CITY OF COOS BAY CITY COUNCIL Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
July 5, 2017	

TO: Mayor Benetti and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager

<u>ISSUE:</u> May 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 92% of the fiscal year having elapsed. General Fund Property Tax Collections are at 98.3% 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	(\$3,937.33)	\$3,085,556.20
Gas Tax	\$290,985.97	(\$27,028.80)	\$263,957.17
Wastewater	\$3,609,887.01	(\$889,120.08)	\$2,720,766.93
Hotel/Motel	\$253,422.12	(\$30,326.82)	\$223,095.30
Library	\$863,500.26	\$57,978.33	\$921,478.59
Bldg. Codes	\$158,329.45	(\$3,552.63)	\$154,776.82
9-1-1	\$73,565.64	(\$33,274.50)	\$40,291.14
Library - ESO	\$253,562.47	(\$33,686.76)	\$219,875.71

City Council – July 5, 2017 Financial Report for May 2017 Page 2

The **Combined Cash Investment** report shows total combined cash of \$28,986,555.32, please reference the table below.

Combined Cash Accounts:

Accounts Payable	(\$1,403,089.35)	Sweep	Timing, checks paid in current month for month expenses; normal \$150,000 sweed balance			
Payroll	(\$54,516.34)	Sweep	Timing, checks paid in current month for primonth expenses; normal zero sweep balance			
Local Government Investment Pool (LGIP)	\$25,174,290.46	Investment On Demand	1.30% interest rate: 03/20/17			
Umpqua, State Pool Account	\$462,062.99	Operations	0.20% interest rate: 02/01/17; 100% collateralization 01/01/10; Division of State Finance Administrative Decision			
LGIP – Jurisdictional Account	\$4,807,807.56	Unallocated	1.30% interest rate: 03/20/2017			
Cash Allocated*	(\$995,542.70)	Across funds	See Cash Allocation Reco	nciliation		
	Umpqua B	ank	Operations (allocated) *	(\$995,542.70)		
COMBINED CASH (allocated* & unallocated)	LGIP		Investment (allocated)	\$25,174,290.46		
·	LGIP		Investment (unallocated)	\$4,807,807.56		
TOTAL COMBINED CASH				\$28,986,555.32		
Less Unallocated Cash	Nonspendable Ju Exchange &		(\$4,859,351.43)			
Total Cash Allocated to Other Funds			_	\$24,127,203.89		
* (\$1,403,089.35) + (\$54,516.34) + \$462,062.99 =	(\$995,542.70)	Umpqua Opera	itions Allocated			

Entities		Fund Numbers				ash Allocated*		
Total City of Coos Ba	Total City of Coos Bay			1-32,34, 39-42				
Urban Renewal Agenc	51-61				\$3,319,220.29			
Coos Bay – North Ber Visitors Convention	Coos Bay – North Bend Visitors Convention				\$546,527.29			
Total Cash Allocate	d				\$24,127,203.89			
(\$995,542.70)	+	\$25,174,290.46	+	(\$51,543.87)	=	\$24,127,203.89		
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	42,693.95	5,386,708.11	5,481,138.00	94,429.89	98.3
Franchise Taxes	210,007.08	1,708,878.35	1,900,000.00	191,121.65	89.9
Licenses & Permits	7,690.73	136,347.34	149,897.00	13,549.66	91.0
Fines, Grants & State Revenues	91,870.27	505,471.15	719,505.00	214,033.85	70.3
Use Of Money & Property	9,575.28	109,734.48	100,000.00	(9,734.48)	109.7
Services	69,718.19	812,903.55	820,701.00	7,797.45	99.1
Repayments	.00	61,600.81	.00	(61,600.81)	.0
Other Revenue	3,152.51	39,552.71	14,200.00	(25,352.71)	278.5
Other Financing Sources	.00	4,704,849.00	4,903,072.00	198,223.00	96.0
Total Fund Revenue					
	434,708.01	13,466,045.50	17,150,530.00	3,684,484.50	78.5
Expenditures					
City Council	11,524.72	79,898.41	86,300.00	6,401.59	92.6
City Manager	15,780.14	109,945.81	118,977.00	9,031.19	92.4
Urban Renewal Administration	31,059.71	388,259.84	423,724.00	35,464.16	91.6
Finance Department	16,302.75	182,833.59	227,760.00	44,926.41	80.3
City Attorney	4,417.60	52,116.02	65,414.00	13,297.98	79.7
City Hall	16,778.87	124,013.85	112,000.00	(12,013.85)	110.7
Community Promotion & Support	.00	22,879.00	22,879.00	.00	100.0
Non Departmental	7,716.92	231,883.86	327,068.00	95,184.14	70.9
Other Financing Uses	33,245.68	1,903,310.95	3,866,610.00	1,963,299.05	49.2
Police Administration	317,209.19	3,409,713.99	3,967,219.00	557,505.01	86.0
Police Support Services	63,717.15	702,322.17	831,708.00	129,385.83	84.4
Codes Enforecement	5,595.50	31,714.16	54,294.00	22,579.84	58.4
Fire Department Operations	198,226.44	2,269,634.12	2,643,947.00	374,312.88	85.8
C.S. Planning Division	16,982.25	283,735.51	386,518.00	102,782.49	73.4
Engineering Division	9,011.04	85,958.40	102,856.00	16,897.60	83.6
Parks Division	38,063.36	394,610.06	509,256.00	114,645.94	77.5
CBNBWB Water Project Loans	.00	3,197,153.09	3,404,000.00	206,846.91	93.9
Total Expenditures	785,631.32	13,469,982.83	17,150,530.00	3,680,547.17	78.5
			17,130,330.00		
Net Revenue Over Expenditures	(350,923.31)	(3,937.33)	.00	3,937.33	.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	84,923.30	816,633.77	925,000.00	108,366.23	88.3
Use Of Money & Property	286.72	2,353.46	500.00	(1,853.46)	470.7
Miscellaneous	(185.32)	47,633.74	10,000.00	(37,633.74)	476.3
Transfer From GF	33,245.68	300,318.04	395,000.00	94,681.96	76.0
Total Fund Revenue					
	118,270.38	1,166,939.01	1,490,031.00	323,091.99	78.3
Expenditures					
Maintenance Department	129,023.33	1,193,967.81	1,490,031.00	296,063.19	80.1
Total Expenditures					
	129,023.33	1,193,967.81	1,490,031.00	296,063.19	80.1
Net Revenue Over Expenditures					
	(10,752.95)	(27,028.80)	.00	27,028.80	.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	2,177.05	17,986.54	9,000.00	(8,986.54)	199.9
Current Services	419,404.11	4,548,242.23	5,361,200.00	812,957.77	84.8
Miscellaneous	10,722.18	113,638.62	.00	(113,638.62)	.0
Total Fund Revenue					
	432,303.34	5,092,568.31	8,431,586.00	3,339,017.69	60.4
Expenditures					
W/w Administration	21,182.17	2,662,804.19	4,031,766.00	1,368,961.81	66.1
Plant #1	84,540.28	991,623.13	1,427,064.00	435,440.87	69.5
Plant #2	81,914.53	951,290.72	1,166,973.00	215,682.28	81.5
Collection Sanitary	71,767.05	908,142.97	1,129,803.00	221,660.03	80.4
Collection Stormwater	56,404.33	467,827.38	675,980.00	208,152.62	69.2
Total Expenditures					
	315,808.36	5,981,688.39	8,431,586.00	2,449,897.61	70.9
Net Revenue Over Expenditures					
	116,494.98	(889,120.08)	.00.	889,120.08	.0

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	118,911.00	118,911.00	.0
Taxes	35,927.87	459,665.16	585,000.00	125,334.84	78.6
Use Of Money & Property	260.48	2,125.64	200.00	(1,925.64)	1062.8
Services	498.22	7,838.31	8,000.00	161.69	98.0
Other Revenue	2,493.07	12,117.17	3,000.00	(9,117.17)	403.9
Total Fund Revenue					
	39,179.64	481,746.28	715,111.00	233,364.72	67.4
Expenditures					
Hotel/motel Tax Fund	44,063.39	512,073.10	715,111.00	203,037.90	71.6
Total Expenditures					
	44,063.39	512,073.10	715,111.00	203,037.90	71.6
Net Revenue Over Expenditures					
	(4,883.75)	(30,326.82)	.00	30,326.82	.0

Library Fund

	P	eriod Actual	YTD Actual	Budget		Variance	Pcnt
Revenue							
Carryover		.00	.00	564,641.00		564,641.00	.0
Revenue From Other Agencies		.00	1,003,534.30	987,000.00	(16,534.30)	101.7
Use Of Money & Property		1,423.16	11,336.90	2,000.00	(9,336.90)	566.9
Current Services		1,871.97	21,612.43	18,000.00	(3,612.43)	120.1
Other Revenue		87.17	19,770.40	12,300.00	(7,470.40)	160.7
Total Fund Revenue							
		3,382.30	1,056,254.03	1,583,941.00		527,686.97	66.7
Expenditures							
Library Fund		106,194.45	998,275.70	1,583,941.00		585,665.30	63.0
Total Expenditures							
·		106,194.45	998,275.70	1,583,941.00		585,665.30	63.0
Net Revenue Over Expenditures							
·	(102,812.15)	57,978.33	.00	(57,978.33)	.0

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
Revenue					
Carryover	.00	.00	100,000.00	100,000.00	.0
Licenses & Permits	12,235.04	276,784.84	241,561.00	(35,223.84)	114.6
Use Of Money & Property	208.45	1,760.49	100.00	(1,660.49)	1760.5
Other Revenue	.00	25.94	.00	(25.94)	.0
Total Fund Revenue					
	12,443.49	278,571.27	341,661.00	63,089.73	81.5
Expenditures					
Codes Department	22,370.90	282,123.90	341,661.00	59,537.10	82.6
Total Expenditures					
·	22,370.90	282,123.90	341,661.00	59,537.10	82.6
Net Revenue Over Expenditures					
	(9,927.41)	(3,552.63)	.00	3,552.63	.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	153,254.73	171,538.00	18,283.27	89.3
Use Of Money & Property	64.77	545.65	100.00	(445.65)	545.7
Total Fund Revenue					
	64.77	153,800.38	229,609.00	75,808.62	67.0
Expenditures					
9-1-1 Tax Fund	16,295.73	187,074.88	229,609.00	42,534.12	81.5
Total Expenditures					
	16,295.73	187,074.88	229,609.00	42,534.12	81.5
Net Revenue Over Expenditures					
	(16,230.96)	(33,274.50)	.00	33,274.50	.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	226,999.33	459,439.66	7,000.00	(452,439.66)	6563.4
Use Of Money & Property	306.18	1,793.16	500.00	(1,293.16)	358.6
Other Revenue	(226,639.93)	11,011.21	30,000.00	18,988.79	36.7
Total Fund Revenue					
	665.58	472,244.03	818,498.00	346,253.97	57.7
Expenditures					
Library ESO Fund	47,995.59	505,930.79	818,498.00	312,567.21	61.8
Total Expenditures					
	47,995.59	505,930.79	818,498.00	312,567.21	61.8
Net Revenue Over Expenditures					
	(47,330.01)	(33,686.76)	.00	33,686.76	.0

General Fund

	ASSETS			
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	Cash - Combined Fund Petty Cash Prepaid Workers Comp Ins. Prepaid Expense Accounts Receivable Assessments Receivable Dist 72 Taxes Receivable Accounts Receivable-Unapplied Assessments Receivable Dist 78 Assessments Receivable Dist 99 Assessments Receivable Dist 00		3,190,852.4 800.0 (6,013.1 1,815.7 76,193.7 159,781.0 464,861.0 (3,580.4 21,413.0 110,342.0 59,043.2 (44.4	0 0) 9 8 6 6 6 33) 3 7 9
	Total Assets			— 4,193,438.52
	LIABILITIES AND EQUITY			
	LIABILITIES			
01-000-200-2034 01-000-200-2035	P.E.R.S. Payable Deferred Tax Revenue Deferred Revenue - Dist 72 Deferred Revenue - District 78 Deferred Revenue - District 99		1,257.7 124,211.0 119,050.0 436,821.0 175,514.2 21,413.0 111,641.1 117,974.0	1 3 6 6 3 9
	Total Liabilities			1,107,882.32
	FUND EQUITY			
01-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD Balance - Current Date	3,089,493.53 (3,937.33)	3,085,556.2	0
	Total Fund Equity			3,085,556.20
	Total Liabilities and Equity			4,193,438.52

Gas Tax Fund

02-000-100-1001	Cash - Combined Fund
02 000 100 1201	Accounts Pacaivable

ASSETS

248,502.19 02-000-100-1201 Accounts Receivable 15,454.98

> **Total Assets** 263,957.17

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:

02-000-200-2500 Fund Balance 290,985.97 Revenue over Expenditures - YTD 27,028.80)

> 263,957.17 Balance - Current Date

Total Fund Equity 263,957.17

Total Liabilities and Equity 263,957.17

Wastewater Fund

	ASSETS				
03-000-100-1001	Cash - Combined Fund			1,664,788.30	
03-000-100-1101	Prepaid Expense			519.45	
03-000-100-1201	Accounts Receivable			1,216,764.09	
			-		
	Total Assets				2,882,071.84
				=	
	LIADU ITIES AND FOLITY				
	LIABILITIES AND EQUITY				
	LIABILITIES				
03-000-200-2001	Accounts Payable			2,070.00	
	Total Liabilities				2,070.00
	FUND EQUITY				
03-000-200-2520	Accrued Vac. & Comp. Liability			159,234.91	
00 000 200 2020	Accorded vac. & comp. Elability			100,204.01	
	Unappropriated Fund Balance:				
03-000-200-2500	Fund Balance		3,609,887.01		
	Revenue over Expenditures - YTD	(889,120.08)		
	Delegan Comment Dete			0.700.700.00	
	Balance - Current Date		-	2,720,766.93	
	Total Fund Equity			_	2,880,001.84
	Total Liabilities and Equity				2,882,071.84

Hotel/Motel Tax Fund

	ASSETS				
05-000-100-1001 05-000-100-1201	Cash - Combined Fund Accounts Receivable			222,796.18 299.12	
	Total Assets			=	223,095.30
	LIABILITIES AND EQUITY				
	FUND EQUITY				
05-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(253,422.12 30,326.82)		
	Balance - Current Date			223,095.30	
	Total Fund Equity			_	223,095.30
	Total Liabilities and Equity			_	223,095.30

Library Fund

	ASSETS			
07 000 400 4004	Cook Combined Fund		004 704 05	
07-000-100-1001	Cash - Combined Fund		864,731.25	
07-000-100-1015	Petty Cash		200.00	
07-000-100-1101	Prepaid Expense		5,003.47	
07-000-100-1150	Investments - Nonspendable	=	51,543.87	
	Total Assets		=	921,478.59
	LIABILITIES AND EQUITY			
	FUND EQUITY			
07-000-200-2501	Fund Balance - Nonspendable		51,543.87	
	Unappropriated Fund Balance:			
07-000-200-2500	Fund Balance	811,956.39		
	Revenue over Expenditures - YTD	57,978.33		
	Balance - Current Date	-	869,934.72	
	Total Fund Equity		_	921,478.59
	Total Liabilities and Equity			921,478.59

Building Codes Fund

	ASSETS				
08-000-100-1001	Cash - Combined Fund			172,703.56	
	Total Assets				172,703.56
	LIABILITIES AND EQUITY				
	LIABILITIES				
08-000-200-2116	Sur-charge Deposit			2,345.40	
	Total Liabilities				2,345.40
	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 3,552.63)		
	Balance - Current Date			154,776.82	
	Total Fund Equity				170,358.16
	Total Liabilities and Equity				172,703.56

9-1-1 Tax Fund

ASSETS 40,291.14 **Total Assets** 40,291.14 LIABILITIES AND EQUITY FUND EQUITY Unappropriated Fund Balance: 10-000-200-2500 Fund Balance 73,565.64 Revenue over Expenditures - YTD 33,274.50) Balance - Current Date 40,291.14 Total Fund Equity 40,291.14 Total Liabilities and Equity

40,291.14

Library ESO Fund

	ASSETS				
14-000-100-1001	Cash - Combined Fund		_	219,875.71	
	Total Assets			_	219,875.71
	LIABILITIES AND EQUITY				
	FUND EQUITY				
14-000-200-2500	Unappropriated Fund Balance: Fund Balance Revenue over Expenditures - YTD	(253,562.47 33,686.76)		
	Balance - Current Date			219,875.71	
	Total Fund Equity				219,875.71
	Total Liabilities and Equity				219,875.71

City of Coos Bay Combined Cash Investment May 31, 2017

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	(1,403,089.35)
99-000-100-1002	Cash - Checking Payroll	(54,516.34)
99-000-100-1003	Cash - Lgip State Pool		25,174,290.46
99-000-100-1004	Umpqua Bank - State Pool		462,062.99
99-000-100-1009	LGIP - Jurisdictional		4,807,807.56
	Total Combined Cash		28,986,555.32
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,807,807.56)
99-000-100-1090	FB-Nonspendable Library CD	(51,543.87)
99-000-100-1000	Cash Allocated To Other Funds		24,127,203.89)
	Total Unallocated Cash		.00
		_	
	Cash Allocation Reconciliation		
	Cash Allocation Recordillation		

1	Allocation to General Fund	3,19	90,852.40
2	Allocation to Gas Tax Fund	24	48,502.19
3	Allocation to Wastewater Fund	1,66	64,788.30
5	Allocation to Hotel/Motel Tax Fund	22	22,796.18
7	Allocation to Library Fund	86	64,731.25
8	Allocation to Building Codes Fund	17	72,703.56
10	Allocation to 9-1-1 Tax Fund	4	40,291.14
11	Allocation to G.O. Bond Redemption Fund	36	61,419.45
12	Allocation to Revenue Bond Fund	4,64	17,792.88
14	Allocation to Library ESO Fund	2	19,875.71
15	Allocation to Special Improvement Fund	14	47,750.76
16	Allocation to Street Improvement Fund	50	01,784.08
17	Allocation to Parks Improvement Fund	15	56,182.89
18	Allocation to Bike/pedestrian Path Fund	!	58,507.82
19	Allocation to Transportation SDC Fund	•	14,896.22
20	Allocation to Wastewater SDC Fund	25	51,351.48
21	Allocation to Stormwater SDC Fund	•	19,356.83
27	Allocation to Fire Dept. Equipment Reserve	2	18,989.29
29	Allocation to Wastewater Improvement Fund	5,6	11,297.66
32	Allocation to Trust Fund	4	43,621.93
33	Allocation to Coos Bay-North Bend VCB	54	46,527.29
34	Allocation to Major Capital Reserve Fund	74	11,648.26
39	Allocation to Jurisdictional Exchange Fund	(60,876.34
40	Allocation to Technology Reserve Fund	(97,294.91
41	Allocation to County-wide CAD Core Reserve	;	38,337.87
42	Allocation to Rainy Day Reserve Fund	66	55,806.91
51	Allocation to Downtown Special Revenue Fund	45	50,324.15
52	Allocation to Empire Special Revenue Fund	40	00,352.57
53	Allocation to Empire Program Fund	44	46,765.20
56	Allocation to Downtown Program Fund	2	22,425.80
57	Allocation to Downtown Capital Projects Fund	1,36	52,110.07
58	Allocation to Empire Capital Projects Fund	46	3,643.07
60	Allocation to Downtown Bond Reserve Fund	17	73,600.03
61	Allocation to Empire Bond Reserve Fund	(.60)

City of Coos Bay Combined Cash Investment May 31, 2017

 $\begin{tabular}{ll} Total Allocations to Other Funds & 24,127,203.89 \\ Allocation from Combined Cash Fund - 99-000-100-1000 & (& 24,127,203.89) \\ \end{tabular}$

Zero Proof if Allocations Balance .00