

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 1 / 31 / 20

Date of meeting 2 / 19 / 20

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

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

Sarah Lynds

Address: 1123 Lake Street, Sandpoint, ID 83864

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

Authorized by: Sarah Lynds,

*name of City official*

*City official's signature*

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

Subject: Treasurer's Quarterly - FY2020 1st Qtr.

Summary of what is being requested: Presentation of the Treasurer's Financial Quarterly Report for the time period October 1, 2019 to December 31, 2019.

**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**



## Agenda Report

**DATE:** January 31, 2020

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Sarah Lynds, Director of Finance/Treasurer

**SUBJECT:** Treasurer's Quarterly Report Review FY 2019 4<sup>th</sup> Qtr and FY 2020 1<sup>st</sup> Qtr. (for information only)

**DESCRIPTION/BACKGROUND:** Idaho Statute 50-1011 requires the Treasurer to publish quarterly financial statements on the City's website.

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. Maintenance and Operations
  - c. Capital Outlay
- 3.) A percentage comparison to the original appropriation.

### REPORT REVIEW:

#### **FY2019 - 4<sup>th</sup> Qtr:**

The fiscal year is complete. The General, Water and Sewer Funds came out positive (more revenues came in than expenses went out).

#### **FY 2020 - 1<sup>st</sup> Qtr:**

To highlight a few areas of the quarterly report - the fiscal year is 25% complete as of December 31, 2019 and financially speaking, our budget is in good shape. The construction season has not



started yet and will not begin for several more months. The funds associated with these expenditures and revenues are showing low budget to actuals.

### **EXPENSES:**

#### **FY2019 – 4<sup>th</sup> Qtr:**

General fund ended up 61% expended as a whole, but a closer look at separate categories reflects a 92.4% in personnel services; 85% in M&O and only 20.9% in Capital outlay.

Garbage, Water and Sewer funds ended up at 103%/61%/39% budget to actual for total expenditures. Water and Sewer salaries and benefits are 81.5% and 87.5% budget to actual. Water and Sewer capital outlay expenditures ended up at 35.7% and 22%.

#### **FY2020 – 1<sup>st</sup> Qtr:**

You will note that the general fund is 17% expended as a whole, but a closer look at separate categories reflects a 20% in personnel services; 17% in M&O and only 14% in Capital outlay.

Garbage, Water and Sewer funds are at 25%/12%/8% budget to actual for total expenditures. Water and Sewer salaries and benefits are 16% and 25% budget to actual. Water and Sewer capital outlay expenditures are at 2% and 0% which is in line with the majority of expenditures expected to come in the construction season later in the fiscal year.

### **REVENUES:**

#### **FY2019 - 4<sup>th</sup> Qtr:**

Revenues received for the general fund ended up 67% budget to actual. You will note our largest source of revenue, property taxes, was at 100% received. Water and Sewer ended up at 68% and 38%.

#### **FY2020 - 1<sup>st</sup> Qtr:**

Revenues received for the general fund is 9% budget to actual. You will note our largest source of revenue, property taxes, is at 8% received. Property taxes are received monthly paid with the largest remittance in January and the second largest in July.



State and Local Government Shared Revenues (6% and 5%) are received each quarter with the first quarter received in January, second quarter in April, third quarter in July and the final quarter in October.

We have not started the construction season and that is reflective in the Intergovernmental and Grant revenues. The Intergovernmental revenues includes SURA dollars that are reimbursed for expenses related to SURA funded projects.

**ATTACHMENTS:** Treasurer's Quarterly Report

**LINK TO OPENGOV STORY:**

**FY2019 - 4<sup>th</sup> Qtr:**

<https://stories.opengov.com/sandpointid/published/8RbH9-EU5>

**FY2020 - 1<sup>st</sup> Qtr:**

<https://controlpanel.opengov.com/stories-internal/5e3b675206760000acdde3>

## City of Sandpoint

Treasurer's Quarterly Financial Report for Publication

9/30/2019

(Required by Idaho Code Section 50-1011)

<u>APPROPRIATED FUNDS</u>	<u>EXPENDITURES TO DATE</u>	<u>ANNUAL APPROPRIATION</u>	<u>% EXPENDED</u>
<b>GENERAL FUND</b>			
Personnel Services	6,095,883	6,597,253	
Maintenance & Operations	2,860,092	3,366,565	
Capital Outlay	1,539,623	7,382,376	
Total General Fund	<u>10,495,598</u>	<u>17,346,194</u>	61%
<b>SPECIAL REVENUE FUNDS:</b>			
Fiber Optic Network Fund			
Maintenance & Operations	42,057	84,400	
Capital Outlay	199,817	130,000	
Total Fiber Optic Network Fund	<u>241,874</u>	<u>214,400</u>	113%
Capital Projects Fund:			
Maintenance & Operations	33,766	520,000	
Capital Outlay	5,789	287,977	
Total Capital Projects Fund	<u>39,555</u>	<u>807,977</u>	5%
Recreation Fund:			
Personnel Services	225,917	261,221	
Maintenance & Operations	82,755	110,350	
Capital Outlay	-	90,000	
Total Recreation Fund	<u>308,672</u>	<u>461,571</u>	67%
Local Option Sales Tax Fund			
Personnel Services	15,846	14,977	
Maintenance & Operations	330	1,120,023	
Capital Outlay	11,095	2,200,000	
Total Local Option Tax Fund	<u>27,271</u>	<u>3,335,000</u>	1%
Parks Improvement Fund:			
Personnel Services	20,621	26,236	
Maintenance & Operations	201,802	199,010	
Capital Outlay	51,818	310,000	
Total Parks Improvement Fund	<u>274,241</u>	<u>535,246</u>	51%
<b>ENTERPRISE FUNDS</b>			
Garbage Collection Fund:			
Maintenance & Operations	482,656	467,483	
Total Garbage Collection Fund	<u>482,656</u>	<u>467,483</u>	103%
Water Fund:			
Personnel Services	963,588	1,181,629	
Maintenance & Operations	2,468,956	3,703,915	
Capital Outlay	662,491	1,857,500	
Total Water Fund	<u>4,095,035</u>	<u>6,743,044</u>	61%
Sewer Fund:			
Personnel Services	619,155	707,369	
Maintenance & Operations	2,318,435	3,459,400	
Capital Outlay	1,644,167	7,485,000	
Total Sewer Fund	<u>4,581,757</u>	<u>11,651,769</u>	39%
<b>DEBT SERVICE FUND</b>			
Bond Payment Fund			
Capital Outlay	1,759,739	1,754,526	
Total Bond Payment Fund	<u>1,759,739</u>	<u>1,754,526</u>	100%
<b>AGENCY FUNDS</b>			
Business Improvement Dist Fund			
Maintenance & Operations	23,412	160,000	
Total Business Improvement Dist Fund	<u>23,412</u>	<u>160,000</u>	15%

LID Guarantee			
Maintenance & Operations	2,105	45,000	
Total LID Guarantee Fund	<u>2,105</u>	<u>45,000</u>	5%
LID Funds:			
Maintenance & Operations	26,791	1,016,729	
Total LID Funds	<u>26,791</u>	<u>1,016,729</u>	3%
<b>TOTALS</b>	<b>22,358,706</b>	<b>44,538,939</b>	<b>50%</b>

\*Citizens are invited to inspect the detailed supporting records of the above financial statements.  
Sarah Lynds, Director of Finance/Treasurer

**City of Sandpoint**  
Treasurer's Quarterly Financial Report  
9/30/2019

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<u>REVENUES</u>	<u>REVENUES TO DATE</u>	<u>BUDGETED REVENUES</u>	<u>% RECEIVED</u>
<b>GENERAL FUND</b>			
General Property Taxes	4,047,431	4,045,940	100%
Selective Sales & Use Tax	442,532	475,000	93%
Franchise Taxes	191,964	160,000	120%
Penalties/Interest in Delq Taxes	32,770	27,000	121%
Business Licenses & Permits	91,334	66,760	137%
Non-Business Licenses & Permits	223,711	182,850	122%
Intergovernmental Revenues	1,004,262	1,878,172	53%
Grants	247,726	3,227,872	8%
State Government Shared Revenues	1,484,789	1,350,756	110%
Local Government Shared Revenues	910,246	779,300	117%
Charges for Services	112,222	81,200	138%
General Government	38,749	27,700	140%
Public Safety	208,071	180,401	115%
Culture and Recreation	6,482	6,500	100%
Fines	120,536	101,620	119%
Investment Earnings	194,725	25,185	773%
Rents & Royalties	264,450	234,981	113%
Contributions & Donations	3,295	10,000	33%
Other Financing Sources	221,099	2,782,305	8%
Interfund Transfers	1,744,853	1,700,652	103%
Proceeds of Capital Assets	1,700	2,000	85%
Total General Fund	<u>11,592,947</u>	<u>17,346,194</u>	67%
<b>SPECIAL REVENUE FUNDS</b>			
Total Fiber Optic Network Fund	79,810	214,400	37%
Total Capital Projects Fund	242,283	807,977	30%
Total Recreation Funds	341,658	461,571	74%
Total Local Option Sales Tax Fund	1,433,354	3,335,000	43%
Total Parks Improvement Fund	355,273	535,246	66%
<b>ENTERPRISE FUNDS REVENUES</b>			
Total Garbage Fund	614,109	467,483	131%
Total Water Fund	4,590,719	6,743,044	68%
Total Sewer Fund	4,469,600	11,651,769	38%
<b>DEBT SERVICE FUND</b>			
Total Bond Payment Fund	1,776,810	1,754,526	101%
<b>AGENCY FUNDS</b>			
Total Business Improvement Dist Func	1	160,000	0%
Total LID Guarantee Fund	782	45,000	2%
Total LID Funds	32,483	1,016,729	3%
<b>TOTALS</b>	<b>25,529,829</b>	<b>44,538,939</b>	<b>57%</b>

## City of Sandpoint

Treasurer's Quarterly Financial Report for Publication

12/31/2019

(Required by Idaho Code Section 50-1011)

<b><u>APPROPRIATED FUNDS</u></b>	<b><u>EXPENDITURES TO DATE</u></b>	<b><u>ANNUAL APPROPRIATION</u></b>	<b><u>% EXPENDED</u></b>
<b>GENERAL FUND</b>			
Personnel Services	1,344,125	6,688,502	
Maintenance & Operations	693,002	4,042,323	
Capital Outlay	780,315	5,482,300	
Total General Fund	2,817,442	16,213,125	17%
<b>SPECIAL REVENUE FUNDS:</b>			
Fiber Optic Network Fund			
Personnel Services	3,980	12,985	
Maintenance & Operations	6,600	85,400	
Capital Outlay	36,973	1,000,000	
Total Fiber Optic Network Fund	47,553	1,098,385	4%
Capital Projects Fund:			
Maintenance & Operations	-	37,977	
Capital Outlay	-	920,000	
Total Capital Projects Fund	-	957,977	0%
Recreation Fund:			
Personnel Services	41,079	277,578	
Maintenance & Operations	18,943	140,818	
Capital Outlay	-	330,000	
Total Recreation Fund	60,022	748,396	8%
Local Option Sales Tax Fund			
Personnel Services	3,668	17,551	
Maintenance & Operations	3,929	26,935	
Capital Outlay	8,925	2,700,000	
Total Local Option Tax Fund	16,522	2,744,486	1%
Parks Improvement Fund:			
Personnel Services	-	26,236	
Maintenance & Operations	16,942	151,179	
Capital Outlay	-	375,000	
Total Parks Improvement Fund	16,942	552,415	3%
<b>ENTERPRISE FUNDS</b>			
Garbage Collection Fund:			
Maintenance & Operations	157,156	620,002	
Total Garbage Collection Fund	157,156	620,002	25%
Water Fund:			
Personnel Services	193,342	1,246,926	
Maintenance & Operations	511,660	3,402,477	
Capital Outlay	24,152	1,302,500	
Total Water Fund	729,154	5,951,903	12%
Sewer Fund:			
Personnel Services	152,005	620,003	
Maintenance & Operations	471,417	2,698,364	
Capital Outlay	-	4,245,000	
Total Sewer Fund	623,422	7,563,367	8%
<b>DEBT SERVICE FUND</b>			
Bond Payment Fund			
Capital Outlay	146,624	1,752,122	
Total Bond Payment Fund	146,624	1,752,122	8%
<b>AGENCY FUNDS</b>			
Business Improvement Dist Fund			
Maintenance & Operations	-	70,000	
Total Business Improvement Dist Fun	-	70,000	0%

LID Guarantee			
Maintenance & Operations	-	45,000	
Total LID Guarantee Fund	-	45,000	0%
LID Funds:			
Maintenance & Operations	-	996,857	
Total LID Funds	-	996,857	0%
<b>TOTALS</b>	<b>4,614,837</b>	<b>39,314,035</b>	<b>12%</b>

\*Citizens are invited to inspect the detailed supporting records of the above financial statements.  
Sarah Lynds, Director of Finance/Treasurer

**City of Sandpoint**  
Treasurer's Quarterly Financial Report  
12/31/2019

<u>REVENUES</u>	<u>REVENUES TO DATE</u>	<u>BUDGETED REVENUES</u>	<u>% RECEIVED</u>
<b>GENERAL FUND</b>			
General Property Taxes	322,531	4,263,537	8%
Selective Sales & Use Tax	44,372	475,000	9%
Franchise Taxes	-	180,000	0%
Penalties/Interest in Delq Taxes	6,260	24,000	26%
Business Licenses & Permits	59,690	66,760	89%
Non-Business Licenses & Permits	50,589	176,350	29%
Intergovernmental Revenues	1,520	2,895,250	0%
Grants	117,208	2,361,007	5%
State Government Shared Revenues	77,511	1,407,852	6%
Local Government Shared Revenues	38,380	803,500	5%
Charges for Services	11,733	71,200	16%
General Government	4,734	21,000	23%
Public Safety	10,238	256,984	4%
Culture and Recreation	-	5,500	0%
Fines	20,061	90,080	22%
Investment Earnings	26,975	25,185	107%
Rents & Royalties	72,459	227,981	32%
Contributions & Donations	51	10,000	1%
Other Financing Sources	7,492	816,738	1%
Interfund Transfers	508,640	2,033,201	25%
Proceeds of Capital Assets	-	2,000	0%
Total General Fund	1,380,444	16,213,125	9%
<b>SPECIAL REVENUE FUNDS</b>			
Total Fiber Optic Network Fund	(357)	1,098,385	0%
Total Capital Projects Fund	93,173	957,977	10%
Total Recreation Funds	47,147	748,396	6%
Total Local Option Sales Tax Fund	223,570	2,744,486	8%
Total Parks Improvement Fund	13,615	552,415	2%
<b>ENTERPRISE FUNDS REVENUES</b>			
Total Garbage Fund	140,735	620,002	23%
Total Water Fund	1,066,568	5,951,903	18%
Total Sewer Fund	1,132,960	7,563,367	15%
<b>DEBT SERVICE FUND</b>			
Total Bond Payment Fund	149,907	1,752,122	9%
<b>AGENCY FUNDS</b>			
Total Business Improvement Dist Fun	2,078	70,000	3%
Total LID Guarantee Fund	109	45,000	0%
Total LID Funds	956	996,857	0%
<b>TOTALS</b>	<b>4,250,905</b>	<b>39,314,035</b>	<b>11%</b>