CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
January 17, 2017	

TO: Mayor Benetti and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: December 2016 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.

In the attached reports, the **Fund Summary** shows all City funds are within appropriation levels with 50% of the fiscal year having elapsed. General Fund Property Tax Collections are at 91.9% of budget.

The **Balance Sheet** shows <u>Beginning Balance</u> (audited Fund Balance 7/1/16); <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 17	(Used) Earned	Ending Fund Balance
General	\$3,089,493.53	\$1,617,674.92	\$4,707,168.45
Gas Tax	\$290,985.97	(\$19,417.88)	\$271,568.09
Wastewater	\$3,609,887.01	(\$1,930,141.65)	\$1,679,745.36
Hotel/Motel	\$253,422.12	(\$37,149.45)	\$216,272.67
Library	\$863,500.26	\$434,708.62	\$1,298,208.88
Bldg. Codes	\$158,329.45	\$20,994.08	\$179,323.53
9-1-1	\$73,565.64	(\$30,482.24)	\$43,083.40
Library - ESO	\$253,562.47	(\$63,209.76)	\$190,352.71

The **Combined Cash Investment** report shows total combined cash of \$31,031,183.23, please reference the table below.

Combined Cash Accounts:

Accounts Payable	(\$102,944.34)	Sweep	Timing, checks paid in current month for p month expenses; normal \$150,000 sweep balance			
Payroll	(\$49,512.47)	Sweep	Timing, checks paid in current month for pri- month expenses; normal zero sweep balance			
Local Government Investment Pool (LGIP)	\$24,189,734.89	Investment On Demand	1.03% interest rate: 10/01/2016			
Umpqua, State Pool Account	\$2,160,566.87	Operations	0.15% interest rate: 08/05/15; 100% collateralization 01/01/10; Division of State Finance Administrative Decision			
LGIP – Jurisdictional Account	\$4,833,338.28	Unallocated	0.92% interest rate: 07/27/2016			
Cash Allocated*	\$2,008,110.06	Across funds	See Cash Allocation Rec	onciliation		
	Umpqua B	Bank	Operations (allocated) *	\$2,008,110.06		
COMBINED CASH (allocated* & unallocated)	LGIP		Investment (allocated)	\$24,189,734.89		
, ,	LGIP		Investment (unallocated)	\$4,833,338.28		
TOTAL COMBINED CASH				\$31,031,183.23		
Less Unallocated Cash	Nonspendable Ju Exchange &			(\$4,884,623.91)		
Total Cash Allocated to Other Funds				\$26,146,559.32		
* (\$102,944.34) + (\$49,512.47) + \$2,160,566.87 =	\$2,008,110.06	Umpqua Opera	ations Allocated			

Entition		Fried Ni		hara	_	ach Allegated*	
Entities		Fund No	um	ibers	C	ash Allocated*	
Total City of Coos Bay	Total City of Coos Bay			1-32,34, 39-42			
Urban Renewal Agency		51-61				\$4,383,453.12	
Coos Bay – North Ben Visitors Convention	Coos Bay – North Bend Visitors Convention		33			\$519,751.12	
Total Cash Allocate	d				\$	26,146,559.32	
\$2,008,110.06	+	\$24,189,734.89	+	(\$51,285.63)	=	\$26,146,559.32	
Umpqua Operations		LGIP Investment		Library		Cash Allocated	

ADVANTAGES:

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

DISADVANTAGES:

None.

BUDGET IMPLICATIONS:

The balances are within the budget appropriations.

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				Pcnt
Revenue					
0	00	00	2 000 047 00	2 002 047 00	
Carryover	.00 770,209.75	.00 5,035,965.18	3,062,017.00	3,062,017.00 445,172.82	.0 91.9
Property Taxes Franchise Taxes			5,481,138.00		33.6
Licenses & Permits	127,887.04	638,643.36	1,900,000.00	1,261,356.64	
	53,774.12	84,147.44	149,897.00	65,749.56	56.1
Fines, Grants & State Revenues	62,213.74	265,972.74	719,505.00	453,532.26	37.0 54.9
Use Of Money & Property	11,729.87	54,897.69	100,000.00	45,102.31	
Services	5,537.00	194,050.32	820,701.00	626,650.68	23.6
Repayments	884.22	884.22	.00	(884.22)	.0
Other Revenue	13,925.68	20,581.89	14,200.00	(6,381.89)	144.9
Other Financing Sources	.00	3,230,799.00	4,331,248.00	1,100,449.00	74.6
Total Fund Revenue					
	1,046,161.42	9,525,941.84	16,578,706.00	7,052,764.16	57.5
Expenditures					
City Council	12,857.48	50,491.38	86,300.00	35,808.62	58.5
City Manager	8,143.17	57,021.07	118,977.00	61,955.93	47.9
Urban Renewal Administration	30,021.04	202,106.24	423,724.00	221,617.76	47.7
Finance Department	14,971.68	95,780.61	227,760.00	131,979.39	42.1
City Attorney	3,933.90	24,335.02	65,414.00	41,078.98	37.2
City Hall	11,831.74	54,943.99	112,000.00	57,056.01	49.1
Community Promotion & Support	.00	.00	22,879.00	22,879.00	.0.
Non Departmental	8,721.98	186,075.89	327,068.00	140,992.11	56.9
Other Financing Uses	103,050.82	261,018.41	3,294,786.00	3,033,767.59	7.9
Police Administration	298,949.03	1,777,631.37	3,967,219.00	2,189,587.63	44.8
Police Support Services	61,891.37	358,835.84	831,708.00	472,872.16	43.1
Codes Enforecement	3,414.06	14,943.75	54,294.00	39,350.25	27.5
	215,316.68				46.0
Fire Department Operations	,	1,217,278.47	2,643,947.00	1,426,668.53	39.0
C.S. Planning Division	25,018.48	150,642.22	386,518.00	235,875.78	
Engineering Division	7,003.87	46,024.84	102,856.00	56,831.16	44.8
Parks Division	55,939.77	213,984.73	509,256.00	295,271.27	42.0
CBNBWB Water Project Loans	.00	3,197,153.09	3,404,000.00	206,846.91	93.9
Total Expenditures	964 065 07	7 000 266 02	16 579 706 00	0 670 420 00	47 7
	861,065.07	7,908,266.92	16,578,706.00	8,670,439.08	47.7
Net Revenue Over Expenditures					
	185,096.35	1,617,674.92	.00	(1,617,674.92)	.0

Gas Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	159,531.00	159,531.00	.0
Revenue From Other Agencies	84,792.90	423,571.08	925,000.00	501,428.92	45.8
Use Of Money & Property	257.42	1,129.84	500.00	(629.84)	226.0
Miscellaneous	75.00	24,792.44	10,000.00	(14,792.44)	247.9
Transfer From GF	26,233.66	117,754.34	295,000.00	177,245.66	39.9
Total Fund Revenue					
	111,358.98	567,247.70	1,390,031.00	822,783.30	40.8
Expenditures					
Maintenance Department	145,951.21	586,665.58	1,390,031.00	803,365.42	42.2
Total Expenditures					
	145,951.21	586,665.58	1,390,031.00	803,365.42	42.2
Net Revenue Over Expenditures					
	(34,592.23)	(19,417.88)	.00	19,417.88	.0

Wastewater Fund

	Period Actual	ual YTD Actual Budget Variance		Variance	Pcnt
Revenue					
Carryover	.00	.00	1,373,187.00	1,373,187.00	.0
Revenue From Other Agencies	.00	.00	384,000.00	384,000.00	.0
Use Of Money & Property	982.27	9,807.20	9,000.00	(807.20)	109.0
Current Services	452,208.92	2,307,969.74	5,361,200.00	3,053,230.26	43.1
Miscellaneous	21,321.33	55,398.20	.00	(55,398.20)	.0
Total Fund Revenue					
	474,512.52	2,373,175.14	7,127,387.00	4,754,211.86	33.3
Expenditures					
W/w Administration	15,622.30	2,567,684.06	3,127,567.00	559,882.94	82.1
Plant #1	84,625.21	539,513.30	1,327,064.00	787,550.70	40.7
Plant #2	86,267.70	508,627.25	1,066,973.00	558,345.75	47.7
Collection Sanitary	83,559.44	448,011.08	1,029,803.00	581,791.92	43.5
Collection Stormwater	44,061.32	239,481.10	575,980.00	336,498.90	41.6
Total Expenditures					
	314,135.97	4,303,316.79	7,127,387.00	2,824,070.21	60.4
Net Revenue Over Expenditures					
	160,376.55	(1,930,141.65)	.00	1,930,141.65	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	118,911.00	118,911.00	.0
Taxes	.00	244,581.48	585,000.00	340,418.52	41.8
Use Of Money & Property	216.02	990.23	200.00	(790.23)	495.1
Services	1,992.03	5,354.72	8,000.00	2,645.28	66.9
Other Revenue	167.88	1,821.86	3,000.00	1,178.14	60.7
Total Fund Revenue					
	2,375.93	252,748.29	715,111.00	462,362.71	35.3
Expenditures					
Hotel/motel Tax Fund	31,075.65	289,897.74	715,111.00	425,213.26	40.5
Total Expenditures					
	31,075.65	289,897.74	715,111.00	425,213.26	40.5
Net Revenue Over Expenditures					
	(28,699.72)	(37,149.45)	.00	37,149.45	.0

Library Fund

	Period Actual	YTD Actual	Budget		Variance	Pcnt
Revenue						
Carryover	.00	.00	564,641.00		564,641.00	.0
Revenue From Other Agencies	733,791.46	930,302.22	987,000.00		56,697.78	94.3
Use Of Money & Property	820.41	4,055.55	2,000.00	(2,055.55)	202.8
Current Services	1,584.33	11,594.73	18,000.00		6,405.27	64.4
Other Revenue	3,562.05	14,420.40	12,300.00	(2,120.40)	117.2
Total Fund Revenue						
	739,758.25	960,372.90	1,583,941.00		623,568.10	60.6
Expenditures						
<u> </u>						
Library Fund	85,629.13	525,664.28	1,583,941.00		1,058,276.72	33.2
Total Expenditures						
The production of the producti	85,629.13	525,664.28	1,583,941.00		1,058,276.72	33.2
Net Revenue Over Expenditures						
	654,129.12	434,708.62	.00	(434,708.62)	.0
				=		

Building Codes Fund

	Period Actual	YTD Actual	Budget		Variance	Pcnt
Revenue						
Carryover	.00	.00	100,000.00		100,000.00	.0
Licenses & Permits	57,890.80	170,619.22	241,561.00		70,941.78	70.6
Use Of Money & Property	147.02	814.85	100.00	(714.85)	814.9
Other Revenue	.00	26.00	.00	(26.00)	.0
Total Fund Revenue						
	58,037.82	171,460.07	341,661.00		170,200.93	50.2
Expenditures						
Codes Department	25,234.30	150,465.99	341,661.00		191,195.01	44.0
Total Expenditures						
·	25,234.30	150,465.99	341,661.00		191,195.01	44.0
Net Revenue Over Expenditures						
	32,803.52	20,994.08	.00	(20,994.08)	.0

9-1-1 Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	57,971.00	57,971.00	.0
Revenue From Other Agencies	.00.	67,428.61	171,538.00	104,109.39	39.3
Use Of Money & Property	53.96	304.76	100.00	(204.76)	304.8
Total Fund Revenue					
	53.96	67,733.37	229,609.00	161,875.63	29.5
Expenditures					
9-1-1 Tax Fund	17,883.01	98,215.61	229,609.00	131,393.39	42.8
Total Expenditures					
	17,883.01	98,215.61	229,609.00	131,393.39	42.8
Net Revenue Over Expenditures					
	(17,829.05)	(30,482.24)	.00	30,482.24	.0

Library ESO Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	100,000.00	100,000.00	.0
Property Taxes	.00	.00	680,998.00	680,998.00	.0
Revenue From Other Agencies	5,441.00	5,441.00	7,000.00	1,559.00	77.7
Use Of Money & Property	201.92	766.88	500.00	(266.88)	153.4
Other Revenue	.00	228,432.03	30,000.00	(198,432.03)	761.4
Total Fund Revenue					
	5,642.92	234,639.91	818,498.00	583,858.09	28.7
Expenditures					
Library ESO Fund	43,217.80	297,849.67	818,498.00	520,648.33	36.4
Total Expenditures					
	43,217.80	297,849.67	818,498.00	520,648.33	36.4
Net Revenue Over Expenditures					
	(37,574.88)	(63,209.76)	.00.	63,209.76	.0

General Fund

	ASSETS				
01-000-100-1101 01-000-100-1201 01-000-100-1202 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.		(4,844,963.27 800.00 30,820.42 43,492.95 175,514.26 464,861.06 1,629.48) 21,413.03 112,525.41 659.27 117,974.02	
	Total Assets				5,811,394.21
	LIABILITIES AND EQUITY				
	LIABILITIES				
01-000-200-2034 01-000-200-2035 01-000-200-2040 01-000-200-2041 01-000-200-2043 01-000-200-2044	Unclaimed Property Liability Insurance Payable P.E.R.S. Payable Deferred Tax Revenue Deferred Revenue - Dist 72 Deferred Revenue - District 78 Deferred Revenue - District 99 Deferred Revenue City Loan JE			32.33 126,088.60 114,741.27 436,821.06 175,514.26 21,413.03 111,641.19 117,974.02	
	Total Liabilities				1,104,225.76
	FUND EQUITY				
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD Balance - Current Date	3,089,493.53 1,617,674.92		4,707,168.45	
	Total Fund Equity			-,,101,100.43	4,707,168.45
	Total Liabilities and Equity				5,811,394.21
				:	-7- 7 1

Gas Tax Fund

	ASSETS				
02-000-100-1001	Cash - Combined Fund			255,980.78	
02-000-100-1201	Accounts Receivable			9,445.56	
02-000-100-1299	AR/FS		_	6,141.75	
	Total Assets			=	271,568.09
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
02-000-200-2500	Fund Balance		290,985.97		
	Revenue over Expenditures - YTD	(19,417.88)		
	Balance - Current Date		-	271,568.09	
	Total Fund Equity			-	271,568.09
	Total Liabilities and Equity			_	271,568.09

Wastewater Fund

	ASSETS				
03-000-100-1001	Cash - Combined Fund			874,322.26	
03-000-100-1201	Accounts Receivable		_	964,658.01	
	Total Assets			=	1,838,980.27
	LIABILITIES AND EQUITY				
	FUND EQUITY				
03-000-200-2520	Accrued Vac. & Comp. Liability			159,234.91	
03-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(3,609,887.01 1,930,141.65)		
	Balance - Current Date		_	1,679,745.36	
	Total Fund Equity			_	1,838,980.27
	Total Liabilities and Equity				1,838,980.27

Hotel/Motel Tax Fund

	ASSETS				
05-000-100-1001 05-000-100-1201	Cash - Combined Fund Accounts Receivable		_	216,109.79 162.88	
	Total Assets			=	216,272.67
	LIABILITIES AND EQUITY				
	FUND EQUITY				
05-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(253,422.12 37,149.45)		
	Balance - Current Date		_	216,272.67	
	Total Fund Equity			_	216,272.67
	Total Liabilities and Equity			_	216,272.67

Library Fund

	ASSETS			
07-000-100-1001	Cash - Combined Fund		1,246,723.25	
07-000-100-1015	Petty Cash		200.00	
07-000-100-1150	Investments - Nonspendable	_	51,285.63	
	Total Assets		=	1,298,208.88
	LIABILITIES AND EQUITY			
	FUND EQUITY			
07-000-200-2501	Fund Balance - Nonspendable		51,285.63	
	Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	812,214.63		
	Revenue over Expenditures - YTD	434,708.62		
	Balance - Current Date	_	1,246,923.25	
	Total Fund Equity		_	1,298,208.88
	Total Liabilities and Equity			1,298,208.88

Building Codes Fund

	ASSETS			
08-000-100-1001	Cash - Combined Fund		201,706.96	
	Total Assets			201,706.96
	LIABILITIES AND EQUITY			
	LIABILITIES			
08-000-200-2116	Sur-charge Deposit		6,802.09	
	Total Liabilities			6,802.09
	FUND EQUITY			
08-000-200-2520	Accrued Vac. & Comp. Liability		15,581.34	
	Unappropriated Fund Balance:			
08-000-200-2500	Fund Balance	158,329.45		
	Revenue over Expenditures - YTD	20,994.08		
	Balance - Current Date		179,323.53	
	Total Fund Equity			194,904.87
	Total Liabilities and Equity			201,706.96

9-1-1 Tax Fund

	ASSETS				
10-000-100-1001	Cash - Combined Fund		-	43,083.40	
	Total Assets			_	43,083.40
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
10-000-200-2500	Fund Balance Revenue over Expenditures - YTD	(73,565.64 30,482.24)		
	Balance - Current Date			43,083.40	
	Total Fund Equity				43,083.40
	Total Liabilities and Equity				43,083.40

Library ESO Fund

	ASSETS				
14-000-100-1001	Cash - Combined Fund		_	190,352.71	
	Total Assets			=	190,352.71
	LIABILITIES AND EQUITY				
	FUND EQUITY				
14-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(253,562.47 63,209.76)		
	Balance - Current Date	·		190,352.71	
	Total Fund Equity			_	190,352.71
	Total Liabilities and Equity			_	190,352.71

City of Coos Bay Combined Cash Investment December 31, 2016

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	(102,944.34)
99-000-100-1002	Cash - Checking Payroll	(49,512.47)
99-000-100-1003	Cash - Lgip State Pool		24,189,734.89
99-000-100-1004	Umpqua Bank - State Pool		2,160,566.87
99-000-100-1009	LGIP - Jurisdictional		4,833,338.28
	Total Combined Cash		31,031,183.23
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,833,338.28)
99-000-100-1090	FB-Nonspendable Library CD	(51,285.63)
99-000-100-1000	Cash Allocated To Other Funds	(26,146,559.32)
	Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund		4,844,963.27
2	Allocation to Gas Tax Fund		255,980.78
3	Allocation to Wastewater Fund		874,322.26
5	Allocation to Hotel/Motel Tax Fund		216,109.79
7	Allocation to Library Fund		1,246,723.25
8	Allocation to Building Codes Fund		201,706.96
10	Allocation to 9-1-1 Tax Fund		43,083.40
11	Allocation to G.O. Bond Redemption Fund		723,007.01
12	Allocation to Revenue Bond Fund		4,651,347.48
14	Allocation to Library ESO Fund		190,352.71
15	Allocation to Special Improvement Fund		146,642.22
16	Allocation to Street Improvement Fund	(109,002.94)
17	Allocation to Parks Improvement Fund		90,794.73
18	Allocation to Bike/pedestrian Path Fund		54,193.87
19	Allocation to Transportation SDC Fund		14,821.58
20	Allocation to Wastewater SDC Fund		250,092.13
21	Allocation to Stormwater SDC Fund		19,259.85
27	Allocation to Fire Dept. Equipment Reserve		217,892.12
29	Allocation to Wastewater Improvement Fund		5,537,422.89
32	Allocation to Trust Fund		40,730.00
33	Allocation to Coos Bay-North Bend VCB		519,751.12
34	Allocation to Major Capital Reserve Fund		836,860.15
39	Allocation to Jurisdictional Exchange Fund		10,821.85
40	Allocation to Technology Reserve Fund		169,394.62
41	Allocation to County-wide CAD Core Reserve		53,364.00
42	Allocation to Rainy Day Reserve Fund		662,471.10
51	Allocation to Downtown Special Revenue Fund		1,221,657.88
52	Allocation to Empire Special Revenue Fund		1,082,215.44
53	Allocation to Empire Program Fund		444,526.83
55	Allocation to Empire Bond Fund		.40
56	Allocation to Downtown Program Fund		22,313.45
57	Allocation to Downtown Capital Projects Fund		830,823.86
58	Allocation to Empire Capital Projects Fund		99,665.23
60	Allocation to Downtown Bond Reserve Fund		682,250.03

City of Coos Bay Combined Cash Investment December 31, 2016

Total Allocations to Other Funds 26,146,559.32 Allocation from Combined Cash Fund - 99-000-100-1000 (26,146,559.32)

Zero Proof if Allocations Balance .00