CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
May 19, 2015	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: April 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 with 83% of the fiscal year having elapsed. General Fund Property Tax Collections are at 100.1% 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	\$1,187,893.15	\$3,885,067.29
Gas Tax	\$264,454.60	(\$78,601.47)	\$185,853.13
Wastewater	\$1,931,073.98	\$436,491.99	\$2,367,565.97
Hotel/Motel	\$92,689.95	(\$24,985.86)	\$67,704.09
Library	\$572,907.39	\$193,402.56	\$766,309.95
Library - ESO	\$0.00	\$227,563.32	\$227,563.32
Bldg. Codes	\$278,137.37	(\$68,883.94)	\$209,253.43
9-1-1	\$125,036.86	(\$12,969.91)	\$112,066.95

The **Combined Cash Investment** report shows total combined cash of \$27,448,701.88 (see table below).

Combined Cash Accounts:

Accounts Payable	\$18,199.89	Sweep	Timing, checks paid in current month for prior month expenses; normal \$150,000 sweep balance			
Payroll	(\$50,608.18)	Sweep	Timing, checks paid in current month for prior month expenses; normal zero sweep balance			
Local Government Investment Pool (LGIP)	\$21,752,066.94	Investment On Demand	0.500 % annualized interest rate: 11/20/20			
Umpqua, State Pool Account	\$882,896.94	Operations	0.15 % annualized interest rate: 2/28/13; 100% collateralization 1/1/10; Division of State Finance Administrative Decision			
LGIP – Jurisdictional Account	\$4,846,146.29	Unallocated	0.500 % annualized interest rate: 11/20/20			
Cash Allocated*	\$850,488.65	Across funds	See Cash Allocation Recor	nciliation		
	Umpqua	a Bank	Operations (allocated) *	\$850,488.65		
COMBINED CASH (allocated* & unallocated)	LG	IP	Investment (allocated)	\$21,752,066.94		
	LG	IP	Investment (unallocated)	\$4,846,146.29		
TOTAL COMBINED CASH				\$27,448,701.88		
Less Unallocated Cash	Nonspendable Jurisdictional Exchange & Library			(\$4,896,807.03)		
Total Cash Allocated to Other Funds				\$22,551,894.85		
* \$18,199.89 + (\$50,608.18) + \$882,896.94 =	\$850,488.65	Umpqua Operati	ons Allocated			

Entities	Entities		Fund Numbers			Cash Allocated*
Total City of Coos Bay	7			1-32,34, 39-42		\$16,904,784.23
Urban Renewal Agency	y			51-61		\$5,420,880.52
Coos Bay – North Bend Visitors Convention Bureau	d			33		226,230.10
Total Cash Allocated						\$22,551,894.85
\$850,488.65	+	\$21,752,066.94	+	(\$50,660.74)	=	\$22,551,894.85
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	46,005.15	5,231,346.18	5,228,729.00	(2,617.18)	100.1
Franchise Taxes	149,892.91	1,158,308.64	1,625,900.00	467,591.36	71.2
Licenses & Permits	6,280.03	142,297.42	167,350.00	25,052.58	85.0
Fines, Grants & State Revenues	66,138.47	453,448.18	710,798.00	257,349.82	63.8
Use Of Money & Property	10,423.17	86,081.28	85,122.00	(959.28)	101.1
Services	90,280.39	585,716.81	545,090.00	(40,626.81)	107.5
Repayments	.00	32,593.31	.00	(32,593.31)	.0
Other Revenue	14,089.18	221,742.45	10,610.00	(211,132.45)	
Other Financing Sources	.00	651,943.00	781,943.00	130,000.00	83.4
	383,109.30	8,563,477.27	11,572,907.00	3,009,429.73	74.0
Expenditures					
City Council	2,919.44	74,458.23	86,300.00	11,841.77	86.3
City Manager	9,201.42	97,102.82	128,989.00	31,886.18	75.3
Urban Renewal Administration	21,339.66	245,311.09	330,279.00	84,967.91	74.3
Finance Department	15,738.03	157,036.75	196,411.00	39,374.25	80.0
City Attorney	5,975.27	43,644.27	56,462.00	12,817.73	77.3
City Hall	13,299.45	96,832.80	110,000.00	13,167.20	88.0
Community Promotion & Support	.00	25,256.00	25,256.00	.00	100.0
Non Departmental	10,694.85	229,309.83	289,513.00	60,203.17	79.2
Other Financing Uses	.00	379,843.00	2,483,847.00	2,104,004.00	15.3
Police Administration	294,050.02	2,855,899.14	3,735,527.00	879,627.86	76.5
Police Support Services	59,124.89	596,981.86	757,941.00	160,959.14	78.8
Codes Enforecement	4,309.08	43,261.68	65,179.00	21,917.32	66.4
Fire Department Operations	200,469.81	1,918,012.00	2,390,284.00	472,272.00	80.2
C.S. Planning Division	14,653.56	195,555.55	325,414.00	129,858.45	60.1
Coastal Implementation Grant	7,200.00	7,200.00	34,400.00	27,200.00	20.9
Engineering Division	7,565.95	76,074.11	120,469.00	44,394.89	63.2
Parks Division	31,648.27	333,804.99	436,636.00	102,831.01	76.5
	698,189.70	7,375,584.12	11,572,907.00	4,197,322.88	63.7
	(315,080.40)	1,187,893.15	.00	(1,187,893.15)	.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	78,365.87	692,115.96	870,000.00	177,884.04	79.6
Use Of Money & Property	73.84	803.40	1,000.00	196.60	80.3
Miscellaneous	8,120.24	25,666.67	10,000.00	(15,666.67)	256.7
Transfer From GF	.00	1,744.00	1,744.00	.00	100.0
	86,559.95	720,330.03	1,026,316.00	305,985.97	70.2
Expenditures					
Maintenance Department	89,495.39	798,931.50	1,026,316.00	227,384.50	77.8
	89,495.39	798,931.50	1,026,316.00	227,384.50	77.8
	(2,935.44)	(78,601.47)	.00	78,601.47	.0

Wastewater Fund

	Period Actual	Period Actual YTD Actual		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	792.75	7,608.06	9,000.00	1,391.94	84.5
Current Services	479,193.65	4,070,999.87	5,011,544.00	940,544.13	81.2
Miscellaneous	.00	9,032.41)	.00	9,032.41	.0
	479,986.40	4,979,355.27	5,967,112.00	987,756.73	83.5
Expenditures					
W/w Administration	17,567.89	1,930,963.40	2,397,640.00	466,676.60	80.5
Plant #1	91,009.04	949,738.78	1,274,992.00	325,253.22	74.5
Plant #2	57,154.81	602,597.70	818,158.00	215,560.30	73.7
Sanitary & Storm Drain	81,554.12	694,933.03	952,552.00	257,618.97	73.0
Stormwater	50,550.61	364,630.37	523,770.00	159,139.63	69.6
	297,836.47	4,542,863.28	5,967,112.00	1,424,248.72	76.1
	182,149.93	436,491.99	.00	(436,491.99)	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	80,000.00	80,000.00	.0
Taxes	88,797.00	411,868.36	490,000.00	78,131.64	84.1
Use Of Money & Property	15.67	196.63	200.00	3.37	98.3
Services	912.73	7,908.12	8,000.00	91.88	98.9
Other Revenue	1,271.06	6,784.53	3,000.00	(3,784.53)	226.2
Transfers In	.00	5,000.00	5,000.00	.00	100.0
	90,996.46	431,757.64	586,200.00	154,442.36	73.7
Expenditures					
Hotel/motel Tax Fund	62,150.42	456,743.50	586,200.00	129,456.50	77.9
	62,150.42	456,743.50	586,200.00	129,456.50	77.9
	28,846.04	(24,985.86)	.00	24,985.86	.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	36.75	949,149.43	941,000.00	(8,149.43)	100.9
Use Of Money & Property	361.98	5,865.26	2,500.00	(3,365.26)	234.6
Current Services	6,952.07	14,263.62	19,000.00		4,736.38	75.1
Other Revenue	29.86	13,936.83	19,000.00		5,063.17	73.4
	7,380.66	983,215.14	1,355,666.00		372,450.86	72.5
Expenditures						
Library Fund	85,103.51	789,812.58	1,355,666.00		565,853.42	58.3
	85,103.51	789,812.58	1,355,666.00		565,853.42	58.3
	(77,722.85)	193,402.56	.00	(193,402.56)	.0

Building Codes Fund

	Period Actual	_	YTD Actual	Budget	_	Variance	Pcnt
Revenue							
Carryover	.00		.00	106,303.00		106,303.00	.0
Licenses & Permits	17,168.08		138,751.65	179,537.00		40,785.35	77.3
Use Of Money & Property	95.96		1,199.90	50.00	(1,149.90)	2399.8
Other Revenue	.10		247.18)	.00		247.18	.0
	17,264.14	_	139,704.37	285,890.00		146,185.63	48.9
Expenditures							
Codes Department	18,778.78	_	208,588.31	285,890.00	_	77,301.69	73.0
	18,778.78	_	208,588.31	285,890.00		77,301.69	73.0
	(1,514.64)	(68,883.94)	.00		68,883.94	.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	40,103.93	145,817.21	164,758.00	18,940.79	88.5
Use Of Money & Property	36.37	468.44	100.00	(368.44)	468.4
	40,140.30	146,285.65	254,687.00	108,401.35	57.4
Expenditures					
9-1-1 Tax Fund	15,765.80	159,255.56	254,687.00	95,431.44	62.5
	15,765.80	159,255.56	254,687.00	95,431.44	62.5
	24,374.50	(12,969.91)	.00	12,969.91	.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	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	116.52	608.12	100.00	(508.12)	608.1
Other Revenue	5,636.52	255,209.99	75,230.00	(179,979.99)	339.2
	5,753.04	594,297.11	758,394.00	164,096.89	78.4
Expenditures					
Library ESO Fund	59,119.12	366,733.79	758,394.00	391,660.21	48.4
	59,119.12	366,733.79	758,394.00	391,660.21	48.4
	(53,366.08)	227,563.32	.00	(227,563.32)	.0

General Fund

	ASSETS				
01-000-100-1202 01-000-100-1204 01-000-100-1207 01-000-100-1208 01-000-100-1209	Prepaid Workers Comp Ins. Accounts Receivable Assessments Receivable Dist 72 Taxes Receivable Accounts Receivable-Unapplied Assessments Receivable Dist 78 Assessments Receivable Dist 99 Postage Inventory		(4,010,535.69 800.00 5,859.51 54,158.28 175,514.26 493,533.06 6,693.56) 21,413.03 110,691.77 87.29 176,249.02	
	Total Assets				5,042,148.35
	LIABILITIES AND EQUITY LIABILITIES			_	
01-000-200-2034 01-000-200-2035	Deferred Tax Revenue Deferred Revenue - Dist 72 Deferred Revenue - District 78		(941.14 50.00) 100,389.28 96,290.35 493,533.06 190,216.72 21,413.03 78,098.46 176,249.02	1,157,081.06
	FUND EQUITY Unappropriated Fund Balance:				
01-000-200-2500	Fund Balance Revenue over Expenditures - YTD	2,697,174.14 1,187,893.15			
	Balance - Current Date			3,885,067.29	
	Total Fund Equity			_	3,885,067.29
	Total Liabilities and Equity			=	5,042,148.35

Gas Tax Fund

ASSETS

181,746.54 4,106.59

Total Assets

185,853.13

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance

264,454.60

(78,601.47)

Balance - Current Date

Revenue over Expenditures - YTD

185,853.13

Total Fund Equity

185,853.13

Total Liabilities and Equity

185,853.13

Wastewater Fund

ASSETS

03-000-100-1001 Cash - Combined Fund 1,629,822.87 03-000-100-1201 Accounts Receivable 858,478.50

Total Assets 2,488,301.37

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 436,491.99

Balance - Current Date 2,367,565.97

Total Fund Equity 2,488,301.37

Total Liabilities and Equity 2,488,301.37

Hotel/Motel Tax Fund

ASSETS				
Cash - Combined Fund			66,463.93	
Accounts Receivable		_	1,240.16	
Total Assets				67,704.09
LIABILITIES AND EQUITY				
FUND EQUITY				
Unappropriated Fund Balance:				
Fund Balance		92,689.95		
Revenue over Expenditures - YTD	(24,985.86)		
Balance - Current Date		_	67,704.09	
Total Fund Equity				67,704.09
	Cash - Combined Fund Accounts Receivable Total Assets LIABILITIES AND EQUITY FUND EQUITY Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD Balance - Current Date	Cash - Combined Fund Accounts Receivable Total Assets LIABILITIES AND EQUITY FUND EQUITY Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD (Balance - Current Date	Cash - Combined Fund Accounts Receivable Total Assets LIABILITIES AND EQUITY FUND EQUITY Unappropriated Fund Balance: Fund Balance Fund Balance 92,689.95 Revenue over Expenditures - YTD (24,985.86) Balance - Current Date	Cash - Combined Fund 66,463.93 Accounts Receivable 1,240.16 Total Assets LIABILITIES AND EQUITY FUND EQUITY Unappropriated Fund Balance: Fund Balance 92,689.95 Revenue over Expenditures - YTD (24,985.86) Balance - Current Date 67,704.09

Total Liabilities and Equity

67,704.09

Library Fund

 07-000-100-1001
 Cash - Combined Fund
 715,449.21

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,660.74

Total Assets 766,309.95

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 50,660.74

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,246.65

Revenue over Expenditures - YTD 193,402.56

Balance - Current Date 715,649.21

Total Fund Equity 766,309.95

Total Liabilities and Equity 766,309.95

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	231,134.75	
	Total Assets			=	231,134.75
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit		_	3,029.64	
	Total Liabilities				3,029.64
	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 68,883.94)		
	Balance - Current Date		-	209,253.43	
	Total Fund Equity			_	228,105.11
	Total Liabilities and Equity				231,134.75

9-1-1 Tax Fund

ASSETS

10-000-100-1001 Cash - Combined Fund 112,066.95

Total Assets 112,066.95

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

10-000-200-2500 Fund Balance 125,036.86 Revenue over Expenditures - YTD (12,969.91)

Balance - Current Date 112,066.95

Total Fund Equity 112,066.95

Total Liabilities and Equity 112,066.95

Library ESO Fund

	ASSETS			
14-000-100-1001	Cash - Combined Fund		227,563.32	
	Total Assets		_	227,563.32
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance: Revenue over Expenditures - YTD	227,563.32		
	Balance - Current Date		227,563.32	
	Total Fund Equity		_	227,563.32
	Total Liabilities and Equity			227,563.32

City of Coos Bay Combined Cash Investment April 30, 2015

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable		18,199.89
99-000-100-1002	Cash - Checking Payroll	(50,608.18)
99-000-100-1003	Cash - Lgip State Pool		21,752,066.94
99-000-100-1004	Umpqua Bank - State Pool		882,896.94
99-000-100-1009	LGIP - Jurisdictional		4,846,146.29
	Total Combined Cash		27,448,701.88
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,846,146.29)
99-000-100-1090	FB-Nonspendable Library CD	(50,660.74)
99-000-100-1000	Cash Allocated To Other Funds	(22,551,894.85)
	Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	4,010,535.69
2	Allocation to Gas Tax Fund	181,746.54
3	Allocation to Wastewater Fund	1,629,822.87
5	Allocation to Hotel/Motel Tax Fund	66,463.93
7	Allocation to Library Fund	715,449.21
8	Allocation to Building Codes Fund	231,134.75
10	Allocation to 9-1-1 Tax Fund	112,066.95
11	Allocation to G.O. Bond Redemption Fund	652,687.17
12	Allocation to Revenue Bond Fund	3,108,659.68
14	Allocation to Library ESO Fund	227,563.32
15	Allocation to Special Improvement Fund	147,515.35
16	Allocation to Street Improvement Fund	270.41
17	Allocation to Parks Improvement Fund	142,808.92
18	Allocation to Bike/pedestrian Path Fund	39,800.47
19	Allocation to Transportation SDC Fund	14,640.99
20	Allocation to Wastewater SDC Fund	247,044.91
21	Allocation to Stormwater SDC Fund	19,025.16
27	Allocation to Fire Dept. Equipment Reserve	215,237.27
29	Allocation to Wastewater Improvement Fund	3,529,766.13
32	Allocation to Trust Fund	39,530.00
33	Allocation to Coos Bay-North Bend VCB	226,230.10
34	Allocation to Major Capital Reserve Fund	931,128.67
39	Allocation to Jurisdictional Exchange Fund	332.64
40	Allocation to Technology Reserve Fund	123,973.73
41	Allocation to County-wide CAD Core Reserve	27,703.15
42	Allocation to Rainy Day Reserve Fund	489,876.32
51	Allocation to Downtown Special Revenue Fund	1,037,864.22
52	Allocation to Empire Special Revenue Fund	432,962.55
53	Allocation to Empire Program Fund	439,110.62
54	Allocation to Downtown Bond Fund	1,458.68
55	Allocation to Empire Bond Fund	75.25
56	Allocation to Downtown Program Fund	42,137.65
57	Allocation to Downtown Capital Projects Fund	1,226,786.49
58	Allocation to Empire Capital Projects Fund	1,332,405.63
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 April 30, 2015

.00

Total Allocations to Other Funds 22,551,894.85

Allocation from Combined Cash Fund - 99-000-100-1000 (22,551,894.85)

Zero Proof if Allocations Balance