CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
January 20, 2015	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: December 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. Pursuant to the City of Coos Bay's Investment Policy this report also provides the details of the investment portfolio. 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 50% of the fiscal year having elapsed. General Fund Property Tax Collections are at 93.3% of budget.

The **Balance Sheet** shows <u>Beginning Balance</u> (audited 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	Audited Beginning Fund Balance FYE 15	(Used) Earned	Ending Fund Balance
General	\$2,697,174.14	\$2,200,907.54	\$4,898,081.68
Gas Tax	\$264,454.60	(\$61,716.72)	\$202,737.88
Wastewater	\$1,931,073.98	(\$1,138,704.67)	\$792,369.31
Hotel/Motel	\$92,689.95	(\$29,149.92)	\$63,540.03
Library	\$572,907.39	\$443,863.34	\$1,016,770.73
Library - ESO	\$0.00	\$193,482.37	\$193,482.37
Bldg. Codes	\$278,137.37	(\$32,837.48)	\$245,299.89
9-1-1	\$125,036.86	(\$25,845.12)	\$99,191.74

The **Combined Cash Investment** report shows total combined cash of \$23,406,647.03 (see table below).

Combined Cash Accounts:

Accounts Payable	\$78,071.99	Sweep	Timing, checks paid in cur prior month expenses; non sweep balance		
Payroll	(\$40,194.64)	Sweep	Timing, checks paid in curr prior month expenses; non balance		
Local Government Investment Pool (LGIP)	\$21,321,990.63	Investment On Demand	0.0500 % annualized intere	st rate: 11/20/2014	
Umpqua, State Pool Account	\$2,097,356.17	Operations	0.15 % annualized interest 100% collateralization 1/1/2 State Finance Administrati	10; Division of	
LGIP – Jurisdictional Account	\$4,838,188.20	Unallocated	0.0500 % annualized interest rate: 11/20/20		
Cash Allocated*	\$2,135,233.52	Across funds	See Cash Allocation Recor	nciliation	
	Umpqua	a Bank	Operations (allocated) *	\$2,135,233.52	
COMBINED CASH (allocated* & unallocated)	LG	IP	Investment (allocated)	\$21,321,990.63	
	LG	IP	Investment (unallocated)	\$4,838,188.20	
TOTAL COMBINED CASH				\$28,295,412.35	
Less Unallocated Cash	Nonspendable Exchange		(\$4,888,76		
Total Cash Allocated to Other Funds				\$23,406,647.03	
* \$78,071.99 + (\$40,194.64) + \$2,097,356.17 =	\$2,135,233.52	Umpqua Operati	ons Allocated		

Entities	Fund Numbers	Cash Allocated*
Total City of Coos Bay	1-32,34,	39-42 \$17,897,632.17
Urban Renewal Agency		\$5,283,031.81
Coos Bay – North Bend		
Visitors Convention		33 225,983.05
Bureau		
Total Cash Allocated		\$23,406,647.03
\$2,135,233.52 +	\$21,321,990.63 + (\$50,57"	7.12) = \$23,406,647.03
Umpqua Operations	LGIP Investment Libra	ry Cash Allocated

ADVANTAGES:

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

DISADVANTAGES:

None.

City Council – January 20, 2015 Financial Report for December 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
Devenue						
Revenue						
Carryover	.00	.00	2,417,365.00		2,417,365.00	.0
Property Taxes	189,359.11	4,880,308.07	5,228,729.00		348,420.93	93.3
Franchise Taxes	97,719.67	506,892.58	1,625,900.00		1,119,007.42	31.2
Licenses & Permits	51,930.66	103,083.68	167,350.00		64,266.32	61.6
Fines, Grants & State Revenues	40,995.45	246,276.21	675,781.00		429,504.79	36.4
Use Of Money & Property	9,468.95	50,425.73	85,122.00		34,696.27	59.2
Services	5,236.56	481,856.51	545,090.00		63,233.49	88.4
Repayments	.00	32,593.31	.00	(32,593.31)	.0
Other Revenue	6,143.26	21,031.05	10,610.00	(10,421.05)	198.2
Other Financing Sources	.00	30,530.00	781,943.00		751,413.00	3.9
Total Fund Revenue	400.952.66	6 252 007 14	11 527 900 00		E 101 002 06	55.1
lotal Fund Revenue	400,853.66	6,352,997.14	11,537,890.00		5,184,892.86	55.1
Expenditures						
City Council	18,015.65	59,818.31	86,300.00		26,481.69	69.3
City Manager	10,220.26	60,159.32	128,989.00		68,829.68	46.6
Urban Renewal Administration	21,644.79	147,984.45	330,279.00		182,294.55	44.8
Finance Department/accounting	14,934.82	88,728.93	196,411.00		107,682.07	45.2
City Attorney	3,717.56	22,911.20	56,462.00		33,550.80	40.6
City Hall	22,686.94	51,455.65	110,000.00		58,544.35	46.8
Community Promotion & Support	.00	.00	25,256.00		25,256.00	.0
Non-departmental	6,669.27	191,076.86	289,513.00		98,436.14	66.0
Other Financing Uses	.00	71,544.00	2,483,847.00		2,412,303.00	2.9
Police Administration	276,899.54	1,646,946.83	3,735,527.00		2,088,580.17	44.1
Police Operations	175.00	175.00	.00	(175.00)	.0
Police Support Services	65,868.14	327,474.09	757,941.00		430,466.91	43.2
Codes Enforecement	3,954.48	24,038.77	65,179.00		41,140.23	36.9
Fire Department Operations	187,639.42	1,114,070.63	2,390,284.00		1,276,213.37	46.6
C.S. Planning Division	18,411.37	112,529.87	300,414.00		187,884.13	37.5
Coastal Implementation Grant	.00	.00	34,400.00		34,400.00	.0
Engineering Division	7,387.50	43,853.26	120,469.00		76,615.74	36.4
Parks Division	32,852.31	189,322.43	426,619.00	_	237,296.57	44.4
Total Fund Expenditures	691,077.05	4,152,089.60	11,537,890.00		7,385,800.40	36.0
Net Revenue Over Expenditures	(290,223.39)	2,200,907.54	.00	(2,200,907.54)	.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	79,987.55	389,200.82	870,000.00	480,799.18	44.7
Use Of Money & Property	79.01	505.47	1,000.00	494.53	50.6
Miscellaneous	4,324.79	12,301.08	10,000.00	(2,301.08)	123.0
Transfer From GF	.00	1,744.00	1,744.00	.00	100.0
Total Fund Revenue	84,391.35	403,751.37	1,026,316.00	622,564.63	39.3
Expenditures					
Maintenance Department	71,508.16	465,468.09	1,026,316.00	560,847.91	45.4
Total Fund Expenditures	71,508.16	465,468.09	1,026,316.00	560,847.91	45.4
Net Revenue Over Expenditures	12,883.19	(61,716.72)	.00	61,716.72	.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	475.06	4,967.77	9,000.00	4,032.23	55.2
Current Services	403,548.84	2,270,351.68	5,011,544.00	2,741,192.32	45.3
Miscellaneous	.00_	9,032.41)	.00	9,032.41	.0
Total Fund Revenue	404,023.90	2,266,287.04	5,967,112.00	3,700,824.96	38.0
Expenditures					
W/w Administration	16,473.26	1,859,902.54	2,397,640.00	537,737.46	77.6
Plant #1	92,670.81	575,309.77	1,274,992.00	699,682.23	45.1
Plant #2	58,608.34	362,719.39	818,158.00	455,438.61	44.3
Sanitary & Storm Drain	62,105.53	402,372.97	952,552.00	550,179.03	42.2
Stormwater	35,138.31	204,687.04	523,770.00	319,082.96	39.1
Total Fund Expenditures	264,996.25	3,404,991.71	5,967,112.00	2,562,120.29	57.1
Net Revenue Over Expenditures	139,027.65	1,138,704.67)	.00	1,138,704.67	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	80,000.00	80,000.00	.0
Taxes	2,659.54	224,797.18	490,000.00	265,202.82	45.9
Use Of Money & Property	36.14	92.78	200.00	107.22	46.4
Visitor Center Revenue	1,266.58	5,031.27	8,000.00	2,968.73	62.9
Other Revenue	1,413.14	4,545.33	3,000.00	(1,545.33)	151.5
Transfer From General Fund	.00	5,000.00	5,000.00	.00	100.0
Total Fund Revenue	5,375.40	239,466.56	586,200.00	346,733.44	40.9
Expenditures					
Hotel/motel Tax Fund	27,403.47	268,616.48	586,200.00	317,583.52	45.8
Total Fund Expenditures	27,403.47	268,616.48	586,200.00	317,583.52	45.8
Net Revenue Over Expenditures	(22,028.07)	(29,149.92)	.00	29,149.92	.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	881,069.51	881,515.98	941,000.00	59,484.02	93.7
Use Of Money & Property	510.81	2,956.52	2,500.00	(456.52	118.3
Current Services	639.45	4,818.27	19,000.00	14,181.73	25.4
Other Revenue	3,746.45	8,049.82	19,000.00	10,950.18	42.4
Total Fund Revenue	885,966.22	897,340.59	1,355,666.00	458,325.41	66.2
Expenditures					
Library Fund	69,695.45	453,477.25	1,355,666.00	902,188.75	33.5
Total Fund Expenditures	60 605 45	453,477.25	1,355,666.00	902,188.75	33.5
rotari unu Expenditures	69,695.45	400,477.25	1,333,000.00	902,100.75	33.3
Net Revenue Over Expenditures	816,270.77	443,863.34	.00	(443,863.34	0.

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	106,303.00	106,303.00	.0
Licenses & Permits	9,554.81	89,159.27	179,537.00	90,377.73	49.7
Use Of Money & Property	118.69	797.38	50.00	(747.38)	594.8
Other Income	.00 (247.30)	.00	247.30	.0
Total Fund Revenue	9,673.50	89,709.35	285,890.00	196,180.65	31.4
Expenditures					
Codes Department	19,328.28	122,546.83	285,890.00	163,343.17	42.9
Total Fund Expenditures	19,328.28	122,546.83	285,890.00	163,343.17	42.9
Net Revenue Over Expenditures	(9,654.78)	32,837.48)	.00	32,837.48	.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	65,924.37	164,758.00	98,833.63	40.0
Use Of Money & Property	49.22	315.95	100.00	(215.95)	316.0
Total Fund Revenue	49.22	66,240.32	254,687.00	188,446.68	26.0
Expenditures					
9-1-1 Tax Fund	15,754.52	92,085.44	254,687.00	162,601.56	36.2
Total Fund Expenditures	15,754.52	92,085.44	254,687.00	162,601.56	36.2
Net Revenue Over Expenditures	(15,705.30)	25,845.12)	.00	25,845.12	.0

Library ESO Fund

Period Actual	YTD Actual	Budget	Variance	Pcnt
.00	.00	178,421.00	178,421.00	.0
166,381.00	166,381.00	499,143.00	332,762.00	33.3
.00	.00	5,500.00	5,500.00	.0
39.44	291.08	100.00	(191.08)	291.1
1,909.46	238,279.27	75,230.00	(163,049.27)	316.7
168,329.90	404,951.35	758,394.00	353,442.65	53.4
66,916.52	211,468.98	758,394.00	546,925.02	27.9
<u> </u>	<u> </u>	<u> </u>		
66,916.52	211,468.98	758,394.00	546,925.02	27.9
101,413.38	193,482.37	.00	(193,482.37)	.0
	.00 166,381.00 .00 39.44 1,909.46 168,329.90 66,916.52	.00 .00 166,381.00 166,381.00 .00 .00 39.44 291.08 1,909.46 238,279.27 168,329.90 404,951.35 66,916.52 211,468.98	.00 .00 178,421.00 166,381.00 166,381.00 499,143.00 .00 .00 5,500.00 39.44 291.08 100.00 1,909.46 238,279.27 75,230.00 168,329.90 404,951.35 758,394.00 66,916.52 211,468.98 758,394.00	.00

General Fund

	ASSETS				
01-000-100-1001	Cash - Combined Fund			5,056,256.62	
01-000-100-1001				800.00	
	Prepaid Workers Comp Ins.			27,673.56	
	Accounts Receivable			33,577.40	
	Assessments Receivable Dist 72			175,514.26	
	Taxes Receivable			493,533.06	
	Accounts Receivable-Unapplied		(46,559.66)	
	Assessments Receivable Dist 78		•	21,413.03	
01-000-100-1209	Assessments Receivable Dist 99			110,691.77	
01-000-100-1350	Postage Inventory			880.07	
	Long Term A/R City Loan to JE			176,249.02	
	Total Assets			<u> </u>	6,050,029.13
	LIABILITIES AND EQUITY				
	LIABILITIES				
01-000-200-2015	Unclaimed Property Liability			325.00	
01-000-200-2034	Insurance Payable			99,022.67	
01-000-200-2035	P.E.R.S. Payable			93,089.49	
01-000-200-2040	Deferred Tax Revenue			493,533.06	
01-000-200-2041	Deferred Revenue - Dist 72			190,216.72	
01-000-200-2043	Deferred Revenue - District 78			21,413.03	
01-000-200-2044	Deferred Revenue - District 99			78,098.46	
01-000-200-2046	Deferred Revenue City Loan JE			176,249.02	
	Total Liabilities				1,151,947.45
	FUND EQUITY				
	Unappropriated Fund Balance:				
01-000-200-2500	• • •	2,697,174.14			
	Revenue over Expenditures - YTD	2,200,907.54			
	Balance - Current Date			4,898,081.68	
	Total Fund Equity			_	4,898,081.68
	Total Liabilities and Equity				6,050,029.13

Gas Tax Fund

ASSET	S
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 02-000-100-1001
 Cash - Combined Fund
 193,010.86

 02-000-100-1201
 Accounts Receivable
 9,727.02

Total Assets 202,737.88

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance 264,454.60 Revenue over Expenditures - YTD (61,716.72)

Balance - Current Date 202,737.88

Total Fund Equity 202,737.88

Total Liabilities and Equity 202,737.88

Wastewater Fund

ASSETS	
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 03-000-100-1001
 Cash - Combined Fund
 851,045.86

 03-000-100-1201
 Accounts Receivable
 62,058.85

Total Assets 913,104.71

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 (1,138,704.67)

Balance - Current Date 792,369.31

Total Fund Equity 913,104.71

Total Liabilities and Equity 913,104.71

Hotel/Motel Tax Fund

 05-000-100-1001
 Cash - Combined Fund
 62,941.97

 05-000-100-1201
 Accounts Receivable
 489.76

 05-000-100-1299
 AR/FS
 108.30

Total Assets 63,540.03

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance: 05-000-200-2500 Fund Balance

 00 Fund Balance
 92,689.95

 Revenue over Expenditures - YTD
 (29,149.92)

Balance - Current Date 63,540.03

Total Fund Equity 63,540.03

Total Liabilities and Equity 63,540.03

Library Fund

965,993.61

	ASSETS
07-000-100-1001	Cash - Combined Fund

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,577.12

Total Assets 1,016,770.73

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 50,577.12

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,330.27

Revenue over Expenditures - YTD 443,863.34

Balance - Current Date 966,193.61

Total Fund Equity 1,016,770.73

Total Liabilities and Equity 1,016,770.73

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	267,962.29	
	Total Assets				267,962.29
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		_	3,810.72	
	Total Liabilities				3,810.72
	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 32,837.48)		
	Balance - Current Date		-	245,299.89	
	Total Fund Equity				264,151.57
	Total Liabilities and Equity				267,962.29

9-1-1 Tax Fund

10-000-100-1001 Cash - Combined Fund 99,191.74

Total Assets 99,191.74

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

10-000-200-2500 Fund Balance 125,036.86 Revenue over Expenditures - YTD (25,845.12)

Balance - Current Date 99,191.74

Total Fund Equity 99,191.74

Total Liabilities and Equity 99,191.74

Library ESO Fund

ASSETS

14-000-100-1001 Cash - Combined Fund 193,482.37

Total Assets 193,482.37

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

Revenue over Expenditures - YTD 193,482.37

Balance - Current Date 193,482.37

Total Fund Equity 193,482.37

Total Liabilities and Equity 193,482.37

City of Coos Bay Combined Cash Investment December 31, 2014

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable		78,071.99
99-000-100-1002	Cash - Checking Payroll	(40,194.64)
99-000-100-1003	Cash - Lgip State Pool		21,321,990.63
99-000-100-1004	Umpqua Bank - State Pool		2,097,356.17
99-000-100-1009	LGIP - Jurisdictional		4,838,188.20
			,
	Total Combined Cash		28,295,412.35
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,838,188.20)
99-000-100-1090	FB-Nonspendable Library CD	(50,577.12)
99-000-100-1000	Cash Allocated To Other Funds	(23,406,647.03)
	Total Unallocated Cash		.00
	Total Unallocated Cash		.00

Cash Allocation Reconciliation

	<u> </u>	
1	Allocation to General Fund	5,056,256.62
2	Allocation to Gas Tax Fund	193,010.86
3	Allocation to Wastewater Fund	851,045.86
5	Allocation to Hotel/Motel Tax Fund	62,941.97
7	Allocation to Library Fund	965,993.61
8	Allocation to Building Codes Fund	267,962.29
10	Allocation to 9-1-1 Tax Fund	99,191.74
11	Allocation to G.O. Bond Redemption Fund	616,907.66
12	Allocation to Revenue Bond Fund	3,108,659.68
14	Allocation to Library ESO Fund	193,482.37
15	Allocation to Special Improvement Fund	145,888.79
16	Allocation to Street Improvement Fund	269.97
17	Allocation to Parks Improvement Fund	143,352.07
18	Allocation to Bike/pedestrian Path Fund	36,678.16
19	Allocation to Transportation SDC Fund	14,616.82
20	Allocation to Wastewater SDC Fund	246,637.13
21	Allocation to Stormwater SDC Fund	18,993.77
27	Allocation to Fire Dept. Equipment Reserve	214,882.00
29	Allocation to Wastewater Improvement Fund	3,642,249.78
32	Allocation to Trust Fund	37,150.00
33	Allocation to Coos Bay-North Bend VCB	225,983.05
34	Allocation to Major Capital Reserve Fund	1,322,710.38
39	Allocation to Jurisdictional Exchange Fund	332.09
40	Allocation to Technology Reserve Fund	139,602.97
41	Allocation to County-wide CAD Core Reserve	29,747.86
42	Allocation to Rainy Day Reserve Fund	489,067.72
51	Allocation to Downtown Special Revenue Fund	1,056,865.41
52	Allocation to Empire Special Revenue Fund	615,717.40
53	Allocation to Empire Program Fund	438,385.80
54	Allocation to Downtown Bond Fund	1,458.68
55	Allocation to Empire Bond Fund	75.25
56	Allocation to Downtown Program Fund	42,068.09
57	Allocation to Downtown Capital Projects Fund	1,102,072.50
58	Allocation to Empire Capital Projects Fund	1,118,309.25
60	Allocation to Downtown Bond Reserve Fund	682,250.03
61	Allocation to Empire Bond Reserve Fund	225,829.40

City of Coos Bay Combined Cash Investment December 31, 2014

Total Allocations to Other Funds		23,406,647.03
Allocation from Combined Cash Fund - 99-000-100-1000	(23,406,647.03)

Zero Proof if Allocations Balance .00