

COMMISSION MEETING

INFORMATION

Date: April 27, 2020 **Staff Review**: Port Attorney

Deputy Director
Finance Manager

Facilities Maintenance Manager

To: Port Commission

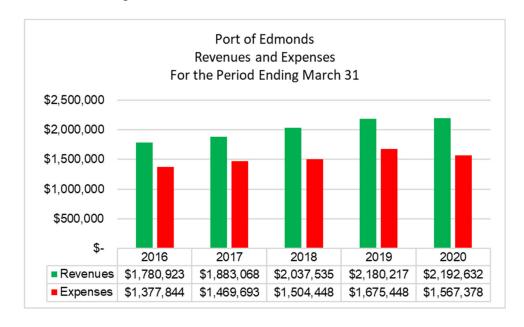
From: Tina Drennan Attachments: March Income Statement

Finance Manager March Marina Income Statement

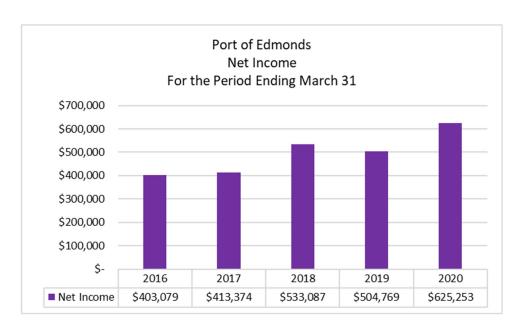
March Rental Property Income Statement Investing Transactions Report, 1st Quarter Investment Report as of March 31, 2020

SUBJECT: 1ST QUARTER 2020 FINANCIAL STATEMENTS

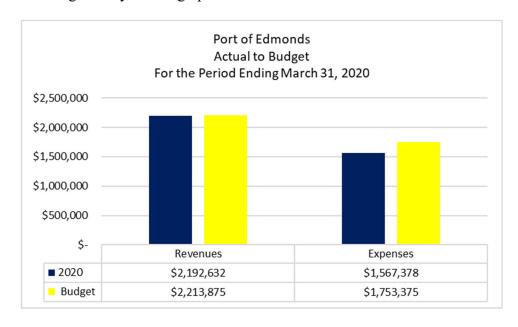
Please find attached the first quarter 2020 financial statements.



Revenues have been trending upwards. Expenses have ranged between \$1.4 million and \$1.7 million.



Net income has been generally trending upwards.



Revenues were \$21,000 less than budget. Expenses were \$186,000 less than budget.

Gross profit (revenues less cost of goods sold) for the three month period ending March 31, 2020, was \$1.9 million, which was \$35,000 less than budget. Net income for the same period was \$625,000.

Marina Operations Revenue Actual to Budget:

	ACTUAL	BUDGET		
	TO DATE	TO DATE	VARIANCE	<u>%</u>
FUEL SALES, NET	3,901	26,000	(22,099)	-85%
MISCELLANEOUS	11,710	23,500	(11,790)	-50%
PERMANENT MOORAGE	920,405	939,250	(18,845)	-2%
DRY STORAGE	131,556	162,000	(30,444)	-19%

Financial Occupancy:

						2020
	2016	2017	2018	2019	2020	Budgeted
Moorage	92%	91%	94%	94%	95%	97%
Dry Storage	77%	77%	75%	79%	72%	89%

Dry Storage revenue is down for the first quarter as the Port charged Dry Storage tenants at the payper-move rate on their April statements. In order to show the correct amount on the statements, the credits were processed in March.

Rental Properties Revenue Actual to Budget:

	ACTUAL	BUDGET		
	TO DATE	TO DATE	VARIANCE	<u>%</u>
TOTAL RENTAL PROPERTY REVENUE	691,553	689,625	1,928	0%

Operating expenses before depreciation for the three month period were \$1,099,182, which is \$177,000 or 14% less than budget.

Operating Expenses Actual to Budget:

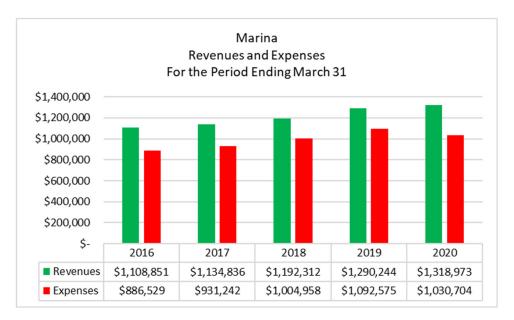
	ACTUAL	BUDGET		
	TO DATE	TO DATE	VARIANCE	<u>%</u>
PROFESSIONAL SERVICES	15,437	27,250	11,813	43%
REPAIR & MAINTENANCE	57,753	103,250	45,497	44%
SALARIES & WAGES	497,890	543,750	45,860	8%
SUPPLIES	56,363	93,750	37,387	40%
DEPRECIATION AND AMORTIZATION	354,297	384,250	29,953	8%

<u>Non-Operating Items – Expenses (Revenues):</u>

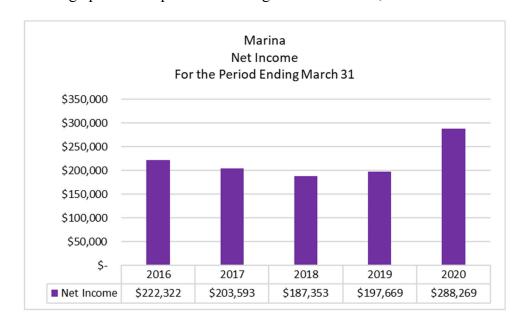
	ACTUAL	BUDGET		
	TO DATE	TO DATE	VARIANCE	<u>%</u>
GAIN (LOSS) ON FIXED ASSETS	(15,065)	-	15,065	N/A
INTEREST INCOME	(73,008)	(56,750)	16,258	-29%

Net income for the three months ending March 31, 2020 was \$625,000, which is approximately \$165,000 greater than budget.

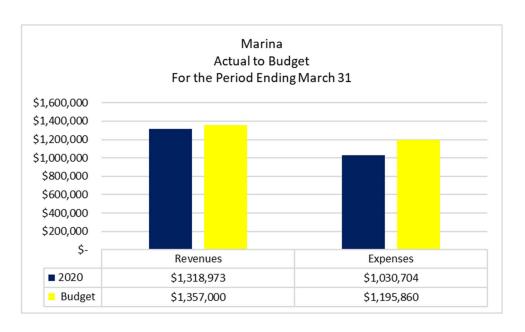
Marina Actual to Budget:



Revenues are trending upwards. Expenses have ranged between \$800,000 and \$1.2 million.



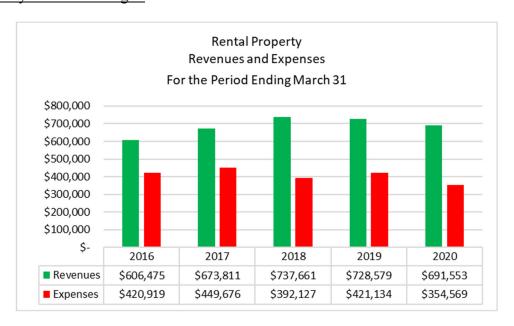
Net income has ranged between \$187,000 to \$289,000.



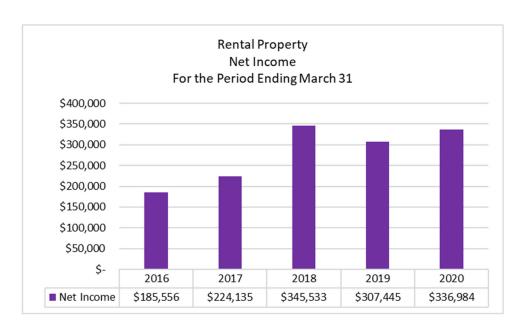
Total revenues are \$38,000 below budget. Total expenses are \$165,000 below budget.

	<u>Actual</u>	Budget	<u>Variance</u>	<u>%</u>
Operating Revenues	\$1,291,407	\$1,344,500	\$ (53,093)	-4%
Operating Expenses Before Depr, O/H	\$ 593,114	\$ 711,250	\$(118,136)	-17%
Net Income	\$ 288,269	\$ 161,140	\$ 127,129	79%

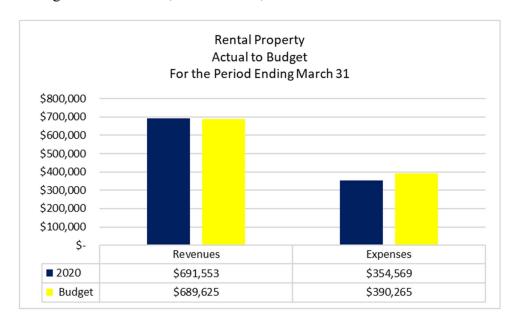
Rental Property Actual to Budget:



Revenues have ranged between \$606,000 and \$738,000. Revenues are down in 2020 because the property tax income of \$42,500 is now coded to Public Amenities instead of Harbor Square. Expenses have ranged between \$355,000 and \$450,000.



Net income has ranged between \$185,000 and \$346,000.



Total revenues are \$2,000 greater than budget. Total expenses are \$36,000 below budget.

	<u>Actual</u>		Budget		Variance		<u>%</u>
Operating Revenues	\$	691,553	\$	689,625	\$	1,928	0%
Operating Expenses Before Depr, O/H	\$	149,020	\$	154,250	\$	(5,230)	-3%
Net Income	\$	336,984	\$	299,360	\$	37,624	13%

Investing Summary:

- As of March 31, 2020, the Port had 28 long-term investments.
- To compensate for business tenant rent deferrals, staff is maintaining a cash balance of 4,000,000 +/- from 3,000,000 +/-.
- The details of the Port's bond maturity and bonds purchased are attached.
- The Opus Bank certificate of deposit was closed out in January and the funds were used to purchase bonds.
- The Capital Replacement Reserve is currently \$13,110,119.
- The Environmental Reserve is currently \$1,041,541.
- The Public Amenities Reserve is currently \$40,901.
- The Port has zero remaining in outstanding debt.

PORT OF EDMONDS INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2020

	ACTUAL	BUDGET	2019
	TO DATE	TO DATE	TO DATE
MARINA REVENUES			
CONCESSIONS	-	-	18
ELECTRICAL FEES	45,847	53,000	49,734
ENVIRONMENTAL FEES	26,388	27,250	25,355
ENVIRONMENTAL FEE - WORKYARD	4,041	6,250	4,981
FUEL SALES	82,774	70,000	89,624
LAUNCHER	9,807	9,000	10,776
MISCELLANEOUS	11,710	23,500	34,527
GUEST MOORAGE	12,063	12,000	14,120
PERMANENT MOORAGE	920,405	939,250	875,236
PASSENGER FEES	-	-	-
DRY STORAGE	131,556	162,000	139,458
PARKING	20,563	26,000	18,008
TRAVELIFT	17,614	20,000	20,636
WORKYARD	20,179	18,000	19,863
LATE FEES	7,061	8,750	9,242
BAD DEBT EXPENSE		(7,500)	<u> </u>
TOTAL MARINA REVENUE	1,310,011	1,367,500	1,311,580
RENTAL PROPERTY REVENUES			
HARBOR SQUARE LEASE REVENUE	392,426	554,375	502,249
HARBOR SQUARE CAMS	59,732	-	58,243
WEST SIDE LEASE REVENUE	69,767	135,250	118,064
HARBOR SQUARE LEASE INTEREST REVENUE	108,010	-	-
WEST SIDE LEASE INTEREST REVENUE	58,674	-	-
MISCELLANEOUS REVENUE	1,361	-	2,198
LATE FEES	1,583		1,851
TOTAL RENTAL PROPERTY REVENUE	691,553	689,625	682,606
COST OF GOODS SOLD			
COST OF SALES	8,773	18,875	8,522
ELECTRICAL PURCHASES	26,211	27,000	28,354
FUEL & OIL	78,873	44,000	77,741
LOAN-A-SLIP CREDITS	42	3,250	20
TOTAL COST OF GOODS SOLD	113,899	93,125	114,637
GROSS PROFIT	1,887,665	1,964,000	1,879,549

PORT OF EDMONDS INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2020

	ACTUAL	BUDGET	2019
ODED ATIMO EVOENICES	TO DATE	TO DATE	TO DATE
OPERATING EXPENSES	2 224	2 275	4.003
AUTOMORIUS AND SOLUBRASNIT SUSI	3,231	3,375	4,082
AUTOMOBILE AND EQUIPMENT FUEL	3,406	5,375	3,776
BANK CHARGES	1,172	1,500	1,356
BUSINESS TAXES	3,920	6,125	4,272
CLAIMS & DAMAGES	-	4,000	6,871
COMMUNICATIONS	2 420	5,000	-
ECONOMIC DEVELOPMENT & TOURISM	2,430	7,500	5,058
EDUCATION FAMILIARY	3,395	6,500	6,102
EMPLOYEE BENEFITS	179,333	188,000	175,857
HAZARDOUS WASTE DISPOSAL	-	2,000	1,069
INSURANCE	55,787	57,750	49,502
LICENSES & PERMITS	1,203	750	879
MARKETING	6,341	8,500	6,543
MEALS	542	1,250	1,050
MEMBERSHIP DUES	6,179	4,750	6,032
MISCELLANEOUS	-	125	-
OFFICE	23,595	21,500	18,944
PAYROLL TAXES	61,531	60,000	53,345
PROFESSIONAL SERVICES	15,437	27,250	28,799
PROMOTIONAL HOSTING	72	750	246
RENT	3,525	3,500	3,422
REPAIR & MAINTENANCE	57,753	103,250	116,347
SALARIES & WAGES	497,890	543,750	507,539
SUPPLIES	56,363	93,750	82,068
TENANT IMPROVEMENTS	(506)	-	-
TRAVEL	1,245	5,500	1,769
UNIFORMS	2,185	3,750	978
UTILITIES	113,155	110,500	126,618
OPERATING EXPENSES BEFORE DEPR	1,099,182	1,276,000	1,207,159
DEPRECIATION AND AMORTIZATION	354,297	384,250	344,741
TOTAL OPERATING EXPENSES	1,453,480	1,660,250	1,551,900
INCOME FROM OPERATIONS	434,186	303,750	327,648
OTHER (INCOME)/EXPENSE			
GAIN (LOSS) ON FIXED ASSETS	(15,065)	-	-
CHANGE IN FAIR VALUE OF INVESTMENTS	(1,521)	-	(809)
INTEREST INCOME	(73,008)	(56,750)	(83,882)
INTEREST EXPENSE	-		8,911
PROPERTY TAXES	(101,473)	(100,000)	(101,341)
TOTAL OTHER (INCOME)/EXPENSE	(191,068)	(156,750)	(177,121)
NET INCOME	625,253	460,500	504,769

PORT OF EDMONDS MARINA INCOME STATEMENT FOR THE PERIOD ENDING MARCH 31, 2020

	ACTUAL	BUDGET	2019
DEMENUES	TO DATE	TO DATE	TO DATE
REVENUES			10
CONCESSIONS ELECTRICAL FEES	- 45,847	53,000	18 49,734
ENVIRONMENTAL FEES	26,388	27,250	25,355
ENVIRONMENTAL FEE - WORKYARD	4,041	6,250	4,981
FUEL SALES	82,774	70,000	89,624
LAUNCHER	9,807	9,000	10,776
MISCELLANEOUS	6,157	12,500	12,652
GUEST MOORAGE	12,063	12,000	14,120
PERMANENT MOORAGE	920,405	939,250	875,236
PASSENGER FEES	, -	, -	-
DRY STORAGE	131,556	162,000	139,458
PARKING	7,513	14,000	6,048
TRAVELIFT	17,614	20,000	20,636
WORKYARD	20,179	18,000	19,863
LATE FEES	7,061	8,750	9,242
BAD DEBT EXPENSE	-	(7,500)	-
GROSS REVENUE	1,291,407	1,344,500	1,277,744
COST OF GOODS SOLD			
COST OF SALES	8,600	18,500	8,367
ELECTRICAL PURCHASES	26,211	27,000	28,354
FUEL & OIL	78,873	44,000	77,741
LOAN-A-SLIP CREDITS	42	3,250	20
TOTAL COST OF GOODS SOLD	113,725	92,750	114,482
GROSS PROFIT	1,177,682	1,251,750	1,163,262
OPERATING EXPENSES			
ADVERTISING	2,500	2,250	3,146
AUTO AND EQUIPMENT FUEL	1,054	3,000	1,638
BUSINESS TAXES	3,894	6,000	4,207
CLAIMS AND DAMAGES	-	4,000	6,871
EDUCATION AND TRAINING	2,875	2,500	4,340
EMPLOYEE BENEFITS	95,624	108,500	98,249
HAZARDOUS WASTE DISPOSAL	-	2,000	1,069
INSURANCE	41,547	43,000	36,098
LICENSES & PERMITS	913	500	493
MARKETING	6,341	7,250	6,458
OFFICE	2,837	3,750	3,107
PAYROLL TAXES	40,623	39,250	32,093
PROFESSIONAL SERVICES	1,660	7,500	917
RENT	3,525	3,500	3,422
REPAIR & MAINTENANCE	11,509	44,000	29,238
SALARIES & WAGES	306,893	337,750	305,344
SUPPLIES	24,881	48,000	41,021
UTILITIES	46,438	48,500	62,505
OPERATING EXPENSES BEFORE DEPR & OH	593,114	711,250	640,214
DEPRECIATION AND AMORTIZATION	199,836	221,250	190,599
OVERHEAD ALLOCATION TOTAL OPERATING EXPENSES	124,029	170,610	147,507
TOTAL OPERATING EXPENSES	916,979	1,103,110	978,321
INCOME FROM OPERATIONS	260,704	148,640	184,942
OTHER (INCOME)/EXPENSES			
(GAIN)/LOSS ON FIXED ASSETS	(15,065)	-	-
PROPERTY TAX ALLOCATION - MARINA	(12,500)	(12,500)	(12,500)
TOTAL OTHER (INCOME)/EXPENSES	(27,565)	(12,500)	(12,500)
NET INCOME	288,269	161,140	197,442
			137,772

PORT OF EDMONDS RENTAL PROPERTY FOR THE PERIOD ENDING MARCH 31, 2020

	ACTUAL	BUDGET	2019
REVENUES	TO DATE	<u>TO DATE</u>	TO DATE
HARBOR SQUARE LEASE REVENUE	392,426	554,375	502,249
HARBOR SQUARE CAMS	59,732	-	58,243
WEST SIDE LEASE REVENUE	69,767	135,250	118,064
HARBOR SQUARE LEASE INTEREST REVENUE	108,010	-	
WEST SIDE LEASE INTEREST REVENUE	58,674	-	_
MISCELLANEOUS REVENUE	1,361	-	2,198
LATE FEES	1,583	-	1,851
TOTAL REVENUE	691,553	689,625	682,606
COST OF GOODS SOLD	109	125	64
GROSS PROFIT	691,444	689,500	682,543
OPERATING EXPENSES			
ADVERTISING	_	125	_
AUTO AND EQUIPMENT FUEL	110	125	199
BUSINESS TAXES	26	125	34
EMPLOYEE BENEFITS	12,439	11,750	12,040
INSURANCE	13,144	13,500	11,781
MASTER BUSINESS PLAN - HS		_5,555	(5,363)
MISCELLANEOUS	_	125.01	-
OFFICE	354	500	415
PAYROLL TAXES	3,812	3,500	4,017
PROFESSIONAL SERVICES	-	1,250	620
TO 7: REPAIR & MAINTENANCE	19,120	33,000	81,960
SALARIES & WAGES	43,182	37,750	38,289
SUPPLIES	9,995	11,750	8,297
TENANT IMPROVEMENTS	(506)		-
55 + TUTILITIES	47,344	40,750	44,975
OPERATING EXPENSES BEFORE DEPR & OH	149,020	154,250	197,263
DEPRECIATION	141,546	148,000	139,026
OVERHEAD ALLOCATION	63,894	87,890	75,989
TOTAL OPERATING EXPENSES	354,460	390,140	412,277
INCOME FROM OPERATIONS	336,984	299,360	270,265
OTHER (INCOME)/EXPENSES			
HS LOAN INTEREST	-	-	8,911
INTEREST INCOME	_	_	(3,473)
PROPERTY TAXES	_	_	(42,500)
TOTAL OTHER (INCOME)/EXPENSE			(37,062)
NET INCOME	336,984	299,360	307,328

Port of Edmonds Investing Transactions January 1, 2020 to March 31, 2020

Matured or Called

	Called or Remaining		Final	Callable/		Par		Range of Liqu	id Funds
<u>Security</u>	<u>Matured</u> <u>Life</u>	<u>Purchased</u>	<u>Maturity</u>	Coupon Non-Callable		<u>Value</u>		During Own	ership
Opus CD - restricted	Matured -	1/17/2017	1/17/2020	0.90% Non-Callable	\$	713,001		0.69%	2.27%
Federal Farm Credit Bank	Called 1.17	6/2/2016	6/2/2021	1.69% Callable 6/2/17	\$	500,000		0.40%	2.27%
Federal Natl Mortgage Assn	Matured -	10/12/2016	3/20/2020	1.30% Callable 3/30/17	\$	500,000		0.43%	2.27%
Purchases									
	Remaining		Final	Callable/		Par	Purchased		
<u>Security</u>	<u>Life</u>	<u>Purchased</u>	<u>Maturity</u>	Coupon Non-Callable		<u>Value</u>	<u>Value</u>		
Federal Home Loan Mtg Corp	4.83	1/30/2020	1/29/2025	1.88% Callable 1/29/202	1 \$	500,000	\$ 501,305		
Federal Natl Mortgage Assn	4.75	1/30/2020	1/7/2025	1.63% Non-Callable	\$	500,000	\$ 504,152		
					\$	1,000,000	\$ 1,005,457		

Port of Edmonds Investment Report As of March 31, 2020

Long-Term Investments (1 year or more until maturity when purchased) 3/31/2020

							A	Amortized		Market	
	Remaining		Final	Callable/		Par		Book	'	Value at	Percent of
<u>Security</u>	<u>Life</u>	<u>Purchased</u>	<u>Maturity</u>	Coupon Non-Callable		<u>Value</u>		<u>Value</u>	<u>3</u>	<u>/31/2020</u>	<u>Portfolio</u>
Resolution Funding Corporation	0.29	9/27/2016	7/15/2020	0.00% Non-Callable	\$	525,000	\$	521,472	\$	523,911	2.68%
RFCSP STRIP Principal	0.54	6/3/2019	10/15/2020	0.00% Non-Callable	\$	513,000	\$	508,514	\$	512,237	2.62%
RFCSP STRIP Principal	0.79	12/13/2018	1/15/2021	0.00% Non-Callable	\$	530,000	\$	523,583	\$	526,953	2.70%
US Treasury Note	1.08	12/4/2019	4/30/2021	1.38% Non-Callable	\$	500,000	\$	498,630	\$	506,660	2.59%
Federal Farm Credit Bank	1.38	8/15/2016	8/16/2021	1.44% Callable 8/16/17	\$	500,000	\$	497,662	\$	500,000	2.56%
Federal Farm Credit Bank	1.61	11/22/2019	11/8/2021	1.57% Non-Callable	\$	500,000	\$	499,872	\$	509,171	2.61%
Federal National Mortgage Association	1.77	11/21/2019	1/5/2022	2.00% Non-Callable	\$	500,000	\$	503,140	\$	514,059	2.63%
Federal Home Loan Bank	1.95	12/5/2019	3/11/2022	2.50% Non-Callable	\$	500,000	\$	508,138	\$	520,507	2.66%
US Treasury STRIP	2.10	12/10/2019	5/5/2022	0.00% Non-Callable	\$	520,000	\$	501,867	\$	517,261	2.65%
US Treasury Note	2.29	12/10/2019	7/15/2022	1.75% Non-Callable	\$	500,000	\$	501,760	\$	517,266	2.65%
Federal National Mortgage Association	2.44	12/5/2019	9/6/2022	1.38% Non-Callable	\$	500,000	\$	496,706	\$	511,826	2.62%
US Treasury Note	2.54	12/17/2019	10/15/2022	1.38% Non-Callable	\$	500,000	\$	497,006	\$	514,121	2.63%
Federal Home Loan Bank	2.69	11/15/2019	12/9/2022	1.88% Non-Callable	\$	500,000	\$	502,923	\$	518,515	2.65%
Federal Natl Mortgage Assn	2.81	12/14/2018	1/19/2023	2.38% Non-Callable	\$	500,000	\$	511,769	\$	527,481	2.70%
US Treasury Note	3.00	12/5/2019	3/31/2023	1.50% Non-Callable	\$	500,000	\$	498,184	\$	518,125	2.65%
Federal Home Loan Bank	3.19	6/3/2019	6/9/2023	2.13% Non-Callable	\$	500,000	\$	507,847	\$	526,052	2.69%
Federal Farm Credit Bank	3.37	8/27/2019	8/14/2023	1.60% Non-Callable	\$	500,000	\$	499,213	\$	517,432	2.65%
Federal Farm Credit Bank	3.41	9/4/2019	8/28/2023	1.92% Callable 8/28/20	\$	500,000	\$	499,967	\$	502,685	2.57%
Federal Farm Credit Bank	3.59	11/7/2019	11/1/2023	1.60% Non-Callable	\$	500,000	\$	499,295	\$	517,461	2.65%
Federal Home Loan Bank	3.87	2/21/2019	2/13/2024	2.50% Non-Callable	\$	500,000	\$	515,790	\$	534,268	2.73%
Federal Farm Credit Bank	3.95	12/11/2019	3/11/2024	1.55% Non-Callable	\$	500,000	\$	496,466	\$	518,167	2.65%
Federal Home Loan Bank	4.20	6/19/2019	6/12/2024	2.40% Callable 6/12/20	\$	500,000	\$	499,644	\$	501,306	2.56%
Federal Farm Credit Bank	4.47	10/2/2019	9/17/2024	1.60% Non-Callable	\$	500,000	\$	496,253	\$	521,356	2.67%
Federal Home Loan Bank	4.59	10/30/2019	10/30/2024	1.80% Non-Callable	\$	500,000	\$	497,434	\$	500,510	2.56%
Federal Farm Credit Bank	4.66	12/17/2019	11/27/2024	1.89% Callable 11/27/2	21 \$	500,000	\$	500,098	\$	504,454	2.58%
Federal Home Loan Bank	4.70	12/11/2019	12/11/2024	2.00% Callable 9/11/20	\$	500,000	\$	499,960	\$	502,808	2.57%
Federal Natl Mortgage Assn	4.78	1/30/2020	1/7/2025	1.63% Non-Callable	\$	500,000	\$	503,944	\$	524,221	2.68%
Federal Home Loan Mtg Corp	4.84	1/30/2020	1/29/2025	1.88% Callable 1/29/20): <u>\$</u>	500,000	\$	501,088	\$	504,415	2.58%
					\$	14,088,000	\$	14,088,223	\$ 1	14,413,222	28.96%

Short-Term Investments (less than 1 year to maturity when purchased)

Environmental Reserve consists of:

Public Amenities Reserve consists of:

Cash - Washington Federal

Cash - Washington Federal

Investments

Entity Type In		Interest Rate		Amount	
Port of Edmonds	Cash and change funds	0.00%	\$	1,200	0.0
Washington Federal	Business checking account	0.69%	\$	4,973,479	25.4
Washington Federal	Revolving checking account	0.00%	\$	3,000	0.0
Opus Bank	HS checking account	0.00%	\$	95,231	0.4
Snohomish County	Tax collections	0.00%	\$	18,605	0.10
Washington LGIP	Short-term investments	1.29%	\$	40,289	0.2
			\$	5,131,804	
Total Cash and Investments			<u>\$</u>	19,545,026	100.00
Capital Replacement Reserve consis	ts of:				
Investments	\$ 13,088,000				
Cash Reserves - Washington Federal	\$ 22,119	_			
	\$ 13,110,119	-			

\$ 1,000,000

\$ 41,541 \$ 1,041,541

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