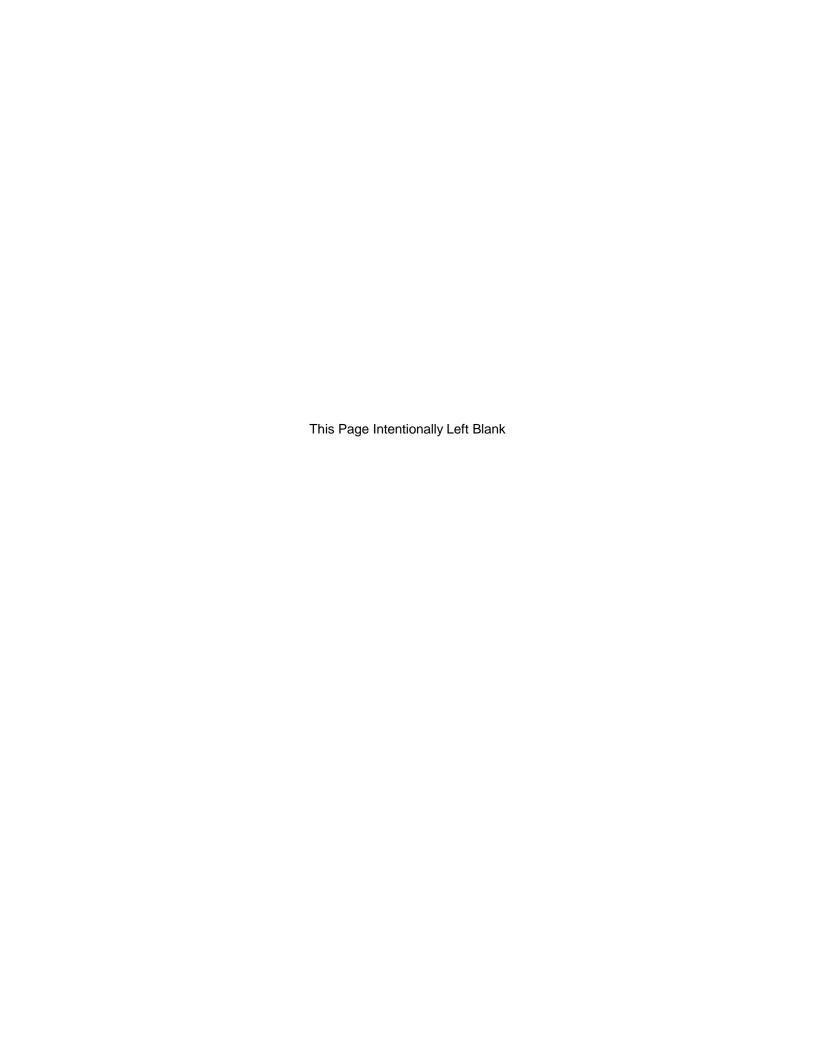


## **Financial Status Report**

For Month Ending 6/30/2020





# GENERAL FUND REVENUES YTD % ACTUAL TO BUDGET Month Ending June 30, 2020

Note: Time Elapsed 50%

REVENUES '	YTD		
	BUDGETED	YTD ACTUAL	YTD %
GENERAL FUND REVENUE SOURCE	REVENUE	REVENUE	COLLECTED
TAXES			
PROPERTY	2,650,000	1,386,408	52.32%
SALES	4,229,950	1,210,237	28.61%
UTILITY	1,812,846	682,448	37.65%
EXCISE	117,100	21,363	18.24%
SUB-TOTAL TAXES	8,809,896	3,300,456	37.46%
LICENSES & PERMITS	706,520	242,264	34.29%
GRANTS	1,196,392	337,629	28.22%
CHARGES FOR SERVICES	1,149,580	447,630	38.94%
FINES & FORFEITURES	67,800	26,942	39.74%
INVESTMENT EARNINGS	213,500	83,778	39.24%
SUB-TOTAL	3,333,792	1,138,243	34.14%
MISCELLANEOUS	89,221	42,402	47.52%
TRANSFERS	-	-	0.00%
TOTAL GENERAL FUND OPERATING REVENUES	12,232,909	4,481,101	36.63%

Highlighted Explanations: (+/-) 15% YTD to Budget

#### SALES TAX

Sales tax is recorded the month generated. Dollars are received two months after the taxes have generated creating a timing difference for the City's collection. Sales tax is currently lower than anticipated due to COVID19 pandemic.

#### EXCISE TAX

Excise tax is recorded the month generated. Dollars are received two months after the taxes have generated, creating a timing difference for the City's collection. Leasehold and Admission taxes collected ytd are lower than originally budgeted due to COVID19.

#### LICENSES & PERMITS

Only have 1 quarter received for Franchise fees. Building, Structures and Equipment is down year-do-date from initial projection.

#### **GRANTS**

Grant revenues for General Fund Programs (the largest being Behavioral Health and Department of Commerce) are received as expenses are billed per contract. State shared revenues (such as Liquor Board Profits and Criminal Justice) are primarily received on a quarterly basis and are recorded when received.



# GENERAL FUND EXPENSES YTD % ACTUAL TO BUDGET Month Ending June 30, 2020

Note: Time Elapsed 50%

EXPENDITURES	EXPENDITURES YTD								
	BUDGETED	ACTUAL	%						
	EXPENDITURES	<b>EXPENDITURES</b>	EXPENDED						
DEPARTMENT									
BEHAVIORAL HEALTH	521,594	227,761	43.67%						
CEMETERY	14,759	4,902	33.21%						
CITY COUNCIL	186,829	76,683	41.04%						
CLERKS	280,736	130,620	46.53%						
ENGINEERING/BUILDING	898,801	369,190	41.08%						
EXECUTIVE	122,737	50,520	41.16%						
FINANCE	550,942	245,958	44.64%						
INFORMATION SERVICES	164,576	71,372	43.37%						
MUNICIPAL COURT	452,062	215,517	47.67%						
PARKS	426,103	186,945	43.87%						
PARKS AND RECREATION	904,868	353,710	39.09%						
PERSONNEL	112,759	44,800	39.73%						
PLANNING	1,015,039	339,353	33.43%						
POLICE	3,605,228	1,739,585	48.25%						
PROSECUTOR	159,656	72,829	45.62%						
PUBLIC WORKS - ADMIN	195,144	75,987	38.94%						
RISK MANAGEMENT	89,852	44,485	49.51%						
NON-DEPARTMENTAL									
CENTRAL SERVICES - RISK INSURANCE PREMIUM	351,411	370,749	105.50%						
CENTRAL SERVICES	288,217	149,982	52.04%						
City Hall Utilities, Computer Replacements, Software Maintenanc	e								
GENERAL FACILITIES	274,090	145,415	53.05%						
Building Maintenance, Janitorial									
GENERAL GOVERNMENT	112,670	71,953	63.86%						
Animal Control, Audit, Copiers,									
LEGAL	187,881	90,686	48.27%						
Outside Legal, Public Defender									
NATURAL RESOURCES	15,915	6,763	42.49%						
Tree Arborist									
PUBLIC SAFETY	798,019	250,507	31.39%						
Cencom, Jail Costs, KCDEM									
TRANSFERS OUT	2,096,190	1,033,029	49.28%						
TOTAL GENERAL FUND OPERATING EXPENDITURES	13,826,078	6,369,301	46.07%						

Highlighted Explanations: (+/-) 15% YTD to Budget

CEMETERY

Expenses are shown lower due to a payroll timing difference. Casual Labor less than anticipated.

PLANNING

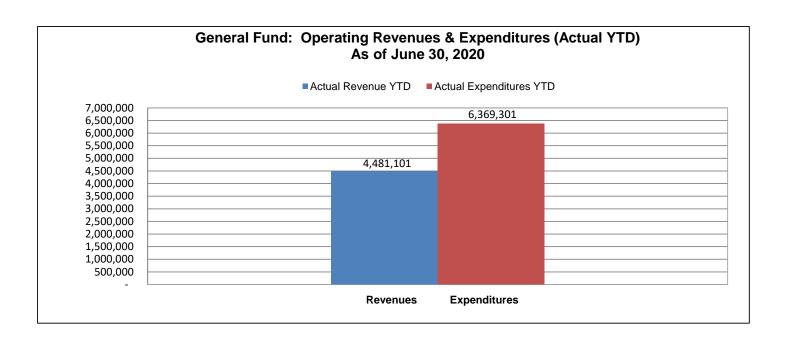
Professional Services year-to-date expenditures do not include encumbrances amount of \$149,869

#### CENTRAL SERVICES - RISK INSURANCE PREMIUM

Insurance premium is paid as a one time payment due at the end of January, General Fund portion of premium was higher than originally anticipated.

#### PUBLIC SAFETY

A portion is allocated towards a new records management system that has not been expended.





## REVENUES & EXPENDITURES - ALL FUNDS YTD % ACTUAL TO BUDGET

Month Ending June 30, 2020

Note: Time Elapsed 50%

	REV	Revenue         to Budget         Expenditures         Expenditures           4,481,101         36.63%         13,826,078         6,360           4,481,101         36.63%         13,826,078         6,360           450,887         5.76%         7,863,478         510           213,727         42.24%         1,358,600         210           66,872         33.35%         1,876,000         119,700           13,214         37.76%         -         -			NDITURES YT	D	
FUNDS	Budgeted Operating Revenues				•	Actual Expenditures	% of Actual to Budget
001 GENERAL FUND	12,232,909	4,481,101	36.63%		13,826,078	6,369,301	46.07%
Total General Fund	12,232,909	4,481,101	36.63%		13,826,078	6,369,301	46.07%
101 CITY STREET FUND	7,824,250	450,887	5.76%		7,863,478	515,056	6.55%
121 CAPITAL IMPROVEMENT FUND	506,000	213,727	42.24%		1,358,600	212,963	15.68%
123 TRAFFIC DEVELOPMENT FUND	200,500	66,872	33.35%		1,876,000	-	0.00%
124 PARK DEVELOPMENT FUND	61,000	4,662	7.64%		119,700	-	0.00%
125 AFFORDABLE HOUSING FUND	35,000	13,214	37.76%		-	-	0.00%
131 HIS DNTWN PLSBO ASSN FUND	88,928	28,985	32.59%		88,000	18,720	21.27%
161 PATH & TRAILS RESERVE FUND	1,264	467	36.92%		-	-	0.00%
171 DRUG ENFORCEMENT FUND	700	145	20.67%		5,450	626	11.49%
181 LODGING TAX FUND	136,500	28,209	20.67%		155,000	29,319	18.92%
191 POLICE RESTRICTED FUND	37,054	14,412	38.89%		34,733	27,724	79.82%
Total Special Revenue Funds	8,891,196	821,580	9.24%		11,500,961	804,408	6.99%
201 MISC GOVMNTL DEBT FUND	76,650	76,617	99.96%		76,600	76,599	100.00%
204 NON-VOTED G O DEBT FUND	1,209,440	600,808	49.68%		1,210,140	260,455	21.52%
Total Debt Service Funds	1,286,090	<i>677,4</i> 25	52.67%		1,286,740	337,055	26.19%
301 EQUIP ACQUISITION FUND	129,250	64,694	50.05%		47,556	10,361	21.79%
302 PARK RESERVE FUND	903,413	79,035	8.75%		970,488	62,288	6.42%
311 STREET RESERVE FUND	8,706,373	161,181	1.85%		9,155,189	493,982	5.40%
314 CEMETERY RESERVE FUND	3,150	2,092	66.40%		-	-	0.00%
331 FACILITIES FUND	855,000	9,712	1.14%		958,500	75,170	7.84%
Total Capital Project Funds	10,597,186	316,714	2.99%		11,131,733	641,802	5.77%
401 WATER UTILITY FUND	2,685,445	1,218,330	45.37%		5,812,019	1,099,432	18.92%
403 SEWER UTILITY FUND	4,643,177	2,427,819	52.29%		5,626,509	1,716,134	30.50%
404 SOLID WASTE FUND	2,481,110	1,351,727	54.48%		2,548,497	1,172,886	46.02%
410 STORM DRAIN FUND	2,969,637	1,234,892	41.58%		5,601,488	1,296,629	23.15%
Total Enterprise Funds*	12,779,369	6,232,768	48.77%		19,588,513	5,285,081	26.98%
(Operating Only)							
TOTAL ALL FUNDS	45,786,750	12,529,587	27.37%		57,334,025	13,437,646	23.44%

Highlighted Explanations: (+/-) 15% YTD to Budget

#### REVENUES

#### 101 CITY STREET FUND

Fuel Tax is collected a month after being generated. Receipt of Grant Revenues to fund Noll Road project will occur as the work progresses. Currently tracking less than projected.

#### 123 TRAFFIC DEVELOPMENT FUND

Impact fee revenues generated are lower than expected and will occur when building permits are paid for.

#### 124 PARK DEVELOPMENT FUND

Impact fee revenues generated are lower than expected and will occur when building permits are paid for.

#### 131 HISTORICAL DOWNTOWN POULSBO ASSOCIATION FUND

HDPA did not bill for their second quarter dues due to COVID, causing revenues to be less than anticipated. HDPA is adjusting their expenditures due to the reduced revenue.

#### 171 DRUG ENFORCEMENT FUND

Planned revenues for Fund 171 are from investment interest earnings, which have been impacted by the COVID19 Pandemic.

#### 181 LODGING TAX FUND

Taxes collected from the State are recorded when earned but collected two months after being generated.

#### 201 MISC GOVMNTL DEBT FUND

Transfers occur monthly (January - May) to fund debt payments due mid-year

#### 302 PARK RESERVE FUND

Budgeted transfers and receipt of Grant Revenues to fund projects will occur as the work progresses.

#### 311 STREET RESERVE FUND

Budgeted Impact Fee transfers and receipt of Grant Revenues to fund projects will occur as the work progresses (Finn Hill, Noll Road, Citywide Safety and Pavement Improvements)

#### 314 CEMETERY RESERVE FUND

Revenues are from Cemetery Plot Sales occur on an irregular basis and are recorded as received

#### 331 FACILITIES FUND

Proceeds from sale of the old Police Department Building are included in the budget.

#### Highlighted Explanations: (+/-) 15% YTD to Budget

#### **EXPENDITURES**

#### 101 CITY STREET FUND

Expenditures are Noll Road project related and recorded when progress is made.

#### 121 CAPITAL IMPROVEMENT FUND

Budgeted transfers to fund projects will occur as the work progresses.

#### 123 TRAFFIC DEVELOPMENT FUND

Expenditures are project related and recorded when progress is made. (Noll Road Phase III Roadway, Noll Road Tunnel, Finn Hill)

#### 124 PARK DEVELOPMENT FUND

Expenditures are project related and recorded when progress is made. (Morrow Manor Park and Urban Paths & Trails)

#### 131 HISTORIC DOWNTOWN POULSBO ASSOCIATION (HDPA) FUND

Actual costs will be less than projected due to the revenue decrease, as well as a reduction in the Lodging Tax grant process.

#### 171 DRUG ENFORCEMENT FUND

Year-to-date expenditures are currently less than originally anticipated. This fund includes the K9 unit and will have expenditures closer to the budgeted amount by year end.

#### 181 LODGING TAX FUNDS

Expenditures incur for grant reimbursements. They will be made as submitted from recipients.

#### 191 POLICE RESTRICTED FUND

Purchase of a new boat motor.

#### 200 - DEBT SERVICE FUNDS

Debt payments are made in large increments and when due. (June and December)

#### 301 CAPITAL AQUISTION FUND

Purchases of equipment are made in large increments and paid for when received.

#### 302 PARK RESERVE FUND

Expenditures are project related and recorded when progress is made. (Lions Park, Morrow Manor, Poulsbo Fish Park, Urban Paths and Trails)

#### 311 STREET RESERVE FUND

Expenditures are project related and recorded when progress is made (Finn Hill, Noll Road, Citywide Safety and Pavement Improvements & Liberty Bay Trail)

#### 331 FACILITIES FUND

Budget allocated for the future Public Works building relocation. Funds will not be expended until project moves forward. The Public Works building project has been put on hold. Budget for closing costs related to the sale of the old Police Department building are included in the budget.

#### 401 WATER UTILITY FUND

Expenditures that are project related are recorded when progress is made.

#### 403 SEWER UTILITY FUND

Expenditures that are project related are recorded when progress is made.

#### 410 STORM DRAIN FUND

Expenditures that are project related are recorded when progress is made.



### REVENUES & EXPENDITURES - ALL FUNDS FINANCIAL MANAGEMENT POLICY COMPLIANCE

Month Ending June 30, 2020

Note: Time Elapsed 50%

		Financial Management Policy Compliance				
FUNDS		Projected Fund Balance	Actual Fund Balance % of Revenues	Actual Cash & Investment Balance	2 Months Operating Cash	
TONDO		Items falling		Items falling be	low 2 months	
		limit of Op		Operating		
		Revenues are		highlighte	ed below	
001 GENERAL FUND		3,257,821	27%	2,942,048	2,304,346	
Total General Fund		3,257,821	27%	2,942,048	2,304,346	
101 CITY STREET FUND		113,398	1%	88,473	1,310,580	
121 CAPITAL IMPROVEMENT FUND		1,284,947	254%	2,138,312	226,433	
123 TRAFFIC DEVELOPMENT FUND		3,670	2%	1,746,041	312,667	
124 PARK DEVELOPMENT FUND		141,903	233%	205,266	19,950	
125 AFFORDABLE HOUSING FUND		35,035	100%	13,249	-	
131 HIS DNTWN PLSBO ASSN FUND		54,474	61%	63,810	14,667	
161 PATH & TRAILS RESRVE FUND		21,055	1666%	20,257	-	
171 DRUG ENFORCEMENT FUND		55,494	7928%	59,762	908	
181 TRANSIENT OCC TAX FUND		69,924	51%	97,306	25,833	
191 POLICE RESTRICTED FUND		145,642	393%	130,008	5,789	
Total Special Revenue Funds		1,925,542	22%	4,562,485	1,916,827	
201 MISC GOVMNTL DEBT FUND		4,805	6%	4,773	12,767	
204 NON-VOTED G O DEBT FUND		11,260	1%	352,312	201,690	
Total Debt Service Funds		16,065	1%	357,085	214,457	
The funds below (300's & 400's) include	de (	Capital Reserve	dollars buildi	ng for future Ca	pital Use	
301 EQUIP ACQUISITION FUND		480.709	372%	453,348	7.926	
302 PARK RESERVE FUND		236,924	26%	312,126	161,748	
311 STREET RESERVE FUND		390,308	4%	506,323	1,525,865	
314 CEMETERY RESERVE FUND		34,379	1091%	33,321	-	
331 FACILITIES FUND		906,953	106%	944,994	159,750	
Total Capital Project Funds		2,049,273	19%	2,250,113	1,855,289	
401 WATER UTILITY FUND		2,142,809	80%	5,698,116	968,670	
403 SEWER UTILITY FUND		8,607,797	185%	10,850,098	937,752	
404 SOLID WASTE FUND		1,688,213	68%	1,984,307	424,750	
410 STORM DRAIN FUND		166,888	6%	2,914,932	933,581	
Total Enterprise Funds		12,605,707	99%	21,447,453	3,264,752	
TOTAL ALL FUNDS		19,854,408	69%	31,559,184	9,555,671	

Highlighted Explanations: Variances from Financial Policies

#### POLICY: FUND BALANCE > 12% OF OPERATING REVENUES

#### 101 CITY STREET FUND

Receipt of Grant Revenues is billed on a reimbursement basis which causes a timing difference for cash. Noll Road Roundabout and Tunnel is accounted for in this fund, which greatly increases expenditure and revenue projections for one-time items.

#### 123 TRAFFIC DEVELOPMENT FUND

Transfer for Noll Road & Finn Hill are projected to deplete previous funds collected, leaving minimal fund balance.

#### 201 MISC GOVERNMENTAL DEBT FUND & 204 NON-VOTED GO DEBT

A fund balance is not planned for debt funds

#### 311 STREET RESERVE FUND

Budgeted transfers and receipt of Grant Revenues to fund projects will occur as the work progresses (Finn Hill, Noll Road, Citywide Safety and Pavement Improvements)

#### 410 STORM DRAIN FUND

There are several capital projects scheduled for 2020, including Dogfish Creek Restoration, Noll Road Culvert Replacement/Bjorgen Creek, Noll Road Storm-South Segment, West Poulsbo Waterfront Park, depleting fund balance. Projects prioritzation is being worked on and projects will be re-allocated to future years.

#### POLICY: CASH & INVESTMENTS > 2 MONTHS OPERATING CASH

#### 101 CITY STREET FUND

Receipt of Grant Revenues to fund projects will occur as the work progresses. Funds have been allocated for the new Noll Road Roundabout & Tunnel.

#### 201 MISC GOVERNMENTAL DEBT FUND & 204 NON-VOTED GO DEBT

A fund balance is not planned for debt funds

#### 311 STREET RESERVE FUND

Budgeted transfers and receipt of Grant Revenues to fund projects will occur as the work progresses (Finn Hill, Noll Road, Citywide Safety and Pavement Improvements)

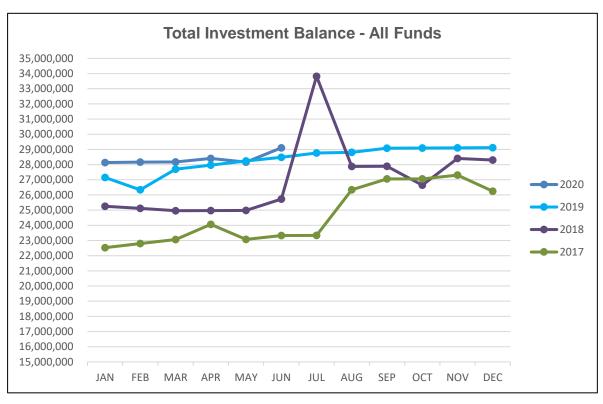


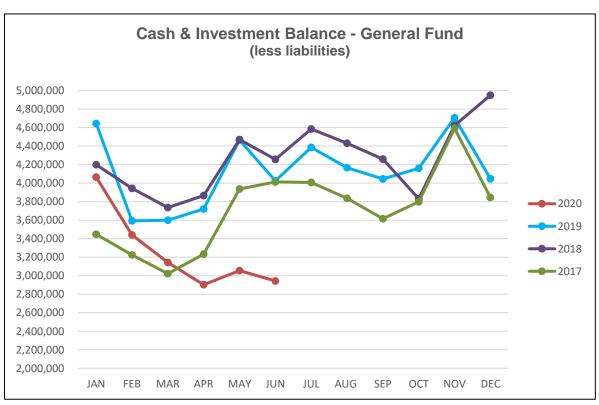
### **INVESTMENT INVENTORY - ALL FUNDS**

Month Ending June 30, 2020

INVESTMENTS ALL FUNDS	Cost Yield		Final Maturity
INVESTMENTS - ALL FUNDS	Value		•
Gov Agency	740 225 00	1.500%	7/20/2020
3135G0T60	748,335.00		7/30/2020
3130A66T9	749,889.17	1.625%	9/11/2020
3137EAEL9	750,937.29	2.375%	2/16/2021
3135G0U27	763,055.83	1.917%	4/13/2021
3133EKJP2	1,013,363.33	2.400%	4/29/2021
3133EJZU6	998,007.50	2.850%	9/20/2021
3130A0EN6	750,532.08	2.875%	12/10/2021
3135G0U92	1,010,098.33	2.625%	1/11/2022
313378WG2	1,015,826.11	2.500%	3/11/2022
313GOV59	998,175.00	2.250%	4/12/2022
313379Q69	766,386.25	2.125%	6/10/2022
3130AJ7E3	1,030,417.22	0.375%	2/17/2023
3137EAEQ8	501,342.92	0.375%	4/20/2023
3137EAER6	752,298.44	0.375%	5/5/2023
TOTAL Gov Agency	11,848,664.47		
US Treasury			
912828VV9	747,075.41	2.125%	8/31/2020
912828L65	742,294.60	1.375%	9/30/2020
912828A42	747,281.51	2.000%	11/30/2020
9128283Q1	757,126.78	2.000%	1/15/2021
912828WN6	739,502.91	2.000%	5/31/2021
9128285L0	752,036.05	2.875%	11/15/2021
912828V72	735,058.59	1.875%	1/31/2022
912828W55	763,102.14	1.433%	2/28/2022
912828XR6	1,000,418.16	1.750%	5/31/2022
9128287C8	1,008,471.47	1.750%	7/15/2022
912828YF1	752,543.36	1.500%	9/15/2022
912828M80	758,150.29	2.000%	11/30/2022
TOTAL US Treasury	9,503,061.27		
State Pool			
State Pool - Ongoing	7,752,393.38		
TOTAL Investment Balance	29,104,119.12		

CASH BALANCE - GENERAL FUND	Beginning Balance 1/1/2020	Net Change	Ending Balance 6/30/2020
Cash	41,723	285,009	326,732
Receivables	1,282,283	(1,174,347)	107,936
Investments	4,665,140	(1,579,591)	3,085,550
Sub-Total	5,989,147	(2,468,929)	3,520,219
Less Liability	(1,139,171)	561,000	(578,171)
TOTAL GENERAL FUND	4,849,976	(1,907,928)	2,942,048







#### **CAPITAL PROJECT STATUS REPORT**

YTD % to Actual Budget Month Ending June 30, 2020

Note: Time Elapsed 50%

		QTR 2 2	020				
PARK FACILITIES					I Project Wo	-	etion
Project Name	2020 Project Budget	Project Expenditures/ Encumbered Amounts YTD	Actual to Budget	25%	50%	75%	100%
Fish Park IV	678,538	43,584	6.42%				
Morrow Manor Park/Eastside	218,130	55,592	25.49%				
Lions Park	31,320	-	0.00%				
Urban Paths & Trails	42,500	-	0.00%	•			
PARK FACILITIES TOTAL	\$ 970,488	\$ 99,176	10.22%				

TRANSPORTATION				QTR 2 2020			
INANGFONTATION					l Project Wo	ork Comple	etion
Project Name	2020 Project Budget	Project Expenditures/ Encumbered Amounts YTD	YTD % of Actual to Budget	25%	50%	75%	100%
Finn Hill Reconstruction	2,376,969	1,970,269	82.89%				
Liberty Bay Waterfront Trail	188,389	11,738	6.23%				
Neighborhood Streets	413,000	41,811	10.12%				
Noll Road Phase III	5,311,040	162,449	3.06%				
Noll Road - Roundabout	5,398,437	38,432	0.71%				
Noll Road - ROW	605,791	220,076	36.33%				
Noll Road - Tunnel	1,477,274	1,987	0.13%				
Citywide Safety Improvements	260,000	-	0.00%				
TRANSPORTATION TOTAL	\$ 16,030,900	\$ 2,446,761	15.26%		•	•	

WATER					QTR 2 2020			
MATER .				% of Tot	al Project W	ork Comple	etion	
Project Name	2020 Project Budget	Project Expenditures/ Encumbered Amounts YTD	YTD % of Actual to Budget	25%	50%	75%	100%	
Raab Park Water Tank Replacement	1,635,595	6,757	0.41%					
Westside Well Pump Rehab	1,180,827	120,140	10.17%					
Finn Hill Tank Retrofit	80,000	-	0.00%					
Noll Road Water Improvements	705,547	-	0.00%					
Wilderness Tank Retrofit	80,000	-	0.00%		•	•		
WATER TOTAL	\$ 3,601,969	\$ 126,897	3.52%					

Highlighted Explanations:
Project in progress
Project not commenced or on hold
Project completed

SEWER				% of Tota	QTR 2 2		ation
Project Name	2020 Project Budget	Project Expenditures/ Encumbered Amounts YTD	Actual to Budget	25%	50%	75%	100%
Applewood Pump Station	20,741	4,061	19.58%				
KC Johnson Metering Station	270,000	-	0.00%				
KC Lemolo Siphon Phase 2	50,686	3,257	6.43%				
KC Solids Dewatering	273,450	-	0.00%				
KC UV Upgrades	79,150	-	0.00%				
Noll Road - Sewer Improvements	299,900	359	0.12%				
Pump Station Safety Improvements	281,245	30,037	10.68%				
Kitsap County Campus Building*	158,300	-	0.00%				
SEWER TOTAL	\$ 1,433,472	\$ 37,714	2.63%				

<sup>\*</sup>City share of Kitsap Co sewer projects are paid one year after project completion per contract

STORM DRAIN					QTR 2 2020			
or or an array and					l Project Wo	ork Comple	tion	
Project Name	2020 Project Budget	Project Expenditures/ Encumbered Amounts YTD	Actual to Budget	25%	50%	75%	100%	
Dogfish Creek Restoration	222,321	10,946	4.92%					
Dogfish Creek Retrofit	723,483	45,278	6.26%					
Liberty Bay Bioretention	401,101	364,319	90.83%					
Noll Road/Bjorgen Culvert Replacement	1,276,154	287	0.02%					
Noll Road Retrofit Design	246,703	167,284	67.81%					
West Poulsbo Waterfront Park	260,727	47,677	18.29%					
Bjorn Creek Culvert (Deer Run)	30,000	-	0.00%					
Deer Run Pond Retrofit	16,000	-	0.00%					
Glenn Haven Storm Drain Replacement	10,000	-	0.00%					
Noll Road South Segment	500,000	-	0.00%		•	•		
Poulsbo Creek Outfall	40,000	-	0.00%	•	•	•		
STORM DRAIN TOTAL	\$ 3,726,489	\$ 635,791	17.06%					

Highlighted Explanations:
Project in progress
Project not commenced or on hold
Project completed