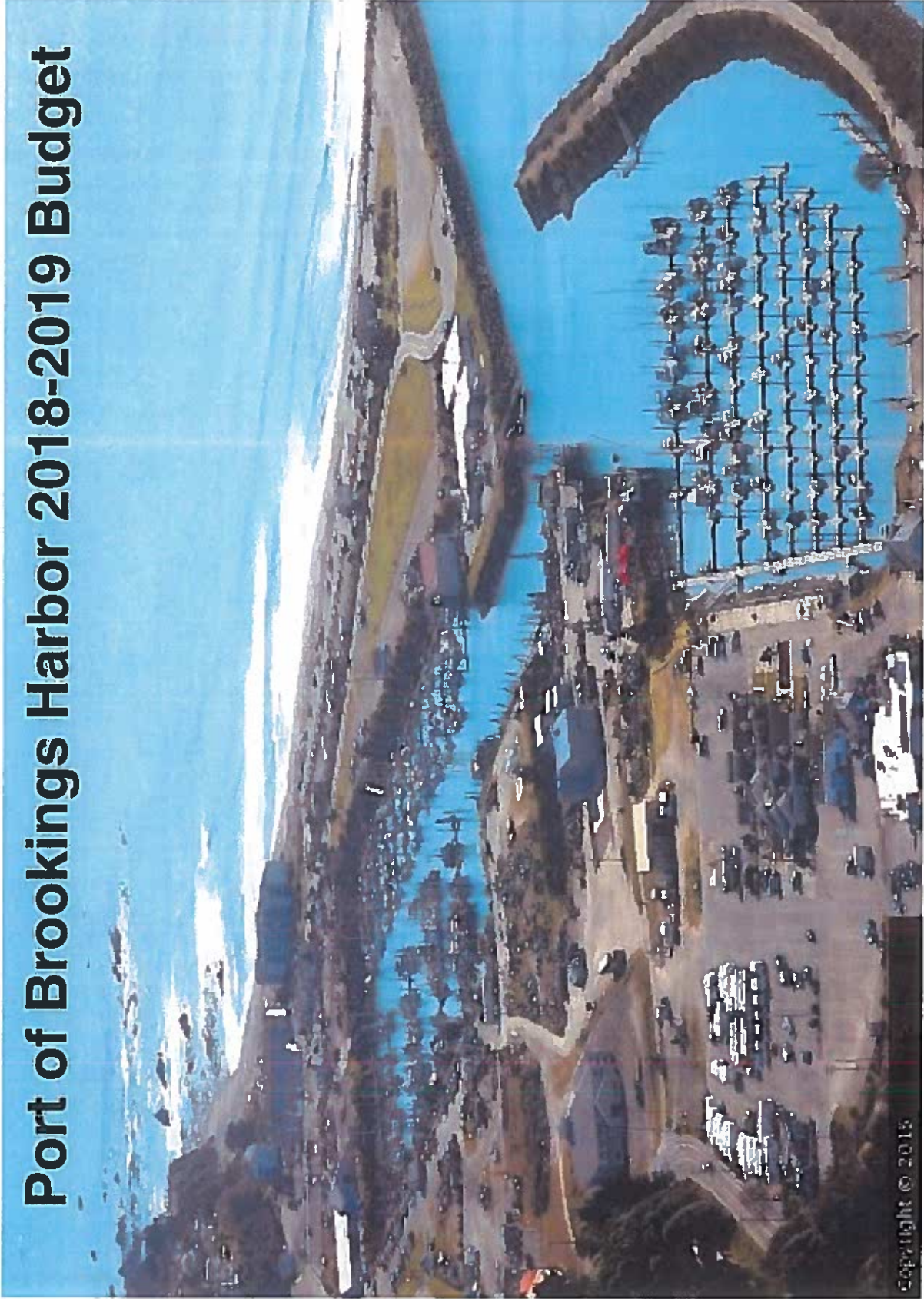


Port of Brookings Harbor 2018-2019 Budget



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**PORT OF BROOKINGS HARBOR
BUDGET 2018-19**

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GENERAL FUND RESOURCES

Original Draft 5/4/18

Estimated revenues for the next fiscal year.

Estimated revenues for FY 2018-19 \$2,595,116.

Notes:

- For all organizational departments except Moorage, estimates were based on an average of last fiscal year 2016-2017 and current fiscal year to March 31, 2018.
- Miscellaneous income is based on projected amounts received from prior years from Coos Curry Electrical CO-OP Patronage and Longevity Credit and other.
- Asset Sale based on sale of land to Harbor Sanitary District.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

- In the General Fund, decrease the Net Working Capital (cash on hand) \$20,000, page 3, line item number 2. Total resource \$67,554.
- In the General Fund, increase resources for Commercial Retail in the amount of \$18,441, page 3, line item number 12. Total resources \$522,700, based on estimated revenue with CPI increases.
- In the General Fund, increase resources for Asset Sales in the amount of \$140,000, page 3, line item number 19. Total resource \$184,000. *Current property listed, property address: MAP #41-13-05DB TL #1100, Brookings, OR 97415.*

TOTAL RESOURCES \$2,743,051

**RESOURCES
GENERAL FUND**

**FORM
LB-20**

Port of Brookings Harbor

Historical Data		Adopted Budget This Year 17 / 18	Adopted Budget This Year 16 / 17	Proposed By Budget Officer	Budget for Next Year 2018-19		Adopted By Governing Body
Actual Second Preceding Year 15 / 16	First Preceding Year 16 / 17				Approved By Budget Committee		
1							1
2	19,428	50,000	23,023	67,554			2
3	5,653	5,000	6,917	8,800			3
4	345	350	315	2,400			4
5		-		-			5
6							6
7	587,204	731,532	635,080	620,400			7
8	613,160	545,395	563,943	546,156			8
9	34,851	-	-	-			9
10	55,628	222,240	70,761	104,437			10
11	39,856	-	19,222	-			11
12	481,016	559,042	422,404	522,700			12
13	130,051	-	-	-			13
14	586,616	564,761	444,877	448,516			14
15	188,866	-	88,065	-			15
16		12,100	4,510	5,000			16
17	83,956	-	33,491	-			17
18							18
19	14,951	-	47,833	184,000			19
20	42,286	50,000	126,694	19,384			20
21							21
22							22
23							23
24							24
25							25
26							26
27	2,883,867	2,740,420	2,487,135	2,529,347			27
28		200,000		213,704			28
29	187,206		214,368				29
30	3,071,073	2,940,420	2,701,504	2,743,051			30

*Includes ending balance from prior year

ADMINISTRATION/MARINA

Original Draft 5/4/18

The Administration/Marina resources includes all moorage, boat and gear storage, launch fees and all other administrative fees.

Estimated resource \$620,400. Decrease by \$111,132 from the previous fiscal year.

Moorage estimate decreased based on current fiscal year to March 31, 2018 and idle docks in Basin 1. Moorage occupancy, with the loss of docks, is forecasted to additionally drop due to Piling Repairs scheduled for this fiscal year. The salmon season scheduled should help slightly to counterbalance the lack of revenue from idle docks, an increase of 5% was added to moorage estimate from actual numbers for FY 2017-18.

Estimated requirements \$1,094,131. Increases are due to the following:

- A significant increase in the amount of \$90,000 is set aside for SEP IRA correction. See budget support documents for explanation.
- Personal Services – includes 2.07% wage increase (current CPI) and 1% increase in health insurance. Costs and benefits increased significantly based on average of previous FY. A breakout of estimates is included in support documents.
- Janitorial Services – out sourced
- Landscaping – out sourced
- Advertising & Notifications increased - average with actual costs in previous FY.
- Professional Fees – including management consulting and legal assistance

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

- In the General Fund, increase Port Manager Salary \$16,021, **page 5**, line item number 2. Increase Schedule A, **page 37** line item number 1 “Port Manager Salary”. Total requirement \$100,000.
- In the General Fund, decrease SEP IRA Correction in the amount of \$45,000, **page 5**, line item number 9. Decrease the SEP IRA Correction on Schedule A, **page 37**, line item number 10. Total requirement for SEP IRA Correction to be \$45,000.

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

FORM LB-30

	Historical Data			REQUIREMENTS FOR: <u>ADMINISTRATION / MARINA</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	-	-	-	PERSONAL SERVICES			
2	154,076	49,042	80,404	1 5010 Wages & Salaries			1
3	137,561	118,928	116,778	2 5012 Salary Port Manager	100,000		2
4	132,126	55,391	46,787	3 5018 Hourly / Port Office Staff	114,385		3
5	66,989	12,026	2,100	4 5020 Hourly / Operations Staff	71,783		4
6	141,494	125,667	82,500	5 5030 Overtime	4,165		5
7	13,552	6,730	6,973	6 5040 Costs & Benefits	127,375		6
8	95,863	53,941	54,777	7 5075 Workers Comp	8,101		7
				8 5080 Health Care & Dental	65,511		8
				9 SEP IRA Correction	45,000		
9	741,661	421,725	390,319	9 TOTAL PERSONAL SERVICES	536,320		9
10	8	8	5.13	10 TOTAL FULL-TIME EQUIVALENT (FTE)	5.00	5.00	10
				MATERIALS AND SERVICES			
11	4,319			11 6000 Material & Services Other			11
12	27,897	12,522	5,000	12 6001 Advertising & Notifications	10,792		12
13	286,068	112,404	152,968	13 6100 Repairs and Maintenance	148,778		13
14	227,504	167,704	167,443	14 6200 Utilities	140,806		14
15	86,023	44,082	45,054	15 6300 Office Expense	40,329		15
16	9,682	9,731	9,080	16 6350 Bank Services & Finance Fees	9,051		16
17	3,779	5,412	2,340	17 6400 Travel & Entertainment	2,725		17
18	3,705	5,486	6,671	18 6500 Permit, Licenses, Taxes, Misc.	5,486		18
19	16,707	4,314	5,507	19 6600 Bad Debt	6,482		19
20	101,516	80,274	75,190	20 6800 Insurance - Property, Liability & Bond	78,294		20
21	96,828	87,079	43,600	21 6900 Professional Fees	86,089		21
22	864,028	529,009	512,853	212 TOTAL MATERIALS AND SERVICES	528,833		22
				CAPITAL OUTLAY			
23	-	-	-	23 Furniture	-		23
24	-	-	-	24 Computers	-		24
25	-	-	-	25 Seacoat Asphalt Parking Lots	-		25
26	-	-	-	26 TOTAL CAPITAL OUTLAY	-		26
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
27				27			27
28				28			28
29				29			29
30	1,605,689	950,733	903,172	30 TOTAL ORG./PROG. REQUIREMENTS	1,065,152		30

Beachfront RV Park

Original Draft 5/4/18

The Beachfront RV Park estimated resources increased slightly by \$761.00 from the previous year. Projected resource and requirement estimates were based on an average of last fiscal year 2016-2017 and current fiscal year to March 31, 2018.

Estimated resource \$546,156.

Decreased revenue slightly to account for lost revenue from laundromat.

Estimated requirements \$225,054.

Increased requirements for janitorial and landscaping services.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Beachfront RV Park requirements.

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

FORM
LB-30

Line Item	Historical Data			Adopted Budget This Year 17 / 18	REQUIREMENTS FOR: <u>BEACHFRONT RV PARK</u>	Budget For Next Year 2018-19					
	Actual		First Preceding Year 16 / 17			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17									
1											
2	38,975	30,586		34,466	5026 Hourly / RV Park Office Staff	37,951					
3	14	12,286		15,231	5020 Hourly / RV Park Operations Staff	21,241					
4	634	4,183		1,879	5030 Overtime	1,557					
5	1,627				5040 Benefits						
6											
7											
8											
9	41,250	47,055		51,576	TOTAL PERSONAL SERVICES	60,749					
10	1.5	1.5		1.50	TOTAL FULL-TIME EQUIVALENT (FTE)	1.25	1.50	1.50		1.50	
11	12,501				MATERIALS AND SERVICES						
12	2,187	1,705		1,549	11 5540 Mini-Mart Cost of Goods						
13	19,537	30,228		27,056	12 6001 Advertising & Notifications	1,377					
14	27,776	61,723		61,761	13 6100 Repairs and Maintenance	41,805					
15	10,066	7,500		8,552	14 6200 Utilities	71,765					
16	12,612	11,771		11,763	15 6300 Office Expense	7,575					
17	7,506	9,185		8,697	16 6350 Bank Service & Finance Fees	13,145					
18		15,000		15,000	17 6500 Permit, Licenses, Taxes, Misc.	10,712					
19		1,216		1,784	18 6585 Harbor RFPD Service	15,000					
20	2,321	1,863		1,863	19 6800 Insurance	1,063					
21	94,506	140,189		138,025	20 6900 Professional fees	1,863					
22					TOTAL MATERIALS AND SERVICES	164,304					
23					CAPITAL OUTLAY						
24					22 Furniture						
25					23 Computers						
26					24 RV Park Office / Mini Mart Building						
27					25 Sealcoat Asphalt						
28					26 Laundromat Building						
29					27						
30					TOTAL CAPITAL OUTLAY						
31					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS						
32	135,756	187,244		224,601	TOTAL ORG./PROG. REQUIREMENTS	225,054					

BELL & WHISTLE COFFEE SHOP

Original Draft 5/4/18

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

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Bell & Whistle Coffee Shop.

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

FORM LB-30

	Historical Data			REQUIREMENTS FOR: <u>BELL & WHISTLE</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				PERSONAL SERVICES			
2				1 5010 Wages & Salaries	-	-	-
3				2 5040 Benefits	-	-	-
4				3			
5				4			
6				5			
7				6			
8				7			
9				8			
10	.5	0	0	9 TOTAL PERSONAL SERVICES	-	-	-
				10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.00	0.00	0.00
				MATERIALS AND SERVICES			
11	4,248			11 5560 Bell & Whistle	-	-	-
12	220			12 6001 Advertising & Notifications	-	-	-
13	455			13 6100 Repairs and Maintenance	-	-	-
14	-			14 6200 Utilities	-	-	-
15	596			15 6300 Office Expenses	-	-	-
16	1,980			16 6900 Professional Fees	-	-	-
17	7,499			17 TOTAL MATERIALS AND SERVICES	-	-	-
				CAPITAL OUTLAY			
18				18			
19				19			
20				20			
21				21			
22				22			
23				23			
24				24 TOTAL CAPITAL OUTLAY	-	-	-
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
25				25			
26				26			
27				27			
28	7,499			28 TOTAL ORG./PROG. REQUIREMENTS	-	-	-

Boatyard

Original Draft 5/4/18

The Boatyard estimated resources decreased by \$117,803 from the previous year. Projected resource and requirement estimates were based on an average of last fiscal year 2016-2017 and current fiscal year to March 31, 2018.

Estimated resource \$104,437.

An increase of 10% was added for projected revenue with the purchase of Genie Telehandler from actual numbers for FY 2017-18, forecast is conservative.

Estimated requirements \$136,662.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Boatyard requirements.

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

	Historical Data			REQUIREMENTS FOR: BOAT YARD	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	271	19,572	111,195	PERSONAL SERVICES	56,700		1
2	-	3,324	3,399	1 5020 Hourly / Operations Staff	638		2
3				2 5030 Overtime			3
4				3			4
5				4			5
6				5			6
7				6			7
8				7			8
9	271	22,896	114,594	8 TOTAL PERSONAL SERVICES	57,338	-	9
10			2.50	9 TOTAL FULL-TIME EQUIVALENT (FTE)	1.50	2.50	10
11	-	8,597	56,143	MATERIALS AND SERVICES	56,215		11
12	-	-	26,000	11 6100 Repairs and Maintenance	12,187		12
13	-	3,129	7,431	12 6200 Utilities	10,922		13
14				13 6200 Insurance			14
15				14			15
16				15			16
17	-	11,726	89,574	16 TOTAL MATERIALS AND SERVICES	79,324	-	17
18				CAPITAL OUTLAY			18
19				20 2018 Genie Reach Forklift down payment			19
20				19			20
21				20			21
22	-	-	-	21 TOTAL CAPITAL OUTLAY	-	-	22
23				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			23
24				22			24
25				23			25
26				24			26
27	271	34,622	204,168	25 TOTAL ORG./PROG. REQUIREMENTS	136,662	-	27
28				26			28

COLD STORAGE

Original Draft 5/4/18

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

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Cold Storage requirements.

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

Line Item	Historical Data			REQUIREMENTS FOR: <u>COLD STORAGE</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	418	939	-	1	-	-	1
2	320	74	-	2	-	-	2
3	58	-	-	3	-	-	3
4				4			4
5				5			5
6				6			6
7				7			7
8				8			8
9	796	1,013	-	9	-	-	9
10	.01	.19		10			10
PERSONAL SERVICES							
11	227	3,027	-	11	-	-	11
12	1,582	5,966	-	12	-	-	12
13	-	-	-	13	-	-	13
14	-	-	-	14	-	-	14
15	-	-	-	15	-	-	15
16	24,969		-	16	-	-	16
17	26,778	10,091	-	17	-	-	17
MATERIALS AND SERVICES							
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24	-	-	-	24	-	-	24
TOTAL PERSONAL SERVICES							
25				25			25
26				26			26
27				27			27
28	27,574	11,104	-	28	-	-	28
TOTAL FULL-TIME EQUIVALENT (FTE)							
MATERIALS AND SERVICES							
11	227	3,027	-	11	-	-	11
12	1,582	5,966	-	12	-	-	12
13	-	-	-	13	-	-	13
14	-	-	-	14	-	-	14
15	-	-	-	15	-	-	15
16	24,969		-	16	-	-	16
17	26,778	10,091	-	17	-	-	17
CAPITAL OUTLAY							
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24	-	-	-	24	-	-	24
TOTAL CAPITAL OUTLAY							
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS							
25				25			25
26				26			26
27				27			27
28	27,574	11,104	-	28	-	-	28

COMMERCIAL RETAIL

Original Draft 5/4/18

The Commercial Retail estimated resources decreased slightly by \$54,783 from the previous year. Projected resource and requirement estimates were based on current fiscal year to March 31, 2018.

Estimated resource \$504,259.

Includes new and amended leases after March 31, 2018.

Estimated requirements \$156,306.

Increased \$15,000 for legal assistance from actual numbers for FY 2017-18.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Commercial Retail requirements.

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 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	626		-	PERSONAL SERVICES	-	-	1
2	-	11,077	16,091	1 5010 Wages & Salaries	14,131	-	2
3	184	2,546	576	2 5020 Hourly / Operations Staff	596	-	3
4	74	-	-	3 5030 Overtime	-	-	4
5				4 5040 Benefits			5
6				5			6
7				6			7
8				7			8
9	884	13,623	16,667	8			9
10	1	1	1.77	9 TOTAL PERSONAL SERVICES	14,727	-	10
				10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.75	0.50	
				MATERIALS AND SERVICES			
11	52,788	46,655	33,751	11 6100 Repairs and Maintenance	46,938	-	11
12	26,196	59,038	57,861	12 6200 Utilities	48,527	-	12
13	445	8,090	4,840	13 6500 Permit, Licenses, Taxes, Misc.	2,776	-	13
14	10,698	-	-	14 6600 Bad Debt	-	-	14
15	-	4,210	11,185	15 6800 Insurance	7,473	-	15
16	12,547	6,648	17,809	16 6900 Professional Fees	35,865	-	16
17	102,674	124,641	125,446	17 TOTAL MATERIALS AND SERVICES	141,579	-	17
				CAPITAL OUTLAY			
18	-	-	30,000	18 Retail Buildings Infrastructure	-	-	18
19	0	-	-	19 Sealcoat Asphalt Parking Lots	-	-	19
20				20			20
21				21			21
22				22			22
23				23			23
24	-	-	30,000	24 TOTAL CAPITAL OUTLAY	-	-	24
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
25				25			25
26				26			26
27				27			27
28	103,558	136,264	172,113	28 TOTAL ORG./PROG. REQUIREMENTS	156,306	-	28

DREDGING OTHER PORTS

Original Draft 5/4/18

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

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Dredging Other Ports requirements.

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

Line Item	Historical Data			REQUIREMENTS FOR: <u>DREDGING OTHER PORTS</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	-	-	-	PERSONAL 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	-	2.01	0.00	9 TOTAL PERSONAL SERVICES	-	-	-
11	10,665	5,234	-	10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.00	0.00	0.00
12	1,035	-	-	MATERIALS AND SERVICES	-	-	-
13	-	-	-	11 6100 Repairs and Maintenance	-	-	-
14	20,003	-	-	12 6400 Travel & Entertainment	-	-	-
15	-	-	-	13 6500 Permits, Licenses, Taxes	-	-	-
16	2,580	-	-	14 6600 Bad Debt	-	-	-
17	-	-	-	15 6740 Dredging Expense	-	-	-
18	-	-	-	16 6900 Professional Fees	-	-	-
19	-	-	-	17	-	-	-
20	-	-	-	18	-	-	-
21	-	-	-	19	-	-	-
22	-	-	-	20	-	-	-
23	34,283	5,234	-	21	-	-	-
24	-	-	-	22	-	-	-
25	-	-	-	23 TOTAL MATERIALS AND SERVICES	-	-	-
26	-	-	-	CAPITAL OUTLAY	-	-	-
27	-	-	-	24	-	-	-
28	-	-	-	25	-	-	-
29	-	-	-	26	-	-	-
30	34,283	5,234	-	27 TOTAL CAPITAL OUTLAY	-	-	-
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
				28			
				29			
				30 TOTAL ORG./PROG. REQUIREMENTS	-	-	-

FUEL DOCK

Original Draft 5/4/18

The Fuel Dock resources decreased significantly by \$116,245 from the previous year. Projected resource and requirement estimates were based on an average of last fiscal year 2016-2017 and current fiscal year to March 31, 2018.

Estimated resource \$448,516.

Added increase on estimate by 8% due to Salmon Season through 08/26/2018.

Estimated requirements \$406,709.

Increased 30% for repairs from actual numbers for FY 2017-18.

Increased 8% for fuel costs for account for cost fluctuations from actual numbers for FY 2017-18.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Fuel Dock requirements.

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 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	1,505	7,496	21,000	PERSONAL SERVICES	13,266		1
2	609	1,015	1,050	1 5020 Hourly / Operations Staff	596		2
3	169			2 5030 Overtime			3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	2,283	8,511	22,050	8 TOTAL PERSONAL SERVICES			9
10	.25	.25	0.50	9 TOTAL FULL-TIME EQUIVALENT (FTE)	0.50	0.50	10
11	186	9,343	10,154	MATERIALS AND SERVICES	6,995		11
12	549,573	369,833	440,400	12 6100 Repairs and Maintenance	373,543		12
13	832	4,703	3,324	11 6150 Fuel Purchased for Resale	6,075		13
14	247		200	13 6200 Utilities	100		14
15	4,143	4,342	7,662	14 6300 Office Expense	3,664		15
16		2,532	1,262	15 6350 Merchant Services Fees	1,270		16
17		4,920		16 6800 Insurance	1,200		17
18	554,981	395,673	463,002	17 6900 Professional Fees			18
19				17 TOTAL MATERIALS AND SERVICES	392,847		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				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			28
29	557,264	404,185	485,052	25			29
30				26			30
31				27			31
32				28 TOTAL ORG./PROG. REQUIREMENTS	406,709		32

ICE HOUSE

Original Draft 5/4/18

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

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Ice House requirements.

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	-	-	-	-	
2	2,704	2,223	-	-	-	-	
3	512	-	-	-	-	-	
4							
5							
6							
7							
8							
9	6,821	14,482	-	-	-	-	
10	.20	1.68					
11	51,706	55,973	-	-	-	-	
12	53,260	67,714	-	-	-	-	
13	1,188	-	-	-	-	-	
14	3,377	1,305	-	-	-	-	
15	-	-	-	-	-	-	
16	2,016	-	-	-	-	-	
17	111,547	124,992	-	-	-	-	
18							
19							
20							
21							
22							
23							
24	-	-	-	-	-	-	
25							
26							
27							
28	118,368	139,474	-	-	-	-	

LAND USE EVENTS

Original Draft 5/4/18

The Land Use Events resources decreased significantly by \$7100 from the previous year. Projected resource and requirement estimates were based on an average of last fiscal year 2016-2017 and current fiscal year to March 31, 2018.

Estimated resources \$5000

Estimated requirements \$3725

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made to Land Use Events requirements.

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

FORM LB-30

Line	Historical Data			REQUIREMENTS FOR: LAND USE EVENTS	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	2,398	1,545	1,050	PERSONAL SERVICES	1,152		1
2	1,204	357	-	1 5020 Hourly / Operations Staff	43		2
3	193	-	-	2 5030 Overtime	-		3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	3,795	1,902	1,050	8	1,195	-	9
10	.15	.15	0.01	9 TOTAL PERSONAL SERVICES	0.05	0.01	10
11	299			10 TOTAL FULL-TIME EQUIVALENT (FTE)			
12	1,180	515	1,000	MATERIALS AND SERVICES			
13	2,073	4,265		11 6001 Advertising & Notifications	1,000	-	11
14	79			12 6100 Repairs and Maintenance	1,531	-	12
15	317	222		13 6200 Utilities		-	13
16	-	370		14 6300 Office Expense		-	14
17	85			15 6350 Bank Service and Finance Fees		-	15
18	139,524	26,333		16 6400 Travel & Entertainment		-	16
19	75			17 6500 Permits, Licenses, Taxes & Misc		-	17
20	225			18 6550 Special Events - Other Expenses		-	18
21	-			19 6600 Bad Debt		-	19
22				20 6800 Insurance - Property, Liability, Bond		-	20
23	143,857	31,706	1,000	21 6900 Professional Fees		-	21
24				22		-	22
25				23 TOTAL MATERIALS AND SERVICES	2,531	-	23
26				CAPITAL OUTLAY			
27				24			24
28				25			25
29				26			26
30	147,652	33,608	2,050	27 TOTAL CAPITAL OUTLAY			27
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
				28			28
				29			29
				30 TOTAL ORG./PROG. REQUIREMENTS	3,725	-	30

TRANSFERS, TOTAL REQUIREMENTS and OPERATING CONTINGENCY

Original Draft 5/4/18

Interfund Transfers from General Fund to other funds.

Total Interfund Transfers \$532,023.

Total Contingency \$50,000. Based on an average of last fiscal year 2016-2017 and current fiscal year to March 31, 2018.

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).

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

PAGE 25

-
- **Total allocated requirements \$2,021,608.**

PAGE 26

- Adjusted interfund transfer to Debt Service Fund, page 26, line item number 19. Total \$471,549.
 - Increased \$112,000 (80% requirement to IFA for asset sales)
 - Decreased \$2354 requirement for Debt Service Fund 2018 Ford F-150 Truck (*purchasing current fiscal year*)
 - **Total Interfund Transfers \$641,669.**
 - **Increase to Contingency** – Total \$107,774, page 26, line item number 23. This increase has been added for the possibility of needed funds for 25% matching (\$113,784) for the Basin Piling Repair/Replacement, Project # DR4258/OR-7, see enclosed. At this time we are unsure if we would be able to secure an interim loan with IFA OR possibly get other funding.

TOTAL REQUIREMENTS NOT ALLOCATED \$749,443

TOTAL OREG/PROG REQUIREMENTS \$1,993,608

TOTAL REQUIREMENTS \$2,743,051

**FORM
LB-30**

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

	Historical Data			REQUIREMENT TOTALS	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				PERSONAL SERVICES				1
2								2
3								3
4				4 TOTAL PERSONAL SERVICES				4
5				5 TOTAL FULL-TIME EQUIVALENT (FTE) MATERIALS AND SERVICES				5
6								6
7								7
8								8
9				9 TOTAL MATERIALS AND SERVICES CAPITAL OUTLAY				9
10								10
11								11
12				13 TOTAL CAPITAL OUTLAY				12
13								13
14				14 TOTAL ORG./PROG. REQUIREMENTS				14
15				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				15
16	7,499			GENERAL FUND				16
17	103,558	138,264	172,113	15 Bell & Whistle			156,306	17
18	1,605,689	950,733	903,172	16 Commercial Retail			1,065,152	18
19	27,574	11,104		17 Administration / Marina				19
20	135,756	187,244	224,601	18 Cold Storage			225,054	20
21	557,264	404,185	485,052	19 Beachfront RV Park			406,709	21
22	271	34,622	204,168	20 Fuel Dock			136,662	22
23	118,368	139,474		21 Boat Yard				23
24	147,652	33,608	2,050	22 Ice House				24
25	34,283	5,234		23 Land Use Events			3,725	25
26				24 Dredging Other Ports				26
27	2,737,914	1,904,468	1,991,156	26 TOTAL ALLOCATED REQUIREMENTS			1,993,608	27

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

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-19				
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Amended and Adopted by Governing Body		
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17	Adopted Budget This Year 17 / 18						
1				PERSONAL SERVICES NOT ALLOCATED				1	
2								2	
3				3 TOTAL PERSONAL SERVICES					3
4				4 TOTAL FULL-TIME EQUIVALENT (FTE)					4
				MATERIALS AND SERVICES NOT ALLOCATED					
5									5
6									6
7				7 TOTAL MATERIALS AND SERVICES					7
				CAPITAL OUTLAY NOT ALLOCATED					
8									8
9									9
10				10 TOTAL CAPITAL OUTLAY					10
				DEBT SERVICE					
11									11
12									12
13									13
14				14 TOTAL DEBT SERVICE					14
				SPECIAL PAYMENTS					
15									15
16									16
17				17 TOTAL SPECIAL PAYMENTS					17
				INTERFUND TRANSFERS					
18	130,120	177,152	130,120	18 Transfer to Bond Debt Service Fund	130,120				18
19	180,016	388,028	366,297	19 Transfer to Debt Service Fund	471,549				19
20	-	136,430	310,024	20 Transfer to Capital Project Fund	40,000				20
21	-	-	51,000	21 Transfer to Reserve Fund	-				21
22	310,136	701,610	857,441	22 TOTAL INTERFUND TRANSFERS	641,669				22
23			91,823	23 OPERATING CONTINGENCY	107,774				23
24	310,136	701,610	949,264	24 TOTAL REQUIREMENTS NOT ALLOCATED	749,443				24
25	2,737,914	1,904,468	1,991,156	25 TOTAL ORG./PROG. REQUIREMENTS	1,993,608				25
26				26 RESERVED FOR FUTURE EXPENDITURE					26
27	23,023	95,426		27 Ending balance (prior years)					27
28				28 UNAPPROPRIATED ENDING FUND BALANCE					28
29	3,071,073	2,701,504	2,940,420	29 TOTAL REQUIREMENTS	2,743,051				29

USDA REVENUE BOND FUND

Original Draft 5/4/18

Primary source of revenue is transfers from the General Fund.

The fund starts with a working capital of \$98,395.

Forecasted payoff date is November 6, 2030. USDA Bond originated in 2000 for Basin 1 reconstruction for \$2,000,000.

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

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made.

**BOND DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

**FORM
LB-35**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

BOND DEBT SERVICE FUND - USDA

Port of Brookings Harbor

Line Item	Historical Data			Adopted Budget This Year 17 / 18	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted by Governing Body
	Actual		First Preceding Year 16 / 17					
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17						
1					Resources			
2	13,012	13,012		13,012	1 Cash on Hand (Cash Basis), or			1
3					2 Working Capital (Accrual Basis)	98,395		2
4					3 Previously Levied Taxes Estimated to be Received			3
5	130,120	177,152		130,120	4 Earnings from Temporary Investments			4
6					5 Transferred from General Fund	130,120		5
7	143,132	190,164		143,132	6			6
8					7 Total Resources, Except Taxes to be Levied	228,515		7
9					8 Taxes Estimated to be Received *			8
10	143,132	190,164		143,132	9 Taxes Collected in Year Levied			9
					TOTAL RESOURCES	228,515		10
					Requirements			
					Bond Principal Payments			
					Issue Date			
11	59,619	62,600		65,748	Budgeted Payment Date			
12					November 6, 2018	69,036		11
13								12
14	59,619	62,600		65,748	Total Principal	69,036		13
					Bond Interest Payments			14
					Issue Date			
15	70,501	67,520		64,372	Budgeted Payment Date			
16					November 6, 2018	61,084		15
17								16
18	70,501	67,520		64,372	Total Interest	61,084		17
					Unappropriated Balance for Following Year By			18
					Issue Date			
19				13,012	Reserve	98,405		19
20								20
21								21
22					Ending balance (prior years)			22
23	13,012	60,044		13,012	Total Unappropriated Ending Fund Balance	98,395		23
24	143,132	190,164		143,132	TOTAL REQUIREMENTS	228,515		24

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

(0)

DEBT SERVICE FUND

Original Draft 5/4/18

Primary source of revenue is transfers from the General Fund.

The fund starts with a working capital of \$23,602.

The majority of debt includes multiple loans under the 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 is to be added to the deferred interest that may be forgiven at the end of the term in 2030. At the end of the term, interest amount will be \$3,106,924. If this amount is forgiven, the Port will be unable to take out any loans for five years with the IFA.

The Port is currently 6 quarterly payments or approximately \$342,780 behind due to the 2011 tsunami. Options to decrease this debt is the possibility of selling assets.

Forecasted payoff date is March 31, 2030.

Other debt within the fund include the Travelift with m2Leasing, the Genie Telehandler with Umpqua Bank and the 2018 Ford F-150 with m2Leasing.

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

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

- Adjusted Transfer IN from General Funds, **page 30**, line item number 5. Total \$471,549.
 - Increased \$112,000 (80% requirement to IFA for asset sales)
 - Decreased \$2354 (Ford F-150 Truck) *(purchasing current fiscal year)*

Total Resources \$495,151

- Adjusted Requirements, **page 30**, line item number 5. Total Principal \$451,082.
 - Increased \$112,000, **page 30**, line item number 15 (80% to IFA for asset sales) Total \$395,369.
 - Decreased \$2354, **page 30**, line item number 16 and 23 (Ford F-150 Truck) *(purchasing current fiscal year)* Total \$0

**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			Adopted Budget This Year 17 / 18	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-19			
Second Preceding Year 15 / 16	First Preceding Year 16 / 17	Proposed By Budget Officer			Approved By Budget Committee	Adopted by Governing Body		
				Resources				
				1	Beginning Cash on Hand (Cash Basis), or			
				2	Working Capital (Accrual Basis)			
				3	Previously Levied Taxes to be Received			
				4	Grant Proceeds AGREEMENT #28289 - Loan L12001/Tsunami ODOT			
				5	Transferred IN from General Fund	471,549		
				6	Total Resources, Except Taxes to be Levied	495,151		
				7				
				8				
				9	TOTAL RESOURCES	495,151		
					Requirements			
					Principal Payments			
					Budgeted Payment Date			
				10	Grant Proceeds AGREEMENT #28289 - Loan L12001/Tsunami ODOT			
				11	Tidewinds	864		
				12	Umpqua			
				13	Genie 2018 Forklift	46,863		
				14	50BFMI Travelift Lease	40,502		
				15	IFA Loans	248,169		
				16	2018 Ford F150 Truck	10,000		
				17	Total Principal	346,398		
					Interest Payments			
					Budgeted Payment Date			
				18				
				19	Umpqua			
				20	Genie 2018 Forklift	2,662		
				21	50BFMI Travelift Lease	15,406		
				22	IFA Loans	1,831		
				23	2018 Ford F150 Truck			
				24	Total Interest	19,899		
					Unappropriated Balance for Following Year By			
					Payment Date			
				25				
				26				
				27				
				28	Total Unappropriated Ending Fund Balance		23,602.00	
				29	Ending balance (prior years)			
				30	Interfund loan repayment			
				31	TOTAL REQUIREMENTS	366,297	495,151	
						1,556,137		

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

CAPITAL PROJECTS FUND

Original Draft 5/4/18

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

The fund starts with a working capital of \$5000.

Estimated resource \$2,462,536.

With the approval of the NHMP on April 10, 2018, continuing phases of the rebuilding are anticipated. Three projects are forecasted in this budget to use the Lottery Fund revenue in the amount of \$600,000, earmarked "Port of Brookings Harbor Dock Fund" to be received in the spring of 2019 for matching funds. The Port is continuing its efforts to seek other grants to satisfy the matching funds obligation. The resources are based on NHMP less the 25% matching funds.

Estimated requirements \$2,457,536.

The requirements are based on the NHMP and corresponding projects
Added \$15,000 for consulting fees for outside source to seek other grant funding.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made

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

Port of Brookings Harbor

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-19			
	Actual		Adopted Budget This Year 17 / 18		Amended and Proposed By Budget Officer	Proposed Amendment Approved By Budget Committee		Amended and Adopted By Governing Body
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17						
				RESOURCES				
2	35,420	33,403	-	2 Working Capital (accrual basis)	5,000	-	2	
5	-	136,430	310,024	3 Transferred IN from General Funds	40,000		5	
		4,785		4 MAP Grant				
6	95,233	-	819,761	5 8074 FEMA Revenues			6	
			400,000	6 OSMB Boarding Dock Agreement #1587				
				8 8125 NHMP Fuel Dock	300,000			
7	-	-		9 8240 NHMP Basin 1 Piling Project	406,758		7	
				10 8127 NHMP Boardwalk North Deck Project				
				11 Commercial Receiving Docks	1,069,200			
				12 Brookings Harbor Dock Fund - State Lottery Funds	600,000			
8	100,231	234,833	-	13 7311 FEMA PW29 Ice House Dredging			8	
9	6,632	-	-	14 7250 Strategic Business Plan			9	
10	833,290	687,289	728,867	15 8300 IFA Bridge Loan L16010 - Dock Renovation	41,578		10	
14	1,070,806	1,096,740	2,258,652	16 TOTAL RESOURCES	2,462,536	-	14	
				REQUIREMENTS				
15	20,139		-	17 Capital Outlay	-	-	15	
		4,785		16 MAP Grant	4,785			
16	49,911		1,000,000	18 6700 FEMA Expenses			16	
		107		19 OSMB Boarding Dock Agreement #1587				
		6,137		20 8125 NHMP Fuel Dock	400,000			
		9,060		21 8240 NHMP Basin 1 Piling Project	542,344			
		1,620		22 8127 NHMP Boardwalk North Deck Project				
		9,060	529,785	23 Commercial Receiving Docks	1,425,600			
17	-			24 6730 Grant Expenses			17	
		232,440		18 8120 FEMA PW29 Ice House Dredging			18	
19	842,297	687,289	728,867	19 8300 IFA Bridge Loan L16010 - Dock Renovation			19	
20	-	-	-	20 7250 Strategic Business Plan			20	
21	2,784	-	-	21 8010 Consultants, Professional Fees	15,000		21	
22		24,360		22 Due to General Funds	24,807		22	
25	33,403	60,941		25 Ending balance (prior years)			25	
26				26 RESERVED FOR FUTURE EXPENDITURE	50,000	-	26	
27	1,028,418	1,035,799	2,258,652	27 TOTAL REQUIREMENTS	2,462,536	-	27	

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

FORM
LB-30

	Historical Data			Adopted Budget This Year 17 / 18	REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-19				
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted by Governing Body			
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17								
1					PERSONAL SERVICES					1
2	20,920	17,149	3,000	3,000	1 5018 Hourly / Port Office Staff					2
3	17,965	3,000	8,000	8,000	2 5024 Hourly / Operations Staff					3
4	3,503	1,879	19,080	19,080	3 5030 Overtime					4
5					4 5040 Costs & Benefits					5
6					5					6
7					6					7
8					7					8
9	42,388	22,029	55,080	55,080	8 TOTAL PERSONAL SERVICES					9
10	0.5	0.5	0.5	0.5	9 TOTAL FULL-TIME EQUIVALENT (FTE)					10
11		19,589	33,000	33,000	MATERIALS AND SERVICES					11
12			25,000	25,000	11 6000 Materials & Services (Equipment)					12
13			6,000	6,000	12 6250 Waste Management					13
14					13 6900 Professional Fees					14
15					14					15
16		19,589	64,000	64,000	15 TOTAL MATERIALS AND SERVICES					16
17					16 CAPITAL OUTLAY NOT ALLOCATED					17
18					17					18
19	42,388	41,617	119,080	119,080	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	1,037,403	1,035,799	2,258,652	2,258,652	26 TOTAL ORG./PROG. REQUIREMENTS			2,462,536		29
30					27 RESERVED FOR FUTURE EXPENDITURE					30
31	33,403	60,941			28 Ending balance (prior years)					31
32					29 UNAPPROPRIATED ENDING FUND BALANCE					32
33	1,070,806	1,096,740	2,258,652	2,258,652	30 TOTAL REQUIREMENTS			2,462,536		33

RESERVE FUND

Original Draft 5/4/18

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

The fund starts with a working capital of \$11,075.

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

There is no projected transfers scheduled for FY 2018-19.

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting:

No adjustments made

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

RESERVE FUND

Port of Brookings Harbor

Line Item	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-18		
	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				RESOURCES			
2				1 Cash on hand* (cash basis) or	11,075		1
3				2 Working Capital (accrual basis)			2
4				3 Previously levied taxes estimated to be received			3
5			51,000	4 Earnings from temporary investments			4
6				5 Transferred IN from General Fund	-		5
7				6			6
8				7			7
9				8			8
10				9			9
11			51,000	10			10
12				11 Total Resources, except taxes to be levied	-		11
13				12 Taxes estimated to be received			12
14			51,000	13 Taxes collected in year levied			13
15				14 TOTAL RESOURCES	11,075		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			51,000	24			24
27			51,000	25 Ending balance (prior years)			25
				26 RESERVED FOR FUTURE EXPENDITURE	11,075		26
				27 TOTAL REQUIREMENTS	11,075		27

SCHEDULES

Original Draft 5/4/18

- Schedule A – Personal Services Comparison to prior year budget
- Schedule B – Debt Service Fund Payment Schedules
- Schedule C – Reserve Fund Detailed Port Asset List

Amended Draft 6/1/18 with Budget Committee and proposed amendments from May 4, 2018 meeting: PAGE 37

- Increase Schedule A, page 37 line item number 1 “Port Manager Salary”. Total requirement \$100,000.
- Decrease the SEP IRA Correction on Schedule A, page 37, line item number 10. Total requirement for SEP IRA Correction to be \$45,000.

Total Wages & Salaries \$684,191

PAGE 38

- Removal of loan from m2Lease for the truck in schedule B, page 38

PAGE 39

- Adjusted Total Debt Service Principal \$451,082, Interest \$20,466 and Payment Amount \$471,549.
 - Increased \$112,000 (80% requirement to IFA for asset sales)
 - Decreased \$2354 (Ford F-150 Truck) *(purchasing current fiscal year)*

TOTALS

Principal \$520,118 Interest \$81,551 Payment Amounts \$601,669

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 2018-19		
	Actual		Adopted Budget This Year 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					
				PERSONAL SERVICES-Wages & salaries			
1	154,076	49,042	80,404	1 5012 Salary Port Manager	100,000		1
2	138,224	118,928	118,550	2 5018 Hourly / Port Office Staff, (3) Employees	114,385		2
3	38,975	30,586	34,466	3 5024 Hourly / RV Office Staff, (1) Employee	37,951		3
4	166,320	120,566	236,227	4 5020 Hourly / Operations Staff, (4) Employees	178,273		4
5	90,653	25,747	17,405	5 5030 Overtime	7,595		5
6	-	125,667	102,534	6 5040 Costs & Benefits	127,375		6
7	257,045	-	-	7 Benefits			7
8	-	6,730	6,973	8 5075 Workers Comp	8,101		8
9	-	53,941	54,777	9 5080 Health Care & Dental	65,511		9
10				10 SEP IRA Correction	45,000		10
11				11			11
12	845,293	531,207	651,336	12 TOTAL WAGES & SALARIES	684,191		12
13	14.00	9.50	9.50	13 TOTAL FULL-TIME EQUIVALENT (FTE)	9.05		13

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 6/30/2018	Balance 7/1/19
Tidewinds	7/1/2018	72	-	72	16,056	
	8/1/2018	72	-	72		
	9/1/2018	72	-	72		
	10/1/2018	72	-	72		
	11/1/2018	72	-	72		
	12/1/2018	72	-	72		
	1/1/2019	72	-	72		
	2/1/2019	72	-	72		
	3/1/2019	72	-	72		
	4/1/2019	72	-	72		
	5/1/2019	72	-	72		
	6/1/2019	72	-	72		15,192
		864	-	864		
M2 Lease						
50BFMI Travelift Lease	7/22/2018	3,477	1,182	4,659	257,905	
	8/22/2018	3,493	1,166	4,659		
	9/22/2018	3,509	1,150	4,659		
	10/22/2018	3,525	1,134	4,659		
	11/22/2018	3,541	1,118	4,659		
	12/22/2018	3,557	1,102	4,659		
	1/22/2019	3,573	1,086	4,659		
	2/22/2019	3,590	1,069	4,659		
	3/22/2019	3,606	1,053	4,659		
	4/22/2019	3,623	1,036	4,659		
	5/22/2019	3,639	1,020	4,659		
	6/22/2019	3,656	1,003	4,659		215,118
M2 Travelift Lease Sub Total		42,788	13,120	55,908		

**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 6/30/2018	Balance 7/1/19
Umpqua Bank Loan#747041620						
2018 Genie Reach Forklift	7/15/2018	984	481	1,465	96,111	
	8/15/2018	973	491	1,465		
	9/15/2018	978	486	1,465		
	10/15/2018	999	466	1,465		
	11/15/2018	988	476	1,465		
	12/15/2018	1,009	456	1,465		
	1/15/2019	999	466	1,465		
	2/15/2019	1,004	461	1,465		
	3/15/2019	1,053	411	1,465		
	4/15/2019	1,015	450	1,465		
	5/15/2019	1,034	431	1,465		
	6/15/2019	1,025	440	1,465		
Loan for Forklift Sub Total		12,062	5,515	17,577		84,050
IFA Business Oregon						
3rd Quarter	9/30/2018	62,042	458	62,500	2,511,024	
4th Quarter	12/31/2018	62,042	458	62,500		
1st Quarter	3/31/2019	62,042	458	62,500		
2nd Quarter	6/30/2019	62,043	457	62,500		2,115,655
80% proceeds/sale of asset		147,200		147,200		
IFA Sub Total		395,369	1,831	397,200		
TOTAL DEBT SERVICE		451,082	20,466,46	471,549		
USDA Revenue Bond	11/6/2018	69,036	61,084	130,120	1,221,688	1,152,653
Totals		520,118	81,551	601,669	4,102,784	3,582,667

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

Line Item	Historical Data			REQUIREMENTS DESCRIPTION						Budget For Next Year 2018-19		
	Second Preceding Year 15/16	Actual First Preceding Year 16/17	Adopted Budget This Year 17/18	CURRENT DEPRECIATION LIST (years)						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				Net Book Value	Current Depr.	Total Depr.	Amount Left	Years Left				
1			1,000	1	Computers (5)	12,567	-	12,567	-	1		
2			1,000	2	Office Equipment & Furniture (10)	220,215	-	220,215	-	2		
3			1,000	3	Egr 3707 Ride-on Lawn Mower (10)	7,598	760	4,813	2,785	3		
4			1,000	4	Booster Pump for Dredging (10)	84,400	8,440	30,243	54,157	5		
5			1,000	5	Egr 3701 5-Ton Forklift (10)	25,422	2,542	8,262	17,160	6		
6			1,000	6	Egr 4605 50-Ton Travel Lift (25)	324,000	9,960	9,960	314,040	25		
7			1,000	7	Egr 1108 Ford 3/4 Ton Truck (8)	25,000	2,500	-	25,000	8		
8			1,000	8	Egr 1102 Chevy Truck w/Lift Gate (8)	25,000	-	-	25,000	-		
9			1,000	9	Pump Out Station - Salt-Sailors 1 (10)	29,943	2,994	8,963	20,960	6		
10			1,000	10	Pump Out Station - Salt-Sailors 2 (10)	29,943	2,994	8,963	20,960	6		
11			1,000	11	Boat Launch Pyl Station (10)	15,066	1,506	1,757	13,299	8		
12			1,000	12	Basin 1 Docks (40)	1,770,000	44,250	781,750	988,250	24		
13			1,000	13	Basin 2 Docks Rebuild (40)	258,500	6,463	121,522	136,978	23		
14			1,000	14	Basin 2 Docks (40)	402,000	-	-	402,000	-		
15			1,000	15	Transient Dock (40)	400,000	10,000	-	150,000	15		
16			1,000	16	Boardwalk - Wood (40)	700,000	17,500	385,000	315,000	18		
17			1,000	17	Boardwalk - Wood (40)	367,000	8,925	178,500	178,500	20		
18			1,000	18	Fuel Dock (40)	400,000	10,000	150,000	250,000	25		
19			1,000	19	Public Fishing Pier (40)	500,000	12,500	175,000	325,000	26		
20			1,000	20	Eureka Dock - BC Fisheries (40)	400,000	10,000	140,000	260,000	26		
21			1,000	21	Boardwalk - Concrete (40)	859,619	21,490	107,452	752,167	34		
22			1,000	22	Receiving Dock - Seawall (40)	1,951,481	54,208	216,831	1,734,650	35		
23			1,000	23	Gangway - Crab Dock (40)	36,126	903	2,784	33,342	36		
24			1,000	24	Basin 2 Sport & Commercial Docks (40)	2,889,325	72,233	276,893	2,612,432	36		
25			1,000	25	Basin 1 Docks (40)	535,077	14,795	56,713	478,364	36		
26			1,000	26	Seawall Improvements - Slope Repairs (40)	26,597	655	1,441	25,156	37		
27			1,000	27	Fishermen's Dock Improvements	51,013	1,275	2,657	48,356	37		
28			1,000	28	Restaurant Building - Zola's (40)	100,000	-	-	100,000	-		
29			1,000	29	Restroom - Retail (40)	120,000	-	-	120,000	-		
30			1,000	30	Restroom - RV Park (40)	70,350	-	-	70,350	-		
31			1,000	31	Restroom - Kite Field (40)	13,755	344	13,071	684	1		
32			1,000	32	Restroom - Remodel RV Park (40)	109,491	2,737	69,712	39,779	14		
33			1,000	33	Restroom - Commercial Basin (40)	100,000	2,500	60,000	40,000	15		
34			1,000	34	Restroom - Boat Launch (40)	120,000	265	69,000	51,000	26		
35			1,000	35	Restroom - Remodel Commercial Basin (40)	10,584	265	2,914	7,680	29		
36			1,000	36	Fish Cleaning Building (40)	48,615	1,215	30,383	18,232	14		
37			1,000	37	Laundromat Building - RV Park (40)	65,730	1,634	62,436	3,294	1		
38			1,000	38	Commercial Retail Building # 1 (40)	500,000	12,500	262,500	237,500	18		
39			1,000	39	Commercial Retail Building # 2 (40)	500,000	12,500	262,500	237,500	18		
40			-	40	Cold Storage Building (40)	800,000	-	320,000	480,000	24		
41			1,000	41	Cold Storage Building Add-on (40)	1,090,541	-	354,427	736,114	27		
42			1,000	42	Fish Market Building (40)	207,340	-	15,551	191,789	34		
43			-	43	Ice House Building (40)	75,000	-	9,219	65,781	34		
44			-	44	Ice House Renovation (40)	202,559	-	22,366	180,193	35		
45			-	45	Ice House Roof (40)	46,138	-	3,173	42,965	36		
46			1,000	46	Commercial Retail Improvements (40)	17,941	449	934	17,007	37		
47			1,000	47	Fish Market Rehab (40)	18,383	460	919	17,464	37		
48			1,000	48	OSMB Parking Lot (40)	525,819	13,145	13,145	512,674	39		
49			1,000	49	RV Park Infrastructure (40)	333,333	8,333	158,280	175,053	30		
50			1,000	50	RV Park Renovation (40)	300,000	7,500	112,500	187,500	25		
51			1,000	51	RV Park Camground Upgrade (40)	67,039	1,816	1,816	65,223	38		
52			1,000	52	RV Park Upgrade (40)	51,049	1,276	1,379	49,670	38		
53			1,000	53	Land Net Value	2,537,448	-	-	2,537,448	-		
54			1,000	54	Dock Renovation - BC Fisheries (40)	1,562,157	-	-	1,562,157	40		
55			1,000	55	Egr 4603 P&H Crane (10)	36,084	3,608	10,956	25,128	6		
56			1,000	56	Transient Dock Pedestals (10)	7,980	798	2,727	5,253	6		
57			1,000	57	Retail Building - Mainbrace (15)	15,000	1,000	-	15,000	15		
58			51,000	58	TOTAL REQUIREMENTS	21,988,228	391,973	5,729,564	16,258,644	-		