CITY OF COOS BAY CITY COUNCIL Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
April 21, 2015	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

<u>ISSUE:</u> March 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 75% of the fiscal year having elapsed. General Fund Property Tax Collections are at 99.2% 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> Balance 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	\$1,502,973.55	\$4,200,147.69
Gas Tax	\$264,454.60	(\$75,666.03)	\$188,788.57
Wastewater	\$1,931,073.98	\$254,342.06	\$2,185,416.04
Hotel/Motel	\$92,689.95	(\$53,831.90)	\$38,858.05
Library	\$572,907.39	\$271,125.41	\$844,032.80
Library - ESO	\$0.00	\$280,929.40	\$280,929.40
Bldg. Codes	\$278,137.37	(\$67,369.30)	\$210,768.07
9-1-1	\$125,036.86	(\$37,344.41)	\$87,692.45

The **Combined Cash Investment** report shows total combined cash of \$22,749,911.62 (see table below).

Combined Cash Accounts:

Accounts Payable	\$12,215.35	Sweep	Timing, checks paid in current month for prior month expenses; normal \$150,000 sweep balance			
Payroll	(\$47,972.32)	Sweep	Timing, checks paid in current month for prior month expenses; normal zero sweep balance			
Local Government Investment Pool (LGIP)	\$21,949,827.58	Investment On Demand	0.0500 % annualized interest rate: 11/20/201			
Umpqua, State Pool Account	\$886,480.75	Operations	0.15 % annualized interest rate: 2/28/13; 100% collateralization 1/1/10; Division of State Finance Administrative Decision			
LGIP – Jurisdictional Account	\$4,844,155.54	Unallocated	0.0500 % annualized interest rate: 11/20/201			
Cash Allocated*	\$850,723.78	Across funds	See Cash Allocation Reco	nciliation		
	Umpqua	a Bank	Operations (allocated) *	\$850,723.78		
COMBINED CASH (allocated* & unallocated)	LG	IP	Investment (allocated)	\$21,949,827.58		
	LG	IP	Investment (unallocated)	\$4,844,155.54		
TOTAL COMBINED CASH				\$27,644,706.90		
Less Unallocated Cash	Nonspendable Exchange		(\$4,894,795.			
Total Cash Allocated to Other Funds				\$22,749,911.62		
* \$12,215.35 + (\$47,972.32) + \$886,480.75 =	\$850,723.78	Umpqua Operati	ons Allocated			

Entities		Fund N	um	bers		Cash Allocated*
Total City of Coos Bay	7			1-32,34, 39-42		\$17,141,199.38
Urban Renewal Agency	y			51-61		\$5,397,692.97
Coos Bay – North Bend Visitors Convention Bureau	d			33		211,019.27
Total Cash Allocated						\$22,749,911.62
\$850,723.78	+	\$21,949,827.58	+	(\$50,639.74)	=	\$22,749,911.62
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.

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	162,485.17	5,185,341.03	5,228,729.00	43,387.97	99.2
Franchise Taxes	123,987.35	1,008,415.73	1,625,900.00	617,484.27	62.0
Licenses & Permits	8,898.24	136,017.39	167,350.00	31,332.61	81.3
Fines, Grants & State Revenues	38,941.02	387,309.71	710,798.00	323,488.29	54.5
Use Of Money & Property	8,954.40	75,658.11	85,122.00	9,463.89	88.9
Services	5,237.86	495,436.42	545,090.00	49,653.58	90.9
Repayments	.00	32,593.31	.00	(32,593.31)	.0
Other Revenue	187.21	207,653.27	10,610.00	(197,043.27)	1957.2
Other Financing Sources	.00	651,943.00	781,943.00	130,000.00	83.4
	348,691.25	8,180,367.97	11,572,907.00	3,392,539.03	70.7
Expenditures					
City Council	463.84	71,538.79	86,300.00	14,761.21	82.9
City Manager	8,391.74	87,901.40	128,989.00	41,087.60	68.2
Urban Renewal Administration	23,490.74	223,971.43	330,279.00	106,307.57	67.8
Finance Department/accounting	13,462.12	141,298.72	196,411.00	55,112.28	71.9
City Attorney	5,662.77	37,669.00	56,462.00	18,793.00	66.7
City Hall	9,053.83	83,533.35	110,000.00	26,466.65	75.9
Community Promotion & Support	.00	25,256.00	25,256.00	.00	100.0
Non-departmental	7,015.13	218,614.98	289,513.00	70,898.02	75.5
Other Financing Uses	.00	379,843.00	2,483,847.00	2,104,004.00	15.3
Police Administration	286,201.66	2,561,849.12	3,735,527.00	1,173,677.88	68.6
Police Support Services	66,447.41	537,856.97	757,941.00	220,084.03	71.0
Codes Enforecement	4,000.46	38,952.60	65,179.00	26,226.40	59.8
Fire Department Operations	176,984.67	1,717,542.19	2,390,284.00	672,741.81	71.9
C.S. Planning Division	26,164.93	180,901.99	325,414.00	144,512.01	55.6
Coastal Implementation Grant	.00	.00	34,400.00	34,400.00	.0
Engineering Division	7,103.87	68,508.16	120,469.00	51,960.84	56.9
Parks Division	27,175.67	302,156.72	436,636.00	134,479.28	69.2
	661,618.84	6,677,394.42	11,572,907.00	4,895,512.58	57.7
	(312,927.59)	1,502,973.55	.00	(1,502,973.55)	.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	64,205.01	613,750.09	870,000.00	256,249.91	70.6
Use Of Money & Property	75.87	729.56	1,000.00	270.44	73.0
Miscellaneous	493.35	17,546.43	10,000.00	(7,546.43)	175.5
Transfer From GF	.00	1,744.00	1,744.00	.00	100.0
	64,774.23	633,770.08	1,026,316.00	392,545.92	61.8
Expenditures					
Maintenance Department	61,981.47	709,436.11	1,026,316.00	316,879.89	69.1
	61,981.47	709,436.11	1,026,316.00	316,879.89	69.1
	2,792.76	(75,666.03)	.00	75,666.03	.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	909,779.75	296,568.00	(613,211.75)	306.8
Use Of Money & Property	718.43	6,815.31	9,000.00	2,184.69	75.7
Current Services	406,624.90	3,591,806.22	5,011,544.00	1,419,737.78	71.7
Miscellaneous	.00	9,032.41)	.00	9,032.41	.0
	407,343.33	4,499,368.87	5,967,112.00	1,467,743.13	75.4
Expenditures					
W/w Administration	16,688.68	1,913,395.51	2,397,640.00	484,244.49	79.8
Plant #1	91,887.16	858,729.74	1,274,992.00	416,262.26	67.4
Plant #2	54,890.16	545,442.89	818,158.00	272,715.11	66.7
Sanitary & Storm Drain	66,963.63	613,378.91	952,552.00	339,173.09	64.4
Stormwater	32,550.80	314,079.76	523,770.00	209,690.24	60.0
	262,980.43	4,245,026.81	5,967,112.00	1,722,085.19	71.1
	144,362.90	254,342.06	.00.	(254,342.06)	.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	323,071.36	490,000.00	166,928.64	65.9
Use Of Money & Property	28.68	180.96	200.00	19.04	90.5
Services	355.45	6,995.39	8,000.00	1,004.61	87.4
Other Revenue	932.59	5,513.47	3,000.00	(2,513.47)	183.8
Transfers In	.00	5,000.00	5,000.00	.00	100.0
	1,316.72	340,761.18	586,200.00	245,438.82	58.1
Expenditures					
Hotel/motel Tax Fund	29,238.58	394,593.08	586,200.00	191,606.92	67.3
	29,238.58	394,593.08	586,200.00	191,606.92	67.3
	(27,921.86)	(53,831.90)	.00	53,831.90	.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	298.00	949,112.68	941,000.00	(8,112.68)	100.9
Use Of Money & Property	842.89	5,503.28	2,500.00	(3,003.28)	220.1
Current Services	1,093.81	7,311.55	19,000.00		11,688.45	38.5
Other Revenue	4,019.51	13,906.97	19,000.00		5,093.03	73.2
	6,254.21	975,834.48	1,355,666.00		379,831.52	72.0
Expenditures						
Library Fund	70,028.81	704,709.07	1,355,666.00		650,956.93	52.0
	70,028.81	704,709.07	1,355,666.00		650,956.93	52.0
	(63,774.60)	271,125.41	.00	(271,125.41)	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	106,303.00	106,303.00	.0
Licenses & Permits	18,923.31	121,583.57	179,537.00	57,953.43	67.7
Use Of Money & Property	100.52	1,103.94	50.00	(1,053.94)	2207.9
Other Revenue	.00	(247.28)	.00	247.28	.0
	19,023.83	122,440.23	285,890.00	163,449.77	42.8
Expenditures					
Codes Department	20,927.29	189,809.53	285,890.00	96,080.47	66.4
	20,927.29	189,809.53	285,890.00	96,080.47	66.4
	(1,903.46)	(67,369.30)	.00	67,369.30	.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	105,713.28	164,758.00	59,044.72	64.2
Use Of Money & Property	44.30	432.07	100.00	(332.07)	432.1
	44.30	106,145.35	254,687.00	148,541.65	41.7
Expenditures					
9-1-1 Tax Fund	14,682.26	143,489.76	254,687.00	111,197.24	56.3
	14,682.26	143,489.76	254,687.00	111,197.24	56.3
	(14,637.96)	(37,344.41)	.00	37,344.41	.0

Library ESO Fund

	Period Actual	YTD Actual	Budget	_	Variance	Pcnt
Revenue						
Carryover	.00	.00	178,421.00		178,421.00	.0
Property Taxes	166,381.00	332,762.00	499,143.00		166,381.00	66.7
Revenue From Other Agencies	.00	5,717.00	5,500.00	(217.00)	104.0
Use Of Money & Property	56.51	491.60	100.00	(391.60)	491.6
Other Revenue	3,473.52	249,573.47	75,230.00		174,343.47)	331.8
	169,911.03	588,544.07	758,394.00	_	169,849.93	77.6
Expenditures						
Library ESO Fund	19,518.65	307,614.67	758,394.00		450,779.33	40.6
	19,518.65	307,614.67	758,394.00	_	450,779.33	40.6
	150,392.38	280,929.40	.00	(280,929.40)	.0

General Fund

	ASSETS			
01-000-100-1204 01-000-100-1207 01-000-100-1208 01-000-100-1209 01-000-100-1350	Cash - Combined Fund Petty Cash Prepaid Workers Comp Ins. Accounts Receivable Assessments Receivable Dist 72 Taxes Receivable Accounts Receivable-Unapplied Assessments Receivable-Unapplied Assessments Receivable Dist 78 Assessments Receivable Dist 99 Postage Inventory Long Term A/R City Loan to JE		4,334,796.07 800.00 21,946.82 25,752.79 175,514.26 493,533.06 (6,903.56) 21,413.03 110,691.77 726.15 176,249.02	
	Total Assets		=	5,354,519.41
	LIABILITIES AND EQUITY			
	LIABILITIES			
01-000-200-2034 01-000-200-2035			916.14 99,510.05 94,435.24 493,533.06 190,216.72 21,413.03 78,098.46 176,249.02	
	Total Liabilities			1,154,371.72
	FUND EQUITY			
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	2,697,174.14 1,502,973.55		
	Balance - Current Date		4,200,147.69	
	Total Fund Equity		_	4,200,147.69
	Total Liabilities and Equity			5,354,519.41

Gas Tax Fund

ASSETS

178,045.04 10,743.53

Total Assets

188,788.57

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance

264,454.60

Revenue over Expenditures - YTD

75,666.03)

Balance - Current Date

188,788.57

Total Fund Equity

188,788.57

Total Liabilities and Equity

188,788.57

Wastewater Fund

ASSET

03-000-100-1001 Cash - Combined Fund 1,429,819.47 03-000-100-1201 Accounts Receivable 876,331.97

Total Assets 2,306,151.44

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 254,342.06

Balance - Current Date 2,185,416.04

Total Fund Equity 2,306,151.44

Total Liabilities and Equity 2,306,151.44

Hotel/Motel Tax Fund

	ASSETS			
05-000-100-1001	Cash - Combined Fund		37,784.59	
05-000-100-1201	Accounts Receivable	_	1,073.46	
	Total Assets		=	38,858.05
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance:			
05-000-200-2500	Fund Balance	92,689.95		
	Revenue over Expenditures - YTD	 53,831.90)		
	Balance - Current Date	_	38,858.05	
	Total Fund Equity		_	38,858.05

Total Liabilities and Equity

38,858.05

Library Fund

 07-000-100-1001
 Cash - Combined Fund
 793,193.06

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,639.74

Total Assets 844,032.80

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 50,639.74

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,267.65 Revenue over Expenditures - YTD 271,125.41

Balance - Current Date 793,393.06

Total Fund Equity 844,032.80

Total Liabilities and Equity 844,032.80

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	231,368.10	
	Total Assets			_	231,368.10
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		_	1,748.35	
	Total Liabilities				1,748.35
	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 67,369.30)		
	Balance - Current Date		_	210,768.07	
	Total Fund Equity			_	229,619.75
	Total Liabilities and Equity				231,368.10

9-1-1 Tax Fund

ASSETS

10-000-100-1001 Cash - Combined Fund 87,692.45

Total Assets 87,692.45

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

10-000-200-2500 Fund Balance 125,036.86 Revenue over Expenditures - YTD (37,344.41)

Balance - Current Date 87,692.45

Total Fund Equity 87,692.45

Total Liabilities and Equity 87,692.45

Library ESO Fund

	ASSETS			
14-000-100-1001	Cash - Combined Fund		280,929.40	
	Total Assets		=	280,929.40
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance: Revenue over Expenditures - YTD	280,929.40		
	Balance - Current Date	<u> </u>	280,929.40	
	Total Fund Equity		_	280,929.40
	Total Liabilities and Equity			280,929.40

City of Coos Bay Combined Cash Investment March 31, 2015

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable		12,215.35
99-000-100-1002	Cash - Checking Payroll	(47,972.32)
99-000-100-1003	Cash - Lgip State Pool		21,949,827.58
99-000-100-1004	Umpqua Bank - State Pool		886,480.75
99-000-100-1009	LGIP - Jurisdictional		4,844,155.54
	Total Combined Cash		27,644,706.90
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,844,155.54)
99-000-100-1090	FB-Nonspendable Library CD	(50,639.74)
99-000-100-1000	Cash Allocated To Other Funds	(22,749,911.62)
	Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	4,334,796.07
2	Allocation to Gas Tax Fund	178,045.04
3	Allocation to Wastewater Fund	1,429,819.47
5	Allocation to Hotel/Motel Tax Fund	37,784.59
7	Allocation to Library Fund	793,193.06
8	Allocation to Building Codes Fund	231,368.10
10	Allocation to 9-1-1 Tax Fund	87,692.45
11	Allocation to G.O. Bond Redemption Fund	647,868.50
12	Allocation to Revenue Bond Fund	3,108,659.68
14	Allocation to Library ESO Fund	280,929.40
15	Allocation to Special Improvement Fund	147,454.19
16	Allocation to Street Improvement Fund	270.30
17	Allocation to Parks Improvement Fund	142,944.55
18	Allocation to Bike/pedestrian Path Fund	38,992.73
19	Allocation to Transportation SDC Fund	14,634.92
20	Allocation to Wastewater SDC Fund	246,942.50
21	Allocation to Stormwater SDC Fund	19,017.27
27	Allocation to Fire Dept. Equipment Reserve	215,148.04
29	Allocation to Wastewater Improvement Fund	3,550,714.51
32	Allocation to Trust Fund	37,310.00
33	Allocation to Coos Bay-North Bend VCB	211,019.27
34	Allocation to Major Capital Reserve Fund	946,663.64
39	Allocation to Jurisdictional Exchange Fund	332.50
40	Allocation to Technology Reserve Fund	132,074.63
41	Allocation to County-wide CAD Core Reserve	28,870.01
42	Allocation to Rainy Day Reserve Fund	489,673.23
51	Allocation to Downtown Special Revenue Fund	1,029,013.41
52	Allocation to Empire Special Revenue Fund	427,255.52
53	Allocation to Empire Program Fund	438,928.57
54	Allocation to Downtown Bond Fund	1,458.68
55	Allocation to Empire Bond Fund	75.25
56	Allocation to Downtown Program Fund	42,120.18
57	Allocation to Downtown Capital Projects Fund	1,218,908.69
58	Allocation to Empire Capital Projects Fund	1,331,853.24
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 March 31, 2015

 $\begin{tabular}{ll} Total Allocations to Other Funds & 22,749,911.62 \\ Allocation from Combined Cash Fund - 99-000-100-1000 & (& 22,749,911.62) \\ \end{tabular}$

Zero Proof if Allocations Balance .00