CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 21, 2017	

TO: Mayor Benetti and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: February 2017 Fund Summary, Balance Sheet, and Combined Cash Investment

Reports

SUMMARY:

This report provides the major fund basic financial statements (fund summary, balance sheet, and combined cash) for the previous month to ensure transparency and full disclosure.

ACTION REQUESTED:

If it pleases the Council, accept the monthly Fund Summary, Balance Sheet, and Combined Cash 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 67% of the fiscal year having elapsed. General Fund Property Tax Collections are at 94.0% 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	\$967,643.10	\$4,057,136.63
Gas Tax	\$290,985.97	(\$8,366.67)	\$282,619.30
Wastewater	\$3,609,887.01	(\$1,615,665.09)	\$1,994,221.92
Hotel/Motel	\$253,422.12	(\$20,362.45)	\$233,059.67
Library	\$863,500.26	\$242,269.80	\$1,105,770.06
Bldg. Codes	\$158,329.45	\$6,616.78	\$164,946.23
9-1-1	\$73,565.64	(\$25,494.51)	\$48,071.13
Library - ESO	\$253,562.47	(\$143,200.12)	\$110,362.35

City Council – March 21, 2017 Financial Report for February 2017 Page 2

The **Combined Cash Investment** report shows total combined cash of \$25,128,654.82, please reference the table below.

Combined Cash Accounts:

Accounts Payable	(\$236,217.53)	Sweep	Timing, checks paid in current month for pi month expenses; normal \$150,000 sweep balance		
Payroll	(\$52,003.77)	Sweep	Timing, checks paid in current month for price month expenses; normal zero sweep balance		
Local Government Investment Pool (LGIP)	\$24,378,399.29	Investment On Demand	1.15% interest rate: 01/01/17		
Umpqua, State Pool Account	\$1,089,855.41	Operations	0.20% interest rate: 02/01/17; 100% collateralization 01/01/10; Division of State Finance Administrative Decision		
LGIP – Jurisdictional Account	\$4,842,327.16	Unallocated	1.15% interest rate: 01/01/2017		
Cash Allocated*	\$801,634.11	Across funds	See Cash Allocation Reconciliation		
	Umpqua B	ank	Operations (allocated) *	\$801,634.11	
COMBINED CASH (allocated* & unallocated)	LGIP		Investment (allocated)	\$24,378,399.29	
, , , , , , , , , , , , , , , , , , ,	LGIP		Investment (unallocated)	\$4,842,327.16	
TOTAL COMBINED CASH				\$30,022,360.56	
Less Unallocated Cash	Nonspendable Ju Exchange &			(\$4,893,705.74)	
Total Cash Allocated to Other Funds				\$25,128,654.82	
* (\$236,217.53) + (\$52,003.77) + \$1,089,855.41 =	\$801,634.11	Umpqua Opera	itions Allocated		

Entities	Entities			Fund Numbers			
Total City of Coos Bay	Total City of Coos Bay			1-32,34, 39-42			
Urban Renewal Agency		51-61				\$3,949,387.89	
Coos Bay – North Ben Visitors Convention	Coos Bay – North Bend Visitors Convention			33			
Total Cash Allocated						25,128,654.82	
\$801,634.11	+	\$24,378,399.29	+	(\$51,378.58)	=	\$25,128,654.82	
Umpqua Operations		LGIP Investment		Library		Cash Allocated	

BUDGET IMPLICATIONS:

The balances are within the budget appropriations.

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	3,062,017.00	3,062,017.00	.0
Property Taxes	36,602.08	5,150,612.73	5,481,138.00	330,525.27	94.0
Franchise Taxes	98,475.90	943,765.33	1,900,000.00	956,234.67	49.7
Licenses & Permits	8,802.07	113,563.75	149,897.00	36,333.25	75.8
Fines, Grants & State Revenues	78,712.88	359,331.65	719,505.00	360,173.35	49.9
Use Of Money & Property	8,661.27	76,479.56	100,000.00	23,520.44	76.5
Services	1,901.33	627,922.53	820,701.00	192,778.47	76.5
Repayments	60,207.33	61,381.93	.00	(61,381.93)	.0
Other Revenue	10,880.48	32,446.89	14,200.00	(18,246.89)	228.5
Other Financing Sources	1,474,050.00	4,704,849.00	4,903,072.00	198,223.00	96.0
Total Fund Revenue					
	1,778,293.34	12,070,353.37	17,150,530.00	5,080,176.63	70.4
Expenditures					
City Council	2,547.20	65,634.10	86,300.00	20,665.90	76.1
City Manager	8,821.12	76,626.20	118,977.00	42,350.80	64.4
Urban Renewal Administration	32,265.36	274,825.38	423,724.00	148,898.62	64.9
Finance Department	16,429.31	133,259.61	227,760.00	94,500.39	58.5
City Attorney	9,387.35	39,318.51	65,414.00	26,095.49	60.1
City Hall	14,052.95	82,864.32	112,000.00	29,135.68	74.0
Community Promotion & Support	22,879.00	22,879.00	22,879.00	.00	100.0
Non Departmental	7,728.54	205,998.51	327,068.00	121,069.49	63.0
Other Financing Uses	1,459,309.00	1,753,544.80	3,866,610.00	2,113,065.20	45.4
Police Administration	295,853.15	2,480,183.72	3,967,219.00	1,487,035.28	62.5
Police Support Services	67,196.60	514,127.00	831,708.00	317,581.00	61.8
Codes Enforecement	2,052.80	19,567.05	54,294.00	34,726.95	36.0
Fire Department Operations	187,669.70	1,674,196.20	2,643,947.00	969,750.80	63.3
C.S. Planning Division	24,699.46	210,282.34	386,518.00	176,235.66	54.4
Engineering Division	7,051.28	62,356.41	102,856.00	40,499.59	60.6
Parks Division	33,661.62	289,894.03	509,256.00	219,361.97	56.9
CBNBWB Water Project Loans	.00	3,197,153.09	3,404,000.00	206,846.91	93.9
Total Expenditures	2,191,604.44	11,102,710.27	17,150,530.00	6,047,819.73	64.7
		11,102,710.27	17,100,000.00	0,047,019.73	04.7
Net Revenue Over Expenditures	(413,311.10)	967,643.10	.00	(967,643.10)	.0
		=======================================	.00		

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	93,178.12	595,768.18	925,000.00	329,231.82	64.4
Use Of Money & Property	207.06	1,578.27	500.00	(1,078.27)	315.7
Miscellaneous	11,405.09	37,510.02	10,000.00	(27,510.02)	375.1
Transfer From GF	.00	150,551.89	395,000.00	244,448.11	38.1
Total Fund Revenue					
	104,790.27	785,408.36	1,490,031.00	704,622.64	52.7
Expenditures					
Maintenance Department	77,001.99	793,775.03	1,490,031.00	696,255.97	53.3
Total Expenditures					
·	77,001.99	793,775.03	1,490,031.00	696,255.97	53.3
Net Revenue Over Expenditures					
	27,788.28	(8,366.67)	.00	8,366.67	.0

Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	2,677,386.00	2,677,386.00	.0
Revenue From Other Agencies	.00	.00	384,000.00	384,000.00	.0
Use Of Money & Property	1,202.38	12,237.28	9,000.00	(3,237.28)	136.0
Current Services	457,912.50	3,232,568.95	5,361,200.00	2,128,631.05	60.3
Miscellaneous	10,667.00	66,065.20	.00	(66,065.20)	.0
Total Fund Revenue					
	469,781.88	3,310,871.43	8,431,586.00	5,120,714.57	39.3
Expenditures					
W/w Administration	18,086.81	2,605,939.56	4,031,766.00	1,425,826.44	64.6
Plant #1	19,830.03	715,192.04	1,427,064.00	711,871.96	50.1
Plant #2	32,767.51	685,595.46	1,166,973.00	481,377.54	58.8
Collection Sanitary	28,110.76	595,578.21	1,129,803.00	534,224.79	52.7
Collection Stormwater	23,010.51	324,231.25	675,980.00	351,748.75	48.0
Total Expenditures					
	121,805.62	4,926,536.52	8,431,586.00	3,505,049.48	58.4
Net Revenue Over Expenditures					
	347,976.26	(1,615,665.09)	.00	1,615,665.09	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	118,911.00	118,911.00	.0
Taxes	4,522.40	351,595.94	585,000.00	233,404.06	60.1
Use Of Money & Property	218.48	1,412.48	200.00	(1,212.48)	706.2
Services	352.60	6,410.02	8,000.00	1,589.98	80.1
Other Revenue	5,263.39	7,520.44	3,000.00	(4,520.44)	250.7
Total Fund Revenue					
	10,356.87	366,938.88	715,111.00	348,172.12	51.3
Expenditures					
Hotel/motel Tax Fund	29,389.04	387,301.33	715,111.00	327,809.67	54.2
Total Expenditures					
·	29,389.04	387,301.33	715,111.00	327,809.67	54.2
Net Revenue Over Expenditures					
	(19,032.17)	(20,362.45)	.00	20,362.45	.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	.00	930,302.22	987,000.00	56,697.78	94.3
Use Of Money & Property	1,103.34	6,832.79	2,000.00	(4,832.79	341.6
Current Services	1,441.47	14,669.00	18,000.00	3,331.00	81.5
Other Revenue	991.45	15,551.07	12,300.00	(3,251.07	126.4
Total Fund Revenue					
	3,536.26	967,355.08	1,583,941.00	616,585.92	61.1
Expenditures					
Library Fund	81,733.16	725,085.28	1,583,941.00	858,855.72	45.8
Total Expenditures					
·	81,733.16	725,085.28	1,583,941.00	858,855.72	45.8
Net Revenue Over Expenditures					
·	(78,196.90)	242,269.80	.00	(242,269.80	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	100,000.00	100,000.00	.0
Licenses & Permits	14,473.21	211,159.15	241,561.00	30,401.85	87.4
Use Of Money & Property	165.54	1,170.58	100.00	(1,070.58)	1170.6
Other Revenue	.00	25.98	.00	(25.98)	.0
Total Fund Revenue					
	14,638.75	212,355.71	341,661.00	129,305.29	62.2
Expenditures					
Codes Department	22,820.35	205,738.93	341,661.00	135,922.07	60.2
Total Expenditures					
·	22,820.35	205,738.93	341,661.00	135,922.07	60.2
Net Revenue Over Expenditures					
	(8,181.60)	6,616.78	.00	(6,616.78)	.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	110,931.70	171,538.00	60,606.30	64.7
Use Of Money & Property	54.51	399.89	100.00	(299.89)	399.9
Total Fund Revenue					
	54.51	111,331.59	229,609.00	118,277.41	48.5
Expenditures					
9-1-1 Tax Fund	14,727.81	136,826.10	229,609.00	92,782.90	59.6
Total Expenditures					
·	14,727.81	136,826.10	229,609.00	92,782.90	59.6
Net Revenue Over Expenditures					
·	(14,673.30)	(25,494.51)	.00	25,494.51	.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	.00	232,440.33	7,000.00	(225,440.33)	3320.6
Use Of Money & Property	119.54	1,065.90	500.00	(565.90)	213.2
Other Revenue	5,324.14	7,375.64	30,000.00	22,624.36	24.6
Total Fund Revenue					
	5,443.68	240,881.87	818,498.00	577,616.13	29.4
Expenditures					
Library ESO Fund	32,684.47	384,081.99	818,498.00	434,416.01	46.9
Total Expenditures					
	32,684.47	384,081.99	818,498.00	434,416.01	46.9
Net Revenue Over Expenditures					
	(27,240.79)	(143,200.12)	.00	143,200.12	.0

General Fund

	ASSETS			
01-000-100-1204 01-000-100-1207 01-000-100-1208 01-000-100-1209 01-000-100-1211 01-000-100-1350	Prepaid Workers Comp Ins. Accounts Receivable Assessments Receivable Dist 72		4,193,584.02 800.00 780.73 18,415.09 175,514.26 464,861.06 (2,514.70) 21,413.03 113,979.83 59,043.29 305.58 117,974.02	
	Total Assets		=	5,164,156.21
	LIABILITIES AND EQUITY			
	LIABILITIES			
01-000-200-2015 01-000-200-2034 01-000-200-2035 01-000-200-2040 01-000-200-2041 01-000-200-2043 01-000-200-2044	Accounts Payable 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		71.00 32.33 125,527.07 118,025.62 436,821.06 175,514.26 21,413.03 111,641.19 117,974.02	
	Total Liabilities FUND EQUITY			1,107,019.58
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD Balance - Current Date	3,089,493.53 967,643.10	4,057,136.63	
	Total Fund Equity		_	4,057,136.63
	Total Liabilities and Equity		_	5,164,156.21

Gas Tax Fund

	ASSETS				
02-000-100-1001	Cash - Combined Fund			255,626.90	
02-000-100-1201	Accounts Receivable			20,850.65	
02-000-100-1299	AR/FS			6,141.75	
	Total Assets				282,619.30
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
02-000-200-2500	Fund Balance		290,985.97		
	Revenue over Expenditures - YTD	(8,366.67)		
	Balance - Current Date			282,619.30	
	Total Fund Equity				282,619.30
	Total Liabilities and Equity				282,619.30

Wastewater Fund

	ASSETS				
03-000-100-1001	Cash - Combined Fund			1,253,493.46	
03-000-100-1201	Accounts Receivable		-	899,963.37	
	Total Assets			_	2,153,456.83
	LIABILITIES AND EQUITY				
	FUND EQUITY				
03-000-200-2520	Accrued Vac. & Comp. Liability			159,234.91	
	Unappropriated Fund Balance:				
03-000-200-2500	Fund Balance		3,609,887.01		
	Revenue over Expenditures - YTD	(1,615,665.09)		
	Balance - Current Date		-	1,994,221.92	
	Total Fund Equity			_	2,153,456.83
	Total Liabilities and Equity				2,153,456.83

Hotel/Motel Tax Fund

	ASSETS				
05-000-100-1001	Cash - Combined Fund		_	233,059.67	
	Total Assets			=	233,059.67
	LIABILITIES AND EQUITY				
	FUND EQUITY				
	Unappropriated Fund Balance:				
05-000-200-2500	Fund Balance		253,422.12		
	Revenue over Expenditures - YTD	(20,362.45)		
	Balance - Current Date			233,059.67	
	Total Fund Equity				233,059.67
	Total Liabilities and Equity				233,059.67

Library Fund

	ASSETS			
07-000-100-1001	Cash - Combined Fund		1,054,191.48	
07-000-100-1015	Petty Cash		200.00	
07-000-100-1150	Investments - Nonspendable	_	51,378.58	
	Total Assets		=	1,105,770.06
	LIABILITIES AND EQUITY			
	FUND EQUITY			
07-000-200-2501	Fund Balance - Nonspendable		51,378.58	
	Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	812,121.68		
	Revenue over Expenditures - YTD	242,269.80		
	Balance - Current Date	-	1,054,391.48	
	Total Fund Equity		-	1,105,770.06
	Total Liabilities and Equity			1,105,770.06

Building Codes Fund

	ASSETS			
08-000-100-1001	Cash - Combined Fund		183,206.32	
	Total Assets			183,206.32
	LIABILITIES AND EQUITY			
	LIABILITIES			
08-000-200-2116	Sur-charge Deposit		2,678.75	
	Total Liabilities			2,678.75
	FUND EQUITY			
08-000-200-2520	Accrued Vac. & Comp. Liability		15,581.34	
08-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	158,329.45 6,616.78		
	Balance - Current Date		164,946.23	
	Total Fund Equity			180,527.57
	Total Liabilities and Equity			183,206.32

9-1-1 Tax Fund

	ASSETS				
10-000-100-1001	Cash - Combined Fund		_	48,071.13	
	Total Assets			=	48,071.13
	LIABILITIES AND EQUITY				
	FUND EQUITY				
10-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(73,565.64 25,494.51)		
	Balance - Current Date			48,071.13	
	Total Fund Equity		=		48,071.13
	Total Liabilities and Equity				48,071.13

Library ESO Fund

	ASSETS				
14-000-100-1001	Cash - Combined Fund		_	110,362.35	
	Total Assets			_	110,362.35
	LIABILITIES AND EQUITY				
	FUND EQUITY				
14-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(253,562.47 143,200.12)		
	Balance - Current Date		_	110,362.35	
	Total Fund Equity			_	110,362.35
	Total Liabilities and Equity				110,362.35

City of Coos Bay Combined Cash Investment February 28, 2017

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	(236,217.53)
99-000-100-1002	Cash - Checking Payroll	(52,003.77)
99-000-100-1003	Cash - Lgip State Pool	24,378,399.29
99-000-100-1004	Umpqua Bank - State Pool	1,089,855.41
99-000-100-1009	LGIP - Jurisdictional	4,842,327.16
	Total Combined Cash	30,022,360.56
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,842,327.16)
99-000-100-1090	FB-Nonspendable Library CD	(51,378.58)
99-000-100-1000	Cash Allocated To Other Funds	(25,128,654.82)
		.00
	Total Unallocated Cash	
	Total Unallocated Cash	
	Cash Allocation Reconciliation	
1	Cash Allocation Reconciliation	4,193,584.02
1 2	Cash Allocation Reconciliation Allocation to General Fund	
	Cash Allocation Reconciliation Allocation to General Fund Allocation to Gas Tax Fund	4,193,584.02
2	Cash Allocation Reconciliation Allocation to General Fund Allocation to Gas Tax Fund Allocation to Wastewater Fund	4,193,584.02 255,626.90
2	Cash Allocation Reconciliation Allocation to General Fund Allocation to Gas Tax Fund Allocation to Wastewater Fund Allocation to Hotel/Motel Tax Fund	4,193,584.02 255,626.90 1,253,493.46
2 3 5	Cash Allocation Reconciliation Allocation to General Fund Allocation to Gas Tax Fund Allocation to Wastewater Fund Allocation to Hotel/Motel Tax Fund Allocation to Library Fund	4,193,584.02 255,626.90 1,253,493.46 233,059.67
2 3 5 7	Cash Allocation Reconciliation Allocation to General 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	4,193,584.02 255,626.90 1,253,493.46 233,059.67 1,054,191.48

8	Allocation to Building Codes Fund	183,206.32
10	Allocation to 9-1-1 Tax Fund	48,071.13
11	Allocation to G.O. Bond Redemption Fund	735,171.23
12	Allocation to Revenue Bond Fund	4,651,406.79
14	Allocation to Library ESO Fund	110,362.35
15	Allocation to Special Improvement Fund	147,276.95
16	Allocation to Street Improvement Fund	32,533.40
17	Allocation to Parks Improvement Fund	109,091.76
18	Allocation to Bike/pedestrian Path Fund	56,032.15
19	Allocation to Transportation SDC Fund	14,848.45
20	Allocation to Wastewater SDC Fund	250,545.41
21	Allocation to Stormwater SDC Fund	19,294.75
27	Allocation to Fire Dept. Equipment Pesenve	219 297 03

			,
20	Allocation to Wastewater SDC Fund		250,545.41
21	Allocation to Stormwater SDC Fund		19,294.75
27	Allocation to Fire Dept. Equipment Reserve		218,287.03
29	Allocation to Wastewater Improvement Fund		5,313,411.31
32	Allocation to Trust Fund		38,670.93
33	Allocation to Coos Bay-North Bend VCB		538,686.77
34	Allocation to Major Capital Reserve Fund		861,901.51
39	Allocation to Jurisdictional Exchange Fund		10,841.46
40	Allocation to Technology Reserve Fund		140,000.42
41	Allocation to County-wide CAD Core Reserve		45,999.49
42	Allocation to Rainy Day Reserve Fund		663,671.79
51	Allocation to Downtown Special Revenue Fund		493,286.02
52	Allocation to Empire Special Revenue Fund		371,093.49
53	Allocation to Empire Program Fund		445,332.51
55	Allocation to Empire Bond Fund	(1.00)
56	Allocation to Downtown Program Fund		22,353.89
57	Allocation to Downtown Capital Projects Fund		1,379,968.75
58	Allocation to Empire Capital Projects Fund		555,104.20

60 Allocation to Downtown Bond Reserve Fund

682,250.03

City of Coos Bay Combined Cash Investment February 28, 2017

Total Allocations to Other Funds 25,128,654.82 Allocation from Combined Cash Fund - 99-000-100-1000 25,128,654.82)

Zero Proof if Allocations Balance .00

For Administration Use Only

67 % of the Fiscal Year has Elapsed

03/13/2017 07:33AM Page: 2