

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 8 / 8 / 17

Date of meeting 8 / 16 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Shannon Syth\Sarah Lynds

Address: 1123 Lake Street, Sandpoint, ID 83864

Phone number and email address: 208-263-3557/sslyth@sandpointidaho.gov

Authorized by: Shannon Syth

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Treasurer's Quarterly

Summary of what is being requested: Presentation of the Treasurer's Financial Quarterly Report for June 30, 2017.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No**
If yes, please specify and suggest a method to accomplish the plan: Yes No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**
 Yes No Yes No

5. Have all the affected departments been informed about this agenda item? **Yes or No**
 Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

City of Sandpoint Agenda Report

DATE: August 8, 2017

TO: MAYOR AND CITY COUNCIL

FROM: City Finance Director/Treasurer, Shannon Syth\Deputy Director, Sarah Lynds

SUBJECT: Treasurer's Quarterly Report Review (for information only)

DESCRIPTION/BACKGROUND:

Idaho Statute 50-1011 requires the Treasurer to publish quarterly financial statements in the official city newspaper. A recent change in the law, effective July 1st of this year, will allow us to publish the report on our website. This will begin with the FY2017 4th quarter report.

The quarterly report is required to show specific information.

- 1) A full statement for each fund reflecting year to date**
- 2) The balances of the debits and credits belonging to each category**
 - a. Salaries**
 - b. Capital Outlay**
- 3) A percentage comparison to the original appropriation**

REPORT REVIEW:

The Fiscal year is 75% complete as of June 30, 2017 and financially speaking, our budget is in good shape. However, we are only just started on the construction season projects.

EXPENSES:

You will note that the general fund is 50% expended as a whole, but a closer look at separate categories reflects a 68% expended in personnel services; 103.2% in M&O and 20% in Capital outlay.

Capital Projects Fund is at 52%. This fund is for capital projects funded by impact fees and is reflective of the prepayments for construction of work on the Schweitzer Cutoff Road.

Water is still an outlier at 26%. Personnel costs are still in line at 62.9% and M&O at 33.4%. Not all of the Capital Outlay projects have started and several of them will be delayed until next fiscal year so only 5.9% of the capital outlay has been spent.

Sewer is also an outlier for similar reasons of Water the Capital projects have been delayed until later in the season and overlapping into next fiscal year. Personnel costs are 53.5%, M&O is 94.2%, and Capital Outlay is only at 1.1%.

REVENUES:

Associated revenues received for the general fund at 42%. Our largest source of revenue is property taxes and 64% has been received. The second large remittance for the year will come in July so we are right on target for these revenues.

Business Licenses is at 100% and Non-Business License is at 139%, this is due to an unexpected increase in construction related licensing and permits.

Intergovernmental Revenues is still low at 20%. These are dollars from grants, state, and local agencies. The SURA projects are underway. Once we receive and pay the vendor invoices for the construction projects SURA is billed. The majority of the SURA billings will be in the 4th quarter of FY2017.

ATTACHMENTS: Treasurer's Quarterly Report

City of Sandpoint

Treasurer's Quarterly Financial Report for Publication

6/30/2017

(Required by Idaho Code Section 50-1011)

| APPROPRIATED FUNDS | EXPENDITURES TO DATE | ANNUAL APPROPRIATION | % EXPENDED |
|--------------------------------------|---------------------------------|---------------------------------|-----------------------|
| GENERAL FUND | | | |
| Personnel Services | 3,771,777 | 5,574,129 | |
| Maintenance & Operations | 3,219,934 | 3,121,411 | |
| Capital Outlay | <u>1,759,809</u> | <u>8,820,334</u> | |
| Total General Fund | 8,751,520 | 17,515,874 | 50% |
| SPECIAL REVENUE FUNDS: | | | |
| Fiber Optic Network Fund | | | |
| Maintenance & Operations | 20,161 | 40,300 | |
| Capital Outlay | <u>5,428</u> | <u>703,200</u> | |
| Total Local Option Tax Fund | 25,589 | 743,500 | 3% |
| Capital Projects Fund: | | | |
| Maintenance & Operations | 185,568 | 88,000 | |
| Capital Outlay | <u>127,901</u> | <u>512,000</u> | |
| Total Capital Projects Fund | 313,469 | 600,000 | 52% |
| Recreation Fund: | | | |
| Personnel Services | 126,598 | 242,276 | |
| Maintenance & Operations | <u>42,139</u> | <u>94,231</u> | |
| Total Recreation Fund | 168,737 | 336,507 | 50% |
| Local Option Sales Tax Fund | | | |
| Personnel Services | 26,575 | 27,166 | |
| Maintenance & Operations | 1,838 | 5,850 | |
| Capital Outlay | <u>1,992,104</u> | <u>4,455,000</u> | |
| Total Local Option Tax Fund | 2,020,517 | 4,488,016 | 45% |
| Parks Improvement Fund: | | | |
| Personnel Services | 2,531 | 23,031 | |
| Maintenance & Operations | 4,458 | 192,412 | |
| Capital Outlay | <u>60,750</u> | <u>286,500</u> | |
| Total Parks Improvement Fund | 67,739 | 501,943 | 13% |
| ENTERPRISE FUNDS | | | |
| Garbage Collection Fund: | | | |
| Maintenance & Operations | <u>282,259</u> | <u>436,558</u> | |
| Total Garbage Collection Fund | 282,259 | 436,558 | 65% |
| Water Fund: | | | |
| Personnel Services | 611,246 | 972,458 | |
| Maintenance & Operations | 941,372 | 2,814,338 | |
| Capital Outlay | <u>176,404</u> | <u>2,980,855</u> | |
| Total Water Fund | 1,729,023 | 6,767,651 | 26% |
| Sewer Fund: | | | |
| Personnel Services | 336,439 | 628,878 | |
| Maintenance & Operations | 2,486,039 | 2,638,438 | |
| Capital Outlay | <u>20,353</u> | <u>1,904,260</u> | |
| Total Sewer Fund | 2,842,831 | 5,171,576 | 55% |
| DEBT SERVICE FUND | | | |
| Bond Payment Fund | | | |
| Capital Outlay | <u>1,972,392</u> | <u>1,620,452</u> | |
| Total Bond Payment Fund | 1,972,392 | 1,620,452 | 122% |
| AGENCY FUNDS | | | |
| Business Improvement Dist Fund | | | |
| Maintenance & Operations | <u>41,442</u> | <u>160,000</u> | |
| Total Business Improvement Dist Fund | 41,442 | 160,000 | 26% |
| LID Guarantee | | | |
| Maintenance & Operations | <u>-</u> | <u>45,000</u> | |
| Total LID Guarantee Fund | - | 45,000 | 0% |
| LID Funds: | | | |
| Maintenance & Operations | <u>35,883</u> | <u>1,032,743</u> | |
| Total LID Funds | 35,883 | 1,032,743 | 3% |
| TOTALS | 18,251,400 | 39,419,820 | 46% |

*Citizens are invited to inspect the detailed supporting records of the above financial statements.
Shannon Syth, Treasurer

City of Sandpoint
Treasurer's Quarterly Financial Report
6/30/2017

| <u>REVENUES</u> | <u>REVENUES TO DATE</u> | <u>BUDGETED REVENUES</u> | <u>% RECEIVED</u> |
|--------------------------------------|-----------------------------|------------------------------|-----------------------|
| GENERAL FUND | | | |
| General Property Taxes | 2,422,288 | 3,810,743 | 64% |
| Selective Sales & Use Tax | 137,869 | 275,000 | 50% |
| Franchise Taxes | 91,241 | 125,000 | 73% |
| Penalties/Interest in Delq Taxes | 14,368 | 27,000 | 53% |
| Business Licenses & Permits | 68,508 | 68,760 | 100% |
| Non-Business Licenses & Permits | 180,569 | 129,700 | 139% |
| Intergovernmental Revenues | 662,466 | 3,867,368 | 17% |
| Grants | 113,374 | 4,104,584 | 3% |
| State Government Shared Revenues | 721,901 | 1,252,000 | 58% |
| Local Government Shared Revenues | 499,656 | 805,000 | 62% |
| General Government | 145,477 | 86,800 | 168% |
| Public Safety | 98,493 | 156,005 | 63% |
| Fines | 85,227 | 130,080 | 66% |
| Investment Earnings | 105,883 | 12,235 | 865% |
| Rents & Royalties | 189,060 | 180,953 | 104% |
| Contributions & Donations | 5,146 | 20,000 | 26% |
| Other Financing Sources | 1,506 | 1,010,192 | 0% |
| Interfund Transfers | 1,819,445 | 1,449,454 | 126% |
| Proceeds of Capital Assets | 1,779 | 5,000 | 36% |
| Total General Fund | <u>7,364,258</u> | <u>17,515,874</u> | 42% |
| SPECIAL REVENUE FUNDS | | | |
| Total Fiber Optic Network Fund | 22,812 | 743,500 | 0% |
| Total Capital Projects Fund | 479,202 | 600,000 | 80% |
| Total Recreation Funds | 222,793 | 336,507 | 66% |
| Total Local Option Sales Tax Fund | 773,756 | 4,488,016 | 17% |
| Parks Improvement fund | | | |
| Total Parks Improvement Fund | 254,575 | 501,943 | 51% |
| ENTERPRISE FUNDS | | | |
| Total Garbage Fund | 296,472 | 436,558 | 68% |
| Total Water Fund | 2,725,127 | 6,767,651 | 40% |
| Total Sewer Fund | 3,731,704 | 5,171,576 | 72% |
| DEBT SERVICE FUND | | | |
| Total Bond Payment Fund | 1,869,744 | 1,620,452 | 115% |
| AGENCY FUNDS | | | |
| Total Business Improvement Dist Fund | 86,165 | 160,000 | 54% |
| Total LID Guarantee Fund | 79 | 45,000 | 0% |
| Total LID Funds | 24,810 | 1,032,743 | 2% |
| TOTALS | <u>17,851,497</u> | <u>39,419,820</u> | <u>45%</u> |