

# CITY OF CANNON BEACH

## Financial Report 3rd Quarter, January - March 2018 FYE 2018

Volume 4, Issue 3

May 8, 2018

### Cash Position

General Fund	696,584	RV Park Fund	554,763
Tourism and Arts Fund	224,514	Recycling Fund	62,455
Building Official Fund	73,880	Water Fund	241,652
Affordable Housing Fund	35,732	Wastewater Fund	426,122
Debt Service Fund	489,729	Storm Drain Fund	38,144
Roads Fund	585,699	Water Reserve	336,726
Bridge Reserve	8,592	Wastewater Reserve	193,714
RV Park Reserve	15,923	Storm Drain Reserve	7,115
Road Reserve	-	Recycling Reserve	76,325
Ecola Forest Reserve Fund	6,394		
General Reserve	913,821		
Payroll Liability Fund	-	Administrative Services Fund	2,577
<b>Total Cash on Hand</b>	<b>\$ 4,990,461</b>	As of March 31, 2018	
	<b>\$ 4,175,088</b>	As of March 31, 2017	

### Debt Outstanding

GO Bonds 2010 (EFR) payoff 6/1/27	\$2,105,000
GO Bonds 2012 (WW) payoff 6/1/25	2,305,000
<b>Total</b>	<b>\$4,410,000</b>

balance decreased year to date by \$3,963.

**Water Fund:** Water charges are \$691,019 year to date and are 80.8% of the budgeted amount. Prior year to date water charges were \$632,908 and 74.9% of the budget. Year to date program expenses total \$646,799 and are 73.3% of the budgeted amount. Year to date revenues exceed year to date expenses by \$59,000 and increases fund balance by same.

**Wastewater Fund:** Wastewater charges are \$923,462 year to date and are 81.5% of the budgeted amount. Prior year to date wastewater charges were \$852,103 and was 77.5% of the budgeted amount. Year to date program expenses are \$709,515 and are 65.3% of the budgeted amount. Year to date revenues exceed year to date expenses by \$221,709 and increases fund balance by same.

**Storm Drain Fund:** Storm drain charges are \$109,854 year to date and are 75.2% of the budgeted amount. Prior year to date storm drain charges were \$106,741 and was 75.2% of the budgeted amount. Program expenses are \$133,961 and are 70.7% of the budgeted amount. Year to date revenues are less than year to date expenses by \$21,274 and decreases fund balance by same.

**Roads Fund:** Year to date revenues amount to \$871,332 and are 91.1% of the budgeted amount. Property tax, state highway funds, and transfers from the general fund contribute the majority of the revenue in the amounts of \$221,841, \$70,420, and \$579,000, respectively. Program expenses are \$482,627 and are 51.5% of the budgeted amount. Year to date revenues exceed year to date expenses by \$388,705 and increases fund balance by same.

**Debt Service Fund:** Property taxes collected and transfers in from the General Fund, year to date, amount to \$328,022 and \$163,458, respectively. Fund balance increased by \$412,318.

**Reserve Funds:** The RV Park transferred \$6,438 to the RV Park Reserve. The Water Reserve had transfers in from the General Fund of \$250,000 and expenditures of \$19,678 for Ash Waterline and Sand Filter projects. The Wastewater Reserve had transfers in from the General Fund of \$275,525 and expenditures of \$163,786 for Pacific Forcemain, Storage Lagoon Bank Rehab and a pump blower. The General Reserve Fund has an ending fund balance of \$913,821.

### Financial Narrative for the 3rd Quarter, FYE 2018

**Note:** Revenues and expenses should track at 9/12 or 75% of the budget. Data is presented on the budgetary/modified accrual basis.

Cash increased \$815,373 from the 3rd quarter ending last year.

**General Fund:** Total revenues, year to date, are \$3,444,879 and are 62.2% of the budget. This does not hit the 75% target due to the timing of revenue collections. I project that at year end this fund will meet or exceed the budgeted amount of \$5,542,250.

Revenues during the 3rd quarter are \$819,041 compared to the prior year quarter amount of \$733,493 and are up by \$85,548.

At the end of the quarter cash balances were held as follows: LGIP, \$4,956,013, Columbia Bank, \$22,891, Express Bill Pay, \$10,757, and cash on hand, \$800.

Expenses in the current quarter amount to \$832,912 compared to the prior quarter amount of \$719,341 an increase of \$113,571.

**Total year to date** expenditures in all departments amount to \$4,434,667 and are at 66.8% of the budget. Departments are all under budget except non-departmental where 100% of the budgeted transfers have been made and impact the target budget.

Current year to date expenses exceeded revenues by \$989,788 and decreases fund balance by same.

**TAF:** The ending fund balance as of

3/31/18 is \$224,514. Awards of \$55,497 were made in the current quarter and \$166,491 year to date. See page 7.

**Building Department:** Building, Mechanical, Plumbing permits, Plan Review fees, and Building Inspector revenue from Manzanita, year to date, are \$63,170, \$5,885, \$12,170, \$36,975, and \$29,250, respectively, and total \$147,450. Total program expenses year to date are \$143,957 and are 65.3% of the budget. Fund balance increased year to date by \$7,268.

**Affordable Housing:** Construction excise tax in the amount of \$8,666 was received consisting of \$7,600 in residential and \$1,066 in commercial improvements. Year to date excise tax revenue is 39.8% of the budgeted amount.

**RV Park:** Year to date revenue is \$1,321,968 and is at 88.1% of the budget compared to the prior year to date amount of \$1,060,525. Year to date program expenses total \$1,152,194 and are 79.5% of the budget compared to last year to date expenses of \$1,335,382 and were 76.9% of the budget. Fund balance increased \$163,336 year to date. This fund is being reviewed for a potential budget adjustment prior to year end to allow for additional spending authority since the budget to actual target has exceeded 75%.

**Recycling Fund:** Recycle surcharge and recycle sales year to date are \$129,323 and \$11,205, respectively and \$122,136 and \$12,021, last year to date. Year to date program expenses are \$144,491 and are 68.4% of the budgeted amount. Fund

## General Fund Revenue

## 3rd Quarter 2018

Revenue	January - March		Current Fiscal Year to Date	2017-2018 Budget	% of Current Budget
	2018	2017			
1 Property taxes-current	23,534	21,540	594,928	598,065	99.48
2 Property taxes-prior	3,437	3,144	13,930	20,000	69.65
3 Transient room tax 6%	468,169	403,537	1,670,293	2,714,416	61.53
4 Transient room tax 1% - 07/01/10	23,409	19,970	83,515	135,208	61.77
5 Transient room tax 1% - 10/01/15	78,028	67,256	278,382	451,923	61.60
6 Short Term Room Tax 6%	56,060	39,024	243,843	367,351	66.38
7 Short Term Room Tax 1% - 07/01/10	2,803	1,315	12,192	17,233	70.75
8 Short Term Room Tax 1% - 10/01/15	9,343	6,504	40,641	61,227	66.38
9 Business Licenses	2,880	1,588	73,153	68,500	106.79
10 Gaming License	-	-	-	25	0.00
11 Alarm Fees	270	930	895	1,000	89.50
12 Franchise Fees	87,473	91,450	141,882	196,000	72.39
13 Liquor Taxes	5,164	5,247	15,880	26,454	60.03
14 OLCC License Renewal	285	255	285	245	116.33
15 Cigarette Taxes	415	205	1,184	2,052	57.70
16 State revenue sharing	-	10,201	9,660	36,000	26.83
17 Marijuana Tax	-	-	6,058	-	0.00
18 Other Grant Funds	500	500	500	-	0.00
19 Land Leases	10,379	10,125	30,829	39,858	77.35
20 Right of Way Permits	400	-	400	-	0.00
21 Fire District Share-Dispatch	-	-	15,251	15,100	101.00
22 Interest Income	23,347	12,725	53,549	40,000	133.87
23 Vehicle Impound Fees	-	100	200	700	28.57
24 Contributions	-	-	4,000	-	0.00
25 Miscellaneous Income	1,269	1,017	4,217	10,000	42.17
26 Transfers In	-	-	-	-	0.00
<b>HRAP</b>					0.00
27 Grants	-	-	7,100	50,000	14.20
28 Day Camp Revenue	-	-	385	4,000	9.63
29 HRAP Eco Tours	-	-	1,802	3,000	60.07
30 Merchandise Sales	1,057	-	1,057	-	0.00
31 Donations-Friends of HRAP	1,312	-	1,312	30,000	4.37
32 Donations-Misc	479	500	499	-	0.00
<b>Farmer's Market</b>					
33 Vendor Fees	-	-	4,700	12,000	39.17
34 Fundraising Children's Program	-	-	-	-	0.00
35 Farmer's Market Sales	-	-	2,312	2,000	115.60
36 Entertainment Donations	-	50	200	750	26.67
<b>Municipal Court</b>					
37 Fines	8,676	6,929	49,982	51,000	98.00
<b>Planning</b>					
38 Short Term Rental Permit	600	675	15,900	18,000	88.33
39 Sign Permit	150	150	500	400	125.00
40 Planning	4,975	5,025	11,250	14,800	76.01
41 Local Planning Fee	1,469	6,369	4,202	11,000	38.20
42 Tree Permit	900	-	2,350	-	0.00
43 Grant-LCDC	-	-	1,000	-	0.00
44 Grant-ODOT	-	-	-	132,000	0.00
<b>Ecola Forest Reserve</b>					
45 OWEB Grant - Federal	-	-	-	134,230	0.00
46 OWEB Grant - State	-	-	-	189,240	0.00
<b>PW Parking</b>					
47 Parking Lot Maintenance	-	-	35,423	35,423	100.00
<b>Police</b>					
48 BVP Grant	-	-	-	-	0.00
49 OR Impact Grant	-	493	328	1,200	27.33
50 K-9 Donations	-	1,800	1,703	1,000	170.30
51 CB National Night Out	-	-	150	150	100.00
<b>EPREP</b>					
52 Container Revenue	63	58	480	1,500	32.00
53 Storage Fee Revenue	2,195	1,811	2,305	1,200	192.08
54 OEM Grant (FOG)	-	-	4,272	5,000	85.44
55 MRC Grant	-	13,000	-	-	0.00
56 OEM Grant (Disaster Recovery)	-	-	-	28,000	0.00
57 NAACHO Grant (Vulnerable Pop)	-	-	-	15,000	0.00
58 <b>Total revenues</b>	<b>819,041</b>	<b>733,493</b>	<b>3,444,879</b>	<b>5,542,250</b>	<b>62.16</b>

**General Fund Expenditures by Department**

**3rd Quarter 2018**

		January - March		Current	2017-2018	% of
		2018	2017	Fiscal Year	Budget	Current
				to Date		Budget
	<b>Executive</b>					
1	Building Maintenance	9,183	19,137	36,412	135,558	26.86
2	Community Programs	125,225	94,159	420,349	660,205	63.67
3	HRAP	70,234	40,180	215,736	296,124	72.85
4	Farmer's Market	7,715	6,539	26,723	40,853	65.41
5	Municipal Court	5,357	4,754	16,614	38,366	43.30
6	<b>Total Executive</b>	<b>217,714</b>	<b>164,769</b>	<b>715,834</b>	<b>1,171,106</b>	<b>61.12</b>
7	<b>Planning</b>	<b>86,180</b>	<b>49,761</b>	<b>237,948</b>	<b>454,122</b>	<b>52.40</b>
	<b>Public Works</b>					
8	Ecola Forest Reserve	11,959	1,004	19,967	387,437	5.15
9	Existing School Site	-	-	-	25,000	0.00
10	Parks	41,491	61,514	161,326	279,164	57.79
11	Parking	4,420	4,074	12,462	34,150	36.49
12	Public Restrooms-Litter	40,483	28,887	141,418	169,500	83.43
13	<b>Total Public Works</b>	<b>98,353</b>	<b>95,479</b>	<b>335,173</b>	<b>895,251</b>	<b>37.44</b>
	<b>Public Safety</b>					
14	Police	282,317	266,101	914,855	1,319,689	69.32
15	Lifesaving	16,350	9,981	99,539	147,290	67.58
16	EPREP	36,905	39,904	97,906	207,975	47.08
17	<b>Total Public Safety</b>	<b>335,572</b>	<b>315,986</b>	<b>1,112,300</b>	<b>1,674,954</b>	<b>66.41</b>
	<b>Non-Departmental</b>					
18	Administrative Services	95,093	93,346	365,429	542,729	67.33
19	Capital Outlay					
20	Contingency				236,908	0.00
21	Transfers	-	-	1,667,983	1,667,983	100.00
22	<b>Total Non-Departmental</b>	<b>95,093</b>	<b>93,346</b>	<b>2,033,412</b>	<b>2,447,620</b>	<b>83.08</b>
23	<b>Total Expenditures</b>	<b>832,912</b>	<b>719,341</b>	<b>4,434,667</b>	<b>6,643,053</b>	<b>66.76</b>
<b>General Fund Summary</b>						
			<b>Fiscal Year</b>	<b>Fiscal Year</b>	<b>2017/2018</b>	
			<b>Ending 2018</b>	<b>Ending 2017</b>	<b>Budget</b>	
24	Beginning Fund Balance-July 1		\$ 1,641,372	\$ 1,522,449	\$ 1,325,000	
25	Revenues year to date		3,444,879	3,297,863	5,542,250	
26	Expenditures year to date		4,434,667	3,656,090	6,643,053	
27	<b>Ending Fund Balance-March 31</b>		<b>\$ 651,584</b>	<b>\$ 1,164,222</b>	<b>\$ 224,197</b>	

**Other Funds - Revenues with Expenditures (by object class)**

**3rd Quarter 2018**

	Tourism and Arts Fund					Building Official Fund			
	Current Quarter	Year to Date	Budget	% of Budget		Current Quarter	Year to Date	Budget	% of Budget
1 Beginning Fund Balance	218,851	167,689	-	-		71,251	66,681	55,000	121.24
2 Plus: Revenues	61,160	223,316	360,708	61.91		41,515	151,225	188,000	80.44
Less:									
3 Personnel Services						30,778	105,653	152,251	69.39
4 Materials and Services	55,497	166,491	360,708	46.16		8,039	38,304	68,201	56.16
5 Program Expenses Subtotal	55,497	166,491	360,708	46.16		38,817	143,957	220,452	65.30
6 Contingency								22,548	-
7 Ending Fund Balance	224,514	224,514	-	-		73,949	73,949	-	-
	Affordable Housing Fund					RV Park Fund			
	Current Quarter	Year to Date	Budget	% of Budget		Current Quarter	Year to Date	Budget	% of Budget
8 Beginning Fund Balance	27,708	-	-	-		526,015	311,899	100,000	311.90
9 Plus: Revenues	8,666	36,923	429,750	8.59		295,735	1,321,968	1,500,000	88.13
Less:									
10 Personnel Services	-	-	-	-		475	1,444	5,212	27.71
11 Materials and Services	1,737	2,286	77,097	2.97		339,602	1,150,750	1,443,481	79.72
12 Capital Outlay	-	-	295,000	-		-	-	-	-
13 Program Expenses Subtotal	1,737	2,286	372,097	0.61		340,077	1,152,194	1,448,693	79.53
14 Debt Service			45,325	-					
15 Transfers Out		-	-	-		6,438	6,438	6,438	100.00
16 Contingency			12,328	-				144,869	-
17 Ending Fund Balance	34,637	34,637	-	-		475,235	475,235	-	-
	Recycling Fund					Water Fund			
	Current Quarter	Year to Date	Budget	% of Budget		Current Quarter	Year to Date	Budget	% of Budget
18 Beginning Fund Balance	77,308	72,701	30,000	242.34		321,676	234,455	120,000	195.38
19 Plus: Revenues	37,764	140,528	181,400	77.47		194,073	705,799	882,000	80.02
Less:									
20 Personnel Services	27,489	81,479	116,943	69.67		75,880	231,280	321,378	71.97
21 Materials and Services	18,845	63,012	94,441	66.72		142,108	409,471	560,663	73.03
22 Capital Outlay				-		4,306	6,048	-	-
23 Program Expenses Subtotal	46,334	144,491	211,384	68.35		222,294	646,799	882,041	73.33
24 Debt Service							-	-	-
25 Contingency			16	-				119,959	-
26 Ending Fund Balance	68,738	68,738	-	-		293,455	293,455	-	-

**Other Funds - Revenues with Expenditures (by object class)**

**3rd Quarter 2018**

	Wastewater Fund					Storm Drain Fund			
	Current Quarter	Year to Date	Budget	% of Budget		Current Quarter	Year to Date	Budget	% of Budget
1 Beginning Fund Balance	472,617	275,702	140,000	196.93		53,021	64,715	70,000	92.45
2 Plus: Revenues	259,928	931,224	1,139,535	81.72		37,551	112,687	147,889	76.20
Less:									
3 Personnel Services	81,703	266,251	371,208	71.73		18,292	48,383	74,657	64.81
4 Materials and Services	122,406	408,721	715,387	57.13		28,839	85,578	114,712	74.60
5 Capital Outlay	31,025	34,543	-	-					-
6 Program Expenses Subtotal	235,134	709,515	1,086,595	65.30		47,131	133,961	189,369	70.74
7 Contingency			192,940	-				28,520	-
8 Ending Fund Balance	497,411	497,411	-	-		43,441	43,441	-	-
	Roads Fund					Debt Service			
	Current Quarter	Year to Date	Budget	% of Budget		Current Quarter	Year to Date	Budget	% of Budget
9 Beginning Fund Balance	774,462	154,883	75,000	206.51		475,052	77,412	55,000	140.75
10 Plus: Revenues	36,400	871,332	956,081	91.14		14,678	491,480	503,325	97.65
Less:									
11 Personnel Services	60,165	151,295	221,486	68.31					
12 Materials and Services	207,109	331,332	664,886	49.83					
13 Capital Outlay	-	-	50,000	-					
14 Program Expenses Subtotal	267,274	482,627	936,372	51.54		-	-	-	-
15 Debt Service						-	79,162	543,325	14.57
16 Contingency			94,709	-					
17 Ending Fund Balance	543,588	543,588	-	-		489,730	489,730	15,000	3,264.87
	Administrative Services								
	Current Quarter	Year to Date	Budget	% of Budget					
18 Beginning Fund Balance	-	-	-	-					
19 Plus: Revenues	280,905	1,047,649	1,553,946	67.42					
Less:									
20 Executive	105,717	306,697	496,851	61.73					
21 Finance	71,549	254,334	397,499	63.98					
22 IT	30,754	143,321	187,786	76.32					
23 Central Services	15,129	161,648	189,662	85.23					
24 Public Works	57,756	181,649	282,148	64.38					
25 Ending Fund Balance	-	-	-	-					

**Transient Room Tax**

**3rd Quarter 2018**

City of Cannon Beach						
Transient Room Tax						
		Quarter Ending				Grand
		9/30/17	12/31/17	3/31/18	6/30/18	Total
Motel/Hotel Tax		1,602,832.64	624,226.00	-	-	2,227,058.64
S/T vacation rentals		250,377.39	74,746.17	-	-	325,123.56
<b>Total</b>		<b>1,853,210.03</b>	<b>698,972.17</b>	<b>-</b>	<b>-</b>	<b>2,552,182.20</b>

City of Cannon Beach								
Transient Room Tax								
Total Collections and Projected Amounts-All Funds								
	Fiscal Year End	July - Sept	Oct - Dec	Jan - Mar	Apr - July	General Fund and TAF	Budget	Budget to Actual Variance
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	projected	
1	2018 Budget	1,823,198	618,772	611,333	1,054,763	4,108,066	4,108,065	
2	2018 Actual	1,853,210	698,972			2,552,182	4,108,065	(1,555,883)
3	2017	1,719,998	583,747	519,371	1,021,108	3,844,224	3,280,816	563,408
4	2016	1,444,920	564,953	559,931	966,077	3,535,881	3,118,010	417,871
5	2015	1,335,588	481,065	444,857	783,542	3,045,052	2,811,000	234,052
6	2014	1,279,658	427,965	383,196	670,283	2,761,102	2,673,000	88,102
7	2013	1,248,163	404,291	352,632	642,276	2,647,362	2,496,000	151,362
8	2012	1,193,952	374,198	330,621	566,291	2,465,062	2,387,000	78,062
9	2011	1,118,912	364,361	305,011	547,284	2,335,568	2,415,000	(79,432)
Percentage increase over prior quarter								
	Fiscal Year End	July - Sept	Oct - Dec	Jan - Mar	Apr - July			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total		
10	2018	7.745%	19.739%	-100.000%	-100.000%	-33.610%		
11	2017	19.0376%	3.3266%	-7.2437%	5.6963%	8.7204%		
12	2016	8.1861%	17.4380%	25.8676%	23.2961%	16.1189%		
13	2015	4.3707%	12.4076%	16.0912%	16.8972%	10.2839%		
14	2014	2.5233%	5.8557%	8.6674%	4.3606%	4.2964%		
15	2013	4.5405%	8.0420%	6.6575%	13.4180%	7.3954%		
16	2012	6.7065%	2.6998%	8.3964%	3.4730%	5.5444%		



**Transient Room Tax—Tourism and Arts Fund**

**3rd Quarter 2018**

City of Cannon Beach									
Fiscal Year 2017-2018									
Tourism and Arts Fund (012)									
		Council	Percent						
		Approved	of	Budgeted	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
		Total	Total	Revenue	Distributions				Total
1	CB Arts Association - Artist Program	20,500	7.39%		8,200.00	4,100.00	3,075.00	5,125.00	20,500
2	CB Chamber - CB Fatbike Festival	15,325	5.52%		6,130.00	3,065.00	2,298.75	3,831.25	15,325
3	CB Chamber - North Coast Partnership	16,250	5.86%		6,500.00	3,250.00	2,437.50	4,062.50	16,250
4	CB Chamber - Tourism Event Video	22,400	8.07%		8,960.00	4,480.00	3,360.00	5,600.00	22,400
5	Clatsop Animal Assistance - Savor CB	42,624	15.36%		17,049.60	8,524.80	6,393.60	10,656.00	42,624
6	CB Gallery Group - Spring Unveiling, Plein Air, & More	46,333	16.70%		18,533.20	9,266.60	6,949.95	11,583.25	46,333
7	CB History Center - Cottage Tour	24,500	8.83%		9,800.00	4,900.00	3,675.00	6,125.00	24,500
8	Coaster Theatre - Special Events	39,053	14.07%		15,621.20	7,810.60	5,857.95	9,763.25	39,053
9	CB Library - Women's Only Weekend	6,500	2.34%		2,600.00	1,300.00	975.00	1,625.00	6,500
10	North Coast Land Conservancy - Coast Walk Oregon	10,000	3.60%		4,000.00	2,000.00	1,500.00	2,500.00	10,000
11	Tolovana Arts Colony - CB Comedy Festival	4,000	1.44%		1,600.00	800.00	600.00	1,000.00	4,000
12	Tolovana Arts Colony - Get Lit	30,000	10.81%		12,000.00	6,000.00	4,500.00	7,500.00	30,000
	Totals	277,485	100%	360,708	110,994.00	55,497.00	41,622.75	69,371.25	277,485
Breakdown of Distribution %					Receipts from 1%				Total
13	1st Qtr	110,994.00	40%	Hotel/Motel	200,355.43	78,028.27	-	-	278,383.70
14	2nd Qtr	55,497.00	20%	Short Term	31,296.04	9,343.33	-	-	40,639.37
15	3rd Qtr	41,622.75	15%	rounding	(0.16)	(0.03)			(0.19)
16	4th Qtr	69,371.25	25%						
17	Total	277,485.00	100%	Total	231,651.31	87,371.57	-	-	319,022.88
18				less: 30%	69,495.39	26,211.47	-	-	95,706.86
19	Total available				162,155.92	61,160.10	-	-	223,316.02
20	Fund Balance at July 1, 2017								167,689
21	Plus: 1% transient room tax								223,316
22	Less: Distributions								166,491
23	Ending Fund Balance 03/31/18								224,514

For budget details, please refer to the City of Cannon Beach Adopted Budget for fiscal year ending June 30, 2018. Budget amounts reflect budget adjustments approved by the Council during the fiscal year. Information and data presented in this report is unaudited.