CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
May 16, 2017	

TO: Mayor Benetti and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

ISSUE: April 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 83% of the fiscal year having elapsed. General Fund Property Tax Collections are at 97.5% 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 Balance</u> 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	\$346,985.98	\$3,436,479.51
Gas Tax	\$290,985.97	(\$16,275.85)	\$274,710.12
Wastewater	\$3,609,887.01	(\$1,005,615.06)	\$2,604,271.95
Hotel/Motel	\$253,422.12	(\$25,443.07)	\$227,979.05
Library	\$863,500.26	\$160,790.48	\$1,024,290.74
Bldg. Codes	\$158,329.45	\$6,374.78	\$164,704.23
9-1-1	\$73,565.64	(\$17,043.54)	\$56,522.10
Library - ESO	\$253,562.47	\$13,643.25	\$267,205.72

City Council – May 16, 2017 Financial Report for April 2017 Page 2

The **Combined Cash Investment** report shows total combined cash of \$28,373,181.34, please reference the table below.

Combined Cash Accounts:

Accounts Payable	(\$1,395,507.28)	Sweep	Timing, checks paid in current month for promonth expenses; normal \$150,000 sweep balance			
Payroll	(\$50,693.82)	Sweep	Timing, checks paid in current month for pri month expenses; normal zero sweep balance			
Local Government Investment Pool (LGIP)	\$22,425,530.91	Investment On Demand	1.30% interest rate: 03/20/17			
Umpqua, State Pool Account	\$2,541,376.71	Operations	0.20% interest rate: 02/01/17; 100% collateralization 01/01/10; Division of State Finance Administrative Decision			
LGIP – Jurisdictional Account	\$4,852,474.82	Unallocated	1.30% interest rate: 03/20/2017			
Cash Allocated*	\$1,095,175.61	Across funds	See Cash Allocation Reco	onciliation		
	Umpqua E	Bank	Operations (allocated) *	\$1,095,175.61		
COMBINED CASH (allocated* & unallocated)	LGIP		Investment (allocated)	\$22,425,530.91		
,	LGIP	LGIP		\$4,852,474.82		
TOTAL COMBINED CASH				\$28,373,181.34		
Less Unallocated Cash	Nonspendable Ju Exchange &			(\$4,903,959.70)		
Total Cash Allocated to Other Funds				\$23,469,221.64		
* (\$1,395,507.28) + (\$50,693.82) + \$2,541,376.71 =	\$1,095,175.61	Umpqua Opera	tions Allocated			

Entities	Entities			Fund Numbers			
Total City of Coos Bay	y	1-32,34, 39-42				\$19,519,123.24	
Urban Renewal Agenc	Urban Renewal Agency			51-61			
Coos Bay – North Ben Visitors Convention	Coos Bay – North Bend Visitors Convention			33			
Total Cash Allocate	d				\$23,469,221.64		
\$1,095,175.61	+	\$22,425,530.91	+	(\$51,484.88)	=	\$23,469,221.64	
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	52,329.41	5,344,014.16	5,481,138.00	137,123.84	97.5
Franchise Taxes	175,674.80	1,498,871.27	1,900,000.00	401,128.73	78.9
Licenses & Permits	4,537.92	128,656.61	149,897.00	21,240.39	85.8
Fines, Grants & State Revenues	30,989.09	413,600.88	719,505.00	305,904.12	57.5
Use Of Money & Property	12,330.91	100,159.20	100,000.00	(159.20)	100.2
Services	110,717.23	743,185.36	820,701.00	77,515.64	90.6
Repayments	.00	61,600.81	.00	(61,600.81)	.0
Other Revenue	411.65	36,400.20	14,200.00	(22,200.20)	256.3
Other Financing Sources	.00	4,704,849.00	4,903,072.00	198,223.00	96.0
Total Fund Revenue					
	386,991.01	13,031,337.49	17,150,530.00	4,119,192.51	76.0
Expenditures					
City Council	1,153.28	68,373.69	86,300.00	17,926.31	79.2
City Manager	8.527.44	94,165.67	118,977.00	24,811.33	79.2
Urban Renewal Administration	26,219.99	357,200.13	423,724.00	66,523.87	84.3
Finance Department	16,818.40	166,530.84	227,760.00	61,229.16	73.1
City Attorney	4,262.31	47,698.42	65,414.00	17,715.58	72.9
City Hall	5,900.07	107,234.98	112,000.00	4,765.02	95.8
Community Promotion & Support	.00	22,879.00	22,879.00	.00	100.0
Non Departmental	10,133.71	224,166.94	327,068.00	102,901.06	68.5
Other Financing Uses	34,138.17	1,870,065.27	3,866,610.00	1,996,544.73	48.4
Police Administration	293,908.87	3,092,504.80	3,967,219.00	874,714.20	78.0
Police Support Services	63,399.65	638,605.02	831,708.00	193,102.98	76.8
Codes Enforecement	2,591.22	26,118.66	54,294.00	28,175.34	48.1
Fire Department Operations	197,419.04	2,071,407.68	2,643,947.00	572,539.32	78.4
C.S. Planning Division	16,529.59	266,753.26	386,518.00	119,764.74	69.0
Engineering Division	7,410.86	76,947.36	102,856.00	25,908.64	74.8
Parks Division	29,792.16	356,546.70	509,256.00	152,709.30	70.0
CBNBWB Water Project Loans	.00	3,197,153.09	3,404,000.00	206,846.91	93.9
Total Expenditures			<u> </u>	<u> </u>	
	718,204.76	12,684,351.51	17,150,530.00	4,466,178.49	74.0
Net Revenue Over Expenditures					
	(331,213.75) =	346,985.98	.00	(346,985.98)	.0

Gas Tax Fund

	Period Actual	ctual YTD Actual Budget Variance		Variance	Pcnt
Revenue					
Carryover	.00	.00	159,531.00	159,531.00	.0
Revenue From Other Agencies	69,434.65	731,710.47	925,000.00	193,289.53	79.1
Use Of Money & Property	225.74	2,066.74	500.00	(1,566.74)	413.4
Miscellaneous	1,897.68	47,819.06	10,000.00	(37,819.06)	478.2
Transfer From GF	34,138.17	267,072.36	395,000.00	127,927.64	67.6
Total Fund Revenue					
	105,696.24	1,048,668.63	1,490,031.00	441,362.37	70.4
Expenditures					
Maintenance Department	73,865.40	1,064,944.48	1,490,031.00	425,086.52	71.5
Total Expenditures					
	73,865.40	1,064,944.48	1,490,031.00	425,086.52	71.5
Net Revenue Over Expenditures					
	31,830.84	(16,275.85)	.00	16,275.85	.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	412,700.92	384,000.00	(28,700.92)	107.5
Use Of Money & Property	1,929.74	15,809.49	9,000.00	(6,809.49)	175.7
Current Services	491,360.69	4,128,838.12	5,361,200.00	1,232,361.88	77.0
Miscellaneous	26,184.24	102,916.44	.00	(102,916.44)	.0
Total Fund Revenue	519,474.67	4,660,264.97	8,431,586.00	3,771,321.03	55.3
Expenditures					
W/w Administration	19,742.97	2,641,622.02	4,031,766.00	1,390,143.98	65.5
Plant #1	89,741.89	907,082.85	1,427,064.00	519,981.15	63.6
Plant #2	100,296.93	869,376.19	1,166,973.00	297,596.81	74.5
Collection Sanitary	157,060.90	836,375.92	1,129,803.00	293,427.08	74.0
Collection Stormwater	44,498.67	411,423.05	675,980.00	264,556.95	60.9
Total Expenditures	411,341.36	5,665,880.03	8,431,586.00	2,765,705.97	67.2
Net Revenue Over Expenditures	108,133.31	(1,005,615.06)	.00	1,005,615.06	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	118,911.00	118,911.00	.0
Taxes	72,141.35	423,737.29	585,000.00	161,262.71	72.4
Use Of Money & Property	213.15	1,865.16	200.00	(1,665.16)	932.6
Services	682.68	7,340.09	8,000.00	659.91	91.8
Other Revenue	1,656.22	9,624.10	3,000.00	(6,624.10)	320.8
Total Fund Revenue					
	74,693.40	442,566.64	715,111.00	272,544.36	61.9
Expenditures					
Hotel/motel Tax Fund	52,088.06	468,009.71	715,111.00	247,101.29	65.5
Total Expenditures					
	52,088.06	468,009.71	715,111.00	247,101.29	65.5
Net Revenue Over Expenditures					
	22,605.34	(25,443.07)	.00	25,443.07	.0

Library Fund

	Period Actual	YTD Actual	Budget		Variance	
Revenue						
Carryover	.00	.00	564,641.00		564,641.00	.0
Revenue From Other Agencies	73,232.08	1,003,534.30	987,000.00	(16,534.30)	101.7
Use Of Money & Property	1,769.66	9,913.74	2,000.00	(7,913.74)	495.7
Current Services	2,301.88	19,740.46	18,000.00	(1,740.46)	109.7
Other Revenue	543.42	19,683.23	12,300.00	(7,383.23)	160.0
Total Fund Revenue						
	77,847.04	1,052,871.73	1,583,941.00		531,069.27	66.5
Expenditures						
Library Fund	82,218.01	892,081.25	1,583,941.00		691,859.75	56.3
Total Expenditures						
	82,218.01	892,081.25	1,583,941.00		691,859.75	56.3
Net Revenue Over Expenditures						
	(4,370.97)	160,790.48	.00	(160,790.48)	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget		Variance	Pcnt
Revenue						
Carryover	.00	.00	100,000.00		100,000.00	.0
Licenses & Permits	23,703.99	264,549.80	241,561.00	(22,988.80)	109.5
Use Of Money & Property	193.16	1,552.04	100.00	(1,452.04)	1552.0
Other Revenue	(.04)	25.94	.00	(25.94)	.0
Total Fund Revenue						
	23,897.11	266,127.78	341,661.00		75,533.22	77.9
Expenditures						
Codes Department	23,493.11	259,753.00	341,661.00		81,908.00	76.0
Total Expenditures						
·	23,493.11	259,753.00	341,661.00		81,908.00	76.0
Net Revenue Over Expenditures						
	404.00	6,374.78	.00	(6,374.78)	.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	42,323.03	153,254.73	171,538.00	18,283.27	89.3
Use Of Money & Property	31.58	480.88	100.00	(380.88)	480.9
Total Fund Revenue	42,354.61	153,735.61	229,609.00	75,873.39	67.0
Expenditures					
9-1-1 Tax Fund	16,192.83	170,779.15	229,609.00	58,829.85	74.4
Total Expenditures					
	16,192.83	170,779.15	229,609.00	58,829.85	74.4
Net Revenue Over Expenditures	26,161.78	(17,043.54)	.00	17,043.54	.0

Library ESO Fund

	Period Actual	YTD Actual	Budget		Variance -	
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	307.65	1,486.98	500.00	(986.98)	297.4
Other Revenue	1,276.17	237,651.14	30,000.00	(207,651.14)	792.2
Total Fund Revenue						
	1,583.82	471,578.45	818,498.00		346,919.55	57.6
Expenditures						
Library ESO Fund	30,182.28	457,935.20	818,498.00		360,562.80	56.0
Total Expenditures						
	30,182.28	457,935.20	818,498.00		360,562.80	56.0
Net Revenue Over Expenditures						
	(28,598.46)	13,643.25	.00	(13,643.25)	.0

General Fund

	ASSETS			
01-000-100-1015 01-000-100-1101 01-000-100-1102 01-000-100-1201 01-000-100-1202 01-000-100-1204 01-000-100-1207 01-000-100-1208 01-000-100-1209 01-000-100-1211 01-000-100-1350	Accounts Receivable Assessments Receivable Dist 72		3,556,678.64 800.00 7,522.61 1,815.79 20,837.01 175,514.26 464,861.06 (2,304.72) 21,413.03 114,198.71 59,043.29 793.42 117,974.02	
	Total Assets			4,539,147.12
	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	P.E.R.S. Payable Deferred Tax Revenue		32.33 123,830.39 115,441.33 436,821.06 175,514.26 21,413.03 111,641.19 117,974.02	
	Total Liabilities			1,102,667.61
	FUND EQUITY			
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	3,089,493.53 346,985.98	3,436,479.51	
	Total Fund Equity			3,436,479.51
	Total Liabilities and Equity			4,539,147.12

Gas Tax Fund

ASSETS

02-000-100-1201 Accounts Receivable

250,226.85 24,483.27

Total Assets

274,710.12

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance

290,985.97

Revenue over Expenditures - YTD

16,275.85)

Balance - Current Date

274,710.12

Total Fund Equity

274,710.12

Total Liabilities and Equity

274,710.12

Wastewater Fund

ASSET	S
-------	---

 03-000-100-1001
 Cash - Combined Fund
 1,513,597.44

 03-000-100-1101
 Prepaid Expense
 519.45

 03-000-100-1201
 Accounts Receivable
 1,249,389.97

Total Assets 2,763,506.86

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 (1,005,615.06)

Balance - Current Date 2,604,271.95

Total Fund Equity 2,763,506.86

Total Liabilities and Equity 2,763,506.86

Hotel/Motel Tax Fund

ASSETS

 05-000-100-1001
 Cash - Combined Fund
 227,321.81

 05-000-100-1201
 Accounts Receivable
 657.24

Total Assets 227,979.05

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

05-000-200-2500 Fund Balance 253,422.12 Revenue over Expenditures - YTD (25,443.07)

Balance - Current Date 227,979.05

Total Fund Equity 227,979.05

Total Liabilities and Equity 227,979.05

Library Fund

ASSETS	6
--------	---

 07-000-100-1001
 Cash - Combined Fund
 972,352.09

 07-000-100-1015
 Petty Cash
 200.00

 07-000-100-1101
 Prepaid Expense
 253.77

 07-000-100-1150
 Investments - Nonspendable
 51,484.88

Total Assets 1,024,290.74

LIABILITIES AND EQUITY

FUND EQUITY

07-000-200-2501 Fund Balance - Nonspendable 51,484.88

Unappropriated Fund Balance:

07-000-200-2500 Fund Balance 812,015.38

Revenue over Expenditures - YTD 160,790.48

Balance - Current Date 972,805.86

Total Fund Equity 1,024,290.74

Total Liabilities and Equity 1,024,290.74

Building Codes Fund

	ASSETS			
08-000-100-1001	Cash - Combined Fund		181,913.43	
	Total Assets		=	181,913.43
	LIABILITIES AND EQUITY			
	LIABILITIES			
08-000-200-2116	Sur-charge Deposit		1,627.86	
	Total Liabilities			1,627.86
	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	6,374.78		
	Balance - Current Date		164,704.23	
	Total Fund Equity		_	180,285.57
	Total Liabilities and Equity			181,913.43

9-1-1 Tax Fund

10-000-100-1001 Cash - Combined Fund

Total Assets

56,522.10

56,522.10

FUND EQUITY

ASSETS

Unappropriated Fund Balance: 10-000-200-2500 Fund Balance

LIABILITIES AND EQUITY

Fund Balance 73,565.64
Revenue over Expenditures - YTD (17,043.54)

Balance - Current Date 56,522.10

Total Fund Equity 56,522.10

Total Liabilities and Equity 56,522.10

Library ESO Fund

	ASSETS			
14-000-100-1001	Cash - Combined Fund		267,205.72	
	Total Assets			267,205.72
	LIABILITIES AND EQUITY			
	FUND EQUITY			
14-000-200-2500	Unappropriated Fund Balance:	253,562.47		
	Revenue over Expenditures - YTD	13,643.25		
	Balance - Current Date		267,205.72	
	Total Fund Equity			267,205.72

Total Liabilities and Equity

267,205.72

City of Coos Bay Combined Cash Investment April 30, 2017

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	(1,395,507.28)
99-000-100-1002	Cash - Checking Payroll	(50,693.82)
99-000-100-1003	Cash - Lgip State Pool		22,425,530.91
99-000-100-1004	Umpqua Bank - State Pool		2,541,376.71
99-000-100-1009	LGIP - Jurisdictional		4,852,474.82
	Total Combined Cash		28.373.181.34
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,852,474.82)
99-000-100-1090	FB-Nonspendable Library CD	(51,484.88)
99-000-100-1000	Cash Allocated To Other Funds	(23,469,221.64)
	Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	3,556,678.64
2	Allocation to Gas Tax Fund	250,226.85
3	Allocation to Wastewater Fund	1,513,597.44
5	Allocation to Hotel/Motel Tax Fund	227,321.81
7	Allocation to Library Fund	972,352.09
8	Allocation to Building Codes Fund	181,913.43
10	Allocation to 9-1-1 Tax Fund	56,522.10
11	Allocation to G.O. Bond Redemption Fund	754,983.70
12	Allocation to Revenue Bond Fund	4,651,406.79
14	Allocation to Library ESO Fund	267,205.72
15	Allocation to Special Improvement Fund	147,581.65
16	Allocation to Street Improvement Fund	486,313.94
17	Allocation to Parks Improvement Fund	156,208.12
18	Allocation to Bike/pedestrian Path Fund	57,584.03
19	Allocation to Transportation SDC Fund	14,879.17
20	Allocation to Wastewater SDC Fund	251,063.79
21	Allocation to Stormwater SDC Fund	19,334.67
27	Allocation to Fire Dept. Equipment Reserve	218,738.65
29	Allocation to Wastewater Improvement Fund	4,103,356.20
32	Allocation to Trust Fund	36,990.93
33	Allocation to Coos Bay-North Bend VCB	548,333.37
34	Allocation to Major Capital Reserve Fund	774,217.71
39	Allocation to Jurisdictional Exchange Fund	10,863.89
40	Allocation to Technology Reserve Fund	106,405.54
41	Allocation to County-wide CAD Core Reserve	38,331.51
42	Allocation to Rainy Day Reserve Fund	665,044.87
51	Allocation to Downtown Special Revenue Fund	522,181.35
52	Allocation to Empire Special Revenue Fund	394,789.51
53	Allocation to Empire Program Fund	446,253.86
54	Allocation to Downtown Bond Fund	7,255.05
56	Allocation to Downtown Program Fund	22,400.13
57	Allocation to Downtown Capital Projects Fund	1,366,844.39
58	Allocation to Empire Capital Projects Fund	468,441.31
60	Allocation to Downtown Bond Reserve Fund	173,600.03
61	Allocation to Empire Bond Reserve Fund	(.60)

City of Coos Bay Combined Cash Investment April 30, 2017

Total Allocations to Other Funds 23,469,221.64
Allocation from Combined Cash Fund - 99-000-100-1000 (23,469,221.64)

Zero Proof if Allocations Balance

.00