



# 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)

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**Date:** September 9th, 2024  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** August 2024 Financial Report

August 2024 report includes:

- August Key Revenue and Expenditure Numbers
  - Planning Consultant Overages
  - HR and Personnel Policy Update
  - July and August Financial Summaries
  - July and August Cash Statements
  - July and August 2024 AP Check Register Activity Details
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## August 2024 Key Revenue Items

- \$165K in Sales Tax Revenue
- \$139K in REET from July Home Sales
- \$56K in Permit Revenue
- \$50K in Investment Interest Earnings
- \$33K Department of Ecology Grant - Stormwater
- \$31K in Property Tax

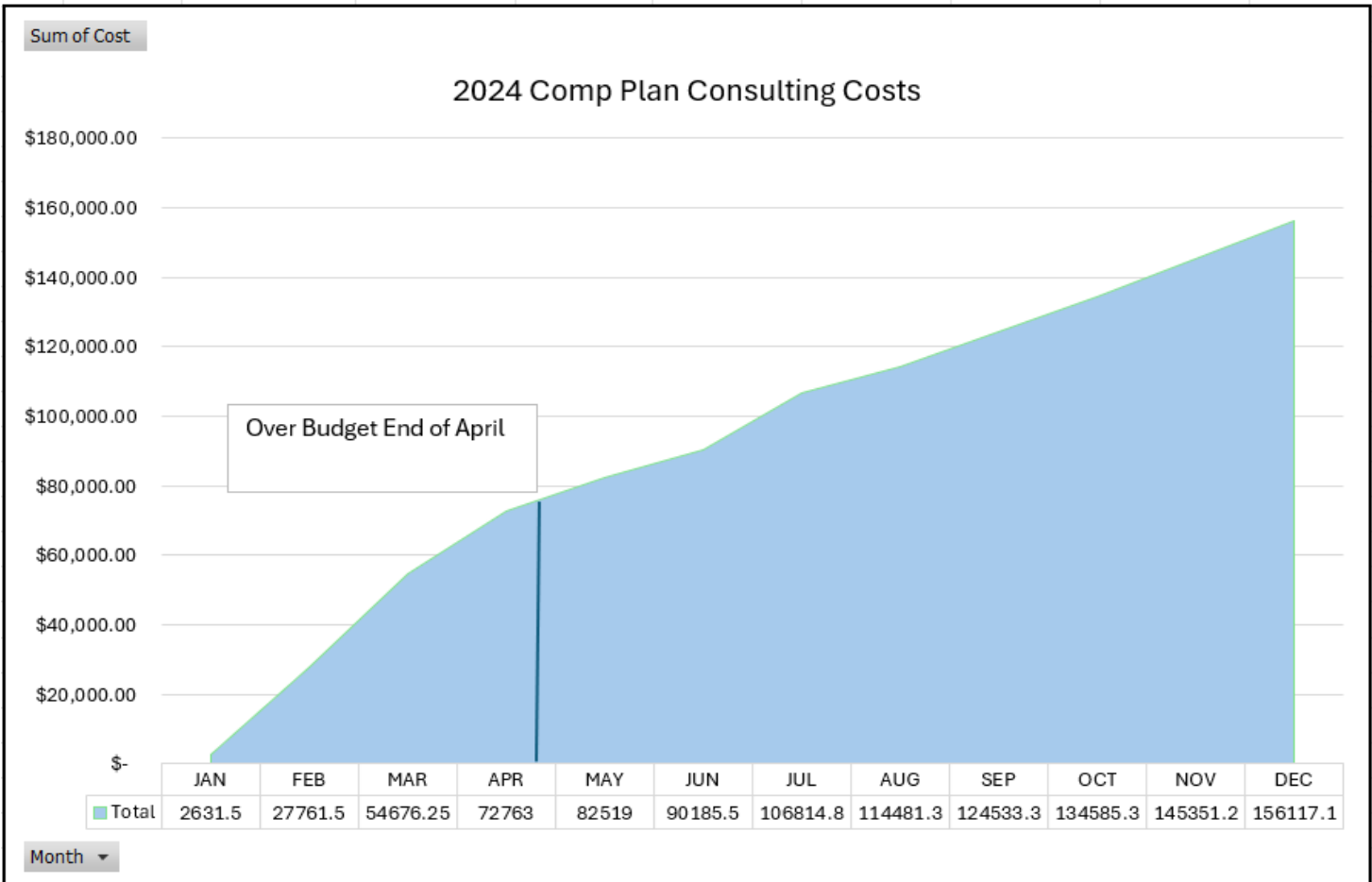
## August 2024 Key Expenditures

- \$251K KC Office of Finance – Upland Road Overlay
- \$188K Blackfish Civil – NE 12<sup>th</sup> St. Improvements
- \$92K Kamins Construction – TIB – 2024 ADA Improvements and Overlays
- \$17K LDC – June Planning Consultant
- \$16K TIG – Assorted IT Costs
- \$12K Inslee Best – July Attorney Services

## Planning Consultant Overages

The city budgeted \$70,000 in 2024 to finalize the comprehensive plan, which aligns with what was determined in 2022 to be the three-year cost of the project. Based on actuals through April of this year, plus estimates from staff and our consultants, the city is over budget as of April of this year. With this process running through the end of the year, we expect currently to be over budget by an estimated \$86,000. Staff will continue to provide updates monthly as we track costs. Please see the attached chart and graph for reference. (Note July 2024 might be adjusted down, waiting on LDC to confirm Comp plan allocation).

2024 Consulting Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 7,666.50	Actual
JUL	\$ 16,629.25	Actual
AUG	\$ 7,666.50	Estimate
SEP	\$ 10,052.00	Estimate
OCT	\$ 10,052.00	Estimate
NOV	\$ 10,765.90	Estimate
DEC	\$ 10,765.90	Estimate
Total Annual Cost:		\$ 156,117.05
Total 2024 Budget:		\$ 70,000.00
Projected Overage:		\$ 86,117.05



## HR and Personnel Policy Update

In May of 2023, Medina implemented ADP as a Payroll and HR provider to assist staff. This change brought multiple benefits to the city. On the payroll side, their robust platform improves transparency and accuracy for staff, while providing a wider range of reporting functionality. On the HR side, the city has a dedicated HR professional and call lines for staff for advice or help regarding HR matters. ADP also offers a wide range of trainings for staff and management, along with a handbook builder tool that the city has utilized.

### **HR Business Partner**

- Implements the right HR tools and services at the right time and takes the time to understand your business needs and HR/people priorities
- Consultative conversations with clients include workforce planning, talent management, cost containment, employee relations and compliance
- Understand the client's strategic business and HCM objectives and alignment of our solution
- Effectively diagnose client opportunities and deploy strategic action plans
- Deliver a quality client experience through consultative opportunities leveraging company and industry knowledge
- Provide actionable insights, highlighting key areas of opportunity to empower strategic decision-making

### **Trainings**

ADP's Comprehensive Learning platform allows management to assign a variety of trainings to staff to not only follow state law, but to build and develop skills as well. ADP offers a variety of free trainings that are both instructor led, and online that we are able to take advantage of. Trainings on sexual harrasment prevention, ethics, and cyber security are examples that have been utilized.

### **Employee Handbook Creator**

Medina utilizes the handbook creator to make sure our handbook is up to date with state and federal laws, and allow for clear and concise language for staff. Some of what the creator provides are listed below.

- Handbook including compliant/best practice policies
- State-specific provisions
- Up-to-date resources on HR employment regulations
- Consultative support with understanding policy options
- Best practice guidance on HR policies and practice

Employee handbooks are important to help deter claims of discrimination by consistently applied policies

The employee handbook will come to Council for reference and approval at the next business meeting.

## July 2024 Financial Summary

REVENUES:	JULY ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$19,178	\$2,487,530	\$4,461,393	55.76%	\$1,973,863
Sales Tax	\$187,724	\$1,110,457	\$1,904,941	58.29%	\$794,484
Affordable & Sup. Housing	\$1,627	\$3,224	\$0	--	(\$3,224)
Criminal Justice	\$8,496	\$58,857	\$107,863	54.57%	\$49,006
B & O Tax: Utility & Franchise Fee	\$198,946	\$721,700	\$938,400	76.91%	\$216,700
Leasehold Excise Tax	\$0	\$0	\$6,589	0.00%	\$6,589
General Government (includes Hunts Point)	\$94,208	\$208,339	\$433,520	48.06%	\$225,181
Passports, General Licenses & Permits	\$227	\$1,305	\$6,000	21.75%	\$4,695
Fines, Penalties, Traffic Infr.	\$1,440	\$11,706	\$18,000	65.03%	\$6,294
Misc. Invest. Facility Leases	\$37,142	\$264,286	\$244,496	108.09%	(\$19,790)
Disposition of Capital Assets	\$0	\$120	\$0	--	(\$120)
<b>General Fund Total</b>	<b>\$548,988</b>	<b>\$4,867,523</b>	<b>\$8,121,202</b>	<b>59.94%</b>	<b>\$3,253,679</b>
<b>Development Services Fund Total</b>	<b>\$82,352</b>	<b>\$574,313</b>	<b>\$1,121,500</b>	<b>51.21%</b>	<b>\$547,187.44</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
<b>Street Fund Total</b>	<b>\$4,069</b>	<b>\$30,606</b>	<b>\$122,096</b>	<b>25.07%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$44,583	\$312,083	\$535,000	58.33%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$888</b>	<b>\$3,075</b>	<b>28.88%</b>	<b>\$2,187</b>
<b>Capital Fund Total</b>	<b>\$188,964</b>	<b>\$1,263,356</b>	<b>\$1,300,000</b>	<b>97.18%</b>	<b>\$36,644</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	\$33,333	\$233,333	\$400,000	58.33%	\$166,667
<b>NonRevenue Trust Funds Total</b>	<b>\$1,683</b>	<b>\$13,388</b>	<b>\$0</b>	<b>--</b>	<b>(\$13,388)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$0</b>	<b>--</b>	<b>(\$750,000)</b>
<b>Total (All Funds)</b>	<b>\$826,055</b>	<b>\$6,750,073</b>	<b>\$10,667,873</b>	<b>63.27%</b>	<b>\$3,917,800</b>
Total (All Funds) Transfers In	\$77,917	\$545,417	\$935,000	58.33%	\$389,583

EXPENDITURES:	JULY ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$50	\$19,703	\$70,500	27.95%	\$50,797
Municipal Court	\$5,062	\$18,090	\$15,000	120.60%	(\$3,090)
Executive	\$25,468	\$174,217	\$292,970	59.47%	\$118,753
Finance	\$28,385	\$520,860	\$683,422	76.21%	\$162,562
Legal	\$52,828	\$206,380	\$395,200	52.22%	\$188,820
Central Services	\$118,647	\$665,910	\$1,199,644	55.51%	\$533,734
Police Operations	\$213,735	\$1,428,817	\$2,803,273	50.97%	\$1,374,456
Fire & Medical Aid	\$0	\$452,143	\$934,285	48.39%	\$482,143
Public Housing, Environmental & Mental Health Fees	\$0	\$63,720	\$52,648	121.03%	(\$11,072)
Recreational Services	\$21,343	\$26,631	\$48,500	54.91%	\$21,869
Parks	\$65,303	\$326,811	\$608,415	53.72%	\$281,604
<b>General Fund Subtotal</b>	<b>\$530,821</b>	<b>\$3,903,282</b>	<b>\$7,103,857</b>	<b>54.95%</b>	<b>\$3,200,575</b>
General Fund Transfers Out	\$71,667	\$501,667	\$860,000	58.33%	\$358,333
<b>General Fund Total</b>	<b>\$602,487</b>	<b>\$4,404,948</b>	<b>\$7,963,857</b>	<b>55.31%</b>	<b>\$3,558,909</b>
<b>Development Services Fund Total</b>	<b>\$98,803</b>	<b>\$657,122</b>	<b>\$1,199,937</b>	<b>54.76%</b>	<b>\$542,815</b>
<b>City Street Fund Total</b>	<b>\$52,031</b>	<b>\$324,797</b>	<b>\$645,427</b>	<b>50.32%</b>	<b>\$320,630</b>
<b>Tree Fund Total</b>	<b>\$1,146</b>	<b>\$7,504</b>	<b>\$30,000</b>	<b>25.01%</b>	<b>\$22,496</b>
<b>Capital Fund Total</b>	<b>\$494,552</b>	<b>\$1,069,615</b>	<b>\$1,495,000</b>	<b>71.55%</b>	<b>\$425,385</b>
Capital Fund Transfers Out	\$6,250	\$43,750	\$75,000	58.33%	\$31,250
<b>NonRevenue Trust Funds Total</b>	<b>\$9,242</b>	<b>\$11,857</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$11,857)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Total (All Funds)</b>	<b>\$1,186,595</b>	<b>\$5,974,177</b>	<b>\$10,474,221</b>	<b>57.04%</b>	<b>\$4,500,044</b>
Total (All Funds) Transfers Out	\$77,917	\$545,417	\$935,000	58.33%	\$389,583

## August 2024 Financial Summary

REVENUES:	AUG ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$31,269	\$2,518,799	\$4,461,393	56.46%	\$1,942,594
Sales Tax	\$164,709	\$1,275,166	\$1,904,941	66.94%	\$629,775
Affordable & Sup. Housing	\$1,425	\$4,649	\$0	--	(\$4,649)
Criminal Justice	\$9,578	\$68,434	\$107,863	63.45%	\$39,429
B & O Tax: Utility & Franchise Fee	\$75,899	\$797,599	\$938,400	85.00%	\$140,801
Leasehold Excise Tax	(\$3,093)	(\$3,093)	\$6,589	-46.94%	\$9,682
General Government (includes Hunts Point)	\$106,375	\$314,714	\$433,520	72.59%	\$118,806
Passports, General Licenses & Permits	\$452	\$1,757	\$6,000	29.28%	\$4,243
Fines, Penalties, Traffic Infr.	\$3,794	\$15,500	\$18,000	86.11%	\$2,500
Misc. Invest. Facility Leases	\$33,158	\$297,444	\$244,496	121.66%	(\$52,948)
Disposition of Capital Assets	\$0	\$120	\$0	--	(\$120)
<b>General Fund Total</b>	<b>\$423,565</b>	<b>\$5,291,089</b>	<b>\$8,121,202</b>	<b>65.15%</b>	<b>\$2,830,113</b>
<b>Development Services Fund Total</b>	<b>\$72,226</b>	<b>\$646,538</b>	<b>\$1,121,500</b>	<b>57.65%</b>	<b>\$474,961.61</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
<b>Street Fund Total</b>	<b>\$4,643</b>	<b>\$35,248</b>	<b>\$122,096</b>	<b>28.87%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$44,583	\$356,667	\$535,000	66.67%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$888</b>	<b>\$3,075</b>	<b>28.88%</b>	<b>\$2,187</b>
<b>Capital Fund Total</b>	<b>\$307,368</b>	<b>\$1,570,724</b>	<b>\$1,300,000</b>	<b>120.82%</b>	<b>(\$270,724)</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	\$33,333	\$266,667	\$400,000	66.67%	\$133,333
<b>NonRevenue Trust Funds Total</b>	<b>\$4,397</b>	<b>\$17,785</b>	<b>\$0</b>	<b>--</b>	<b>(\$17,785)</b>
<b>Master Investments Total</b>	<b>\$1,000,000</b>	<b>\$1,750,000</b>	<b>\$0</b>	<b>--</b>	<b>(\$1,750,000)</b>
<b>Total (All Funds)</b>	<b>\$812,199</b>	<b>\$7,562,273</b>	<b>\$10,667,873</b>	<b>70.89%</b>	<b>\$3,105,600</b>
Total (All Funds) Transfers In	\$77,917	\$623,333	\$935,000	66.67%	\$311,667

EXPENDITURES:	AUG ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$12,198	\$31,901	\$70,500	45.25%	\$38,599
Municipal Court	\$4,837	\$22,928	\$15,000	152.85%	(\$7,928)
Executive	\$25,046	\$199,263	\$292,970	68.01%	\$93,707
Finance	\$24,321	\$545,181	\$683,422	79.77%	\$138,241
Legal	(\$38,744)	\$167,636	\$395,200	42.42%	\$227,564
Central Services	\$79,984	\$745,893	\$1,199,644	62.18%	\$453,751
Police Operations	\$174,031	\$1,602,848	\$2,803,273	57.18%	\$1,200,425
Fire & Medical Aid	\$0	\$452,143	\$934,285	48.39%	\$482,143
Public Housing, Environmental & Mental Health Fees	\$204	\$63,924	\$52,648	121.42%	(\$11,276)
Recreational Services	\$13,187	\$39,818	\$48,500	82.10%	\$8,682
Parks	\$43,896	\$370,708	\$608,415	60.93%	\$237,707
<b>General Fund Subtotal</b>	<b>\$338,960</b>	<b>\$4,242,241</b>	<b>\$7,103,857</b>	<b>59.72%</b>	<b>\$2,861,616</b>
General Fund Transfers Out	\$71,667	\$573,333	\$860,000	66.67%	\$286,667
<b>General Fund Total</b>	<b>\$410,626</b>	<b>\$4,815,575</b>	<b>\$7,963,857</b>	<b>60.47%</b>	<b>\$3,148,282</b>
<b>Development Services Fund Total</b>	<b>\$56,986</b>	<b>\$714,108</b>	<b>\$1,199,937</b>	<b>59.51%</b>	<b>\$485,829</b>
<b>City Street Fund Total</b>	<b>\$43,914</b>	<b>\$368,711</b>	<b>\$645,427</b>	<b>57.13%</b>	<b>\$276,716</b>
<b>Tree Fund Total</b>	<b>\$2,424</b>	<b>\$9,929</b>	<b>\$30,000</b>	<b>33.10%</b>	<b>\$20,071</b>
<b>Capital Fund Total</b>	<b>\$310,367</b>	<b>\$1,379,982</b>	<b>\$1,495,000</b>	<b>92.31%</b>	<b>\$115,018</b>
Capital Fund Transfers Out	\$6,250	\$50,000	\$75,000	66.67%	\$25,000
<b>NonRevenue Trust Funds Total</b>	<b>\$103</b>	<b>\$11,960</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$11,960)</b>
<b>Master Investments Total</b>	<b>\$1,014,541</b>	<b>\$1,014,541</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,014,541)</b>
<b>Total (All Funds)</b>	<b>\$1,767,296</b>	<b>\$7,741,473</b>	<b>\$10,474,221</b>	<b>73.91%</b>	<b>\$2,732,748</b>
Total (All Funds) Transfers Out	\$77,917	\$623,333	\$935,000	66.67%	\$311,667

## July 2024 Cash Position Report

<u>2024 Cash Balance, 6/30/24</u>		<u>2024 Cash Balance, 7/31/2024</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 6/30/24		Period Ending: 7/31/24	
WA ST INV POOL	\$ 10,079,484	WA ST INV POOL	\$ 10,334,237
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,505,595
CHECKING	<u>1,356,000</u>	CHECKING	<u>1,139,295</u>
	\$ 15,941,079		\$ 15,979,127
		Outstanding Checks	<u>\$491,169</u>
			<u>\$ 15,487,958</u>

\$1M bond (Aug 2020) 8/5/2024
<b>\$1M bond (June 2023) 12/31/2024</b>
\$500K bond (Mar 2020) 3/25/2025
\$500K bond (June 2022) 12/31/2025
\$1.15M bond (Jan 2023) 6/30/2026
\$500K bond (June 2023) 12/31/2027

## August 2024 Cash Position Report

<u>2024 Cash Balance, 7/31/24</u>		<u>2024 Cash Balance, 8/31/2024</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 7/31/24		Period Ending: 8/31/24	
WA ST INV POOL	\$ 10,334,237	WA ST INV POOL	\$ 10,563,835
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,519,740
CHECKING	<u>1,139,295</u>	CHECKING	<u>684,414</u>
	\$ 15,979,127		\$ 15,767,988
		Outstanding Checks	<u>\$199,880</u>
			<u>\$ 15,568,108</u>

<b>\$1M bond (June 2023) 12/31/2024</b>
\$500K bond (Mar 2020) 3/25/2025
\$500K bond (June 2022) 12/31/2025
\$1.15M bond (Jan 2023) 6/30/2026
<b>\$500K bond (June 2023) 12/31/2027</b>
\$1M bond (Aug 2024) 7/8/2027