## CITY OF COOS BAY CITY COUNCIL

# **Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
September 17, 2013	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: August 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; 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 with 17% of the fiscal year having elapsed. General Fund Property Tax Collections are at .8% of budget.

The **Balance Sheet** shows <u>Beginning Balance</u> (Unaudited Fund Balance 7/1/13); <u>(Used or Earned)</u> or the difference between what has been earned to what has been spent; and the Ending Balance or what remains as Fund Balance.

Balance Sheet Fund	Beginning Fund Balance FYE14 Unaudited	(Used) Earned	Ending Fund Balance
General	2,723,916.61	(1,360,481.24)	1,363,435.37
Gas Tax	273,572.77	(81,712.84)	191,859.93
Wastewater	2,223,783.40	(104,861.75)	2,118,921.65
Hotel/Motel	142,665.29	(80,265.73)	62,399.56
Library	425,929.60	(156,597.58)	319,537.85
Bldg. Codes	302,725.70	(26,440.11)	276,285.59
9-1-1	133,955.75	(23,897.40)	110,058.35

The **Combined Cash Investment Report** shows total combined cash of \$19,193,501.59 (see table below).

# **Combined Cash Accounts:**

Accts Payable	*32,646.12	Sweep	Timing, checks paid in August; normal \$150,000 sweep balance
Payroll	*(61,096.63)	Sweep	Timing, checks paid in August; normal zero sweep balance
Local Government Investment Pool (LGIP)	13,563,693.42	Investment On Demand	0.05400 % annualized interest rate: 02/04/2013
Umpqua, State Pool Account	*844,616.99	Operations	0.15 % annualized interest rate: 02/28/13; 100% collateralization effective 1-1-10; Division of State Finance Administrative Decision
Umpqua Bank Incoming Grants	*0	Operations	Incoming grant account balance
LGIP – Jurisdictional Account	4,813,641.69	Unallocated	0.05400 % annualized interest rate: 02/04/2013
Cash Allocated*	816,166.48	Across funds	See Cash Allocation Reconciliation
COMBINED CASH	(allocated* & unallocated)	Umpqua Bank LGIP LGIP	Operations (allocated) \$ 816,166.48 Investment(allocated)* 13,563,693.42 Investment(unallocated) 4,813,641.69
TOTAL COMBINED CASH			\$ 19,193,501.59
Less Unallocated Cash		Nonspendable Jurisdictional Exchange & Library	\$ (4,863,847.52)
Total Cash Allocated to Other Funds			\$ 14,329,654.07

<sup>\*32,646.12 + (61,096.63) + 844,616.99 = \$816,166.48</sup> Umpqua Operations Allocated

Entities	Fund Numbers	Cash	Allocated*
City of Coos Bay	1-32,34, 39-42	\$	9,567,097.98
Total City of Coos Bay			
Total only of code Buy			
Urban Renewal Agency	51-61		4,623,495.27
Coos Bay - North Bend Visitors Convention Bureau	33		139,060.82
Total Cash Allocated		\$	14,329,654.07

<sup>\*</sup>Umpqua Operations \$816,166.48 + LGIP Investment 13,563,693.42 - Library (50,205.83) = \$14,329,654.07 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 August 31, 2013.

### Attachments:

Fund Summary August 31, 2013 (7 pages) Balance Sheet August 31, 2013 (7 pages) Combined Cash Investment August 31, 2013 (1 pages)

### General Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
_					
Revenue					
Carryover	.00	.00	2,482,848.00	2,482,848.00	.0
Property Taxes	40,214.74	40,214.74	5,144,855.00	5,104,640.26	.8
Franchise Taxes	86,951.59	86,951.59	1,570,000.00	1,483,048.41	5.5
Licenses & Permits	2,938.03	9,079.78	107,300.00	98,220.22	8.5
Fines, Grants & State Revenues	40,166.20	49,533.79	666,054.00	616,520.21	7.4
Use Of Money & Property	6,849.89	16,147.82	91,000.00	74,852.18	17.7
Services	1,660.00	8,589.17	529,698.00	521,108.83	1.6
Other Revenue	159.80	158.80	27,020.00	26,861.20	.6
Other Financing Sources	.00	.00	410,733.00	410,733.00	.0
Total Fund Revenue	178,940.25	210,675.69	11,029,508.00	10,818,832.31	1.9
Expenditures					
City Council	928.47	23,527.44	77,600.00	54,072.56	30.3
City Manager	13,555.54	25,184.34	163,907.00	138,722.66	15.4
Urban Renewal Administration	41,008.46	63,335.82	325,623.00	262,287.18	19.5
Finance Department/accounting	21,022.96	38,948.31	247,540.00	208,591.69	15.7
City Attorney	4,522.99	9,175.86	76,059.00	66,883.14	12.1
City Hall	6,232.51	16,143.00	105,970.00	89,827.00	15.2
Community Promotion & Support	.00	3,900.00	35,640.00	31,740.00	10.9
Non-departmental	131,445.74	139,278.26	264,061.00	124,782.74	52.7
Other Financing Uses	.00	58,154.86	1,750,860.00	1,692,705.14	3.3
Police Administration	278,191.71	537,789.80	3,811,336.00	3,273,546.20	14.1
Police Support Services	59,411.59	118,179.31	788,056.00	669,876.69	15.0
Codes Enforecement	4,072.02	7,883.71	76,106.00	68,222.29	10.4
Fire Department Operations	196,248.81	367,961.85	2,463,925.00	2,095,963.15	14.9
C.S. Planning Division	15,977.47	37,118.52	255,290.00	218,171.48	14.5
Coastal Implementation Grant	.00	.00	34,400.00	34,400.00	.0
Engineering Division	10,171.54	18,705.28	122,439.00	103,733.72	15.3
Parks Division	89,368.46	105,870.57	430,696.00	324,825.43	24.6
Total Fund Expenditures	872,158.27	1,571,156.93	11,029,508.00	9,458,351.07	14.3
Net Revenue Over Expenditures	( 693,218.02 ) (	1,360,481.24 )	.00	1,360,481.24	.0

### Gas Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	130,000.00	130,000.00	.0
Revenue From Other Agencies	67,241.08	67,241.08	870,000.00	802,758.92	7.7
Use Of Money & Property	109.98	205.20	800.00	594.80	25.7
Miscellaneous	653.06	1,467.08	10,000.00	8,532.92	14.7
Transfer From GF	.00	.00	41,342.00	41,342.00	.0
Total Fund Revenue	68,004.12	68,913.36	1,052,142.00	983,228.64	6.6
Expenditures					
Maintenance Department	117,601.44	150,626.20	1,052,142.00	901,515.80	14.3
•	·	<u> </u>	<u></u> -	<u> </u>	
Total Fund Expenditures	117,601.44	150,626.20	1,052,142.00	901,515.80	14.3
Net Revenue Over Expenditures	( 49,597.32)	( 81,712.84)	.00	81,712.84	.0

### Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	1,500,000.00	1 500 000 00	0
Carryover Revenue From Other Agencies	.00	.00	175,000.00	1,500,000.00 175,000.00	.0 .0
Use Of Money & Property	1,061.35	1,893.37	9,000.00	7,106.63	.0 21.0
Current Services	411,692.89	412,519.81	4,782,340.00	4,369,820.19	8.6
Miscellaneous	.00	1,045.00	.00	( 1,045.00)	.0
Miscellarieous		1,045.00	.00	( 1,045.00)	
Total Fund Revenue	412,754.24	415,458.18	6,466,340.00	6,050,881.82	6.4
Expenditures					
W/w Administration	15,285.35	24,905.27	3,286,473.00	3,261,567.73	.8
Plant #1	98,106.63	189,396.55	1,162,276.00	972,879.45	16.3
Plant #2	59,954.30	118,559.08	765,060.00	646,500.92	15.5
Sanitary & Storm Drain	73,652.26	129,364.04	841,917.00	712,552.96	15.4
Stormwater	33,988.31	58,094.99	410,614.00	352,519.01	14.2
Total Fund Expenditures	280,986.85	520,319.93	6,466,340.00	5,946,020.07	8.1
Net Revenue Over Expenditures	131,767.39	104,861.75 )	.00	104,861.75	.0

### Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	52,028.00	52,028.00	.0
Taxes	.00	.00	479,980.00	479,980.00	.0
Use Of Money & Property	42.72	249.81	820.00	570.19	30.5
Visitor Center Revenue	1,112.68	2,103.80	8,000.00	5,896.20	26.3
Other Revenue	50.67	99.99	3,000.00	2,900.01	3.3
Transfer From General Fund	.00	.00	171,474.00	171,474.00	.0
Total Fund Revenue	1,206.07	2,453.60	715,302.00	712,848.40	3
Expenditures					
Hotel/motel Tax Fund	33,285.03	82,719.33	715,302.00	632,582.67	11.6
Total Fund Expenditures	33,285.03	82,719.33	715,302.00	632,582.67	11.6
Net Revenue Over Expenditures	( 32,078.96)	( 80,265.73)	.00	80,265.73	.0

### Library Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	387,000.00	387,000.00	.0
Revenue From Other Agencies	.00	.00	929,500.00	929,500.00	.0
Use Of Money & Property	238.61	448.56	3,300.00	2,851.44	13.6
Current Services	1,701.97	3,617.92	90,743.00	87,125.08	4.0
Other Revenue	539.98	687.95	19,000.00	18,312.05	3.6
Total Fund Revenue	2,480.56	4,754.43	1,429,543.00	1,424,788.57	3
Expenditures					
Library Fund	101,138.05	161,352.01	1,429,543.00	1,268,190.99	11.3
Total Fund Expenditures	101,138.05	161,352.01	1,429,543.00	1,268,190.99	11.3
Net Revenue Over Expenditures	( 98,657.49 )	( 156,597.58)	.00	156,597.58	.0

### **Building Codes Fund**

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	284,000.00	284,000.00	.0
Licenses & Permits	21,933.88	31,662.68	228,100.00	196,437.32	13.9
Use Of Money & Property	151.42	312.97	1,500.00	1,187.03	20.9
Other Income	.00	.00	500.00	500.00	.0
Total Fund Revenue	22,085.30	31,975.65	514,100.00	482,124.35	6.2
Expenditures					
Codes Department	35,588.29	58,415.76	514,100.00	455,684.24	11.4
Total Fund Expenditures	35,588.29	58,415.76	514,100.00	455,684.24	11.4
Net Revenue Over Expenditures	( 13,502.99)	26,440.11)	.00	26,440.11	.0

### 9-1-1 Tax Fund

	Period Actu	al YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover		.00 .00	105,000.00	105,000.00	.0
Revenue From Other Agencies	18	5.11 7,670.16	165,092.00	157,421.84	4.7
Use Of Money & Property	5	3.39 93.29	100.00	6.71	93.3
Total Fund Revenue	23	8.50 7,763.45	270,192.00	262,428.55	2.9
Expenditures					
9-1-1 Tax Fund	16,07	8.11 31,660.85	270,192.00	238,531.15	11.7
Total Fund Expenditures	16,07	31,660.85	270,192.00	238,531.15	11.7
Net Revenue Over Expenditures	( 15,83	9.61 ) ( 23,897.40	.00	23,897.40	.0

## City of Coos Bay Combined Cash Investment August 31, 2013

### **Combined Cash Accounts**

		·
	Cash Allocation Reconciliation	
	Cash Allocation Reconciliation	
1	Allocation to General Fund	1,501,750.47
2	Allocation to Gas Tax Fund	189,817.63
3	Allocation to Wastewater Fund	2,083,808.78
5	Allocation to Hotel/Motel Tax Fund	62,399.56
7	Allocation to Library Fund	269,132.02
8	Allocation to Building Codes Fund	313,630.97
10	Allocation to 9-1-1 Tax Fund	101,545.42
	Total Allocations to Other Funds	4,522,084.85
	Zero Proof if Allocations Balance	4,522,084.85

### General Fund

	ASSETS				
01-000-100-1001	Cash - Combined Fund			1,501,750.47	
01-000-100-1015	Petty Cash			800.00	
01-000-100-1101	Prepaid Workers Comp Ins.			17,348.37	
01-000-100-1201	Accounts Receivable			3,754.78	
01-000-100-1202	Assessments Receivable Dist 72			206,285.37	
	Taxes Receivable			624,734.06	
	Accounts Receivable-Unapplied		(	1,659.96 )	
	Assessments Receivable Dist 78			21,413.03	
	Assessments Receivable Dist 99			439,071.54	
01-000-100-1299	Postage Inventory			30,283.93 264.77	
	Long Term A/R City Loan to JE			118,094.16	
01-000-100-1403	Long Term Art Only Loan to 32			110,034.10	
	Total Assets				2,962,140.52
					_
	LIABILITIES AND EQUITY				
	LIABILITIES				
01-000-200-2015	Unclaimed Property Liability			194.95	
01-000-200-2034	Insurance Payable			83,480.55	
01-000-200-2035	P.E.R.S. Payable			95,431.49	
	Deferred Tax Revenue			624,734.06	
	Deferred Revenue - Dist 72			206,285.37	
	Deferred Revenue - District 78			21,413.03	
	Deferred Revenue - District 99			439,071.54	
	Deferred Revenue City Loan JE			118,094.16	
01-000-200-2099	AP/FS		_	10,000.00	
	Total Liabilities				1,598,705.15
	FUND EQUITY				
	Unappropriated Fund Balance:				
01-000-200-2500			2,723,916.61		
	Revenue over Expenditures - YTD	(	1,360,481.24 )		
	Balance - Current Date		_	1,363,435.37	
	Total Fund Equity			_	1,363,435.37
	Total Liabilities and Equity				2,962,140.52

Gas Tax Fund

**ASSETS** 

 02-000-100-1001
 Cash - Combined Fund
 189,817.63

 02-000-100-1201
 Accounts Receivable
 2,042.30

Total Assets 191,859.93

LIABILITIES AND EQUITY

**FUND EQUITY** 

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance 273,572.77

Revenue over Expenditures - YTD ( 81,712.84 )

Balance - Current Date 191,859.93

Total Fund Equity 191,859.93

Total Liabilities and Equity 191,859.93

Wastewater Fund

ASSETS

 03-000-100-1001
 Cash - Combined Fund
 2,083,808.78

 03-000-100-1201
 Accounts Receivable
 104,559.38

 03-000-100-1299
 AR/FS
 10,000.00

Total Assets 2,198,368.16

LIABILITIES AND EQUITY

FUND EQUITY

03-000-200-2520 Accrued Vac. & Comp. Liability 79,446.51

Unappropriated Fund Balance:

03-000-200-2500 Fund Balance 2,223,783.40

Revenue over Expenditures - YTD ( 104,861.75 )

Balance - Current Date 2,118,921.65

Total Fund Equity 2,198,368.16

Total Liabilities and Equity 2,198,368.16

### Hotel/Motel Tax Fund

05-000-100-1001 Cash - Combined Fund 62,399.56

Total Assets 62,399.56

LIABILITIES AND EQUITY

**FUND EQUITY** 

Unappropriated Fund Balance:

05-000-200-2500 Fund Balance 142,665.29 Revenue over Expenditures - YTD ( 80,265.73 )

Balance - Current Date 62,399.56

Total Fund Equity 62,399.56

Total Liabilities and Equity 62,399.56

### Library Fund

 07-000-100-1001
 Cash - Combined Fund
 269,132.02

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,205.83

Total Assets 319,537.85

LIABILITIES AND EQUITY

**FUND EQUITY** 

07-000-200-2501 Fund Balance - Nonspendable 50,205.83

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 425,929.60

Revenue over Expenditures - YTD ( 156,597.58 )

Balance - Current Date 269,332.02

Total Fund Equity 319,537.85

Total Liabilities and Equity 319,537.85

## **Building Codes Fund**

	ASSETS				
08-000-100-1001	Cash - Combined Fund			313,630.9	7
	Total Assets				313,630.97
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit			1,912.1	3
	Total Liabilities				1,912.13
	FUND EQUITY				
08-000-200-2520	Accrued Vac. & Comp. Liability			35,433.2	5
08-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(	302,725.70 26,440.11)		
	Balance - Current Date			276,285.5	9
	Total Fund Equity				311,718.84
	Total Liabilities and Equity				313,630.97

9-1-1 Tax Fund

ASSETS

 10-000-100-1001
 Cash - Combined Fund
 101,545.42

 10-000-100-1201
 Accounts Receivable
 8,512.93

Total Assets 110,058.35

LIABILITIES AND EQUITY

**FUND EQUITY** 

Unappropriated Fund Balance:

 10-000-200-2500
 Fund Balance
 133,955.75

 Revenue over Expenditures - YTD
 ( 23,897.40 )

Balance - Current Date 110,058.35

Total Fund Equity 110,058.35

Total Liabilities and Equity 110,058.35

## City of Coos Bay Combined Cash Investment August 31, 2013

### **Combined Cash Accounts**

Cash - Checking Accts Payable		32,646.12
Cash - Checking Payroll	(	61,096.63)
Cash - Lgip State Pool		13,563,693.42
Umpqua Bank - State Pool		844,616.99
LGIP - Jurisdictional	_	4,813,641.69
Total Combined Cash		19,193,501.59
FB-Nonspendable Juris Exchange	(	4,813,641.69)
FB-Nonspendable Library CD	(	50,205.83)
Cash Allocated To Other Funds	(	14,329,654.07)
Total Unallocated Cash		.00
	FB-Nonspendable Juris Exchange FB-Nonspendable Library CD Cash Allocated To Other Funds	Cash - Checking Payroll ( Cash - Lgip State Pool Umpqua Bank - State Pool LGIP - Jurisdictional  Total Combined Cash FB-Nonspendable Juris Exchange ( FB-Nonspendable Library CD ( Cash Allocated To Other Funds (

### Cash Allocation Reconciliation

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1	Allocation to General Fund	1,501,750.47
2	Allocation to Gas Tax Fund	189,817.63
3	Allocation to Wastewater Fund	2,083,808.78
5	Allocation to Hotel/Motel Tax Fund	62,399.56
7	Allocation to Library Fund	269,132.02
8	Allocation to Building Codes Fund	313,630.97
10	Allocation to 9-1-1 Tax Fund	101,545.42
11	Allocation to G.O. Bond Redemption Fund	191,443.70
12	Allocation to Revenue Bond Fund	1,925,718.41
15	Allocation to Special Improvement Fund	144,160.24
16	Allocation to Street Improvement Fund	267.99
17	Allocation to Parks Improvement Fund	94,285.58
18	Allocation to Bike/pedestrian Path Fund	23,996.08
19	Allocation to Transportation SDC Fund	14,509.49
20	Allocation to Wastewater SDC Fund	244,826.50
21	Allocation to Stormwater SDC Fund	18,854.31
27	Allocation to Fire Dept. Equipment Reserve	180,400.00
29	Allocation to Wastewater Improvement Fund	1,205,567.35
32	Allocation to Trust Fund	54,412.39
33	Allocation to Coos Bay-North Bend VCB	139,060.82
34	Allocation to Major Capital Reserve Fund	379,309.05
39	Allocation to Jurisdictional Exchange Fund	20,737.23
40	Allocation to Technology Reserve Fund	118,335.68
41	Allocation to County-wide CAD Core Reserve	31,427.49
42	Allocation to Rainy Day Reserve Fund	396,761.64
51	Allocation to Downtown Special Revenue Fund	232,247.82
52	Allocation to Empire Special Revenue Fund	67,835.04
53	Allocation to Empire Program Fund	435,167.69
54	Allocation to Downtown Bond Fund	1,033.66
56	Allocation to Downtown Program Fund	23,365.74
57	Allocation to Downtown Capital Projects Fund	1,726,140.76
58	Allocation to Empire Capital Projects Fund	1,229,671.13
60	Allocation to Downtown Bond Reserve Fund	682,204.03
61	Allocation to Empire Bond Reserve Fund	225,829.40

## City of Coos Bay Combined Cash Investment August 31, 2013

 Total Allocations to Other Funds
 14,329,654.07

 Allocation from Combined Cash Fund - 99-000-100-1000
 ( 14,329,654.07 )

Zero Proof if Allocations Balance .00