CITY OF MEDINA

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Date: September 8th, 2025

To: Honorable Mayor and City Council

Via: Jeff Swanson, City Manager

From: Ryan Wagner, Finance & HR Director

Subject: 2025 August Financial Report

The 2025 report includes:

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

August Key Revenue

- $185K Local Sales and Use Tax
- $154K REET – Retail Excise Tax (July Sales)
- $128K Utility and Franchise Fees/Taxes
- $56K Building Permit Revenue
- $46K Investment Earnings
- $21K Property Taxes
- $11K Criminal Justice Training Grant

August Key Expenditures

- $25K Facet – Tree Canopy Study/Critical Area Ordinance Review
- $23K LDC Consultants – July Current Planning
- $15K TIG – July IT Services
- $13K Western Display Fireworks – Medina Days Firework Show
- $6K Mahoney Planning – July Planning Current

2025 Potential Budget Amendment Items

1) City Manager Recruitment - $25K For GMP

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 - $46K

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 - $25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions were approved by the Council during the March 10th 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

2025 Cash Balance, 7/31/2025		
TOTAL CASH & INVESTMENTS		
Period Ending: 7/31/2025		
WA ST INV POOL	$	12,372,677
OTHER INVESTMENTS*		4,790,922
CHECKING		707,597
	$	17,871,196

2025 Cash Balance, 8/31/2025		
TOTAL CASH & INVESTMENTS		
Period Ending: 8/31/2025		
WA ST INV POOL	$	12,621,274
OTHER INVESTMENTS*		4,790,922
CHECKING		261,192
	$	17,673,388
Outstanding Checks		$137,092
	$	17,536,296

$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

August 2025 Financial Summary

REVENUES:	AUG ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	$20,820	$2,627,343	$4,608,359	57.01%	$1,981,016
Sales Tax	$184,843	$1,265,768	$1,964,450	64.43%	$698,682
Affordable & Sup. Housing	$1,599	$3,159	$0	--	($3,159)
Criminal Justice	$9,462	$68,768	$111,099	61.90%	$42,331
B & O Tax: Utility & Franchise Fee	$127,925	$894,926	$978,219	91.49%	$83,293
Leasehold Excise Tax	$0	$0	$2,000	0.00%	$2,000
General Government (includes Hunts Point)	$11,488	$369,969	$406,868	90.93%	$36,899
Passports, General Licenses & Permits	$189	$1,217	$5,900	20.63%	$4,683
Fines, Penalties, Traffic Infr.	$0	$27,672	$18,000	153.73%	($9,672)
Misc. Invest. Facility Leases	$53,069	$331,087	$262,166	126.29%	($68,921)
Disposition of Capital Assets	$0	$982	$0	--	($982)
General Fund Total	**$409,395**	**$5,590,892**	**$8,357,061**	66.90%	**$2,766,169**
Development Services Fund Total	**$61,661**	**$461,129**	**$915,500**	50.37%	**$454,371.33**
Development Services Fund Transfers In from GF	*$0*	*$0*	*$0*	--	$0.00
Street Fund Total	**$6,069**	**$164,366**	**$118,085**	139.19%	**$90,446**
Street Fund Transfers In	*$45,000*	*$360,000*	*$540,000*	66.67%	*$200,764*
Tree Fund Total	**$0**	**$21,000**	**$3,075**	682.93%	**($17,925)**
Contigency Fund Total	**$0**	**$0**	**$0**	0.00%	**$0**
Capital Fund Total	**$178,745**	**$1,769,779**	**$1,535,000**	115.30%	**($234,779)**
Levy Stabilization Fund Total	**$0**	**$0**	**$0**	--	**$0**
Levy Fund Transfers In GF	*$23,750*	*$190,000*	*$285,000*	66.67%	$95,000
NonRevenue Trust Funds Total	**$64**	**$29,688**	**$0**	--	**($29,688)**
Master Investments Total	**$0**	**$1,500,000**	**$0**	--	**($1,500,000)**
Total (All Funds)	**$655,933**	**$8,036,853**	**$10,928,721**	73.54%	**$2,891,868**
Total (All Funds) Transfers In	*$68,750*	*$550,000*	*$825,000*	66.67%	*$275,000*

EXPENDITURES:	AUG ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	$13,741	$43,136	$83,000	51.97%	$39,864
Municipal Court	$5,843	$17,777	$15,000	118.51%	($2,777)
Executive	$28,414	$306,761	$308,736	99.36%	$1,975
Finance	$25,366	$459,868	$614,051	74.89%	$154,183
Legal	$4,000	$310,956	$468,000	66.44%	$157,044
Central Services	$94,259	$775,911	$1,186,277	65.41%	$410,366
Police Operations	$219,897	$1,856,108	$2,931,655	63.31%	$1,075,547
Fire & Medical Aid	$0	$497,356	$950,544	52.32%	$453,188
Public Housing, Environmental & Mental Health Fees	$0	$25,702	$55,966	45.92%	$30,264
Recreational Services	$13,522	$34,129	$48,500	70.37%	$14,371
Long Range Planning	$27,565	$146,968	$315,222	46.62%	$168,254
Parks	$58,093	$404,403	$630,355	64.15%	$225,952
General Fund Subtotal	**$490,701**	**$4,879,074**	**$7,607,306**	**64.14%**	**$2,728,232**
General Fund Transfers Out	$60,417	$483,333	$725,000	*66.67%*	*$241,667*
General Fund Total	**$551,117**	**$5,362,407**	**$8,332,306**	***64.36%***	***$2,969,899***
Development Services Fund Total	**$88,489**	**$745,440**	**$1,208,063**	**61.71%**	**$462,623**
City Street Fund Total	**$40,905**	**$329,953**	**$647,696**	**50.94%**	**$317,743**
Tree Fund Total	**$0**	**$320**	**$30,000**	**1.07%**	**$29,680**
Capital Fund Total	**$15,868**	**$379,124**	**$750,000**	**50.55%**	**$370,876**
Capital Fund Transfers Out	$8,333	$66,667	$100,000	66.67%	$33,333
NonRevenue Trust Funds Total	**$126**	**$21,344**	**$0**	**0.00%**	**($21,344)**
Master Investments Total	**$0**	**$1,478,518**	**$0**	**0.00%**	**($1,478,518)**
Total (All Funds)	**$636,088**	**$7,833,774**	**$10,243,065**	**76.48%**	**$2,409,291**
Total (All Funds) Transfers Out	*$68,750*	*$550,000*	*$825,000*	*66.67%*	*$275,000*