



# CITY OF MEDINA

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**Date:** May 12th, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, Interim City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 April Financial Report

The 2025 report includes:

- April Key Revenue and Expenditures:
  - Updated Legal and Planning Cost Snapshot
  - Potential 2025 Budget Amendment Items
  - April Cash Statement
  - April Financial Summary
  - April 2025 AP Check Register Activity Detail
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## April Key Revenue

- \$1.2M Property Taxes
- \$197K Utility and Franchise Fees/Taxes
- \$133K Local Sales and Use Tax
- \$132K REET – Retail Excise Tax (March Sales)
- \$58K Building Permit Revenue
- \$40K Investment Earnings

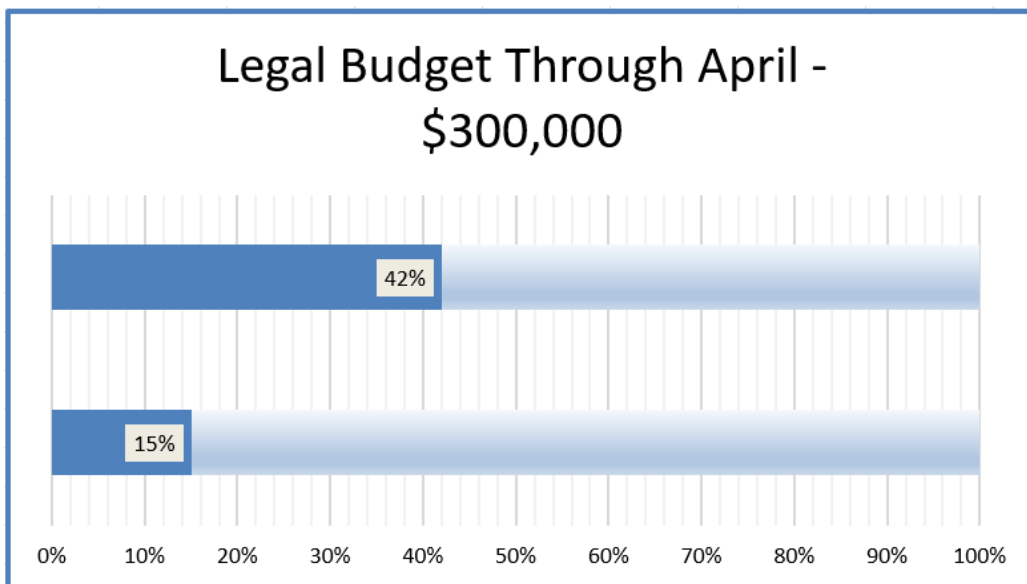
## April Key Expenditures

- \$468K City of Bellevue – Fire and Emergency Services
- \$67K Inslee Best – March Attorney Services
- \$37K TIG – March and April IT Services and Projects
- \$23K Norcom – Q2 Dispatch Services
- \$6.8K Kenneth Philip Architects – NE 12<sup>th</sup> Landscape Design
- \$3.7K GMP Consultants – City Manager Recruitment

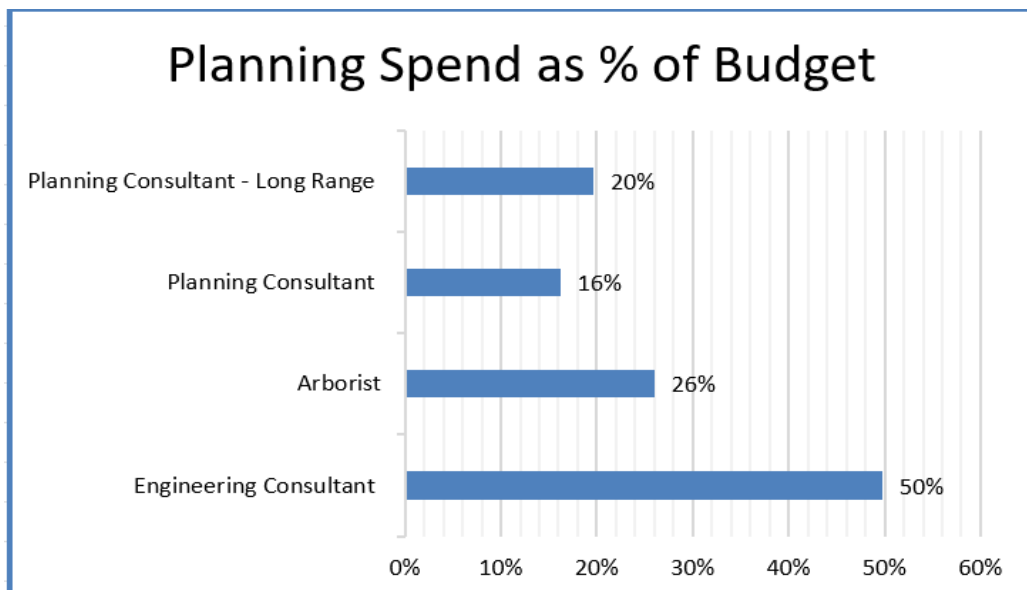
## Legal and Planning Cost Analysis and Tracker

### Legal

Over the last couple of years, Medina's City Attorney budget has been flat at \$300,000, as end of year costs have fallen short of what was expected. With current trends in 2025, and a \$67,000 March bill, costs are expected to exceed budget. Staff are aware of these trends and are working to reduce costs through better management and oversight.



### Planning



## 2025 Potential Budget Amendment Items

### 1) City Manager Recruitment - \$25K Estimate

In January of this year, City Manager Burns announced his retirement after over 10 years working for the City of Medina. The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With assumed additional costs associated with the recruiting/hiring process, the estimate has been increased by \$5,500.

### 2) City Manager Cashout - \$45K Estimate

Per Medina policy, found within the Employee Handbook, the City Manager is eligible for a cashout of all unused vacation time upon departure. After 10 years of service with the City, the City Manager is also eligible for a cashout of 25% of all accrued sick time up to 180 hours as well.

### 3) Teamsters CBA Contract - \$25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions are on consent for the March 10<sup>th</sup> meeting. The estimated cost increase over the 2025 budget is \$25K. While the negotiated increase to salary and longevity are set, the “estimate” comes from potential budget impacts to overtime and on call rates.

### 4) Critical Area Review - \$100K Estimate

## 2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 3/30/25</u>		<u>2025 Cash Balance, 4/30/2025</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 3/30/25		Period Ending: 4/30/2025	
WA ST INV POOL	\$ 10,719,464	WA ST INV POOL	\$ 10,907,944
OTHER INVESTMENTS*	4,312,403	OTHER INVESTMENTS*	4,312,403
CHECKING	588,004	CHECKING	1,550,524
	\$ 15,619,871		\$ 16,770,872
		Outstanding Checks	\$572,814
			\$ 16,198,058

	\$1M bond (Dec 2024)
	5/15/2028
	\$500K bond (June 2022)
	12/31/2025
	\$1.15M bond (Jan 2023)
	6/30/2026
	\$1M bond (Aug 2024)
	7/8/2027
	\$1M bond (Nov 2024)
	11/15/2027

## April 2025 Financial Summary

REVENUES:	APR ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$1,246,730	\$1,666,928	\$4,608,359	36.17%	\$2,941,431
Sales Tax	\$133,447	\$600,235	\$1,964,450	30.55%	\$1,364,215
Affordable & Sup. Housing	\$0	\$91	\$0	--	(\$91)
Criminal Justice	\$7,337	\$33,737	\$111,099	30.37%	\$77,362
B & O Tax: Utility & Franchise Fee	\$196,515	\$527,953	\$978,219	53.97%	\$450,266
Leasehold Excise Tax	\$0	\$0	\$2,000	0.00%	\$2,000
General Government (includes Hunts Point)	\$6,319	\$115,826	\$406,868	28.47%	\$291,042
Passports, General Licenses & Permits	\$422	\$659	\$5,900	11.17%	\$5,241
Fines, Penalties, Traffic Infr.	\$4,815	\$13,521	\$18,000	75.12%	\$4,479
Misc. Invest. Facility Leases	\$35,470	\$173,562	\$262,166	66.20%	\$88,604
Disposition of Capital Assets	\$0	\$0	\$0	--	\$0
<b>General Fund Total</b>	<b>\$1,631,054</b>	<b>\$3,132,512</b>	<b>\$8,357,061</b>	<b>37.48%</b>	<b>\$5,224,549</b>
<b>Development Services Fund Total</b>	<b>\$58,482</b>	<b>\$220,513</b>	<b>\$915,500</b>	<b>24.09%</b>	<b>\$694,987.35</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
<b>Street Fund Total</b>	<b>\$2,203</b>	<b>\$13,567</b>	<b>\$118,085</b>	<b>11.49%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$45,000	\$180,000	\$540,000	33.33%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,075</b>	<b>0.00%</b>	<b>\$3,075</b>
<b>Contingency Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Capital Fund Total</b>	<b>\$151,720</b>	<b>\$450,971</b>	<b>\$1,535,000</b>	<b>29.38%</b>	<b>\$1,084,029</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>--</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$23,750	\$95,000	\$285,000	33.33%	\$190,000
<b>NonRevenue Trust Funds Total</b>	<b>\$5,564</b>	<b>\$14,347</b>	<b>\$0</b>	<b>--</b>	<b>(\$14,347)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>--</b>	<b>(\$1,500,000)</b>
<b>Total (All Funds)</b>	<b>\$1,849,023</b>	<b>\$3,831,910</b>	<b>\$10,928,721</b>	<b>35.06%</b>	<b>\$7,096,811</b>
Total (All Funds) Transfers In	\$68,750	\$275,000	\$825,000	33.33%	\$550,000

EXPENDITURES:	APR ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$7,127	\$17,960	\$83,000	21.64%	\$65,040
Municipal Court	\$2,622	\$7,154	\$15,000	47.70%	\$7,846
Executive	\$29,001	\$108,887	\$308,736	35.27%	\$199,849
Finance	\$31,329	\$349,313	\$614,051	56.89%	\$264,738
Legal	\$78,533	\$147,779	\$468,000	31.58%	\$320,221
Central Services	\$107,160	\$435,135	\$1,186,277	36.68%	\$751,142
Police Operations	\$226,091	\$966,364	\$2,931,655	32.96%	\$1,965,291
Fire & Medical Aid	\$467,591	\$467,591	\$950,544	49.19%	\$482,953
Public Housing, Environmental & Mental Health Fees	\$0	\$13,736	\$55,966	24.54%	\$42,230
Recreational Services	\$0	\$0	\$48,500	0.00%	\$48,500
Long Range Planning	\$13,678	\$63,483	\$315,222	20.14%	\$251,739
Parks	\$51,684	\$192,111	\$630,355	30.48%	\$438,244
<b>General Fund Subtotal</b>	<b>\$1,014,817</b>	<b>\$2,769,514</b>	<b>\$7,607,306</b>	<b>36.41%</b>	<b>\$4,837,792</b>
General Fund Transfers Out	\$60,417	\$241,667	\$725,000	33.33%	\$483,333
<b>General Fund Total</b>	<b>\$1,075,233</b>	<b>\$3,011,181</b>	<b>\$8,332,306</b>	<b>36.14%</b>	<b>\$5,321,125</b>
<b>Development Services Fund Total</b>	<b>\$75,830</b>	<b>\$357,027</b>	<b>\$1,208,063</b>	<b>29.55%</b>	<b>\$851,036</b>
<b>City Street Fund Total</b>	<b>\$43,205</b>	<b>\$166,511</b>	<b>\$647,696</b>	<b>25.71%</b>	<b>\$481,185</b>
<b>Tree Fund Total</b>	<b>\$320</b>	<b>\$320</b>	<b>\$30,000</b>	<b>1.07%</b>	<b>\$29,680</b>
<b>Capital Fund Total</b>	<b>\$31,615</b>	<b>\$131,789</b>	<b>\$750,000</b>	<b>17.57%</b>	<b>\$618,211</b>
Capital Fund Transfers Out	\$8,333	\$33,333	\$100,000	33.33%	\$66,667
<b>NonRevenue Trust Funds Total</b>	<b>\$33</b>	<b>\$155</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$155)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,000,000)</b>
<b>Total (All Funds)</b>	<b>\$1,165,819</b>	<b>\$4,425,316</b>	<b>\$10,243,065</b>	<b>43.20%</b>	<b>\$5,817,749</b>
Total (All Funds) Transfers Out	\$68,750	\$275,000	\$825,000	33.33%	\$550,000