# CITY OF COOS BAY CITY COUNCIL Agenda Staff Report

## MEETING DATE March 19, 2013

## AGENDA ITEM NUMBER

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director THROUGH: Rodger Craddock, City Manager

<u>ISSUE:</u> February 2013 Fund Summary, Balance Sheet, and Combined Cash Investment Reports

## BACKGROUND:

These reports are being provided to the Council and the public pursuant to a recommendation from the City's Auditor and City Manager to provide transparency and full disclosure to all interested parties. Routinely, the City's six bank statements (Accounts Payable, Payroll, Local Government Investment Pool, Umpqua Bank State Pool, Incoming Grants, and Jurisdictional Local Government Investment Pool) are balanced by the middle of the following month; a Certificate of Deposit (Library) is balanced quarterly when interest earned; expenditures and receipts are updated daily; deposits made daily; and the financial reports available upon request as well as uploaded monthly onto the Citywide drive.

## ATTACHED REPORTS:

The **Fund Summary** shows all City funds are within appropriation levels for February with 67% of the fiscal year having elapsed. General Fund Property Tax Collections are at 90% of budget.

The **Balance Sheet** shows <u>Beginning Balance</u> (Fund Balance 7/1/12); <u>(Used or Earned</u>) or the difference between what has been earned to what has been spent (7/1/2012 through 02/28/2013); and the <u>Ending Balance</u> or what amount remains as Fund Balance on 02/28/2013.

Balance Sheet Fund	Beginning Fund Balance FYE13 Audited	(Used) Earned	Ending Fund Balance
General	3,553,723.27	598,871.55	4,152,594.82
Gas Tax	228,603.22	(121,355.54)	107,247.68
Wastewater	2,632,654.07	(1,647,336.43)	985,317.64
Hotel/Motel	88,027.12	(90,432.82)	(2,405.70)
Library	451,506.77	184,532.35	636,039.12
Bldg. Codes	466,924.96	(107,189.55)	359,735.41
9-1-1	144,109.23	(42,954.45)	101,154.78

The **Combined Cash Investment Report** shows total combined cash of \$22,290,212.87 (see table below).

Combined Cash Accounts:

Accts Payable	*12,125.34	Sweep	Timing, checks paid in February; normal \$150,000 sweep balance
Payroll	*(48,039.29)	Sweep	Timing, checks paid in February; normal zero sweep balance
Local Government Investment Pool (LGIP)	16,625,468.80	Investment On Demand	0.6000 % annualized interest rate: 2/1/2013 to 2/3/2013. 0.05400 % annualized interest rate: 02/04/2013
Umpqua, State Pool Account	*819,680.68	Operations	0.15 % annualized interest rate: 02/28/13; 100% collateralization effective 1-1-10; Division of State Finance Administrative Decision
Umpqua - CD Library Certificate	60,008.38	Unallocated compounded quarterly	0.40 % Library, 18 mos. Opened 9/2/2011, matures 3/2/2013
Umpqua Bank Incoming Grants	*0	Operations	Incoming grant account balance at 2/28/2013
LGIP – Jurisdictional Account	4,820,968.96	Unallocated	0.6000 % annualized interest rate: 2/1/2013 to 2/3/2013. 0.05400 % annualized interest rate: 02/04/2013
Cash Allocated*	783,766.73	Across funds	See Cash Allocation Reconciliation
COMBINED CASH	(allocated* & unallocated)	Umpqua Bank LGIP Umpqua Bank Umpqua Bank	Operations (allocated) \$* 783,766.73   Investment(allocated) 16,625,468.80   CD (unallocated) 60,008.38   Investment(unallocated) 4,820,968.96
TOTAL COMBINED CASH			\$ 22,290,212.87
Less Unallocated Cash			\$ 4,880,977.34
Total Cash Allocated to Other Funds	29) + 819.680.68 = \$7	92 766 72 1	\$ 17,409,235.53

12,125.34 + (48,039.29) + 819,680.68 = \$783,766.73 Umpqua Operations Allocated

City Council – March 19, 2013 Financial Report for February 28, 2013 Page 3

Entities	Fund Numbers	Casł	n Allocated*
City of Coos Bay	1-32,34, 39-42	\$	12,248,178.14
Total City			
Urban Renewal Agency	51-61		5,000,949.41
Visitors Convention Bureau	33		160,107.98
Total Cash Allocated		\$	17,409,235.53

\*Umpqua Operations \$783,766.73+ LGIP Investment \$16,625,468.80 = \$17,409,235.53 Cash Allocated

## DISADVANTAGES:

None

## BUDGET:

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

## ACTION:

If it pleases the Council, accept the monthly Fund Summary, Balance Sheet, and Combined Cash Reports for February 28, 2013.

Attachments: Fund Summary February 28, 2013 (7 pages) Balance Sheet February 28, 2013 (7 pages) Combined Cash Investment February 28, 2013 (2 pages)

#### General Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	3,051,303.00	3,051,303.00	.0
Property Taxes	45,697.75	4,733,640.03	5,258,226.00	524,585.97	90.0
Franchise Taxes	184,182.69	919,003.72	1,538,000.00	618,996.28	59.8
Licenses & Permits	9,087.50	85,678.15	125,078.00	39,399.85	68.5
Fines, Grants & State Revenues	38,478.85	312,847.57	568,366.00	255,518.43	55.0
Use Of Money & Property	7,561.62	63,641.64	106,500.00	42,858.36	59.8
Services	1,451.25	435,131.89	513,283.00	78,151.11	84.8
Repayments	4,197.45	4,197.45	.00	( 4,197.45)	.0
Other Revenue	2,563.00	10,424.20	15,320.00	4,895.80	68.0
Other Financing Sources	.00	108,969.40	5,115,403.00	5,006,433.60	2.1
Total Fund Revenue	293,220.11	6,673,534.05	16,291,479.00	9,617,944.95	41.0
Expenditures					
City Council	2,352.64	63,232.88	94,400.00	31,167.12	67.0
City Manager	12,634.06	110,150.48	154,437.00	44,286.52	71.3
Urban Renewal Administration	23,744.12	212,963.75	318,183.00	105,219.25	66.9
Finance Department/accounting	17,642.88	147,632.94	246,569.00	98,936.06	59.9
City Attorney	5,309.18	40,391.85	61,687.00	21,295.15	65.5
City Hall	19,172.57	94,699.43	116,750.00	22,050.57	81.1
Community Promotion & Support	55,300.00	55,300.00	55,300.00	.00	100.0
Non-departmental	8,075.51	216,800.42	308,530.00	91,729.58	70.3
Other Financing Uses	59,047.08	360,140.56	3,595,162.00	3,235,021.44	10.0
Police Administration	274,004.45	2,295,559.00	3,677,281.00	1,381,722.00	62.4
Police Support Services	67,610.86	436,152.09	755,506.00	319,353.91	57.7
Codes Enforecement	3,804.41	33,191.58	73,476.00	40,284.42	45.2
Fire Department Operations	173,186.69	1,507,024.05	2,379,872.00	872,847.95	63.3
Community Services Admin.	3,922.17	38,351.66	67,589.00	29,237.34	56.7
C.S. Planning Division	11,890.69	148,411.45	282,005.00	133,593.55	52.6
Coastal Implementation Grant	7,200.00	7,200.00	14,400.00	7,200.00	50.0
Engineering Division	4,739.46	38,989.76	68,821.00	29,831.24	56.7
Parks Division	27,217.55	268,470.60	421,011.00	152,540.40	63.8
ODF&W Department	.00	.00	500.00	500.00	.0
CBNBWB Series 2010 Water Proj	.00	.00	3,600,000.00	3,600,000.00	.0
Total Fund Expenditures	776,854.32	6,074,662.50	16,291,479.00	10,216,816.50	37.3
Net Revenue Over Expenditures	( 483,634.21 )	598,871.55	.00	( 598,871.55 )	.0

#### Gas Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	228,604.00	228,604.00	.0
Revenue From Other Agencies	79,379.40	528,286.09	800,000.00	271,713.91	66.0
Use Of Money & Property	38.84	482.87	150.00	( 332.87 )	321.9
Miscellaneous	21,709.50	30,018.01	30,000.00	( 18.01 )	100.1
Transfer From GF	.00	.00	188,972.00	188,972.00	.0
Total Fund Revenue	101,127.74	558,786.97	1,247,726.00	688,939.03	44.8
Expenditures					
Maintenance Department	86,155.03	680,142.51	1,247,726.00	567,583.49	54.5
Total Fund Expenditures	86,155.03	680,142.51	1,247,726.00	567,583.49	54.5
Net Revenue Over Expenditures	14,972.71	( 121,355.54 )	.00	121,355.54	.0

#### Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	2,504,992.00	2,504,992.00	.0
Revenue From Other Agencies	.00	.00	175,000.00	175,000.00	.0
Use Of Money & Property	551.69	7,922.88	5,100.00	( 2,822.88 )	155.4
Current Services	365,189.41	2,779,932.33	4,536,535.00	1,756,602.67	61.3
Miscellaneous	391.00	3,292.84	.00	( 3,292.84 )	.0
Total Fund Revenue	366,132.10	2,791,148.05	7,221,627.00	4,430,478.95	38.7
Expenditures					
W/w Administration	15,234.57	2,605,552.86	4,134,654.00	1,529,101.14	63.0
Plant #1	82,094.13	681,695.38	1,114,442.00	432,746.62	61.2
Plant #2	49,491.10	419,014.69	725,686.00	306,671.31	57.7
Sanitary & Storm Drain	69,535.46	510,439.46	858,847.00	348,407.54	59.4
Stormwater	25,653.93	221,782.09	387,998.00	166,215.91	57.2
Total Fund Expenditures	242,009.19	4,438,484.48	7,221,627.00	2,783,142.52	61.5
Net Revenue Over Expenditures	124,122.91 (	1,647,336.43 )	.00	1,647,336.43	.0

#### Hotel/Motel Tax Fund

	Period Actual	YTD Actual Budget		Variance	Pcnt
Revenue					
Carryover	.00	.00	36,000.00	36,000.00	.0
Taxes	28,113.22	296,903.47	466,000.00	169,096.53	63.7
Use Of Money & Property	6.42	658.21	820.00	161.79	80.3
Visitor Center Revenue	419.97	6,101.66	8,000.00	1,898.34	76.3
Other Revenue	389.60	2,769.63	9,000.00	6,230.37	30.8
Transfer From General Fund	.00	.00	148,503.00	148,503.00	.0
Total Fund Revenue	28,929.21	306,432.97	668,323.00	361,890.03	45.9
Expenditures					
Hotel/motel Tax Fund	46,728.18	396,865.79	668,323.00	271,457.21	59.4
Total Fund Expenditures	46,728.18	396,865.79	668,323.00	271,457.21	59.4
Net Revenue Over Expenditures	( 17,798.97)(	90,432.82 )	.00	90,432.82	.0

#### Library Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	307,000.00	307,000.00	.0
Revenue From Other Agencies	.00	823,622.93	937,300.00	113,677.07	87.9
Use Of Money & Property	757.05	3,912.03	3,300.00	( 612.03 )	118.6
Current Services	7,153.83	51,549.60	92,451.00	40,901.40	55.8
Other Revenue	475.26	12,927.35	30,500.00	17,572.65	42.4
Total Fund Revenue	8,386.14	892,011.91	1,370,551.00	478,539.09	65.1
Expenditures					
Library Fund	90,826.16	707,479.56	1,370,551.00	663,071.44	51.6
Total Fund Expenditures	90,826.16	707,479.56	1,370,551.00	663,071.44	51.6
Net Revenue Over Expenditures	( 82,440.02 )	184,532.35	.00	( 184,532.35 )	.0

## Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	400,000.00	400,000.00	.0
Licenses & Permits	6,929.02	101,172.85	372,250.00	271,077.15	27.2
Use Of Money & Property	171.72	1,717.01	1,300.00	( 417.01)	132.1
Other Income	.00	.00	1,000.00	1,000.00	.0
Total Fund Revenue	7,100.74	102,889.86	774,550.00	671,660.14	13.3
Expenditures					
Codes Department	23,760.23	210,079.41	774,550.00	564,470.59	27.1
Total Fund Expenditures	23,760.23	210,079.41	774,550.00	564,470.59	27.1
Net Revenue Over Expenditures	(16,659.49 ) (	107,189.55 )	.00	107,189.55	.0

#### 9-1-1 Tax Fund

	Period Actual	YTD Actual Budget		Variance	Pcnt
Revenue					
Carryover	.00	.00	75,000.00	75,000.00	.0
Revenue From Other Agencies	.00	88,021.11	168,407.00	80,385.89	52.3
Use Of Money & Property	43.59	431.57	100.00	( 331.57)	431.6
Total Fund Revenue	43.59	88,452.68	243,507.00	155,054.32	36.3
Expenditures					
9-1-1 Tax Fund	2,451.27	131,407.13	243,507.00	112,099.87	54.0
Total Fund Expenditures	2,451.27	131,407.13	243,507.00	112,099.87	54.0
Net Revenue Over Expenditures	( 2,407.68)	42,954.45 )	.00	42,954.45	.0

#### General Fund

## ASSETS

01-000-100-1001	Cash - Combined Fund		4,331,603.21	
01-000-100-1015	Petty Cash		800.00	
01-000-100-1101	Prepaid Workers Comp Ins.		6,829.64	
01-000-100-1201	Accounts Receivable		798.33	
01-000-100-1202	Assessments Receivable Dist 72		212,211.58	
01-000-100-1204	Taxes Receivable		624,734.06	
01-000-100-1207	Accounts Receivable-Unapplied	(	3,678.79)	
01-000-100-1208	Assessments Receivable Dist 78		21,413.03	
01-000-100-1209	Assessments Receivable Dist 99		439,071.54	
01-000-100-1299	AR/FS		428.00	
	Postage Inventory		265.91	
	<b>U</b>	-		
	Total Assets		-	5,634,476.51
			-	
	LIABILITIES AND EQUITY			
01-000-200-2015	Unclaimed Property Liability		194.95	
01-000-200-2034	Insurance Payable		88,475.84	
01-000-200-2035	P.E.R.S. Payable		95,780.69	
01-000-200-2040	Deferred Tax Revenue		624,734.06	
01-000-200-2041	Deferred Revenue - Dist 72		212,211.58	
01-000-200-2043	Deferred Revenue - District 78		21,413.03	
01-000-200-2044	Deferred Revenue - District 99	-	439,071.54	
	Total Liabilities			1,481,881.69
	FUND EQUITY			
	Unappropriated Fund Balance:			
01-000-200-2500	Fund Balance	3,553,723.27		
	Revenue over Expenditures - YTD	598,871.55		
	Balance - Current Date	-	4,152,594.82	
	Total Fund Equity		-	4,152,594.82
	Total Liabilities and Equity			5,634,476.51
			=	

#### Gas Tax Fund

	ASSETS				
02-000-100-1001	Cash - Combined Fund			87,567.88	
02-000-100-1201	Accounts Receivable			19,679.80	
			-		
	Total Assets				107,247.68
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
02-000-200-2500	Fund Balance		228,603.22		
	Revenue over Expenditures - YTD	(	121,355.54)		
	Balance - Current Date			407 047 00	
	Balance - Current Date		-	107,247.68	
	Total Fund Equity				107,247.68
					·
	Total Liabilities and Equity				107,247.68

#### Wastewater Fund

	ASSETS				
03-000-100-1001	Cash - Combined Fund			1,025,568.61	
03-000-100-1201	Accounts Receivable		_	21,981.58	
	Total Assets			=	1,047,550.19
	LIABILITIES AND EQUITY				
	FUND EQUITY				
03-000-200-2520	Accrued Vac. & Comp. Liability			62,232.55	
03-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(	2,632,654.07 1,647,336.43 )		
	Balance - Current Date			985,317.64	
	Total Fund Equity		-		1,047,550.19
	Total Liabilities and Equity			=	1,047,550.19

#### Hotel/Motel Tax Fund

	ASSETS						
05-000-100-1001	Cash - Combined Fund			(	2,673.18	)	
05-000-100-1201	Accounts Receivable			,	267.48		
	Total Assets					(	2,405.70)
	LIABILITIES AND EQUITY						
	FUND EQUITY						
	Unappropriated Fund Balance:						
05-000-200-2500	Fund Balance		88,027.12				
	Revenue over Expenditures - YTD	(	90,432.82				
	Balance - Current Date			(	2,405.70	)	
	Total Fund Equity					(	2,405.70)
	Total Liabilities and Equity					(	2,405.70)

Library Fund

## ASSETS 07-000-100-1001 Cash - Combined Fund 575,830.74 200.00 07-000-100-1015 Petty Cash 07-000-100-1150 Investments - Nonspendable 60,008.38 **Total Assets** 636,039.12 LIABILITIES AND EQUITY FUND EQUITY 60,008.38 07-000-200-2501 Fund Balance - Nonspendable Unappropriated Fund Balance: 07-000-200-2500 Fund Balance 391,498.39 Revenue over Expenditures - YTD 184,532.35 Balance - Current Date 576,030.74 Total Fund Equity 636,039.12 Total Liabilities and Equity 636,039.12

## Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		-	389,311.61	
	Total Assets			-	389,311.61
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit			1,641.73	
08-000-200-2120	Chamber's Permit Deposit			13.09	
08-000-200-2121	Tri-county Plumbing Deposit			286.66	
08-000-200-2126	All Weather Heating Deposit		-	22.14	
	Total Liabilities				1,963.62
	FUND EQUITY				
08-000-200-2520	Accrued Vac. & Comp. Liability			27,612.58	
	Unappropriated Fund Balance:				
08-000-200-2500	Fund Balance		466,924.96		
	Revenue over Expenditures - YTD	(	107,189.55)		
	Balance - Current Date		-	359,735.41	
	Total Fund Equity				387,347.99
	Total Liabilities and Equity				389,311.61

9-1-1 Tax Fund

	ASSETS				
	Cash - Combined Fund			92,641.85	
10-000-100-1201	Accounts Receivable		-	8,512.93	
	Total Assets			=	101,154.78
	LIABILITIES AND EQUITY				
	Unappropriated Fund Balance:				
10-000-200-2500	Fund Balance		144,109.23		
	Revenue over Expenditures - YTD	(	42,954.45)		
	Balance - Current Date		-	101,154.78	
	Total Fund Equity			_	101,154.78
	Total Liabilities and Equity			=	101,154.78

## City of Coos Bay Combined Cash Investment February 28, 2013

## Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable		12,125.34
	Cash - Checking Payroll	(	48,039.29)
	Cash - Lgip State Pool	(	16,625,468.80
	Umpqua Bank - State Pool		819,680.68
	Umpqua Bank - CD Library		60,008.38
	LGIP - Jurisdictional		4,820,968.96
55 000 100 1005		-	4,020,000.00
	Total Combined Cash		22,290,212.87
99-000-100-1082	FB-Nonspendable Juris Exchange	(	4,820,968.96)
99-000-100-1090	FB-Nonspendable Library CD	(	60,008.38)
	Cash Allocated To Other Funds	(	17,409,235.53)
		<u>`</u>	,,,
	Total Unallocated Cash	=	.00
	Cash Allocation Reconciliation		
1	Allocation to General Fund		4,331,603.21
2	Allocation to Gas Tax Fund		87,567.88
	Allocation to Wastewater Fund		1,025,568.61
	Allocation to Hotel/Motel Tax Fund	(	2,673.18 )
	Allocation to Library Fund	(	575,830.74
	Allocation to Building Codes Fund		389,311.61
	Allocation to 9-1-1 Tax Fund		92,641.85
	Allocation to G.O. Bond Redemption Fund		691,042.10
	Allocation to Revenue Bond Fund		
			1,933,758.92
	Allocation to Special Improvement Fund		143,763.26
	Allocation to Street Improvement Fund		267.26
	Allocation to Parks Improvement Fund		103,544.68
	Allocation to Bike/pedestrian Path Fund		19,822.41
	Allocation to Transportation SDC Fund		14,469.52
	Allocation to Wastewater SDC Fund		244,152.25
	Allocation to Stormwater SDC Fund		18,802.38
29	Allocation to Wastewater Improvement Fund		1,433,849.96
32	Allocation to Trust Fund		51,832.12
33	Allocation to Coos Bay-North Bend VCB		160,107.98
34	Allocation to Major Capital Reserve Fund		469,310.56
39	Allocation to Jurisdictional Exchange Fund		279.31
40	Allocation to Technology Reserve Fund		189,063.62
41	Allocation to County-wide CAD Core Reserve		38,700.02
42	Allocation to Rainy Day Reserve Fund		395,669.05
51	Allocation to Downtown Special Revenue Fund		859,375.20
52	Allocation to Empire Special Revenue Fund		495,557.01
53	Allocation to Empire Program Fund		433,969.34
54	Allocation to Downtown Bond Fund		1,033.66
55	Allocation to Empire Bond Fund		.15
56	Allocation to Downtown Program Fund		23,301.39
57	Allocation to Downtown Capital Projects Fund		1,464,849.26
	Allocation to Empire Capital Projects Fund		848,185.97
	Allocation to Downtown Bond Reserve Fund		648,848.03
61			225,829.40
01			220,020.10

## City of Coos Bay Combined Cash Investment February 28, 2013

Total Allocations to Other Funds		17,409,235.53	
Allocation from Combined Cash Fund - 99-000-100-1000		17,409,235.53 )	
Zero Proof if Allocations Balance		.00	