



Office of the Washington State Auditor  
Pat McCarthy

# Financial Statements Audit Report

## City of Medina

For the period January 1, 2022 through December 31, 2022

*Published April 22, 2024*

Report No. 1034559



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**Office of the Washington State Auditor  
Pat McCarthy**

April 22, 2024

Council  
City of Medina  
Medina, Washington

**Report on Financial Statements**

Please find attached our report on the City of Medina's financial statements.

We are issuing this report in order to provide information on the City's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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## INDEPENDENT AUDITOR'S REPORT

### Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

#### City of Medina January 1, 2022 through December 31, 2022

Council  
City of Medina  
Medina, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the City of Medina, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's financial statements, and have issued our report thereon dated April 8, 2024.

We issued an unmodified opinion on the fair presentation of the City's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the City using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) Manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

### REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

## **REPORT ON COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this

report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

April 8, 2024

# INDEPENDENT AUDITOR'S REPORT

## Report on the Audit of the Financial Statements

### **City of Medina January 1, 2022 through December 31, 2022**

Mayor and City Council  
City of Medina  
Medina, Washington

## **REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

### **Unmodified and Adverse Opinions**

We have audited the financial statements of the City of Medina, as of and for the year ended December 31, 2022, and the related notes to the financial statements, as listed in the financial section of our report.

### **Unmodified Opinion on the Regulatory Basis of Accounting (BARS Manual)**

As described in Note 1, the City has prepared these financial statements to meet the financial reporting requirements of state law and accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System (BARS) Manual*. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash and investments of the City of Medina, and its changes in cash and investments, for the year ended December 31, 2022, on the basis of accounting described in Note 1.

### **Adverse Opinion on U.S. GAAP**

The financial statements referred to above were not intended to, and in our opinion, they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the City of Medina, as of December 31, 2022, or the changes in financial position or cash flows thereof for the year then ended, because of the significance of the matter discussed below.

## **Basis for Unmodified and Adverse Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit unmodified and adverse opinions.

## **Matter Giving Rise to Adverse Opinion on U.S. GAAP**

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. As described in Note 1 of the financial statements, the financial statements are prepared by the City in accordance with state law using accounting practices prescribed by the BARS Manual, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

## **Matters of Emphasis**

As discussed in Note 7 to the financial statements, in 2022, the City adopted new accounting guidance for financial reporting for leases, as required by the BARS Manual. Our opinion is not modified with respect to this matter.

## **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the BARS Manual described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City's financial statements. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS Manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to

prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## **OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**

In accordance with *Government Auditing Standards*, we have also issued our report dated April 8, 2024 on our consideration of the City's internal control over financial reporting and on the tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

April 8, 2024

## **FINANCIAL SECTION**

### **City of Medina January 1, 2022 through December 31, 2022**

#### **FINANCIAL STATEMENTS**

Fund Resources and Uses Arising from Cash Transactions – 2022

Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2022

Notes to the Financial Statements – 2022

#### **SUPPLEMENTARY AND OTHER INFORMATION**

Schedule of Liabilities – 2022

**City of Medina**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		<u>Total for All Funds (Memo Only)</u>	<u>001 General Fund</u>	<u>101 City Street Fund</u>	<u>103 Tree Fund</u>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	9,789,326	3,862,261	74,928	84,324
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	8,318,127	6,982,089	-	-
320	Licenses and Permits	865,936	197,939	-	-
330	Intergovernmental Revenues	629,869	158,201	58,692	-
340	Charges for Goods and Services	904,666	324,156	-	2,310
350	Fines and Penalties	19,280	19,280	-	-
360	Miscellaneous Revenues	312,165	201,452	-	-
Total Revenues:		<u>11,050,043</u>	<u>7,883,117</u>	<u>58,692</u>	<u>2,310</u>
<b>Expenditures</b>					
510	General Government	2,117,430	2,117,430	-	-
520	Public Safety	3,097,003	3,097,003	-	-
530	Utilities	-	-	-	-
540	Transportation	486,293	-	486,293	-
550	Natural/Economic Environment	1,160,423	41,751	-	13,696
560	Social Services	899	899	-	-
570	Culture and Recreation	595,357	595,357	-	-
Total Expenditures:		<u>7,457,405</u>	<u>5,852,440</u>	<u>486,293</u>	<u>13,696</u>
Excess (Deficiency) Revenues over Expenditures:		<u>3,592,638</u>	<u>2,030,677</u>	<u>(427,601)</u>	<u>(11,386)</u>
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	1,916,464	-	405,629	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	120,456	100,779	-	-
Total Other Increases in Fund Resources:		<u>2,036,920</u>	<u>100,779</u>	<u>405,629</u>	<u>-</u>
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	1,421,915	156,080	8,529	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	1,916,463	1,916,463	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	36,837	11,500	-	-
Total Other Decreases in Fund Resources:		<u>3,375,215</u>	<u>2,084,043</u>	<u>8,529</u>	<u>-</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b><u>2,254,343</u></b>	<b><u>47,413</u></b>	<b><u>(30,501)</u></b>	<b><u>(11,386)</u></b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	4,733,103	76,694	44,423	-
50841	Committed	-	-	-	-
50851	Assigned	3,571,459	93,876	-	72,938
50891	Unassigned	3,739,105	3,739,105	-	-
<b>Total Ending Cash and Investments</b>		<b><u>12,043,667</u></b>	<b><u>3,909,675</u></b>	<b><u>44,423</u></b>	<b><u>72,938</u></b>

The accompanying notes are an integral part of this statement.

**City of Medina**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		<b>302</b>	<b>303 Levy</b>	<b>307 Capital</b>	<b>401</b>
		<b>Contingency</b>	<b>Stabilization</b>	<b>Projects</b>	<b>Development</b>
		<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Services</b>
		<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	250,000	500,000	5,017,813	-
388 / 588	Net Adjustments	-	-	-	-
<b>Revenues</b>					
310	Taxes	-	-	1,336,038	-
320	Licenses and Permits	-	-	-	667,997
330	Intergovernmental Revenues	-	-	385,772	27,204
340	Charges for Goods and Services	-	-	333,012	245,188
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	-	-	92,460	18,253
Total Revenues:		-	-	2,147,282	958,642
<b>Expenditures</b>					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	1,104,976
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	1,104,976
Excess (Deficiency) Revenues over Expenditures:		-	-	2,147,282	(146,334)
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	500,000	-	1,010,835
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	4,083	15,594
Total Other Increases in Fund Resources:		-	500,000	4,083	1,026,429
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	-	-	1,236,395	20,911
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	1,878	23,459
Total Other Decreases in Fund Resources:		-	-	1,238,273	44,370
<b>Increase (Decrease) in Cash and Investments:</b>		<b>-</b>	<b>500,000</b>	<b>913,092</b>	<b>835,725</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	4,611,986	-
50841	Committed	-	-	-	-
50851	Assigned	250,000	1,000,000	1,318,919	835,726
50891	Unassigned	-	-	-	-
<b>Total Ending Cash and Investments</b>		<b>250,000</b>	<b>1,000,000</b>	<b>5,930,905</b>	<b>835,726</b>

The accompanying notes are an integral part of this statement.

**City of Medina**  
**Fiduciary Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2022**

		<u>Custodial</u>
308	Beginning Cash and Investments	129
388 & 588	Net Adjustments	-
310-390	Additions	21,365
510-590	Deductions	<u>802</u>
	Net Increase (Decrease) in Cash and Investments:	20,563
508	Ending Cash and Investments	20,693

*The accompanying notes are an integral part of this statement.*

**City of Medina**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2022**

**Note 1 - Summary of Significant Accounting Policies**

The City of Medina was incorporated on August 19, 1955 and operates under the laws of the state of Washington applicable to a Code City operating under the Council/Manager form of government. The City of Medina is a general purpose local government and provides public safety, street improvements and maintenance, parks, storm water systems and general administration services.

The City of Medina reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter <https://sao.wa.gov/bars-annual-filing/bars-cash-manual/> RCW 43.09.230. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are similar to the ending balance classification in GAAP.

**A. Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

**GOVERNMENTAL FUND TYPES:**

**General Fund**

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

### Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

### Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

### Enterprise Funds

These funds may be used to report any activity for which a fee is charged to external users for goods or services.

### FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

### Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

### B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the City also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

### C. Cash and Investments

*See Note 5 - Deposits and Investments.*

### D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

### E. Compensated Absences

Vacation leave may be accumulated up to 300 hours for Patrol Officers, Public Works, Clerical Unit employees, and unrepresented employees. Vacation leave is payable upon separation or retirement.

The Patrol Officers Collective Agreement allows sick leave to be accumulated up to 960 hours. Upon separation or retirement, employees in good standing with a minimum of ten years continuous service shall be reimbursed at a rate of 50%, up to a maximum of 480 hours of pay.



The Public Work's Teamsters Labor Agreement allows sick leave to be accumulated up to 960 hours. Upon separation or retirement, employees in good standing with a minimum of ten years continuous service shall be reimbursed at a rate of 25% up to a maximum of 180 hours of pay.

The Clerical Unit (Teamsters) Labor Agreement allows for 720 hours of accumulated sick leave. Upon separation or retirement, employees in good standing with a minimum of ten years continuous service shall be reimbursed at a rate of 25% up to a maximum of 180 hours of pay.

Unrepresented employees with a minimum of ten (10) years of service shall be paid for 25% of unused accrued sick leave up to a maximum of 180 Hours.

Payments are recognized as expenditures when paid.

#### F. Long-Term Debt

*See Note 6 - Long-term Debt*

#### G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or by RCW. When expenditures that meet restrictions are incurred, the City of Medina intends to use reserved resources first before using unreserved amounts.

Restrictions and commitments of Ending Cash and Investments consist of: \$76,694 in Restricted General Fund Revenue for the 2009 Revenue associated with the proceeds from the sale of Jail Property (JAG Interlocal Agreement) which restricts the use of the funds under the Interlocal Agreement; \$44,423 in Restricted Street Fund Revenue; and \$4,611,986 Restricted Capital Fund Revenue for Real Estate Excise Tax (REET), which restricts the use of the funds per RCW 82.46.010 and RCW 82.46.035.

### **Note 2 - Budget Compliance**

The City of Medina adopts annual appropriated budgets for all funds except fiduciary custodial funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund/Department	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund:	\$ 8,720,920	\$ 7,936,483	\$ 784,437
Street Fund:	\$ 524,429	\$ 494,822	\$ 29,607
Tree Fund:	\$ 40,000	\$ 13,696	\$ 26,304
Capital Projects Fund:	\$ 1,484,000	\$ 1,238,273	\$ 245,727
Dev. Services Fund:	\$ 1,190,561	\$ 1,149,346	\$ 41,215
<b>Total All Funds</b>	<b>\$ 11,959,910</b>	<b>\$ 10,832,620</b>	<b>\$ 1,127,290</b>

Budgeted amounts are authorized to be transferred between departments within any fund or object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Medina City Council.

### Note 3 –Joint Ventures and Related Parties

#### A. ARCH Housing Coalition

A Regional Coalition for Housing (ARCH) was created in 1992 through an interlocal agreement of several suburban governments in Eastside King County. ARCH helps establish a teamwork approach to solving local housing issues. ARCH is comprised of Eastside cities & King County.

ARCH is governed by an Executive Board composed of the chief executive officer from each agency. The Executive Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff and a Citizen Advisory Board. Each member city is responsible for contributing operating revenues as determined from the ARCH annual budget. Contributions from the member cities are based on each member's population. In 2022, the City of Medina paid \$6,650 to ARCH for operations and contributed \$25,459 to ARCH's Housing Trust Fund for low income housing on the Eastside.

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution, the agreement, as amended, provides for distribution of net position among the members based on percentage of the total annual contributions during the period of the Agreement paid by each member. The City's share of the net position is deemed immaterial and thus is not reflected in the financial statement.

Budget monitoring information can be obtained from ARCH, c/o Lindsay Master, 16625 NE 87th Street, #A-3, Redmond, WA 98052 (e-mail: [info@archhousing.org](mailto:info@archhousing.org) or call: (425) 861-3676).

B. NORCOM

In November of 2007, the City of Medina, with the cities of Bellevue, Kirkland, Bothell, Clyde Hill, Mercer Island and Snoqualmie, along with Eastside Fire and Rescue, King County Fire Protection Districts 27 and 45, King and Kittitas Fire Protection District 51, Northshore Fire Department, Shoreline Fire Department, and Woodinville Fire and Life Safety District entered into an interlocal agreement to establish and maintain a consolidated emergency service communications center. In 2008, the City of Redmond joined as a subscriber. Prior to the interlocal agreement, the formation efforts were carried out under a Joint Powers Agreement originally approved in 2005 and amended in 2006 and 2007. On July 1, 2009, the separate dispatch operations of the cities of Bellevue and Kirkland were combined and began operating as the North East King County Regional Public Safety Communications Agency (NORCOM). NORCOM includes 911 telephone answering, computer aided dispatch of fire, police and EMS resources, public safety field technology and a records management system.

Operating revenues are provided by user fees charged to each member based on average call volume. For 2022, the City of Medina's share of these fees was \$65,533.

Additional financial information can be obtained from NORCOM, c/o Finance Manager, PO Box 50911, Bellevue, WA 98015.

**Note 4 – COVID-19 Pandemic**

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of COVID-19. Precautionary measures to slow the spread of the virus continued throughout 2021. These measures included limitations on business operations, public events, gatherings, travel, and in-person interactions.

Additional unbudgeted expenses were incurred to allow the City to continue providing essential public safety services. As the restrictions evolve and even phase out, additional unbudgeted expenses are expected to be needed to comply and eventually restore full City services. Reimbursement grants were available through the Federal government's American Rescue Plan Act of 2021. The length of time these measures will continue to be in place, and the full extent of the financial impact on the City of Medina is unknown at this time.

**Note 5 – Deposits and Investments**

Investments are reported at cost value. Deposits and investments by type on December 31, 2022 are as follows:

Type of deposit or investment	Medina’s own deposits and investments	Deposits and investments held by the City as custodian for other local governments, individuals, or private organizations	Total
Bank deposits	\$ 494,721	NA	\$ 494,721
Local Government Investment Pool	\$ 7,990,461	NA	\$ 7,990,461
U.S. Government securities (US Bank Inv. Safekeeping)	\$ 4,000,000	NA	\$ 4,000,000
<b>Total</b>	<b>\$ 12,485,182</b>	NA	<b>\$ 12,485,182</b>

It is the City of Medina’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds using a percent allocation based on the size of the fund for the allocation.

Investments in the State Local Government Investment Pool (LGIP)

The City of Medina is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at [www.tre.wa.gov](http://www.tre.wa.gov).

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the City would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The City’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered, or held by the City of Medina or its agent in the government’s name.

**Note 6 – Long-Term Debt** (formerly Debt Service Requirements)

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City of Medina and summarizes the City of Medina’s debt transactions for year ended December 31, 2022.

The City of Medina does not have any debt service requirements for general obligation bond or revenue bonds. Compensated Absences Liability (Other Liability) December 31, 2022 total is \$351,976.

**Note 7 – Leases (Lessees)**

During the year ending on December 31<sup>st</sup>, 2022, the City of Medina adopted guidance for the presentation and disclosure of leases, as required by the BARS manual. This requirement resulted in the addition of a lease liability reported on the Schedule of Liabilities.

The city leases vehicles from Financial Consultants International for use in Law Enforcement under 5 separate leases ranging from 48 to 60 months. The remaining liability for the Police Cruisers is \$273,546.27, through 2027.

The city leases 3 copiers/printers from Konica Minolta under 36–60-month lease agreements. The remaining liability for the equipment is \$18,460, and the longest agreement runs through 2026.

The city leases a postage meter from Pitney Bowes under a 48-month lease agreement. The remaining liability for the equipment is \$5,151.06, and the agreement runs through 2026.

*The total amount paid on lease in 2022 was \$52,207.02. As of December 31<sup>st</sup>, 2022, the future lease payments are as follows:*

Year Ending December 31st	Total Liability Due
2023	\$ 74,810.74
2024	\$71,300.52
2025	\$58,277.61
2026	\$31,472.01
2027	\$21,113.06
<b>Total:</b>	<b>\$297,157.23</b>

## **Note 8 – Other Post-Employment Benefit Plans (OPEB)**

The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the City of Medina as required by RCW 41.26. The plan pays for 100% of eligible retirees' healthcare costs on a pay-as-you-go basis. As of December 31, 2022, the plan had one member who is retired, as the other member passed away in November 2021. For the year ended December 31, 2022, the City of Medina paid \$21,526 in benefits.

Additionally, as represented on Schedule 9, the City is projected to have \$364,363 of OPEB liability as of December 31, 2022 as calculated with the Office of the WA State Actuary tools, using the alternative measurement method.

## **Note 9 – Pension Plans**

### A. State Sponsored Pension Plans

Substantially all Medina's full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans LEOFF & PERS.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems  
Communications Unit  
P.O. Box 48380  
Olympia, WA 98540-8380

Also, the DRS ACFR may be downloaded from the DRS website at <https://www.drs.wa.gov/> .

At June 30, 2022, the City of Medina proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$ 55,427	0.009044%	\$ 251,818
PERS 2/3	\$ 95,018	0.011827%	\$ (438,638)
LEOFF 1	\$	0.005249%	\$ (150,573)
LEOFF 2	\$ 45,079.72	0.021774%	\$ (591,752)

#### LEOFF Plan 1

The City of Medina also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

#### LEOFF Plan 2

The City of Medina also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

### Note 10 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by Medina. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City of Medina's regular levy for the year 2022 was \$0.83712 per \$1,000 on an assessed valuation of \$5,332,505,221 for a total regular levy of \$4,167,873.

### Note 11 – Risk Management

#### WCIA Insurance Pool:

The City of Medina is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of

providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles [1]. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to \$1 million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.



## Health and Welfare:

The City of Medina is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2022, 262 cities/towns/non-city entities participate and have enrollment in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members.

The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, Willamette Dental Group, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-city entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2022, the AWC Trust HCP purchased medical stop loss insurance for Regence/Asuris and Kaiser plans at an Individual Stop Loss (ISL) of \$1.5 million through United States Fire Insurance Company. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP Account.

## **Note 12 – Other Disclosures**

In December 2019 the region experienced a substantial rain fall. The City of Medina responded to requests for emergency assistance when residents experienced flooding of and damage to their homes and property due to obstruction of a privately owned culvert located in Fairweather Creek as it transits private property within the Medina Circle subdivision. The culvert obstruction was located under driveways on two adjoining properties which enable the owners to cross Fairweather Creek and access their homes from the adjoining private road, Medina Circle Road. The City has no ownership or other interest in the culvert or the properties. The City's emergency action to stop the flooding and property damage and to protect the public health and safety was initiated January 2, 2020 and completed January 8, 2020.

The flooding was stopped, the Creek flow was restored, and the public safety hazard was ended.

The City's emergency action required a hydraulic project approval (HPA) permit from the State Department of Fish & Wildlife (DFW). DFW issued an HPA allowing the emergency repair but added a condition requiring the City to upgrade the newly repaired culvert to higher fish-passable standards at significant City expense. The City timely appealed the HPA and DFW requirement to the Pollution Control Hearings Board in August 2020 (the Litigation) and will vigorously contest the HPA condition through litigation or settlement.

We can advise that the Litigation parties entered into a Settlement Agreement effective August 20, 2021 and a Settlement Addendum effective February 9, 2022 that suspended the Litigation activities and would resolve the Litigation in the City's favor by the following actions: (i) the non-City parties will perform at their expense the HPA future upgrade condition; (ii) DFW will issue a formal recognition of that fact, including DFW's declaration that the HPA is therefore completed and no longer of any effect; and (iii) the parties will jointly dismiss the Litigation.

Applications were submitted in early 2022 for WDFW and USACE permits. The WDFW permits were processed and issued promptly. USACE requested additional information on June 17<sup>th</sup>, 2022, and a response was given on June 23<sup>rd</sup> of that same year. Given the heavy delays USACE is experiencing, the required permits are still in the review process.

While outside of the City's control, there is hope that the HPA's future upgrade work will be completed in 2023, with the potential for the work to be carried over into 2024. Once the HPA's upgrade work is completed, the pending litigation will be terminated.

**City of Medina  
Schedule of Liabilities  
For the Year Ended December 31, 2022**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
<b>General Obligation Debt/Liabilities</b>						
263.56	Leases, for leases that the government is not purchasing the asset at the end of the lease	12/31/2022	148,331	201,033	52,207	297,157
<b>Total General Obligation Debt/Liabilities:</b>			<b>148,331</b>	<b>201,033</b>	<b>52,207</b>	<b>297,157</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
259.12	Gen. Fund Compensated Absences	12/31/2022	262,501	151,887	143,482	270,906
259.12	Street Fund Compensated Absences	12/31/2022	27,311	22,875	17,249	32,937
259.12	Development Services Compensated Absences	12/31/2022	-	89,657	41,524	48,133
264.30	Net Pension Liability	12/31/2022	129,561	122,257	-	251,818
264.40	OPEB Liabilities	12/31/2022	649,409	-	285,046	364,363
<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>			<b>1,068,782</b>	<b>386,676</b>	<b>487,301</b>	<b>968,157</b>
<b>Total Liabilities:</b>			<b>1,217,113</b>	<b>587,709</b>	<b>539,508</b>	<b>1,265,314</b>

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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