CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 30, 2015	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: May 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 92% of the fiscal year having elapsed. General Fund Property Tax Collections are at 100.8% 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	\$776,455.47	\$3,473,629.61
Gas Tax	\$264,454.60	(\$47,630.37)	\$216,824.23
Wastewater	\$1,931,073.98	\$602,122.50	\$2,533,196.48
Hotel/Motel	\$92,689.95	(\$42,184.78)	\$50,505.17
Library	\$572,907.39	\$125,777.99	\$698,685.38
Library - ESO	\$0.00	\$196,469.64	\$196,469.64
Bldg. Codes	\$278,137.37	(\$60,173.90)	\$217,963.47
9-1-1	\$125,036.86	(\$31,095.88)	\$93,940.98

The **Combined Cash Investment** report shows total combined cash of \$26,294,482.48 (see table below).

Combined Cash Accounts:

Accounts Payable	\$34,320.02	Sweep	Timing, checks paid in current month f prior month expenses; normal \$150,000 sweep balance			
Payroll	(\$47,752.93)	Sweep	Timing, checks paid in current month for prior month expenses; normal zero sweep balance			
Local Government Investment Pool (LGIP)	\$20,814,214.34	Investment On Demand	0.500 % annualized interest rate: 11/20/2014			
Umpqua, State Pool Account	\$655,499.27	Operations	0.15 % annualized interest rate: 2/28/13; 100% collateralization 1/1/10; Division of State Finance Administrative Decision			
LGIP – Juris dictional Account	\$4,838,201.78	Unallocated	0.500 % annualized interest	rate: 11/20/2014		
Cash Allocated*	\$642,066.36	Across funds	See Cash Allocation Recor	ciliation		
	Umpqua	a Bank	Operations (allocated) *	\$642,066.36		
COMBINED CASH (allocated* & unallocated)	LG	IP	Investment (allocated)	\$20,814,214.34		
	LG	IP	Investment (unallocated)	\$4,838,201.78		
TOTAL COMBINED CASH				\$26,294,482.48		
Less Unallocated Cash	Nonspendable Jurisdictional Exchange & Library			(\$4,888,884.22)		
Total Cash Allocated to Other Funds			•	\$21,405,598.26		
* \$34,320.02 + (\$47,752.93) + \$655,499.27 =	\$642,066.36	Umpqua Operati	ons Allocated			

Entities	Entities		um	bers		Cash Allocated*
Total City of Coos Bay	7			1-32,34, 39-42		\$16,232,976.30
Urban Renewal Agency	y			51-61		\$4,954,658.00
Coos Bay – North Bend	d			33		217,963.96
Visitors Convention Bureau					217,903.90	
Total Cash Allocated						\$21,405,598.26
\$642,066.36	+	\$20,814,214.34	+	(\$50,682.44)	=	\$21,405,598.26
Umpqua Operations		LGIP Investment		Library		Cash Allocated

ADVANTAGES:

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

DISADVANTAGES:

None.

City Council – June 30, 2015 Financial Report for May 2015 Page 3

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	Period Actual YTD Actual		Variance	Pcnt
Revenue					
Carryover	.00	.00	2,417,365.00	2,417,365.00	.0
Property Taxes	40,213.16	5,271,559.34	5,228,729.00	(42,830.34)	100.8
Franchise Taxes	124,999.17	1,283,307.81	1,625,900.00	342,592.19	78.9
Licenses & Permits	8,385.70	150,683.12	167,350.00	16,666.88	90.0
Fines, Grants & State Revenues	70,949.36	524,397.54	710,798.00	186,400.46	73.8
Use Of Money & Property	7,187.06	93,268.34	85,122.00	(8,146.34)	109.6
Services	1,629.64	587,346.45	545,090.00	(42,256.45)	107.8
Repayments	.00	32,593.31	.00	(32,593.31)	.0
Other Revenue	11,458.69	233,201.14	10,610.00	(222,591.14)	2197.9
Other Financing Sources	.00	651,943.00	781,943.00	130,000.00	83.4
	264,822.78	8,828,300.05	11,572,907.00	2,744,606.95	76.3
Expenditures					
City Council	1,322.48	75,780.71	86,300.00	10,519.29	87.8
City Manager	9,545.69	106,648.51	128,989.00	22,340.49	82.7
Urban Renewal Administration	22,460.98	267,772.07	330,279.00	62,506.93	81.1
Finance Department	17,174.19	174,210.94	196,411.00	22,200.06	88.7
City Attorney	3,695.27	47,339.54	56,462.00	9,122.46	83.8
City Hall	5,131.64	101,964.44	110,000.00	8,035.56	92.7
Community Promotion & Support	.00	25,256.00	25,256.00	.00	100.0
Non Departmental	11,597.46	240,907.29	289,513.00	48,605.71	83.2
Other Financing Uses	.00	379,843.00	2,483,847.00	2,104,004.00	15.3
Police Administration	277,259.54	3,133,158.68	3,735,527.00	602,368.32	83.9
Police Support Services	59,736.80	656,718.66	757,941.00	101,222.34	86.7
Codes Enforecement	4,621.50	47,883.18	65,179.00	17,295.82	73.5
Fire Department Operations	196,156.84	2,114,168.84	2,390,284.00	276,115.16	88.5
C.S. Planning Division	26,555.66	222,111.21	325,414.00	103,302.79	68.3
Coastal Implementation Grant	.00	7,200.00	34,400.00	27,200.00	20.9
Engineering Division	6,698.91	82,773.02	120,469.00	37,695.98	68.7
Parks Division	34,303.50	368,108.49	436,636.00	68,527.51	84.3
	676,260.46	8,051,844.58	11,572,907.00	3,521,062.42	69.6
	(411,437.68) ====================================	776,455.47	.00	(776,455.47)	.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	82,345.82	774,461.78	870,000.00	95,538.22	89.0
Use Of Money & Property	77.84	881.24	1,000.00	118.76	88.1
Miscellaneous	619.99	26,286.66	10,000.00	(16,286.66)	262.9
Transfer From GF	.00	1,744.00	1,744.00	.00	100.0
	83,043.65	803,373.68	1,026,316.00	222,942.32	78.3
Expenditures					
Maintenance Department	52,072.55	851,004.05	1,026,316.00	175,311.95	82.9
	52,072.55	851,004.05	1,026,316.00	175,311.95	82.9
	30,971.10	(47,630.37)	.00	47,630.37	.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	877.28	8,485.34	9,000.00	514.66	94.3
Current Services	428,962.54	4,499,962.41	5,011,544.00	511,581.59	89.8
Miscellaneous	.00	9,032.41)	.00	9,032.41	.0
	429,839.82	5,409,195.09	5,967,112.00	557,916.91	90.7
Expenditures					
W/w Administration	17,122.12	1,948,085.52	2,397,640.00	449,554.48	81.3
Plant #1	91,747.21	1,041,485.99	1,274,992.00	233,506.01	81.7
Plant #2	58,380.80	660,978.50	818,158.00	157,179.50	80.8
Sanitary & Storm Drain	62,665.61	757,598.64	952,552.00	194,953.36	79.5
Stormwater	34,293.57	398,923.94	523,770.00	124,846.06	76.2
	264,209.31	4,807,072.59	5,967,112.00	1,160,039.41	80.6
	165,630.51	602,122.50	.00	(602,122.50)	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	80,000.00	80,000.00	.0
Taxes	12,079.41	423,947.77	490,000.00	66,052.23	86.5
Use Of Money & Property	28.47	225.10	200.00	(25.10)	112.6
Services	802.25	8,710.37	8,000.00	(710.37)	108.9
Other Revenue	354.62	7,139.15	3,000.00	(4,139.15)	238.0
Transfers In	.00	5,000.00	5,000.00	.00	100.0
	13,264.75	445,022.39	586,200.00	141,177.61	75.9
Expenditures					
Hotel/motel Tax Fund	30,463.67	487,207.17	586,200.00	98,992.83	83.1
	30,463.67	487,207.17	586,200.00	98,992.83	83.1
	(17,198.92)	(42,184.78)	.00	42,184.78	.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	.00	949,149.43	941,000.00	(8,149.43)	100.9
Use Of Money & Property	753.12	6,618.38	2,500.00	(4,118.38)	264.7
Current Services	952.93	15,216.55	19,000.00		3,783.45	80.1
Other Revenue	167.64	14,104.47	19,000.00		4,895.53	74.2
	1,873.69	985,088.83	1,355,666.00		370,577.17	72.7
Expenditures						
Library Fund	69,498.26	859,310.84	1,355,666.00		496,355.16	63.4
	69,498.26	859,310.84	1,355,666.00		496,355.16	63.4
	(67,624.57)	125,777.99	.00	(125,777.99)	.0

Building Codes Fund

	Period Actual	_	YTD Actual	Budget	_	Variance	Pcnt
Revenue							
Carryover	.00		.00	106,303.00		106,303.00	.0
Licenses & Permits	28,477.21		167,228.86	179,537.00		12,308.14	93.1
Use Of Money & Property	98.99		1,298.89	50.00	(1,248.89)	2597.8
Other Revenue	26.00		221.18)	.00		221.18	.0
	28,602.20	_	168,306.57	285,890.00		117,583.43	58.9
Expenditures							
Codes Department	19,892.16	_	228,480.47	285,890.00	_	57,409.53	79.9
	19,892.16	_	228,480.47	285,890.00		57,409.53	79.9
	8,710.04	(60,173.90)	.00		60,173.90	.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	145,817.21	164,758.00	18,940.79	88.5
Use Of Money & Property	48.00	516.44	100.00	(416.44)	516.4
	48.00	146,333.65	254,687.00	108,353.35	57.5
Expenditures					
9-1-1 Tax Fund	18,173.97	177,429.53	254,687.00	77,257.47	69.7
	18,173.97	177,429.53	254,687.00	77,257.47	69.7
	(18,125.97)	(31,095.88)	.00	31,095.88	.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	97.46	705.58	100.00	(605.58)	705.6
Other Revenue	3,509.57	258,719.56	75,230.00		183,489.56)	343.9
	3,607.03	597,904.14	758,394.00	_	160,489.86	78.8
Expenditures						
Library ESO Fund	34,700.71	401,434.50	758,394.00		356,959.50	52.9
	34,700.71	401,434.50	758,394.00		356,959.50	52.9
	(31,093.68)	196,469.64	.00	(196,469.64)	.0

General Fund

	ASSETS				
01-000-100-1001	Cash - Combined Fund			3,644,610.26	
01-000-100-1015	Petty Cash			800.00	
01-000-100-1101	Prepaid Workers Comp Ins.		(7,595.09)	
01-000-100-1201	Accounts Receivable			20,699.83	
01-000-100-1202	Assessments Receivable Dist 72			175,514.26	
01-000-100-1204	Taxes Receivable			493,533.06	
01-000-100-1207	Accounts Receivable-Unapplied		(6,786.57)	
01-000-100-1208	Assessments Receivable Dist 78			21,413.03	
01-000-100-1209	Assessments Receivable Dist 99			110,691.77	
01-000-100-1350	Postage Inventory			433.73	
01-000-100-1405	Long Term A/R City Loan to JE			176,249.02	
	Total Assets			=	4,629,563.30
	LIABILITIES AND EQUITY				
	LIABILITIES				
01-000-200-2015	Unclaimed Property Liability			941.14	
01-000-200-2033	457 Plan Payable		(50.00)	
01-000-200-2034	Insurance Payable			100,317.40	
01-000-200-2035	P.E.R.S. Payable			95,214.86	
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				1,155,933.69
	FUND EQUITY				
	Unappropriated Fund Balance:				
01-000-200-2500	Fund Balance	2,697,174.14			
01 000 200 2000	Revenue over Expenditures - YTD	776,455.47			
	- Teresina erei Experianae ere	770,100.17			
	Balance - Current Date			3,473,629.61	
	Total Fund Equity			_	3,473,629.61
	Total Liabilities and Equity			_	4,629,563.30

Gas Tax Fund

ASSETS

214,551.44 2,272.79

Total Assets

216,824.23

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance
Revenue over Expenditures - YTD

264,454.60

(47,630.37)

Balance - Current Date

216,824.23

Total Fund Equity

216,824.23

Total Liabilities and Equity

216,824.23

Wastewater Fund

	ASSET

03-000-100-1001 Cash - Combined Fund 1,813,117.59 03-000-100-1201 Accounts Receivable 840,814.29

Total Assets 2,653,931.88

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 602,122.50

Balance - Current Date 2,533,196.48

Total Fund Equity 2,653,931.88

Total Liabilities and Equity 2,653,931.88

Hotel/Motel Tax Fund

	ASSETS				
05-000-100-1001	Cash - Combined Fund			49,150.73	
05-000-100-1201	Accounts Receivable		-	1,354.44	
	Total Assets			=	50,505.17
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
05-000-200-2500	Fund Balance		92,689.95		
	Revenue over Expenditures - YTD	(42,184.78)		
	Balance - Current Date		_	50,505.17	
	Total Fund Equity				50,505.17

Total Liabilities and Equity

50,505.17

Library Fund

ASSET	S

 07-000-100-1001
 Cash - Combined Fund
 647,802.94

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1150
 Investments - Nonspendable
 50,682.44

Total Assets 698,685.38

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 50,682.44

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 522,224.95
Revenue over Expenditures - YTD 125,777.99

Balance - Current Date 648,002.94

Total Fund Equity 698,685.38

Total Liabilities and Equity 698,685.38

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund		_	239,938.66	
	Total Assets				239,938.66
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit			3,123.51	
	Total Liabilities				3,123.51
	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 60,173.90)		
	Balance - Current Date		-	217,963.47	
	Total Fund Equity				236,815.15
	Total Liabilities and Equity				239,938.66

9-1-1 Tax Fund

10-000-100-1001 Cash - Combined Fund 93,940.98

Total Assets 93,940.98

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:
Fund Balance 125,036.86
Revenue over Expenditures - YTD (31,095.88)

Balance - Current Date 93,940.98

Total Fund Equity 93,940.98

Total Liabilities and Equity 93,940.98

ASSETS

Library ESO Fund

	ASSETS			
14-000-100-1001	Cash - Combined Fund	_	196,469.64	
	Total Assets		_	196,469.64
	LIABILITIES AND EQUITY			
	FUND EQUITY			
	Unappropriated Fund Balance: Revenue over Expenditures - YTD	196,469.64		
	Balance - Current Date		196,469.64	
	Total Fund Equity			196,469.64
	Total Liabilities and Equity			196,469.64

City of Coos Bay Combined Cash Investment May 31, 2015

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable			34,320.02
99-000-100-1002	Cash - Checking Payroll		(47,752.93)
99-000-100-1003	Cash - Lgip State Pool			20,814,214.34
99-000-100-1004	Umpqua Bank - State Pool			655,499.27
99-000-100-1009	LGIP - Jurisdictional	-		4,838,201.78
	Total Combined Cash			26,294,482.48
99-000-100-1082	FB-Nonspendable Juris Exchange		(4,838,201.78)
99-000-100-1090	FB-Nonspendable Library CD		(50,682.44)
99-000-100-1000	Cash Allocated To Other Funds	-	(21,405,598.26)
	Total Unallocated Cash	_		.00

Cash Allocation Reconciliation

Allocation to General Fund		3,644,610.26
Allocation to Gas Tax Fund		214,551.44
Allocation to Wastewater Fund		1,813,117.59
Allocation to Hotel/Motel Tax Fund		49,150.73
Allocation to Library Fund		647,802.94
Allocation to Building Codes Fund		239,938.66
Allocation to 9-1-1 Tax Fund		93,940.98
Allocation to G.O. Bond Redemption Fund		268,393.82
Allocation to Revenue Bond Fund		3,102,975.68
Allocation to Library ESO Fund		196,469.64
Allocation to Special Improvement Fund		147,578.53
Allocation to Street Improvement Fund		270.53
Allocation to Parks Improvement Fund		142,675.16
Allocation to Bike/pedestrian Path Fund		40,649.30
Allocation to Transportation SDC Fund		14,647.25
Allocation to Wastewater SDC Fund		247,150.73
Allocation to Stormwater SDC Fund		19,033.31
Allocation to Fire Dept. Equipment Reserve		215,329.46
Allocation to Wastewater Improvement Fund		3,539,456.18
Allocation to Trust Fund		35,660.00
Allocation to Coos Bay-North Bend VCB		217,963.96
Allocation to Major Capital Reserve Fund		930,740.48
Allocation to Jurisdictional Exchange Fund		10,332.78
Allocation to Technology Reserve Fund		100,778.53
Allocation to County-wide CAD Core Reserve		27,636.19
Allocation to Rainy Day Reserve Fund		490,086.13
Allocation to Downtown Special Revenue Fund		1,045,672.27
Allocation to Empire Special Revenue Fund		438,003.62
Allocation to Empire Program Fund		439,298.69
Allocation to Downtown Bond Fund	(338,927.51)
· · · · · · · · · · · · · · · · · · ·	(112,775.23)
_		42,155.70
• •		1,200,174.74
		1,332,976.29
		682,250.03
Allocation to Empire Bond Reserve Fund		225,829.40
	Allocation to Gas Tax Fund Allocation to Wastewater Fund Allocation to Hotel/Motel Tax Fund Allocation to Library Fund Allocation to Building Codes Fund Allocation to 9-1-1 Tax Fund Allocation to G.O. Bond Redemption Fund Allocation to Revenue Bond Fund Allocation to Library ESO Fund Allocation to Special Improvement Fund Allocation to Street Improvement Fund Allocation to Parks Improvement Fund Allocation to Bike/pedestrian Path Fund Allocation to Transportation SDC Fund Allocation to Wastewater SDC Fund Allocation to Stormwater SDC Fund Allocation to Fire Dept. Equipment Reserve Allocation to Wastewater Improvement Fund Allocation to Trust Fund Allocation to Trust Fund Allocation to Toust Fund Allocation to Major Capital Reserve Fund Allocation to Jurisdictional Exchange Fund Allocation to Technology Reserve Fund Allocation to Rainy Day Reserve Fund Allocation to Downtown Special Revenue Fund Allocation to Empire Special Revenue Fund Allocation to Empire Special Revenue Fund Allocation to Empire Program Fund	Allocation to Gas Tax Fund Allocation to Wastewater Fund Allocation to Hotel/Motel Tax Fund Allocation to Library Fund Allocation to Building Codes Fund Allocation to 9-1-1 Tax Fund Allocation to G.O. Bond Redemption Fund Allocation to Revenue Bond Fund Allocation to Revenue Bond Fund Allocation to Special Improvement Fund Allocation to Street Improvement Fund Allocation to Parks Improvement Fund Allocation to Parks Improvement Fund Allocation to Transportation SDC Fund Allocation to Transportation SDC Fund Allocation to Wastewater SDC Fund Allocation to Stormwater SDC Fund Allocation to Fire Dept. Equipment Reserve Allocation to Wastewater Improvement Fund Allocation to Wastewater Improvement Fund Allocation to Trust Fund Allocation to Major Capital Reserve Fund Allocation to Major Capital Reserve Fund Allocation to Technology Reserve Fund Allocation to Technology Reserve Fund Allocation to Rainy Day Reserve Fund Allocation to Rainy Day Reserve Fund Allocation to Downtown Special Revenue Fund Allocation to Empire Special Revenue Fund Allocation to Empire Program Fund Allocation to Empire Program Fund Allocation to Downtown Bond Fund (Allocation to Downtown Program Fund Allocation to Empire Capital Projects Fund Allocation to Downtown Bond Reserve Fund

City of Coos Bay Combined Cash Investment May 31, 2015

Total Allocations to Other Funds
Allocation from Combined Cash Fund - 99-000-100-1000

21,405,598.26 (21,405,598.26)

Zero Proof if Allocations Balance

.00