CITY OF COOS BAY CITY COUNCIL Agenda Staff Report

MEETING DATE February 17, 2015

AGENDA ITEM NUMBER

- TO: Mayor Shoji and City Councilors
- FROM: Susanne Baker, Finance Director
- THROUGH: Rodger Craddock, City Manager
- <u>ISSUE:</u> January 2015 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 59% of the fiscal year having elapsed. General Fund Property Tax Collections are at 95.2% 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</u> <u>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	\$1,756,539.18	\$4,453,713.32
Gas Tax	\$264,454.60	(\$77,701.66)	\$186,752.94
Wastewater	\$1,931,073.98	(\$967,844.91)	\$963,229.07
Hotel/Motel	\$92,689.95	(\$6,216.14)	\$86,473.81
Library	\$572,907.39	\$407,150.84	\$980,058.23
Library - ESO	\$0.00	\$163,192.75	\$163,192.75
Bldg. Codes	\$278,137.37	(\$54,409.56)	\$223,727.81
9-1-1	\$125,036.86	(\$29,551.38)	\$95,485.48

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The **Combined Cash Investment** report shows total combined cash of \$23,042,613.67 (see table below).

Combined Cash Accounts:

Accounts Payable	(\$378,663.41)	Sweep	Timing, checks paid in current month for prior month expenses; normal \$150,000 sweep balance	
Payroll	(\$37,613.35)	Sweep	Timing, checks paid in current month for prior month expenses; normal zero sweep balance	
Local Government Investment Pool (LGIP)	\$22,189,625.50	Investment On Demand	0.0500 % annualized interest rate: 11/20/20	
Umpqua, State Pool Account	\$1,319,863.24	Operations	0.15 % annualized interest rate: 2/28/13; 100% collateralization 1/1/10; Division of State Finance Administrative Decision	
LGIP – Jurisdictional Account	\$4,840,242.78	Unallocated	0.0500 % annualized interest rate: 11/20/20	
Cash Allocated*	\$903,586.48	Across funds	See Cash Allocation Reconciliation	
	Umpqua	a Bank	Operations (allocated) *	\$903,586.48
COMBINED CASH (allocated* & unallocated)	LG	IP	Investment (allocated)	\$22,189,625.50
	LGIP		Investment (unallocated)	\$4,840,242.78
TOTAL COMBINED CASH				\$27,933,454.76
Less Unallocated Cash	Nonspendable Jurisdictional Exchange & Library		(\$4,890,841.09)	
Total Cash Allocated to Other Funds				\$23,042,613.67
* (\$378,663.41) + (\$37,613.35) + \$1,319,863.24 =	\$903,586.48 Umpqua Operations Allocated			

Entities	Fund Numbers		Cash Allocated*
Total City of Coos Bay	1-32,34,	39-42	\$17,497,225.95
Urban Renewal Agency		51-61	\$5,309,071.58
Coos Bay – North Bend Visitors Convention Bureau		33	236,316.14
Total Cash Allocated			\$23,042,613.67
\$903,586.48 +	\$22,189,625.50 + (\$50,59	8.31) =	= \$23,042,613.67
Umpqua Operations	LGIP Investment Libra	ary	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	94,698.65	4,975,006.72	5,228,729.00	253,722.28	95.2
Franchise Taxes	205,049.86	711,942.44	1,625,900.00	913,957.56	43.8
Licenses & Permits	17,636.02	120,719.70	167,350.00	46,630.30	72.1
Fines, Grants & State Revenues	85,990.32	332,266.53	675,781.00	343,514.47	49.2
Use Of Money & Property	9,234.55	59,660.28	85,122.00	25,461.72	70.1
Services	6,245.03	488,101.54	545,090.00	56,988.46	89.6
Repayments	.00	32,593.31	.00	(32,593.31)	.0
Other Revenue	3,415.01	24,446.06	10,610.00	(13,836.06)	230.4
Other Financing Sources	.00	30,530.00	781,943.00	751,413.00	3.9
Total Fund Revenue	422,269.44	6,775,266.58	11,537,890.00	4,762,623.42	58.7
Expenditures					
City Council	7,028.26	66,846.57	86,300.00	19,453.43	77.5
City Manager	11,334.53	71,493.85	128,989.00	57,495.15	55.4
Urban Renewal Administration	30,169.55	178,154.00	330,279.00	152,125.00	53.9
Finance Department/accounting	19,789.66	108,518.59	196,411.00	87,892.41	55.3
City Attorney	5,475.21	28,386.41	56,462.00	28,075.59	50.3
City Hall	13,774.86	65,230.51	110,000.00	44,769.49	59.3
Community Promotion & Support	.00	.00	25,256.00	25,256.00	.0
Non-departmental	11,490.45	202,567.31	289,513.00	86,945.69	70.0
Other Financing Uses	.00	71,544.00	2,483,847.00	2,412,303.00	2.9
Police Administration	361,452.64	2,008,399.47	3,735,527.00	1,727,127.53	53.8
Police Operations	(175.00)	.00	.00	.00	.0
Police Support Services	85,167.92	412,642.01	757,941.00	345,298.99	54.4
Codes Enforecement	6,703.12	30,741.89	65,179.00	34,437.11	47.2
Fire Department Operations	240,288.41	1,354,359.04	2,390,284.00	1,035,924.96	56.7
C.S. Planning Division	25,774.00	138,303.87	300,414.00	162,110.13	46.0
Coastal Implementation Grant	.00	.00	34,400.00	34,400.00	.0
Engineering Division	10,621.19	54,474.45	120,469.00	65,994.55	45.2
Parks Division	37,743.00	227,065.43	426,619.00	199,553.57	53.2
	·	·		·	<u> </u>
Total Fund Expenditures	866,637.80	5,018,727.40	11,537,890.00	6,519,162.60	43.5
Net Revenue Over Expenditures	(444,368.36)	1,756,539.18	.00	(1,756,539.18)	.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	72,319.13	461,519.95	870,000.00	408,480.05	53.1
Use Of Money & Property	80.87	586.34	1,000.00	413.66	58.6
Miscellaneous	4,752.00	17,053.08	10,000.00	(7,053.08)	170.5
Transfer From GF	.00	1,744.00	1,744.00	.00	100.0
Total Fund Revenue	77,152.00	480,903.37	1,026,316.00	545,412.63	46.9
Expenditures					
Maintenance Department	93,136.94	558,605.03	1,026,316.00	467,710.97	54.4
Total Fund Expenditures	93,136.94	558,605.03	1,026,316.00	467,710.97	54.4
Net Revenue Over Expenditures	(15,984.94) (77,701.66)	.00	77,701.66	.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	551.70	5,519.47	9,000.00	3,480.53	61.3
Current Services	481,471.53	2,751,823.21	5,011,544.00	2,259,720.79	54.9
Miscellaneous	.00	(9,032.41)	.00	9,032.41	.0
Total Fund Revenue	482,023.23	2,748,310.27	5,967,112.00	3,218,801.73	46.1
Expenditures					
W/w Administration	20,958.51	1,880,861.05	2,397,640.00	516,778.95	78.5
Plant #1	97,912.10	673,221.87	1,274,992.00	601,770.13	52.8
Plant #2	68,633.30	431,352.69	818,158.00	386,805.31	52.7
Sanitary & Storm Drain	80,069.09	482,442.06	952,552.00	470,109.94	50.7
Stormwater	43,590.47	248,277.51	523,770.00	275,492.49	47.4
Total Fund Expenditures	311,163.47	3,716,155.18	5,967,112.00	2,250,956.82	62.3
Net Revenue Over Expenditures	170,859.76	(967,844.91)	.00	967,844.91	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	80,000.00	80,000.00	.0
Taxes	86,696.73	311,493.91	490,000.00	178,506.09	63.6
Use Of Money & Property	26.37	119.15	200.00	80.85	59.6
Visitor Center Revenue	847.92	5,879.19	8,000.00	2,120.81	73.5
Other Revenue	35.55	4,580.88	3,000.00	(1,580.88)	152.7
Transfer From General Fund	.00	5,000.00	5,000.00	.00	100.0
Total Fund Revenue	87,606.57	327,073.13	586,200.00	259,126.87	55.8
Expenditures					
Hotel/motel Tax Fund	64,672.79	333,289.27	586,200.00	252,910.73	56.9
Total Fund Expenditures	64,672.79	333,289.27	586,200.00	252,910.73	56.9
Net Revenue Over Expenditures	22,933.78 (6,216.14)	.00	6,216.14	.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	67,298.70	948,814.68	941,000.00	(7,814.68)	100.8
Use Of Money & Property	1,025.94	3,982.46	2,500.00	(1,482.46)	159.3
Current Services	626.18	5,444.45	19,000.00	13,555.55	28.7
Other Revenue	1,555.47	9,605.29	19,000.00	9,394.71	50.6
Total Fund Revenue	70,506.29	967,846.88	1,355,666.00	387,819.12	71.4
Expenditures					
Library Fund	107,218.79	560,696.04	1,355,666.00	794,969.96	41.4
Total Fund Expenditures	107,218.79	560,696.04	1,355,666.00	794,969.96	41.4
Net Revenue Over Expenditures	(36,712.50)	407,150.84	.00	(407,150.84)	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover Licenses & Permits	.00 6,219.29	.00 95,378.56	106,303.00 179,537.00	106,303.00 84,158.44	.0 53.1
Use Of Money & Property	112.28	909.66	50.00		
Other Income	.00	(247.30)		247.30	.0
Total Fund Revenue	6,331.57	96,040.92	285,890.00	189,849.08	33.6
Expenditures					
Codes Department	27,903.65	150,450.48	285,890.00	135,439.52	52.6
Total Fund Expenditures	27,903.65	150,450.48	285,890.00	135,439.52	52.6
Net Revenue Over Expenditures	(21,572.08)	(54,409.56)	.00	54,409.56	.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	17,018.86	82,943.23	164,758.00	81,814.77	50.3
Use Of Money & Property	41.56	357.51	100.00	(257.51)	357.5
Total Fund Revenue	17,060.42	83,300.74	254,687.00	171,386.26	32.7
Expenditures					
9-1-1 Tax Fund	20,766.68	112,852.12	254,687.00	141,834.88	44.3
Total Fund Expenditures	20,766.68	112,852.12	254,687.00	141,834.88	44.3
Net Revenue Over Expenditures	(3,706.26) (29,551.38)	.00	29,551.38	.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	166,381.00	499,143.00	332,762.00	33.3
Revenue From Other Agencies	5,717.00	5,717.00	5,500.00	(217.00)	104.0
Use Of Money & Property	81.07	372.15	100.00	(272.15)	372.2
Other Revenue	3,388.36	241,667.63	75,230.00	(166,437.63)	321.2
Total Fund Revenue	9,186.43	414,137.78	758,394.00	344,256.22	54.6
Expenditures					
Library ESO Fund	39,476.05	250,945.03	758,394.00	507,448.97	33.1
Total Fund Expenditures	39,476.05	250,945.03	758,394.00	507,448.97	33.1
Net Revenue Over Expenditures	(30,289.62)	163,192.75	.00	(163,192.75)	.0

General Fund

ASSETS

01-000-100-1001	Cash - Combined Fund		4,630,631.48	
01-000-100-1015			800.00	
	Prepaid Workers Comp Ins.		12,755.06	
01-000-100-1201	Accounts Receivable		41,518.24	
	Assessments Receivable Dist 72		175,514.26	
01-000-100-1204	Taxes Receivable		493,533.06	
	Accounts Receivable-Unapplied	(
	Assessments Receivable Dist 78	,	21,413.03	
	Assessments Receivable Dist 99		110,691.77	
01-000-100-1350	Postage Inventory		31.47	
	Long Term A/R City Loan to JE		176,249.02	
		-		
	Total Assets		_	5,605,062.73
	LIABILITIES AND EQUITY			
	LIABILITIES			
01-000-200-2001	Accounts Payable		64.66	
	Unclaimed Property Liability		325.00	
	Insurance Payable		99,471.03	
01-000-200-2035	P.E.R.S. Payable		91,978.43	
01-000-200-2040	Deferred Tax Revenue		493,533.06	
	Deferred Revenue - Dist 72		190,216.72	
	Deferred Revenue - District 78		21,413.03	
01-000-200-2044	Deferred Revenue - District 99		78,098.46	
	Deferred Revenue City Loan JE		176,249.02	
	Total Liabilities	-	_	1,151,349.41
	FUND EQUITY			
	Unappropriated Fund Balance:			
01-000-200-2500		2,697,174.14		
01-000-200-2300	Revenue over Expenditures - YTD	1,756,539.18		
	Revenue over Expenditures - 11D	1,750,559.16		
	Balance - Current Date	_	4,453,713.32	
	Total Fund Equity			4,453,713.32
	Total Liabilities and Equity		—	5,605,062.73
			=	

Gas Tax Fund

	ASSETS				
	Cash - Combined Fund Accounts Receivable		_	174,625.56 12,127.38	
	Total Assets			=	186,752.94
	LIABILITIES AND EQUITY				
	FUND EQUITY				
02-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(264,454.60 77,701.66)		
	Balance - Current Date		-	186,752.94	
	Total Fund Equity			-	186,752.94
	Total Liabilities and Equity			=	186,752.94

Wastewater Fund

	ASSETS				
03-000-100-1001 03-000-100-1201	Cash - Combined Fund Accounts Receivable			1,025,820.20 58,144.27	
	Total Assets			=	1,083,964.47
	LIABILITIES AND EQUITY				
03-000-200-2520	Accrued Vac. & Comp. Liability			120,735.40	
03-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(1,931,073.98 967,844.91)		
	Balance - Current Date			963,229.07	
	Total Fund Equity			-	1,083,964.47
	Total Liabilities and Equity			=	1,083,964.47

Hotel/Motel Tax Fund

ASSETS

	Cash - Combined Fund Accounts Receivable			85,883.84 525.31	
	Total Assets		-		86,409.15
	LIABILITIES AND EQUITY				
	LIABILITIES				
05-000-200-2001	Accounts Payable		(64.66)	
	Total Liabilities				(64.66)
	FUND EQUITY				
05-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(92,689.95 6,216.14)		
	Balance - Current Date			86,473.81	
	Total Fund Equity		_		86,473.81
	Total Liabilities and Equity				86,409.15

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund		929,259.92	
07-000-100-1015	Petty Cash		200.00	
07-000-100-1150	Investments - Nonspendable		50,598.31	
	Total Assets			980,058.23
			=	
	LIABILITIES AND EQUITY			
07 000 200 2501	Fund Palanaa Nananandahla		E0 E08 21	
07-000-200-2501	Fund Balance - Nonspendable		50,598.31	
	Unappropriated Fund Balance:			
07-000-200-2500		522,309.08		
	Revenue over Expenditures - YTD	407,150.84		
	Balance - Current Date		929,459.92	
	Total Fund Equity			980,058.23
			-	
	Total Liabilities and Equity			980,058.23
			=	

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		-	243,100.90	
	Total Assets			=	243,100.90
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		-	521.41	
	Total Liabilities				521.41
	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 54,409.56)		
	Balance - Current Date		_	223,727.81	
	Total Fund Equity			_	242,579.49
	Total Liabilities and Equity			=	243,100.90

9-1-1 Tax Fund

	ASSETS				
	Cash - Combined Fund			78,466.62	
10-000-100-1201	Accounts Receivable		—	17,018.86	
	Total Assets			=	95,485.48
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
10-000-200-2500			125,036.86		
	Revenue over Expenditures - YTD	(29,551.38)		
	Balance - Current Date		_	95,485.48	
	Total Fund Equity			_	95,485.48
	Total Liabilities and Equity				95,485.48

Library ESO Fund

ASSETS 14-000-100-1001 Cash - Combined Fund 163,192.75 163,192.75 **Total Assets** LIABILITIES AND EQUITY FUND EQUITY Unappropriated Fund Balance: Revenue over Expenditures - YTD 163,192.75 163,192.75 Balance - Current Date Total Fund Equity 163,192.75 Total Liabilities and Equity 163,192.75

City of Coos Bay Combined Cash Investment January 31, 2015

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	(378,663.41)
99-000-100-1002	Cash - Checking Payroll	(37,613.35)
99-000-100-1003	Cash - Lgip State Pool		22,189,625.50
99-000-100-1004	Umpqua Bank - State Pool		1,319,863.24
99-000-100-1009	LGIP - Jurisdictional		4,840,242.78
	Total Combined Cash		27,933,454.76
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,840,242.78)
99-000-100-1090	FB-Nonspendable Library CD	(50,598.31)
99-000-100-1000	Cash Allocated To Other Funds	(23,042,613.67)
	Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	4,630,631.48
2	Allocation to Gas Tax Fund	174,625.56
3	Allocation to Wastewater Fund	1,025,820.20
5	Allocation to Hotel/Motel Tax Fund	85,883.84
7	Allocation to Library Fund	929,259.92
8	Allocation to Building Codes Fund	243,100.90
10	Allocation to 9-1-1 Tax Fund	78,466.62
11	Allocation to G.O. Bond Redemption Fund	626,551.15
12	Allocation to Revenue Bond Fund	3,108,659.68
14	Allocation to Library ESO Fund	163,192.75
15	Allocation to Special Improvement Fund	145,949.92
16	Allocation to Street Improvement Fund	270.08
17	Allocation to Parks Improvement Fund	143,217.21
18	Allocation to Bike/pedestrian Path Fund	37,424.03
19	Allocation to Transportation SDC Fund	14,622.94
20	Allocation to Wastewater SDC Fund	246,740.47
21	Allocation to Stormwater SDC Fund	19,001.72
27	Allocation to Fire Dept. Equipment Reserve	214,972.03
29	Allocation to Wastewater Improvement Fund	3,598,905.58
32	Allocation to Trust Fund	39,050.00
33	Allocation to Coos Bay-North Bend VCB	236,316.14
34	Allocation to Major Capital Reserve Fund	1,317,182.09
39	Allocation to Jurisdictional Exchange Fund	332.23
40	Allocation to Technology Reserve Fund	134,789.49
41	Allocation to County-wide CAD Core Reserve	29,303.42
42	Allocation to Rainy Day Reserve Fund	489,272.64
51	Allocation to Downtown Special Revenue Fund	1,074,747.68
52	Allocation to Empire Special Revenue Fund	627,498.34
53	Allocation to Empire Program Fund	438,569.48
54	Allocation to Downtown Bond Fund	1,458.68
55	Allocation to Empire Bond Fund	75.25
56	Allocation to Downtown Program Fund	42,085.72
57	Allocation to Downtown Capital Projects Fund	1,099,195.18
58	Allocation to Empire Capital Projects Fund	1,117,361.82
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 January 31, 2015

(

Total Allocations to Other Funds Allocation from Combined Cash Fund - 99-000-100-1000 23,042,613.67 23,042,613.67)

Zero Proof if Allocations Balance

.00