



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

---

**Date:** December 8th, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Jeff Swanson, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 November Financial Report

The 2025 report includes:

- November Key Revenue and Expenditures:
  - Potential 2025 Budget Amendment Items
  - November Cash Statement
  - November Financial Summary
  - November 2025 AP Check Register Activity Detail
- 

## November Key Revenue

- \$941K Property Taxes
- \$171K Local Sales and Use Tax
- \$105K REET – Retail Excise Tax (October Sales)
- \$93K Hunts Point Police Contract
- \$72K Building Permit Revenue
- \$42K Investment Earnings

## November Key Expenditures

- \$468K City of Bellevue – Second Half Fire and EMS Services
- \$128K Lakeside Industries, Inc – 2025 Overlay 87<sup>th</sup> Ave NE
- \$35K DePaolo's Painting – City Hall Interior Painting
- \$31K Inslee Best – October City Attorney Costs
- \$25K Facet – Critical Area Ordinance Update
- \$25K PC Specialists – October IT Services, With Mimecast Renewal
- \$17K Mahoney Planning – October Planning Currents

## 2025 Potential Budget Amendment Items

### 1) City Manager Recruitment - \$52,813.63 For GMP and Inslee Best

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 advertising, background and travel costs, the total expense was \$25,156.13. An additional \$27,657.50 has been spent through June to our City Attorney's office for the recruitment process.

### 2) City Manager Cashout - \$45,962.36

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

### 3) Teamsters CBA Contract - \$22,756.84

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions were approved by the Council during 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.

## 2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 10/31/2025</u>		<u>2025 Cash Balance, 11/30/2025</u>	
TOTAL CASH & INVESTMENTS		TOTAL CASH & INVESTMENTS	
Period Ending: 10/31/2025		Period Ending: 11/30/2025	
WA ST INV POOL	\$ 12,731,897	WA ST INV POOL	\$ 12,961,521
OTHER INVESTMENTS*	4,790,922	OTHER INVESTMENTS*	4,790,922
CHECKING	1,340,778	CHECKING	1,302,043
	\$ 18,863,597		\$ 19,054,485
		Outstanding Checks	\$149,939
			\$ 18,904,546

\$1M bond (Dec 2024)
5/15/2028
\$500K bond (June 2022)
12/31/2025
\$1.15M bond (Jan 2023)
6/30/2026
\$500K bond (May 2025)
3/1/2029
\$1M bond (Aug 2024)
7/8/2027
\$1M bond (Nov 2024)
11/15/2027

## November 2025 Financial Summary

REVENUES:	NOV ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$940,859	\$4,514,838	\$4,608,359	97.97%	\$93,521
Sales Tax	\$170,981	\$1,915,197	\$1,964,450	97.49%	\$49,253
Affordable & Sup. Housing	\$1,480	\$8,832	\$0	—	(\$8,832)
Criminal Justice	\$9,523	\$96,137	\$111,099	86.53%	\$14,962
B & O Tax: Utility & Franchise Fee	\$14,573	\$1,233,084	\$978,219	126.05%	(\$254,865)
Leasehold Excise Tax	\$1,154	(\$2,626)	\$2,000	-131.30%	\$4,626
General Government (includes Hunts Point)	\$92,748	\$474,638	\$406,868	116.66%	(\$67,770)
Passports, General Licenses & Permits	\$60	\$1,464	\$5,900	24.81%	\$4,436
Fines, Penalties, Traffic Infr.	\$0	\$35,697	\$18,000	198.32%	(\$17,697)
Misc. Invest. Facility Leases	\$29,880	\$424,172	\$262,166	161.80%	(\$162,006)
Disposition of Capital Assets	\$0	\$982	\$0	—	(\$982)
<b>General Fund Total</b>	<b>\$1,261,259</b>	<b>\$8,702,416</b>	<b>\$8,357,061</b>	<b>104.13%</b>	<b>(\$345,355)</b>
<b>Development Services Fund Total</b>	<b>\$146,224</b>	<b>\$810,956</b>	<b>\$915,500</b>	<b>88.58%</b>	<b>\$104,543.71</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	—	\$0.00
<b>Street Fund Total</b>	<b>\$3,464</b>	<b>\$178,152</b>	<b>\$118,085</b>	<b>150.87%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$45,000	\$495,000	\$540,000	91.67%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$3,075</b>	<b>682.93%</b>	<b>(\$17,925)</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>\$137,352</b>	<b>\$2,273,868</b>	<b>\$1,535,000</b>	<b>148.13%</b>	<b>(\$738,868)</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	\$261,250	\$285,000	91.67%	\$23,750
<b>NonRevenue Trust Funds Total</b>	<b>\$46</b>	<b>\$32,477</b>	<b>\$0</b>	<b>—</b>	<b>(\$32,477)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>—</b>	<b>(\$2,000,000)</b>
<b>Total (All Funds)</b>	<b>\$1,548,344</b>	<b>\$12,018,869</b>	<b>\$10,928,721</b>	<b>109.98%</b>	<b>(\$1,090,148)</b>
Total (All Funds) Transfers In	\$68,750	\$756,250	\$825,000	91.67%	\$68,750

EXPENDITURES:	NOV ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$583	\$57,906	\$83,000	69.77%	\$25,094
Municipal Court	\$0	\$30,351	\$15,000	202.34%	(\$15,351)
Executive	\$23,813	\$384,124	\$308,736	124.42%	(\$75,388)
Finance	\$27,626	\$546,946	\$614,051	89.07%	\$67,105
Legal	\$33,264	\$422,815	\$468,000	90.35%	\$45,185
Central Services	\$54,443	\$994,059	\$1,186,277	83.80%	\$192,218
Police Operations	\$288,081	\$2,583,340	\$2,931,655	88.12%	\$348,315
Fire & Medical Aid	\$482,953	\$980,309	\$950,544	103.13%	(\$29,765)
Public Housing, Environmental & Mental Health	\$0	\$27,140	\$55,966	48.49%	\$28,826
Recreational Services	\$1,996	\$38,949	\$48,500	80.31%	\$9,551
Long Range Planning	\$24,833	\$245,396	\$315,222	77.85%	\$69,826
Parks	\$62,439	\$583,722	\$630,355	92.60%	\$46,633
<b>General Fund Subtotal</b>	<b>\$1,000,030</b>	<b>\$6,895,057</b>	<b>\$7,607,306</b>	<b>90.64%</b>	<b>\$712,249</b>
General Fund Transfers Out	\$60,417	\$664,583	\$725,000	91.67%	\$60,417
<b>General Fund Total</b>	<b>\$1,060,447</b>	<b>\$7,559,641</b>	<b>\$8,332,306</b>	<b>90.73%</b>	<b>\$772,665</b>
<b>Development Services Fund Total</b>	<b>\$108,928</b>	<b>\$1,049,965</b>	<b>\$1,208,063</b>	<b>86.91%</b>	<b>\$158,098</b>
<b>City Street Fund Total</b>	<b>\$58,741</b>	<b>\$486,839</b>	<b>\$647,696</b>	<b>75.16%</b>	<b>\$160,857</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$320</b>	<b>\$30,000</b>	<b>1.07%</b>	<b>\$29,680</b>
<b>Capital Fund Total</b>	<b>\$181,060</b>	<b>\$581,094</b>	<b>\$750,000</b>	<b>77.48%</b>	<b>\$168,906</b>
Capital Fund Transfers Out	\$8,333	\$91,667	\$100,000	91.67%	\$8,333
<b>NonRevenue Trust Funds Total</b>	<b>\$60</b>	<b>\$32,431</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$32,431)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,978,518</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,978,518)</b>
<b>Total (All Funds)</b>	<b>\$1,348,819</b>	<b>\$11,024,224</b>	<b>\$10,243,065</b>	<b>107.63%</b>	<b>(\$781,159)</b>
Total (All Funds) Transfers Out	\$68,750	\$756,250	\$825,000	91.67%	\$68,750