

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 7 / 30 / 20

Date of meeting 8 / 19 / 20

(City Council meetings are held the 1st and 3rd 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, Finance Director

name of City official

City official's signature

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

Subject: Treasurer's Quarterly - FY2020 3rd Qtr.

Summary of what is being requested: Presentation of the Treasurer's Financial Quarterly Report for the time period October 1, 2019 to June 30, 2020.

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 or 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:

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

5. Have all the affected departments been informed about this agenda item? **Yes or 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: July 30, 2020

TO: MAYOR AND CITY COUNCIL

FROM: Sarah Lynds, Director of Finance/Treasurer

SUBJECT: Treasurer's Quarterly Report Review FY 2020 3rd 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: To highlight a few areas of the quarterly report - the fiscal year is 75% complete as of June 30, 2020 and financially speaking, our budget is in good shape. The construction season is underway and the funds associated with these expenditures and revenues are showing budget to actuals.

EXPENSES: You will note that the general fund is 52.2% expended as a whole, but a closer look at separate categories reflects a 65.5% in personnel services; 51.2% in M&O and 36.5% in Capital outlay.



Garbage, Water and Sewer funds are at 75.2%/49.8%/28.1% budget to actual for total expenditures. Water and Sewer salaries and benefits are 53.2% and 77.7% budget to actual. Water and Sewer capital outlay expenditures are at 8.1% and 2.6%.

REVENUES: Revenues received for the general fund is 44% budget to actual. You will note our largest source of revenue, property taxes, is at 67% 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 (61% and 75%) 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.

The construction season is underway. The Downtown Phase II Revitalization project revenues (SURA funded) have not been billed as of 6/30/20.

ATTACHMENTS: Treasurer's Quarterly Report

LINK TO OPENGOV STORY:

<https://stories.opengov.com/sandpointid/published/qjkq4WdlT>

City of Sandpoint

Treasurer's Quarterly Financial Report for Publication

6/30/2020

(Required by Idaho Code Section 50-1011)

<u>APPROPRIATED FUNDS</u>	<u>EXPENDITURES TO DATE</u>	<u>ANNUAL APPROPRIATION</u>	<u>% EXPENDED</u>
GENERAL FUND			
Personnel Services	4,383,569	6,688,502	
Maintenance & Operations	2,070,187	4,042,323	
Capital Outlay	2,001,528	5,482,300	
Total General Fund	8,455,284	16,213,125	52%
SPECIAL REVENUE FUNDS:			
Fiber Optic Network Fund			
Personnel Services	14,226	12,985	
Maintenance & Operations	20,550	85,400	
Capital Outlay	40,218	1,000,000	
Total Fiber Optic Network Fund	74,995	1,098,385	7%
Capital Projects Fund:			
Maintenance & Operations	-	37,977	
Capital Outlay	-	920,000	
Total Capital Projects Fund	-	957,977	0%
Recreation Fund:			
Personnel Services	150,810	277,578	
Maintenance & Operations	53,976	140,818	
Capital Outlay	-	330,000	
Total Recreation Fund	204,786	748,396	27%
Local Option Sales Tax Fund			
Personnel Services	13,368	17,551	
Maintenance & Operations	6,471	26,935	
Capital Outlay	1,317,553	2,700,000	
Total Local Option Tax Fund	1,337,391	2,744,486	49%
Parks Improvement Fund:			
Personnel Services	2,878	26,236	
Maintenance & Operations	37,619	151,179	
Capital Outlay	19,558	375,000	
Total Parks Improvement Fund	60,056	552,415	11%
ENTERPRISE FUNDS			
Garbage Collection Fund:			
Maintenance & Operations	466,406	620,002	
Total Garbage Collection Fund	466,406	620,002	75%
Water Fund:			
Personnel Services	663,042	1,246,926	
Maintenance & Operations	2,197,356	3,402,477	
Capital Outlay	106,117	1,302,500	
Total Water Fund	2,966,515	5,951,903	50%
Sewer Fund:			
Personnel Services	482,010	620,003	
Maintenance & Operations	1,532,108	2,698,364	
Capital Outlay	111,728	4,245,000	
Total Sewer Fund	2,125,846	7,563,367	28%
DEBT SERVICE FUND	992,624	1,752,122	57%
AGENCY FUNDS			
Business Improvement Dist Fund			
Personnel Services	3,476	-	
Maintenance & Operations	8,959	70,000	
Total Business Improvement Dist Fun	12,435	70,000	18%
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%
TOTALS	16,696,337	39,314,035	42%

*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
6/30/2020

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REVENUES	REVENUES TO DATE	BUDGETED REVENUES	% RECEIVED
GENERAL FUND			
General Property Taxes	2,836,269	4,263,537	67%
Selective Sales & Use Tax	150,662	475,000	32%
Franchise Taxes	106,530	180,000	59%
Penalties/Interest in Delq Taxes	20,448	24,000	85%
Business Licenses & Permits	79,143	66,760	119%
Non-Business Licenses & Permits	140,282	176,350	80%
Intergovernmental Revenues	1,770	2,895,250	0%
Grants	135,261	2,361,007	6%
State Government Shared Revenues	860,596	1,407,852	61%
Local Government Shared Revenues	602,378	803,500	75%
Charges for Services	60,508	71,200	85%
General Government	43,645	21,000	208%
Public Safety	79,783	256,984	31%
Culture and Recreation	7,388	5,500	134%
Fines	49,147	90,080	55%
Investment Earnings	100,144	25,185	398%
Rents & Royalties	205,726	227,981	90%
Contributions & Donations	82	10,000	1%
Other Financing Sources	41,014	816,738	5%
Interfund Transfers	1,532,490	2,033,201	75%
Proceeds of Capital Assets	-	2,000	0%
Total General Fund	7,053,267	16,213,125	44%
SPECIAL REVENUE FUNDS			
Total Fiber Optic Network Fund	4,999	1,098,385	0%
Total Capital Projects Fund	197,824	957,977	21%
Total Recreation Funds	204,260	748,396	27%
Total Local Option Sales Tax Fund	899,848	2,744,486	33%
Total Parks Improvement Fund	286,888	552,415	52%
ENTERPRISE FUNDS REVENUES			
Total Garbage Fund	459,497	620,002	74%
Total Water Fund	2,979,833	5,951,903	50%
Total Sewer Fund	3,180,584	7,563,367	42%
DEBT SERVICE FUND			
Total Bond Payment Fund	1,003,998	1,752,122	57%
AGENCY FUNDS			
Total Business Improvement Dist Fun	2,078	70,000	3%
Total LID Guarantee Fund	376	45,000	1%
Total LID Funds	3,269	996,857	0%
TOTALS	16,276,720	39,314,035	41%