,744.19	\$95,856.17	\$149,020.00	64.32%	\$53,163.83	\$ 127,808
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.	\$0.00	\$6,992.58	\$40,991.00	17.06%	\$33,998.42	\$ 9,323
	Total Information Technology	\$15,961.47	\$132,315.65	\$191,511.00	69.09%	\$59,195.35	\$ 176,421
	Total Central Services	\$60,656.76	\$522,573.01	\$744,047.00	70.23%	\$221,473.99	\$ 730,802

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Police Operations							
Salaries & Wages							
001-000-000-521-20-11-00	Salaries & Wages	\$96,827.34	\$862,477.87	\$1,185,251.00	72.77%	\$322,773.13	\$ 1,185,251
001-000-000-521-20-11-11	Longevity	\$1,792.66	\$14,625.97	\$23,025.00	63.52%	\$8,399.03	\$ 23,025
001-000-000-521-20-11-14	Education	\$49.83	\$449.31	\$600.00	74.89%	\$150.69	\$ 600
001-000-000-521-20-11-16	ICMA 457 Plan	\$4,124.22	\$35,922.18	\$55,506.00	64.72%	\$19,583.82	\$ 55,506
001-000-000-521-20-11-17	Opt-Out Of Medical	\$3,290.44	\$28,488.14	\$40,977.00	69.52%	\$12,488.86	\$ 40,977
001-000-000-521-20-11-18	Night Shift Differential	\$991.76	\$8,425.03	\$14,868.00	56.67%	\$6,442.97	\$ 14,868
001-000-000-521-20-12-00	Overtime	\$6,994.70	\$70,761.28	\$70,000.00	101.09%	(\$761.28)	\$ 93,700
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$56,030.70	\$54,140.00	103.49%	(\$1,890.70)	\$ 56,031
001-000-000-521-20-13-00	Holiday Pay	\$0.00	\$0.00	\$50,200.00	0.00%	\$50,200.00	\$ 50,200
Total Salaries & Wages		\$114,070.95	\$1,077,180.48	\$1,494,567.00	72.07%	\$417,386.52	\$ 1,520,158
Personnel Benefits							
001-000-000-521-20-21-00	Personnel Benefits	\$29,112.16	\$288,367.86	\$404,813.00	71.23%	\$116,445.14	\$ 404,813
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$3,082.72	\$38,749.48	\$43,852.00	88.36%	\$5,102.52	\$ 43,852
001-000-000-521-20-22-00	Uniforms	\$294.06	\$5,844.02	\$7,000.00	83.49%	\$1,155.98	\$ 7,000
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$0.00	\$813.20	\$900.00	90.36%	\$86.80	\$ 900
001-000-000-521-20-23-00	Tuition	\$282.60	\$565.20	\$3,000.00	18.84%	\$2,434.80	\$ 1,500
Total Personnel Benefits		\$32,771.54	\$334,339.76	\$459,565.00	72.75%	\$125,225.24	\$ 458,065
Supplies							
001-000-000-521-20-31-00	Office Supplies	\$769.55	\$7,237.76	\$9,000.00	80.42%	\$1,762.24	\$ 9,650
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$0.00	\$4,910.68	\$10,000.00	49.11%	\$5,089.32	\$ 6,548
001-000-000-521-20-31-40	Police Operating Supplies	\$45.15	\$2,306.49	\$6,500.00	35.48%	\$4,193.51	\$ 3,075
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$0.00	\$3,404.62	\$8,500.00	40.05%	\$5,095.38	\$ 4,539
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$1,964.30	\$16,237.62	\$26,000.00	62.45%	\$9,762.38	\$ 21,650
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$5,472.41	\$9,766.84	\$1,500.00	651.12%	(\$8,266.84)	\$ 13,022
Total Supplies		\$8,251.41	\$43,864.01	\$61,500.00	71.32%	\$17,635.99	\$ 58,485

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Other Services & Charges							
001-000-000-521-20-41-00	Professional Services	\$113.40	\$1,110.88	\$5,000.00	22.22%	\$3,889.12	\$ 1,481
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$14,725.40	\$58,901.60	\$61,225.00	96.21%	\$2,323.40	\$ 58,902
001-000-000-521-20-41-20	Dispatch-EPSCA	\$495.39	\$4,400.76	\$6,500.00	67.70%	\$2,099.24	\$ 6,500
001-000-000-521-20-41-40	Marine Patrol Services	\$0.00	\$0.00	\$70,000.00	0.00%	\$70,000.00	\$ 10,000
001-000-000-521-20-41-50	Recruitment-Background	\$26.50	\$4,423.50	\$2,000.00	221.18%	(\$2,423.50)	\$ 4,503
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$0.00	\$127.00	\$17,500.00	0.73%	\$17,373.00	\$ 5,000
001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$0.00	\$500.00	0.00%	\$500.00	\$ 500
001-000-000-521-20-41-80	Domestic Violence-Kirkland	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$ 1,000
001-000-000-521-20-42-00	Communications (phone, Pagers)	\$1,086.83	\$10,110.88	\$17,500.00	57.78%	\$7,389.12	\$ 13,371
001-000-000-521-20-43-00	Travel & Training	\$695.00	\$3,166.44	\$10,000.00	31.66%	\$6,833.56	\$ 5,251
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$0.00	\$380.19	\$2,500.00	15.21%	\$2,119.81	\$ 2,500
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$130.00	\$3,516.02	\$8,000.00	43.95%	\$4,483.98	\$ 3,906
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$493.87	\$4,008.55	\$8,500.00	47.16%	\$4,491.45	\$ 5,490
001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras	\$7,496.30	\$16,990.21	\$30,000.00	56.63%	\$13,009.79	\$ 39,479
001-000-000-521-20-49-30	Animal Control	\$0.00	\$0.00	\$500.00	0.00%	\$500.00	\$ -
001-000-000-521-20-49-40	Dues, Subscriptions, Memberships	\$0.00	\$2,495.58	\$4,500.00	55.46%	\$2,004.42	\$ 4,500
001-000-000-521-20-49-41	Lexipol Manuals	\$0.00	\$3,955.00	\$4,200.00	94.17%	\$245.00	\$ 3,955
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$0.00	\$2,323.00	\$5,000.00	46.46%	\$2,677.00	\$ 5,000
Total Other Services & Charges		\$25,262.69	\$115,909.61	\$254,425.00	45.56%	\$138,515.39	\$ 171,339
Total Police Operations		\$180,356.59	\$1,571,293.86	\$2,270,057.00	69.22%	\$698,763.14	\$ 2,208,047

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Fire & Medical Aid Department							
001-000-000-522-20-41-00	Fire Control Services	\$0.00	\$418,977.00	\$807,954.00	51.86%	\$388,977.00	
	Total Fire & Medical Aid Department	\$0.00	\$418,977.00	\$807,954.00	51.86%	\$388,977.00	\$ 807,954
Public Housing Services- ARCH							
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$11,953.00	\$18,476.00	\$18,476.00	100.00%	\$0.00	
	Total Public Housing Services- ARCH	\$11,953.00	\$18,476.00	\$18,476.00	100.00%	\$0.00	\$ 18,476
Environmental Services							
001-000-000-553-10-50-00	Land & Water Conservation Resources-KC	\$0.00	\$0.00	\$1,925.00	0.00%	\$1,925.00	\$ 1,925
001-000-000-553-70-50-00	Pollution Prevention - Puget Sound Clean	\$0.00	\$9,953.00	\$9,953.00	100.00%	\$0.00	\$ 9,953
	Total Environmental Services	\$0.00	\$9,953.00	\$11,878.00	83.79%	\$1,925.00	\$ 11,878

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Development Services Dept							
Salaries & Wages							
001-000-000-558-60-11-00	Salaries & Wages	\$35,267.01	\$283,195.71	\$403,613.00	70.17%	\$120,417.29	\$ 389,702
001-000-000-558-60-11-14	Education	\$311.20	\$1,110.41	\$1,200.00	92.53%	\$89.59	\$ 2,050
001-000-000-558-60-11-16	ICMA 457 Plan	\$1,353.36	\$11,405.44	\$18,000.00	63.36%	\$6,594.56	\$ 15,493
001-000-000-558-60-11-17	Opt-Out of Medical	\$396.54	\$5,686.94	\$0.00		(\$5,686.94)	\$ 6,884
	Total Salaries & Wages	\$37,328.11	\$301,398.50	\$422,813.00	71.28%	\$121,414.50	\$ 414,129
Personnel Benefits							
001-000-000-558-60-21-00	Personnel Benefits	\$11,090.52	\$97,802.75	\$145,629.00	67.16%	\$47,826.25	\$ 131,296
	Total Personnel Benefits	\$11,090.52	\$97,802.75	\$145,629.00	67.16%	\$47,826.25	\$ 131,296
Supplies							
001-000-000-558-60-31-00	Operating Supplies	\$0.00	(\$37.11)	\$3,000.00	-1.24%	\$3,037.11	\$ 3,000
001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint	\$65.74	\$1,706.25	\$2,000.00	85.31%	\$293.75	\$ 2,000
	Total Supplies	\$65.74	\$1,669.14	\$5,000.00	33.38%	\$3,330.86	\$ 5,000
Other Services & Charges							
001-000-000-558-60-41-00	Prof Services	\$8,314.16	\$81,565.24	\$80,000.00	101.96%	(\$1,565.24)	\$ 106,508
001-000-000-558-60-41-01	Planning Consultant	\$984.50	\$13,682.59	\$50,000.00	27.37%	\$36,317.41	\$ 18,243
001-000-000-558-60-41-02	Hearing Examiner	\$0.00	\$3,937.50	\$20,000.00	19.69%	\$16,062.50	\$ 5,250
001-000-000-558-60-41-06	Building Inspector Contract	\$0.00	\$0.00	\$7,000.00	0.00%	\$7,000.00	\$ -
001-000-000-558-60-41-07	Engineering Consultant	\$7,073.52	\$93,168.06	\$98,000.00	95.07%	\$4,831.94	\$ 124,224
001-000-000-558-60-41-08	Sound Testing Consultant	\$5,182.97	\$12,823.10	\$4,000.00	320.58%	(\$8,823.10)	\$ 17,097
001-000-000-558-60-41-50	Landscape Consultant	\$2,798.25	\$39,863.55	\$60,000.00	66.44%	\$20,136.45	\$ 53,151
001-000-000-558-60-41-55	Shoreline Consultants	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$ -
001-000-000-558-60-42-00	Communications	\$45.89	\$45.89	\$0.00		(\$45.89)	\$ 61
001-000-000-558-60-43-00	Travel & Training	\$0.00	\$1,383.61	\$12,000.00	11.53%	\$10,616.39	\$ 1,845
001-000-000-558-60-49-00	Dues,Subscriptions,Memberships	\$0.00	\$994.12	\$1,200.00	82.84%	\$205.88	\$ 1,325
	Total Other Services & Charges	\$24,399.29	\$247,463.66	\$337,200.00	73.39%	\$89,736.34	\$ 327,706
	Total Development Services Dept	\$72,883.66	\$648,334.05	\$910,642.00	71.20%	\$262,307.95	\$ 878,131

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection	
Mental Health Services - King County								
001-000-000-564-60-50-00	Mental Health Services-KC Substance	\$0.00	\$712.00	\$884.00	80.54%	\$172.00	\$	712
Total Mental Health Services - King County		\$0.00	\$712.00	\$884.00	80.54%	\$172.00		
Recreation-Lifeguard Services								
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$1,884.96	\$19,453.31	\$30,000.00	64.84%	\$10,546.69	\$	19,453
001-000-000-571-00-11-00	Overtime - Lifeguards	\$0.00	\$0.00	\$500.00	0.00%	\$500.00	\$	-
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$144.59	\$1,491.98	\$4,720.00	31.61%	\$3,228.02	\$	1,492
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$1,237.62	\$2,000.00	61.88%	\$762.38	\$	1,238
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$121.10	\$1,550.51	\$7,300.00	21.24%	\$5,749.49	\$	1,551
001-000-000-571-00-40-00	Travel & Training - Lifeguards	\$0.00	\$2,543.80	\$300.00	847.93%	(\$2,243.80)	\$	2,544
Total Recreational Services		\$2,150.65	\$26,277.22	\$44,820.00	58.63%	\$18,542.78	\$	26,277

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Parks Department							
Salary & Wages							
001-000-000-576-80-11-00	Salaries & Wages	\$21,839.69	\$200,902.92	\$285,728.00	70.31%	\$84,825.08	\$ 266,422
001-000-000-576-80-11-11	Longevity	\$494.09	\$4,937.43	\$8,798.00	56.12%	\$3,860.57	\$ 6,420
001-000-000-576-80-11-14	Education	\$269.03	\$2,685.61	\$4,680.00	57.38%	\$1,994.39	\$ 3,493
001-000-000-576-80-11-16	ICMA 457 Plan	\$896.16	\$7,778.84	\$10,800.00	72.03%	\$3,021.16	\$ 10,467
001-000-000-576-80-11-17	Opt-Out Of Medical	\$1,277.84	\$9,144.97	\$11,034.00	82.88%	\$1,889.03	\$ 12,978
001-000-000-576-80-12-00	Overtime	\$427.84	\$5,660.32	\$3,236.00	174.92%	(\$2,424.32)	\$ 6,944
	Total Salary & Wages	\$25,204.65	\$231,110.09	\$324,276.00	71.27%	\$93,165.91	\$ 306,724
Personnel Benefits							
001-000-000-576-80-21-00	Personnel Benefits	\$7,155.66	\$71,644.58	\$103,805.00	69.02%	\$32,160.42	\$ 93,112
001-000-000-576-80-22-00	Uniforms	\$0.00	\$1,347.77	\$2,000.00	67.39%	\$652.23	\$ 2,000
	Total Personnel Benefits	\$7,155.66	\$72,992.35	\$105,805.00	68.99%	\$32,812.65	\$ 95,112
Supplies							
001-000-000-576-80-31-00	Operating Supplies	\$777.32	\$12,458.06	\$19,000.00	65.57%	\$6,541.94	\$ 19,000
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$932.33	\$3,052.79	\$5,000.00	61.06%	\$1,947.21	\$ 5,000
	Total Supplies	\$1,709.65	\$15,510.85	\$24,000.00	64.63%	\$8,489.15	\$ 24,000
Other Services & Charges							
001-000-000-576-80-41-00	Professional Services	\$516.00	\$11,654.37	\$5,000.00	233.09%	(\$6,654.37)	\$ 13,202
001-000-000-576-80-41-04	Professional Services-Misc	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00	\$ 2,000
001-000-000-576-80-42-00	Telephone/postage	\$661.74	\$4,511.37	\$6,500.00	69.41%	\$1,988.63	\$ 6,497
001-000-000-576-80-43-00	Travel & Training	\$615.00	\$871.39	\$5,000.00	17.43%	\$4,128.61	\$ 2,716
001-000-000-576-80-47-00	Utilities	\$10,238.09	\$19,121.71	\$22,000.00	86.92%	\$2,878.29	\$ 49,836
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$7,233.38	\$7,000.00	103.33%	(\$233.38)	\$ 7,233
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$500.00	\$500.00	\$1,000.00	50.00%	\$500.00	\$ 2,000
001-000-000-576-80-49-01	Misc-Property Tax	\$0.00	\$264.67	\$200.00	132.34%	(\$64.67)	\$ 265
	Total Other Services & Charges	\$12,530.83	\$44,156.89	\$50,700.00	87.09%	\$6,543.11	\$ 83,749
	Total Parks Department	\$46,600.79	\$363,770.18	\$504,781.00	72.06%	\$141,010.82	\$ 509,585

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Capital Expenditures							
001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	\$8,516.02	\$90,480.54	\$197,592.00	45.79%	\$107,111.46	\$ 120,641
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$0.00	\$2,809.20	\$33,500.00	8.39%	\$30,690.80	\$ 33,500
001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost	\$5,469.14	\$46,569.71	\$77,000.00	60.48%	\$30,430.29	\$ 62,093
001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost	\$656.98	\$11,579.29	\$0.00		(\$11,579.29)	\$ 15,439
001-000-000-594-76-64-00	Parks Capital Outlay	\$0.00	\$231.21	\$7,000.00	3.30%	\$6,768.79	\$ 2,000
Total Capital Expenditures		\$14,642.14	\$151,669.95	\$315,092.00	48.14%	\$163,422.05	\$ 233,673
General Operating Transfers							
001-000-000-597-00-00-03	Transfer from General to Street	\$31,427.66	\$282,848.94	\$377,132.00	75.00%	\$94,283.06	\$ 377,132
001-000-000-597-00-30-00	Transfer from GF to Levy Stabl. Fund	\$41,666.66	\$374,999.94	\$500,000.00	75.00%	\$125,000.06	\$ 500,000
001-000-000-597-00-01-00	Transfer from GF to Contingency. Fund			\$250,000.00			\$ 250,000
Total General Operating Transfers		\$73,094.32	\$657,848.88	\$877,132.00	75.00%	\$219,283.12	\$ 1,127,132
Total General Fund		\$579,801.18	\$5,297,016.09	\$7,769,365.00	68.18%	\$2,472,348.91	\$7,846,489.34

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
City Street Fund							
Salaries & Wages							
101-000-000-542-30-11-00	Salaries & Wages	\$14,559.73	\$133,935.46	\$190,486.00	70.31%	\$56,550.54	\$ 177,615
101-000-000-542-30-11-11	Longevity	\$329.41	\$3,291.73	\$5,865.00	56.12%	\$2,573.27	\$ 4,280
101-000-000-542-30-11-14	Education	\$179.32	\$1,790.59	\$3,120.00	57.39%	\$1,329.41	\$ 2,329
101-000-000-542-30-11-16	ICMA 457 Plan	\$597.44	\$5,185.85	\$7,200.00	72.03%	\$2,014.15	\$ 6,978
101-000-000-542-30-11-17	Opt-Out Of Medical	\$851.92	\$6,096.87	\$7,080.00	86.11%	\$983.13	\$ 8,653
101-000-000-542-30-12-00	Overtime	\$285.26	\$3,773.52	\$2,157.00	174.94%	(\$1,616.52)	\$ 4,629
Total Salaries & Wages		\$16,803.08	\$154,074.02	\$215,908.00	71.36%	\$61,833.98	\$ 204,483
Personnel Benefits							
101-000-000-542-30-21-00	Personnel Benefits	\$4,770.47	\$47,657.66	\$69,204.00	68.87%	\$21,546.34	\$ 61,969
101-000-000-542-30-22-00	Uniforms	\$77.07	\$187.17	\$2,000.00	9.36%	\$1,812.83	\$ 2,000
Total Personnel Benefits		\$4,847.54	\$47,844.83	\$71,204.00	67.19%	\$23,359.17	\$ 63,969
Supplies							
101-000-000-542-30-31-00	Operating Supplies	\$790.62	\$4,063.86	\$5,000.00	81.28%	\$936.14	\$ 5,000
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$233.83	\$1,051.16	\$4,000.00	26.28%	\$2,948.84	\$ 4,000
Total Supplies		\$1,024.45	\$5,115.02	\$9,000.00	56.83%	\$3,884.98	\$ 9,000
Traffic And Pedestrian Services							
101-000-000-542-30-41-00	Professional Services	\$3,045.00	\$36,108.17	\$54,000.00	66.87%	\$17,891.83	\$ 45,243
101-000-000-542-30-41-03	NPDES Grant	\$0.00	\$8,825.57	\$50,000.00	17.65%	\$41,174.43	\$ 25,000
101-000-000-542-30-41-10	Road & Street Maintenance	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$ 10,000
101-000-000-542-30-45-00	Machine/Facility Rental	\$0.00	\$611.07	\$1,000.00	61.11%	\$388.93	\$ 1,000
101-000-000-542-30-47-00	Utility Services	\$77.40	\$697.89	\$1,000.00	69.79%	\$302.11	\$ 1,000
101-000-000-542-30-48-00	Equipment Maintenance	\$304.60	\$4,772.47	\$7,000.00	68.18%	\$2,227.53	\$ 7,000
101-000-000-542-40-41-00	Storm Drain Maintenance	\$0.00	\$5,985.03	\$15,000.00	39.90%	\$9,014.97	\$ 15,000
101-000-000-542-63-41-00	Street Light Utilities	\$1,921.98	\$15,320.39	\$22,000.00	69.64%	\$6,679.61	\$ 21,086
101-000-000-542-64-41-00	Traffic Control Devices	\$0.00	\$5,701.54	\$10,000.00	57.02%	\$4,298.46	\$ 10,000
101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00	\$ 1,000
101-000-000-542-67-41-00	Street Cleaning	\$0.00	\$16,228.52	\$25,000.00	64.91%	\$8,771.48	\$ 25,000
101-000-000-542-70-40-00	Street Irrigation Utilities	\$117.83	\$1,185.63	\$23,000.00	5.15%	\$21,814.37	\$ 5,000
Total Traffic And Pedestrian Services		\$5,466.81	\$95,436.28	\$219,000.00	43.58%	\$123,563.72	\$ 166,330
Total City Street Fund		\$28,141.88	\$302,470.15	\$515,112.00	58.72%	\$212,641.85	\$ 443,782

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget
Tree Fund						
Tree Fund						
103-000-000-558-60-41-50	Professional Services/Landscape	\$0.00	\$18,816.19	\$8,000.00	235.20%	(\$10,816.19)
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$159.65	\$30,000.00	0.53%	\$29,840.35
Total Tree Fund		\$0.00	\$18,975.84	\$38,000.00	49.94%	\$19,024.16

2021 Year-end Projection	
\$	18,816
\$	160
\$	18,976

**City of Medina
Monthly Expenditures
September 2021**

AGENDA ITEM 2.1

Account Number	Description	September Actual	September YTD Actual	Annual Budget	% of Total	Remaining Budget	2021 Year-end Projection
Capital Projects Fund							
307-000-000-594-18-60-00	Building Improvements	\$9,672.88	\$9,672.88	\$20,000.00	48.36%	\$10,327.12	\$ 20,000
307-000-000-594-76-63-20	Park Improvements	\$0.00	\$10,107.18	\$150,000.00	6.74%	\$139,892.82	\$ 120,107
307-000-000-595-30-63-01	Street Improvements, Overlays	\$4,767.12	\$11,726.09	\$340,000.00	3.45%	\$328,273.91	\$ 340,000
307-000-000-595-30-63-02	Storm Sewer Improvements	\$0.00	\$37,217.23	\$50,000.00	74.43%	\$12,782.77	\$ 50,000
307-000-000-595-30-63-10	Sidewalks	\$0.00	\$22,808.67	\$280,000.00	8.15%	\$257,191.33	\$ 200,000
Total Capital Projects Fund		\$14,440.00	\$100,692.46	\$840,000.00	11.99%	\$739,307.54	\$ 730,107
Grand Totals		\$622,383.06	\$5,719,154.54	\$9,162,477.00	62.42%	\$3,443,322.46	\$ 9,039,354

**2021 YTD Cashflow Report
September 2021**

AGENDA ITEM 2.1

<u>2021 Beginning Cash Balance 1/1/2021</u>		<u>2021 Cash Balance, to date</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Beginning Year: 1/1/2021		Period Ending 9/30/2021	
WA ST INV POOL	\$ 2,842,687	WA ST INV POOL	\$ 4,993,536
OTHER INVESTMENTS	1,500,000	OTHER INVESTMENTS*	1,500,000
CHECKING	<u>1,580,653</u>	CHECKING	<u>2,604,760</u>
	\$ 5,923,340		\$ 9,098,296

*Bond maturity dates:

\$500K bond (Mar 2021)
3/3/2025
\$1M bond (Aug 2020)
8/5/2024



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 25, 2021

Subject: Potential non-represented employee benefit change & policy update recommendation

Category: Presentation

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

Summary

The City has 26 total employees, of which nine are *not* represent by a collective bargaining agreement but instead are managed by the City Council adopted Personnel Policy Manual. A couple of recent events have occurred that could impact non-represented employees' compensation and benefit package but no clear guidance is given in the manual.

Staff is assembling a recommendation to present to Council on their December 13th meeting but would like a chance to preview the topic with the Finance Committee.

Attachment

None.

Budget/Fiscal Impact:

None.

Recommendation:

None.

City Manager Approval:

Proposed Council Motion: NA

Time Estimate: 15 minutes