

**RESOLUTION No. 525**  
**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the budget for fiscal year 2019-2020 in the total amount of \$3,853,840. This budget is now on file at 16330 Lower Harbor Road in Brookings, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019, for the following purposes:

<b>General Fund</b>		<b>Debt Service Fund</b>	
<hr/>		<hr/>	
<b>Port Operations</b>		<b>Debt Service</b>	
Personnel Services .....	\$801,726	Principal	\$348,869
Materials & Services.....	1,471,757	Interest	15,479
Capital Outlay.....	115,000	<b>Total Debt Service</b>	<b>364,348</b>
<b>Total Port Operations.....</b>	<b>2,388,483</b>		
<b>Not Allocated to General Port Operating Fund</b>		<b>USDA Revenue Bond Fund</b>	
<hr/>		<hr/>	
<b>Debt Service</b>		<b>Debt Service</b>	
Transfers Out.....	\$618,868	Principal	\$72,487
Contingency.....	10,149	Interest	57,633
<b>Subtotal.....</b>	<b>629,017</b>	<b>Total Debt Service</b>	<b>\$130,120</b>
<b>Total Appropriations</b>	<b>3,017,500</b>	<b>Capital Projects Fund</b>	
		<hr/>	
		<b>Capital Outlay</b>	
			<b>\$4,785</b>
		<b>Reserve Fund</b>	
		<hr/>	
		<b>Capital Outlay</b>	
			<b>\$0</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$3,516,753</b>
		<b>Total Unappropriated and Reserve Amounts, All Funds . . .</b>	<b>337,087</b>
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$3,853,840</b>

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2019-2020:

- (1) In the amount at the rate of \$0.1316 per \$1000 of assessed value for permanent rate tax;

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....\$ 0.1316/\$1,000

**Excluded from Limitation**

APPROVED BY THE BUDGET COMMITTEE on May 14, 2019  
AND ADOPTED BY THE BOARD OF COMMISSIONERS on June 18, 2019

ATTEST:

X   
\_\_\_\_\_  
Roy C. Davis, Chairman

X   
\_\_\_\_\_  
Ken Range, Treasurer

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND**

**Port of Brookings Harbor**

	Historical Data		Adopted Budget This Year 18 / 19	Budget for Next Year 2019-20			
	Actual			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	23,023	107,287	67,554	375,000	375,000	375,000	1
2	6,917	14,343	8,800	9,000	9,000	9,000	2
3	315	1,400	2,456	7,304	7,304	7,304	3
4			956,700				4
5			-				5
6	635,080	558,401	620,400	654,707	654,707	654,707	6
7	563,943	573,446	576,349	556,869	556,869	556,869	7
8	70,761	90,249	104,437	93,974	93,974	93,974	8
9	19,222	-	-	-	-	-	9
10	422,404	517,939	522,700	519,402	519,402	519,402	10
11	444,877	480,047	458,516	581,596	581,596	581,596	11
12	88,065	-	-	-	-	-	12
13	4,510	8,330	5,000	8,926	8,926	8,926	13
14	33,491		-	-	-	-	14
15			-	-	-	-	15
16	47,833	79,427	184,000	5,066	5,066	5,066	16
17	126,694	81,854	19,384	20,657	20,657	20,657	17
18		100,000					18
19							19
20							20
21							21
22							22
23							23
24	2,487,135	2,612,723	3,526,296	2,832,500	2,832,500	2,832,500	24
25			213,704	225,000	225,000	225,000	25
26	214,368	223,279					26
27	2,701,504	2,836,002	3,740,000	3,057,500	3,057,500	3,057,500	27

**FORM LB-30**

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

	Historical Data			REQUIREMENT TOTALS	Budget For Next Year 2019-20		
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19				
				<b>PERSONNEL SERVICES</b>			
1		98,300	100,000	84,018	84,018	84,018	1
2		94,970	114,385	153,838	153,838	153,838	2
3		40,297	37,951	46,585	46,585	46,585	3
4		123,087	178,273	248,578	248,578	248,578	4
5		16,520	7,595	10,828	10,828	10,828	5
6		112,935	127,375	157,710	157,710	157,710	6
7		22,395	8,101	14,205	14,205	14,205	7
8		58,838	65,511	85,964	85,964	85,964	8
9		567,342	639,191	801,726	801,726	801,726	9
10							10
							<b>TOTAL PERSONNEL SERVICES</b>
							<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>
							<b>MATERIALS AND SERVICES</b>
11							11
12		12,051	12,169	12,927	12,927	12,927	12
13		282,518	284,731	323,780	323,780	323,780	13
14		414,262	373,543	492,132	492,132	492,132	14
15				40,000	40,000	40,000	15
16		272,967	280,890	281,292	281,292	281,292	16
17		44,290	48,005	34,365	34,365	34,365	17
18		25,404	25,860	28,804	28,804	28,804	18
19		2,685	2,725	2,629	2,629	2,629	19
20		34,333	18,974	29,317	29,317	29,317	20
21		18,436	6,482	-	-	-	21
22		15,000	15,000	-	-	-	22
23		88,543	99,022	83,940	83,940	83,940	23
24		105,380	125,018	142,570	142,570	142,570	24
25		1,315,869	1,292,419	1,471,757	1,471,757	1,471,757	25
							<b>TOTAL MATERIALS AND SERVICES</b>
							<b>CAPITAL OUTLAY</b>
26			17,000				26
27		143,227					27
28		20,553					28
29				25,000	25,000	25,000	29
30				90,000	90,000	90,000	30
31		163,780	17,000	115,000	115,000	115,000	31
32		2,046,991	1,948,609	2,388,483	2,388,483	2,388,483	32
							<b>TOTAL ORG./PROG. REQUIREMENTS</b>
							<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>
							<b>GENERAL FUND</b>
33	950,733	1,095,109	1,020,152	1,137,980	1,137,980	1,137,980	33
34	187,244	224,937	225,054	309,066	309,066	309,066	34
35	34,622	105,514	136,662	156,014	156,014	156,014	35
36	138,264	170,180	156,306	226,489	226,489	226,489	36
37	404,185	446,046	406,709	554,428	554,428	554,428	37
38	33,608	5,205	3,725	4,507	4,507	4,507	38
39	11,104						39
40	139,474						40
41	5,234						41
42	1,904,467	2,046,991	1,948,609	2,388,483	2,388,483	2,388,483	42
							<b>TOTAL ALLOCATED REQUIREMENTS</b>

Port of Brooking Harbor

Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-20		
Actual		Adopted Budget This Year 18 / 19	Proposed By Budget Officer		Approved By Budget Committee	Amended and Adopted by Governing Body	
Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1				PERSONNEL SERVICES NOT ALLOCATED			1
2							2
3	-	-	-	3 TOTAL PERSONNEL SERVICES	-	-	3
4				4 TOTAL FULL-TIME EQUIVALENT (FTE)			4
5				MATERIALS AND SERVICES NOT ALLOCATED			5
6							6
7	-	-	-	7 TOTAL MATERIALS AND SERVICES	-	-	7
8				CAPITAL OUTLAY NOT ALLOCATED			8
9							9
10	-	-	-	10 TOTAL CAPITAL OUTLAY	-	-	10
11				DEBT SERVICE			11
12							12
13							13
14	-	-	-	14 TOTAL DEBT SERVICE	-	-	14
15				SPECIAL PAYMENTS			15
16							16
17	-	-	-	17 TOTAL SPECIAL PAYMENTS	-	-	17
18	177,152	168,177	130,120	INTERFUND TRANSFERS			18
19	388,028	324,617	471,549	18 Transfer to Bond Debt Service Fund	130,120	130,120	18
20	136,430	118,187	956,700	19 Transfer to Debt Service Fund	363,748	363,748	19
21	-	11,000	25,000	20 Transfer to Capital Project Fund			20
22	701,610	621,981	1,583,369	21 Transfer to Reserve Fund	125,000	125,000	21
23			127,773	22 TOTAL INTERFUND TRANSFERS	618,868	618,868	22
24	701,610	621,981	1,711,142	23 OPERATING CONTINGENCY	10,149	10,149	23
25	1,904,467	2,046,991	1,948,609	24 TOTAL REQUIREMENTS NOT ALLOCATED	629,017	629,017	24
26			-	25 TOTAL ORG./PROG. REQUIREMENTS	2,388,483	2,388,483	25
28	95,426	167,030	80,249	26 RESERVED FOR FUTURE EXPENDITURE	-	-	26
29	2,701,503	2,836,002	3,740,000	28 UNAPPROPRIATED ENDING FUND BALANCE	40,000	40,000	28
				29 TOTAL REQUIREMENTS	3,057,500	3,057,500	29

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

**FORM**  
**LB-30**

Line Item	Historical Data			REQUIREMENTS FOR: <u>ADMINISTRATION / MARINA</u>	Budget For Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
				<b>PERSONNEL SERVICES</b>				
1	49,042	98,300	100,000	5012 Salary Port Manager	84,018	84,018	84,018	1
2	118,928	94,970	114,385	5018 Hourly / Port Office Staff	153,838	153,838	153,838	2
3	55,391	55,502	71,783	5020 Hourly / Operations Staff	102,645	102,645	102,645	3
4	12,026	6,516	4,165	5030 Overtime	6,512	6,512	6,512	4
5	125,667	112,935	127,375	5040 Costs & Benefits	157,710	157,710	157,710	5
6	6,730	22,395	8,101	5075 Workers Comp	14,205	14,205	14,205	6
7	53,941	58,838	65,511	5080 Health Care & Dental	85,964	85,964	85,964	7
8	421,725	449,456	491,320	<b>8 TOTAL PERSONNEL SERVICES</b>	<b>604,892</b>	<b>604,892</b>	<b>604,892</b>	<b>8</b>
9	4	4	5.00	<b>9 TOTAL FULL-TIME EQUIVALENT (FTE)</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>9</b>
				<b>MATERIALS AND SERVICES</b>				
10	12,522	10,963	10,792	6001 Advertising & Notifications	11,544	11,544	11,544	10
11	112,404	93,091	143,778	6100 Repairs and Maintenance	93,053	93,053	93,053	11
12	167,704	142,466	140,806	6200 Utilities	140,790	140,790	140,790	12
13	44,082	36,540	40,329	6300 Office Expense	32,305	32,305	32,305	13
14	9,731	9,192	9,051	6350 Bank Services & Finance Fees	8,992	8,992	8,992	14
15	5,412	2,685	2,725	6400 Travel & Training	2,629	2,629	2,629	15
16	5,486	21,606	5,486	6500 Permit, Licenses, Taxes, Misc.	9,147	9,147	9,147	16
17	4,314	18,436	6,482	6600 Bad Debt	-	-	-	17
18	80,274	66,846	78,294	6800 Insurance - Property, Liability & Bond	65,883	65,883	65,883	18
19	87,079	80,048	86,089	6900 Professional Fees	53,744	53,744	53,744	19
20	529,009	481,873	523,833	<b>20 TOTAL MATERIALS AND SERVICES</b>	<b>418,087</b>	<b>418,087</b>	<b>418,087</b>	<b>20</b>
				<b>CAPITAL OUTLAY</b>				
21			5,000	21 Golf Carts				21
22		143,227		22 2018 Genie Forklift				22
23		20,553		23 2018 Ford F150 Truck				23
24		-		24 Staff Vehicles	25,000	25,000	25,000	24
25		-		25 Installation of Electrical Basin 1 Dock D	90,000	90,000	90,000	25
26		163,780	5,000	<b>26 TOTAL CAPITAL OUTLAY</b>	<b>115,000</b>	<b>115,000</b>	<b>115,000</b>	<b>26</b>
27				<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>				
28								27
29								28
30	950,733	1,095,109	1,020,152	<b>30 TOTAL ORG./PROG. REQUIREMENTS</b>	<b>1,137,980</b>	<b>1,137,980</b>	<b>1,137,980</b>	<b>30</b>

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

**FORM LB-30**

Line Item	Historical Data			REQUIREMENTS FOR: <u>BEACHFRONT RV PARK</u>	Budget For Next Year 2019-20				
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19						
1	30,586	40,297	37,951	1	5026 Hourly / RV Park Office Staff	46,585	46,585	46,585	1
2	12,286	7,242	21,241	2	5020 Hourly / RV Park Operations Staff	28,153	28,153	28,153	2
3	4,183	3,566	1,557	3	5030 Overtime	2,096	2,096	2,096	3
4				4					4
5				5					5
6				6					6
7				7					7
8	47,055	51,105	60,749	8	TOTAL PERSONNEL SERVICES	76,833	76,833	76,833	8
9	1.5	1.5	1.50	9	TOTAL FULL-TIME EQUIVALENT (FTE)	2.25	2.25	2.25	9
					MATERIALS AND SERVICES				
10	1,705	1,089	1,377	10	6001 Advertising & Notifications	1,384	1,384	1,384	10
11	30,226	46,727	29,805	11	6100 Repairs and Maintenance	43,047	43,047	43,047	11
12	61,723	75,883	71,765	12	6200 Utilities	78,964	78,964	78,964	12
13	7,500	7,544	7,575	13	6300 Office Expense	1,755	1,755	1,755	13
14	11,771	12,871	13,145	14	6350 Bank Service & Finance Fees	14,131	14,131	14,131	14
15	9,185	10,446	10,712	15	6500 Permit, Licenses, Taxes, Misc.	19,136	19,136	19,136	15
16	15,000	15,000	15,000	16	6585 Harbor RFPD Service	-	-	-	16
17	1,216	932	1,063	17	6800 Insurance	816	816	816	17
18	1,863	3,340	1,863	18	6900 Professional fees	73,000	73,000	73,000	18
19	140,189	173,832	152,305	19	TOTAL MATERIALS AND SERVICES	232,232	232,232	232,232	19
					CAPITAL OUTLAY				
20	-	-	12,000	20	Golf Cart	-	-	-	20
21	-	-	-	21		-	-	-	21
22	-	-	-	22		-	-	-	22
23	-	-	-	23		-	-	-	23
24	-	-	-	24		-	-	-	24
25	-	-	-	25		-	-	-	25
26	-	-	12,000	26	TOTAL CAPITAL OUTLAY	-	-	-	26
					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
27				27					27
28				28					28
29				29					29
30	187,244	224,937	225,054	30	TOTAL ORG./PROG. REQUIREMENTS	309,066	309,066	309,066	30

**FORM  
LB-30**

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

	Historical Data			REQUIREMENTS FOR: <u>BOAT YARD</u>	Budget For Next Year 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	19,572	45,168	56,700	76,305	76,305	76,305	1
2	3,324	4,876	638	879	879	879	2
3	-	-	-	-	-	-	3
4	-	-	-	-	-	-	4
5	-	-	-	-	-	-	5
6	-	-	-	-	-	-	6
7	-	-	-	-	-	-	7
8	-	-	-	-	-	-	8
9	22,896	50,044	57,338	77,183	77,183	77,183	9
10			1.00	1.50	1.50	1.50	10
11	8,597	44,532	56,215	25,367	25,367	25,367	11
12	-	-	-	40,000	40,000	40,000	12
13	-	187	12,187	3,227	3,227	3,227	13
14	3,129	10,454	10,922	10,237	10,237	10,237	14
15	-	297	-	-	-	-	15
16	-	-	-	-	-	-	16
17	11,726	55,470	79,324	78,831	78,831	78,831	17
18							18
19							19
20							20
21							21
22	-	-	-	-	-	-	22
23							23
24							24
25							25
26							26
27							27
28	34,622	105,514	136,662	156,014	156,014	156,014	28

**FORM  
LB-30**

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

	Historical Data			REQUIREMENTS FOR: <u>COLD STORAGE</u>	Budget For Next Year 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	939		-	PERSONNEL SERVICES	-	-	1
2	74		-	1 5010 Wages & Salaries	-	-	2
3	-		-	2 5030 Overtime	-	-	3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	1,013		-	8			9
10	.01			9 TOTAL PERSONNEL SERVICES	-	-	10
				10 TOTAL FULL-TIME EQUIVALENT (FTE)			
				MATERIALS AND SERVICES			
11	3,027		-	11 6100 Repairs and Maintenance	-	-	11
12	5,966		-	12 6200 Utilities	-	-	12
13	-		-	13 6300 Office Expense	-	-	13
14			-	14 6500 Permit, Licenses, Taxes, Misc.	-	-	14
15			-	15 6510 Conferences & Education	-	-	15
16			-	16 6600 Bad Debt	-	-	16
17	10,091		-	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	11,104		-	28 TOTAL ORG./PROG. REQUIREMENTS	-	-	28



**FORM  
LB-30**

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

26	Historical Data			REQUIREMENTS FOR: <u>COMMERCIAL RETAIL</u>	Budget For Next Year 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	11,077	7,011	14,131	19,613	19,613	19,613	1
2	2,546	656	596	586	586	586	2
3	-	-	-	-	-	-	3
4	-	-	-	-	-	-	4
5	-	-	-	-	-	-	5
6	-	-	-	-	-	-	6
7	-	-	-	-	-	-	7
8	13,623	7,667	14,727	20,199	20,199	20,199	8
9	1	1	0.50	1.00	1.00	1.00	9
10	46,655	87,999	46,938	135,421	135,421	135,421	10
11	59,038	47,141	48,527	51,831	51,831	51,831	11
12	8,090	1,984	2,776	1,034	1,034	1,034	12
13	4,210	7,747	7,473	5,723	5,723	5,723	13
14	6,648	17,642	35,865	12,281	12,281	12,281	14
15	124,641	162,513	141,579	206,290	206,290	206,290	15
16	-	-	-	-	-	-	16
17	0	-	-	-	-	-	17
18	-	-	-	-	-	-	18
19	-	-	-	-	-	-	19
20	-	-	-	-	-	-	20
21	-	-	-	-	-	-	21
22	-	-	-	-	-	-	22
23	-	-	-	-	-	-	23
24	-	-	-	-	-	-	24
25	-	-	-	-	-	-	25
26	138,264	170,180	156,306	226,489	226,489	226,489	26

**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 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	-	-	-	PERSONNEL SERVICES	-	-	-
2	-	-	-	1 5020 Hourly / Operations Staff	-	-	-
3	-	-	-	2 5030 Overtime	-	-	-
4	-	-	-	3 5040 Benefits	-	-	-
5	-	-	-	4	-	-	-
6	-	-	-	5	-	-	-
7	-	-	-	6	-	-	-
8	-	-	-	7	-	-	-
9	-	-	-	8	-	-	-
10	-	0.00	0.00	9 TOTAL PERSONNEL SERVICES	-	-	-
11	5,234	-	-	10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.00	0.00	0.00
12	-	-	-	MATERIALS AND SERVICES	-	-	-
13	-	-	-	11 6100 Repairs and Maintenance	-	-	-
14	-	-	-	12 6400 Travel & Entertainment	-	-	-
15	-	-	-	13 6500 Permits, Licenses, Taxes	-	-	-
16	-	-	-	14 6600 Bad Debt	-	-	-
17	-	-	-	15 6740 Dredging Expense	-	-	-
18	-	-	-	16 6900 Professional Fees	-	-	-
19	-	-	-	17	-	-	-
20	-	-	-	18	-	-	-
21	-	-	-	19	-	-	-
22	-	-	-	20	-	-	-
23	5,234	-	-	21	-	-	-
24	-	-	-	22	-	-	-
25	-	-	-	23 TOTAL MATERIALS AND SERVICES	-	-	-
26	-	-	-	CAPITAL OUTLAY	-	-	-
27	-	-	-	24	-	-	-
28	-	-	-	25	-	-	-
29	-	-	-	26	-	-	-
30	5,234	-	-	27 TOTAL CAPITAL OUTLAY	-	-	-
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
				28			
				29			
				30 TOTAL ORG./PROG. REQUIREMENTS	-	-	-

**FORM  
LB-30**

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

	Historical Data			REQUIREMENTS FOR: <b>FUEL DOCK</b>	Budget For Next Year 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	7,496	7,854	13,266	20,383	20,383	20,383	1
2	1,015	676	596	697	697	697	2
3	-	-	-	-	-	-	3
4	-	-	-	-	-	-	4
5	-	-	-	-	-	-	5
6	-	-	-	-	-	-	6
7	-	-	-	-	-	-	7
8	-	-	-	-	-	-	8
9	8,511	8,530	13,862	21,080	21,080	21,080	9
10	.25	.25	0.50	1.10	1.10	1.10	10
11	9,343	7,211	6,995	25,392	25,392	25,392	11
12	369,833	414,262	373,543	492,132	492,132	492,132	12
13	4,703	5,625	6,075	5,011	5,011	5,011	13
14	-	164	100	305	305	305	14
15	4,342	3,341	3,664	5,680	5,680	5,680	15
16	2,532	2,563	1,270	1,281	1,281	1,281	16
17	4,920	4,350	1,200	3,545	3,545	3,545	17
18	395,673	437,516	392,847	533,347	533,347	533,347	18
19							19
20							20
21							21
22							22
23							23
24							24
25	-	-	-	-	-	-	25
26							26
27							27
28							28
29	404,185	446,046	406,709	554,428	554,428	554,428	29

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

**FORM**  
**LB-30**

	Historical Data			REQUIREMENTS FOR: <u>ICE HOUSE</u>	Budget For Next Year 2018-19		
	Actual		Adopted Budget This Year 17 / 18		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17					
1	3,605	12,259	-				1
2	2,704	2,223	-				2
3	512	-	-				3
4							4
5							5
6							6
7							7
8							8
9	6,821	14,482	-				9
10	.20	1.68					10
11	51,706	55,973	-				11
12	53,260	67,714	-				12
13	1,188	-	-				13
14	3,377	1,305	-				14
15	-	-	-				15
16	2,016	-	-				16
17	111,547	124,992	-				17
18							18
19							19
20							20
21							21
22							22
23							23
24	-	-	-				24
25							25
26							26
27							27
28	118,368	139,474	-				28

**FORM LB-30**  
**REQUIREMENTS SUMMARY**  
**BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**  
**GENERAL FUND**  
**Port of Brooking Harbor**

	Historical Data			REQUIREMENTS FOR: <u>LAND USE EVENTS</u>	Budget For Next Year 2019-20			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19					
1	1,545	310	1,152	PERSONNEL SERVICES	1,479	1,479	1,479	1
2	357	230	43	1 5020 Hourly / Operations Staff	59	59	59	2
3			-	2 5030 Overtime				3
4				3				4
5	1,902	540	1,195	5 TOTAL PERSONNEL SERVICES	1,538	1,538	1,538	5
6	.15	.15	0.10	6 TOTAL FULL-TIME EQUIVALENT (FTE)	0.05	0.05	0.05	6
7	515	3,000	1,000	MATERIALS AND SERVICES	1,500	1,500	1,500	7
8	4,265	1,665	1,531	7 6100 Repairs and Maintenance	1,469	1,469	1,469	8
9	222		-	8 6200 Utilities				9
10	370		-	9				10
11			-	10				11
12	26,333		-	11				12
13			-	12 6550 Special Events - Other Expenses				13
14			-	13				14
15	31,706	4,665	2,531	14	2,969	2,969	2,969	15
16				15 TOTAL MATERIALS AND SERVICES				16
17				CAPITAL OUTLAY				17
18				16				18
19			-	17				19
20				18				20
21				19 TOTAL CAPITAL OUTLAY				21
22	33,608	5,205	3,725	20 REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS	4,507	4,507	4,507	22
				21				
				22 TOTAL ORG./PROG. REQUIREMENTS				

**FORM  
LB-35**

**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**

Line Item	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20			Adopted by Governing Body
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted by Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1	13,012	60,044	98,395	Resources	98,395	98,395	98,395	1
2		724	-	1 Cash Carryover	700	700	700	2
3	177,152	168,177	130,120	2 Interest	130,120	130,120	130,120	3
4	190,164	228,945	228,515	3 Transferred from General Fund	229,215	229,215	229,215	7
				<b>TOTAL RESOURCES</b>				
				Requirements				
				Bond Principal Payments				
				Issue Date				
5	62,600	65,730	69,036	Budgeted Payment Date	72,487	72,487	72,487	8
6				November 6, 2000				9
7				November 6, 2019				10
8	62,600	65,730	69,036	<b>Total Principal</b>	72,487	72,487	72,487	11
				Bond Interest Payments				
				Issue Date				
9	67,520	64,390	61,084	Budgeted Payment Date	57,633	57,633	57,633	12
10				November 6, 2000				13
11				November 6, 2019				14
12	67,520	64,390	61,084	<b>Total Interest</b>	57,633	57,633	57,633	15
				Unappropriated Balance for Following Year By				
				Issue Date				
13				Payment Date				16
14	60,044	98,825	98,395	<b>Unappropriated Ending Fund Balance</b>	99,095	99,095	99,095	20
15	190,164	228,945	228,515	<b>TOTAL REQUIREMENTS</b>	229,215	229,215	229,215	21

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

**DEBT SERVICE FUND  
RESOURCES AND REQUIREMENTS**

Debt Service Fund  
(Fund)

Bond Debt Payments are for:

- Revenue Bonds or  
 General Obligation Bonds

Port of Brookings Harbor

	Historical Data			Adopted Budget This Year 18 / 19	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted by Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1	6,058	13,689	23,602	23,602	23,602	23,602	23,602	1
2		507	-		600	600	600	2
3	1,162,051		-			-	-	3
4	388,028	324,617	471,549		363,748	363,748	363,748	4
5								5
7								7
8	1,556,137	338,813	495,151		387,950	387,950	387,950	8
9	1,162,051							9
10	864	864	864		864	864	864	10
11		3,889	12,062		12,803	12,803	12,803	11
12	25,792	40,888	42,788		45,202	45,202	45,202	12
13	340,372	249,769	395,369		290,000	290,000	290,000	13
14	1,529,079	295,410	451,083		348,869	348,869	348,869	14
15								15
16	113							16
17		1,970	5,515		4,773	4,773	4,773	17
18	10,967	15,533	13,120		10,706	10,706	10,706	18
19	2,289	1,831	1,831					19
20								20
21	13,368	19,334	20,466		15,479	15,479	15,479	21
22								22
23								23
25	13,689	24,069	23,602		23,602	23,602	23,602	25
28	1,556,137	338,813	495,151		387,950	387,950	387,950	28

**CAPITAL PROJECTS FUND  
RESOURCES AND REQUIREMENTS  
CAPITAL PROJECTS FUND**  
(Fund)

Port of Brookings Harbor

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19					
1	33,403	46,509	5,000	1 Cash Carryover	25,000	25,000	25,000	1
2		350		2 Interest		-	-	2
3	136,430	118,187	956,700	3 Interfund Transfer from General Funds		-	-	3
4	4,785	4,785	4,785	4 MAP Grant	4,785	4,785	4,785	4
5		270,613	-	5 OSMB Boarding Dock Agreement #1587		-	-	5
6			300,000	6 8125 NHMP Fuel Dock		-	-	6
7	-		800,710	7 8240 NHMP Basin 1 Piling Project		-	-	7
8			1,069,200	8 Commercial Receiving Docks		-	-	8
9			600,000	9 Brookings Harbor Dock Fund - State Lottery Funds		-	-	9
10	234,833		-	10 7311 FEMA PW29 Ice House Dredging		-	-	10
11	-		-	11 7250 Strategic Business Plan		-	-	11
12	687,289		41,578	12 8300 IFA Bridge Loan L16010 - Dock Renovation		-	-	12
13	1,096,740	440,444	3,777,973	<b>13 TOTAL RESOURCES</b>	29,785	29,785	29,785	13
14	4,785	205	4,785	14 MAP Grant	4,785	4,785	4,785	14
15	107	401,586	-	15 OSMB Boarding Dock Agreement #1587		-	-	15
16	6,137		400,000	16 8125 NHMP Fuel Dock		-	-	16
17	9,060	33,527	909,310	17 8240 PW319 Basin 1 Piling Project		-	-	17
18	1,620		-	18 8127 NHMP Boardwalk North Deck Project		-	-	18
19			1,425,600	19 Commercial Receiving Docks		-	-	19
20	9,060		-	20 6730 Grant Expenses		-	-	20
21		1,229	-	21 Forced Labor Expenses		-	-	21
22	232,440		-	22 8120 FEMA PW29 Ice House Dredging		-	-	22
23	687,289		41,578	23 8300 IFA Bridge Loan L16010 - Dock Renovation		-	-	23
24	-		-	24 7250 Strategic Business Plan		-	-	24
25	-		15,000	25 8010 Consultants, Professional Fees		-	-	25
26	24,360		956,700	26 Interfund Transfer to General Funds		-	-	26
27	60,941	3,897	25,000	27 Unappropriated Ending Fund Balance	25,000	25,000	25,000	27
28	1,035,799	440,444	3,777,973	<b>28 TOTAL REQUIREMENTS</b>	29,785	29,785	29,785	28



**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 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	-	-		PERSONNEL SERVICES			1
2	17,149			1 5018 Hourly / Port Office Staff			2
3	3,000			2 5024 Hourly / Operations Staff			3
4	1,879			3 5030 Overtime			4
5				4 5040 Costs & Benefits			5
6				5			6
7				6			7
8				7			8
9	22,029	-	-	8 TOTAL PERSONNEL SERVICES			9
10	0.5	0.5	0.5	9 TOTAL FULL-TIME EQUIVALENT (FTE)			10
11	19,589			MATERIALS AND SERVICES			11
12				11 6000 Materials & Services (Equipment)			12
13				12 6250 Waste Management			13
14				13 6900 Professional Fees			14
15				14			15
16	19,589	-	-	15 TOTAL MATERIALS AND SERVICES			16
17				16 CAPITAL OUTLAY NOT ALLOCATED			17
18				17			18
19	41,617	-	-	18 TOTAL REQUIREMENTS CAPITAL OUTLAY			19
20				SPECIAL PAYMENTS			20
21				19			21
22	-	-	-	20 TOTAL SPECIAL PAYMENTS			22
23				INTERFUND TRANSFERS			23
24				21 Transfer to Debt Service Fund			24
25				22			25
26	-	-	-	23 TOTAL INTERFUND TRANSFERS			26
27				24 OPERATING CONTINGENCY			27
28				25 TOTAL REQUIREMENTS NOT ALLOCATED			28
29				26 TOTAL ORG./PROG. REQUIREMENTS			29
30				27 RESERVED FOR FUTURE EXPENDITURE			30
31	60,941			28 Ending balance (prior years)			31
32				29 UNAPPROPRIATED ENDING FUND BALANCE			32
33	60,941	-	-	30 TOTAL REQUIREMENTS			33

Eliminating this page from budget

**FORM  
LB-11**

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Resolution #307 established this fund in 1998 for dock maintenance and future dock replacements.

Port of Brookings Harbor

**RESERVE FUND**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1			11,075	1 Cash Carryover	24,390	24,390	24,390	1
2		98	-	2 Interest	-	-	-	2
3		11,000	25,000	3 Transferred IN from General Fund	125,000	125,000	125,000	3
4			-	4	-	-	-	4
5			-	5	-	-	-	5
6				6				6
7	-	-	-	<b>7 TOTAL RESOURCES</b>	<b>149,390</b>	<b>149,390</b>	<b>149,390</b>	<b>7</b>
8				<b>REQUIREMENTS</b>				
8			-	8 Eq, Land and Buildings (See attached Schedule C)	-	-	-	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
17		-	36,075	17 Unappropriated Ending Fund Balance	149,390	149,390	149,390	17
18	-	-	36,075	<b>18 TOTAL REQUIREMENTS</b>	<b>149,390</b>	<b>149,390</b>	<b>149,390</b>	<b>18</b>

**Schedule A**  
**Detailed Comparison of Personal Services to Prior Year's Budgets**  
**GENERAL FUND**  
**Port of Brooking/Harbor**

	Historical Data			Adopted Budget This Year Year 18 / 19	REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-20			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18							
					<b>PERSONNEL SERVICES-Wages &amp; salaries</b>				
1	49,042	98,300	100,000	1	5012 Salary Port Manager	84,018	84,018	84,018	1
2	118,928	94,970	114,385	2	5018 Hourly / Port Office Staff, (4.75) Employees	153,838	153,838	153,838	2
3	40,297	40,297	37,951	3	5024 Hourly / RV Office Staff, (1.25) Employee	46,585	46,585	46,585	3
4	136,174	123,087	178,273	4	5020 Hourly / Operations Staff, (5.4) Employees	248,578	248,578	248,578	4
5	24,327	16,520	7,595	5	5030 Overtime	10,828	10,828	10,828	5
6	125,667	112,935	127,375	6	5040 Costs & Benefits	157,710	157,710	157,710	6
8	6,730	22,395	8,101	8	5075 Workers Comp	14,205	14,205	14,205	8
9	53,941	58,838	65,511	9	5080 Health Care & Dental	85,964	85,964	85,964	9
10				10					10
11				11					11
12	555,105	567,342	639,191	12	<b>TOTAL WAGES &amp; SALARIES</b>	<b>801,726</b>	<b>801,726</b>	<b>801,726</b>	<b>12</b>
13	<b>14.00</b>	<b>9.50</b>	<b>9.50</b>	13	<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>	<b>11.40</b>	<b>11.40</b>	<b>11.40</b>	<b>13</b>

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

Creditor	Payment Dates	Principle Amt	Interest Amount	Pmi Amount	Balance 6/30/2019	Balance 6/30/2020
Tidewinds	7/1/2019	72	-	72	15,192	
	8/1/2019	72	-	72		
	9/1/2019	72	-	72		
	10/1/2019	72	-	72		
	11/1/2019	72	-	72		
	12/1/2019	72	-	72		
	1/1/2020	72	-	72		
	2/1/2020	72	-	72		
	3/1/2020	72	-	72		
	4/1/2020	72	-	72		
	5/1/2020	72	-	72		
	6/1/2020	72	-	72		
		864	-	864		14,328
M2 Lease						
50BFMI Travelift Lease	7/22/2019	3,673	986	4,659	215,118	
	8/22/2019	3,690	969	4,659		
	9/22/2019	3,707	952	4,659		
	10/22/2019	3,724	935	4,659		
	11/22/2019	3,741	918	4,659		
	12/22/2019	3,758	901	4,659		
	1/22/2020	3,775	884	4,659		
	2/22/2020	3,792	867	4,659		
	3/22/2020	3,810	849	4,659		
	4/22/2020	3,827	832	4,659		
	5/22/2020	3,845	814	4,659		
	6/22/2020	3,862	797	4,659		
M2 Travelift Lease Sub Total		45,202	10,706	55,908		169,916

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 6/30/2019	Balance 6/30/20
<b>Umpqua Bank Loan#747041620</b>						
2018 Genie Reach Forklift	7/15/2019	1,044	420	1,465	84,050	
	8/15/2019	1,036	429	1,465		
	9/15/2019	1,041	424	1,465		
	10/15/2019	1,060	405	1,465		
	11/15/2019	1,052	413	1,465		
	12/15/2019	1,071	394	1,465		
	1/15/2020	1,063	402	1,465		
	2/15/2020	1,069	396	1,465		
	3/15/2020	1,099	365	1,465		
	4/15/2020	1,080	385	1,465		
	5/15/2020	1,098	367	1,465		
	6/15/2020	1,091	374	1,465		
Loan for Forklift Sub Total		12,803	4,773	17,577		71,246
<b>IFA Business Oregon</b>						
3rd Quarter	9/30/2019	72,500	-	72,500	1,951,937	
4th Quarter	12/31/2019	72,500	-	72,500		
1st Quarter	3/31/2020	72,500	-	72,500		
2nd Quarter	6/30/2020	72,500	-	72,500		
IFA Sub Total		290,000	-	290,000		1,661,937
<b>TOTAL DEBT SERVICE</b>		348,869	15,479.47	364,349	2,266,296	1,917,427
<b>USDA Revenue Bond</b>	11/6/2019	72,487	57,633	130,120	1,222,072	1,149,585
<b>Totals</b>		421,356	73,112	494,469	3,488,368	3,067,012

