

PORT OF BROOKINGS HARBOR
Supplemental Budget Hearing Meeting
16350 Lower Harbor Rd Suite 202
Thursday, April 2, 2020 • 2:00pm
Teleconference / Meeting Room

TENTATIVE AGENDA

Meeting Teleconference Call-In Number (Public & Commissioners): +1(301) 715 - 8592
Access Code: 470 583 518
Participant ID: #

1. CALL MEETING TO ORDER

- Roll Call
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. APPROVAL OF AGENDA

3. PRESENTATION OF SUPPLEMENTAL BUDGET FOR FY 2019-20

By: Gary Dehlinger, Port Manager and Kim Boom, Financial Officer/Budget Officer

4. PUBLIC COMMENTS (Limited to a maximum of three minutes per person. A "Public Comment Request", located near the entrance, must be completed and turned into the Chairman prior to the beginning of the meeting.)

5. APPROVAL OF BUDGET

SAMPLE MOTION: Motion to approve the proposed Supplemental Budget [as presented] for the Port of Brookings Harbor's 2019-2020 fiscal year.

6. ADJOURNMENT

Supplemental Budget Summary

DATE: April 2, 2020
RE: Supplemental Budget
TO: Honorable Board President and Harbor District Board Members
ISSUED BY: Gary Dehlinger, Port Manager and Kim Boom, Financial Officer

OVERVIEW

- A supplemental budget and budget hearing are required with any proposed changes in any fund's expenditures by more than 10 percent.

DOCUMENTS

- Notice of Supplemental Budget Hearing
- Budget Detail, 13 pages
- Resolution No.

PROPOSED ADJUSTMENTS

GENERAL FUND

- **Resources Summary – Detail page 1**
 - 1) Line 7, Beachfront RV Park
Increased to \$606,869. Increase of \$50,000. Change of policy requiring full deposit at time of booking.
 - 2) Line 11, Fuel Dock
Board of Commissioners approved purchase of fuel to \$750,000.
Increased to \$844,000. Increase of \$262,405. Estimated profit of fuel sales at \$94,000.
 - 3) Line 18, Long Term Debt
Increased \$700,000 for RV Park upgrades. Upgrades include 9 new pull-thru sites, new restroom, new laundry building, demolition of existing small and large restrooms, and possible electrical upgrades for all sites, if funds allow.
 - 4) Line 27, Total Resources
Increased to \$4,775,405. Increase of \$1,012,405.
- **Requirements Summary – Detail page 2**
 - 1) Line 13, Repairs and Maintenance
Increased to \$556,284. Increase of \$146,853 for repairs and maintenance throughout all Port property. Below is a list of some repairs and maintenance for the remaining fiscal year besides the normal purchase of supplies:
 - a) ADA Ramp and landscaping at Port Office

- b) Relocate welcoming signs
- c) Replace rotten boards on Boardwalk (includes handrail)
- d) Gear storage grading
- e) Installing two fire hydrants at Basin 2
- f) Remove tree limbs and hanging tree limbs and general cleanup across Lower Harbor Road, Port property
- g) Repair travel lift ramp handrail and cross bracing
- h) Install boarding grabrail on launch ramp
- i) Repair electrical shed roofs at Basin 2 (3 each)
- j) Repair Basin 2 commercial restroom roof
- k) Demolition of retail building "Zola's" and pave site for additional parking
- l) Demolition of boats in Boat Yard (if funds allow)

- 2) Line 14, Fuel Purchase for Resale
Increased to \$750,000. Increase of \$257,868. Port reached its estimated budget amount last month.
- 3) Line 15, Disposal of Abandon Vessels
Decreased to \$0. Decrease of \$40,000. Reallocated into Repairs and Maintenance, Office Expense, Bank Services, Travel & Training and Professional Fees line items.
- 4) Line 17, Office Expense
Increased to \$40,000. Increase of \$5,635. Port staff increased which increased materials and supplies.
- 5) Line 18, Bank Services & Finance Fees
Increased to \$35,131. Increase of \$6,327. More credit card usage than estimated at Fuel Dock and Port Office.
- 6) Line 19, Travel & Training
Increased to \$11,500. Increase of \$8,871. SDAO Conference expense was more than estimated. Staff training increased to keep staff educated with today's regulatory requirements.
- 7) Line 24, Professional Fees
Increased to \$114,570. Increase of \$15,000. Increase covers port counsel, general engineering and other consultant fees.
- 8) Line 25, Total Materials and Service
Increased to \$1,914,962. Increase of \$401,206
- 9) Line 31, Security System
Decreased to \$0. Decrease of \$80,000. Reallocated into Repairs and Maintenance.
- 10) Line 32, RV Park Restroom & Laundry Facilities
Increased to \$50,000. Umpqua Bank loan for upgrades at the RV Park. Estimating \$50,000 for design, drawings, engineering, bid package and permits for remaining

fiscal year. Next fiscal year budget will include the remaining loan amount of \$650,000 for engineering and construction costs.

11) Line 33, Total Capital Outlay

Decreased to \$80,000. Decrease of \$30,000. Removed security system and added RV Park upgrade expense.

12) Line 34, Total Organizational / Program Requirements

Increased to \$2,906,688. Increase of \$371,206.

13) Line 44, Total Allocated Requirements

Increased to \$2,906,688. Increase of \$371,206.

• **Requirements Summary – Detail page 3**

1) Line 19, Transfer to Debt Service Fund

Increase to \$397,248. Increase of \$33,500.

- a) Estimated (3) three new payments for the RV Park construction loan for total of \$14,500.
- b) Payment to Tidewinds for \$14,500.
- c) Asset sales for \$4,500 from selling parts off abandon boats in the Boat Yard (80% of all port property sold goes to Business Oregon per 2009 Finance Restructuring Contract).

2) Line 21, Transfer to Reserve Fund

Increase to 126,200. Increase of \$1,200. Asset sales for \$1,200 from selling parts off abandon boats in the boat yard (20% of all port property sold goes to Port Reserve Fund per 2009 Finance Restructuring Contract)

3) Line 22, Total Interfund Transfers

Increased to \$1,278,568. Increase of \$34,700. Total of Line 19 & 20 adjustments above.

4) Line 27, Unappropriated Ending Fund Balance

Increased to \$690,000. Increase of \$606,500. Reallocated \$43,500 into Repair and Maintenance which took the amount to \$40,000 and then added \$650,000 from the RV Park construction loan to be used next fiscal year.

5) Line 28, Total Requirements

Increased to \$4,775,405. Increase of \$1,012,405.

• **Requirements for Administration/Marina – Detail page 4**

1) Line 20, Total Materials and Services

Increased to \$684,105. Increase of \$181,018.

2) Line 31, Total Organizational / Program Requirements

Increased to \$1,318,997. Increase of \$101,018.

• **Requirements for Beachfront RV Park – Detail page 5**

- 1) Line 30, Total Organizational / Program Requirements
Increased to \$316,066. Increase of \$50,000.
- **Requirements for Boat Yard – Detail page 6**
 - 1) Line 28, Total Organizational / Program Requirements
Decreased to \$116,014. Decrease of \$40,000.
- **Requirements for Fuel Dock – Detail page 8**
 - 1) Line 29, Total Organizational / Program Requirements
Increased to \$814,615. Increase of \$260,188.

DEBT SERVICE FUND

- **Requirements for Debt Service Fund – Detail page 11**
 - 1) Line 27, Total Requirements
Increased to \$421,450. Increase of \$33,500

RESERVE FUND

- **Resources Summary – Detail page 15**
 - 1) Line 17, Total Requirements
Increased to \$153,090. Increase of \$3,700.

RECOMMENDED MOTION:

Motion to approve the proposed Supplemental Budget [as presented] for the Port of Brookings Harbor's 2019-2020 fiscal year.

RESOLUTION No. 539
RESOLUTION ADOPTING THE BUDGET

DRAFT

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2019-20 in the amount of \$7,001,945. this supplemental budget is now on file at 16330 Lower Harbor Road, Brookings Oregon.

GENERAL FUND

Increase in total resources 1,012,405. Increase in total Materials and Services 401,206. Decrease Capital Outlay 30,000. Total allocated requirements adjustment increase 371,206. Increase transfers out to Debt Service Fund 33,500, to Reserve Fund 1,200 for a increase of Total Interfund Transfers 34,700. Increase in Unappropriated Ending Fund Balance 606,505. Total Requirements adjustment increase 1,012,405.

DEBT SERVICE FUND

Increase transfers in from General Fund by \$33,500. Increase principal requirement for Tidewinds 13,656. Increase principal requirement to IFA 4,500. Increase requirements for RV Park Restroom Facility; Principal 9,327 and Interest 5,105. Total Principal Requirement increase 27,463. Total Interest Requirement increase 5,105.

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:

General Fund

	Existing	Changes	Adjusted
Port Operations			
Personnel Services	801,725	-	801,725
Materials & Services.....	1,513,757	401,206	1,914,963
Capital Outlay.....	110,000	(30,000)	80,000
Total Port Operations.....	2,425,482	371,206	2,796,688
Not Allocated to General Port Operating Fund			
Transfers Out.....	1,243,868	34,700	1,278,568
Contingency.....	10,149	-	10,149
Subtotal.....	1,254,017	34,700	1,288,717
Total Appropriations	3,679,499	405,906	4,085,405
<u>Debt Service Fund</u>			
Principal.....	348,869	27,463	376,332
Interest.....	15,479	5,105	20,584
	396,916	32,568	396,916
Total APPROPRIATIONS, All Funds	5,594,253	438,473	6,032,726
Total Unappropriated and Reserve Amounts, All Funds	358,087	611,132	969,219
TOTAL ADOPTED BUDGET . . .	5,952,340	1,049,605	7,001,945

The above resolution statements were approved and declared adopted on March 17, 2020

ATTEST:

X _____
Roy C. Davis, President

X _____
Joe Speir, Treasurer

Port of Brookings Harbor

GENERAL FUND

LB-20

Historical Data	Actual		Adopted Budget This Year 18 / 19	RESOURCE SUMMARY	Budget for Next Year 2019-20					
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18			Adopted By Governing Body 6/18/2019 Res#525	Approved Supplemental Budget 11/19/2019 Resolution #529	Proposed Supplemental Budget 3/17/2020 Resolution #			
1	23,023	107,287	67,554	1 Cash Carryover	375,000	285,000	285,000	1		
2	6,917	14,343	8,800	2 4010 Previously levied taxes estimated to be received	9,000	9,000	9,000	2		
3	315	1,400	2,456	3 4050 Interest	7,304	7,304	7,304	3		
4			956,700	4 Interfund Transfer from Capital Projects Fund	0	795,500	795,500	4		
5			-	5 OTHER RESOURCES		0	0	5		
6	635,080	558,401	620,400	6 4300 Administration/Moorage/Marina	654,707	654,707	654,707	6		
7	563,943	573,446	576,349	7 4400 Beachfront RV Park	556,869	556,869	556,869	7	Increase 50,000	
8	70,761	90,249	104,437	8 4600 Boat Yard	93,974	93,974	93,974	8		
9	19,222	-	-	9 4365 Cold Storage	0	0	0	9		
10	422,404	517,939	522,700	10 4210 Commercial Retail	519,402	519,402	519,402	10		
11	444,877	480,047	458,516	11 4500 Fuel Dock	581,595	581,595	844,000	11	Increase 262,405	
12	88,065	-	-	12 4700 Ice House	0	0	0	12		
13	4,510	8,330	5,000	13 4910 Land Use Events	8,926	8,926	8,926	13		
14	33,491	-	-	14 4550 Special Events	0	0	0	14		
15			-	15		0	0	15		
16	47,833	79,427	184,000	16 Asset Sales	5,066	5,066	5,066	16		
17	126,694	81,854	19,384	17 Miscellaneous	20,657	20,657	20,657	17		
18		100,000		18 Long Term Debt Borrowings			700,000	18	Increase 700,000 Loan for RV Park Upgrades	
19				19				19		
20				20				20		
21				21				21		
22				22				22		
23				23				23		
24	2,487,135	2,612,723	3,526,296	24 Total resources, except taxes to be levied	2,832,500	3,538,000	4,550,405	24	Increase 1,012,405	
25			213,704	25 Taxes estimated to be received	225,000	225,000	225,000	25		
26	214,368	223,279		26 Taxes collected in year levied				26		
27	2,701,504	2,836,002	3,740,000	27 TOTAL RESOURCES	3,057,500	3,763,000	4,775,405	27	Total Resource Adj Increase 1,012,405	

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

	Historical Data			REQUIREMENT TOTALS	Budget For Next Year 2019-20		
	Actual				Adopted By Governing Body 6/18/2019 Res#25	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16/17	First Preceding Year 17/18	Adopted Budget This Year 18/19				
1			100,000				
2			114,385				
3			37,951				
4			178,273				
5			7,595				
6			127,375				
7			8,101				
8			65,511				
9			639,191				
10			567,342				
PERSONNEL SERVICES							
11				84,018	84,018	84,018	1
12			12,051	153,838	153,838	153,838	2
13			282,518	46,585	46,585	46,585	3
14			414,262	248,577	248,577	248,577	4
15				10,828	10,828	10,828	5
16			272,967	157,710	157,710	157,710	6
17			44,290	14,205	14,205	14,205	7
18			25,404	85,964	85,964	85,964	8
19			2,685	801,725	801,725	801,725	9
20			34,333				10
21			18,456				11
22			15,000				12
23			88,543				13
24			105,380				14
25			1,292,419	1,471,757	1,513,757	1,914,963	15
TOTAL MATERIALS AND SERVICES							
26			17,000				16
27			143,227				17
28			20,553				18
29				25,000	30,000	30,000	19
30				90,000	0	0	20
31				0	80,000	0	21
32							22
33			17,000	115,000	110,000	90,000	23
34			2,046,991	2,388,482	2,425,482	2,796,688	24
TOTAL CAPITAL OUTLAY							
35			1,085,109	1,137,978	1,217,978	1,318,956	25
36			224,937	309,067	266,067	316,067	26
37			105,514	156,014	156,014	116,014	27
38			170,160	226,489	226,489	226,489	28
39			446,046	554,427	554,427	814,615	29
40			5,205	4,507	4,507	4,507	30
41				0	0	0	31
42				0	0	0	32
43				0	0	0	33
44			1,904,467	2,388,482	2,425,482	2,796,688	34
TOTAL ALLOCATED REQUIREMENTS							
TOTAL REQUIREMENTS ADJ							
441,371,206							

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL 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		Adopted By Governing Body 6/19/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3	-	-	-	3 TOTAL PERSONNEL SERVICES	0	0	0	3
4				4 TOTAL FULL-TIME EQUIVALENT (FTE)				4
5				MATERIALS AND SERVICES NOT ALLOCATED				5
6								6
7	-	-	-	7 TOTAL MATERIALS AND SERVICES	0	0	0	7
8				CAPITAL OUTLAY NOT ALLOCATED				8
9								9
10	-	-	-	10 TOTAL CAPITAL OUTLAY	0	0	0	10
11				DEBT SERVICE				11
12								12
13								13
14	-	-	-	14 TOTAL DEBT SERVICE	0	0	0	14
15				SPECIAL PAYMENTS				15
16								16
17	-	-	-	17 TOTAL SPECIAL PAYMENTS	0	0	0	17
18	177,152	168,177	130,120	INTERFUND TRANSFERS				18
19	388,028	324,617	471,549	19 Transfer to Debt Service Fund	363,748	363,748	397,248	19
20	136,430	118,187	956,700	20 Transfer to Capital Project Fund			625,000	20
21	-	11,000	25,000	21 Transfer to Reserve Fund	125,000	125,000	126,200	21
22	701,610	621,981	1,583,369	22 TOTAL INTERFUND TRANSFERS	618,868	1,243,868	1,278,568	22
23			127,773	23 OPERATING CONTINGENCY	10,149	10,149	10,149	23
24	701,610	621,981	1,711,142	24 TOTAL REQUIREMENTS NOT ALLOCATED	629,017	1,254,017	1,288,717	24
25	1,904,467	2,046,991	1,948,609	25 TOTAL ORG./PROG. REQUIREMENTS	2,388,482	2,425,483	2,796,688	25
26			-	26 Total Appropriations	3,017,499	3,679,500	4,085,405	26
27	95,426	167,030	80,249	27 UNAPPROPRIATED ENDING FUND BALANCE	40,000	83,500	690,000	27
28	2,701,503	2,836,002	3,740,000	28 TOTAL REQUIREMENTS	3,057,499	3,763,000	4,775,405	28
				Increase Transfer 33,500				
				1. 14,500 for 3 pmts to 'new loan'				
				2. 14,500 Pmt to Tidewinds				
				3. 4,500 Pmt to IFA for Sale of Assets				
				Increase 1200				
				Increase 34,700				
				Increase Total Appropriations				
				405,905				
				Total Requirements Adj				
				Increase 606,500				
				Total Requirements Adj				
				Increase 1,012,405				

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

FORM LB-30

	Historical Data			REQUIREMENTS FOR: ADMINISTRATION / MARINA	Budget For Next Year 2019-20				
	Actual				Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #		
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19						
				PERSONNEL SERVICES					
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	153,838	153,838	153,838	2	
3	55,391	55,502	71,783	3 5020 Hourly / Operations Staff	102,645	102,645	102,645	3	
4	12,026	6,516	4,165	4 5030 Overtime	6,511	6,511	6,511	4	
5	125,667	112,935	127,375	5 5040 Costs & Benefits	157,710	157,710	157,710	5	
6	6,730	22,395	8,101	6 5075 Workers Comp	14,205	14,205	14,205	6	
7	53,941	58,838	65,511	7 5080 Health Care & Dental	85,964	85,964	85,964	7	
8	421,725	449,456	491,320	8 TOTAL PERSONNEL SERVICES	604,891	604,891	604,891	8	
9	4	4	5.00	9 TOTAL FULL-TIME EQUIVALENT (FTE)	6	6	6	9	
				MATERIALS AND SERVICES					
10	12,522	10,963	10,792	10 6001 Advertising & Notifications	11,544	11,544	11,544	10	
11	112,404	93,091	143,778	11 6100 Repairs and Maintenance	93,053	178,053	325,557	11 Increase 147,504	
12	167,704	142,466	140,806	12 6200 Utilities	140,790	140,790	140,790	12	
13	44,082	36,540	40,329	13 6300 Office Expense	32,305	32,305	37,940	13 Increase 5,635	
14	9,731	9,192	9,051	14 6350 Bank Services & Finance Fees	8,992	8,992	13,000	14 Increase 4,008	
15	5,412	2,685	2,725	15 6400 Travel & Training	2,629	2,629	11,500	15 Increase 8,871	
16	5,486	21,606	5,486	16 6500 Permit, Licenses, Taxes, Misc.	9,147	9,147	9,147	16	
17	4,314	18,436	6,482	17 6600 Bad Debt	0	0	0	17	
18	80,274	66,846	78,294	18 6800 Insurance - Property, Liability & Bond	65,883	65,883	65,883	18	
19	87,079	80,048	86,089	19 6900 Professional Fees	53,744	53,744	66,744	19 Increase 15,000	
20	529,009	481,873	523,833	20 TOTAL MATERIALS AND SERVICES	418,087	503,087	684,105	20 Increase 161,018	
				CAPITAL OUTLAY					
21			5,000	21 Golf Carts				21	
22		143,227		22 2018 Genie Forklift			0	22	
23		20,553		23 2018 Ford F150 Truck		0	0	23	
24				24 Vehicles	25,000	30,000	30,000	24	
25				25 -Installation of Electrical Basin + Deck-D	80,000	0	0	25	
26				26 Security System	0	80,000	80,000	26 Decrease 80,000	
27		163,780	5,000	27 TOTAL CAPITAL OUTLAY	115,000	110,000	30,000	27	
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS					
28				28				28	
29				29				29	
30				30				30	
31	950,733	1,095,109	1,020,152	31 TOTAL ORG./PROG. REQUIREMENTS	1,137,978	1,217,978	1,318,996	31 Total Adj - Increase 101,018	

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

FORM LB-30

Line #	Historical Data			REQUIREMENTS FOR: <u>BEACHFRONT RV PARK</u>	Budget For Next Year 2019-20				
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #		
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18							
PERSONNEL SERVICES									
1	30,586	40,297	37,951	1	5026 Hourly / RV Park Office Staff	46,585	46,585	1	
2	12,286	7,242	21,241	2	5020 Hourly / RV Park Operations Staff	28,153	28,153	2	
3	4,183	3,566	1,557	3	5030 Overtime	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	76,834	76,834	8	
9	1.5	1.5	1.50	9	TOTAL FULL-TIME EQUIVALENT (FTE)	2	2	9	
MATERIALS AND SERVICES									
10	1,705	1,089	1,377	10	6001 Advertising & Notifications	1,384	1,384	10	
11	30,226	46,727	29,805	11	6100 Repairs and Maintenance	43,047	43,047	11	
12	61,723	75,883	71,765	12	6200 Utilities	78,964	78,964	12	
13	7,500	7,544	7,575	13	6300 Office Expense	1,755	1,755	13	
14	11,771	12,871	13,145	14	6350 Bank Service & Finance Fees	14,131	14,131	14	
15	9,185	10,446	10,712	15	6500 Permit, Licenses, Taxes, Misc.	19,136	19,136	15	
16	15,000	15,000	15,000	16	6585 Harbor RFPD Service	0	0	16	
17	1,216	932	1,063	17	6800 Insurance	816	816	17	
18	1,863	3,340	1,863	18	6900 Professional fees	30,000	30,000	18	
19	140,189	173,832	152,305	19	TOTAL MATERIALS AND SERVICES	232,233	189,233	19	
CAPITAL OUTLAY									
20	-	-	12,000	20	Golf Cart	0	0	20	
21	-	-	-	21	RV Park Restroom & Laundry Facilities	0	50,000	21	
22	-	-	-	22		0	0	22	
23	-	-	-	23		0	0	23	
24	-	-	-	24				24	
25	-	-	-	25				25	
26	-	-	12,000	26	TOTAL CAPITAL OUTLAY	0	50,000	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	309,067	266,067	30	
							Total Capital Outlay	Increase 50,000	26
							Total Increase 50,000		30

Increase 50,000 - Funds from
700,000 Loan for RV Park
Restroom (\$50,000 to be used
this fiscal year)

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

FORM LB-30

	Historical Data		Adopted Budget This Year 18 / 19	REQUIREMENTS FOR: BOAT YARD	Budget For Next Year 2019-20			
	Actual				Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
				PERSONNEL SERVICES				
1	19,572	45,168	56,700	76,304	76,304	76,304	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	2	2	2	10	
				MATERIALS AND SERVICES				
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	
				CAPITAL OUTLAY				
18							18	
19							19	
20							20	
21							21	
22	-	-	-	0	0	0	22	
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
23							23	
24							24	
25							25	
26							26	
27							27	
28	34,622	105,514	136,662	156,014	156,014	116,014	28	
				TOTAL ORG./PROG. REQUIREMENTS				
				156,014	156,014	116,014	28	
				Total Requirements ADJ				
				Decrease 40,000				

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

FORM LB-30

	Historical Data			Adopted Budget This Year 18 / 19	REQUIREMENTS FOR: <u>COMMERCIAL RETAIL</u>	Budget For Next Year 2019-20			
	Actual	First Preceding Year 17 / 18	Second Preceding Year 16 / 17			Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
1	11,077	7,011	14,131	1	PERSONNEL SERVICES	19,613	19,613	19,613	1
2	2,546	656	596	2	5020 Hourly / Operations Staff	586	586	586	2
3	-	-	-	3	5030 Overtime	0	0	0	3
4	-	-	-	4					4
5	-	-	-	5					5
6	-	-	-	6					6
7	-	-	-	7					7
8	13,623	7,667	14,727	8	TOTAL PERSONNEL SERVICES	20,199	20,199	20,199	8
9	1	1	0.50	9	TOTAL FULL-TIME EQUIVALENT (FTE)	1	1	1	9
10	46,655	87,999	46,938	10	MATERIALS AND SERVICES	135,421	135,421	135,421	10
11	59,038	47,141	48,527	11	6100 Repairs and Maintenance	51,831	51,831	51,831	11
12	8,090	1,984	2,776	12	6200 Utilities	1,034	1,034	1,034	12
13	4,210	7,747	7,473	13	6500 Permit, Licenses, Taxes, Misc.	5,723	5,723	5,723	13
14	6,648	17,642	35,865	14	6800 Insurance	12,281	12,281	12,281	14
15	124,641	162,513	141,579	15	TOTAL MATERIALS AND SERVICES	206,290	206,290	206,290	15
16	-	-	-	16	CAPITAL OUTLAY				16
17	0	-	-	17		0	0	0	17
18				18					18
19				19					19
20				20					20
21				21					21
22	-	-	-	22	TOTAL CAPITAL OUTLAY				0
23				23	REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
24				24					
25				25					
26	138,264	170,180	156,306	26	TOTAL ORG./PROG. REQUIREMENTS	226,489	226,489	226,489	26

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

FORM
LB-30

	Historical Data			REQUIREMENTS FOR: <u>FUEL DOCK</u>	Budget For Next Year 2019-20		
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
				PERSONNEL SERVICES			
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	1	1	10
				MATERIALS AND SERVICES			
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	750,000	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	8,000	15
16	2,532	2,563	1,270	1,282	1,282	1,282	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	793,535	18
				CAPITAL OUTLAY			
19							19
20							20
21							21
22							22
23							23
24							24
25				0	0	0	25
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
26							26
27							27
28							28
29	404,185	446,046	406,709	554,427	554,427	814,615	29
				Total Materials & Services			
				ADJ Increase 260,188			
				Total Requirements ADJ			
				Increase 260,188			

**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		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18					
1	1,545	310	1,152	1,479	1,479	1,479	1
2	357	230	43	59	59	59	2
3			-	0	0	0	3
4					0	0	4
5	1,902	540	1,195	1,538	1,538	1,538	5
6	.15	.15	0.10	0	0	0	6
PERSONNEL SERVICES							
1							1
2							2
3							3
4							4
5							5
6							6
7	515	3,000	1,000	1,500	1,500	1,500	7
8	4,265	1,665	1,531	1,469	1,469	1,469	8
9	222		-	0	0	0	9
10	370		-	0	0	0	10
11			-	0	0	0	11
12	26,333		-	0	0	0	12
13			-	0	0	0	13
14							14
15	31,706	4,665	2,531	2,969	2,969	2,969	15
TOTAL MATERIALS AND SERVICES							
CAPITAL OUTLAY							
16							16
17							17
18							18
19	-	-	-	0	0	0	19
TOTAL CAPITAL OUTLAY							
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS							
20							20
21							21
22	33,608	5,205	3,725	4,507	4,507	4,507	22
TOTAL ORG./PROG. REQUIREMENTS							

**BOND DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:
 Revenue Bonds or
 General Obligation Bonds

Part of Brookings Harbor

**FORM
LB-35**

Line Item	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20		
	Actual				Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19				
1	13,012	60,044	98,395		98,395	98,395	1
2		724	-		700	700	2
3	177,152	168,177	130,120	3 Transferred from General Fund	130,120	130,120	3
4	190,164	228,945	228,515	TOTAL RESOURCES	229,215	229,215	4
				Requirements			
				Bond Principal Payments			
				Issue Date			
5	62,600	65,730	69,036	5 November 6, 2019	72,487	72,487	5
6				6			6
7				7			7
8	62,600	65,730	69,036	Total Principal	72,487	72,487	8
				Bond Interest Payments			
				Issue Date			
9	67,520	64,390	61,084	9 November 6, 2019	57,633	57,633	9
10				10			10
11				11			11
12	67,520	64,390	61,084	Total Interest	57,633	57,633	12
				Unappropriated Balance for Following Year By			
				Issue Date			
13				TOTAL REQUIREMENTS	130,120	130,120	13
14	60,044	98,825	98,395	14 Unappropriated Ending Fund Balance	99,095	99,095	14
15	190,164	228,945	228,515	TOTAL REQUIREMENTS	229,215	229,215	15

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

**DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds
Port of Brookings Harbor

**FORM
LB-35**

Debt Service Fund

(Fund)

Historical Data		DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20		
Actual	Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
Second Preceding Year 16 / 17	First Preceding Year 17 / 18				
		Resources			
1	6,058	1 Cash Carryover	23,602	23,602	1
2		2 Interest	600	600	2
3	1,162,051	3 Grant Proceeds AGREEMENT #28289 - Loan L12001/Tsunami ODOT		0	3
4	388,028	4 Transferred IN from General Fund	363,748	363,748	4
5					5
7					7
8	1,556,137	TOTAL RESOURCES	387,950	387,950	8
		Requirements			
		Principal Payments			
		Issue Date			
		Budgeted Payment Date			
9	1,162,051	9 Grant Proceeds AGREEMENT #28289 - Loan L12001/Tsunami ODOT			9
10	864	10 Tidelwinds Monthly	864	864	10
11	3,889	11 Genie 2018 Forklift Monthly on the 15th	12,803	12,803	11
12	25,792	12 50BFMII Travelift Lease Monthly on the 22nd	45,202	45,202	12
13		13 RV Park Restroom Facility Monthly		9,327	13
14	340,372	14 IFA Loans Quarterly	290,000	294,500	14
15	1,529,079	Total Principal	348,869	376,332	15
		Interest Payments			
		Issue Date			
		Budgeted Payment Date			
16		16			16
17	113	17 Umpqua	0		17
18	1,970	18 Genie 2018 Forklift Monthly on the 15th	4,773	4,773	18
19	10,967	19 50BFMII Travelift Lease Monthly on the 22nd	10,706	10,706	19
20		20 RV Park Restroom Facility Monthly		5,105	20
21	2,289	21 IFA Loans Quarterly		0	21
22		22	0	0	22
23	13,368	Total Interest	15,479	15,479	23
		Unappropriated Balance for Following Year By			
		Issue Date			
		Payment Date			
24		24			24
25		25			25
26	13,689	26 Total Unappropriated Ending Fund Balance	23,602	24,534	26
27	1,556,137	TOTAL REQUIREMENTS	387,950	387,950	27
		Total Resource ADJ		421,450	
		Increase		33,500	
		Total Interest Increase		5,105	
		Total Principal Increase		13,656	
		Total Requirements		421,450	
		Increase Fund Balance 932		33,500	

**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		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
				RESOURCES				
1	33,403	46,509	5,000	1 Cash Carryover	25,000	11,000	11,000	1
2		350		2 Interest		0	0	2
3	136,430	118,187	956,700	3 Interfund Transfer from General Funds		625,000	625,000	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		0	0	5
6			300,000	6 8125 NHMP Fuel Dock		0	0	6
7			800,710	7 8240 NHMP Basin 1 Piling Project		182,000	182,000	7
8			1,069,200	8 Commercial Receiving Docks		0	0	8
9			600,000	9 Brookings Harbor Dock Fund - State Lottery Funds		600,000	600,000	9
10	234,833		-	10 7311 FEMA PW29 Ice House Dredging		0	0	10
11			-	11 7250 Strategic Business Plan		0	0	11
12	687,289		41,578	12 8300 IFA Bridge Loan L16010 - Dock Renovation		0	0	12
13	1,096,740	440,444	3,777,973	13 TOTAL RESOURCES	29,785	1,422,785	1,422,785	13
				REQUIREMENTS				
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		0	0	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 Marine Fuel Dock		600,000	600,000	24
25				25 FEMA 4432		10,000	10,000	25
26				26 FEMA 4452		10,000	10,000	26
27			15,000	27 8010 Consultants, Professional Fees				27
28	24,360		956,700	28 Interfund Transfer to General Funds		795,500	795,500	28
29				29 TOTAL ALLOCATED REQUIREMENTS	4,785	1,420,285	1,420,285	29
30	60,941	3,897	25,000	30 Unappropriated Ending Fund Balance	25,000	2,500	2,500	30
31	1,035,799	440,444	3,777,973	31 TOTAL REQUIREMENTS	29,785	1,422,785	1,422,785	31

**FORM
LB-11**

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

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

Part of Brookings Harbor

RESERVE FUND

Line Item	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20		
	Actual				Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18	Adopted Budget This Year 18 / 19				
1			11,075	24,390	24,390	24,390	1
2		98	-		0	2,500	2 Increase 2,500
3		11,000	25,000	125,000	125,000	126,200	3 Increase 1,200
4			-		0	0	4
5			-		0	0	5
6							6
7	-	11,098	-	149,390	149,390	153,090	7 Total Resources Increase 3,700
8							8
9					0	0	9
10							10
11							11
12							12
13							13
14							14
15				0	0	0	15
16		11,098	36,075	149,390	149,390	153,090	16 Increase 3,700
17	-	11,098	36,075	149,390	149,390	153,090	17 Total Resources Increase 3,700