CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 21, 2014	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: September 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 **Fund Summary** shows all City funds are within appropriation levels for with 25% of the fiscal year having elapsed. General Fund Property Tax Collections are at 1.6% 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 Ending Balance 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	(\$1,586,183.81)	\$1,110,990.33
Gas Tax	\$264,454.60	(\$100,274.18)	\$164,180.42
Wastewater	\$1,931,073.98	\$33,082.96	\$1,964,156.94
Hotel/Motel	\$92,689.95	(\$111,207.74)	(\$18,517.79)
Library	\$572,907.39	(\$234,333.71)	\$338,573.68
Library - ESO	\$0.00	\$114,082.44	\$114,082.44
Bldg. Codes	\$278,137.37	(\$13,570.14)	\$264,567.23
9-1-1	\$125,036.86	(\$22,581.61)	\$102,455.25

The **Combined Cash Investment** report shows total combined cash of \$20,734,983.32 (see table below).

Combined Cash Accounts:

Accounts Payable	(\$318,817.79)	Sweep	Timing, checks paid in July; normal \$150,000 sweep balance		
Payroll	(\$77,610.05)	Sweep	Timing, checks paid in July; normal zero sweep balance		
Local Government Investment Pool (LGIP)	\$15,158,748.40	Investment On Demand	0.05400 % annualized interest rate: 02/04/2013		
Umpqua, State Pool Account	\$1,140,831.53	Operations	0.15 % annualized interest rate: 02/28/13; 100% collateralization 1-1-10; Division of State Finance Administrative Decision		
LGIP – Juris dictional Account	\$4,831,831.23	Unallocated	0.05400 % annualized interest rate: 02/04/2013		
Cash Allocated*	\$744,403.69	Across funds	See Cash Allocation Reconciliation		
	Umpqua Bank		Operations (allocated) *	\$744,403.69	
COMBINED CASH (allocated* & unallocated)	LGIP		Investment (allocated)	\$15,158,748.40	
	LG	IP	Investment (unallocated)	\$4,831,831.23	
TOTAL COMBINED CASH				\$20,734,983.32	
Less Unallocated Cash	Nonspendable Jurisdictional Exchange & Library			(\$4,882,337.94)	
Total Cash Allocated to Other Funds			•	\$15,852,645.38	
* (\$318,817.79) + (\$77,610.05) + \$1,140,831.53 =	\$744,403.69	Umpqua Operati	ons Allocated		

Entities		Fund N	um	bers		Cash Allocated*	
Total City of Coos Bay	Total City of Coos Bay			1-32,34, 39-42			
Urban Renewal Agency	7	51-61				\$4,563,167.71	
Coos Bay – North Bend	l						
Visitors Convention	Visitors Convention			33		174,230.89	
Bureau	Bureau						
Total Cash Allocated						\$15,852,645.38	
\$744,403.69	+	\$15,158,748.40	+	(\$50,506.71)	=	\$15,852,645.38	
Umpqua Operations		LGIP Investment		Library		Cash Allocated	

ADVANTAGES:

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

DISADVANTAGES:

None.

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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.

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

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	2,417,365.00	2,417,365.00	.0
Property Taxes	38,094.64	81,583.52	5,228,729.00	5,147,145.48	1.6
Franchise Taxes	82,598.27	173,373.94	1,625,900.00	1,452,526.06	10.7
Licenses & Permits	22,231.04	32,075.31	167,350.00	135,274.69	19.2
Fines, Grants & State Revenues	13,714.48	59,356.49	675,781.00	616,424.51	8.8
Use Of Money & Property	11,804.82	28,245.22	85,122.00	56,876.78	33.2
Services	5,582.37	54,894.99	545,090.00	490,195.01	10.1
Repayments	16,380.48	16,380.48	.00	(16,380.48)	.0
Other Revenue	7,308.69	7,874.18	10,610.00	2,735.82	74.2
Other Financing Sources	.00	30,530.00	781,943.00	751,413.00	3.9
Total Fund Revenue	197,714.79	484,314.13	11,537,890.00	11,053,575.87	4.2
Evene diture					
Expenditures					
City Council	3,885.43	26,831.33	86,300.00	59,468.67	31.1
City Manager	9,940.07	30,867.98	128,989.00	98,121.02	23.9
Urban Renewal Administration	20,272.56	76,039.62	330,279.00	254,239.38	23.0
Finance Department/accounting	13,512.73	42,605.55	196,411.00	153,805.45	21.7
City Attorney	3,810.53	10,659.03	56,462.00	45,802.97	18.9
City Hall	8,810.21	17,860.34	110,000.00	92,139.66	16.2
Community Promotion & Support	.00	.00	25,256.00	25,256.00	.0
Non-departmental	9,177.23	168,109.42	289,513.00	121,403.58	58.1
Other Financing Uses	.00	.00	2,483,847.00	2,483,847.00	.0
Police Administration	281,247.38	808,700.54	3,735,527.00	2,926,826.46	21.7
Police Operations	.00 (.01)	.00	.01	.0
Police Support Services	48,842.16	144,918.51	757,941.00	613,022.49	19.1
Codes Enforecement	3,965.98	12,042.87	65,179.00	53,136.13	18.5
Fire Department Operations	178,515.39	555,653.49	2,390,284.00	1,834,630.51	23.3
C.S. Planning Division	16,990.42	53,037.63	300,414.00	247,376.37	17.7
Coastal Implementation Grant	.00	.00	34,400.00	34,400.00	.0
Engineering Division	9,333.32	25,782.67	120,469.00	94,686.33	21.4
Parks Division	44,304.72	97,388.97	426,619.00	329,230.03	22.8
Total Fund Expenditures	652,608.13	2,070,497.94	11,537,890.00	9,467,392.06	18.0
Net Revenue Over Expenditures	(454,893.34)(1,586,183.81)	.00	1,586,183.81	.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	78,609.79	148,121.17	870,000.00	721,878.83	17.0
Use Of Money & Property	87.30	280.42	1,000.00	719.58	28.0
Miscellaneous	804.04	1,640.21	10,000.00	8,359.79	16.4
Transfer From GF	.00	.00	1,744.00	1,744.00	.0
Total Fund Revenue	79,501.13	150,041.80	1,026,316.00	876,274.20	14.6
Expenditures					
Maintenance Department	113,295.46	250,315.98	1,026,316.00	776,000.02	24.4
Total Fund Expenditures	113,295.46	250,315.98	1,026,316.00	776,000.02	24.4
Net Revenue Over Expenditures	(33,794.33)	100,274.18)	.00	100,274.18	.0

Wastewater Fund

	Period Actual	YTD Actual	Budget	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	971.65	2,512.63	9,000.00	6,487.37	27.9
Current Services	418,878.58	878,078.80	5,011,544.00	4,133,465.20	17.5
Total Fund Revenue	419,850.23	880,591.43	5,967,112.00	5,086,520.57	14.8
Expenditures					
W/w Administration	15,824.02	41,188.06	2,397,640.00	2,356,451.94	1.7
Plant #1	92,911.74	300,537.81	1,274,992.00	974,454.19	23.6
Plant #2	58,697.28	190,911.59	818,158.00	627,246.41	23.3
Sanitary & Storm Drain	65,754.98	211,376.00	952,552.00	741,176.00	22.2
Stormwater	33,306.89	103,495.01	523,770.00	420,274.99	19.8
Total Fund Expenditures	266,494.91	847,508.47	5,967,112.00	5,119,603.53	14.2
Net Revenue Over Expenditures	153,355.32	33,082.96	.00	(33,082.96)	.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	7.02	7.63	200.00	192.37	3.8
Visitor Center Revenue	668.92	2,827.97	8,000.00	5,172.03	35.4
Other Revenue	638.85	1,131.02	3,000.00	1,868.98	37.7
Transfer From General Fund	.00	.00	5,000.00	5,000.00	.0
Total Fund Revenue	1,314.79	3,966.62	586,200.00	582,233.38	.7
Expenditures					
Hotel/motel Tax Fund	35,426.05	115,174.36	586,200.00	471,025.64	19.7
Total Fund Expenditures	35,426.05	115,174.36	586,200.00	471,025.64	19.7
Net Revenue Over Expenditures	(34,111.26)	(111,207.74)	.00	111,207.74	.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	.00	373.79	941,000.00	940,626.21	.0
Use Of Money & Property	579.46	1,580.31	2,500.00	919.69	63.2
Current Services	591.45	2,651.47	19,000.00	16,348.53	14.0
Other Revenue	3,616.33	4,163.48	19,000.00	14,836.52	21.9
Total Fund Revenue	4,787.24	8,769.05	1,355,666.00	1,346,896.95	.7
Expenditures					
Library Fund	89,089.78	243,102.76	1,355,666.00	1,112,563.24	17.9
Total Fund Expenditures	89,089.78	243,102.76	1,355,666.00	1,112,563.24	17.9
Net Revenue Over Expenditures	(84,302.54)	(234,333.71)	.00	234,333.71	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	106,303.00	106,303.00	.0
Licenses & Permits	10,845.80	46,186.74	179,537.00	133,350.26	25.7
Use Of Money & Property	131.84	409.90	50.00	(359.90)	819.8
Other Income	(250.00)(245.00)	.00	245.00	.0
Total Fund Revenue	10,727.64	46,351.64	285,890.00	239,538.36	16.2
Expenditures					
Codes Department	18,403.64	59,921.78	285,890.00	225,968.22	21.0
Total Fund Expenditures	18,403.64	59,921.78	285,890.00	225,968.22	21.0
Net Revenue Over Expenditures	(7,676.00)(13,570.14)	.00	13,570.14	.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	53.84	155.22	100.00	(55.22)	155.2
Total Fund Revenue	53.84	25,139.00	254,687.00	229,548.00	9.9
Expenditures					
9-1-1 Tax Fund	17,254.90	47,720.61	254,687.00	206,966.39	18.7
Total Fund Expenditures	17,254.90	47,720.61	254,687.00	206,966.39	18.7
Net Revenue Over Expenditures	(17,201.06)	(22,581.61)	.00	22,581.61	.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	70.68	154.39	100.00	(54.39)	154.4
Other Revenue	1,449.48	204,429.73	75,230.00	(129,199.73)	271.7
Total Fund Revenue	1,520.16	204,584.12	758,394.00	553,809.88	27.0
Expenditures					
Library ESO Fund	44,527.25	90,501.68	758,394.00	667,892.32	11.9
Total Fund Expenditures	44,527.25	90,501.68	758,394.00	667,892.32	11.9
Net Revenue Over Expenditures	(43,007.09)	114,082.44	.00	(114,082.44)	.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	Prepaid Workers Comp Ins. Accounts Receivable Assessments Receivable Dist 72 Taxes Receivable Accounts Receivable-Unapplied Assessments Receivable Dist 78 Assessments Receivable Dist 99			(1,199,267.86 800.00 32,944.91 54,848.39 180,216.72 493,533.06 465.16) 21,413.03 459,232.45 3,137.50	
	Postage Inventory				741.19	
01-000-100-1405	Long Term A/R City Loan to JE				176,249.02	
	Total Assets				=	2,621,918.97
	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 92,285.75 93,400.84 493,533.06 190,216.72 21,413.03 442,851.97 176,249.02	
	Total Liabilities FUND EQUITY					1,510,928.64
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD Balance - Current Date	(2,697,174.14 1,586,183.81)		1,110,990.33	
	Total Fund Equity				_	1,110,990.33
	Total Liabilities and Equity					2,621,918.97

Gas Tax Fund

 02-000-100-1001
 Cash - Combined Fund
 159,418.27

 02-000-100-1201
 Accounts Receivable
 4,762.15

Total Assets 164,180.42

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance 264,454.60 Revenue over Expenditures - YTD (100,274.18)

Balance - Current Date 164,180.42

Total Fund Equity 164,180.42

Total Liabilities and Equity 164,180.42

Wastewater Fund

 03-000-100-1001
 Cash - Combined Fund
 1,926,296.73

 03-000-100-1201
 Accounts Receivable
 113,595.61

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

Total Assets 2,084,892.34

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 33,082.96

Balance - Current Date 1,964,156.94

Total Fund Equity 2,084,892.34

Total Liabilities and Equity 2,084,892.34

Hotel/Motel Tax Fund

ASSETS

05-000-100-1201 Accounts Receivable

19,156.64) 638.85

Total Assets

18,517.79)

18,517.79)

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

05-000-200-2500 Fund Balance

111,207.74) Revenue over Expenditures - YTD

Balance - Current Date 18,517.79)

Total Fund Equity

Total Liabilities and Equity 18,517.79)

92,689.95

Library Fund

 07-000-100-1001
 Cash - Combined Fund
 287,866.97

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,506.71

Total Assets 338,573.68

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 50,506.71

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,400.68

Revenue over Expenditures - YTD (234,333.71)

Balance - Current Date 288,066.97

Total Fund Equity 338,573.68

Total Liabilities and Equity 338,573.68

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		<u>-</u>	286,128.73	
	Total Assets				286,128.73
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		<u>-</u>	2,709.82	
	Total Liabilities				2,709.82
	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 13,570.14)		
	Balance - Current Date		-	264,567.23	
	Total Fund Equity				283,418.91
	Total Liabilities and Equity				286,128.73

9-1-1 Tax Fund

ASSETS

10-000-100-1001 Cash - Combined Fund 102,455.25

Total Assets 102,455.25

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

10-000-200-2500 Fund Balance 125,036.86 Revenue over Expenditures - YTD (22,581.61)

Balance - Current Date 102,455.25

Total Fund Equity 102,455.25

Total Liabilities and Equity 102,455.25

Library ESO Fund

	ASSETS			
14-000-100-1001	Cash - Combined Fund	<u>-</u>	114,082.44	
	Total Assets		=	114,082.44
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance: Revenue over Expenditures - YTD	114,082.44		
	Balance - Current Date	_	114,082.44	
	Total Fund Equity			114,082.44

Total Liabilities and Equity

114,082.44

City of Coos Bay Combined Cash Investment September 30, 2014

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	(318,817.79)
99-000-100-1002	Cash - Checking Payroll	(77,610.05)
99-000-100-1003	Cash - Lgip State Pool		15,158,748.40
99-000-100-1004	Umpqua Bank - State Pool		1,140,831.53
99-000-100-1009	LGIP - Jurisdictional		4,831,831.23
	Total Combined Cash		20,734,983.32
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,831,831.23)
99-000-100-1090	FB-Nonspendable Library CD	(50,506.71)
99-000-100-1000	Cash Allocated To Other Funds	(15,852,645.38)
	Total Unallocated Cash		.00
			

Cash Allocation Reconciliation

1	Allocation to General Fund		1,199,267.86
2	Allocation to Gas Tax Fund		159,418.27
3	Allocation to Wastewater Fund		1,926,296.73
5	Allocation to Hotel/Motel Tax Fund	(19,156.64)
7	Allocation to Library Fund		287,866.97
8	Allocation to Building Codes Fund		286,128.73
10	Allocation to 9-1-1 Tax Fund		102,455.25
11	Allocation to G.O. Bond Redemption Fund		245,369.71
12	Allocation to Revenue Bond Fund		2,796,614.99
14	Allocation to Library ESO Fund		114,082.44
15	Allocation to Special Improvement Fund		145,685.71
16	Allocation to Street Improvement Fund		269.59
17	Allocation to Parks Improvement Fund		25,242.85
18	Allocation to Bike/pedestrian Path Fund		34,194.24
19	Allocation to Transportation SDC Fund		14,596.48
20	Allocation to Wastewater SDC Fund		246,293.81
21	Allocation to Stormwater SDC Fund		18,967.32
27	Allocation to Fire Dept. Equipment Reserve		214,582.88
29	Allocation to Wastewater Improvement Fund		2,119,932.97
32	Allocation to Trust Fund		40,925.00
33	Allocation to Coos Bay-North Bend VCB		174,230.89
34	Allocation to Major Capital Reserve Fund		595,145.58
39	Allocation to Jurisdictional Exchange Fund		331.63
40	Allocation to Technology Reserve Fund		65,773.49
41	Allocation to County-wide CAD Core Reserve		6,573.99
42	Allocation to Rainy Day Reserve Fund		488,386.93
51	Allocation to Downtown Special Revenue Fund		516,243.87
52	Allocation to Empire Special Revenue Fund		141,438.88
53	Allocation to Empire Program Fund		437,775.55
54	Allocation to Downtown Bond Fund		1,033.66
56	Allocation to Downtown Program Fund		42,009.53
57	Allocation to Downtown Capital Projects Fund		1,186,289.52
58	Allocation to Empire Capital Projects Fund		1,330,343.27
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 September 30, 2014

 Total Allocations to Other Funds
 15,852,645.38

 Allocation from Combined Cash Fund - 99-000-100-1000
 (15,852,645.38)

Zero Proof if Allocations Balance .00