



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

**Financial Statements Audit Report**  
**City of Medina**  
**King County**

**For the period January 1, 2017 through December 31, 2017**

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## Office of the Washington State Auditor

**Pat McCarthy**

Issue Date – (Issued by OS)

Mayor and City 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 condition.

Sincerely,

A handwritten signature in cursive script that reads "Pat McCarthy".

Pat McCarthy  
State Auditor  
Olympia, WA

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**INDEPENDENT AUDITOR’S 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  
King County  
January 1, 2017 through December 31, 2017**

Mayor and City 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, King County, Washington, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City’s financial statements, and have issued our report thereon dated August 15, 2018.

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 Washington State statutes 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.

**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) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion 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 in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **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 the City's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 style with a large, stylized "P" and "M".

Pat McCarthy  
State Auditor  
Olympia, WA

August 15, 2018

**INDEPENDENT AUDITOR'S REPORT ON  
FINANCIAL STATEMENTS**

**City of Medina  
King County  
January 1, 2017 through December 31, 2017**

Mayor and City Council  
City of Medina  
Medina, Washington

**REPORT ON THE FINANCIAL STATEMENTS**

We have audited the accompanying financial statements of the City of Medina, King County, Washington, for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's financial statements, as listed on page 11.

**Management's Responsibility 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 Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor 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.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment,

including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements 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, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 1, the City of Medina has prepared these financial statements to meet the financial reporting requirements of Washington State statutes using 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 financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the City of Medina, for the year ended December 31, 2017, on the basis of accounting described in Note 1.

### **Basis for 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. The effects on the financial statements of the variances between GAAP and the accounting practices the City used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.



## **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, 2017, or the changes in financial position or cash flows for the year then ended, due to the significance of the matter discussed in the above “Basis for Adverse Opinion on U.S. GAAP” paragraph.

## **Other Matters**

### ***Supplementary and Other Information***

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. 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 taken as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated August 15, 2018 on our consideration of the City’s internal control over financial reporting and on our 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 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 style with a large, stylized initial "P".

Pat McCarthy  
State Auditor  
Olympia, WA

August 15, 2018

## **FINANCIAL SECTION**

**City of Medina  
King County  
January 1, 2017 through December 31, 2017**

### **FINANCIAL STATEMENTS**

Fund Resources and Uses Arising from Cash Transactions – 2017  
Fiduciary Fund Resources and Uses Arising from Cash Transactions – 2017  
Notes to the Financial Statements – 2017

### **SUPPLEMENTARY AND OTHER INFORMATION**

Schedule of Liabilities – 2017

**City of Medina**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

		Total for All Funds (Memo Only)	001 General Fund	101 City Street Fund	103 Tree Fund
<b>Beginning Cash and Investments</b>					
30810	Reserved	1,250,679	76,694	-	-
30880	Unreserved	2,029,036	1,355,382	55,287	294,150
388 / 588	Prior Period Adjustments, Net	-	-	-	-
<b>Revenues</b>					
310	Taxes	5,712,720	4,333,914	-	-
320	Licenses and Permits	631,332	631,332	-	-
330	Intergovernmental Revenues	289,634	50,520	93,545	-
340	Charges for Goods and Services	638,477	638,477	-	-
350	Fines and Penalties	37,277	37,277	-	-
360	Miscellaneous Revenues	199,291	174,378	-	-
Total Revenues:		7,508,732	5,865,897	93,545	-
<b>Expenditures</b>					
510	General Government	1,707,588	1,707,588	-	-
520	Public Safety	2,768,882	2,768,882	-	-
530	Utilities	-	-	-	-
540	Transportation	344,890	-	344,890	-
550	Natural and Economic Environment	847,322	847,322	-	-
560	Social Services	839	839	-	-
570	Culture and Recreation	511,727	511,727	-	-
Total Expenditures:		6,181,248	5,836,358	344,890	-
Excess (Deficiency) Revenues over Expenditures:		1,327,484	29,540	(251,345)	-
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	232,500	-	232,500	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	1,490	540	-	950
381, 395, 398	Other Resources	2,595	2,595	-	-
Total Other Increases in Fund Resources:		236,585	3,135	232,500	950
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	878,170	87,923	-	-
591-593, 599	Debt Service	56,587	56,587	-	-
597	Transfers-Out	232,500	192,500	-	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	48,445	10,239	-	38,206
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		1,215,703	347,250	-	38,206
<b>Increase (Decrease) in Cash and Investments:</b>		<b>348,367</b>	<b>(314,575)</b>	<b>(18,845)</b>	<b>(37,256)</b>
<b>Ending Cash and Investments</b>					
5081000	Reserved	1,799,238	76,694	-	-
5088000	Unreserved	1,828,844	1,040,807	36,441	256,895
<b>Total Ending Cash and Investments</b>		<b>3,628,082</b>	<b>1,117,500</b>	<b>36,441</b>	<b>256,895</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, 2017**

		<u>302 Capital Reserve Fund</u>	<u>307 Capital Projects Fund</u>
<b>Beginning Cash and Investments</b>			
30810	Reserved	-	1,173,985
30880	Unreserved	95,426	228,791
388 / 588	Prior Period Adjustments, Net	-	-
<b>Revenues</b>			
310	Taxes	-	1,378,806
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	-	145,570
340	Charges for Goods and Services	-	-
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	-	24,914
Total Revenues:		-	1,549,290
<b>Expenditures</b>			
510	General Government	-	-
520	Public Safety	-	-
530	Utilities	-	-
540	Transportation	-	-
550	Natural and Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
Total Expenditures:		-	-
Excess (Deficiency) Revenues over Expenditures:		-	1,549,290
<b>Other Increases in Fund Resources</b>			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	-	-
385	Special or Extraordinary Items	-	-
386 / 389	Custodial Activities	-	-
381, 395, 398	Other Resources	-	-
Total Other Increases in Fund Resources:		-	-
<b>Other Decreases in Fund Resources</b>			
594-595	Capital Expenditures	-	790,247
591-593, 599	Debt Service	-	-
597	Transfers-Out	-	40,000
585	Special or Extraordinary Items	-	-
586 / 589	Custodial Activities	-	-
581	Other Uses	-	-
Total Other Decreases in Fund Resources:		-	830,247
<b>Increase (Decrease) in Cash and Investments:</b>		-	<b>719,043</b>
<b>Ending Cash and Investments</b>			
5081000	Reserved	-	1,722,545
5088000	Unreserved	95,426	399,274
<b>Total Ending Cash and Investments</b>		<b>95,426</b>	<b>2,121,819</b>

**City of Medina**  
**Fiduciary Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

		<b>Agency</b>
308	Beginning Cash and Investments	195,200
388 & 588	Prior Period Adjustment, Net	-
310-390	Additions	92,691
510-590	Deductions	46,648
	Net Increase (Decrease) in Cash and Investments:	46,043
508	Ending Cash and Investments	241,242

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

**City of Medina**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2017**

**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 43.09 RCW. 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 not presented using the classifications defined 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. 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.

FIDUCIARY FUND TYPES:

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

Agency 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 of Medina also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Budgets

The City of Medina adopts annual appropriated budgets for all funds except agency 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:	\$ 6,024,376	\$ 5,980,664	\$ 43,712
Street Fund:	\$ 391,814	\$ 345,094	\$ 46,720
Capital Reserve Fund:	\$ -0-	\$ -0-	\$ -0-
Tree Fund:	\$ 45,000	\$ 38,206	\$ 6,794
Capital Projects Fund:	\$ 1,041,000	\$ 790,247	\$ 250,753
<b>Total All Funds</b>	<b>\$ 7,502,190</b>	<b>\$ 7,154,211</b>	<b>\$ 347,979</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.



D. Cash and Investments

It is the City's policy to invest all temporary cash surpluses. The amount is included in the cash and investments shown on the statements of fund resources and uses arising from cash transactions. The interest on these investments was slightly less than \$33,000 (1%) and is prorated to the various funds. See Note 2, *Deposits and Investments*.

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life more than 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

F. Compensated Absences

Vacation leave may be accumulated up to 300 hours and 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.

Upon separation or retirement, unrepresented employees who have a minimum of ten years continuous service receive payment for a portion of unused sick leave. Payments are recognized as expenditures when paid.

G. Long-Term Debt

See Note 4, *Debt Service Requirements*.

H. Reserved 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.

Reserved Fund Balances in 2017 were attributed to \$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; \$1,722,545 in 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; and \$241,242 in Restricted Trust/Agency Fund Balances.

**Note 2 – Deposits and Investments**

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.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation. All investments are insured, registered or held by the City of Medina or its agent in the government’s name. Investments are reported at cost value.

Investments by type at December 31, 2017 are as follows:

<u>Type of Investment</u>	<u>City of Medina’s own investments</u>	Investments held by City of Medina as an agent for other local governments, individuals or private organizations.	Total
L.G.I.P. (Local Gov. Investment Pool)	\$ <u>2,153,600</u>	\$ <u>0</u>	\$ <u>2,153,600</u>
U.S. Government Securities (US Bank Inv. Safekeeping)	\$ <u>1,527,172</u>	\$ <u>0</u>	\$ <u>1,527,172</u>
Total	\$ <u>3,680,772</u>	\$ <u>0</u>	\$ <u>3,680,772</u>

**Note 3 - 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 City of 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 2017 was \$0.75186 per \$1,000 on an assessed valuation of \$3,623,255,531 for a total regular levy of \$2,724,185.

**Note 4 – Debt Service Requirements**

Debt Service

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, 2017.

The debt service requirements for general obligation bonds, revenue bonds and Compensated Absences Liability (Other Liability), including principle and interest, are as follows:

	<u>Beg. Principal</u>	<u>Interest Paid</u>	<u>Principal Paid</u>	<u>Ending Principal</u>
G.O. Bond/Loan	\$152,470	\$5,559	\$50,658	\$101,812
			<u>Compensated Absences</u>	
	<u>General Obligation Debt</u>		<u>Other Liability</u>	<u>Total Debt &amp; Liabilities</u>
2017	\$ 101,812		\$ 206,795	\$ 308,607
TOTALS	<u>\$ 101,812</u>		<u>\$ 206,795</u>	<u>\$ 308,607</u>

Special Note: The Government Accounting Standards Board (GASB) requires the disclosure of the Washington State DRS Pension Liability of \$992,570 for the City of Medina on Schedule 09- Schedule of Liabilities. The calculation for DRS Pension Liability is an estimated accrued liability amount, using information provided by the Washington State Department of Retirement Systems. The City of Medina has no funding liability for any pension plans administered by the Washington State Department of Retirement Systems. The City of Medina is current with all budgeted payment obligations to the Washington State DRS. Per GASB 68, in addition to the Debt Service listed above, the City has also reported Department of Retirement Systems (DRS) Pension Liability of \$992,570 on the Schedule 09- Schedule of Liabilities.

**Note 5 – Pension Plans**

A. State Sponsored Pension Plans

Substantially all City of 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 comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

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

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

At June 30, 2017, the City of Medina’s proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS1 UALL	\$ 64,797	0.010772%	\$511,140
PERS 2/3	\$ 84,630	0.013856%	\$481,430
Total			\$992,570

See Note 4- Debt Service Requirements. GASB requires disclosure of the DRS Pension Liability of \$992,570; however, the City of Medina has no funding liability for pension plans administered by the Washington State DRS. LEOFF 1 and LEOFF 2 allocation percentages are fully funded and not reported on Schedule 09. Allocation Percentage amounts for are: LEOFF1 0.004556% with (\$69,125) liability and LEOFF2 .023088% with (\$320,387) liability.

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.

B. Local Government Pension Plans

The City of Medina had no Local Government Pension Plans in 2017.

**Note 6 – Risk Management**

1. 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 providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 161 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. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$21 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$25 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery 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 \$300 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.

## 2. 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, 2017, 261 cities/towns/non-city entities participate 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. 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, 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 2017, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of \$1.5 million through Life Map, and Kaiser ISL at \$1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC 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 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 HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns.

The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

#### **Note 7 - Joint Ventures**

##### **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 2017, the City of Medina paid \$3,977 to ARCH for operations and contributed \$12,340 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 Art Sullivan, 16625 NE 87th Street, Redmond, WA 98052 (e-mail: [asullivan@bellevuewa.gov](mailto:asullivan@bellevuewa.gov) or call: (425) 861-3677).

## 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 2017, the City of Medina's share of these fees was \$100,373.

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

### **Note 8 - Other Disclosures**

#### Compliance:

There have been no material violations of finance related legal or contractual provisions. There have been no expenditures exceeding legal appropriations in any of the funds of the City of Medina.

#### Post-Employment Benefits:

In accordance with State Law, the City is responsible for health care costs of retired LEOFF 1 Employees. For our two remaining LEOFF 1 retirees, the City maintains medical insurance and medical reimbursements at a cost of \$39,629 for 2017. In addition, the City has opted for a supplemental extended care policy for them at a cost of \$2,639, bringing the total LEOFF 1 Post-Employment Benefits to \$42,268 during 2017.

#### Subsequent Events:

*Finnigan v. City of Medina*, Case No. 17-2-13479-1 SEA, alleged that, between 2002 and 2016, the City of Medina misclassified Ms. Finnigan as a contractor, thereby depriving her of benefits she would have received as an employee. The case was mediated and subsequently dismissed on or about April 20, 2018 by agreement of the parties pursuant to a settlement and release of all claims.

**City of Medina  
Schedule of Liabilities  
For the Year Ended December 31, 2017**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
<b>General Obligation Debt/Liabilities</b>						
251.11	12/18/2014 G.O. Bond Nonvoted	12/31/2019	152,470	-	50,658	101,812
	<b>Total General Obligation Debt/Liabilities:</b>		<b>152,470</b>	<b>-</b>	<b>50,658</b>	<b>101,812</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
259.12	Gen. Fund Compensated Absences	12/31/2017	194,113	176,356	184,018	186,452
259.12	Street Fund Compensated Absences	12/31/2017	17,492	14,279	11,428	20,343
264.30	Net Pension Liability	12/31/2017	1,333,389	-	340,819	992,570
	<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>		<b>1,544,994</b>	<b>190,635</b>	<b>536,265</b>	<b>1,199,365</b>
	<b>Total Liabilities:</b>		<b>1,697,464</b>	<b>190,635</b>	<b>586,923</b>	<b>1,301,176</b>



## ABOUT THE STATE AUDITOR'S OFFICE

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

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

<b>Contact information for the State Auditor's Office</b>	
<b>Public Records requests</b>	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
<b>Main telephone</b>	(360) 902-0370
<b>Toll-free Citizen Hotline</b>	(866) 902-3900
<b>Website</b>	<a href="http://www.sao.wa.gov">www.sao.wa.gov</a>