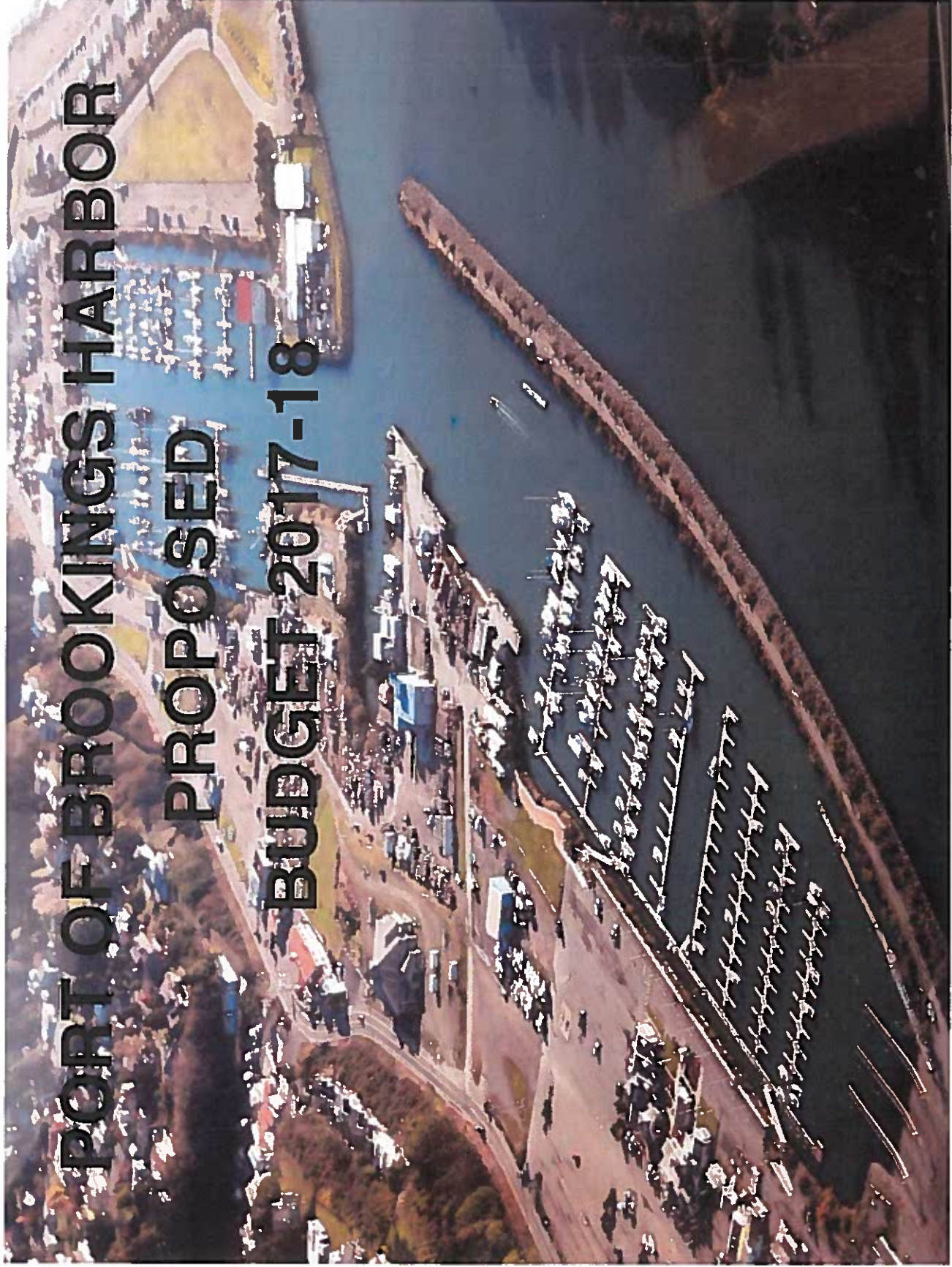


**PORT OF BROOKINGS HARBOR
PROPOSED
BUDGET 2017-18**



**PORT OF BROOKINGS HARBOR
BUDGET 2017-18**

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Port of Brookings Harbor

Budget Message FY 2017 - 2018

The Port of Brookings Harbor's Port Manager, as the duly appointed Budget Officer, is pleased to present the Fiscal Year 2017 - 2018 annual operating budget to the Budget Committee and the Port's Board of Commissioners as required by ORS 294.445.

BUDGET PROCESS

The budget process begins in January each year. Information, along with past historical data and a projection of future revenues, are used to prepare the proposed budget.

The Budget Officer, appointed by the commission, prepares and reviews the budget with staff for the needs and goals for the upcoming 2017-18 fiscal year.

The proposed budget is then presented to the Budget Committee. The Budget Committee meets to publicly discuss the document and approve the proposed budget and any recommended changes. Public comment is received on the Port's budget.

A summary of the approved budget is then published in the Curry Coastal Pilot for public information and review. Prior to June 30, the Board of Commissioners holds a public hearing to receive public input on the programs and services funded in the budget as approved by the Budget Committee. Since the Port operates on a fiscal year beginning July 1st and ending June 30th, the budget must be adopted by the Board by June 30th of each year.

OVERVIEW:

Approximately 10% of the Port's operating budget is derived from the collection of property taxes levied on the citizens of the Port district. The remainder comes from the various enterprises operated by the Port which include the marina, RV park, retail center and land leases, and boat yard activities.

FY 2016 - 2017 revenue outlook was lowered by the sinkhole event on Hwy 101 and other storm related damage throughout the Port properties, lack of full salmon season and worn travel lift prevented boat yard activities to occur at its full potential. Ice House repairs and maintenance exceeded budgeted outlooks and loss of trained personnel impacted productivities that were forecasted. Lack of Cold Storage racks to store frozen products prevents its full revenue potential. Storage of products from the new fish processing plant without racks and trained personnel to manage the product going in and out created inefficiencies. Ice House and Cold Storage operations were sold to the private sector and have become lease revenue to the Port finances.

Revenues will continue to be affected for the foreseeable future because of past Port construction methods affecting Basin 1 moorage, fuel dock slope and ramp, boardwalk, septic tanks and any other unforeseen infrastructure repairs.

The Port's cash reserves have been reduced significantly by extreme debt burden, mishandling of payroll, accounts payable and receivables in past fiscal years.

Due to the extreme debt burden, the Port is unable to hire additional personnel, replace or repair infrastructure needs, for it to function normally. It is the intention of current management to continue to find ways of lowering overhead costs, be financially responsible to all vendors and creditors, and operational management so that the port can maintain its current conditions, until funds become available, to improve and bring back the full potential of this port.

Due to the current conditions of the port, private re-structuring of the debt is not available. The Port will be looking at selling assets to lower its debt.

ACCOUNTING BASIS

The Port of Brookings Harbor uses the modified accrual basis of accounting, which means that revenues are recognized in the period they become available, and expenditures are recognized in the period in which the liability is incurred. This basis of accounting is consistent with prior years and in compliance with General Accepted Accounting Principles. The Port uses separate funds to capture budgeted and actual revenues and expenditures. Each fund is designed to separate transactions in compliance with specific programs to aid management of public funds received.

BUDGET DOCUMENT:

It is the understanding of Port management that 2016 storm declaration of emergency, repairs relating to that event, will be reimbursed to the Port through a combination of a FEMA, HMGP and OSMB Grant awards and Port matching funds. State revenues, if approved by legislative assembly, would assist rebuilding the ports infrastructure is not forecasted in this budget. Operating revenues, plus levied taxes essentially equal planned operating expenses and debt service. It is anticipated, the first phase of Lottery Fund revenue will reimburse IFA Bridge Loan for the Dock Renovation during this budget fiscal year.

The Port budget is made up of five separate funds: General Fund, Bond Fund, Debt Service Fund, Capital Fund and Reserve Fund. Revenues and expenditures for each fund is detailed in the Budget Schedules.

General Fund

Revenue from enterprise activities and property taxes are recorded in this fund. Expenditures from the General Fund will total \$1,922,748, transfers to other funds \$797,916 and operating contingency \$169,756 will balance the fund.

Bond Fund

The Bond Fund relies on transfers from the General Fund of \$130,120 to make the annual revenue bond payment of like amount. This includes \$13,012 into a reserve fund as required by USDA.

Debt Service Fund

This fund will receive resources of \$306,772 from the General Fund and \$1,480,213 from Capital Projects Fund. \$306,772 includes debt payment amounts as scheduled and \$1,480,213 to repay IFA Bridge Loan L16010 for commercial receiving dock renovation.

Capital Fund

The Capital Fund provides a separate accounting of grant funded projects. Detail of anticipated grant funding is shown on Form LB11 and LB30 of the Budget Package.

Reserve Fund

Resolution 307, established this fund in 1998 for dock maintenance and future dock replacements. Fund disappeared from the budget in 2003. Resurrected the Reserve Fund to begin saving for the Port's future. Using depreciation list from Port CPA for values of Port assets.

CONCLUSION

The Port proposes to increase its net working capital from the previous years debt restructuring plans by implementing repairs, improving infrastructure (with State assistance), sell some assets to reduce debt burden and begin saving funds for the Port's future. The Port's forecasted activities are conservative relating to normal ongoing port operations.

We would like to take this opportunity to thank the Board of Commissioners, the members of this Committee that have worked without compensation for the benefit of the Port and in support of its staff.

GENERAL FUND RESOURCES

Estimated revenues for the next fiscal year.

Estimated revenues for FY 2017-18 \$2,890,420.

Updated FY 2014-15 and FY 2015-16 actuals using CPA Audited Reports.

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

Port of Brookings Harbor

	Historical Data			Adopted Budget This Year 16 / 17	RESOURCE SUMMARY	Budget for Next Year 2017-18			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16							
1					1 Available cash on hand* (cash basis) or				
2	116,233	19,428	395,734	50,000	2 Net working capital (accrual basis)	50,000	50,000		
3	1,264	5,653	5,000	5,000	3 4010 Previously levied taxes estimated to be received	5,000	5,000		
4	168	345	150		4 4050 Interest	350	350		
5					5 Transferred IN, from other funds	-	-		
6					6 OTHER RESOURCES				
7	12,327	34,851	-		7 4100 Bell & Whistle	-	-		
8	481,995	481,016	405,000		8 4210 Commercial Retail	559,042	559,042		
9	642,132	587,204	702,153		9 4300 Admin / Moorage / Marina	731,532	731,532		
10	35,445	39,856	70,000		10 4365 Cold Storage	-	-		
11	508,679	613,160	589,760		11 4400 RV Park	545,395	545,395		
12	966,171	586,616	720,000		12 4500 Fuel Dock	564,761	564,761		
13	74,314	83,956	86,350		13 4550 Special Events	-	-		
14	102,885	55,628	325,000		14 4600 Boat Yard	222,240	222,240		
15	172,880	188,866	200,000		15 4700 Ice House	-	-		
16	600				16 4800 Web Advertising	-	-		
17	-	130,051	285,000		17 4900 Dredging	-	-		
18					18 4910 Land Use Events	12,100	12,100		
19		14,951			19 Asset Sales	-	-		
20	35,748	42,286			20 Miscellaneous	-	-		
21					21				
22					22				
23					23				
24					24				
25					25				
26					26				
27	3,150,841	2,883,867	3,784,147		27 Total resources, except taxes to be levied	2,690,420	2,690,420		
28			205,000		28 Taxes estimated to be received	200,000	200,000		
29	217,690	187,206			29 Taxes collected in year levied				
30	3,368,531	3,071,073	3,989,147		30 TOTAL RESOURCES	2,890,420	2,890,420		

*Includes ending balance from prior year

BELL & WHISTLE COFFEE SHOP

The Port Bell & Whistle Coffee Shop was sold to private sector during the FY 2015-16 and has become a commercial retail revenue source.

Updated actuals using cash basis from QuickBooks.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
 Port of Brooking Harbor

FORM LB-30

Line Item	Historical Data			REQUIREMENTS FOR: <u>BELL & WHISTLE</u>	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	3,285	-	-	PERSONAL SERVICES	-	-	1
2	891	-	-	1 5010 Wages & Salaries	-	-	2
3				2 5040 Benefits			3
4				3			4
5				4			5
6				5			6
7				6			7
8				7			8
9	4,176	-	-	8			9
10	.5	0	0	9 TOTAL PERSONAL SERVICES	-	-	10
11	2,609	4,248		10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.00	0.00	11
12	1,675	220		MATERIALS AND SERVICES			12
13	-	455		11 5560 Bell & Whistle	-	-	13
14	-	-		12 6001 Advertising & Notifications	-	-	14
15	-	596		13 6100 Repairs and Maintenance	-	-	15
16	-	1,980		14 6200 Utilities	-	-	16
17	4,284	7,499		15 6300 Office Expenses	-	-	17
18				16 6900 Professional Fees	-	-	18
19				17 TOTAL MATERIALS AND SERVICES	-	-	19
20				CAPITAL OUTLAY			20
21				18			21
22				19			22
23				20			23
24				21			24
25				22			25
26				23			26
27				24 TOTAL CAPITAL OUTLAY	-	-	27
28	8,460	7,499	-	REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			28
				25			25
				26			26
				27			27
				28 TOTAL ORG./PROG. REQUIREMENTS	-	-	28

COMMERCIAL RETAIL

Commercial Retail includes all commercial and retail rentals within the port properties. New commercial and retail leases were added to the previous year totals.

Estimated resource increase by \$154,042.

Estimated expenditure \$142,113.

Estimated Capital Outlay for infrastructure \$30,000 for commercial retail buildings.

Estimate total expenditure \$172,113.

Updated actuals using cash basis from QuickBooks.

Budget Committee approved 5% increase to wages.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
 Port of Brooking Harbor

FORM LB-30

	Historical Data			REQUIREMENTS FOR: COMMERCIAL RETAIL	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	3,985	626	21,060		-	-	1
2	-	-	-		15,325	16,091	2
3	-	184	2,623		549	576	3
4	917	74	12,740		-	-	4
5							5
6							6
7							7
8							8
9	4,902	884	36,423		15,874	16,667	9
10	1	1	1.77		0.50	0.50	10
11	11,959	52,788	67,000		33,751	33,751	11
12	8,793	26,196	41,128		57,861	57,861	12
13	183	445	-		4,840	4,840	13
14	-	10,698	-		-	-	14
15	-	-	-		11,185	11,185	15
16	-	12,547	-		17,809	17,809	16
17	20,935	102,674	108,128		125,446	125,446	17
18	-	-	100,000		30,000	30,000	18
19	0	-	100,000		-	-	19
20							20
21							21
22							22
23							23
24	-	-	200,000		30,000	30,000	24
25							25
26							26
27							27
28	25,837	103,558	344,551		171,320	172,113	28

ADMINISTRATION / MARINA

Administration / Marina resources includes all moorage, boat and gear storage and launch fees. Moorage occupancy, even with the loss of docks, is forecasted to drop slightly from the previous year. Poor salmon season last year will continue this year. Standardizing and increase moorage rates will help compensate for the dock loss and poor salmon season.

Estimated resource increase by \$29,379 from the previous fiscal year to \$731,532.

Estimated expenditure \$863,172.

See Schedule A for detailed comparison of wages to prior year's budgets.

Adjusted full-time equivalent from 4 to 5.

Updated actuals using cash basis from QuickBooks and separated FY 2015-16 personnel numbers.

Budget Committee approved 5% increase to wages.

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor**

Line Item	Historical Data			REQUIREMENTS FOR: <u>ADMINISTRATION / MARINA</u>	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
PERSONAL SERVICES							
1	444,293	-	277,655	1 5010 Wages & Salaries	-	-	1
2	-	154,076	-	2 5012 Salary Port Manager	76,575	80,404	2
3	-	137,561	-	3 5018 Hourly / Port Office Staff	109,905	116,778	3
4	-	132,126	-	4 5020 Hourly / Operations Staff	43,247	46,787	4
5	-	66,989	7,630	5 5030 Overtime	2,000	2,100	5
6	372,008	141,494	140,111	6 5040 Costs & Benefits	78,571	82,500	6
7	-	13,552	-	7 5075 Workers Comp	6,641	6,973	7
8	-	95,863	-	8 5080 Health Care & Dental	54,777	54,777	8
9	816,301	741,661	425,396	9 TOTAL PERSONAL SERVICES	371,716	390,319	9
10	8	8	5.13	10 TOTAL FULL-TIME EQUIVALENT (FTE)	4.00	5.00	10
MATERIALS AND SERVICES							
11	15,315	4,319	-	11 6000 Material & Services Other	-	-	11
12	7,422	27,897	5,000	12 6001 Advertising & Notifications	5,000	5,000	12
13	359,848	286,068	252,550	13 6100 Repairs and Maintenance	112,968	112,968	13
14	217,601	227,504	90,240	14 6200 Utilities	167,443	167,443	14
15	75,773	86,023	63,000	15 6300 Office Expense	45,054	45,054	15
16	-	9,682	-	16 6350 Bank Services & Finance Fees	9,080	9,080	16
17	840	3,779	3,000	17 6400 Travel & Entertainment	2,340	2,340	17
18	12,977	3,705	2,300	18 6500 Permit, Licenses, Taxes, Misc.	6,671	6,671	18
19	23,949	16,707	5,000	19 6600 Bad Debt	5,507	5,507	19
20	81,980	101,516	130,000	20 6800 Insurance - Property, Liability & Bond	75,190	75,190	20
21	46,312	96,828	105,000	21 6900 Professional Fees	43,600	43,600	21
22	842,017	864,028	656,090	212 TOTAL MATERIALS AND SERVICES	472,853	472,853	22
CAPITAL OUTLAY							
23	-	-	500	23 Furniture	-	-	23
24	-	-	1,000	24 Computers	-	-	24
25	-	-	175,000	25 Sealcoat Asphalt Parking Lots	-	-	25
26	-	-	176,500	26 TOTAL CAPITAL OUTLAY	-	-	26
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS							
27	-	-	-	27	-	-	27
28	-	-	-	28	-	-	28
29	-	-	-	29	-	-	29
30	1,658,318	1,605,689	1,257,986	30 TOTAL ORG./PROG. REQUIREMENTS	844,569	863,172	30

COLD STORAGE

Port Cold Storage business was sold to private sector during the FY 2016-17 and has become a commercial retail revenue source.

Updated actuals using cash basis from QuickBooks.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor

FORM LB-30

Line Item	Historical Data			REQUIREMENTS FOR: COLD STORAGE	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	4,594	418	5,265	PERSONAL SERVICES	-	-	1
2	-	320	655	1 5010 Wages & Salaries	-	-	2
3	1,419	58	3,123	2 5030 Overtime	-	-	3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	6,013	796	9,043	8	-	-	9
10	.5	.01	0.19	9 TOTAL PERSONAL SERVICES			10
				10 TOTAL FULL-TIME EQUIVALENT (FTE)			
				MATERIALS AND SERVICES			
11	9,610	227	14,000	11 6100 Repairs and Maintenance	-	-	11
12	17,623	1,582	43,378	12 6200 Utilities	-	-	12
13	753	-	250	13 6300 Office Expense	-	-	13
14	234	-	150	14 6500 Permit, Licenses, Taxes, Misc.	-	-	14
15	-	-	2,000	15 6510 Conferences & Education	-	-	15
16	-	24,969	-	16 6600 Bad Debt	-	-	16
17	26,220	26,778	59,778	17 TOTAL MATERIALS AND SERVICES	-	-	17
				CAPITAL OUTLAY			
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24	-	-	-	24 TOTAL CAPITAL OUTLAY	-	-	24
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
25				25			25
26				26			26
27				27			27
28	34,233	27,574	68,821	28 TOTAL ORG./PROG. REQUIREMENTS	-	-	28

BEACHFRONT RV PARK

Even with a projected Beachfront RV Park rate increase, the estimated resource decreased by \$44,365 from the previous fiscal year budget.

Estimated resource \$545,395.

Estimated expenditure \$189,601.

Estimated Capital Outlay \$35,000 for demolition of exiting laundromat building and providing a temporary laundromat facility.

Estimated total requirements at \$224,601.

Adjusted full-time equivalent from 1.0 to 1.5.

Corrected Line Item # 18 from \$23,697 to \$8,697. Proposed Line # 18 total included \$15,000 for Harbor Fire and Harbor Fire is also listed in Line Item # 12.

Updated actuals using cash basis from QuickBooks and separated FY 2015-16 personnel numbers.

Budget Committee approved 5% increase to wages.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
 Port of Brooking Harbor

FORM
LB-30

	Historical Data			REQUIREMENTS FOR: <u>BEACHERONT RV PARK</u>	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
				PERSONAL SERVICES			
1	24,753	-	63,031	1	5010 Wages & Salaries	-	1
2	-	38,975	-	2	5026 Hourly / Port Office Staff	34,466	2
3	-	14	-	3	5020 Hourly / Operations Staff	15,231	3
4	-	634	3,712	4	5030 Overtime	1,790	4
5	5,308	1,627	35,365	5	5040 Benefits	-	5
6				6			6
7				7			7
8				8			8
9	30,061	41,250	102,108	9	TOTAL PERSONAL SERVICES	49,121	9
10	2.5	1.5	2.64	10	TOTAL FULL-TIME EQUIVALENT (FTE)	1.00	10
				MATERIALS AND SERVICES			
11	886	12,501	-	11	5540 Mini-Mart Cost of Goods	-	11
12	1,473	-	15,000	12	6000 Materials & Services (Harbor Fire)	15,000	12
13	2,483	2,187	-	13	6001 Advertising & Notifications	1,549	13
14	22,530	19,537	49,400	14	6100 Repairs and Maintenance	27,056	14
15	22,319	27,776	70,900	15	6200 Utilities	61,761	15
16	5,591	10,066	9,864	16	6300 Office Expense	8,552	16
17	1,355	12,612	-	17	6350 Bank Service & Finance Fees	11,763	17
18	2,492	7,506	3,680	18	6500 Permit, Licenses, Taxes, Misc.	23,697	18
19	-	-	-	19	6800 Insurance	1,784	19
20	1,120	2,321	1,120	20	6900 Professional fees	1,863	20
21	60,249	94,506	149,964	21	TOTAL MATERIALS AND SERVICES	153,025	21
				CAPITAL OUTLAY			
22	-	-	1,000	22	Furniture	-	22
23	-	-	1,000	23	Computers	-	23
24	-	-	100,000	24	RV Park Office / Mini Mart Building	-	24
25	-	-	100,000	25	Sealcoat Asphalt	-	25
26	-	-	-	26	Laundromat Building	35,000	26
27				27			27
28	-	-	202,000	28	TOTAL CAPITAL OUTLAY	35,000	28
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
29				29			29
30				30			30
31				31			31
32	90,310	135,756	454,072	32	TOTAL ORG./PROG. REQUIREMENTS	237,146	32
						224,601	

FUEL DOCK

Projected fuel sales and poor salmon season to remain the same as last year.

Estimated resource of \$564,761.

Estimated expenditure of \$485,052.

Corrected Line Item # 15 from \$9,009 to \$7,662. Proposed total included finance charges to late payments in the previous year and was removed. Reduced by \$1,347.

Updated actuals using cash basis from QuickBooks.

Budget Committee approved 5% increase to wages.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor

FORM LB-30

	Historical Data			REQUIREMENTS FOR: FUEL DOCK	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	13,874	1,505	15,795	PERSONAL SERVICES	20,000	21,000	1
2	-	609	1,967	1 5020 Hourly / Operations Staff	1,000	1,050	2
3	5,543	169	9,369	2 5030 Overtime	-	-	3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	19,417	2,263	27,131	8	21,000	22,050	9
10	.25	.25	0.57	9 TOTAL PERSONAL SERVICES	0.50	0.50	10
11	836,898	549,573	685,000	10 TOTAL FULL-TIME EQUIVALENT (FTE)			
12	88	186	2,000	MATERIALS AND SERVICES	440,400	440,400	11
13	361	832	1,674	11 5500 Fuel Purchased for Resale	10,154	10,154	12
14	-	247	500	12 6100 Repairs and Maintenance	3,324	3,324	13
15	567	4,143	-	13 6200 Utilities	200	200	14
16	-	-	-	14 6300 Office Expense	9,009	7,662	15
17	837,914	554,981	689,174	15 6350 Merchant Services Fees	1,262	1,262	16
18				16 6800 Insurance			17
19				17 TOTAL MATERIALS AND SERVICES	464,349	463,002	
20				CAPITAL OUTLAY			
21				18			18
22				19			19
23				20			20
24				21			21
25				22			22
26				23			23
27				24 TOTAL CAPITAL OUTLAY			24
28	857,331	557,264	716,305	24 TOTAL CAPITAL OUTLAY			
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
				25			25
				26			26
				27			27
				28 TOTAL ORG./PROG. REQUIREMENTS	485,349	485,052	28

BOAT YARD

With the new 50-ton travel lift, the port is expected to haul out more vessels than last year. New rates were established for the travel lift and boat yard activities. The forecast is conservative for the first year back in full operation.

Estimated resource \$222,240.

Estimated expenditure \$204,168.

Budget Committee approved 5% increase to wages.

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor**

	Historical Data			REQUIREMENTS FOR: <u>BOAT YARD</u>	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	-	271	-	105,900	111,195		1
2	-	-	-	3,237	3,399		2
3							3
4							4
5							5
6							6
7							7
8							8
9	-	271	-	109,137	114,594		9
10				2.50	2.50		10
11	-	-	-	56,143	56,143		11
12	-	-	-	26,000	26,000		12
13	-	-	-	7,431	7,431		13
14							14
15							15
16							16
17	-	-	-	89,574	89,574		17
18							18
19							19
20							20
21							21
22	-	-	-	-	-		22
23							23
24							24
25							25
26							26
27							27
28	-	271	-	198,711	204,168		28

ICE HOUSE

Port Ice House business was sold to private sector during the FY 2016-17 and has become a commercial retail revenue source.

Adjusted full-time equivalent FY 2015-16 from 1.25 to 0.20.

Updated actuals using cash basis from QuickBooks.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
 Port of Brooking Harbor

FORM LB-30

	Historical Data			REQUIREMENTS FOR: ICE HOUSE	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	13,781	3,605	43,548	PERSONAL SERVICES	-	-	1
2	-	2,704	7,587	1 5010 Wages & Salaries	-	-	2
3	5,676	512	22,033	2 5030 Overtime	-	-	3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	19,457	6,821	73,168	8			9
10	1.25	.20	1.68	9 TOTAL PERSONAL SERVICES	-	-	10
				10 TOTAL FULL-TIME EQUIVALENT (FTE)			
				MATERIALS AND SERVICES			
11	28,831	51,706	139,000	11 6100 Repairs and Maintenance	-	-	11
12	17,623	53,260	48,078	12 6200 Utilities	-	-	12
13	2,284	1,188	250	13 6300 Office Expense	-	-	13
14	701	3,377	650	14 6500 Permil, Licenses, Taxes, Misc.	-	-	14
15	-	-	2,000	15 6510 Conferences & Education	-	-	15
16	-	2,016	-	16 6600 Bad Debt	-	-	16
17	49,439	111,547	189,978	17 TOTAL MATERIALS AND SERVICES	-	-	17
				CAPITAL OUTLAY			
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24	-	-	-	24 TOTAL CAPITAL OUTLAY	-	-	24
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
25				25			25
26				26			26
27				27			27
28	68,896	118,368	263,146	28 TOTAL ORG./PROG. REQUIREMENTS	-	-	28

LAND USE EVENTS

This is the first year after several years of Port run events that the Port will be leasing out the land for private sector organizers to stage their events. Port staff expenditures will be reimbursed by the events.

Estimated resource increase by \$12,100.

Estimated expenditure \$2,050.

Adjusted full-time equivalent for FY 2015-16 from 1.00 to 0.15.

Updated actuals using cash basis from QuickBooks.

Budget Committee approved 5% increase to wages.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor

FORM
LB-30

	Historical Data			REQUIREMENTS FOR: <u>LAND USE EVENTS</u>	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
				PERSONAL SERVICES			
1	14,345	2,398	5,265	1,000	1,050	1	
2	-	1,204	655	-	-	2	
3	5,180	193	3,123	-	-	3	
4						4	
5						5	
6						6	
7						7	
8						8	
9	19,525	3,795	9,043	1,000	1,050	9	
10	2	.15	0.19	0.01	0.01	10	
				TOTAL PERSONAL SERVICES			
				TOTAL FULL-TIME EQUIVALENT (FTE)			
				MATERIALS AND SERVICES			
11	-	299	-	-	-	11	
12	205	1,180	-	1,000	1,000	12	
13	-	2,073	-	-	-	13	
14	840	79	800	-	-	14	
15	-	317	-	-	-	15	
16	-	-	-	-	-	16	
17	73	85	-	-	-	17	
18	110,517	139,524	80,000	-	-	18	
19	-	75	-	-	-	19	
20	751	225	800	-	-	20	
21	655	-	20,000	-	-	21	
22						22	
23	113,041	143,857	101,600	1,000	1,000	23	
				TOTAL MATERIALS AND SERVICES			
				CAPITAL OUTLAY			
24						24	
25						25	
26						26	
27	-	-	-	-	-	27	
				TOTAL CAPITAL OUTLAY			
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
28						28	
29						29	
30	132,566	147,652	110,643	2,000	2,050	30	
				TOTAL ORG./PROG. REQUIREMENTS			

DREDGING OTHER PORTS

The State-owned dredge machine was removed from Port of Brookings Harbor control during the FY 2016-17. The dredge machine is now being operated by Port of Coos Bay. No expenditures are anticipated.

Updated actuals using cash basis from QuickBooks.

Created new worksheet for Dredging Other Ports to separate General Fund requirement totals.

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor

FORM LB-30

Line Item	Historical Data			REQUIREMENTS FOR: <u>DREDGING OTHER PORTS</u>	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	-	-	44,602	PERSONAL SERVICES	-	-	
2	-	-	41,775	1 5020 Hourly / Operations Staff	-	-	1
3	-	-	31,074	2 5030 Overtime	-	-	2
4				3 5040 Benefits	-	-	3
5				4			4
6				5			5
7				6			6
8				7			7
9	-	-	117,451	8	-	-	8
10			2.01	9 TOTAL PERSONAL SERVICES	0.00	0.00	9
11	1,409	10,665	9,000	10 TOTAL FULL-TIME EQUIVALENT (FTE)			10
12	-	1,035	8,000	MATERIALS AND SERVICES			11
13	-	-	-	11 6100 Repairs and Maintenance	-	-	12
14	-	20,003	-	12 6400 Travel & Entertainment	-	-	13
15	13,479	-	135,000	13 6500 Permits, Licenses, Taxes	-	-	14
16	3,314	2,580	-	14 6600 Bad Debt	-	-	15
17				15 6740 Dredging Expense	-	-	16
18				16 6900 Professional Fees	-	-	17
19				17			18
20				18			19
21				19			20
22				20			21
23	18,202	34,283	152,000	21			22
24				22			23
25				23 TOTAL MATERIALS AND SERVICES	-	-	24
26				CAPITAL OUTLAY			25
27	-	-	-	24			26
28				25			27
29				26			28
30	18,202	34,283	269,451	27 TOTAL CAPITAL OUTLAY	-	-	29
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			30
				28			31
				29			32
				30 TOTAL ORG./PROG. REQUIREMENTS	-	-	33

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
Port of Brooking Harbor**

	Historical Data			Adopted Budget This Year 16 / 17	REQUIREMENT TOTALS	Budget For Next Year 2017-18			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16							
1					PERSONAL SERVICES				
2									
3									
4	-	-	-	-	4 TOTAL PERSONAL SERVICES		-		
5					5 TOTAL FULL-TIME EQUIVALENT (FTE) MATERIALS AND SERVICES				
6									
7									
8									
9	-	-	-	-	9 TOTAL MATERIALS AND SERVICES CAPITAL OUTLAY		-		
10									
11									
12									
13	-	-	-	-	13 TOTAL CAPITAL OUTLAY		-		
14	-	-	-	-	14 TOTAL ORG./PROG. REQUIREMENTS		-		
					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
15	8,460	7,499	-	-	15 Bell & Whistle		-		
16	25,837	103,558	344,551	344,551	16 Commercial Retail	171,320	172,113		
17	1,658,318	1,605,689	1,257,986	1,257,986	17 Administration / Marina	844,569	863,172		
18	34,233	27,574	68,821	68,821	18 Cold Storage	-	-		
19	90,310	135,756	454,072	454,072	19 Beachfront RV Park	237,146	224,601		
20	857,331	557,264	716,305	716,305	20 Fuel Dock	485,349	485,052		
21	-	271	-	-	21 Boat Yard	198,711	204,168		
22	68,896	118,368	263,146	263,146	22 Ice House	-	-		
23	132,566	147,652	110,643	110,643	23 Land Use Events	2,000	2,050		
24	18,202	34,283	269,451	269,451	24 Dredging Other Ports	-	-		
25									
26									
27	2,894,153	2,737,914	3,484,975	3,484,975	26 TOTAL ALLOCATED REQUIREMENTS	1,939,095	1,951,156		

TRANSFERS, TOTAL REQUIREMENTS and OPERATING CONTINGENCY

Corrected Line Item # 18 Transfer to Bond Debt Service Fund from \$143,132 to \$130,120. \$13,012 must be reserved each year. Only \$130,120 will need to be transferred to make the payment.

Created new Line Item # 21 "Transfer to Reserve Fund" and amount \$51,000.

Corrected actuals for FY 2014-15 and FY 2015-16 using CPA Audit Reports.

Line Item # 23 Operating Contingency was increased by \$13,012 from Bond Debt reduction, \$1,347 from Fuel Dock finance charge reduction, \$15,000 from Harbor Fire reduction, \$100,000 from Line Item # 28 Unappropriated Ending Fund Balance reduction and removing \$51,000 for the Reserve Fund.

Budget Committee approved 5% increase to wages. Wage increase reduced Line # 23 Operating Contingency \$28,408 to new total \$141,348.

Definition of Unappropriated Ending Fund Balance: Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with operating cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency (ORS 294.398).

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND
 Part of Brooking Harbor

FORM LB-30

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1				PERSONAL SERVICES NOT ALLOCATED			
2							
3	-	-	-	3 TOTAL PERSONAL SERVICES	-	-	-
4				4 TOTAL FULL-TIME EQUIVALENT (FTE) MATERIALS AND SERVICES NOT ALLOCATED			
5							
6							
7	-	-	-	7 TOTAL MATERIALS AND SERVICES CAPITAL OUTLAY NOT ALLOCATED	-	-	-
8							
9							
10	-	-	-	10 TOTAL CAPITAL OUTLAY DEBT SERVICE	-	-	-
11							
12							
13							
14	-	-	-	14 TOTAL DEBT SERVICE SPECIAL PAYMENTS	-	-	-
15							
16							
17	-	-	-	17 TOTAL SPECIAL PAYMENTS INTERFUND TRANSFERS	-	-	-
18	143,132	130,120	143,132	18 Transfer to Bond Debt Service Fund	143,132	130,120	
19	311,818	180,016	306,103	19 Transfer to Debt Service Fund	306,772	306,772	
20	-	-	-	20 Transfer to Capital Project Fund	310,024	310,024	
21	-	-	-	21 Transfer to Reserve Fund	-	51,000	
22	454,950	310,136	449,235	22 TOTAL INTERFUND TRANSFERS	759,928	797,916	
23			54,937	23 OPERATING CONTINGENCY	91,397	141,348	
24	454,950	310,136	504,172	24 TOTAL REQUIREMENTS NOT ALLOCATED	851,325	939,264	
25	2,894,153	2,737,914	3,484,975	25 TOTAL ORG./PROG. REQUIREMENTS	1,939,095	1,951,156	
26			-	26 RESERVED FOR FUTURE EXPENDITURE	-	-	
27	19,428	23,023		27 Ending balance (prior years)			
28			-	28 UNAPPROPRIATED ENDING FUND BALANCE	100,000		
29	3,368,531	3,071,073	3,989,147	29 TOTAL REQUIREMENTS	2,890,420	2,890,420	

BOND DEBT SERVICE FUND

Primary source of revenue is transfers from the General Fund when available.

Forecasted payoff date is November 6, 2030. USDA bond was started in year 2000 for Basin 1 reconstruction for \$2,000,000.

See attached Schedule B for payment schedules and year end balances (estimated).

Updated actuals using CPA Audit Reports.

**BOND DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

	Historical Data			Adopted Budget This Year 16 / 17	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-18		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16						
					Resources			
1					1 Cash on Hand (Cash Basis), or			
2		13,012	13,014	13,012	2 Working Capital (Accrual Basis)	13,012	13,012	13,012
3					3 Previously Levied Taxes Estimated to be Received			
4					4 Earnings from Temporary Investments			
5	143,132	130,120	140,120	130,120	5 Transferred from General Fund	130,120	130,120	130,120
6					6			
7	143,132	143,132	140,120	140,120	7 Total Resources, Except Taxes to be Levied	143,132	143,132	143,132
8					8 Taxes Estimated to be Received *			
9					9 Taxes Collected in Year Levied			
10	143,132	143,132	140,120	140,120	TOTAL RESOURCES	143,132	143,132	143,132
					Requirements			
					Bond Principal Payments			
					Issue Date			
11	56,780	59,619	56,796	56,796	Budgeted Payment Date	65,748	65,749	65,749
12					11 November 6, 2000			
13					12			
14	56,780	59,619	56,796	56,796	13			
					Total Principal	65,748	65,749	65,749
					Bond Interest Payments			
					Issue Date			
15	73,340	70,501	73,324	73,324	Budgeted Payment Date	64,372	64,373	64,373
16					15 November 6, 2000			
17					16			
18	73,340	70,501	73,324	73,324	17 Total Interest	64,372	64,373	64,373
					Unappropriated Balance for Following Year By			
					Issue Date			
19		13,012	13,012	13,012	19 Reserve	13,012	13,012	13,012
20					20			
21					21			
22					22 Ending balance (prior years)			
23	13,012	13,012	13,012	13,012	23 Total Unappropriated Ending Fund Balance	13,012	13,012	13,012
24	143,132	143,132	143,132	143,132	TOTAL REQUIREMENTS	143,132	143,134	143,134

*If this form is used for revenue bonds, property tax resources may not be included.

DEBT SERVICE FUND

Primary source of revenue is transfers from the General Fund when available.

Majority of Debt Service Fund includes multiple loans that are under IFA Business Oregon. These loans original total was \$4,710,825.

Original quarterly payments were \$98,767. Restructuring plan in 2009 reduced the quarterly payments to \$62,500. The difference was not tossed away, but is added to the deferred interest that may be forgiven at the end of the term 2030. At the end of the term, interest amount will be \$3,106,924 and if forgiven, no loans for 5 years from IFA.

Port is currently 8 quarterly payments or \$500,000 behind due to the 2011 tsunami. Port is considering selling assets to repay the payments.

Forecasted payoff date is March 31, 2030.

Other debt within the Debt Service Fund include the new travel lift from M2 Leasing and Tidewinds. IFA Bridge Loan will be reimbursed when State Lottery Bond is received.

Updated actuals using CPA Audit Reports.

**DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Part of Brookings Harbor

FORM
LB-35

Debt Service Fund
(Fund)

Historical Data		Adopted Budget This Year 16 / 17	DESCRIPTION OF RESOURCES AND REQUIREMENTS		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Actual	Second Preceding Year 14 / 15		First Preceding Year 15 / 16				
				Resources			
				1 Beginning Cash on Hand (Cash Basis), or			1
				2 Working Capital (Accrual Basis)			2
				3 Previously Levied Taxes to be Received			3
				4 Transferred IN from Capital Projects Fund	1,480,213	1,480,213	4
				5 Transferred IN from General Fund	306,772	306,772	5
				6 Total Resources, Except Taxes to be Levied	1,786,985	1,786,985	6
				7 Taxes Estimated to be Received*			7
				8 Taxes Collected in Year Levied			8
				9 TOTAL RESOURCES	1,786,985	1,786,985	9
				Requirements			
				Principal Payments			
				Issue Date	Budgeted Payment Date		
				10 IFA Bridge Loan L16010	State Lottery Grant	1,480,213	10
				11 Tidewinds	Monthly	864	11
				12 Umpqua			12
				13			13
				14 508FMill Travellift Lease	Monthly on the 22nd	40,502	14
				15 IFA Loans	Quarterly	248,169	15
				16 Total Principal	1,769,748	1,769,748	16
				Interest Payments			
				Issue Date	Budgeted Payment Date		
				17			17
				18			18
				19 Umpqua			19
				20			20
				21 508FMill Travellift Lease	Monthly on the 22nd	15,406	21
				22 IFA Loans	Quarterly	1,831	22
				23 Total Interest	17,237	17,237	23
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
				24			24
				25			25
				26			26
				27 Total Unappropriated Ending Fund Balance			27
				28 Ending balance (prior years)			28
				29 Interfund loan repayment			29
				30 TOTAL REQUIREMENTS	1,786,985	1,786,985	30

*If this form is used for revenue bonds, property tax resources may not be included.

CAPITAL PROJECTS FUND

Primary source of revenue is from State and Federal Grants and transfers from the General Fund for matches to those grants.

Resources from:

- 1) Transferred IN from General Fund \$190,944 cash and \$119,080 in labor, materials and equipment for matching total \$310,024
- 2) FEMA and HMGP to repair Basin 1 Pilings approximately \$750,000 and \$69,791 for Boarding Dock replacement total \$819,761
- 3) Grant from OSMB for Boarding Dock replacement approximately \$395,215. Lottery Fund Grant for the Dock Renovation approximately \$1,480,213. OSMB Maintenance Assistance Program (MAP) approximately \$4,785 for a total \$1,880,213.

Estimated resource total \$3,009,998.

Estimated expenditure for Basin 1 Piling Project \$1,000,000 (includes Port matching amount)

Estimated expenditure for Boarding Dock replacement \$525,000 and MAP \$4,785 total \$529,785. (includes Port matching amount)

Estimated transfer to Debt Service Fund to reimburse IFA Bridge Loan for Dock Renovation \$1,480,213

Total estimated expenditure with transfer \$3,009,998

Updated actuals using cash basis from QuickBooks and CPA Audit Reports.

Adjusted full-time equivalent from 1.5 to 0.5.

**CAPITAL PROJECTS FUND
RESOURCES AND REQUIREMENTS**

CAPITAL PROJECTS FUND
(Fund)
Port of Brookings Harbor

Historical Data		Adopted Budget This Year 16 / 17	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-18		
Second Preceding Year 14 / 15	Actual			First Preceding Year 15 / 16	Proposed By Budget Officer	Approved By Budget Committee
			RESOURCES			
1			1 Cash on hand* (cash basis) or			1
2	30,560	35,420	2 Working Capital (accrual basis)	-	-	2
3			3 Previously levied taxes estimated to be received			3
4			4 Earnings from temporary investments			4
5	-	-	5 Transferred IN from General Funds	310,024	310,024	5
6	95,515	95,233	6 8074 FEMA Revenues	819,761	819,761	6
7	575,860	-	7 8050 Grant Revenues	1,880,213	1,880,213	7
8		100,231	8 7311 FEMA PW29 Ice House Dredging	-	-	8
9	37,896	6,632	9 7250 Strategic Business Plan	-	-	9
10		833,290	10 8300 IFA Bridge Loan			10
11	739,831	1,070,806	11 Total Resources, except taxes to be levied	3,009,998	3,009,998	11
12			12 Taxes estimated to be received			12
13			13 Taxes collected in year levied			13
14	739,831	1,070,806	14 TOTAL RESOURCES	3,009,998	3,009,998	14
			REQUIREMENTS			
15	68,489	20,139	15 Capital Outlay	-	-	15
16	86,494	49,911	16 6700 FEMA Expenses	1,000,000	1,000,000	16
17	530,846	-	17 6730 Grant Expenses	529,785	529,785	17
18	-	79,884	18 8120 FEMA PW29 Ice House Dredging	-	-	18
19	-	842,297	19 Dock Renovation Grant	-	-	19
20	18,582	-	20 7250 Strategic Business Plan	-	-	20
21	-	2,784	21 8010 Consultants, Professional Fees	-	-	21
22			22			22
23			23			23
24			24			24
25	35,420	33,403	25 Ending balance (prior years)			25
26			26 RESERVED FOR FUTURE EXPENDITURE			26
27	739,831	1,028,418	27 TOTAL REQUIREMENTS	1,529,785	1,529,785	27

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
CAPITAL PROJECTS FUND
 Port of Brooking Harbor

FORM
LB-30

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
				PERSONAL SERVICES			
1	-	-	-	1 5018 Hourly / Port Office Staff	3,000	3,000	1
2	-	20,920	-	2 5024 Hourly / Operations Staff	25,000	25,000	2
3	-	17,965	-	3 5030 Overtime	8,000	8,000	3
4	-	3,503	-	4 5040 Costs & Benefits	19,080	19,080	4
5				5			5
6				6			6
7				7			7
8				8			8
9	-	42,388	-	9 TOTAL PERSONAL SERVICES	55,080	55,080	9
10		0.5		10 TOTAL FULL-TIME EQUIVALENT (FTE)	1.5	0.5	10
				MATERIALS AND SERVICES			
11				11 6000 Materials & Services (Equipment)	33,000	33,000	11
12				12 6250 Waste Management	25,000	25,000	12
13				13 6900 Professional Fees	6,000	6,000	13
14				14			14
15				15			15
16	-	-	-	16 TOTAL MATERIALS AND SERVICES	64,000	64,000	16
				CAPITAL OUTLAY NOT ALLOCATED			
17				17			17
18				18			18
19	-	42,388	-	19 TOTAL REQUIREMENTS CAPITAL OUTLAY	119,080	119,080	19
				SPECIAL PAYMENTS			
20				20			20
21				21			21
22	-	-	-	22 TOTAL SPECIAL PAYMENTS	-	-	22
				INTERFUND TRANSFERS			
23				23 Transfer to Debt Service Fund	1,480,213	1,480,213	23
24				24			24
25				25			25
26	-	-	-	26 TOTAL INTERFUND TRANSFERS	1,480,213	1,480,213	26
27				27 OPERATING CONTINGENCY	-	-	27
28	-	-	-	28 TOTAL REQUIREMENTS NOT ALLOCATED	1,480,213	1,480,213	28
29	704,411	1,037,403	2,066,982	29 TOTAL ORG./PROG. REQUIREMENTS	1,529,785	1,529,785	29
30			23,406	30 RESERVED FOR FUTURE EXPENDITURE	-	-	30
31	35,420	33,403		31 Ending balance (prior years)			31
32				32 UNAPPROPRIATED ENDING FUND BALANCE	-	-	32
33	739,831	1,070,806	2,090,388	33 TOTAL REQUIREMENTS	3,009,998	3,009,998	33

RESERVE FUND

Primary source of revenue is from the General Fund when funds available.

Resolution 307, established this fund in 1998 for dock maintenance and future dock replacements. Fund disappeared from the budget in 2003. Resurrected the Reserve Fund to begin saving for the future of this Port. Using depreciation list from Port CPA for values of Port assets.

Schedule C shows all Port assets, values, equipment and building life expectancy, current values and amount currently saved.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Port of Brookings Harbor

RESERVE FUND
(Fund)

	Historical Data		DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-18		
	Actual	Adopted Budget This Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1			RESOURCES			
2			1 Cash on hand* (cash basis) or			1
3			2 Working Capital (accrual basis)			2
4			3 Previously levied taxes estimated to be received			3
5			4 Earnings from temporary investments			4
6			5 Transferred IN from General Fund	-	51,000	5
7			6			6
8			7			7
9			8			8
10			9			9
11			10			10
12			11 Total Resources, except taxes to be levied	-	51,000	11
13			12 Taxes estimated to be received			12
14			13 Taxes collected in year levied			13
15			14 TOTAL RESOURCES	-	51,000	14
16			REQUIREMENTS			
17			15 Eq. Land and Buildings (See attached Schedule C)	-	-	15
18			16			16
19			17			17
20			18			18
21			19			19
22			20			20
23			21			21
24			22			22
25			23			23
26			24			24
27			25 Ending balance (prior years)			25
			26 RESERVED FOR FUTURE EXPENDITURE	-	51,000	26
			27 TOTAL REQUIREMENTS	-	51,000	27

Schedule A
Detailed Comparison of Personal Services to Prior Year's Budgets

GENERAL FUND
Port of Brooking/Harbor

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2017-18		
	Actual		Adopted Budget This Year Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 14 / 15	First Preceding Year 15 / 16					
1	88,542	154,076	108,080	PERSONAL SERVICES-Wages & salaries	76,575	80,404	1
2	-	138,224	132,720	1 5012 Salary Port Manager	112,905	118,550	2
3	24,753	38,975	63,031	2 5018 Hourly / Port Office Staff, (3) Employees	32,825	34,466	3
4	409,615	166,320	172,390	3 5024 Hourly / RV Office Staff, (1) Employee	224,978	236,227	4
5	-	90,653	66,604	4 5020 Hourly / Operations Staff, (4) Employees	16,576	17,405	5
6	-	-	-	5 5030 Overtime	97,651	102,534	6
7	396,942	257,045	256,938	6 5040 Costs & Benefits	-	-	7
8	-	-	-	7 Benefits	6,641	6,973	8
9	-	-	-	8 5075 Workers Comp	54,777	54,777	9
10	-	-	-	9 5080 Health Care & Dental			10
11				10			11
12	919,852	845,293	799,763	11	622,928	651,336	12
13	16.00	14.00	14.50	12 TOTAL WAGES & SALARIES	9.00	9.50	13
				13 TOTAL FULL-TIME EQUIVALENT (FTE)			

**Port of Brookings Harbor
Debt Service Fund
Payment Schedules and Year End Balances Estimated**

Schedule B

Creditor	Payment Dates	Principle Amt	Interest Amount	Pmt Amount	Balance 6/30/2017	Balance 7/1/18
Tidewinds	7/1/2017	72	-	72	17,784	
	8/1/2017	72	-	72		
	9/1/2017	72	-	72		
	10/1/2017	72	-	72		
	11/1/2017	72	-	72		
	12/1/2017	72	-	72		
	1/1/2018	72	-	72		
	2/1/2018	72	-	72		
	3/1/2018	72	-	72		
	4/1/2018	72	-	72		
	5/1/2018	72	-	72		
	6/1/2018	72	-	72		16,920
		864	-	864		
M2 Lease						
50BFMII Travelift Lease	7/22/2017	3,291	1,368	4,659	295,117	
	8/22/2017	3,306	1,353	4,659		
	9/22/2017	3,321	1,338	4,659		
	10/22/2017	3,336	1,323	4,659		
	11/22/2017	3,352	1,307	4,659		
	12/22/2017	3,367	1,292	4,659		
	1/22/2018	3,382	1,277	4,659		
	2/22/2018	3,398	1,261	4,659		
	3/22/2018	3,414	1,245	4,659		
	4/22/2018	3,429	1,230	4,659		
	5/22/2018	3,445	1,214	4,659		
	6/22/2018	3,461	1,198	4,659		257,905
M2 Lease Sub Total		40,502	15,406	55,908		
IFA Business Oregon						
Dock Renovation Bridge Loan					1,480,213	
						Page 36 of 38

**Port of Brookings Harbor
Debt Service Fund
Payment Schedules and Year End Balances Estimated**

Schedule B

Creditor	Payment Dates	Principle Amt	Interest Amount	Pmt Amount	Balance 6/30/2017	Balance 7/1/18
IFA Business Oregon						
3rd Quarter	9/30/2017	62,042	458	62,500	2,478,228	
4th Quarter	12/31/2017	62,042	458	62,500		
1st Quarter	3/31/2018	62,042	458	62,500		
2nd Quarter	6/30/2018	62,043	457	62,500		2,228,228
IFA Sub Total		248,169	1,831	250,000		
USDA Revenue Bond						
	11/6/2017	65,748	64,372	130,120	1,221,688	1,152,653
Totals		354,419	81,609	436,028	5,493,030	3,655,706

Schedule C
Detailed Port Asset List
RESERVE FUND
Port of Brooking Harbor

Historical Data				REQUIREMENTS DESCRIPTION										Budget For Next Year 2017-18		
Second Preceding Year 14 / 15	Actual First Preceding Year 15 / 16	Adopted Budget This Year 16 / 17		CURRENT DEPRECIATION LIST (years)	Net Book Value	Current Depr.	Total Depr.	Amount Left	Years Left	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
-	-	-	-	1 Computers (5)	12,567	-	12,567	-	-	1,000	1,000	1,000				
-	-	-	-	2 Office Equipment & Furniture (10)	220,215	-	220,215	-	-	1,000	1,000	1,000				
-	-	-	-	3 Eq# 3707 Ride-on Lawn Mower (10)	7,598	760	4,813	2,785	3	1,000	1,000	1,000				
-	-	-	-	4 Booster Pump for Dredging (10)	84,400	8,440	30,243	54,157	5	1,000	1,000	1,000				
-	-	-	-	5 Eq# 3701 5-Ton Forklift (10)	25,422	2,542	8,262	17,160	6	1,000	1,000	1,000				
-	-	-	-	6 Eq# 4605 50-Ton Travel Lift (25)	324,000	9,960	9,960	314,040	25	1,000	1,000	1,000				
-	-	-	-	7 Eq# 1108 Ford 3/4 Ton Truck (8)	25,000	2,500	-	25,000	8	1,000	1,000	1,000				
-	-	-	-	8 Eq# 1102 Chevy Truck w/Lift Gate (8)	25,000	-	25,000	-	-	1,000	1,000	1,000				
-	-	-	-	9 Pump Out Station- Salt-Sailors 1 (10)	29,943	2,994	8,963	20,960	6	1,000	1,000	1,000				
-	-	-	-	10 Pump Out Station- Salt-Sailors 2 (10)	29,943	2,994	8,963	20,960	6	1,000	1,000	1,000				
-	-	-	-	11 Boat Launch Pay Station (10)	15,056	1,506	1,757	13,299	8	1,000	1,000	1,000				
-	-	-	-	12 Basin 1 Docks (40)	1,770,000	44,250	781,750	988,250	24	1,000	1,000	1,000				
-	-	-	-	13 Basin 2 Docks Rebuilt (40)	258,500	6,463	121,522	136,978	23	1,000	1,000	1,000				
-	-	-	-	14 Basin 2 Docks (40)	402,000	-	402,000	-	-	1,000	1,000	1,000				
-	-	-	-	15 Transient Dock (40)	400,000	10,000	250,000	150,000	15	1,000	1,000	1,000				
-	-	-	-	16 Boardwalk - Wood (40)	700,000	17,500	385,000	315,000	18	1,000	1,000	1,000				
-	-	-	-	17 Boardwalk - Wood (40)	357,000	8,925	178,500	178,500	20	1,000	1,000	1,000				
-	-	-	-	18 Fuel Dock (40)	400,000	10,000	150,000	250,000	25	1,000	1,000	1,000				
-	-	-	-	19 Public Fishing Pier (40)	500,000	12,500	175,000	325,000	26	1,000	1,000	1,000				
-	-	-	-	20 Eureka Dock - BC Fisheries (40)	400,000	10,000	140,000	260,000	26	1,000	1,000	1,000				
-	-	-	-	21 Boardwalk - Concrete (40)	859,619	21,490	107,452	752,167	34	1,000	1,000	1,000				
-	-	-	-	22 Receiving Dock - Seawall (40)	1,951,481	54,208	216,631	1,734,850	35	1,000	1,000	1,000				
-	-	-	-	23 Gangway - Crab Dock (40)	36,126	903	2,784	33,342	36	1,000	1,000	1,000				
-	-	-	-	24 Basin 2 Sport & Commercial Docks (40)	2,889,325	72,233	276,893	2,612,432	36	1,000	1,000	1,000				
-	-	-	-	25 Basin 1 Docks (40)	535,077	14,795	56,713	478,364	36	1,000	1,000	1,000				
-	-	-	-	26 Seawall Improvements - Scope Repairs (40)	26,597	655	1,441	25,156	37	1,000	1,000	1,000				
-	-	-	-	27 Fishermen's Dock Improvements	51,013	1,275	2,657	48,356	37	1,000	1,000	1,000				
-	-	-	-	28 Restaurant Building - Zola's (40)	100,000	-	100,000	-	-	1,000	1,000	1,000				
-	-	-	-	29 Restaurant - Retail (40)	120,000	-	120,000	-	-	1,000	1,000	1,000				
-	-	-	-	30 Restroom - RV Park (40)	70,350	-	70,350	-	-	1,000	1,000	1,000				
-	-	-	-	31 Restroom - Kite Field (40)	13,755	344	13,071	684	1	1,000	1,000	1,000				
-	-	-	-	32 Restroom - Remodel RV Park (40)	109,491	2,777	69,712	39,779	14	1,000	1,000	1,000				
-	-	-	-	33 Restroom - Commercial Basin (40)	100,000	2,500	60,000	40,000	15	1,000	1,000	1,000				
-	-	-	-	34 Restroom - Boat Launch (40)	120,000	3,000	69,000	51,000	26	1,000	1,000	1,000				
-	-	-	-	35 Restroom - Remodel Commercial Basin (40)	10,594	265	2,914	7,680	29	1,000	1,000	1,000				
-	-	-	-	36 Fish Cleaning Building (40)	48,615	1,215	30,383	18,232	14	1,000	1,000	1,000				
-	-	-	-	37 Laundromat Building - RV Park (40)	65,730	1,634	62,436	3,294	1	1,000	1,000	1,000				
-	-	-	-	38 Commercial Retail Building # 1 (40)	500,000	12,500	262,500	237,500	18	1,000	1,000	1,000				
-	-	-	-	39 Commercial Retail Building # 2 (40)	500,000	12,500	282,500	217,500	18	1,000	1,000	1,000				
-	-	-	-	40 Cold Storage Building (40)	800,000	-	320,000	480,000	24	-	-	-				
-	-	-	-	41 Cold Storage Building Add-on (40)	1,090,541	-	354,427	736,114	27	-	-	-				
-	-	-	-	42 Fish Market Building (40)	207,340	-	15,551	191,789	34	1,000	1,000	1,000				
-	-	-	-	43 Ice House Building (40)	75,000	-	9,219	65,781	34	-	-	-				
-	-	-	-	44 Ice House Renovation (40)	202,559	-	22,366	180,193	35	-	-	-				
-	-	-	-	45 Ice House Roof (40)	46,138	-	3,173	42,965	36	-	-	-				
-	-	-	-	46 Commercial Retail Improvements (40)	17,941	449	934	17,007	37	1,000	1,000	1,000				
-	-	-	-	47 Fish Market Rehab (40)	18,383	460	919	17,464	37	1,000	1,000	1,000				
-	-	-	-	48 OSMB Parking Lot (40)	525,819	13,145	13,145	512,674	39	1,000	1,000	1,000				
-	-	-	-	49 RV Park Infrastructure (40)	333,333	8,333	158,280	175,053	30	1,000	1,000	1,000				
-	-	-	-	50 RV Park Renovation (40)	300,000	7,500	112,500	187,500	25	1,000	1,000	1,000				
-	-	-	-	51 RV Park Campground Upgrade (40)	67,039	1,816	1,816	65,223	38	1,000	1,000	1,000				
-	-	-	-	52 RV Park Upgrade (40)	51,049	1,276	1,379	49,670	38	1,000	1,000	1,000				
-	-	-	-	53 Land Net Value	2,537,448	-	-	2,537,448	-	1,000	1,000	1,000				
-	-	-	-	54 Dock Renovation - BC Fisheries (40)	1,562,157	-	-	1,562,157	40	-	-	-				
-	-	-	-	55 Eq# 4603 P&H Crane (10)	36,084	3,608	10,956	25,128	6	1,000	1,000	1,000				
-	-	-	-	56 Transient Dock Pedestals (10)	7,980	798	2,727	5,253	6	1,000	1,000	1,000				
-	-	-	-	57 Retail Building - Mainbrace (15)	15,000	1,000	-	15,000	15	1,000	1,000	1,000				
-	-	-	-	58 TOTAL REQUIREMENTS	21,988,228	391,973	5,729,584	16,258,644	-	51,000	51,000	51,000				