CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
November 18, 2014	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: October 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 34% of the fiscal year having elapsed. General Fund Property Tax Collections are at 7.6% 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 <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	(\$1,614,952.14)	\$1,082,222.00
Gas Tax	\$264,454.60	(\$116,160.32)	\$148,294.28
Wastewater	\$1,931,073.98	(\$658,551.04)	\$1,272,522.94
Hotel/Motel	\$92,689.95	\$10,321.39	\$103,011.34
Library	\$572,907.39	(\$309,099.04)	\$263,808.35
Library - ESO	\$0.00	\$87,501.91	\$87,501.91
Bldg. Codes	\$278,137.37	(\$26,861.52)	\$251,275.85
9-1-1	\$125,036.86	\$3,570.39	\$128,607.25

The **Combined Cash Investment** report shows total combined cash of \$22,158,403.18 (see table below).

Combined Cash Accounts:

Accounts Payable Payroll Local Government Investment Pool (LGIP)	\$24,655.73 (\$48,014.28) \$16,114,974.12		Timing, checks paid in prio \$150,000 sweep balance Timing, checks paid in prio zero sweep balance	
	, , , ,		Timing, checks paid in prior zero sweep balance	r month; normal
	, , , ,			
ocal Government Investment Pool (LGIP)	\$16.114.974.12	Investment On	0.05400 % annualized interes	
— — — — — — — — — — — — — — — — — — —	310.114.9/4.12		1 0.05400 % annualized interest rate:	
	, ,, ,	Demand	02/04/2013	
			0.15 % annualized interest i	rate: 02/28/13;
Jmpqua, State Pool Account	\$1,232,740.36	Operations	100% collateralization 1-1-10; Division of	
			State Finance Administrative Decision	
GIP Juris dictional Account	¢4 924 047 25	Limalla aatad	0.05400 % annualized intere	est rate:
XII — Julistictional Account	\$4,834,047.23	Unanocated	02/04/2013	
Cash Allocated*	\$1,209,381.81	Across funds	See Cash Allocation Reconciliation	
	Umpqua	a Bank	Operations (allocated) *	\$1,209,381.81
COMBINED CASH (allocated* & unallocated)	LG	IP	Investment (allocated)	\$16,114,974.12
	LG	IP	Investment (unallocated)	\$4,834,047.25
TOTAL COMBINED CASH			<u>.</u>	\$22,158,403.18
and I wall agested Cook	Nonspendable	Jurisdictional		(\$4.994.579.20 <u>)</u>
ess unanocated Cash	Exchange	& Library		(\$4,884,578.30)
Total Cash Allocated to Other Funds				\$17,273,824.88
	\$1,209,381.81	I I O	ons Allocated	
COMBINED CASH (allocated* & unallocated) FOTAL COMBINED CASH Less Unallocated Cash	Umpqua LGi LGi Nonspendable Exchange o	Across funds a Bank IP IP Jurisdictional & Library	See Cash Allocation Recon Operations (allocated) * Investment (allocated) Investment (unallocated)	\$1,209,3 \$16,114,5 \$4,834,0 \$22,158,4 (\$4,884,5)

Entities	Fund Numbers	Cash Allocated*
Total City of Coos Bay	1-32,34, 39-42	\$12,382,383.24
Urban Renewal Agency	51-61	\$4,641,361.47
Coos Bay – North Bend Visitors Convention Bureau	33	\$250,080.17
Total Cash Allocated		\$17,273,824.88
\$1,209,381.81 +	\$16,114,974.12 + (\$50,531.05)	= \$17,273,824.88
Umpqua Operations	LGIP Investment Library	Cash Allocated

ADVANTAGES:

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

DISADVANTAGES:

None.

City Council – November 18, 2014 Financial Report for October 2014 Page 3

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	314,960.51	396,544.03	5,228,729.00	4,832,184.97	7.6
Franchise Taxes	139,122.89	312,496.83	1,625,900.00	1,313,403.17	19.2
Licenses & Permits	5,647.34	37,722.65	167,350.00	129,627.35	22.5
Fines, Grants & State Revenues	54,317.61	113,674.10	675,781.00	562,106.90	16.8
Use Of Money & Property	6,732.38	34,977.60	85,122.00	50,144.40	41.1
Services	90,450.96	145,345.95	545,090.00	399,744.05	26.7
Repayments	16,212.83	32,593.31	.00	(32,593.31)	.0
Other Revenue	6,195.62	14,069.80	10,610.00	(3,459.80)	132.6
Other Financing Sources		30,530.00	781,943.00	751,413.00	3.9
Total Fund Revenue	633,640.14	1,117,954.27	11,537,890.00	10,419,935.73	9.7
rotari unu revenue		1,117,354.27	11,037,030.00	10,419,933.73	
Expenditures					
City Council	12,608.36	39,439.69	86,300.00	46,860.31	45.7
City Manager	10,073.90	40,941.88	128,989.00	88,047.12	31.7
Urban Renewal Administration	26,000.45	102,040.07	330,279.00	228,238.93	30.9
Finance Department/accounting	14,870.04	57,475.59	196,411.00	138,935.41	29.3
City Attorney	3,745.95	14,404.98	56,462.00	42,057.02	25.5
City Hall	7,172.49	25,032.83	110,000.00	84,967.17	22.8
Community Promotion & Support	.00	.00	25,256.00	25,256.00	.0
Non-departmental	9,048.03	177,157.45	289,513.00	112,355.55	61.2
Other Financing Uses	.00	.00	2,483,847.00	2,483,847.00	.0
Police Administration	274,535.75	1,083,236.29	3,735,527.00	2,652,290.71	29.0
Police Operations	.01	.00	.00	.00	.0
Police Support Services	56,068.58	200,987.09	757,941.00	556,953.91	26.5
Codes Enforecement	4,124.66	16,167.53	65,179.00	49,011.47	24.8
Fire Department Operations	180,431.81	736,085.30	2,390,284.00	1,654,198.70	30.8
C.S. Planning Division	18,116.16	71,153.79	300,414.00	229,260.21	23.7
Coastal Implementation Grant	.00	.00	34,400.00	34,400.00	.0
Engineering Division	8,664.20	34,446.87	120,469.00	86,022.13	28.6
Parks Division	36,948.08	134,337.05	426,619.00	292,281.95	31.5
Total Fund Expenditures	662,408.47	2,732,906.41	11,537,890.00	8,804,983.59	23.7
Net Revenue Over Expenditures	(28,768.33)(1,614,952.14)	.00	1,614,952.14	.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	81,156.67	229,277.84	870,000.00	640,722.16	26.4
Use Of Money & Property	76.81	357.23	1,000.00	642.77	35.7
Miscellaneous	1,117.74	2,757.95	10,000.00	7,242.05	27.6
Transfer From GF	.00	.00	1,744.00	1,744.00	.0
Total Fund Revenue	82,351.22	232,393.02	1,026,316.00	793,922.98	22.6
Expenditures					
Maintenance Department	98,237.36	348,553.34	1,026,316.00	677,762.66	34.0
Total Fund Expenditures	98,237.36	348,553.34	1,026,316.00	677,762.66	34.0
Net Revenue Over Expenditures	(15,886.14)	(116,160.32)	.00	116,160.32	.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	1,145.65	3,658.28	9,000.00	5,341.72	40.7
Current Services	481,360.98	1,359,439.78	5,011,544.00	3,652,104.22	27.1
Total Fund Revenue	482,506.63	1,363,098.06	5,967,112.00	4,604,013.94	22.8
Expenditures					
W/w Administration	928,179.27	969,367.33	2,397,640.00	1,428,272.67	40.4
Plant #1	92,040.04	392,577.85	1,274,992.00	882,414.15	30.8
Plant #2	56,392.07	247,303.66	818,158.00	570,854.34	30.2
Sanitary & Storm Drain	65,968.77	277,344.77	952,552.00	675,207.23	29.1
Stormwater	31,560.48	135,055.49	523,770.00	388,714.51	25.8
Total Fund Expenditures	1,174,140.63	2,021,649.10	5,967,112.00	3,945,462.90	33.9
Net Revenue Over Expenditures	(691,634.00) (658,551.04)	.00	658,551.04	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	80,000.00	80,000.00	.0
Taxes	216,484.77	216,484.77	490,000.00	273,515.23	44.2
Use Of Money & Property	.00	7.63	200.00	192.37	3.8
Visitor Center Revenue	716.04	3,544.01	8,000.00	4,455.99	44.3
Other Revenue	1,726.99	2,858.01	3,000.00	141.99	95.3
Transfer From General Fund	.00	.00	5,000.00	5,000.00	.0
Total Fund Revenue	218,927.80	222,894.42	586,200.00	363,305.58	38.0
Expenditures					
Hotel/motel Tax Fund	97,398.67	212,573.03	586,200.00	373,626.97	36.3
Total Fund Expenditures	97,398.67	212,573.03	586,200.00	373,626.97	36.3
Net Revenue Over Expenditures	121,529.13	10,321.39	.00	(10,321.39)	.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	72.68	446.47	941,000.00	940,553.53	.1
Use Of Money & Property	588.04	2,168.35	2,500.00	331.65	86.7
Current Services	795.30	3,446.77	19,000.00	15,553.23	18.1
Other Revenue	41.86	4,205.34	19,000.00	14,794.66	22.1
Total Fund Revenue	1,497.88	10,266.93	1,355,666.00	1,345,399.07	8
Expenditures					
Library Fund	76,263.21	319,365.97	1,355,666.00	1,036,300.03	23.6
Total Fund Expenditures	76,263.21	319,365.97	1,355,666.00	1,036,300.03	23.6
Net Revenue Over Expenditures	(74,765.33)	(309,099.04)	.00	309,099.04	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	106,303.00	106,303.00	.0
Licenses & Permits	11,571.77	57,758.51	179,537.00	121,778.49	32.2
Use Of Money & Property	137.86	547.76	50.00	(497.76)	095.5
Other Income	(2.30)(247.30)	.00	247.30	.0
Total Fund Revenue	11,707.33	58,058.97	285,890.00	227,831.03	20.3
Expenditures					
Codes Department	24,998.71	84,920.49	285,890.00	200,969.51	29.7
Total Fund Expenditures	24,998.71	84,920.49	285,890.00	200,969.51	29.7
Net Revenue Over Expenditures	(13,291.38)(26,861.52)	.00	26,861.52	.0
Net Nevenue Over Expenditures	(13,291.36)	20,001.32)	.00	20,001.32	.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	40,940.59	65,924.37	164,758.00	98,833.63	40.0
Use Of Money & Property	49.37	204.59	100.00	(104.59)	204.6
Total Fund Revenue	40,989.96	66,128.96	254,687.00	188,558.04	26.0
Expenditures					
9-1-1 Tax Fund	14,837.96	62,558.57	254,687.00	192,128.43	24.6
Total Fund Expenditures	14,837.96	62,558.57	254,687.00	192,128.43	24.6
Net Revenue Over Expenditures	26,152.00	3,570.39	.00	(3,570.39)	.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	54.97	209.36	100.00	(109.36)	209.4
Other Revenue	2,723.93	207,153.66	75,230.00	(131,923.66)	275.4
Total Fund Revenue	2,778.90	207,363.02	758,394.00	551,030.98	27.3
Expenditures					
Library ESO Fund	29,359.43	119,861.11	758,394.00	638,532.89	15.8
Total Found Foundations	20.250.42	440,004,44	750 204 00	000 500 00	45.0
Total Fund Expenditures	29,359.43	119,861.11	758,394.00	638,532.89	15.8
Net Revenue Over Expenditures	(26,580.53)	87,501.91	.00	(87,501.91)	.0

General Fund

	ASSETS			
01-000-100-1001	Cash - Combined Fund		1,129,512.29	
01-000-100-1015			800.00	
	Prepaid Workers Comp Ins.		21,552.81	
	Accounts Receivable		97,981.32	
	Assessments Receivable Dist 72		175,514.26	
01-000-100-1204	Taxes Receivable		493,533.06	
01-000-100-1207	Accounts Receivable-Unapplied		(1,823.84)	
01-000-100-1208	Assessments Receivable Dist 78		21,413.03	
	Assessments Receivable Dist 99		475,445.28	
01-000-100-1350	Postage Inventory		6.53	
01-000-100-1405	Long Term A/R City Loan to JE		176,249.02	
	-			
	Total Assets			2,590,183.76
			=	
	LIABILITIES AND EQUITY			
	= EMBIETTES AND EQUIT			
	LIABILITIES			
04 000 000 0045	Hardeins at Danie art distribut		070.05	
	Unclaimed Property Liability		978.25	
	Insurance Payable		91,834.44	
	P.E.R.S. Payable		90,885.27	
	Deferred Tax Revenue		493,533.06	
	Deferred Revenue - Dist 72		190,216.72	
	Deferred Revenue - District 78		21,413.03	
	Deferred Revenue - District 99		442,851.97	
01-000-200-2046	Deferred Revenue City Loan JE		176,249.02	
	Total Liabilities			1,507,961.76
	FUND EQUITY			
	Unappropriated Fund Balance:			
01-000-200-2500		2,697,174.14		
01-000-200-2300	Revenue over Expenditures - YTD (1,614,952.14)		
	- Trevenue over Experiantiles - 11D	1,014,952.14)		
	Balance - Current Date		1,082,222.00	
	Total Fund Equity		_	1,082,222.00
	Total Liabilities and Equity		_	2,590,183.76

Gas Tax Fund

 02-000-100-1001
 Cash - Combined Fund
 143,290.80

 02-000-100-1201
 Accounts Receivable
 5,003.48

Total Assets 148,294.28

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-2500 Fund Balance 264,454.60

Revenue over Expenditures - YTD (116,160.32)

Balance - Current Date 148,294.28

Total Fund Equity 148,294.28

Total Liabilities and Equity 148,294.28

Wastewater Fund

ASSET	S
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 03-000-100-1001
 Cash - Combined Fund
 1,266,529.22

 03-000-100-1201
 Accounts Receivable
 81,729.12

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

Total Assets 1,393,258.34

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 (658,551.04)

Balance - Current Date 1,272,522.94

Total Fund Equity 1,393,258.34

Total Liabilities and Equity 1,393,258.34

Hotel/Motel Tax Fund

 05-000-100-1001
 Cash - Combined Fund
 101,434.35

 05-000-100-1201
 Accounts Receivable
 1,576.99

Total Assets 103,011.34

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

 05-000-200-2500
 Fund Balance
 92,689.95

 Revenue over Expenditures - YTD
 10,321.39

Balance - Current Date 103,011.34

Total Fund Equity 103,011.34

Total Liabilities and Equity 103,011.34

Library Fund

 07-000-100-1001
 Cash - Combined Fund
 213,077.30

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,531.05

Total Assets 263,808.35

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 50,531.05

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,376.34

Revenue over Expenditures - YTD (309,099.04)

Balance - Current Date 213,277.30

Total Fund Equity 263,808.35

Total Liabilities and Equity 263,808.35

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	270,988.14	
	Total Assets				270,988.14
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		-	860.61	
	Total Liabilities				860.61
	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 26,861.52)		
	Balance - Current Date		-	251,275.85	
	Total Fund Equity				270,127.53
	Total Liabilities and Equity				270,988.14

9-1-1 Tax Fund

A	S	S	E	I	S

10-000-100-1001 Cash - Combined Fund 128,607.25

Total Assets 128,607.25

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

 10-000-200-2500
 Fund Balance
 125,036.86

 Revenue over Expenditures - YTD
 3,570.39

Balance - Current Date 128,607.25

Total Fund Equity 128,607.25

Total Liabilities and Equity 128,607.25

Library ESO Fund

ASSETS	6
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14-000-100-1001 Cash - Combined Fund 87,501.91

Total Assets 87,501.91

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

Revenue over Expenditures - YTD 87,501.91

Balance - Current Date 87,501.91

Total Fund Equity 87,501.91

Total Liabilities and Equity 87,501.91

City of Coos Bay Combined Cash Investment October 31, 2014

	Combined Cash Accounts		
99-000-100-1001	Cash - Checking Accts Payable		24,655.73
99-000-100-1002	Cash - Checking Payroll	(48,014.28)
99-000-100-1003	Cash - Lgip State Pool	·	16,114,974.12
99-000-100-1004	Umpqua Bank - State Pool		1,232,740.36
99-000-100-1009	LGIP - Jurisdictional		4,834,047.25
	Total Combined Cash		22,158,403.18
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,834,047.25)
99-000-100-1090	FB-Nonspendable Library CD	(50,531.05)
99-000-100-1000	Cash Allocated To Other Funds	(17,273,824.88)
	Total Unallocated Cash	_	.00
	Cash Allocation Reconciliation		
1	Allocation to General Fund		1,129,512.29
2	Allocation to General Fund Allocation to Gas Tax Fund		143,290.80
-	Allocation to Wastewater Fund		•
3 5	Allocation to Wastewater Fund Allocation to Hotel/Motel Tax Fund		1,266,529.22 101,434.35
			•
7	Allocation to Library Fund		213,077.30

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8	Allocation to Building Codes Fund
10	Allocation to 9-1-1 Tax Fund
11	Allocation to G.O. Bond Redemption Fund
12	Allocation to Revenue Bond Fund
14	Allocation to Library ESO Fund

16	Allocation to Street Improvement Fund
17	Allocation to Parks Improvement Fund
18	Allocation to Bike/pedestrian Path Fund

19 Allocation to Transportation SDC Fund

15 Allocation to Special Improvement Fund

20	Allocation to Wastewater SDC Fund
21	Allocation to Stormwater SDC Fund
27	Allocation to Fire Dept. Equipment Reserve
29	Allocation to Wastewater Improvement Fund

32 Allocation to Trust Fund Allocation to Coos Bay-North Bend VCB 33 34 Allocation to Major Capital Reserve Fund

40 Allocation to Technology Reserve Fund 41 Allocation to County-wide CAD Core Reserve 42 Allocation to Rainy Day Reserve Fund 51 Allocation to Downtown Special Revenue Fund

Allocation to Jurisdictional Exchange Fund

52 Allocation to Empire Special Revenue Fund 53 Allocation to Empire Program Fund 54 Allocation to Downtown Bond Fund 56 Allocation to Downtown Program Fund

57 Allocation to Downtown Capital Projects Fund 58 Allocation to Empire Capital Projects Fund 60 Allocation to Downtown Bond Reserve Fund

61 Allocation to Empire Bond Reserve Fund

269.72 144,028.68 35,030.48 14,603.51 246,412.47 18,976.46 214,686.27 2.828.845.31 37,510.00 250,080.17 1,232,611.28 331.79 144,670.18 11,559.82 488,622.24 574,307.11 179,784.33 437,986.48 1,033.66 42,029.77 1,170,305.44

1,327,881.25

682,204.03

225,829.40

270,988.14 128,607.25 276,637.88 3,200,889.99

87,501.91

145,755.90

39

City of Coos Bay Combined Cash Investment October 31, 2014

Total Allocations to Other Funds 17,273,824.88
Allocation from Combined Cash Fund - 99-000-100-1000 (17,273,824.88)

Zero Proof if Allocations Balance

.00