# CITY OF COOS BAY CITY COUNCIL

# **Agenda Staff Report**

MEETING DATE	AGENDA ITEM NUMBER
September 16, 2014	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: August 2014 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 five bank statements (Accounts Payable, Payroll, Local Government Investment Pool, Umpqua Bank State Pool, 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 attached reports are preliminary to FYE 14 being closed with all expenses paid and revenues received. This process will be ongoing over the next month in preparation for the audit.

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 7/1/14); (<u>Used or Earned</u>) or the difference between what has been earned to what has been spent; and the <u>Ending Balance</u> or what remains as Fund Balance.

Balance Sheet Fund	Unaudited Beginning Fund Balance FYE 15	(Used) Earned	Ending Fund Balance
General	\$2,697,174.14	(\$1,131,290.47)	\$1,565,883.67
Gas Tax	\$264,454.60	(\$66,479.85)	\$197,974.75
Wastewater	\$1,931,073.98	(\$120,272.36)	\$1,810,801.62
Hotel/Motel	\$92,689.95	(\$77,096.48)	\$15,593.47
Library	\$572,907.39	(\$150,031.17)	\$422,876.22
Library - ESO	\$0.00	\$157,089.53	\$157,089.53
Bldg. Codes	\$278,137.37	(\$5,894.14)	\$272,243.23
9-1-1	\$125,036.86	(\$5,380.55)	\$119,656.31

The **Combined Cash Investment** report shows total combined cash of \$21,485,367.41 (see table below).

#### Combined Cash Accounts:

Accounts Payable	(\$157,174.93)	Sweep	Timing, checks paid in July; normal \$150,000 sweep balance		
Payroll	(\$43,151.64)	Sweep	Timing, checks paid in July sweep balance	; normal zero	
Local Government Investment Pool (LGIP)	\$15,657,512.17	Investment On Demand	0.05400 % annualized interest rate: 02/04/2013		
Umpqua, State Pool Account	\$1,198,494.17	Operations	0.15 % annualized interest rate: 02/28/13; 100% collateralization 1-1-10; Division of State Finance Administrative Decision 0.05400 % annualized interest rate:		
LGIP – Jurisdictional Account	\$4,829,687.64	Unallocated	0.05400 % annualized interest rate: 02/04/2013		
Cash Allocated*	\$998,167.60	Across funds	0-100-0-0-0		
	Umpqua	a Bank	Operations (allocated) *	\$998,167.60	
COMBINED CASH (allocated* & unallocated)	(\$157,174.93) Sweep \$150,000 sweep balance  (\$43,151.64) Sweep Timing, checks paid in July; r sweep balance  Investment On Demand 0.05400 % annualized interest rate on 100% collateralization 1-1-10; State Finance Administrative  Count \$4,829,687.64 Unallocated 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % annualized interest on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % on 100% collateralization 1-1-10; State Finance Administrative 0.05400 % on 100% collateralization 1-1-10; State Finance	\$15,657,512.17			
		Investment (unallocated)	\$4,829,687.64		
TOTAL COMBINED CASH				\$21,485,367.41	
Less Unallocated Cash			(\$4,880,171.63)		
Total Cash Allocated to Other Funds				\$16,605,195.78	
* (\$157,174.93) + (\$43,151.64) + \$1,198,494.17 =	\$998,167.60	Umpqua Operati	ons Allocated		

Entities	Fund Numbers	Cash Allocated*
Total City of Coos Bay	1-32,34, 39-42	\$11,829,060.71
Urban Renewal Agency	51-61	\$4,579,447.61
Coos Bay – North Bend		
Visitors Convention	33	196,687.46
Bureau		
Total Cash Allocated		\$16,605,195.78
\$998,167.60	\$15,657,512.17 + (\$50,483.99)	= \$16,605,195.78
Umpqua Operations	LGIP Investment Library	Cash Allocated

# **ADVANTAGES:**

This process provides for full public disclosure and transparency in government.

# **DISADVANTAGES:**

None.

# **RELATED CITY GOAL:**

Finance: Ongoing Activities Aimed at Achieving Goal Priorities - Exercise fiscal responsibility and keep the City Council actively involved in monitoring the financial health of the City.

City Council – September 16, 2014 Financial Report for August 2014 Page 3

# **ACTION REQUESTED:**

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

Attachments: Fund Summary (8 pages)

Balance Sheet (8 pages)

Combined Cash Investment (2 pages)

#### General Fund

	Pe	riod Actual	YTD Actual	Budget	Variance	Pcnt
Revenue						
Carryover		.00	.00	2,417,365.00	2,417,365.00	.0
Property Taxes		43,488.88	43,488.88	5,228,729.00	5,185,240.12	.8
Franchise Taxes		90,775.67	90,775.67	1,625,900.00	1,535,124.33	5.6
Licenses & Permits		4,184.45	9,844.27	167,350.00	157,505.73	5.9
Fines, Grants & State Revenues		36,130.48	45,642.01	675,781.00	630,138.99	6.8
Use Of Money & Property		6,976.56	16,440.40	85,122.00	68,681.60	19.3
Services		1,537.12	49,312.62	545,090.00	495,777.38	9.1
Other Revenue		539.99	565.49	10,610.00	10,044.51	5.3
Other Financing Sources		30,530.00	30,530.00	781,943.00	751,413.00	3.9
Total Fund Revenue		214,163.15	286,599.34	11,537,890.00	11,251,290.66	2.5
Expenditures						
City Council		548.51	22,945.90	86,300.00	63,354.10	26.6
City Manager		9,826.61	20,927.91	128,989.00	108,061.09	16.2
Urban Renewal Administration		18,754.85	55,767.06	330,279.00	274,511.94	16.9
Finance Department/accounting		13,632.77	29,092.82	196,411.00	167,318.18	14.8
City Attorney		3,659.36	6,848.50	56,462.00	49,613.50	12.1
City Hall		4,444.30	9,050.13	110,000.00	100,949.87	8.2
Community Promotion & Support		.00	.00	25,256.00	25,256.00	.0
Non-departmental		7,564.18	158,932.19	289,513.00	130,580.81	54.9
Other Financing Uses		.00	.00	2,483,847.00	2,483,847.00	.0
Police Administration		265,554.43	527,453.16	3,735,527.00	3,208,073.84	14.1
Police Operations	(	.01 ) (	.01 )	.00	.01	.0
Police Support Services		47,417.98	96,076.35	757,941.00	661,864.65	12.7
Codes Enforecement		4,161.21	8,076.89	65,179.00	57,102.11	12.4
Fire Department Operations		182,903.87	377,138.10	2,390,284.00	2,013,145.90	15.8
C.S. Planning Division		14,965.10	36,047.21	300,414.00	264,366.79	12.0
Coastal Implementation Grant		.00	.00	34,400.00	34,400.00	.0
Engineering Division		7,818.07	16,449.35	120,469.00	104,019.65	13.7
Parks Division		31,755.66	53,084.25	426,619.00	373,534.75	12.4
Total Fund Expenditures		613,006.89	1,417,889.81	11,537,890.00	10,120,000.19	12.3
Net Revenue Over Expenditures	(	398,843.74 ) (	1,131,290.47)	.00	1,131,290.47	.0

#### Gas Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	143,572.00	143,572.00	.0
Revenue From Other Agencies	69,511.38	69,511.38	870,000.00	800,488.62	8.0
Use Of Money & Property	90.67	193.12	1,000.00	806.88	19.3
Miscellaneous	.00	836.17	10,000.00	9,163.83	8.4
Transfer From GF	.00	.00	1,744.00	1,744.00	.0
Total Fund Revenue	69,602.05	70,540.67	1,026,316.00	955,775.33	6.9
Expenditures					
Maintenance Department	68,035.94	137,020.52	1,026,316.00	889,295.48	13.4
Total Fund Expenditures	68,035.94	137,020.52	1,026,316.00	889,295.48	13.4
Net Revenue Over Expenditures	1,566.11	( 66,479.85 )	.00	66,479.85	.0

#### Wastewater Fund

	Period Actual YTD Actual Budget Variance		Variance	Pcnt	
Revenue					
Carryover	.00	.00	650,000.00	650,000.00	.0
Revenue From Other Agencies	.00	.00	296,568.00	296,568.00	.0
Use Of Money & Property	903.11	1,540.98	9,000.00	7,459.02	17.1
Current Services	458,153.96	459,200.22	5,011,544.00	4,552,343.78	9.2
Total Fund Revenue	459,057.07	460,741.20	5,967,112.00	5,506,370.80	7.7
Expenditures					
W/w Administration	15,602.33	25,364.04	2,397,640.00	2,372,275.96	1.1
Plant #1	88,211.27	207,626.07	1,274,992.00	1,067,365.93	16.3
Plant #2	54,736.36	132,214.31	818,158.00	685,943.69	16.2
Sanitary & Storm Drain	65,893.92	145,621.02	952,552.00	806,930.98	15.3
Stormwater	31,127.74	70,188.12	523,770.00	453,581.88	13.4
Total Fund Expenditures	255,571.62	581,013.56	5,967,112.00	5,386,098.44	9.7
Net Revenue Over Expenditures	203,485.45 (	120,272.36 )	.00	120,272.36	.0

#### Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	80,000.00	80,000.00	.0
Taxes	.00	.00	490,000.00	490,000.00	.0
Use Of Money & Property	.00	.61	200.00	199.39	.3
Visitor Center Revenue	949.22	2,159.05	8,000.00	5,840.95	27.0
Other Revenue	215.80	492.17	3,000.00	2,507.83	16.4
Transfer From General Fund	.00	.00	5,000.00	5,000.00	.0
Total Fund Revenue	1,165.02	2,651.83	586,200.00	583,548.17	.5
Expenditures					
Hotel/motel Tax Fund	27,015.39	79,748.31	586,200.00	506,451.69	13.6
Total Fund Expenditures	27,015.39	79,748.31	586,200.00	506,451.69	13.6
Net Revenue Over Expenditures	( 25,850.37)	( 77,096.48)	.00	77,096.48	.0

#### Library Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	374,166.00	374,166.00	.0
Revenue From Other Agencies	373.79	373.79	941,000.00	940,626.21	.0
Use Of Money & Property	317.12	1,000.85	2,500.00	1,499.15	40.0
Current Services	869.20	2,060.02	19,000.00	16,939.98	10.8
Other Revenue	347.42	547.15	19,000.00	18,452.85	2.9
Total Fund Revenue	1,907.53	3,981.81	1,355,666.00	1,351,684.19	.3
Expenditures					
Library Fund	67,421.43	154,012.98	1,355,666.00	1,201,653.02	11.4
Total Fund Expenditures	67,421.43	154,012.98	1,355,666.00	1,201,653.02	11.4
Net Revenue Over Expenditures	( 65,513.90)	( 150,031.17)	.00	150,031.17	.0

#### **Building Codes Fund**

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	106,303.00	106,303.00	.0
Licenses & Permits	19,887.66	35,340.94	179,537.00	144,196.06	19.7
Use Of Money & Property	136.01	278.06	50.00	( 228.06)	556.1
Other Income	5.00	5.00	.00	( 5.00)	.0
Total Fund Revenue	20,028.67	35,624.00	285,890.00	250,266.00	12.5
Expenditures					
Codes Department	18,663.23	41,518.14	285,890.00	244,371.86	14.5
Total Fund Expenditures	18,663.23	41,518.14	285,890.00	244,371.86	14.5
Net Revenue Over Expenditures	1,365.44	( 5,894.14 )	.00	5,894.14	.0
·					

#### 9-1-1 Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	89,829.00	89,829.00	.0
Revenue From Other Agencies	.00	24,983.78	164,758.00	139,774.22	15.2
Use Of Money & Property	53.80	101.38	100.00	( 1.38)	101.4
Total Fund Revenue	53.80	25,085.16	254,687.00	229,601.84	9.9
Expenditures					
9-1-1 Tax Fund	14,090.76	30,465.71	254,687.00	224,221.29	12.0
Total Fund Expenditures	14,090.76	30,465.71	254,687.00	224,221.29	12.0
Net Revenue Over Expenditures	( 14,036.96)(	5,380.55)	.00	5,380.55	.0

# Library ESO Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	178,421.00	178,421.00	.0
Property Taxes	.00	.00	499,143.00	499,143.00	.0
Revenue From Other Agencies	.00	.00	5,500.00	5,500.00	.0
Use Of Money & Property	83.71	83.71	100.00	16.29	83.7
Other Revenue	1,608.47	202,980.25	75,230.00	( 127,750.25)	269.8
Total Fund Revenue	1,692.18	203,063.96	758,394.00	555,330.04	26.8
Expenditures					
Library ESO Fund	23,619.38	45,974.43	758,394.00	712,419.57	6.1
•					
Total Fund Expenditures	23,619.38	45,974.43	758,394.00	712,419.57	6.1
Net Revenue Over Expenditures	( 21,927.20)	157,089.53	.00	( 157,089.53)	.0

#### General Fund

	ASSETS				
01-000-100-1015 01-000-100-1101 01-000-100-1201 01-000-100-1202 01-000-100-1204 01-000-100-1207 01-000-100-1208	Cash - Combined Fund Petty Cash Prepaid Workers Comp Ins. Accounts Receivable Assessments Receivable Dist 72 Taxes Receivable Accounts Receivable-Unapplied Assessments Receivable Dist 78 Assessments Receivable Dist 99		(	1,686,313.49 800.00 11,093.84 54,761.96 180,216.72 567,159.06 622.12) 21,413.03 442,851.97	
01-000-100-1299 01-000-100-1350			(	67,620.16 ) 389.62 176,249.02	
	Total Assets			=	3,073,006.43
	LIABILITIES AND EQUITY				
	LIABILITIES				
01-000-200-2034 01-000-200-2035 01-000-200-2040 01-000-200-2041 01-000-200-2043 01-000-200-2044	Unclaimed Property Liability Insurance Payable P.E.R.S. Payable Deferred Tax Revenue Deferred Revenue - Dist 72 Deferred Revenue - District 78 Deferred Revenue - District 99 Deferred Revenue City Loan JE		_	978.25 89,841.62 92,039.09 493,533.06 190,216.72 21,413.03 442,851.97 176,249.02	
	Total Liabilities				1,507,122.76
	FUND EQUITY				
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD  Balance - Current Date	(	2,697,174.14 1,131,290.47)	1,565,883.67	
	Total Fund Equity		_		1,565,883.67
	Total Liabilities and Equity				3,073,006.43

Gas Tax Fund

ASSETS

 02-000-100-1001
 Cash - Combined Fund
 194,016.64

 02-000-100-1201
 Accounts Receivable
 3,958.11

Total Assets 197,974.75

LIABILITIES AND EQUITY

**FUND EQUITY** 

Unappropriated Fund Balance:

02-000-2500 Fund Balance 264,454.60

Revenue over Expenditures - YTD ( 66,479.85 )

Balance - Current Date 197,974.75

Total Fund Equity 197,974.75

Total Liabilities and Equity 197,974.75

Wastewater Fund

 03-000-100-1001
 Cash - Combined Fund
 1,741,159.54

 03-000-100-1201
 Accounts Receivable
 145,377.48

 03-000-100-1299
 AR/FS
 45,000.00

Total Assets 1,931,537.02

LIABILITIES AND EQUITY

**FUND EQUITY** 

03-000-200-2520 Accrued Vac. & Comp. Liability 120,735.40

Unappropriated Fund Balance:

03-000-200-2500 Fund Balance 1,931,073.98

Revenue over Expenditures - YTD ( 120,272.36 )

Balance - Current Date 1,810,801.62

Total Fund Equity 1,931,537.02

Total Liabilities and Equity 1,931,537.02

#### Hotel/Motel Tax Fund

	ASSETS				
05-000-100-1001	Cash - Combined Fund			15,593.47	
	Total Assets			=	15,593.47
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
05-000-200-2500	Fund Balance		92,689.95		
	Revenue over Expenditures - YTD	(	77,096.48 )		
	Balance - Current Date		_	15,593.47	
	Total Fund Equity				15,593.47

Total Liabilities and Equity

15,593.47

#### Library Fund

 07-000-100-1001
 Cash - Combined Fund
 348,340.48

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,483.99

 07-000-100-1299
 AR/FS
 23,851.75

Total Assets 422,876.22

LIABILITIES AND EQUITY

**FUND EQUITY** 

07-000-200-2501 Fund Balance - Nonspendable 50,483.99

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,423.40

Revenue over Expenditures - YTD ( 150,031.17 )

Balance - Current Date 372,392.23

Total Fund Equity 422,876.22

Total Liabilities and Equity 422,876.22

# **Building Codes Fund**

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	293,011.88	
	Total Assets			=	293,011.88
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		_	1,916.97	
	Total Liabilities				1,916.97
	FUND EQUITY				
08-000-200-2520	Accrued Vac. & Comp. Liability			18,851.68	
08-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(	278,137.37 5,894.14)		
	Balance - Current Date		<u>-</u>	272,243.23	
	Total Fund Equity			_	291,094.91
	Total Liabilities and Equity				293,011.88

Page: 7

9-1-1 Tax Fund

ASSETS

10-000-100-1001 Cash - Combined Fund 119,656.31

Total Assets 119,656.31

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

10-000-200-2500 Fund Balance 125,036.86 Revenue over Expenditures - YTD ( 5,380.55 )

Balance - Current Date 119,656.31

Total Fund Equity 119,656.31

Total Liabilities and Equity 119,656.31

Library ESO Fund

14-000-100-1001 Cash - Combined Fund 157,089.53

Total Assets 157,089.53

LIABILITIES AND EQUITY

**FUND EQUITY** 

Unappropriated Fund Balance:

Revenue over Expenditures - YTD 157,089.53

Balance - Current Date 157,089.53

Total Fund Equity 157,089.53

Total Liabilities and Equity 157,089.53

# City of Coos Bay Combined Cash Investment August 31, 2014

#### **Combined Cash Accounts**

99-000-100-1001	Cash - Checking Accts Payable	(	157,174.93)
99-000-100-1002	Cash - Checking Payroll	(	43,151.64)
99-000-100-1003	Cash - Lgip State Pool		15,657,512.17
99-000-100-1004	Umpqua Bank - State Pool		1,198,494.17
99-000-100-1009	LGIP - Jurisdictional		4,829,687.64
	Total Combined Cash		21,485,367.41
99-000-100-1082	FB-Nonspendable Juris Exchange	(	4,829,687.64)
99-000-100-1090	FB-Nonspendable Library CD	(	50,483.99)
99-000-100-1000	Cash Allocated To Other Funds	(	16,605,195.78)
	Total Unallocated Cash		.00

#### Cash Allocation Reconciliation

1	Allocation to General Fund	1,686,313.49
2	Allocation to Gas Tax Fund	194,016.64
3	Allocation to Wastewater Fund	1,741,159.54
5	Allocation to Hotel/Motel Tax Fund	15,593.47
7	Allocation to Library Fund	348,340.48
8	Allocation to Building Codes Fund	293,011.88
10	Allocation to 9-1-1 Tax Fund	119,656.31
11	Allocation to G.O. Bond Redemption Fund	241,493.45
12	Allocation to Revenue Bond Fund	2,796,614.99
14	Allocation to Library ESO Fund	157,089.53
15	Allocation to Special Improvement Fund	144,958.94
16	Allocation to Street Improvement Fund	269.47
17	Allocation to Parks Improvement Fund	29,743.30
18	Allocation to Bike/pedestrian Path Fund	33,385.18
19	Allocation to Transportation SDC Fund	14,589.91
20	Allocation to Wastewater SDC Fund	246,183.03
21	Allocation to Stormwater SDC Fund	18,958.79
27	Allocation to Fire Dept. Equipment Reserve	214,486.37
29	Allocation to Wastewater Improvement Fund	2,564,708.14
32	Allocation to Trust Fund	58,868.50
33	Allocation to Coos Bay-North Bend VCB	196,687.46
34	Allocation to Major Capital Reserve Fund	335,350.54
39	Allocation to Jurisdictional Exchange Fund	331.48
40	Allocation to Technology Reserve Fund	68,316.75
41	Allocation to County-wide CAD Core Reserve	17,453.25
42	Allocation to Rainy Day Reserve Fund	488,167.28
51	Allocation to Downtown Special Revenue Fund	509,029.68
52	Allocation to Empire Special Revenue Fund	136,911.36
53	Allocation to Empire Program Fund	437,578.66
54	Allocation to Downtown Bond Fund	1,033.66
56	Allocation to Downtown Program Fund	41,990.64
57	Allocation to Downtown Capital Projects Fund	1,212,780.29
58	Allocation to Empire Capital Projects Fund	1,332,089.89
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, 2014

Total Allocations to Other Funds		16,605,195.78
Allocation from Combined Cash Fund - 99-000-100-1000	(	16,605,195.78)

Zero Proof if Allocations Balance .00