

**CITY OF COOS BAY URBAN RENEWAL AGENCY**  
**Agenda Staff Report**

<b>MEETING DATE</b> November 15, 2016	<b>AGENDA ITEM NUMBER</b>
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TO: Chair and Board Members  
 FROM: Susanne Baker, Finance Director  
 THROUGH: Rodger Craddock, City Manager  
ISSUE: October 2016 Urban Renewal Fund Summary, Balance Sheet, and Combined Cash Investment Reports

**BACKGROUND:**

These reports are being provided to the Urban Renewal Agency (Agency) 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. The Agency’s funds are held on deposit together with the City of Coos Bay’s funds for efficiency. Additionally, in FYE 2013 the Governmental Accounting Standards Board (GASB) issued pronouncement GASB 61, which defined the Agency as a blended unit of the City of Coos Bay and the financial statements were combined. The details of the investment portfolio are included in the monthly City of Coos Bay’s Fund Summary, Balance Sheet, and Combined Cash Investment Reports and reported pursuant to the Agency’s Investment Policy. Routinely, the Agency’s transactions are included in three of the City’s five bank statements (Accounts Payable, Local Government Investment Pool, and Umpqua Bank State Pool) and 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 Agency funds are within appropriation levels with 34% of the fiscal year having elapsed. Urban Renewal Downtown Property Tax Collections are at 1.8% of budget and Urban Renewal Empire Property Tax Collections are at 1.6% of budget.

The **Balance Sheet** shows the Beginning Balance (unaudited Fund Balance 7/1/16); Used or Earned) or the difference between what has been earned to what has been spent; and the Ending Balance or what amount remains as Fund Balance.

Balance Sheet Fund	Unaudited Beginning Fund Balance FYE 17	(Used) Earned	Ending Fund Balance
Downtown Special Revenue	\$854,196.20	\$18,169.32	\$872,365.52
Empire Special Revenue	\$490,038.37	\$12,811.24	\$502,849.61
Empire Program	\$442,343.76	\$1,382.12	\$443,725.88
Downtown Bond	\$0.00	\$0.00	\$0.00
Empire Bond	\$0.00	\$0.40	\$0.40
Downtown Program	\$27,384.76	\$96.54	\$27,481.30
Downtown Capital Projects	\$995,957.83	(\$190,956.52)	\$805,001.31
Empire Capital Projects	\$218,262.97	(\$103,266.58)	\$114,996.39
Downtown Bond Reserve	\$682,250.03	\$0.00	\$682,250.03
Empire Bond Reserve	\$0.40	(\$0.40)	\$0.00

The **Combined Cash Investment Report** shows total combined cash of \$3,440,382.44 (see table below).

Combined Cash Accounts:

<b>Allocations to:</b>	
Downtown Special Revenue Fund	\$867,558.52
Empire Special Revenue Fund	\$499,368.61
Empire Program Fund	\$443,725.88
Downtown Bond Fund	\$0.00
Empire Bond Fund	\$0.40
Downtown Program Fund	\$27,481.30
Downtown Capital Projects Fund	\$805,001.31
Empire Capital Projects Fund	\$114,996.39
Downtown Bond Reserve Fund	\$682,250.03
Empire Bond Reserve Fund	\$0.00
<b>TOTAL URBAN RENEWAL AGENCY COMBINED CASH</b>	<b>\$3,440,382.44</b>

**ADVANTAGES:**

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

**DISADVANTAGES:**

None.

**BUDGET IMPLICATIONS:**

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

**ACTION REQUESTED:**

If it pleases the Urban Renewal Agency, accept the monthly Fund Summary, Balance Sheet, and Combined Cash Reports.

Attachments:

- Fund Summary (10 pages)
- Balance Sheet (10 pages)
- Combined Cash Investment (1 page)

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Downtown Special Revenue Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	500,000.00	500,000.00	.0
Property Taxes	3,024.15	15,510.59	879,949.00	864,438.41	1.8
Use Of Money & Property	754.26	2,658.73	1,000.00	( 1,658.73)	265.9
<b>Total Fund Revenue</b>	<b>3,778.41</b>	<b>18,169.32</b>	<b>1,380,949.00</b>	<b>1,362,779.68</b>	<b>1.3</b>
<u>Expenditures</u>					
Expenditures	.00	.00	1,380,949.00	1,380,949.00	.0
<b>Total Expenditures</b>	<b>.00</b>	<b>.00</b>	<b>1,380,949.00</b>	<b>1,380,949.00</b>	<b>.0</b>
<b>Net Revenue Over Expenditures</b>	<b>3,778.41</b>	<b>18,169.32</b>	<b>.00</b>	<b>( 18,169.32)</b>	<b>.0</b>

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Empire Special Revenue Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	300,000.00	300,000.00	.0
Property Taxes	2,245.34	11,287.25	725,700.00	714,412.75	1.6
Use Of Money & Property	433.71	1,523.99	1,000.00	( 523.99)	152.4
<b>Total Fund Revenue</b>	<b>2,679.05</b>	<b>12,811.24</b>	<b>1,026,700.00</b>	<b>1,013,888.76</b>	<b>1.3</b>
<u>Expenditures</u>					
Expenditures	.00	.00	1,026,700.00	1,026,700.00	.0
<b>Total Expenditures</b>	<b>.00</b>	<b>.00</b>	<b>1,026,700.00</b>	<b>1,026,700.00</b>	<b>.0</b>
<b>Net Revenue Over Expenditures</b>	<b>2,679.05</b>	<b>12,811.24</b>	<b>.00</b>	<b>( 12,811.24)</b>	<b>.0</b>

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Empire Program Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	439,489.00	439,489.00	.0
Use Of Money & Property	387.13	1,382.12	1,000.00	( 382.12)	138.2
<b>Total Fund Revenue</b>	<b>387.13</b>	<b>1,382.12</b>	<b>440,489.00</b>	<b>439,106.88</b>	<b>.3</b>
<u>Expenditures</u>					
Expenditures	.00	.00	440,489.00	440,489.00	.0
<b>Total Expenditures</b>	<b>.00</b>	<b>.00</b>	<b>440,489.00</b>	<b>440,489.00</b>	<b>.0</b>
<b>Net Revenue Over Expenditures</b>	<b>387.13</b>	<b>1,382.12</b>	<b>.00</b>	<b>( 1,382.12)</b>	<b>.0</b>

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Downtown Bond Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Transfers In	.00	.00	1,685,949.00	1,685,949.00	.0
Total Fund Revenue	.00	.00	1,685,949.00	1,685,949.00	.0
<u>Expenditures</u>					
Expenditures	.00	.00	1,685,949.00	1,685,949.00	.0
Total Expenditures	.00	.00	1,685,949.00	1,685,949.00	.0
Net Revenue Over Expenditures	.00	.00	.00	.00	.0

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Empire Bond Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Other Financing Sources	.00	.40	726,701.00	726,700.60	.0
Total Fund Revenue	.00	.40	726,701.00	726,700.60	.0
<u>Expenditures</u>					
Expenditures	.00	.00	726,701.00	726,701.00	.0
Total Expenditures	.00	.00	726,701.00	726,701.00	.0
Net Revenue Over Expenditures	.00	.40	.00	( .40)	.0

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Downtown Program Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	27,385.00	27,385.00	.0
Use Of Money & Property	23.98	96.54	100.00	3.46	96.5
Other Revenue	.00	.00	150,000.00	150,000.00	.0
<b>Total Fund Revenue</b>	<b>23.98</b>	<b>96.54</b>	<b>177,485.00</b>	<b>177,388.46</b>	<b>.1</b>
<u>Expenditures</u>					
Expenditures	.00	.00	177,485.00	177,485.00	.0
<b>Total Expenditures</b>	<b>.00</b>	<b>.00</b>	<b>177,485.00</b>	<b>177,485.00</b>	<b>.0</b>
<b>Net Revenue Over Expenditures</b>	<b>23.98</b>	<b>96.54</b>	<b>.00</b>	<b>( 96.54)</b>	<b>.0</b>

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Downtown Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	442,046.00	442,046.00	.0
Revenue From Other Agencies	.00	.00	175,000.00	175,000.00	.0
Use Of Money & Property	709.29	2,861.18	2,000.00	( 861.18)	143.1
Repayments	.00	.00	63,600.00	63,600.00	.0
Other Revenue	.00	.00	175,000.00	175,000.00	.0
Transfers In	.00	.00	739,876.00	739,876.00	.0
Total Fund Revenue	<u>709.29</u>	<u>2,861.18</u>	<u>1,597,522.00</u>	<u>1,594,660.82</u>	<u>.2</u>
<u>Expenditures</u>					
Expenditures	<u>7,987.45</u>	<u>193,817.70</u>	<u>1,597,522.00</u>	<u>1,403,704.30</u>	<u>12.1</u>
Total Expenditures	<u>7,987.45</u>	<u>193,817.70</u>	<u>1,597,522.00</u>	<u>1,403,704.30</u>	<u>12.1</u>
Net Revenue Over Expenditures	<u>( 7,278.16)</u>	<u>( 190,956.52)</u>	<u>.00</u>	<u>190,956.52</u>	<u>.0</u>

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Empire Capital Projects Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	218,263.00	218,263.00	.0
Use Of Money & Property	138.37	586.84	500.00	( 86.84)	117.4
Other Revenue	.00	.00	1,500,000.00	1,500,000.00	.0
Transfers In	.00	.00	719,433.00	719,433.00	.0
Total Fund Revenue	138.37	586.84	2,438,196.00	2,437,609.16	.0
<u>Expenditures</u>					
Expenditures	43,606.70	103,853.42	2,438,196.00	2,334,342.58	4.3
Total Expenditures	43,606.70	103,853.42	2,438,196.00	2,334,342.58	4.3
Net Revenue Over Expenditures	( 43,468.33)	( 103,266.58)	.00	103,266.58	.0

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Downtown Bond Reserve Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	682,250.00	682,250.00	.0
Total Fund Revenue	.00	.00	682,250.00	682,250.00	.0
<u>Expenditures</u>					
Expenditures	.00	.00	682,250.00	682,250.00	.0
Total Expenditures	.00	.00	682,250.00	682,250.00	.0
Net Revenue Over Expenditures	.00	.00	.00	.00	.0

City of Coos Bay  
Fund Summary  
For the 4 Months Ending October 31, 2016

Empire Bond Reserve Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	1.00	1.00	.0
Total Fund Revenue	.00	.00	1.00	1.00	.0
<u>Expenditures</u>					
Expenditures	.00	.40	1.00	.60	40.0
Total Expenditures	.00	.40	1.00	.60	40.0
Net Revenue Over Expenditures	.00	(.40)	.00	.40	.0

City of Coos Bay  
Balance Sheet  
October 31, 2016

Downtown Special Revenue Fund

<u>ASSETS</u>			
51-000-100-1001	Cash - Combined Fund	867,558.52	
51-000-100-1204	Taxes Receivable	79,797.00	
	Total Assets		947,355.52
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
51-000-200-2040	Deferred Revenue	74,990.00	
	Total Liabilities		74,990.00
<u>FUND EQUITY</u>			
	Unappropriated Fund Balance:		
51-000-200-2500	Fund Balance	854,196.20	
	Revenue over Expenditures - YTD	18,169.32	
	Balance - Current Date	872,365.52	
	Total Fund Equity		872,365.52
	Total Liabilities and Equity		947,355.52

City of Coos Bay  
Balance Sheet  
October 31, 2016

Empire Special Revenue Fund

<u>ASSETS</u>			
52-000-100-1001	Cash - Combined Fund	499,368.61	
52-000-100-1204	Taxes Receivable	55,524.00	
	Total Assets		554,892.61
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
52-000-200-2040	Deferred Revenue	52,043.00	
	Total Liabilities		52,043.00
<u>FUND EQUITY</u>			
	Unappropriated Fund Balance:		
52-000-200-2500	Fund Balance	490,038.37	
	Revenue over Expenditures - YTD	12,811.24	
	Balance - Current Date	502,849.61	
	Total Fund Equity		502,849.61
	Total Liabilities and Equity		554,892.61

City of Coos Bay  
Balance Sheet  
October 31, 2016

Empire Program Fund

ASSETS

53-000-100-1001	Cash - Combined Fund		443,725.88	
	Total Assets			443,725.88

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:			
53-000-200-2500	Fund Balance	442,343.76		
	Revenue over Expenditures - YTD	1,382.12		
	Balance - Current Date		443,725.88	
	Total Fund Equity			443,725.88
	Total Liabilities and Equity			443,725.88

City of Coos Bay  
Balance Sheet  
October 31, 2016

Downtown Bond Fund

ASSETS

54-000-100-1490	Future Bond Requirement Dtn 03	740,321.34	
54-000-100-1494	Future Require - URA Bond 2009	485,707.35	
		<hr/>	
	Total Assets		1,226,028.69
			<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

54-000-200-2406	Reserve For Future Debt Dtn 03	740,321.34	
54-000-200-2410	Reserve Future Debt Dtn VI 09	485,707.35	
		<hr/>	
	Total Fund Equity		1,226,028.69
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	Total Liabilities and Equity		1,226,028.69
			<hr/> <hr/>

City of Coos Bay  
Balance Sheet  
October 31, 2016

Empire Bond Fund

ASSETS

55-000-100-1001	Cash - Combined Fund	.40	
	Total Assets		<u>.40</u>

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:			
	Revenue over Expenditures - YTD	.40	
	Balance - Current Date	.40	
	Total Fund Equity		<u>.40</u>
	Total Liabilities and Equity		<u>.40</u>

City of Coos Bay  
 Balance Sheet  
 October 31, 2016

Downtown Program Fund

ASSETS

56-000-100-1001	Cash - Combined Fund		27,481.30	
	Total Assets			<u>27,481.30</u>

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:				
56-000-200-2500	Fund Balance		27,384.76	
	Revenue over Expenditures - YTD		<u>96.54</u>	
	Balance - Current Date		<u>27,481.30</u>	
	Total Fund Equity			<u>27,481.30</u>
	Total Liabilities and Equity			<u>27,481.30</u>

City of Coos Bay  
 Balance Sheet  
 October 31, 2016

Downtown Capital Projects Fund

<u>ASSETS</u>			
57-000-100-1001	Cash - Combined Fund		805,001.31
57-000-100-1490	Long Term A/R CH Seismic Loan		360,000.00
			<u>360,000.00</u>
	Total Assets		<u><u>1,165,001.31</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
57-000-200-2042	Deferred Revenue CH Seismic Lo		360,000.00
			<u>360,000.00</u>
	Total Liabilities		360,000.00
<u>FUND EQUITY</u>			
	Unappropriated Fund Balance:		
57-000-200-2500	Fund Balance	995,957.83	
	Revenue over Expenditures - YTD	( 190,956.52)	
			<u>805,001.31</u>
	Balance - Current Date		<u>805,001.31</u>
	Total Fund Equity		<u>805,001.31</u>
	Total Liabilities and Equity		<u><u>1,165,001.31</u></u>

City of Coos Bay  
Balance Sheet  
October 31, 2016

Empire Capital Projects Fund

ASSETS

58-000-100-1001	Cash - Combined Fund		114,996.39	
	Total Assets			114,996.39

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:				
58-000-200-2500	Fund Balance		218,262.97	
	Revenue over Expenditures - YTD	(	103,266.58)	
	Balance - Current Date		114,996.39	
	Total Fund Equity			114,996.39
	Total Liabilities and Equity			114,996.39

City of Coos Bay  
Balance Sheet  
October 31, 2016

Downtown Bond Reserve Fund

<u>ASSETS</u>			
60-000-100-1001	Cash - Combined Fund	682,250.03	
	Total Assets		682,250.03
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	Unappropriated Fund Balance:		
60-000-200-2500	Fund Balance	682,250.03	
	Balance - Current Date	682,250.03	
	Total Fund Equity		682,250.03
	Total Liabilities and Equity		682,250.03

City of Coos Bay  
Balance Sheet  
October 31, 2016

Empire Bond Reserve Fund

LIABILITIES AND EQUITY

FUND EQUITY

Unappropriated Fund Balance:	
61-000-200-2500 Fund Balance	.40
Revenue over Expenditures - YTD	( .40)
	<hr/>
Balance - Current Date	.00
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Total Fund Equity	.00
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Total Liabilities and Equity	.00
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City of Coos Bay  
Combined Cash Investment  
October 31, 2016

Combined Cash Accounts

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Cash Allocation Reconciliation

51 Allocation to Downtown Special Revenue Fund	867,558.52
52 Allocation to Empire Special Revenue Fund	499,368.61
53 Allocation to Empire Program Fund	443,725.88
55 Allocation to Empire Bond Fund	.40
56 Allocation to Downtown Program Fund	27,481.30
57 Allocation to Downtown Capital Projects Fund	805,001.31
58 Allocation to Empire Capital Projects Fund	114,996.39
60 Allocation to Downtown Bond Reserve Fund	682,250.03
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Total Allocations to Other Funds	3,440,382.44
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Zero Proof if Allocations Balance	3,440,382.44
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