

# CITY OF LIBERTY LAKE - MONTHLY FINANCIAL DASHBOARD

For General Fund (001) and Street Fund (110) - July 2020

## Current financial assessment

Extreme Bad	Very Bad	Bad	High Concern	Concern	Mild Concern	Fair	Good	Very good	Excellent
Fundamental Fiscal Stress	Revise Budget	Long-Term Problems	Short-Term problems	Revenues Revised	Revenue Stress	Some Concern	Meeting Expectation	Exceeding Expectations	Greatly Exceeding Expectations
COUNCIL ACTION			ADMINISTRATIVE ACTION			NORMAL			

Revenue Impact from Covid 19 does not affect the City Govt until June.

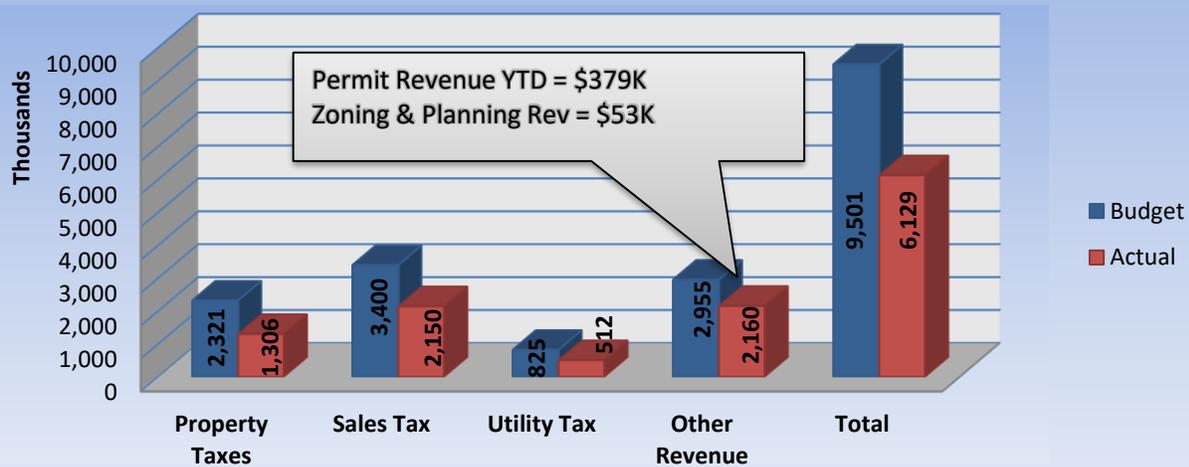
### Key Indicators:

- YTD 2020 Sales Tax = \$2.15M, 2019 YTD = \$1.93M
- Total Revenue collected for 2020 = \$6,128,557
- Reserve Fund balance is \$1.3M
- Total Expenses for 2020 = \$4,696,560

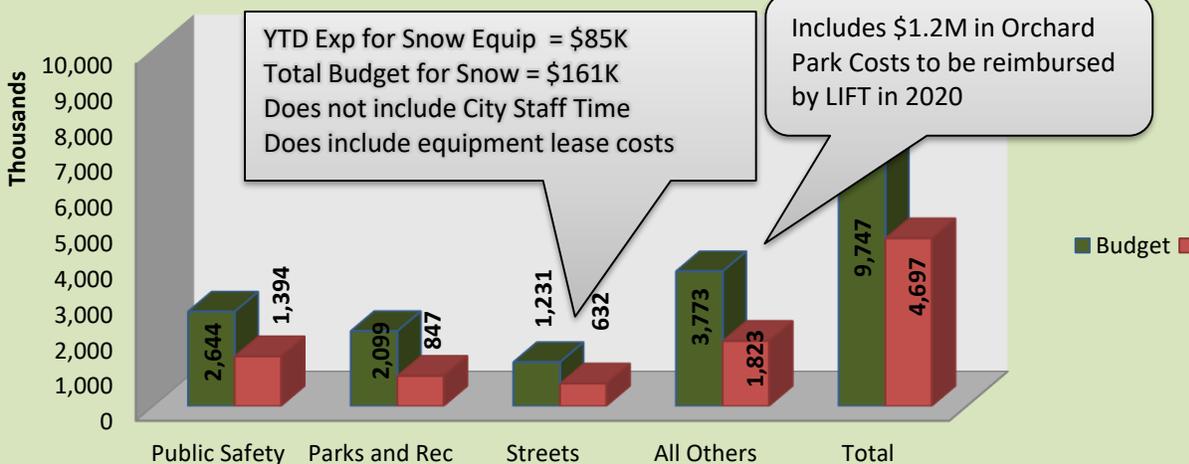
NOTE: \$870K collected from LIFT for Orchard Park

7-31-2020 General Fund Cash Balance = \$4,568,678 (per policy minimum balance is \$1,835,000)

## General Fund/Streets Revenue thru 7-31-2020



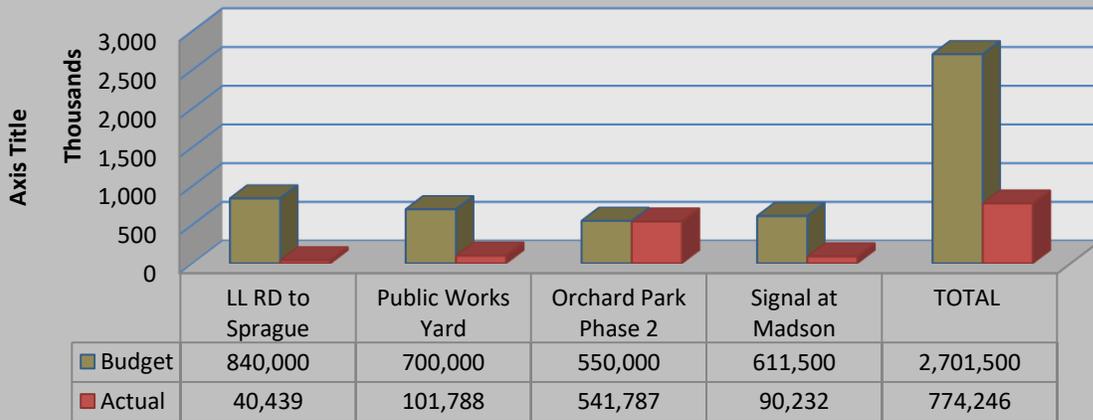
## General Fund/Streets Expenses thru 7-31-2020



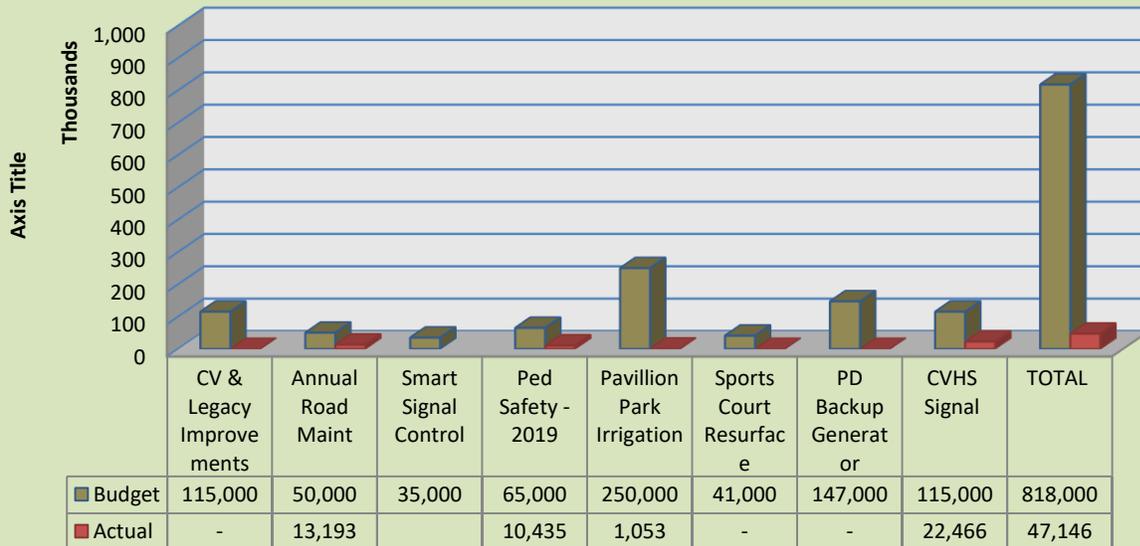
# CITY OF LIBERTY LAKE - MONTHLY FINANCIAL DASHBOARD

## City Projects

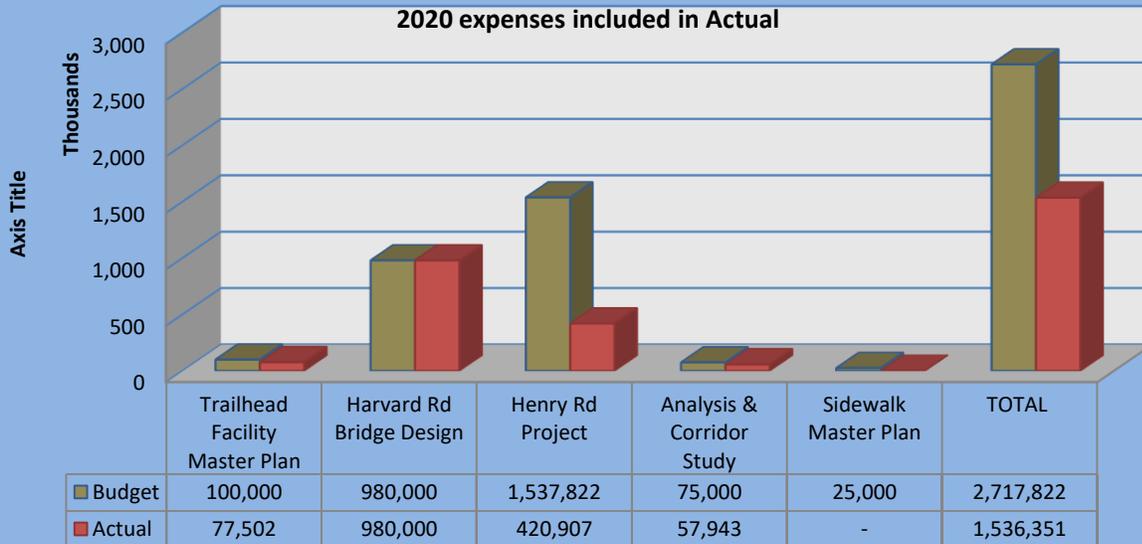
### City Projects over \$500K thru 7-31-2020



### City Projects under \$500K thru 7-31-2020



### 2020 expenses included in Actual



## City of Liberty Lake 2020 Cash Summary By Fund

The following table lists the cash balances at the end of July 31, 2020.

FUND	FUND #	2020 Beginning Cash Balance	2020 Actual Revenue	2020 Actual Expenditures	7/31/2020 ACTUAL Cash Balance
General Fund + Street Fund	001 & 110	\$3,254,070	6,128,557	4,696,560	4,686,067
Parks & Art Fund	111	\$18,023	6,358	6,194	18,187
Tourism Promotion Fund	115	\$33,086	21,855	11,500	43,442
Tourism Promotion Capital Fund	116	\$159,520	14,120	-	173,640
Tourism Promotion Area Fund	117	\$20,744	27,017	40,843	6,918
Restricted Reserve Fund	120	\$1,292,708	8,284	-	1,300,992
City Land LTGO Bond Fund	214	\$0	80,413	81,413	(1,000)
REET 1 Capital Projects Fund	310	\$39,346	1,684,998	477,237	1,247,107
REET 2 Capital Projects Fund	311	\$237,811	1,685,850	162,349	1,761,312
Street Capital Projects Fund	312	\$93,909	221,023	71,152	243,780
Orchard Park Capital Fund	314	\$11,078	69,501	80,166	413
Harvard Road Bridge Widening	318	\$317,128	1,243	283,194	35,177
Henry Road Overpass	319	\$0	430,000	420,907	9,093
Harvard Road Mitigation Fund	320	\$181,972	333,596	173,838	341,730
Library Capital Fund	330	\$94,918	551	-	95,469
Municipal Facilities Fund	331	\$341,120	1,886	59,480	283,526
Police Capital Fund	334	\$60,367	350	3,253	57,464
Community Messaging Fund	335	\$90,945	528	-	91,473
Underground Utility Fund	336	\$103,530	601	-	104,131
Building Contingency Fund	337	\$137,538	799	-	138,337
Stormwater Utility Fund	410	\$128,726	48,654	40,393	136,987
Aquifer Protection Fund	411	\$243,795	23,901	14,355	253,341
Golf Course	420	\$167,216	428,811	340,193	255,834
Unemployment Fund	501	\$0	3,418	3,418	-
Medical Reimbursement Fund	502	\$147,726	15,810	22,423	141,113
		<b>\$7,175,275</b>	<b>\$ 11,238,124</b>	<b>\$ 6,988,868</b>	<b>\$ 11,424,532</b>

## **Description of Other Funds**

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*Hotel/Motel Tax (Tourism Promotion Fund)*- The Hotel/Motel Tax is derived from the sale or charge made for the furnishing of lodging by any hotel, motel, rooming house, tourist court, or trailer camp within the city limits of Liberty Lake for less than 30 consecutive days. In Spokane County, there must be 40 or more units for the tax to apply. The City levies a special excise tax of two percent.

*Hotel/Motel Tax (Tourism Capital Fund)*- The additional 1.3% Hotel/Motel Tax is derived from the sale or charge made for the furnishing of lodging by any hotel, motel, rooming house, tourist court, or trailer camp within the city limits of Liberty Lake for less than 30 consecutive days. In Spokane County, there must be 40 or more units for the tax to apply. This fund is intended to be used towards Tourism Capital projects. Created in 2016.

*Tourism Promotion Area (Tourism Promotion Area Fund)*- The City established a tourism promotion area (TPA) that encompasses the entire City of Liberty Lake and has authorized lodging charges within the established area. Lodging businesses in the TPA that have 40 or more units must collect the lodging charge from persons who purchase lodging. The City receives \$2.00 per night of stay from lodging businesses with 40 or more units with lodging revenues exceeding five hundred thousand dollars during the preceding calendar year. The City receives \$.50 per night of stay from lodging businesses with 40 or more units with lodging revenues below five hundred thousand dollars during the preceding calendar year.

*Restricted Reserve Fund*- The Restricted Reserve Fund is generally maintained at 15% of the General Fund's projected or actual, if known, operating revenues for the fiscal year. Policies for management and use of the Restricted Reserve Fund are outlined in City of Liberty Lake Ordinance No. 107-D.

*REET (Capital Projects Fund & Special Capital Projects Fund)*- Real Estate Excise Tax (REET) of one-quarter of one percent of the selling price is imposed on each sale of property in the City of Liberty Lake. The tax is deposited into the Capital Projects Fund and is restricted to fund any capital purpose identified in a capital improvement plan and local capital improvements including those listed in RCW 35.43.040.

There is an additional one-quarter of one percent on real estate sales within the city limits. According to state law, cities planning under GMA (Growth Management Act) have the authority to levy a second quarter percent tax (REET 2). Funds from REET 2 are placed in a Special Capital Project Fund and used solely for financing capital projects as specified in a capital facilities plan element of the comprehensive plan.

*Street Capital/Library Capital /Police Capital/Municipal Facilities/Community Messaging/Underground Utilities/ Building Contingency Funds-* These are unreserved dollars set aside for Capital Projects

*Parks & Art Fund* - These are unreserved dollars set aside for specific park/art projects

*Harvard Road Mitigation Fund* - Mitigation fees collected for road improvements.

*Orchard Park Capital Fund* - Project is slated to start in 2018 with funding coming from REET and General Fund and to be reimbursed by

*Harvard Road Bridge Widening Fund* - City received \$800K from WSDOT for the design of this project. Total desing estimate is \$980K. Additional dollars came from Streets Capital Fund.

*Henry Road Overpass Fund* - City entered into an agreement with WSDOT to design, acquire ROW, and partially fund the Henry Road Overpass. The project is eligible to be reimbursed by LIFT.

*Stormwater Utility Fund* - City collects money from property owners to maintain its stormwater system. Ordinance #88A.

*Aquifer Protection Fund* - City collects money from property owners to protect the Aquifer. Ordinance #208.

*Golf Course Fund* - This is an Enterprise Fund where fees are charged to external users for services.

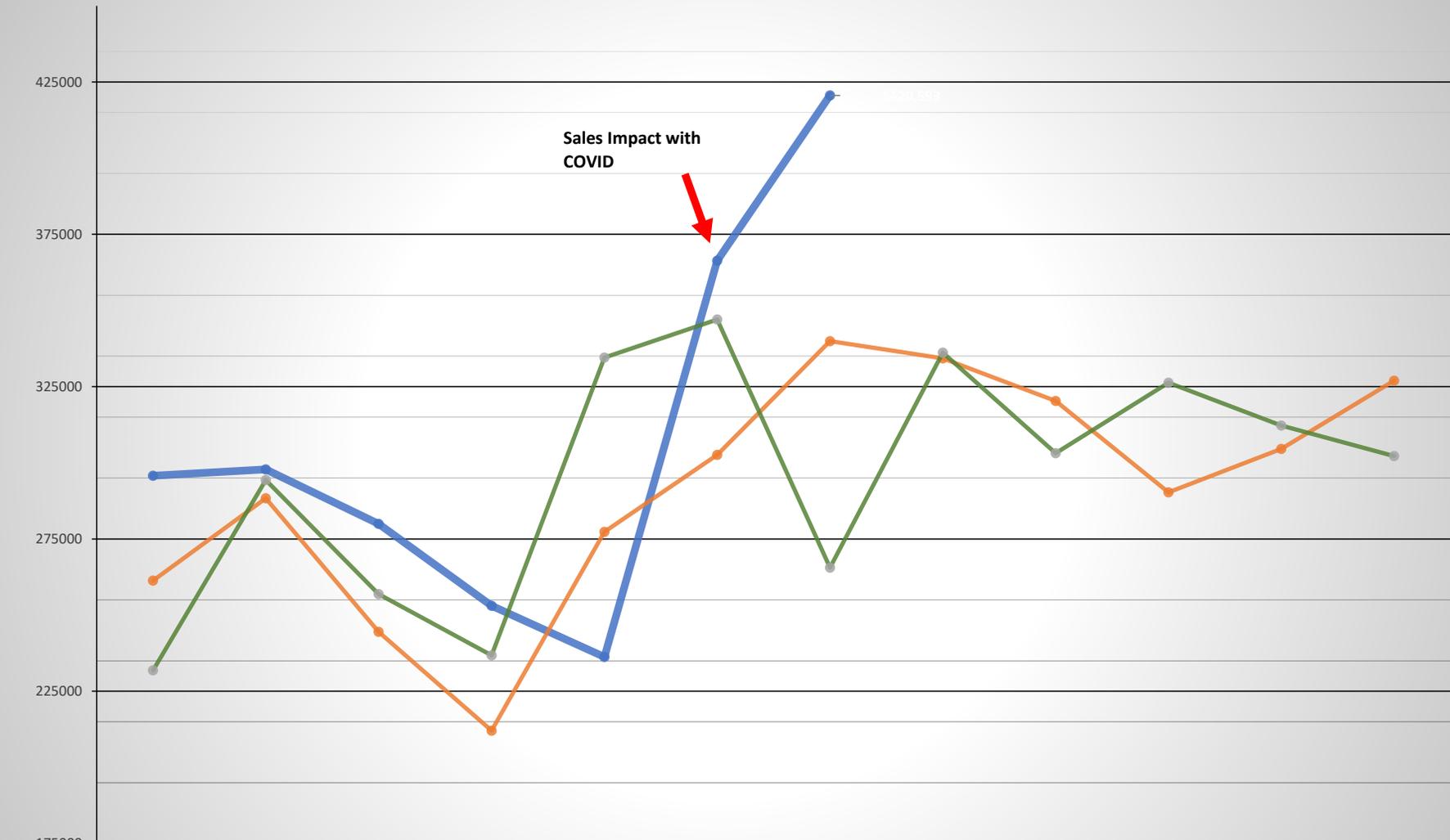
*LTGO Bond/Note Fund-* Debt service funds that track bond and note payments. Revenue for these funds are typically interfund transfers.

*Medical Reimbursement Fund* - Fund is used to cover employee medical expenses after employee deductible has been meant.

## Notes to July 2020 Dashboard

1. Dashboard
  - a. The indicator arrow has moved from “revenue revised” to “some concern”. This move is due to sales tax numbers for June and July exceeding revised expectations.
  - b. Sales Tax is 12% higher than this time last year
    - i. New Construction for High School big factor - \$193K
    - ii. However - Auto and RV Sales higher than expected
    - iii. And Strong online sales and local retail sales
  - c. Total Revenue (\$6.1M) include \$870K from LIFT reimbursement on Orchard Park.
    - i. Even backing out LIFT reimbursement, revenue exceed expenses by \$500K.
    - ii. Expenses \$125K less than this time last year
      1. Certain expense items will be reimbursed by Covid CARE \$.
2. Sales Tax – July data based on May Sales – second look at COVID-19 impact:
  - a. Separated sales tax into separate categories – Compare 2019 to 2020
    - i. Auto
      1. Assumption was 70% reduction for July, actual exceeded 2019 sales.
      2. May 2020 includes correction for company not in Liberty Lake and certain businesses not filing in May due to DOR extension.
    - ii. RV
      1. Assumption was 90% reduction for July, actual exceeded 2019 sales.
    - iii. Construction
      1. Includes the High School. Even without High School, construction sales tax was strong.
    - iv. Food Establishments – includes coffee
      1. Assumption was 75% reduction in June
      2. Actual reduction YTD is 8%
    - v. Other Retail
      1. Up from last year and outpaced July last year. Online sales saw significant increases.
3. Other Taxes
  - a. REET Funds – Collected 80% of Budget
  - b. Golf Course is 94% of 2019 Revenue. Note that the Course was closed for the entire month of April.
4. Other
  - a. Department of Commerce – Invoice YTD for CARES \$ = \$80K. Received - \$23K
5. Action Steps:
  - i. Continue with target number for expenses set in April 2020.
  - ii. Continue to monitor data for revenue sources especially sales and property taxes.
  - iii. Expending CARES ACTS dollars to meet City Government, business & citizen’s needs.

### Sales Tax By Month - 2018-2020



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
YR 2020	\$295,718	\$297,847	\$279,969	\$253,057	\$236,261	\$366,376	\$420,593					
YR 2019	\$261,347	\$288,376	\$244,508	\$212,065	\$277,299	\$302,638	\$339,943	\$334,278	\$320,308	\$290,299	\$304,580	\$326,968
YR 2018	\$231,868	\$294,308	\$256,859	\$236,798	\$334,571	\$347,034	\$265,582	\$336,162	\$303,163	\$326,267	\$312,211	\$302,214

City of Liberty Lake Sales Tax by Categories

**AUTO SALES TAX 2019 & 2020**



**RV SALES TAX 2019 & 2020**



**CONSTRUCTION SALES TAX 2019 & 2020**



City of Liberty Lake Sales Tax by Categories

**FOOD ESTABLISHMENTS SALES TAX**



**Other Retail Sale Tax - Online Sales**



**All Other Categories**

