



## **2013-14 Quarterly Financial Report**

### **“Fourth” Quarter 2013 January through December**

**The City of Hoquiam, Washington**

**609 8<sup>th</sup> Street**

**Hoquiam, Washington**

**360-532-5700**

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# CITY OF HOQUIAM

## Fourth Quarter Financial Report - January through December 2013

### EXECUTIVE SUMMARY

This document provides a detailed review of City financial activity for the fiscal year ended 2013. The report has been formatted to be consistent with the adopted budget for ease of comparison and review of information. Each set of facing pages provides a complete review of an individual fund and its year to date activity. The only exception to this is the General fund, which is presented in two sections: (1) revenues & transfers in and (2) appropriations and transfers out.

#### **Bottom Line**

In fiscal year 2013 the City began its first biennium with an extremely lean operating budget. It was the first year without our largest employer and that loss of revenue, not to mention the ripple effect of other secondary businesses. This will be the new normal as revenues continue to be flat and no big investments in Hoquiam have been announced.

#### **Revenues**

- Sales Taxes were flat in 2013 and similar to 2012 and 2011.
- Business and Occupation (B&O) Taxes were down \$33,000.
- Utility Taxes were flat in 2013 and similar to 2012 and 2011.
- The Ambulance Fund ended the year needing a \$106,000 interfund loan due to a decrease in runs in 2013.

#### **Expenditures**

Expenditures for year end 2013 were below budget in all funds and departments. The City did have some positives as the jail was reopened due to a unique partnership with the Department of Corrections, the Spray Park was completed with grant funds and a new aerial ladder truck was purchased with a new levy.

## ALL FUNDS EXPENDITURE SUMMARY

CITY OF HOQUIAM  
2013 4TH QUARTER FINANCIAL REPORT

| OPERATING FUNDS                        | No.    | 2013<br>Q4 YTD      | 2011<br>Q4 YTD      | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br>Budget   | % to<br>Budget |
|--|--------|---------------------|---------------------|------------------------|--------------------------|---------------------|----------------|
| General Fund                           | 001    | \$9,370,769         | \$6,432,305         | \$2,938,464            | 45.7%                    | \$17,577,570        | 53.3%          |
| Cemetery                               | 101    | \$129,433           | \$185,408           | -\$55,975              | -30.2%                   | \$341,485           | 37.9%          |
| Mausoleum                              | 102    | \$5,476             | \$8,952             | -\$3,476               | -38.8%                   | \$29,000            | 18.9%          |
| Cemetery Equipment Reserve             | 103    | \$0                 | \$0                 | \$0                    | -                        | \$0                 | -              |
| Cemetery Preneed                       | 104    | \$11,175            | \$33,437            | -\$22,262              | -66.6%                   | \$20,000            | 55.9%          |
| Parks Special Programs                 | 105    | \$0                 | \$0                 | \$0                    | -                        | \$0                 | -              |
| Street Fund                            | 106    | \$364,793           | \$379,069           | -\$14,276              | -3.8%                    | \$808,385           | 45.1%          |
| Arterial Street Fund                   | 107    | \$170,651           | \$53,636            | \$117,014              | 218.2%                   | \$270,000           | 63.2%          |
| Ambulance                              | 109    | \$1,899,491         | \$1,915,252         | -\$15,761              | -0.8%                    | \$3,848,355         | 49.4%          |
| Stadium/Tourism                        | 112    | \$3,000             | \$14,796            | -\$11,796              | -79.7%                   | \$8,000             | 37.5%          |
| Comm. Devel. Repay                     | 130    | \$14,395            | \$140,714           | -\$126,319             | -89.8%                   | \$55,315            | 26.0%          |
| Water                                  | 401-25 | \$1,876,744         | \$1,733,306         | \$143,438              | 8.3%                     | \$4,187,525         | 44.8%          |
| Sewer                                  | 401-26 | \$1,480,138         | \$1,471,555         | \$8,583                | 0.6%                     | \$3,393,740         | 43.6%          |
| Storm                                  | 401-27 | \$344,543           | \$342,215           | \$2,328                | 0.7%                     | \$771,000           | 44.7%          |
| Watershed                              | 402    | \$2,120,186         | \$802,013           | \$1,318,173            | 164.4%                   | \$3,786,700         | 56.0%          |
| Landfill Postclosure                   | 417    | \$21,733            | \$20,844            | \$889                  | 4.3%                     | \$58,850            | 36.9%          |
| Equipment Rental                       | 501    | \$373,669           | \$346,264           | \$27,405               | 7.9%                     | \$882,470           | 42.3%          |
| Equipment Rental Reserve               | 505    | \$174,053           | \$26,301            | \$147,752              | 561.8%                   | \$310,635           | 56.0%          |
| Medical/Dental Benefits                | 520    | \$87,032            | \$95,857            | -\$8,825               | -9.2%                    | \$186,000           | 46.8%          |
| Unemployment Fund                      | 522    | \$0                 | \$18,552            | -\$18,552              | -100.0%                  | \$0                 | -              |
| <u>Police &amp; Fire Retiree</u>       | 611    | <u>\$584,031</u>    | <u>\$567,440</u>    | <u>\$16,591</u>        | <u>2.9%</u>              | <u>\$1,312,000</u>  | <u>44.5%</u>   |
| <b>TOTAL OPERATING FUNDS</b>           |        | <b>\$19,031,311</b> | <b>\$14,587,916</b> | <b>\$4,443,395</b>     | <b>30.5%</b>             | <b>\$37,847,030</b> | <b>50.3%</b>   |
| <b>CAPITAL IMPROVEMENT FUNDS</b>       |        |                     |                     |                        |                          |                     |                |
| Stadium Field Loan Repayment           | 005    | \$0                 | \$0                 | \$0                    | -                        | \$0                 | -              |
| Paths & Trails                         | 108    | \$0                 | \$0                 | \$0                    | -                        | \$15,510            | 0.0%           |
| General Capital Reserve                | 114    | \$49,022            | \$0                 | \$49,022               | -                        | \$103,025           | 47.6%          |
| Sidewalk Construction Fund             | 302    | \$241,075           | \$388,561           | -\$147,486             | -38.0%                   | \$2,210,710         | 10.9%          |
| Train Station                          | 308    | \$0                 | \$0                 | \$0                    | -                        | \$0                 | -              |
| Water Capital Projects                 | 401-25 | \$1,091,472         | \$339,781           | \$751,692              | 221.2%                   | \$10,644,215        | 10.3%          |
| Sewer Capital Projects                 | 401-26 | \$290,655           | \$115,331           | \$175,323              | 152.0%                   | \$581,465           | 50.0%          |
| <u>Storm Drain Capital Projects</u>    | 401-27 | <u>\$0</u>          | <u>\$49,046</u>     | <u>-\$49,046</u>       | <u>-100.0%</u>           | <u>\$125,000</u>    | <u>0.0%</u>    |
| <b>TOTAL CAPITAL IMPROVEMENT FUNDS</b> |        | <b>\$1,672,224</b>  | <b>\$892,720</b>    | <b>\$779,504</b>       | <b>87.3%</b>             | <b>\$13,679,925</b> | <b>12.2%</b>   |
| <b>TOTAL DEBT SERVICE FUNDS</b>        |        | <b>\$296,925</b>    | <b>\$87,326</b>     | <b>\$209,599</b>       | <b>240.0%</b>            | <b>\$593,855</b>    | <b>50.0%</b>   |
| <b>TOTAL ALL FUNDS</b>                 |        | <b>\$21,000,460</b> | <b>\$15,567,961</b> | <b>\$5,432,498</b>     | <b>34.9%</b>             | <b>\$52,120,810</b> | <b>40.3%</b>   |

# General Fund

## **Overview:**

The following four pages summarize all 2013 General Fund revenues, appropriations, and expenditures by department through December 31, 2013.

For 2013, the General Fund was budgeted to begin the biennium with a beginning balance of \$1,638,530. Total revenues and transfers in were budgeted at \$17,031,920 while appropriations and transfers out were adopted at \$17,577,570, creating an ending balance of \$1,092,880.

Budgeted operating expenditures of \$15,528,055 represent a 32% increase over comparable 2011-12 budgeted operating expenditures due to the construction of the Spray Park, the purchase of the Aerial Ladder Truck and the addition of the Corrections Department.

## **General Fund Revenues:**

*Taxes* through December were at 43.1% of budget. This is \$287,455 or 6.2% less than 2011-12. Through December, sales taxes collected are down 4% compared to 2011-12. Similarly, B&O taxes were down 5% over comparable 2011-12 levels. Lastly, Utility Taxes were down 3% compared to 2011-12.

*Licenses and Permits* are at 41.3% of budget through December. This is \$36,495 or 10.4% higher than comparable 2011-12 amounts due primarily to the Shoreline Permits submitted by Westway Terminals and Imperium Renewables for expansion of their respective facilities.

*Intergovernmental Revenue* was at 36.4% of budget through December. Grants received by the Community Services department for the Spray Park and a boating facility account for a majority of this category's year to date revenues. Additional revenues in this category include the PUD Privilege Tax, City Assistance from the State and Liquor Tax Profits.

*Charges for Services* finished the first half of the biennium at 35.8% of budget. Contracted services performed by the Police and Fire Departments as well as some Municipal Court service charges account for a majority of this category's year to date revenues.

*Fines and Forfeitures* are running well at 37.3% through December. This category includes primarily police citations and other court fines. The City also receives a distribution of Local and Federal Investigative Confiscation funds which can skew this category. Court receipts are down \$28,831 or 18% from 2011-12 levels.

**GENERAL FUND (CURRENT EXPENSE) #001**

CITY OF HOQUIAM

2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                          | <u>2013<br/>Q4 YTD</u> | <u>2011<br/>Q4 YTD</u> | <u>Increase<br/>(Decrease)</u> | <u>% Increase<br/>(Decrease)</u> | <u>2013-14<br/>Budget</u> | <u>% to<br/>Budget</u> |
|--|------------------------|------------------------|--------------------------------|----------------------------------|---------------------------|------------------------|
| BEGINNING FUND BALANCE                   | \$1,642,683            | \$2,298,240            |                                |                                  | \$1,638,530               |                        |
| Taxes                                    | \$4,363,699            | \$4,651,154            | -\$287,455                     | -6.2%                            | \$10,123,760              | 43.1%                  |
| Licenses and Permits                     | \$387,044              | \$350,549              | \$36,495                       | 10.4%                            | \$936,890                 | 41.3%                  |
| Intergovernmental Revenue                | \$616,376              | \$374,292              | \$242,084                      | 64.7%                            | \$1,694,430               | 36.4%                  |
| Charges for Services                     | \$288,400              | \$86,378               | \$202,022                      | 233.9%                           | \$805,125                 | 35.8%                  |
| Fines and Forfeits                       | \$144,472              | \$186,160              | -\$41,688                      | -22.4%                           | \$387,000                 | 37.3%                  |
| Miscellaneous Revenue                    | <u>\$293,776</u>       | <u>\$360,582</u>       | <u>-\$66,806</u>               | <u>-18.5%</u>                    | <u>\$680,375</u>          | <u>43.2%</u>           |
| TOTAL GENERAL FUND                       | \$6,093,768            | \$6,009,115            | \$84,653                       | 1.4%                             | \$14,627,580              | 41.7%                  |
| <u>OTHER REVENUES &amp; TRANSFERS IN</u> |                        |                        |                                |                                  |                           |                        |
| Interim Loan - Fire Truck                | \$1,128,993            | \$0                    | \$1,128,993                    | 100.0%                           | \$1,128,995               | 100.0%                 |
| GO Bond Proceeds -Fire Truck             | \$1,144,004            | \$0                    | \$1,144,004                    | 100.0%                           | \$1,144,000               | 100.0%                 |
| Proceeds-Sale of Fixed Assets            | \$0                    | \$2,011                | -\$2,011                       | -100.0%                          | \$0                       | -                      |
| Trf In - Ambulance 109/E911              | \$14,160               | \$14,000               | \$160                          | 1.1%                             | \$28,320                  | 50.0%                  |
| Trf In - Unemployment                    | 0                      | 0                      | \$0                            | 100.0%                           | \$0                       | -                      |
| Trf In - Gen. Capital 114/City Hall      | \$0                    | \$0                    | \$0                            | 100.0%                           | \$0                       | -                      |
| Trf In - Gen. Capital 114/Spray Park     | \$39,670               | \$0                    | \$39,670                       | 100.0%                           | \$39,670                  | 100.0%                 |
| Trf In - Gen. Capital 114/Library        | \$3,030                | \$0                    | \$3,030                        | 100.0%                           | \$40,000                  | 7.6%                   |
| Trf In - Gen. Capital 114/Sr. Center     | \$2,967                | \$0                    | \$2,967                        | 100.0%                           | \$20,000                  | 14.8%                  |
| Trf In - Gen. Capital 114/Farm Mkt       | <u>\$3,355</u>         | <u>\$0</u>             | <u>\$3,355</u>                 | <u>100.0%</u>                    | <u>\$3,355</u>            | <u>100.0%</u>          |
| TOTAL OTHER REVENUES                     | \$2,336,179            | \$16,011               | \$2,320,168                    | 14491.2%                         | \$2,404,340               | 97.2%                  |
| TOTAL GEN FUND REVENUES                  | \$8,429,947            | \$6,025,126            | \$2,404,821                    | 39.9%                            | \$17,031,920              | 49.5%                  |
| GRAND TOTAL GENERAL FUND                 | \$10,072,630           | \$8,323,366            |                                |                                  | \$18,670,450              |                        |

*Miscellaneous Revenue* ended the halfway point of the biennium at 43.2% of budget. Investment interest makes up the majority of this category. Extremely low short term interest rates have reduced the investment income the City has enjoyed in prior years

*Transfers In* to the General Fund included \$14,160 from the Ambulance Fund for their proportionate share of 911 costs. However, the biggest transfers in came as an interim loan from the Watershed Fund to pay for the new Aerial Ladder Truck. Then, loan proceeds from the Washington State Treasurers Office were received to pay off the interim loan and finance the Aerial Ladder Truck long term.

In summary, General Fund revenues have stabilized after the rapid decline in 2011. At the midpoint of the biennium the City is adjusting to life post Harbor Paper. All indications are that 2013-14 General Fund revenues will be very flat and that overall revenues will look very similar to 2011-12.

### **General Fund Appropriations:**

Biennium to date expenditures and required transfers were \$9,370,769, a \$2,938,464 increase from 2011-12 levels. This increase can be explained by the construction of the Spray Park, the purchase of the Aerial Ladder Truck and the addition of the Corrections Department. Without all of these new appropriations the General Fund would actually only have increased 1.4% over comparable 2011-12 amounts. The adjacent page summarizes operating expenditures of \$8,529,289 and transfers out of \$841,480.

Through December 2013, operating expenditures totaled 54.9% of appropriations, right at budgeted spending levels.

In summary, all departments and the General Fund in total were within budgeted parameters for the fiscal year ended 2013.

### **Transfers to Other Funds:**

The General Fund budget included \$2,049,515 in transfers to other funds. These transfers include:

Street: Annual support level totals \$241,450. At year end, this category was 42.9% expended. A decrease in gas tax revenue and an increase in road maintenance constituted the need for more General Fund support. Please see Fund #106 for more detail about street operations.

General Obligation Bond: \$25,481 in transfers to this debt service fund for principal and interest on a loan that paid for a remodel of City Hall.

Police & Fire Pension: \$563,000 in transfers for continued medical payments for LEOFF I Police & Fire retirees.

**GENERAL FUND (CURRENT EXPENSE) #001**

CITY OF HOQUIAM

2013 4TH QUARTER FINANCIAL REPORT

OPERATING EXPENDITURES

| <u>DEPARTMENT</u>               | <u>2013<br/>Q4 YTD</u> | <u>2011<br/>Q4 YTD</u> | <u>Increase<br/>(Decrease)</u> | <u>% Increase<br/>(Decrease)</u> | <u>2013-14<br/>Budget</u> | <u>% to<br/>Budget</u> |
|---------------------------------|------------------------|------------------------|--------------------------------|----------------------------------|---------------------------|------------------------|
| Legislative/Council             | \$144,755              | \$151,856              | -\$7,101                       | -4.7%                            | \$301,475                 | 48.0%                  |
| Municipal Court                 | \$206,862              | \$174,633              | \$32,229                       | 18.5%                            | \$470,940                 | 43.9%                  |
| Finance                         | \$253,935              | \$244,747              | \$9,188                        | 3.8%                             | \$551,425                 | 46.1%                  |
| Legal                           | \$164,551              | \$148,894              | \$15,656                       | 10.5%                            | \$334,575                 | 49.2%                  |
| Civil Service                   | \$6,145                | \$2,300                | \$3,845                        | 167.2%                           | \$6,500                   | 94.5%                  |
| City Hall & Buildings           | \$119,933              | \$152,620              | -\$32,688                      | -21.4%                           | \$183,980                 | 65.2%                  |
| Electrical                      | \$181,103              | \$179,420              | \$1,683                        | 0.9%                             | \$418,030                 | 43.3%                  |
| Police                          | \$2,336,639            | \$2,251,126            | \$85,513                       | 3.8%                             | \$4,619,120               | 50.6%                  |
| Fire                            | \$1,080,665            | \$907,251              | \$173,414                      | 19.1%                            | \$2,861,335               | 37.8%                  |
| Animal Control                  | \$82,294               | \$78,562               | \$3,732                        | 4.8%                             | \$170,340                 | 48.3%                  |
| Public Works                    | \$297,983              | \$301,129              | -\$3,147                       | -1.0%                            | \$608,955                 | 48.9%                  |
| Corrections                     | \$446,439              | \$0                    | \$446,439                      | 100.0%                           | \$1,005,955               | 44.4%                  |
| Police Special Funds (DTF)      | \$140,191              | \$140,887              | -\$696                         | -0.5%                            | \$342,650                 | 40.9%                  |
| Library                         | \$65,119               | \$211,603              | -\$146,485                     | -69.2%                           | \$177,160                 | 36.8%                  |
| Community Services              | \$476,795              | \$383,166              | \$93,630                       | 24.4%                            | \$785,535                 | 60.7%                  |
| Economic Development            | \$30,579               | \$46,781               | -\$16,202                      | -34.6%                           | \$62,355                  | 49.0%                  |
| Spray Park                      | \$116,762              | \$0                    | \$116,762                      | 100.0%                           | \$92,680                  | 126.0%                 |
| Ladder Truck                    | \$2,284,198            | \$0                    | \$2,284,198                    | 100.0%                           | \$2,329,345               | 98.1%                  |
| 911 Program                     | \$94,283               | \$70,085               | \$24,198                       | 34.5%                            | \$205,700                 | 45.8%                  |
| Miscellaneous                   | <u>\$60</u>            | <u>\$0</u>             | <u>\$60</u>                    | <u>100.0%</u>                    | <u>\$0</u>                | <u>-</u>               |
| <b>TOTAL OPERATING EXPENSES</b> | <b>\$8,529,289</b>     | <b>\$5,445,061</b>     | <b>\$3,084,228</b>             | <b>56.6%</b>                     | <b>\$15,528,055</b>       | <b>54.9%</b>           |

TRANSFERS OUT

|                                 |                    |                    |                    |               |                     |              |
|---------------------------------|--------------------|--------------------|--------------------|---------------|---------------------|--------------|
| Trf Out - Cemetery #101         | \$0                | \$32,466           | -\$32,466          | -100.0%       | \$0                 | -            |
| Trf Out - Street #106           | \$241,450          | \$233,659          | \$7,791            | 3.3%          | \$562,900           | 42.9%        |
| Trf Out - Ambulance #109        | \$0                | \$0                | \$0                | 100.0%        | \$0                 | -            |
| Trf Out - GO Bond #213          | \$25,481           | \$25,481           | \$0                | 0.0%          | \$50,965            | 50.0%        |
| Trf Out - Fire Truck #209       | \$11,549           | \$0                | \$11,549           | 100.0%        | \$108,150           | 10.7%        |
| Trf Out - Sidewalks #302        | \$0                | \$130,002          | -\$130,002         | -100.0%       | \$54,500            | 0.0%         |
| Trf Out - Unemployment #522     | \$0                | \$18,552           | -\$18,552          | -100.0%       | \$0                 | -            |
| Trf Out - Pol/Fire Pension #611 | \$563,000          | \$547,084          | \$15,916           | 2.9%          | \$1,273,000         | 44.2%        |
| Trf Out - Reserve Funds         | <u>\$0</u>         | <u>\$0</u>         | <u>\$0</u>         | <u>100.0%</u> | <u>\$0</u>          | <u>-</u>     |
| <b>TOTAL TRANSFERS OUT</b>      | <b>\$841,480</b>   | <b>\$987,244</b>   | <b>-\$145,764</b>  | <b>-14.8%</b> | <b>\$2,049,515</b>  | <b>41.1%</b> |
| <b>GRAND TOTAL GENERAL FUND</b> | <b>\$9,370,769</b> | <b>\$6,432,305</b> | <b>\$2,938,464</b> | <b>45.7%</b>  | <b>\$17,577,570</b> | <b>53.3%</b> |
| <b>ENDING FUND BALANCE</b>      | <b>\$701,862</b>   | <b>\$1,891,061</b> |                    |               | <b>\$1,092,880</b>  |              |

# Cemetery Fund #101

## **Overview:**

The Cemetery Fund provides for the accounting of resources and expenditures associated with the City Cemetery. This includes the total care and maintenance of the grounds, perpetual headstone care, grave, crypt and niche sales and retail monument and vault sales.

The budget provided for \$341,485 in total resources and transfers in and total expenditures and transfers out of \$341,485.

## **Revenues:**

Revenues to the Cemetery Fund primarily come from Cemetery Fees and operating transfers from other funds, foremost the Cemetery Endowment Fund. Cemetery Fee revenue increased \$6,379 or 7.5% compared to 2011. There has been a steady movement to cremations as opposed to burials. This has resulted in a “flattening” of Cemetery revenue.

A transfer of \$11,175 was made to the Cemetery Fund from the Preneed Fund. This transfer was \$22,262 or 66.6% less than the transfer in 2011. We may have reached the bottom of the societal paradigm shift from burials to cremations.

## **Appropriations:**

There were .85 FTE's dedicated to operations and maintenance activities and 0.45 FTE's dedicated for administrative and clerical duties at the Cemetery. Through December, the Cemetery Fund expended \$129,433 or 37.9% of budgeted appropriations.

This was a decrease of \$55,975 or 30.2% from comparable 2011 amounts as the Parks and Cemetery Foreman retired in 2011 and the position was not replaced.

**CEMETERY FUND #101****CITY OF HOQUIAM****2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                          | 2013<br>Q4 YTD | 2011<br>Q4 YTD | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br>Budget | % to<br>Budget |
|--|----------------|----------------|------------------------|--------------------------|-------------------|----------------|
| BEGINNING FUND BALANCE                   | \$0            | \$0            |                        |                          | \$0               |                |
| Retail Sales                             | \$0            | \$0            | \$0                    | -                        | \$0               | -              |
| Cemetery Fees                            | \$91,781       | \$85,401       | \$6,379                | 7.5%                     | \$169,000         | 54.3%          |
| Investment Interest                      | \$9,725        | \$8,968        | \$757                  | 8.4%                     | \$17,935          | 54.2%          |
| Land Lease (Cell Tower)                  | \$11,548       | \$11,384       | \$164                  | 1.4%                     | \$22,765          | 50.7%          |
| Housing Rentals                          | \$0            | \$4,800        | -\$4,800               | -100.0%                  | \$0               | -              |
| Donations                                | \$0            | \$0            | \$0                    | -                        | \$0               | -              |
| <u>Other Miscellaneous</u>               | <u>\$0</u>     | <u>\$0</u>     | <u>\$0</u>             | <u>-</u>                 | <u>\$0</u>        | <u>-</u>       |
| TOTAL CEMETERY FUND                      | \$113,054      | \$110,553      | \$2,501                | 2.3%                     | \$209,700         | 53.9%          |
| <u>OTHER REVENUES &amp; TRANSFERS IN</u> |                |                |                        |                          |                   |                |
| Trf In - Gen Fund #001                   | \$0            | \$32,466       | -\$32,466              | -100.0%                  | \$0               | -              |
| Trf In - Mausoleum #102                  | \$5,476        | \$8,952        | -\$3,476               | -38.8%                   | \$20,000          | 27.4%          |
| Trf In - Cem. Eq. Res. #103              | \$0            | \$0            | \$0                    | -                        | \$0               | -              |
| Trf In - Cem Preneed #104                | \$11,175       | \$33,437       | -\$22,262              | -66.6%                   | \$20,000          | 55.9%          |
| <u>Trf In - Cem Endowment #602</u>       | <u>\$0</u>     | <u>\$0</u>     | <u>\$0</u>             | <u>-</u>                 | <u>\$91,785</u>   | <u>0.0%</u>    |
| TOTAL OTHER REVENUES                     | \$16,651       | \$74,855       | -\$58,205              | -77.8%                   | \$131,785         | 12.6%          |
| TOTAL CEMETERY REVENUES                  | \$129,704      | \$185,408      | -\$55,704              | -30.0%                   | \$341,485         | 38.0%          |
| GRAND TOTAL CEMETERY FUND                | \$129,704      | \$185,408      |                        |                          | \$341,485         |                |
| <u>APPROPRIATIONS</u>                    |                |                |                        |                          |                   |                |
| Cemetery Operations                      | \$123,410      | \$171,019      | -\$47,609              | -27.8%                   | \$325,485         | 37.9%          |
| Equipment Rental                         | \$3,962        | \$3,899        | \$62                   | 1.6%                     | \$14,000          | 28.3%          |
| Road Paving Debt Service                 | \$0            | \$6,824        | -\$6,824               | -100.0%                  | \$0               | -              |
| Land                                     | \$1,175        | \$0            | \$1,175                | -                        | \$0               | -              |
| Capital                                  | \$0            | \$2,827        | -\$2,827               | -100.0%                  | \$0               | -              |
| Trf Out - Equipment Reserve #505         | <u>\$887</u>   | <u>\$839</u>   | <u>\$48</u>            | <u>5.7%</u>              | <u>\$2,000</u>    | <u>44.3%</u>   |
| CEMETERY FUND APPROPRIATIONS             | \$129,433      | \$185,408      | -\$55,975              | -30.2%                   | \$341,485         | 37.9%          |
| ENDING FUND BALANCE                      | \$271          | \$0            |                        |                          | \$0               |                |

## **Mausoleum Fund #102**

### **Overview:**

The Mausoleum Fund accounts for all operating funds necessary to operate and maintain the City's Mausoleum.

This fund was budgeted to begin the year with a \$193,000 cash balance. The budget provided for \$17,870 in resources and \$29,000 in expenditures leaving an ending balance of \$181,870.

### **Revenues:**

The major source of resources to the Mausoleum Fund comes from user fees. At the end of December 2013, \$12,147 or 68.0%, of projected revenues had been received. This is an increase of 32.2% over comparable 2011 levels. Mausoleum revenues can be very cyclical due to the nature of their sources however cremations are becoming increasingly popular increasing this revenue source.

### **Appropriations:**

Appropriations to the Mausoleum Fund include operating supplies and a transfer to the Cemetery Fund for maintenance at the Mausoleum.

At the halfway point of the biennium, only \$5,476 or 18.9% of appropriated expenditures were made. This is a decrease of 38.8% from comparable 2011 amounts leaving an ending balance of \$203,455.

**MAUSOLEUM FUND #102**  
**CITY OF HOQUIAM**  
**2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                          | 2013<br><u>Q4 YTD</u> | 2011<br><u>Q4 YTD</u> | Increase<br><u>(Decrease)</u> | % Increase<br><u>(Decrease)</u> | 2013-14<br><u>Budget</u> | % to<br><u>Budget</u> |
|--|-----------------------|-----------------------|-------------------------------|---------------------------------|--------------------------|-----------------------|
| BEGINNING FUND BALANCE                   | \$196,784             | \$151,582             |                               |                                 | \$193,000                |                       |
| Cemetery Fees                            | \$11,835              | \$8,483               | \$3,353                       | 39.5%                           | \$17,120                 | 69.1%                 |
| Investment Interest                      | \$312                 | \$375                 | -\$63                         | -16.9%                          | \$750                    | 41.6%                 |
| <u>Interest on Contracts</u>             | <u>\$0</u>            | <u>\$329</u>          | <u>-\$329</u>                 | <u>-100.0%</u>                  | <u>\$0</u>               | <u>-</u>              |
| TOTAL MAUSOLEUM FUND                     | \$12,147              | \$9,187               | \$2,960                       | 32.2%                           | \$17,870                 | 68.0%                 |
| <u>OTHER REVENUES &amp; TRANSFERS IN</u> |                       |                       |                               |                                 |                          |                       |
| <u>Interfund Loan - Cemetery #101</u>    | <u>\$0</u>            | <u>\$6,495</u>        | <u>-\$6,495</u>               | <u>-100.0%</u>                  | <u>\$0</u>               | <u>-</u>              |
| TOTAL OTHER REVENUES                     | \$0                   | \$6,495               | -\$6,495                      | -100.0%                         | \$0                      | -                     |
| TOTAL MAUSOLEUM REVENUES                 | \$12,147              | \$15,682              | -\$3,535                      | -22.5%                          | \$17,870                 | 68.0%                 |
| GRAND TOTAL MAUSOLEUM FUND               | \$208,931             | \$167,264             |                               |                                 | \$210,870                |                       |
| <u>APPROPRIATIONS</u>                    |                       |                       |                               |                                 |                          |                       |
| Mausoleum Operations                     | \$0                   | \$0                   | \$0                           | -                               | \$1,000                  | 0.0%                  |
| Capital                                  | \$0                   | \$0                   | \$0                           | -                               | \$8,000                  | 0.0%                  |
| <u>Trf Out - Cemetery #101</u>           | <u>\$5,476</u>        | <u>\$8,952</u>        | <u>-\$3,476</u>               | <u>-38.8%</u>                   | <u>\$20,000</u>          | <u>27.4%</u>          |
| MAUSOLEUM FUND APPROPRIATIONS            | \$5,476               | \$8,952               | -\$3,476                      | -38.8%                          | \$29,000                 | 18.9%                 |
| ENDING FUND BALANCE                      | \$203,455             | \$158,312             |                               |                                 | \$181,870                |                       |

## Street Fund #106

### Overview:

The adjacent page summarizes all Street Fund projected revenues, adopted appropriations, and financial activity through December.

### Revenues

Revenues and transfers come from two primary sources, gas taxes, and property taxes directly transferred from the General fund.

Gas tax revenues for 2013 were \$121,919 or 50.2% of budget through December. This represents a decrease of \$2,913 or 2.3% over comparable 2011 amounts. However, it is right on budget.

Yearly revenue estimates are based upon Department of Transportation projections. Gasoline taxes are collected on a cents per gallon basis and not as a percentage of the sales price. For this reason, the increase in gasoline prices does not result in a corresponding increase in gas tax revenue.

A transfer from the General Fund for operational support totaled \$241,450, or 42.9% of budget.

In Total, Street Fund revenue was \$14,223 or 3.8% lower than comparable 2011 levels .

### Appropriations:

Overall, the Street Fund expended 45.1%, or \$364,793, of its \$808,385 budget for 2013. This is right on budget for 2013-14.

Street activity typically takes place during the summer months and slows down by year end except for snow and ice maintenance.

**STREET FUND #106**  
**CITY OF HOQUIAM**  
**2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                           | 2013<br><u>Q4 YTD</u> | 2011<br><u>Q4 YTD</u> | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br><u>Budget</u> | % to<br><u>Budget</u> |
|---|-----------------------|-----------------------|------------------------|--------------------------|--------------------------|-----------------------|
| BEGINNING FUND BALANCE                    | \$0                   | \$0                   |                        |                          | \$0                      |                       |
| Property Tax                              | \$0                   | \$0                   | \$0                    | -                        | \$0                      | -                     |
| Permits & Other Misc                      | \$1,477               | \$1,578               | -\$101                 | -6.4%                    | \$2,390                  | 61.8%                 |
| Gas Tax                                   | <u>\$121,919</u>      | <u>\$124,832</u>      | <u>-\$2,913</u>        | <u>-2.3%</u>             | <u>\$243,095</u>         | <u>50.2%</u>          |
| <b>TOTAL REVENUES</b>                     | <b>\$123,396</b>      | <b>\$126,410</b>      | <b>-\$3,015</b>        | <b>-2.4%</b>             | <b>\$245,485</b>         | <b>50.3%</b>          |
| Oper Trf In - General Fund #001           | \$241,450             | \$233,659             | \$7,791                | 3.3%                     | \$562,900                | 42.9%                 |
| <u>Oper Trf In - Arterial Street #107</u> | <u>\$0</u>            | <u>\$19,000</u>       | <u>-\$19,000</u>       | <u>-100.0%</u>           | <u>\$0</u>               | <u>-</u>              |
| <b>TOTAL TRANSFERS</b>                    | <b>\$241,450</b>      | <b>\$252,659</b>      | <b>-\$11,209</b>       | <b>-4.4%</b>             | <b>\$562,900</b>         | <b>42.9%</b>          |
| <b>TOTAL STREET FUND REVENUES</b>         | <b>\$364,846</b>      | <b>\$379,069</b>      | <b>-\$14,223</b>       | <b>-3.8%</b>             | <b>\$808,385</b>         | <b>45.1%</b>          |
| <b>GRAND TOTAL STREET FUND</b>            | <b>\$364,846</b>      | <b>\$379,069</b>      |                        |                          | <b>\$808,385</b>         |                       |
| <b><u>APPROPRIATIONS</u></b>              |                       |                       |                        |                          |                          |                       |
| Executive Services                        | \$26,401              | \$24,141              | \$2,260                | 9.4%                     | \$53,350                 | 49.5%                 |
| Roadway Services                          | \$263,683             | \$259,846             | \$3,837                | 1.5%                     | \$576,500                | 45.7%                 |
| Traffic Control Devices                   | \$10,605              | \$12,958              | -\$2,353               | -18.2%                   | \$22,600                 | 46.9%                 |
| Ancillary Operations                      | \$51,808              | \$70,727              | -\$18,919              | -26.7%                   | \$130,900                | 39.6%                 |
| General Administration                    | \$11,686              | \$10,773              | \$913                  | 8.5%                     | \$23,820                 | 49.1%                 |
| Trf Out - Paths & Trails #107             | \$610                 | \$624                 | -\$15                  | -2.3%                    | \$1,215                  | 50.2%                 |
| <u>Capital</u>                            | <u>\$0</u>            | <u>\$0</u>            | <u>\$0</u>             | <u>-</u>                 | <u>\$0</u>               | <u>-</u>              |
| <b>STREET FUND APPROPRIATIONS</b>         | <b>\$364,793</b>      | <b>\$379,069</b>      | <b>-\$14,276</b>       | <b>-3.8%</b>             | <b>\$808,385</b>         | <b>45.1%</b>          |
| ENDING FUND BALANCE                       | \$53                  | \$0                   |                        |                          | \$0                      |                       |

## **Arterial Street Fund #107**

### **Overview:**

The adjacent page summarizes all Arterial Street Fund projected revenues, adopted appropriations, and financial activity through December.

### **Revenues**

Revenues to this fund come entirely from gas taxes and associated fund balance investments.

Gas tax revenues ended the mid-biennium at 50.2% of budget but were \$1,362 or 2.3% lower than comparable 2011 amounts.

Yearly revenue estimates are based upon Department of Transportation projections. Gasoline taxes are collected on a cents per gallon basis and not as a percentage of the sales price. For this reason, the increase in gasoline prices does not result in a corresponding increase in gas tax revenue.

### **Appropriations:**

Appropriations and transfers out were budgeted at \$270,000 for 2013-14. At the midpoint of the biennium, expenditures and transfers out totaled \$170,651. This represents an increase of \$117,014 or 218.2% over comparable 2011 amounts as a an interfund loan taken out at the end of 2012, due to some grant timing ,was paid off in 2013.

Expenditures from this fund go primarily to debt service and transfers to other funds. The debt service in this fund is a Public Works Trust Fund loan that paid for the Aberdeen Avenue project. Another small transfer also goes to the City's Paths and Trails Fund for a future project.

**ARTERIAL STREET FUND #107**

## CITY OF HOQUIAM

## 2013 4TH QUARTER FINANCIAL REPORT

|                                      | 2013<br><u>Q4 YTD</u> | 2011<br><u>Q4 YTD</u> | Increase<br><u>(Decrease)</u> | % Increase<br><u>(Decrease)</u> | 2013-14<br><u>Budget</u> | % to<br><u>Budget</u> |
|--------------------------------------|-----------------------|-----------------------|-------------------------------|---------------------------------|--------------------------|-----------------------|
| <b>REVENUES</b>                      |                       |                       |                               |                                 |                          |                       |
| BEGINNING FUND BALANCE               | \$0                   | \$0                   |                               |                                 | \$0                      |                       |
| TIB Grant                            | \$206,816             | 0                     | \$206,816                     | -                               | \$206,815                | 100.0%                |
| Gas Tax                              | \$57,005              | \$58,367              | -\$1,362                      | -2.3%                           | \$113,665                | 50.2%                 |
| Investment Interest                  | <u>\$142</u>          | <u>\$121</u>          | <u>\$21</u>                   | <u>17.2%</u>                    | <u>\$100</u>             | <u>141.8%</u>         |
| TOTAL ARTERIAL STREET FUND           | \$263,963             | \$58,488              | \$205,475                     | 351.3%                          | \$320,580                | 82.3%                 |
| GRAND TOTAL ART. STREET FUND         | \$263,963             | \$58,488              |                               |                                 | \$320,580                |                       |
| <b>APPROPRIATIONS</b>                |                       |                       |                               |                                 |                          |                       |
| Debt Service                         | \$142,748             | \$33,024              | \$109,724                     | 332.3%                          | \$176,105                | 81.1%                 |
| Overlay Projects                     | <u>\$1,618</u>        | <u>\$1,321</u>        | <u>\$297</u>                  | <u>22.5%</u>                    | <u>\$0</u>               | <u>-</u>              |
| Total Expenditures                   | \$144,366             | \$34,345              | \$110,021                     | 320.3%                          | \$176,105                | 82.0%                 |
| Trf Out - Streets #106               | \$0                   | \$19,000              | -\$19,000                     | -100.0%                         | \$0                      | -                     |
| Trf Out - Paths & Trails #108        | \$285                 | \$292                 | -\$7                          | -2.3%                           | \$570                    | 50.0%                 |
| Trf Out - Sidewalk Construction #302 | <u>\$26,000</u>       | <u>\$0</u>            | <u>\$26,000</u>               | <u>-</u>                        | <u>\$93,325</u>          | <u>27.9%</u>          |
| Total Transfers                      | \$26,285              | \$19,292              | \$6,993                       | 36.2%                           | \$93,895                 | 28.0%                 |
| ART. STREET FUND APPROPRIATIONS      | \$170,651             | \$53,636              | \$117,014                     | 218.2%                          | \$270,000                | 63.2%                 |
| ENDING FUND BALANCE                  | \$93,312              | \$4,852               |                               |                                 | \$50,580                 |                       |

## **Ambulance Fund #109**

### **Overview:**

The Ambulance Fund accounts for the emergency medical response operations of the City's Fire Department. The adjacent page summarizes all revenues, and financial activity through December.

### **Revenues:**

Emergency Care revenues come from three primary sources:

- The general emergency medical services property tax levy was projected to generate \$466,370. Through December 2013, the City has received \$199,001 or 42.7% of budgeted amounts.
- Ambulance fees were projected at \$2,006,000 for the biennium. Through December, the City collected \$894,044, or 44.6% of Budget. This activity is \$115,195 or 11.4% lower than the 2011 activity through December. Ambulance calls for service are down substantially compared to 2011.
- Ambulance Utility charges were budgeted at \$1,107,000 for the biennium. At the midpoint 48.8%, or \$540,102, had been received. The Ambulance fee structure was modified in 2006 and transfers from the General Fund are no longer necessary.

### **Appropriations and Transfers Out:**

Through December, the Ambulance Fund has spent 50.7% of its biennial operating budget appropriations of \$3,848,355. This activity is right on target for the biennium.

Other expenditures include:

- A \$14,160 transfer to the General Fund to pay the Ambulance Fund's portion of the annual E911 contribution.
- A \$32,402 transfer to Equipment Rental for vehicle repairs
- A \$37,500 in transfers to the Equipment Reserve Fund for future vehicle purchases.

**AMBULANCE FUND #109**  
**CITY OF HOQUIAM**  
**2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                          | 2013<br><u>Q4 YTD</u> | 2011<br><u>Q4 YTD</u> | Increase<br><u>(Decrease)</u> | % Increase<br><u>(Decrease)</u> | 2013-14<br><u>Budget</u> | % to<br><u>Budget</u> |
|--|-----------------------|-----------------------|-------------------------------|---------------------------------|--------------------------|-----------------------|
| BEGINNING FUND BALANCE                   | \$25,941              | \$40,660              |                               |                                 | \$25,940                 |                       |
| EMS Levy                                 | \$199,001             | \$226,230             | -\$27,229                     | -12.0%                          | \$466,370                | 42.7%                 |
| SAFER Grant                              | \$17,338              | \$14,060              | \$3,278                       | 23.3%                           | \$0                      | -                     |
| St. Health Grant                         | \$1,208               | \$1,738               | -\$530                        | -30.5%                          | \$1,200                  | 100.7%                |
| GE EMS Grant                             | \$1,200               | \$1,005               | \$195                         | 19.4%                           | \$0                      | -                     |
| GH Transit Grant                         | \$2,725               | \$2,551               | \$174                         | 6.8%                            | \$2,725                  | 100.0%                |
| Ambulance Fees                           | \$894,044             | \$1,009,239           | -\$115,195                    | -11.4%                          | \$2,006,000              | 44.6%                 |
| Miscellaneous                            | \$3,082               | \$3,428               | -\$345                        | -10.1%                          | \$0                      | -                     |
| Ambulance Utility Charges                | \$540,102             | \$538,625             | \$1,477                       | 0.3%                            | \$1,107,000              | 48.8%                 |
| <u>Fire District EMS Fees</u>            | <u>\$108,974</u>      | <u>\$77,716</u>       | <u>\$31,258</u>               | <u>40.2%</u>                    | <u>\$156,000</u>         | <u>69.9%</u>          |
| TOTAL AMBULANCE FUND                     | \$1,767,673           | \$1,874,591           | -\$106,917                    | -5.7%                           | \$3,739,295              | 47.3%                 |
| <u>OTHER REVENUES &amp; TRANSFERS IN</u> |                       |                       |                               |                                 |                          |                       |
| <u>Interim Loan from ER Reserve</u>      | <u>\$106,000</u>      | <u>\$0</u>            | <u>\$106,000</u>              | -                               | <u>\$106,000</u>         | <u>100.0%</u>         |
| TOTAL OTHER REVENUES                     | \$106,000             | \$0                   | \$106,000                     | -                               | \$106,000                | 100.0%                |
| TOTAL AMBULANCE REVENUES                 | \$1,873,673           | \$1,874,591           | -\$917                        | 0.0%                            | \$3,845,295              | 48.7%                 |
| GRAND TOTAL AMBULANCE FUND               | \$1,899,614           | \$1,915,251           |                               |                                 | \$3,871,235              |                       |
| <u>APPROPRIATIONS</u>                    |                       |                       |                               |                                 |                          |                       |
| Ambulance Operations                     | \$1,811,097           | \$1,851,241           | -\$40,145                     | -2.2%                           | \$3,652,535              | 49.6%                 |
| Capital                                  | \$4,332               | \$0                   | \$4,332                       | -                               | \$21,000                 | 20.6%                 |
| Debt Service                             | \$0                   | \$0                   | \$0                           | -                               | \$0                      | -                     |
| Trf Out - General Fund #001 (E911)       | \$14,160              | \$14,000              | \$160                         | 1.1%                            | \$28,320                 | 50.0%                 |
| Trf Out - Equipment Rental #501          | \$32,402              | \$31,261              | \$1,141                       | 3.7%                            | \$71,500                 | 45.3%                 |
| <u>Trf Out - Equipment Reserve #505</u>  | <u>\$37,500</u>       | <u>\$18,750</u>       | <u>\$18,750</u>               | <u>100.0%</u>                   | <u>\$75,000</u>          | <u>50.0%</u>          |
| AMBULANCE FUND APPROPRIATION:            | \$1,899,491           | \$1,915,252           | -\$15,761                     | -0.8%                           | \$3,848,355              | 49.4%                 |
| ENDING FUND BALANCE                      | \$124                 | -\$1                  |                               |                                 | \$22,880                 |                       |

## **Stadium and Tourism Fund #112**

### **Overview:**

The Stadium and Tourism Fund provides for the collection of the City's 2% stadium tax and 3% transient tax revenues. Funds collected here are spent to finance ongoing municipal operations related to tourism, festivals and performing arts activities.

### **Revenues:**

For the biennium, Hotel Motel tax revenues were budgeted to total \$24,000, and come from two sources, a 2% Stadium Tax and a 3% Transient Excise Tax. Revenues through the mid-biennium of \$13,262 constitute 55.3% of the budgeted amount of \$24,000. This is essentially the same amount that was received last biennium. This is a remarkable improvement from the last few years but still emphasizes the City's lack of overnight lodging facilities.

### **Appropriations and Transfers out:**

Through December, the City expended 37.5% of its budget authority in this fund. Budgeted expenditures include:

7<sup>th</sup> Street Theater, \$2,000 budgeted, \$1,000 expended: To fund Council approved marketing of films at the historic theater.

Loggers' Playday, \$1,000 budgeted, \$1,000 expended: To fund promotional print media for the City's premier festival.

**STADIUM/TOURISM FUND #112**

## CITY OF HOQUIAM

## 2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                 | 2013<br><u>Q4 YTD</u> | 2011<br><u>Q4 YTD</u> | Increase<br><u>(Decrease)</u> | % Increase<br><u>(Decrease)</u> | 2013-14<br><u>Budget</u> | % to<br><u>Budget</u> |
|---------------------------------|-----------------------|-----------------------|-------------------------------|---------------------------------|--------------------------|-----------------------|
| BEGINNING FUND BALANCE          | \$20,271              | \$21,362              |                               |                                 | \$20,270                 |                       |
| Hotel-Motel Tax                 | \$13,262              | \$13,373              | -\$112                        | -0.8%                           | \$24,000                 | 55.3%                 |
| <u>Investment Interest</u>      | <u>\$36</u>           | <u>\$30</u>           | <u>\$6</u>                    | <u>18.7%</u>                    | <u>\$0</u>               | <u>-</u>              |
| TOTAL STADIUM/TOURISM FUND      | \$13,297              | \$13,404              | -\$106                        | -0.8%                           | \$24,000                 | 55.4%                 |
| GRAND TOTAL STADIUM/TOURISM     | \$33,568              | \$34,766              |                               |                                 | \$44,270                 |                       |
| <u>APPROPRIATIONS</u>           |                       |                       |                               |                                 |                          |                       |
| Loggers Playday                 | \$1,000               | \$1,000               | \$0                           | 0.0%                            | \$1,000                  | 100.0%                |
| 7th Street Theatre              | \$2,000               | \$0                   | \$2,000                       | -                               | \$2,000                  | 100.0%                |
| Community Events                | \$0                   | \$1,000               | -\$1,000                      | -100.0%                         | \$5,000                  | 0.0%                  |
| Advertising                     | \$0                   | \$0                   | \$0                           | -                               | \$0                      | -                     |
| Entrance Sign                   | \$0                   | \$0                   | \$0                           | -                               | \$0                      | -                     |
| <u>Other Miscellaneous Uses</u> | <u>\$0</u>            | <u>\$12,796</u>       | <u>-\$12,796</u>              | <u>-100.0%</u>                  | <u>\$0</u>               | <u>-</u>              |
| STADIUM/TOURISM APPROPRIATIONS  | \$3,000               | \$14,796              | -\$11,796                     | -79.7%                          | \$8,000                  | 37.5%                 |
| ENDING FUND BALANCE             | \$30,568              | \$19,970              |                               |                                 | \$36,270                 |                       |

## **Community Development Repay Fund #130**

### **Overview:**

The Community Development Repay Fund receives its funding from loan repayments associated with the home improvement loan program established in the early 1980's. Proposed expenditures represent abatement and cleanup activities.

This fund was budgeted to begin 2013 with a \$139,280 cash balance.

### **Revenues:**

This fund receives its primary resources from grants, contract payments on home improvement loans and some resources from cleanup and abatement fees. Total resources were budgeted at \$4,000 while revenues of \$1,046 were received.

This fund also received \$49,032 from contract payments on home improvement loans. However, these loan repayments should be considered one-time revenues and not budgeted as a recurring stream of funds.

### **Appropriations and Transfers out:**

Expenditures to abate nuisances were budgeted at \$50,000. Through year end, \$13,617 or 27.2% of this budget had been expended.

**COMMUNITY DEVELOPMENT REPAY FUND #130**

CITY OF HOQUIAM

2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                  | 2013<br>Q4 YTD  | 2011<br>Q4 YTD   | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br>Budget | % to<br>Budget |
|----------------------------------|-----------------|------------------|------------------------|--------------------------|-------------------|----------------|
| BEGINNING FUND BALANCE           | \$139,281       | \$130,965        |                        |                          | \$139,280         |                |
| GH County Waste Abatement Grant  | \$0             | \$0              | \$0                    | -                        | \$0               | -              |
| CERB Neighborhood Stabilization  | \$0             | \$110,489        | -\$110,489             | -100.0%                  | \$0               | -              |
| Miscellaneous Cleanup Fees       | \$216           | \$0              | \$216                  | -                        | \$0               | -              |
| Abatement Fees                   | \$1,046         | \$0              | \$1,046                | -                        | \$4,000           | 26.2%          |
| <u>Contract Payments</u>         | <u>\$49,032</u> | <u>\$17,515</u>  | <u>\$31,517</u>        | <u>179.9%</u>            | <u>\$0</u>        | -              |
| TOTAL COMM. DEVEL. REPAY FUND    | \$50,294        | \$128,003        | -\$77,709              | -60.7%                   | \$4,000           | 1257.4%        |
| <br>                             |                 |                  |                        |                          |                   |                |
| GRAND TOTAL COMM. DEVEL. REPAY   | \$189,575       | \$258,968        | -\$77,709              | -26.8%                   | \$143,280         | 132.3%         |
| <br>                             |                 |                  |                        |                          |                   |                |
| <u>APPROPRIATIONS</u>            |                 |                  |                        |                          |                   |                |
| Miscellaneous                    | \$779           | \$0              | \$779                  | -                        | \$1,000           | 77.9%          |
| Cleanup Activities               | \$0             | \$0              | \$0                    | -                        | \$0               | -              |
| Abate Nuisances                  | \$13,617        | \$30,654         | -\$17,038              | -55.6%                   | \$50,000          | 27.2%          |
| GH Co. Waste Abatement Grant     | \$0             | \$178            | -\$178                 | -100.0%                  | \$4,315           | 0.0%           |
| Purchase/Rehab Homes             | \$0             | \$8,492          | -\$8,492               | -100.0%                  | \$0               | -              |
| Neighborhood Stabilization Grant | <u>\$0</u>      | <u>\$101,389</u> | <u>-\$101,389</u>      | <u>-100.0%</u>           | <u>\$0</u>        | -              |
| COMM. DEVEL. REPAY FUND          | \$14,395        | \$140,714        | -\$126,319             | -89.8%                   | \$55,315          | 26.0%          |
| <br>                             |                 |                  |                        |                          |                   |                |
| ENDING FUND BALANCE              | \$175,180       | \$118,254        |                        |                          | \$87,965          |                |

## **Water, Sewer and Storm Fund #401**

### **Overview:**

The Water, Sewer and Storm fund provides for all utility operations, capital improvement and debt service appropriations and transfers. The adjacent pages summarize budgeted financial activity for the biennium, including revenues and expenditures through 2013.

### **Revenues:**

This fund was budgeted to generate revenues of \$19,860,465, primarily from water, sewer and storm service rates but also from a large loan for the Water Transmission Line Replacement. Fees received from late penalties and shut-offs are also recorded in this fund. Lastly, the Watershed Fund transfers resources to this fund for capital expenditures.

Through December water sales of \$1,302,990 or 35.6% of budgeted metered water revenues were collected. This is 1.1% higher than 2011 comparable levels. This line item should be at 100% by the end of 2014 as rates were increased in October of 2013.

Sewer Revenues have been consistent throughout the year. Through December, sewer fees collected were 50.3%, or \$1,630,837 of the \$3,243,000 budgeted sewer service revenue. This is 3.7% higher than 2011 year to date amounts.

Storm Drain rate revenues through December were at \$269,980 or 37.8%, of the budgeted amount of \$715,000. Storm Drain rates were also increased in October of 2013 and this line item should be at 100% by year end 2014.

In total, the Water, Sewer and Storm Fund received \$3,251,857 in service revenues in 2013, an increase of \$74,774 or 2.4% from comparable 2011 levels.

There is a large capital project to replace the Water Transmission Line in 2013-14. Revenues of \$640,654 from a Public Works Trust Fund Loan were received to date for this \$10,000,000 project.

The last major revenue source to this fund comes from a transfer in from the Watershed Fund. Through December, \$828,318 or 43.8% of budgeted amounts of \$1,889,805 had been transferred. Transfers are made on an as needed basis and are only made to cover major capital improvements to the system.

**WATER,SEWER AND STORM FUND #401****CITY OF HOQUIAM****2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                          | <u>2013<br/>Q4 YTD</u> | <u>2011<br/>Q4 YTD</u> | <u>Increase<br/>(Decrease)</u> | <u>% Increase<br/>(Decrease)</u> | <u>2013-14<br/>Budget</u> | <u>% to<br/>Budget</u> |
|--|------------------------|------------------------|--------------------------------|----------------------------------|---------------------------|------------------------|
| BEGINNING FUND BALANCE                   | \$844,726              | \$710,850              |                                |                                  | \$844,725                 |                        |
| Water Sales                              | \$1,302,990            | \$1,288,881            | \$14,109                       | 1.1%                             | \$3,664,000               | 35.6%                  |
| Waters Sales - Collection Accounts       | \$90                   | \$7                    | \$83                           | 1162.9%                          | \$0                       | -                      |
| Sewer Service                            | \$1,630,837            | \$1,573,263            | \$57,575                       | 3.7%                             | \$3,243,000               | 50.3%                  |
| Sewer Service - Collection Accounts      | \$77                   | \$6                    | \$71                           | 1162.6%                          | \$0                       | -                      |
| Storm Drainage                           | \$269,980              | \$232,447              | \$37,534                       | 16.1%                            | \$715,000                 | 37.8%                  |
| Charges for Miscellaneous Service        | \$21,730               | \$17,004               | \$4,727                        | 27.8%                            | \$32,000                  | 67.9%                  |
| Investment Interest                      | \$17,894               | \$16,849               | \$1,045                        | 6.2%                             | \$30,350                  | 59.0%                  |
| Grants                                   | \$688                  | \$39,731               | -\$39,044                      | -98.3%                           | \$0                       | -                      |
| Other Miscellaneous                      | \$7,570                | \$8,895                | -\$1,325                       | -14.9%                           | \$21,000                  | 36.0%                  |
| TOTAL SERVICE REVENUES                   | \$3,251,857            | \$3,177,082            | \$74,774                       | 2.4%                             | \$7,705,350               | 42.2%                  |
| <u>OTHER REVENUES &amp; TRANSFERS IN</u> |                        |                        |                                |                                  |                           |                        |
| PWTF Loan (Trans Line Replace)           | \$640,654              | \$0                    | \$640,654                      | -                                | \$10,000,000              | 6.4%                   |
| DOE Loan (WW Facility Plan)              | \$185,585              | \$0                    | \$185,585                      | -                                | \$218,000                 | 85.1%                  |
| Trf In - Trans Line Reserve #404         | \$0                    | \$40,248               | -\$40,248                      | -100.0%                          | \$47,310                  | 0.0%                   |
| Trf In - Watershed #402                  | \$828,318              | \$732,454              | \$95,864                       | 13.1%                            | \$1,889,805               | 43.8%                  |
| TOTAL OTHER REVENUES                     | \$1,654,556            | \$772,702              | \$881,854                      | 114.1%                           | \$12,155,115              | 13.6%                  |
| TOTAL FUND REVENUES                      | \$4,906,413            | \$3,949,784            | \$956,629                      | 24.2%                            | \$19,860,465              | 24.7%                  |
| GRAND TOTAL FUND RESOURCES               | \$5,751,139            | \$4,660,634            |                                |                                  | \$20,705,190              |                        |
| <u>APPROPRIATIONS</u>                    |                        |                        |                                |                                  |                           |                        |
| Water Operations                         | \$1,768,271            | \$1,656,028            | \$112,243                      | 6.8%                             | \$3,852,325               | 45.9%                  |
| Sewer Operations                         | \$1,142,030            | \$1,127,613            | \$14,417                       | 1.3%                             | \$2,685,760               | 42.5%                  |
| Storm Drain Operations                   | \$323,710              | \$324,362              | -\$651                         | -0.2%                            | \$731,790                 | 44.2%                  |
| TOTAL WATERWORKS OPERATIONS              | \$3,234,012            | \$3,108,003            | \$126,009                      | 4.1%                             | \$7,269,875               | 44.5%                  |
| Water Capital                            | \$1,091,472            | \$339,781              | \$751,692                      | 221.2%                           | \$10,644,215              | 10.3%                  |
| Sewer Capital                            | \$290,655              | \$115,331              | \$175,323                      | 152.0%                           | \$581,465                 | 50.0%                  |
| Storm Drain Capital                      | \$0                    | \$49,046               | -\$49,046                      | -100.0%                          | \$125,000                 | 0.0%                   |
| TOTAL WATERWORKS CAPITAL                 | \$1,382,127            | \$504,159              | \$877,969                      | 174.1%                           | \$11,350,680              | 12.2%                  |
| Water Debt Service                       | \$626                  | \$0                    | \$626                          | -                                | \$113,000                 | 0.6%                   |
| Sewer Debt Service                       | \$278,040              | \$298,945              | -\$20,905                      | -7.0%                            | \$598,820                 | 46.4%                  |
| TOTAL WATERWORKS DEBT                    | \$278,666              | \$298,945              | -\$20,279                      | -6.8%                            | \$711,820                 | 39.1%                  |
| Trf Out - Water Eq Rental #501           | \$56,847               | \$50,436               | \$6,411                        | 12.7%                            | \$120,200                 | 47.3%                  |
| Trf Out - Sewer Eq Rental #501           | \$30,068               | \$29,996               | \$71                           | 0.2%                             | \$49,160                  | 61.2%                  |
| Trf Out - Storm Eq Rental #501           | \$10,837               | \$12,856               | -\$2,019                       | -15.7%                           | \$19,210                  | 56.4%                  |
| Trf Out - Water Eq Reserve #505          | \$51,000               | \$26,842               | \$24,158                       | 90.0%                            | \$102,000                 | 50.0%                  |
| Trf Out - Sewer Eq Reserve #505          | \$30,000               | \$15,000               | \$15,000                       | 100.0%                           | \$60,000                  | 50.0%                  |
| Trf Out - Storm Eq Reserve #505          | \$9,996                | \$4,998                | \$4,998                        | 100.0%                           | \$20,000                  | 50.0%                  |
| TOTAL WATERWORKS TRANSFERS               | \$188,747              | \$140,127              | \$48,620                       | 34.7%                            | \$370,570                 | 50.9%                  |
| TOTAL FUND APPROPRIATIONS                | \$5,083,552            | \$4,051,234            | \$1,032,318                    | 25.5%                            | \$19,702,945              | 25.8%                  |
| ENDING FUND BALANCE                      | \$667,586              | \$609,400              |                                |                                  | \$1,002,245               |                        |

### **Appropriations:**

For 2013-14, this fund was appropriated to spend \$19,702,945 providing water and sewer and storm services. Budgeted amounts are primarily for operations, but also include expenditures for capital, debt service and transfers out for equipment maintenance and equipment reserves.

Through December, the Water Department expended 45.9%, or \$1,768,271 of its \$3,852,325 operating budget, which is within parameters for the fiscal year.

At December, the Sewer Department had expended 42.5%, or \$1,142,030 of its \$2,685,760 operating budget.

Through December, actual Storm Drain expenditures of \$323,710 constitute 44.2% of total appropriations of \$731,790.

Transfers to other funds for operating, debt service and capital improvement requirements are at 50.9%, which is within normal budget parameters though for the biennium.

This fund was budgeted to begin the year with a cash balance of \$844,725. However, after all operating appropriations and capital expenditures, this fund is budgeted to end the year with a \$1,002,245 cash balance. This is encouraging as a 90-day operating reserve is minimum amount recommended for this fund which would equate to approximately \$675,000.

## **Watershed Fund #402**

### **Overview:**

The Watershed Fund accounts for all expenditures associated with timber harvesting and the management of watershed lands. All revenues from timber sales in the watershed are deposited into this fund. Watershed funds are transferred to the Water, Sewer and Storm Fund on an as needed basis for major capital and infrastructure improvements.

This fund was budgeted to begin 2013 with a \$2,680,290 cash balance.

### **Revenues:**

This fund receives its resources primarily from timber sales. There were a number of small timber sales in 2013 in an effort to harvest downed timber from the December 2007 storm. This resulted in \$1,128,993 in revenue for 2013.

As a result of the increase in downed timber, a new harvest plan is being developed that will take into account the loss of timber revenues in future years.

### **Appropriations and Transfers out:**

Starting in 2006 this fund does include a small operating expenditure budget, but primarily provides a source of funds for transfer to other Water, Sewer and Storm Funds for special projects.

Transfers of \$1,889,805 were budgeted to the Water, Sewer and Storm Fund of which \$828,318 were transferred as of December 2013. This fund ended 2013 with a \$3,489,557 cash balance.

As mentioned above, all transfers of watershed funds go to finance major capital and infrastructure improvements.

**WATERSHED FUND #402**  
**CITY OF HOQUIAM**  
**2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                          | <u>2013</u><br><u>Q4 YTD</u> | <u>2011</u><br><u>Q4 YTD</u> | <u>Increase</u><br><u>(Decrease)</u> | <u>% Increase</u><br><u>(Decrease)</u> | <u>2013-14</u><br><u>Budget</u> | <u>% to</u><br><u>Budget</u> |
|--|------------------------------|------------------------------|--------------------------------------|--|---------------------------------|------------------------------|
| BEGINNING FUND BALANCE                   | \$2,680,288                  | \$3,456,135                  |                                      |  | \$2,680,290                     |                              |
| Interim Fire Truck Payment               | \$1,128,993                  | \$0                          | \$1,128,993                          | -                                      | \$1,128,995                     | 100.0%                       |
| Miscellaneous Revenue                    | \$0                          | \$1,504                      | -\$1,504                             | -100.0%                                | \$0                             | -                            |
| <u>Timber Sale Payments</u>              | <u>\$1,800,462</u>           | <u>\$93,115</u>              | <u>\$1,707,347</u>                   | <u>1833.6%</u>                         | <u>\$2,300,000</u>              | <u>78.3%</u>                 |
| TOTAL WATERSHED FUND                     | \$2,929,455                  | \$94,619                     | \$1,705,843                          | \$17                                   | \$3,428,995                     | 85.4%                        |
| TOTAL WATERSHED REVENUES                 | \$2,929,455                  | \$94,619                     | \$1,705,843                          | 2996.1%                                | \$3,428,995                     | 85.4%                        |
| GRAND TOTAL WATERSHED FUND               | \$5,609,743                  | \$3,550,754                  |                                      |  | \$6,109,285                     |                              |
| <u>APPROPRIATIONS</u>                    |                              |                              |                                      |  |                                 |                              |
| Watershed Operations                     | \$54,852                     | \$59,224                     | -\$4,372                             | -7.4%                                  | \$217,900                       | 25.2%                        |
| Land                                     | \$18,000                     | \$0                          | \$18,000                             | -                                      | \$0                             | -                            |
| <u>Road Construction</u>                 | <u>\$0</u>                   | <u>\$4,537</u>               | <u>-\$4,537</u>                      | <u>-100.0%</u>                         | <u>\$500,000</u>                | <u>0.0%</u>                  |
| Capital                                  | \$18,000                     | \$4,537                      | \$13,463                             | 296.8%                                 | \$500,000                       | 3.6%                         |
| Interim Loan - #001 (Fire Truck)         | \$1,128,993                  | \$0                          | \$1,128,993                          | -                                      | \$1,128,995                     | 100.0%                       |
| Trf Out - Waterworks #401                | \$828,318                    | \$732,454                    | \$95,864                             | 13.1%                                  | \$1,889,805                     | 43.8%                        |
| <u>Trf Out - Trans Line Reserve #404</u> | <u>\$90,023</u>              | <u>\$5,799</u>               | <u>\$84,224</u>                      | <u>1452.5%</u>                         | <u>\$50,000</u>                 | <u>180.0%</u>                |
| Total Transfers Out                      | \$918,341                    | \$738,253                    | \$180,088                            | 24.4%                                  | \$1,939,805                     | 47.3%                        |
| GRAND TOTAL WATERSHED FUND               | \$2,120,186                  | \$802,013                    | \$175,716                            | 164.4%                                 | \$3,786,700                     | 56.0%                        |
| ENDING FUND BALANCE                      | \$3,489,557                  | \$2,748,741                  |                                      |  | \$2,322,585                     |                              |

## **Landfill Postclosure Fund #417**

### **Overview:**

The Landfill Postclosure Fund provides for continuing maintenance of the "decommissioned" City Landfill. Funds were transferred annually in prior operating years, from the Sanitation Fund to this fund, to pay the postclosure maintenance costs. Furthermore, when the Sanitation Department was sold, an additional amount from the sale was transferred to this fund to cover the costs of the City's obligation to the landfill for future years.

This fund was budgeted to begin 2013 with a \$106,220 cash balance.

### **Revenues:**

This fund receives its resources solely from interest earned on the invested cash balance. At December 2013, \$151 or 30.2% of budgeted amounts had been received. This is a decrease of \$139 or 47.9% from comparable 2011 amounts.

Continued decreases in short term rates and a decrease in the cash balance in this fund caused the City to earn much less money on reserve balances than in prior years.

### **Appropriations and Transfers out:**

This fund was budgeted to spend \$58,850 on postclosure maintenance in 2013-14. As of year-end, \$21,733 or 36.9% of anticipated expenditures had been made, primarily on monitoring services.

This fund is budgeted to end the biennium with a \$47,870 cash balance. Beginning in 2011 the City began less aggressive monitoring at the old landfill site. Expenditures should decrease drastically in the coming years.

**LANDFILL POSTCLOSURE FUND #417**

## CITY OF HOQUIAM

## 2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                  | 2013<br>Q4 YTD  | 2011<br>Q4 YTD  | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br>Budget | % to<br>Budget |
|----------------------------------|-----------------|-----------------|------------------------|--------------------------|-------------------|----------------|
| BEGINNING FUND BALANCE           | \$106,218       | \$143,815       |                        |                          | \$106,220         |                |
| <u>Investment Interest</u>       | <u>\$151</u>    | <u>\$289</u>    | <u>-\$139</u>          | <u>-47.9%</u>            | <u>\$500</u>      | <u>30.2%</u>   |
| TOTAL LANDFILL POSTCLOSURE FUND  | \$151           | \$289           | -\$139                 | -47.9%                   | \$106,720         | 0.1%           |
| GRAND TOTAL LANDFILL POSTCLOSURE | \$106,369       | \$144,104       |                        |                          | \$106,720         | 0.1%           |
| <u>APPROPRIATIONS</u>            |                 |                 |                        |                          |                   |                |
| <u>Landfill Operations</u>       | <u>\$21,733</u> | <u>\$20,844</u> | <u>\$889</u>           | <u>4.3%</u>              | <u>\$58,850</u>   | <u>36.9%</u>   |
| LANDFILL POSTCLOSURE FUND        | \$21,733        | \$20,844        | \$889                  | 4.3%                     | \$58,850          | 36.9%          |
| ENDING FUND BALANCE              | \$84,636        | \$123,260       |                        |                          | \$47,870          |                |

# Equipment Rental Fund #501

## **Overview:**

The Equipment Rental Fund provides for the accounting of vehicle purchases and vehicle maintenance. Funds are accumulated over the course of one or more years in the Equipment Rental Reserve Fund #505 and are then transferred to this fund to acquire the vehicle.

## **Revenues:**

All resources of the Equipment Rental Fund come in the form of charges for services and transfers from other operating funds. There was \$717,835 in budgeted revenue, of which \$278,676 or 38.8% was received through December.

## **Appropriations:**

The two primary expenditures in this fund are for the personnel expenses associated with the City's mechanic and for vehicle purchases. In addition to the mechanic, there were four vehicle purchases planned for the biennium.

As of December, two vehicles had been acquired totaling \$68,053 with two more purchases planned for 2014. In total this fund spent \$373,669 or 42.3% of its \$882,470 biennial budget on vehicle maintenance and new purchases.

**EQUIPMENT RENTAL FUND #501**

## CITY OF HOQUIAM

## 2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                          | 2013<br>Q4 YTD  | 2011<br>Q4 YTD  | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br>Budget | % to<br>Budget |
|--|-----------------|-----------------|------------------------|--------------------------|-------------------|----------------|
| BEGINNING FUND BALANCE                   | \$0             | \$26,760        |                        |                          | \$0               |                |
| Equipment Maintenance Charges            | \$278,428       | \$300,773       | -\$22,345              | -7.4%                    | \$717,535         | 38.8%          |
| Interest on Contracts A/R                | \$18            | \$0             | \$18                   | -                        | \$0               | -              |
| <u>Other Miscellaneous</u>               | <u>\$230</u>    | <u>\$98</u>     | <u>\$132</u>           | <u>133.9%</u>            | <u>\$300</u>      | <u>76.7%</u>   |
| TOTAL EQUIPMENT RENTAL FUND              | \$278,676       | \$300,872       | -\$22,196              | -7.4%                    | \$717,835         | 38.8%          |
| <u>OTHER REVENUES &amp; TRANSFERS IN</u> |                 |                 |                        |                          |                   |                |
| Trf In - Eq. Rental Reserve #505         | \$68,053        | \$26,301        | \$41,752               | 158.8%                   | \$204,635         | 33.3%          |
| <u>Trf In - Dept. Contributions</u>      | <u>\$0</u>      | <u>\$0</u>      | <u>\$0</u>             | <u>-</u>                 | <u>\$0</u>        | <u>-</u>       |
| TOTAL OTHER REVENUES                     | \$68,053        | \$26,301        | \$41,752               | 158.8%                   | \$204,635         | 33.3%          |
| TOTAL EQUP RENTAL REVENUES               | \$346,729       | \$327,172       | \$19,556               | 6.0%                     | \$922,470         | 37.6%          |
| GRAND TOTAL EQUIPMENT RENTAL             | \$346,729       | \$353,932       |                        |                          | \$922,470         |                |
| <u>APPROPRIATIONS</u>                    |                 |                 |                        |                          |                   |                |
| Equipment Rental Operations              | \$149,979       | \$140,279       | \$9,700                | 6.9%                     | \$317,835         | 47.2%          |
| Fuel                                     | \$155,637       | \$175,620       | -\$19,983              | -11.4%                   | \$360,000         | 43.2%          |
| <u>Capital</u>                           | <u>\$68,053</u> | <u>\$30,364</u> | <u>\$37,689</u>        | <u>124.1%</u>            | <u>\$204,635</u>  | <u>33.3%</u>   |
| EQUIPMENT RENTAL FUND APPROP.            | \$373,669       | \$346,264       | \$27,405               | 7.9%                     | \$882,470         | 42.3%          |
| ENDING FUND BALANCE                      | -\$26,940       | \$7,669         |                        |                          | \$40,000          |                |

# Equipment Rental Reserve Fund #505

## **Overview:**

The Equipment Rental Reserve Fund provides for the accounting of resources from all operating funds for use in future vehicle and equipment acquisitions. Separate balances are maintained for each operating fund making a contribution, and funds are accumulated over the course of one or more years and funds are then transferred to the Equipment Rental Fund #501 to acquire the vehicles.

For the year, this fund was budgeted to begin 2011 with a \$1,535,866 cash balance. The budget provided for \$488,535 in resources as transfers from other funds and the repayment of an interfund loan.

## **Revenues:**

All resources of the Equipment Rental Reserve Fund normally come in the form of transfers from other funds. Through December, \$379,490 in transfers are provided by other funds of which \$158,496 or 41.8% had been made.

The only other revenue received in 2013 was the repayment of an interfund loan from the Arterial Street Fund of \$109,046.

## **Appropriations:**

Appropriations from this fund come entirely in the form of transfers to the Equipment Rental Fund #501. In the 2013-14 budget, \$204,635 was appropriated in transfers of which \$68,053 or 33.3% were made due to delays of some vehicle purchases until 2014.

There was also a \$106,000 interfund loan to the Ambulance Fund that was made at the end of 2013.

**EQUIPMENT RENTAL RESERVE FUND #505**

## CITY OF HOQUIAM

## 2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                    | <u>2013<br/>Q4 YTD</u> | <u>2011<br/>Q4 YTD</u> | <u>Increase<br/>(Decrease)</u> | <u>% Increase<br/>(Decrease)</u> | <u>2013-14<br/>Budget</u> | <u>% to<br/>Budget</u> |
|------------------------------------|------------------------|------------------------|--------------------------------|----------------------------------|---------------------------|------------------------|
| BEGINNING FUND BALANCE             | \$1,535,866            | \$1,580,945            |                                |                                  | \$1,535,865               |                        |
| Departmental Contributions         | \$158,496              | \$108,994              | \$49,502                       | 45.4%                            | \$379,490                 | 41.8%                  |
| Interfund Loans                    | \$109,046              | \$0                    | \$109,046                      | -                                | \$109,045                 | 100.0%                 |
| Proceeds from Sale of Fixed Assets | \$6,810                | \$8,000                | -\$1,190                       | -14.9%                           | \$0                       | -                      |
| TOTAL EQ RENTAL RES REVENUES       | \$274,352              | \$116,994              | \$157,358                      | 134.5%                           | \$488,535                 | 56.2%                  |
| GRAND TOTAL EQ RENTAL RESERVE      | \$1,810,218            | \$1,697,939            |                                |                                  | \$2,024,400               | 89.4%                  |
| <u>APPROPRIATIONS</u>              |                        |                        |                                |                                  |                           |                        |
| Interfund Loan - Ambulance #109    | \$106,000              | \$0                    | \$106,000                      | -                                | \$106,000                 | 100.0%                 |
| Trf Out - Equipment Rental #501    | \$68,053               | \$26,301               | \$41,752                       | 158.8%                           | \$204,635                 | 33.3%                  |
| EQ RENTAL RESERVE FUND             | \$174,053              | \$26,301               | \$147,752                      | 561.8%                           | \$310,635                 | 56.0%                  |
| ENDING FUND BALANCE                | \$1,636,165            | \$1,671,638            |                                |                                  | \$1,713,765               |                        |

## **Medical/Dental Fund #520**

### **Overview:**

The Medical/Dental Fund receives transfers from other operating funds to pay for the direct expenditures of contractually obligated medical, dental and vision premiums.

For the biennium, this fund was budgeted to begin the year with a \$37,910 cash balance. The budget provided for \$189,000 in resources transferred to this fund from the City's operating funds.

### **Revenues:**

All resources of the Medical/Dental Fund come in the form of transfers from other operating funds. As noted above, \$189,000 in transfers are provided by other funds, of which 45.1% or \$85,258, have been made through December.

### **Appropriations:**

Appropriations to this fund include the City's direct dental claims and administration fees in the amount of \$186,000. At December, the City had expended \$87,032 or 46.8% of budgeted amount on dental claims.

**DENTAL CLAIMS FUND #520**  
**CITY OF HOQUIAM**  
**2013 4TH QUARTER FINANCIAL REPORT**

| <u>REVENUES</u>                    | <u>2013</u><br><u>Q4 YTD</u> | <u>2011</u><br><u>Q4 YTD</u> | <u>Increase</u><br><u>(Decrease)</u> | <u>% Increase</u><br><u>(Decrease)</u> | <u>2013-14</u><br><u>Budget</u> | <u>% to</u><br><u>Budget</u> |
|------------------------------------|------------------------------|------------------------------|--------------------------------------|--|---------------------------------|------------------------------|
| BEGINNING FUND BALANCE             | \$37,911                     | \$40,575                     |                                      |  | \$37,910                        |                              |
| Department Contributions           | \$85,141                     | \$90,273                     | -\$5,132                             | -5.7%                                  | \$189,000                       | 45.0%                        |
| Cobra Contributions                | \$117                        | \$0                          | \$117                                | -                                      | \$0                             | -                            |
| Employee Contributions             | <u>\$0</u>                   | <u>\$0</u>                   | <u>\$0</u>                           | -                                      | <u>\$0</u>                      | -                            |
| TOTAL MEDICAL/DENTAL FUND          | \$85,258                     | \$90,273                     | -\$5,015                             | -5.6%                                  | \$189,000                       | 45.1%                        |
| GRAND TOTAL MEDICAL/DENTAL FUND    | \$123,169                    | \$130,848                    |                                      |  | \$226,910                       |                              |
| <u>APPROPRIATIONS</u>              |                              |                              |                                      |  |                                 |                              |
| Dental - Claims & Admin Fees       | \$87,032                     | \$95,857                     | -\$8,825                             | -9.2%                                  | \$186,000                       | 46.8%                        |
| Miscellaneous                      | <u>\$0</u>                   | <u>\$0</u>                   | <u>\$0</u>                           | -                                      | <u>\$0</u>                      | -                            |
| MEDICAL/DENTAL FUND APPROPRIATIONS | \$87,032                     | \$95,857                     | -\$8,825                             | -9.2%                                  | \$186,000                       | 46.8%                        |
| ENDING FUND BALANCE                | \$36,138                     | \$34,991                     | \$1,146                              |  | \$40,910                        |                              |

## **Police & Firemen's Pension Fund #611**

### **Overview:**

This fund pays for the medical premiums and allowable medical bills for retired LEOFF I Police and Fire employees. The City is mandated by state law to provide medical benefits to these employees while the state provides their respective pensions. This fund also pays the supplemental pension payments for pre-LEOFF fire employees.

### **Revenues:**

The primary source of funding for the Police & Firemen's Pension Fund is through a transfer from the General Fund. There were \$1,273,000 in budgeted transfers of which \$563,000 or 44.2% was received in 2013. There was also \$39,000 in Fire Insurance Premium Taxes that was budgeted to be received in 2013 to help offset the Fire pension payments. To date, \$21,478 or 55.1% of Fire Insurance Premium Tax revenues were received.

### **Appropriations:**

Expenditures for this fund were budgeted at \$1,312,000 for the biennium and go primarily for retiree medical but also for some pre-LEOFF pension payments.

Although the City purchases health insurance for these retirees, we are on a "pay as you go" system for all expenditures not covered by Medicare or other insurance.

At December 2013, \$584,031 or 44.5% of budgeted appropriations had been spent on the medical care of retired police and fire employees. These expenditures are \$16,591 or 2.9% higher than comparable 2011 amounts.

**POLICE & FIRE RETIREES FUND #611**

## CITY OF HOQUIAM

## 2013 4TH QUARTER FINANCIAL REPORT

| <u>REVENUES</u>                    | 2013<br>Q4 YTD   | 2011<br>Q4 YTD   | Increase<br>(Decrease) | % Increase<br>(Decrease) | 2013-14<br>Budget  | % to<br>Budget |
|------------------------------------|------------------|------------------|------------------------|--------------------------|--------------------|----------------|
| BEGINNING FUND BALANCE             | \$0              | \$0              |                        |                          | \$0                |                |
| Property Tax                       | \$0              | \$0              | \$0                    | -                        | \$0                | -              |
| Fire Insurance Premium Tax         | \$21,478         | \$20,356         | \$1,121                | 5.5%                     | \$39,000           | 55.1%          |
| Trf In - General Fund #001         | <u>\$563,000</u> | <u>\$547,084</u> | <u>\$15,916</u>        | <u>2.9%</u>              | <u>\$1,273,000</u> | <u>44.2%</u>   |
| <b>TOTAL FUND REVENUES</b>         | <b>\$584,478</b> | <b>\$567,440</b> | <b>\$1,121</b>         | <b>3.0%</b>              | <b>\$1,312,000</b> | <b>44.5%</b>   |
| <b>GRAND TOTAL RETIREE FUND</b>    | <b>\$584,478</b> | <b>\$567,440</b> |                        |                          | <b>\$1,312,000</b> |                |
| <b>APPROPRIATIONS</b>              |                  |                  |                        |                          |                    |                |
| Police LF 1 Medical Premiums       | \$204,594        | \$219,210        | -\$14,616              | -6.7%                    | \$484,000          | 42.3%          |
| Police LF1 Medical Bills           | \$10,562         | \$36,742         | -\$26,181              | -71.3%                   | \$35,000           | 30.2%          |
| Police LF1 Medicare Premiums       | \$8,841          | \$3,411          | \$5,430                | 159.2%                   | \$10,000           | 88.4%          |
| Police LF1 Dental Bills            | \$1,740          | \$713            | \$1,027                | 144.0%                   | \$4,000            | 43.5%          |
| Fire LF1 Disability Pyts           | \$35,584         | \$36,271         | -\$687                 | -1.9%                    | \$75,000           | 47.4%          |
| Fire LF1 Annuity Pyts              | \$15,569         | \$18,609         | -\$3,040               | -16.3%                   | \$38,000           | 41.0%          |
| Fire LF1 Medical Premiums          | \$265,853        | \$221,287        | \$44,566               | 20.1%                    | \$596,000          | 44.6%          |
| Fire LF1 Medical Bills             | \$22,593         | \$12,731         | \$9,863                | 77.5%                    | \$30,000           | 75.3%          |
| Fire LF1 Medicare Premiums         | \$13,747         | \$14,122         | -\$375                 | -2.7%                    | \$30,000           | 6.0%           |
| Fire LF1 Dental Bills              | <u>\$4,948</u>   | <u>\$4,345</u>   | <u>\$603</u>           | <u>13.9%</u>             | <u>\$10,000</u>    | <u>49.5%</u>   |
| <b>RETIREE FUND APPROPRIATIONS</b> | <b>\$584,031</b> | <b>\$567,440</b> | <b>\$16,591</b>        | <b>2.9%</b>              | <b>\$1,312,000</b> | <b>44.5%</b>   |
| ENDING FUND BALANCE                | \$447            | \$0              |                        |                          | \$0                |                |

# Capital Improvement Projects

## **Overview:**

Capital improvement expenditures have been separated for clarity purposes and for independent accounting of capital improvement projects. Proprietary operations, such as the City's water, sewer, storm drain funds are capital intensive as the following summary explains. Very little capital project activity has taken place as of the second quarter. More detail will be included in future Quarterly Reports as activity picks up in the summer months.

## **Progress Summary:**

General Capital, \$197,720. This line item was appropriated to fund improvements to City buildings and parks in 2013-14. There has been \$135,527 spent as of December 2013 primarily on the waterfront boating facility grant.

Sidewalk Construction Fund, \$2,210,710. This line item was appropriated to fund primarily grant funded sidewalk improvements throughout the City. There has been only \$241,075 expended as of December 2013.

Water Capital Projects, \$10,644,215. These items provide appropriation authority for all requested water utility capital improvements for 2013-14. These improvements are funded from watershed resources transferred to the Water Department. The largest project in this category is the transmission line replacement. In total, Water Capital Projects have expended \$1,091,472 or 10.3% of budget authority.

Sewer Capital Projects, \$581,645. Variable Drive upgrades to sewer pumps are the major projects for 2013-14. As of December, \$290,655 or 50.0% of appropriated expenditures had been made.

**CITY OF HOQUIAM**  
**CAPITAL IMPROVEMENT BUDGET**  
**2013 4TH QUARTER FINANCIAL REPORT**

| CAPITAL PROJECTS                                   | 2013<br>Q4 YTD   | 2013-14<br><u>Budget</u> | % to<br>Budget |
|--|------------------|--------------------------|----------------|
| <i>#001 - General Fund (Unrestricted Revenues)</i> |                  |                          |                |
| Upgrade Finance Software                           | \$6,331          | \$9,775                  | 25.3%          |
| Library Roof Repairs                               | \$3,030          | \$40,000                 | 7.6%           |
| Street Tree Planting                               | \$834            | \$10,000                 | 0.0%           |
| Waterfront Boating Facility                        | \$115,882        | \$127,945                | 60.1%          |
| <u>Urban Forestry Action Plan</u>                  | <u>\$9,450</u>   | <u>\$10,000</u>          | <u>94.5%</u>   |
| Subtotal, General Fund Projects                    | <b>\$135,527</b> | <b>\$197,720</b>         | <b>68.5%</b>   |
| <i>#102 - Mausoleum</i>                            |                  |                          |                |
| Handicap Ramp and Railing                          | <b>\$0</b>       | <b>\$8,000</b>           | <b>0.0%</b>    |
| <i>#108 - Paths &amp; Trails</i>                   |                  |                          |                |
| Construction Project                               | <b>\$0</b>       | <b>\$15,435</b>          | <b>0.0%</b>    |
| <i>#109 - Ambulance</i>                            |                  |                          |                |
| Lifepak Monitor Equipment                          | <b>\$4,332</b>   | <b>\$21,000</b>          | <b>20.6%</b>   |
| <i>#302 - Sidewalk Construction</i>                |                  |                          |                |
| Construction Projects                              | <b>\$241,075</b> | <b>\$2,210,710</b>       | <b>10.9%</b>   |

**CITY OF HOQUIAM**  
**CAPITAL IMPROVEMENT BUDGET**  
**2013 4TH QUARTER FINANCIAL REPORT**

| CAPITAL PROJECTS                           | 2013<br>Q4 YTD      | 2013-14<br><u>Budget</u> | % to<br>Budget |
|--|---------------------|--------------------------|----------------|
| <i>#401-25 Water Department Projects</i>   |                     |                          |                |
| Gutters                                    | \$2,275             | \$3,500                  | 65.0%          |
| Dam Repairs                                | \$0                 | \$188,955                |                |
| Transmission Line Repairs                  | \$0                 | \$10,000                 | 0.0%           |
| Simpson Ave. Main Repairs                  | \$22,094            | \$30,000                 |                |
| Rep. College Hill Res. Roof                | \$254,531           | \$255,000                |                |
| Trans. Line Prelim. Design                 | \$0                 | \$0                      | 2.4%           |
| Trans. Line Construction                   | \$744,294           | \$10,000,000             | 3.6%           |
| Update SCADA System                        | \$9,808             | \$23,000                 | 0.5%           |
| Rebuild Raw/Finish Pumps                   | \$7,708             | \$57,000                 | 0.0%           |
| Upgrade Beacon Hill Telemetry              | \$16,775            | \$9,500                  | 0.0%           |
| Arnold Court Booster Pump                  | \$7,191             | \$10,000                 | 65.1%          |
| Repl College Hill Generator                | \$4,016             | \$5,500                  | 73.0%          |
| Update Springbrook<br>Meters               | \$2,485<br>\$20,296 | \$3,260<br>\$40,000      | 25.2%<br>18.3% |
| WTP - Upgrade Air Comp                     | \$0                 | \$8,500                  | 0.0%           |
| Subtotal, Water Projects                   | <b>\$1,091,472</b>  | <b>\$10,644,215</b>      | <b>10.3%</b>   |
| <i>#401-26 Sewer Department Projects</i>   |                     |                          |                |
| Wastewater Facility Plan                   | \$72,079            | \$108,140                | 62.3%          |
| Force Main                                 | \$34,564            | \$34,565                 | 36.4%          |
| Varidrives                                 | \$164,671           | \$210,000                | 69.4%          |
| Diesel Generator                           | \$14,164            | \$120,000                | 11.5%          |
| WWTP Mixers                                | \$0                 | \$100,000                | 0.0%           |
| Adams to Lagoon Force Main                 | \$2,692             | \$5,500                  | 48.9%          |
| <u>Upgrade Springbrook</u>                 | <u>\$2,485</u>      | <u>\$3,260</u>           | <u>25.2%</u>   |
| Subtotal, Sewer Utility Projects           | <b>\$290,655</b>    | <b>\$581,465</b>         | <b>50.0%</b>   |
| <i>#401-27 - Storm Department Projects</i> |                     |                          |                |
| Pump Replacements                          | <b>\$0</b>          | <b>\$125,000</b>         | <b>0.0%</b>    |
| <b>TOTAL CAPITAL PROJECTS</b>              | <b>\$1,763,061</b>  | <b>\$13,803,545</b>      | <b>12.8%</b>   |

# Debt Service Budget Summary

## **Overview:**

The adjacent page provides a summary of the 2013-14 debt service budget of the City. The City began 2013 with a total bonded debt service principal balance including revenue debt of \$7,880,814 in all funds.

**Limited Tax General Obligation (LTGO) Debt:** Appropriations in this category pay the principal, interest and debt associated with two debt issues, including:

- 1989 LTGO Bonds that financed a remodel of City Hall.
- 1994 PWTF Loan that paved a portion of Aberdeen Avenue.

Through December, \$79,968 or 50.1% of budget has been expended in principal and interest payments on LTGO debt.

**Revenue Debt:** Appropriations in this debt category pay the principal, interest, and debt service expenses associated with two revenue bond issues, including:

- 2013 DOE Loan to complete a Wastewater Facility Plan
- 2012 USDA Loan to remove biosolids from the treatment lagoon
- 2000 CERB Loan to install sewer along the 5<sup>th</sup> Street Extension.

Through December, \$278,044 has been expended in principal and interest payments on revenue debt.

## **Summary:**

Total debt activity through December was \$358,012 or 47.2% of the total debt service budget, due again to payments later in the year on general obligation debt. The City is expected to end 2014 with a bonded debt principal balance of \$7,493,938.

**DEBT SERVICE SUMMARY**  
**CITY OF HOQUIAM**  
**2013 4TH QUARTER FINANCIAL REPORT**

| <u>ISSUE</u>                                   | <u>Fund</u> | 2013             |                 | 2013-14          | 2013-14         | 2013            | 2013-14       | % to             | 2014          |
|--|-------------|------------------|-----------------|------------------|-----------------|-----------------|---------------|------------------|---------------|
|  |             | <u>Beginning</u> | <u>Balance</u>  | <u>Principal</u> | <u>Interest</u> | <u>Q3 BTD</u>   | <u>Budget</u> | <u>Budget</u>    | <u>Ending</u> |
| <u>Limited Tax General Obligation Debt</u>     |             |                  |                 |                  |                 |                 |               |                  |               |
| 1989 City Hall Remodel                         | 213         | \$151,561        | \$18,871        | \$6,610          | \$25,481        | \$50,965        | 50.0%         | \$112,961        |               |
| 1994 PWTF Aberdeen Avenue*                     | 107         | \$66,050         | \$33,024        | \$660            | \$33,684        | \$67,040        | 50.2%         | \$0              |               |
| <u>2012 Timberland Regional Library *</u>      | <u>001</u>  | <u>\$161,971</u> | <u>\$15,944</u> | <u>\$4,859</u>   | <u>\$20,803</u> | <u>\$41,605</u> | <u>50.0%</u>  | <u>\$129,604</u> |               |
| Subtotal, Limited Tax G.O.                     |             | \$379,582        | \$67,838        | \$12,130         | \$79,968        | \$159,610       | 50.1%         | \$242,565        |               |
| <br>   |             |                  |                 |                  |                 |                 |               |                  |               |
| <u>Revenue Debt</u>                            |             |                  |                 |                  |                 |                 |               |                  |               |
| 2012 USDA Loan - Biosolids                     | 410         | \$7,020,402      | \$114,123       | \$157,321        | \$271,444       | \$542,890       | 50.0%         | \$6,789,573      |               |
| 2013 DOE Loan - WW Facility Plan*              | 401         | \$440,831        | \$0             | \$0              | \$0             | \$42,930        | 0.0%          | \$431,800        |               |
| <u>2000 CERB Fifth Street Sewer Extension*</u> | <u>401</u>  | <u>\$40,000</u>  | <u>\$5,000</u>  | <u>\$1,600</u>   | <u>\$6,600</u>  | <u>\$13,000</u> | <u>50.8%</u>  | <u>\$30,000</u>  |               |
| Subtotal, Revenue                              |             | \$7,501,233      | \$119,123       | \$158,921        | \$278,044       | \$598,820       | 46.4%         | \$7,251,373      |               |
| <br>   |             |                  |                 |                  |                 |                 |               |                  |               |
| Total Debt, All Sources and Uses               |             | \$7,880,814      | \$186,962       | \$171,051        | \$358,012       | \$758,430       | 47.2%         | \$7,493,938      |               |

\* Not included in All Fund Summary Debt Service Line (paid out of individual operating budgets)