

RESOLUTION No. 2023-05
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 2023-24 in the total amount \$ **12,753,609** and the budget is now on file at 16330 Lower Harbor Road in Brookings, OR.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

General Fund

Port Operations

Personnel Services \$ 905,864
Materials & Services..... \$ 2,039,945
Capital Outlay..... \$ -

Total Port Operations..... \$ 2,945,809

Not Allocated to General Port Operating Fund

Transfers Out..... \$ 658,051
Contingency..... \$ 255,382
Subtotal..... \$ 913,433

Total General Fund Appropriations \$ 3,859,242

Capital Projects Fund

Capital Outlay..... **\$ 7,535,304**

Port Construction Fund

Capital Outlay..... **\$ 50,000**

Reserve Fund

Capital Outlay **\$ 476,236**

Debt Service Fund

Debt Service

Principal 484,757
Interest 1,455

Total Debt Service..... \$ 486,213

USDA Revenue Bond Fund

Debt Service

Principal..... 88,110
Interest..... 42,010

Total Debt Service..... \$ 130,120

RV Park Improvement Debt Service Fund

Debt Service

Principal 41,085
Interest 16,633

Total Debt Service..... \$ 57,718

Total APPROPRIATIONS, All Funds . . . \$ 12,594,833
Total Unappropriated and Reserve Amounts, All Funds . . . \$ 158,776
TOTAL ADOPTED BUDGET . . . \$ 12,753,609

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 2023-24: 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 10, 2023
and ADOPTED BY THE BOARD OF COMMISSIONERS on June 21, 2023

ATTEST:

X _____
Richard Heap, President

X _____
Sharon Hartung, Secretary/Treasurer

Budget Overview

Total Resources and Requirements per Fund

General Fund Departments	Resources	Requirements
Cash Remaining from Previous Year	402,242	-
Taxes	280,000	-
Interest	2,000	-
Administration / Marina / Moorage & Storage	750,000	844,358
Beachfront RV Park	750,000	507,536
Commercial / Retail Leases	590,000	441,006
Fuel Dock	1,000,000	1,152,910
Landing Fees	50,000	-
Sales of Assets	10,000	-
Miscellaneous	50,000	-
Grants & Other Funding (S.L.F.R.F)	-	-
Transfers	-	658,051
Contingency	-	255,382
Unappropriated Ending Fund Balance	-	25,000
General Fund Totals	3,884,242	3,884,242
Revenue Bond Debt Service - USDA Fund		
Cash Remaining from Previous Year	103,660	-
Interest	800	-
Transfers from General Fund	130,120	-
Total Appropriations	-	130,120
Unappropriated Ending Fund Balance	-	104,460
Revenue Bond Debt Service - USDA Totals	234,580	234,580
Debt Service Fund		
Cash Remaining from Previous Year	23,700	-
Interest	616	-
Transfers from General Fund	346,213	-
Transferred IN from Reserve Fund (Land Sale)	140,000	-
Genie 2018 Forklift	-	17,577
50 BFMII Travel Lift	-	18,636
IFA Loans	-	310,000
Assests from Land Sale to Pay IFA Debt	-	140,000
Unappropriated Ending Fund Balance	-	24,316
Debt Service Fund Totals	510,529	510,529
RV Park Improvement Debt Service Fund		
Transfers from General Fund	57,718	-
RV Park Restoration & Upgrade	-	57,718
RV Park Improvement Debt Service Fund Totals	57,718	57,718
All Debt Total	802,827	802,827
Capital Projects Fund		
Cash Remaining from Previous Year	2,500	-
FEMA - Dredging	1,835,304	1,835,304
WWTP - Fish Processing	3,500,000	3,500,000
Hazard Mitigation - Paving and Storm Drains	1,200,000	1,200,000
Business Oregon - Matching Funds FEMA PW162 (Dredging)	500,000	500,000
Business Oregon - Matching Funds FEMA (HMGP)	500,000	500,000
Unappropriated Ending Fund Balance	-	2,500
Capital Projects Fund Totals	7,537,804	7,537,804
Port Construction Fund		
Cash Remaining from Previous Year	2,500	-
Interest	-	-
S.L.F.R.F	50,000	50,000
Unappropriated Ending Fund Balance	-	2,500
Port Construction Fund Totals	52,500	52,500
Reserve Fund		
Cash Remaining from Previous Year	400,236	-
Interest	2,000	-
Transfers from General Fund	24,000	-
Transfers from General Fund/Landing Fees	50,000	-
Reserve for Future Expenditures	-	476,236
Unappropriated Ending Fund Balance	-	-
Reserve Fund Totals	476,236	476,236
Total Port of Brookings Harbor for Fiscal Year 2023-24 Budget	12,753,609	12,753,609



Port of Brookings Harbor

Budget FY 2023-24

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**RESOURCES
GENERAL FUND**

Port of Brookings Harbor

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
1	243,690	429,346	490,000	1	Cash Carryover	352,242	402,242	402,242	1
2	10,227	10,232	10,000	2	Previously levied taxes estimated to be received	10,000	10,000	10,000	2
3	2,021	2,245	2,000	3	Interest	2,000	2,000	2,000	3
4				4	Interfund Transfer from Capital Projects	-	-	-	4
5				5	OTHER RESOURCES	-	-	-	5
6	809,233	775,757	842,000	6	Administration/Marina/Moorage & Storage	750,000	750,000	750,000	6
7	863,921	757,536	800,000	7	Beachfront RV Park	750,000	750,000	750,000	7
8	549,110	566,280	635,000	8	Commercial Retail	590,000	590,000	590,000	8
9	534,500	1,011,876	1,050,000	9	Fuel Dock	1,000,000	1,000,000	1,000,000	9
10		-		10	Landing Fees	50,000	50,000	50,000	10
11				11			-	-	11
12	1,475	18,520	10,000	12	Asset Sales	10,000	10,000	10,000	12
13	32,987	113,637	66,000	13	Miscellaneous	50,000	50,000	50,000	13
14	700,000			14	Long Term Debt Borrowings	-	-	-	14
15	104,786	10,000	123,119	15	Grants & Other Funding	50,000	-	-	15
16				16			-	-	16
17				17			-	-	17
18				18			-	-	18
19				19			-	-	19
20				20			-	-	20
21	3,851,950	3,695,428	4,028,119	21	Total resources, except taxes to be levied	3,614,242	3,614,242	3,614,242	21
22			250,000	22	Taxes estimated to be received	270,000	270,000	270,000	22
23	245,690	256,624		23	Taxes collected in year levied				23
24	4,097,640	3,952,053	4,278,119	24	TOTAL RESOURCES	3,884,242	3,884,242	3,884,242	24

**FORM
LB-30**

**REQUIREMENTS SUMMARY
Allocated to a Program & Activity
GENERAL FUND**

Port of Brookings Harbor

	Historical Data			REQUIREMENT TOTALS	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
PERSONNEL SERVICES									
1	83,858		-	1	Salary Port Manager	-	-	-	1
2	106,565	259,902	289,000	2	Office Staff	270,475	292,398	292,398	2
3	-	-	-	3	RV Park Office Staff	-	-	-	3
4	280,098	241,386	267,800	4	Operations Staff	271,653	271,653	271,653	4
5	6,080	5,256	8,000	5	Overtime	11,475	11,475	11,475	5
6	155,824	169,353	193,300	6	Costs & Benefits	185,338	185,338	185,338	6
7	7,533	14,548	22,000	7	Workers Comp	15,000	15,000	15,000	7
8	83,756	101,738	106,600	8	Health Care & Dental	130,000	130,000	130,000	8
9	723,714	792,183	886,700	9	TOTAL PERSONNEL SERVICES	883,941	905,864	905,864	9
10	9	9	11	10	TOTAL FULL-TIME EQUIVALENT (FTE)	12.0	13.0	13.00	10
MATERIALS AND SERVICES									
11	4,397	5,408	5,624	11	Advertising & Notifications	5,476	5,476	5,476	11
12	432,923	330,817	635,490	12	Repairs and Maintenance	390,000	368,077	368,077	12
13	449,504	950,056	924,000	13	Fuel Purchased for resale	800,000	800,000	800,000	13
14	268,884	292,988	379,164	14	Utilities	310,000	310,000	310,000	14
15	41,755	32,711	51,032	15	Office Expense	41,000	41,000	41,000	15
16	52,109	58,217	64,134	16	Bank Services & Finance Fees	60,000	60,000	60,000	16
17	1,086	5,863	8,453	17	Travel & Training	10,000	10,000	10,000	17
18	7,724	55,699	46,089	18	Permit, Licenses, Taxes, Misc.	80,392	80,392	80,392	18
19	101,099	121,205	126,314	19	Insurance - Property, Liability & Bond	130,000	130,000	130,000	19
20	91,515	113,391	175,000	20	Professional Fees	235,000	235,000	235,000	20
21	1,450,996	1,966,355	2,415,300	21	TOTAL MATERIALS AND SERVICES	2,061,868	2,039,945	2,039,945	21
CAPITAL OUTLAY									
22	5,992	52,237	25,000	22	Land Improvements	-	-	-	22
23	-	-	-	23	Buildings	-	-	-	23
24	55,378	79,571	-	24	Equipment & Vehicle/s	-	-	-	24
25	61,370	131,808	25,000	25	TOTAL CAPITAL OUTLAY	-	-	-	25
26	2,236,080	2,890,346	3,327,000	26	TOTAL ALLOCATED REQUIREMENTS	2,945,809	2,945,809	2,945,809	26
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
27				27	GENERAL FUND per Department Totals				27
28	1,449,803	1,235,814	1,066,000	28	Administration/Marina/Moorage & Storage	844,358	844,358	844,358	28
29	210,211	318,510	515,000	29	Beachfront RV Park	507,536	507,536	507,536	29
30	84,144	239,863	514,000	30	Commercial Retail	441,006	441,006	441,006	30
31	491,922	1,096,159	1,232,000	31	Fuel Dock	1,152,910	1,152,910	1,152,910	31
32	2,236,080	2,890,346	3,327,000	32	TOTAL ALLOCATED REQUIREMENTS	2,945,809	2,945,809	2,945,809	32

FORM
LB-30

REQUIREMENTS SUMMARY
Not Allocated to a Program & Activity
GENERAL FUND

Port of Brookings Harbor

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES NOT ALLOCATED					
1				1				1	
2				2				2	
3	-	-	-	3	TOTAL PERSONNEL SERVICES	-	-	-	3
4				4	TOTAL FULL-TIME EQUIVALENT (FTE)				4
					MATERIALS AND SERVICES NOT ALLOCATED				
5				5				5	
6				6				6	
7	-	-	-	7	TOTAL MATERIALS AND SERVICES	-	-	-	7
					CAPITAL OUTLAY NOT ALLOCATED				
8				8				8	
9	-	-	-	9	TOTAL CAPITAL OUTLAY	-	-	-	9
					DEBT SERVICE				
10				10				10	
11	-	-	-	11	TOTAL DEBT SERVICE	-	-	-	11
					SPECIAL PAYMENTS				
12				12				12	
13				13				13	
14	-	-	-	14	TOTAL SPECIAL PAYMENTS	-	-	-	14
					INTERFUND TRANSFERS				
15	130,116	130,116	130,120	15	Transfer to Bond Debt Service Fund	130,120	130,120	130,120	15
16	364,681	398,321	391,484	16	Transfer to Debt Service Fund	346,213	346,213	346,213	16
17	52,908	57,718	57,720	17	Transfer to RV Park Improvement Debt Service Fund	57,718	57,718	57,718	17
18	73,095	-	103,119	18	Transfer to Capital Projects Fund	-	-	-	18
19	684,000	100,000	-	19	Transfer to Port Construction Fund	50,000	50,000	50,000	19
20	24,295	27,704	26,000	20	Transfer to Reserve Fund	74,000	74,000	74,000	20
21	1,329,095	713,859	708,443	21	TOTAL INTERFUND TRANSFERS	658,051	658,051	658,051	21
22			217,676	22	OPERATING CONTINGENCY	255,382	255,382	255,382	22
23	1,329,095	713,859	926,119	23	TOTAL REQUIREMENTS NOT ALLOCATED	913,433	913,433	913,433	23
24	2,236,080	2,890,346	3,327,000	24	TOTAL ORG./PROG. REQUIREMENTS	2,945,809	2,945,809	2,945,809	24
25	3,565,175	3,604,205	4,253,119	25	Total Appropriations	3,859,242	3,859,242	3,859,242	25
26	532,465	347,847	25,000	26	UNAPPROPRIATED ENDING FUND BALANCE	25,000	25,000	25,000	26
27	4,097,640	3,952,052	4,278,119	27	TOTAL REQUIREMENTS	3,884,242	3,884,242	3,884,242	27

RESOURCES AND REQUIREMENTS

**FORM
LB-35**

REVENUE BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS		Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22								
				Resources						
1	101,658	102,352	102,820	1	Cash Carry Over	103,660	103,660	103,660	1	
2	698	494	840	2	Interest	800	800	800	2	
3	130,116	130,116	130,120	3	Transferred from General Fund	130,120	130,120	130,120	3	
4	232,472	232,962	233,780	4	TOTAL RESOURCES	234,580	234,580	234,580	4	
					Requirements					
					Bond Principal Payments					
					Issue Date	Budgeted Payment Date				
5	76,091	79,895	83,913	5	November 6, 2000	November 6, 2022	88,110	88,110	88,110	5
6				6						6
7	76,091	79,895	83,913	7	TOTAL PRINCIPAL		88,110	88,110	88,110	7
					Bond Interest Payments					
					Issue Date	Budgeted Payment Date				
8	54,029	50,225	46,207	8	November 6, 2000	November 6, 2022	42,010	42,010	42,010	8
9				9						9
10	54,029	50,225	46,207	10	TOTAL INTEREST		42,010	42,010	42,010	10
					Unappropriated Balance for Following Year By					
					Issue Date	Payment Date				
11				11						11
12	130,120	130,120	130,120	12	Total Appropriations		130,120	130,120	130,120	12
13	102,352	102,842	103,660	13	UNAPPROPRIATED ENDING FUND BALANCE		104,460	104,460	104,460	13
14	232,472	232,962	233,780	14	TOTAL REQUIREMENTS		234,580	234,580	234,580	14

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

FORM
LB-35

RESOURCES AND REQUIREMENTS
DEBT SERVICE FUND

Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS		Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year Year 2022/23			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				Resources					
1	94,694	22,759	23,100	1	Cash Carryover	23,700	23,700	23,700	1
2	549	316	616	2	Interest	616	616	616	2
3	364,681	398,321	391,484	3	Transferred IN from General Fund	346,213	346,213	346,213	3
4				4	Transferred IN from Reserve Fund	140,000	140,000	140,000	4
5	459,924	421,395	415,200	5	TOTAL RESOURCES	510,529	510,529	510,529	5
				Requirements					
				Principal Payments					
				Issue Date		Budgeted Payment Date			
6	13,616	14,468	15,374	6	Genie 2018 Forklift	16,333	16,333	16,333	6
7	47,677	50,397	53,293	7	50 BFMII Travelift Lease	18,424	18,424	18,424	7
8	360,512	324,816	318,000	8	IFA Loans	310,000	310,000	310,000	8
9				9	Assests from Land Sale to Pay IFA Debt	140,000	140,000	140,000	9
10	421,805	389,680	386,667	10	TOTAL PRINCIPAL	484,757	484,757	484,757	10
				Interest Payments					
				Issue Date		Budgeted Payment Date			
11	3,961	3,109	2,210	11	Genie 2018 Forklift	1,243.58	1,243.58	1,243.58	11
12	8,231	5,511	2,623	12	50 BFMII Travelift Lease	211.64	211.64	211.64	12
13	3,168			13	IFA Loans				13
14	15,360	8,620	4,833	14	TOTAL INTEREST	1,455.22	1,455.22	1,455.22	14
				Unappropriated Balance for Following Year By					
				Issue Date		Payment Date			
15	437,165	398,301	391,500	15	Total Appropriations	486,213	486,213	486,213	15
16	22,759	23,094	23,700	16	UNAPPROPRIATED ENDING FUND BALANCE	24,316	24,316	24,316	16
17	459,924	421,395	415,200	17	TOTAL REQUIREMENTS	510,529	510,529	510,529	17

FORM
LB-35

RESOURCES AND REQUIREMENTS
RV PARK IMPROVEMENT DEBT SERVICE FUND

Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS		Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23			Proposed By Budget Officer	Approved By Budget	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22								
				Resources						
1			-	1	Cash Carryover	-	-	-	1	
2			-	2	Interest	-	-	-	2	
3	52,908	57,718	57,720	3	Transferred IN from General Fund	57,718	57,718	57,718	3	
4				4			-	-	4	
5	52,908	57,718	57,720	5	TOTAL RESOURCES	57,718	57,718	57,718	5	
				Requirements						
				Principal Payments						
					Issue Date	Budgeted Payment Date				
6				6	July 15, 2020	Monthly on the 15th			6	
7	34,538	38,750	39,900	7	RV Park Restoration & Upgrade / Umpqua Bank/OR FFC Agreement 2020		41,085	41,085	41,085	7
8	34,538	38,750	39,900	8	TOTAL PRINCIPAL		41,085	41,085	41,085	8
				Interest Payments						
					Issue Date	Budgeted Payment Date				
9				9	July 15, 2020	Monthly on the 15th			9	
10	18,370	18,969	17,820	10	RV Park Restoration & Upgrade / Umpqua Bank/OR FFC Agreement 2020		16,633	16,633	16,633	10
11	18,370	18,969	17,820	11	TOTAL INTEREST		16,633	16,633	16,633	11
					Unappropriated Balance for Following Year By					
					Issue Date	Payment Date				
12				12					12	
13	52,908	57,718	57,720	13	Total Appropriations		57,718	57,718	57,718	13
14				14	UNAPPROPRIATED ENDING FUND BALANCE					14
15	52,908	57,718	57,720	15	TOTAL REQUIREMENTS		57,718	57,718	57,718	15

RESOURCES AND REQUIREMENTS

CAPITAL PROJECTS FUND

Port of Brookings Harbor

		Historical Data			RESOURCES AND REQUIREMENTS		Budget for Next Year 2023-24			
		Actual		Adopted Budget This Year Year 2022/23			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
First Preceding Year 2020/21	First Preceding Year 2021/22									
RESOURCES										
1	2,500	40,431	(100,619)	1	Cash Carryover	2,500	2,500	2,500	1	
2				2	Interest		-	-	2	
3	73,095		103,119	3	Interfund Transfer from General Funds		-	-	3	
4			934,000	4	FEMA DR-4432-OR and DR-4452-OR - State Matching Funds		-	-	4	
5	585,846			5	State Lottery Funds - C2019375 Dock Repair & Improvement		-	-	5	
6	90,000		2,646,000	6	FEMA - Dredging	1,835,304	1,835,304	1,835,304	6	
7				7	WWTP - Fish Processing	3,500,000	3,500,000	3,500,000	7	
8				8	Hazard Mitigation - Paving and Storm Drains	1,200,000	1,200,000	1,200,000	8	
9				9	Business Oregon - Matching Funds FEMA PW162 (Dredging)	500,000	500,000	500,000	9	
10				10	Business Oregon - Matching Funds FEMA (HMGP)	500,000	500,000	500,000	10	
11	751,441	40,431	3,582,500	11	TOTAL RESOURCES	7,537,804	7,537,804	7,537,804	11	
REQUIREMENTS										
12	711,010			12	State Lottery Funds - C2019375 Dock Repair & Improv	-	-	-	12	
13		103,119	3,580,000	13	FEMA - Dredging	1,835,304	1,835,304	1,835,304	13	
14				14	WWTP - Fish Processing	3,500,000	3,500,000	3,500,000	14	
15		37,931		15	Hazard Mitigation - Paving and Storm Drains	1,200,000	1,200,000	1,200,000	15	
16				16	Business Oregon - Matching Funds FEMA PW162 (Dredging)	500,000	500,000	500,000	16	
17				17	Business Oregon - Matching Funds FEMA (HMGP)	500,000	500,000	500,000	17	
18			-	18	Interfund Transfer from Capital Projects (Due to/From)		-	-	18	
19	711,010	141,050	3,580,000	19	Total Appropriations	7,535,304	7,535,304	7,535,304	19	
20	40,431	(100,619)	2,500	20	UNAPPROPRIATED ENDING FUND BALANCE	2,500	2,500	2,500	20	
21	751,441	40,431	3,582,500	21	TOTAL REQUIREMENTS	7,537,804	7,537,804	7,537,804	21	

RESOURCES AND REQUIREMENTS

PORT CONSTRUCTION FUND

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				RESOURCES					
1	-	569,449	572,000	1	Cash Carryover	2,500	2,500	2,500	1
2	4,699	3,274	1,170	2	Interest		-	-	2
3	684,000	100,000		3	Interfund Transfer from General Funds	50,000	50,000	50,000	3
4		-		4			-	-	4
5	688,699	672,723	573,170	5	TOTAL RESOURCES	52,500	52,500	52,500	5
				REQUIREMENTS					
6	119,250	98,704	573,170	6	RV Park Restoration & Upgrade	-	-	-	6
7				7	S.L.F.R.F	50,000	50,000	50,000	7
8				8			-	-	8
9				9			-	-	9
10	119,250	98,704	573,170	10	Total Appropriations	50,000	50,000	50,000	10
11	569,449	574,019		11	UNAPPROPRIATED ENDING FUND BALANCE	2,500	2,500	2,500	11
12	688,699	672,723	573,170	12	TOTAL REQUIREMENTS	52,500	52,500	52,500	12

**FORM
LB-11**

Resolution #307 established this fund in 1998 for dock maintenance, future dock replacements, equipment, land and buildings.

**RESOURCES AND REQUIREMENTS
RESERVE FUND**

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				RESOURCES					
1	161,270	186,939	215,700	1	Cash Carryover	226,000	400,236	400,236	1
2	1,374	1,157	1,500	2	Interest	2,000	2,000	2,000	2
3	24,295	27,704	26,000	3	Transferred IN from General Fund	24,000	24,000	24,000	3
4			-	4	Transferred IN from General Fund/Landing Fees	50,000	50,000	50,000	4
5				5					5
6	186,939	215,800	243,200	6	TOTAL RESOURCES	302,000	476,236	476,236	6
					REQUIREMENTS				
7				7	Transferred OUT to General Fund				7
8				8	Transferred OUT to Capital Projects Fund				8
9				9					9
10				10					10
11		215,800	243,200	11	Reserved for Future Expenditures	302,000	476,236	476,236	11
12	-	215,800	243,200	12	Total Appropriations	302,000	476,236	476,236	12
13	186,939			13	UNAPPROPRIATED ENDING FUND BALANCE				13
14	186,939	215,800	243,200	14	TOTAL REQUIREMENTS	302,000	476,236	476,236	14

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Port of Brookings Harbor will be held on June 21, 2023 at 2:00pm at Port Meeting Room 16350 Lower Harbor Road Ste. #202 Brookings Oregon 97415 and via Telephone Conference. Instructions to join the telephone conference: Dial +1 253 215 8782 US, enter Meeting ID:, enter Participant ID: #. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Port of Brookings Harbor Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 16330 Lower Harbor Road, between the hours of 8am and 4pm or online at portofbrookingsharbor.com. This budget is for annual budget period FY 2023-2024. This budget was prepared on a modified cash basis of accounting.

Contact: April Walker

Telephone: (541) 469-2218 ext. 405

Email: accounts@portofbrookingsharbor.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2021-22	Adopted Budget This Year 2022-23	Approved Budget Next Year 2023-24
Beginning Fund Balance / Cash Carryover	1,351,275	1,303,001	934,838
Charges for Port Services	3,111,449	3,327,000	3,140,000
Grants, Gifts, Allocations & Donations	10,000	3,600,000	7,675,304
Loan Proceeds	-	-	-
Interfund Transfers	713,859	708,443	658,051
All Other Resources Except Current Year Property Taxes	149,874	92,126	75,416
Current Year Property Taxes Estimated to be Received	256,624	250,000	270,000
Total Resources	5,593,081	9,280,570	12,753,609

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	792,183	886,700	905,864
Materials and Services	1,966,355	2,415,300	2,039,945
Capital Outlay	131,808	4,178,170	-
Capital Projects	141,050	(103,119)	7,535,304
Port Construction	98,704	-	50,000
Debt Service	398,301	391,500	486,213
RV Park Improvement	57,718	57,720	57,718
USDA Revenue Bond	130,120	130,120	130,120
Reserve Fund	215,800	243,200	476,236
Interfund Transfers	713,859	708,443	658,051
Contingencies	-	217,676	255,382
Unappropriated Ending Balance and Reserved for Future Expenditure	947,183	154,860	158,776
Total Requirements	5,593,081	9,280,570	12,753,609

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY PROGRAM/ACTIVITY *			
Name of Program/Activity FTE for that unit or program			
Administration / Marina	1,235,814	1,066,000	844,358
FTE	8	9	11
Beachfront RV Park	318,510	515,000	507,536
FTE	1	2	2
Commercial Retail	239,863	514,000	441,006
FTE	-	-	-
Fuel Dock	1,096,159	1,232,000	1,152,910
FTE	-	-	-
Allocated to Program/Activity	2,890,346	3,327,000	2,945,809
Not Allocated to Program/Activity	2,702,735	5,953,570	9,807,800
FTE	9	11	13
Total Requirements	5,593,081	9,280,570	12,753,609
Total FTE	9	11	13

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2021-22	Rate or Amount Imposed This Year 2022-23	Rate or Amount Approved Next Year 2023-24
Permanent Rate Levy (rate limit 0.1316 per \$1,000)	0.1316	0.1316	0.1316
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds	836,493	748,383
Other Borrowings	4,171,462	3,785,620
Total	5,007,955	4,534,003

Port of Brookings Harbor Budget FY 2023-24

SCHEDULES

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FORM
LB-30

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND DEPARTMENT TOTALS**

Port of Brookings Harbor

	Historical Data			REQUIREMENT TOTALS	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
1	83,858	-	-	1	Port Manager	-	-	-	1
2	106,565	259,902	289,000	2	Office Staff	270,475	292,398	99,122	2
3	-	-	-	3	RV Park Office Staff	-	-	23,754	3
4	280,098	241,386	267,800	4	Operations Staff	271,653	271,653	82,633	4
5	6,080	5,256	8,000	5	Overtime	11,475	11,475	9,104	5
6	155,824	169,353	193,300	6	Costs & Benefits	185,338	185,338	50,538	6
7	7,533	14,548	22,000	7	Workers Comp	15,000	15,000	3,750	7
8	83,756	101,738	106,600	8	Health Care & Dental	130,000	130,000	34,000	8
9	723,714	792,183	886,700	9	TOTAL PERSONNEL SERVICES	883,941	905,864	302,901	9
10	9	9	12	10	TOTAL FULL-TIME EQUIVALENT (FTE)	12			10
				MATERIALS AND SERVICES					
11	4,397	5,408	5,624	11	Advertising & Notifications	5,476	5,476	3,271	11
12	432,923	330,817	635,490	12	Repairs and Maintenance	390,000	368,077	368,077	12
13	449,504	950,056	924,000	13	Fuel Purchased for resale	800,000	800,000	800,000	13
14	268,884	292,988	379,164	14	Utilities	310,000	310,000	310,000	14
15	41,755	32,711	51,032	15	Office Expense	41,000	41,000	29,592	15
16	52,109	58,217	64,134	16	Bank Services & Finance Fees	60,000	60,000	60,000	16
17	1,086	5,863	8,453	17	Travel & Training	10,000	10,000	2,827	17
18	7,724	55,699	46,089	18	Permit, Licenses, Taxes, Misc.	80,392	80,392	80,392	18
19	101,099	121,205	126,314	19	Insurance - Property, Liability & Bond	130,000	130,000	130,000	19
20	91,515	113,391	175,000	20	Professional Fees	235,000	235,000	235,000	20
21	1,450,996	1,966,355	2,415,300	21	TOTAL MATERIALS AND SERVICES	2,061,868	2,039,945	2,019,159	21
				CAPITAL OUTLAY					
22	5,992	52,237	25,000	22	Land Improvements				22
23	-	-	-	23	Buildings	-	-	-	23
24	55,378	79,571	-	24	Equipment & Vehicle/s	-	-	-	24
25	61,370	131,808	25,000	25	TOTAL CAPITAL OUTLAY	-	-	-	25
26	2,236,080	2,890,346	3,327,000	26	TOTAL ALLOCATED REQUIREMENTS	2,945,809	2,945,809	2,322,060	26
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS					
27				27	GENERAL FUND per Department Totals				27
28	1,449,803	1,235,814	1,066,000	28	Administration/Marina/Moorage & Storage	844,358	844,358	844,358	28
29	210,211	318,510	515,000	29	Beachfront RV Park	507,536	507,536	507,536	29
30	84,144	239,863	514,000	30	Commercial Retail	441,006	441,006	441,006	30
31	491,922	1,096,159	1,232,000	31	Fuel Dock	1,152,910	1,152,910	1,152,910	31
32	2,236,080	2,890,346	3,327,000	32	TOTAL ALLOCATED REQUIREMENTS	2,945,809	2,945,809	2,945,809	32

Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: BEACHFRONT RV PARK

	Historical Data			DESCRIPTION	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
1		67,711	96,600	1	Office Staff	108,195	108,195	108,195	1
2	39,538			2	RV Park Office Staff		-	-	2
3		13,109	39,100	3	Operations Staff	23,754	23,754	23,754	3
4	826	1,552	2000	4	Overtime	2,777	2,777	2,777	4
5		12,483	47,000	5	Costs & Benefits	47,000	47,000	47,000	5
6		3,637	5,500	6	Workers Comp	3,750	3,750	3,750	6
7		24,834	29,000	7	Health Care & Dental	32,000	32,000	32,000	7
8				8			-	-	8
9	40,364	123,326	219,200	9	TOTAL PERSONNEL SERVICES	217,476	217,476	217,476	9
10	1.5	1.5	3	10	TOTAL FULL-TIME EQUIVALENT (FTE)	3			10
				MATERIALS AND SERVICES					
11	1,407	1,226	1,406	11	Advertising & Notifications	2,236	2,236	2,236	11
12	51,627	45,866	55,000	12	Repairs and Maintenance	86,588	86,588	86,588	12
13		-		13	Fuel Purchased for resale	-	-	-	13
14	76,653	87,506	120,000	14	Utilities	95,048	95,048	95,048	14
15	2,713	1,641	12,758	15	Office Expense	9,760	9,760	9,760	15
16	33,433	31,154	33,962	16	Bank Services & Finance Fees	24,257	24,257	24,257	16
17		28	100	17	Travel & Training	2,391	2,391	2,391	17
18	1,082	4,737	2,394	18	Permit, Licenses, Taxes, Misc.	8,225	8,225	8,225	18
19	1,604	7,283	6,520	19	Insurance - Property, Liability & Bond	14,771	14,771	14,771	19
20	1,328	9,354	38,660	20	Professional Fees	46,784	46,784	46,784	20
21	169,847	188,796	270,800	21	TOTAL MATERIALS AND SERVICES	290,060	290,060	290,060	21
				CAPITAL OUTLAY					
22		-	25,000	22	Land Improvements				22
23		-		23	Buildings				23
24		6,388		24	Equipment & Vehicle/s				24
25	-	6,388	25,000	25	TOTAL CAPITAL OUTLAY	-	-	-	25
26	210,211	318,510	515,000	26	TOTAL DEPT. REQUIREMENTS	507,536	507,536	507,536	26

Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: COMMERCIAL RETAIL

	Historical Data			DESCRIPTION	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
1	-	16,007	51,700	1	Office Staff	44,082	44,082	44,082	1
2	-	24,480	75,600	2	Operations Staff	82,633	82,633	82,633	2
3		130	1,100	3	Overtime	1,186	1,186	1,186	3
4		12,489	43,900	4	Costs & Benefits	43,900	43,900	43,900	4
5		3,637	5,500	5	Workers Comp	3,750	3,750	3,750	5
6		21,896	21,800	6	Health Care & Dental	32,000	32,000	32,000	6
7				7					7
8				8					8
9	-	78,639	199,600	9	TOTAL PERSONNEL SERVICES	207,551	207,551	207,551	9
10	1	1	2.5	10	TOTAL FULL-TIME EQUIVALENT (FTE)	2.5			10
				MATERIALS AND SERVICES					
11	-	167	1,406	11	Advertising & Notifications	1,261	1,261	1,261	11
12	22,956	60,537	150,000	12	Repairs and Maintenance	47,017	47,017	47,017	12
13	-	-		13	Fuel Purchased for resale	-	-	-	13
14	40,543	33,914	55,164	14	Utilities	35,279	35,279	35,279	14
15	-	879	12,758	15	Office Expense	11,408	11,408	11,408	15
16	-	-		16	Bank Services & Finance Fees	-	-	-	16
17		20	100	17	Travel & Training	2,391	2,391	2,391	17
18	2,961	27,798	34,612	18	Permit, Licenses, Taxes, Misc.	48,859	48,859	48,859	18
19	16,563	21,448	21,700	19	Insurance - Property, Liability & Bond	26,144	26,144	26,144	19
20	1,121	16,461	38,660	20	Professional Fees	61,096	61,096	61,096	20
21	84,144	161,223	314,400	21	TOTAL MATERIALS AND SERVICES	233,455	233,455	233,455	21
				CAPITAL OUTLAY					
22				22	Land Improvements				22
23				23	Buildings			-	23
24				24	Equipment & Vehicle/s			-	24
25	-	-	-	25	TOTAL CAPITAL OUTLAY	-	-	-	25
26	84,144	239,863	514,000	26	TOTAL DEPT. REQUIREMENTS	441,006	441,006	441,006	26

Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: FUEL DOCK

	Historical Data			DESCRIPTION	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
1	-	16,007	51,700	1	Office Staff	40,999	40,999	40,999	1
2	-	34,680	75,600	2	Operations Staff	82,633	82,633	82,633	2
3	-	130	1,100	3	Overtime	1,185	1,185	1,185	3
4	-	12,489	43,900	4	Costs & Benefits	43,900	43,900	43,900	4
5	-	3,637	5,500	5	Workers Comp	3,750	3,750	3,750	5
6	-	21,896	21,800	6	Health Care & Dental	32,000	32,000	32,000	6
7	-			7					7
8	-			8					8
9	-	88,839	199,600	9	TOTAL PERSONNEL SERVICES	204,467	204,467	204,467	9
10	0	0	2.5	10	TOTAL FULL-TIME EQUIVALENT (FTE)	2.5			10
				MATERIALS AND SERVICES					
11		167	1,406	11	Advertising & Notifications	944	944	944	11
12	18,860	26,402	30,000	12	Repairs and Maintenance	51,047	51,047	51,047	12
13	449,504	950,056	924,000	13	Fuel Purchased for resale	800,000	800,000	800,000	13
14	2,326	2,041	4,000	14	Utilities	10,954	10,954	10,954	14
15	-	924	12,758	15	Office Expense	8,678	8,678	8,678	15
16	6,786	14,017	16,344	16	Bank Services & Finance Fees	19,172	19,172	19,172	16
17	-	20	100	17	Travel & Training	2,391	2,391	2,391	17
18	278	3,054		18	Permits, Licenses, Taxes, & Misc.	7,415	7,415	7,415	18
19	2,907	4,141	5,132	19	Insurance - Property, Liability & Bond	7,375	7,375	7,375	19
20	-	6,497	38,660	20	Professional Fees	40,467	40,467	40,467	20
21	480,661	1,007,320	1,032,400	21	TOTAL MATERIALS AND SERVICES	948,443	948,443	948,443	21
				CAPITAL OUTLAY					
22		-		22	Land Improvements				22
23	-	-		23	Buildings				23
24	11,261	-		24	Equipment & Vehicle/s				24
25	11,261	-	-	25	TOTAL CAPITAL OUTLAY	-	-	-	25
26	491,922	1,096,159	1,232,000	26	TOTAL DEPT. REQUIREMENTS	1,152,910	1,152,910	1,152,910	26

**SCHEDULE A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: MARINA**

Including Administration, Marine Services & Property Ground Use

	Historical Data			DESCRIPTION	Budget for Next Year 2023-24				
	Actual		Adopted Budget This Year Year 2022/23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2020/21	First Preceding Year 2021/22							
				PERSONNEL SERVICES					
1	83,858			1	Port Manager				1
2	106,565	160,176	89,000	2	Office Staff	77,199	99,122	99,122	2
3				3	RV Park Office Staff				3
4	240,560	169,118	77,500	4	Operations Staff	82,633	82,633	82,633	4
5	5,254	3,444	3,800	5	Overtime	6,327	6,327	6,327	5
6	155,824	131,892	58,500	6	Costs & Benefits	50,538	50,538	50,538	6
7	7,533	3,637	5,500	7	Workers Comp	3,750	3,750	3,750	7
8	83,756	33,111	34,000	8	Health Care & Dental	34,000	34,000	34,000	8
9	683,350	501,378	268,300	9	TOTAL PERSONNEL SERVICES	254,447	276,370	276,370	9
10	10.25	10	10	10	TOTAL FULL-TIME EQUIVALENT (FTE)	4			10
				MATERIALS AND SERVICES					
11	2,990	3,848	1,406	11	Advertising & Notifications	1,035	1,035	1,035	11
12	339,480	198,012	400,490	12	Repairs and Maintenance	205,349	183,426	183,426	12
13				13	Fuel Purchased for resale	-	-	-	13
14	149,362	169,527	200,000	14	Utilities	168,720	168,720	168,720	14
15	39,042	29,267	12,758	15	Office Expense	11,154	11,154	11,154	15
16	11,890	13,045	13,828	16	Bank Services & Finance Fees	16,571	16,571	16,571	16
17	1,086	5,795	8,153	17	Travel & Training	2,827	2,827	2,827	17
18	3,403	20,110	9,083	18	Permit, Licenses, Taxes, Misc.	15,893	15,893	15,893	18
19	80,025	88,334	92,962	19	Insurance - Property, Liability & Bond	81,709	81,709	81,709	19
20	89,066	81,078	59,020	20	Professional Fees	86,653	86,653	86,653	20
21	716,344	609,016	797,700	21	TOTAL MATERIALS AND SERVICES	589,911	567,988	567,988	21
				CAPITAL OUTLAY					
22	5,992	52,237		22	Land Improvements				22
23	-	-		23	Buildings				23
24	44,117	73,183		24	Equipment & Vehicle/s				24
25	50,109	125,420	-	25	TOTAL CAPITAL OUTLAY	-	-	-	25
26	1,449,803	1,235,814	1,066,000	26	TOTAL DEPT. REQUIREMENTS	844,358	844,358	844,358	26

SCHEDULE B
Debt Service Fund Detailed Amortization Schedules

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2023	Balance 7/1/2024
Umpqua Bank	7/15/2023	3,378	1,432	4,810	586,808	
RV Park Restoration & Upgrade	8/15/2023	3,386	1,424	4,810		
	9/15/2023	3,395	1,415	4,810		
	10/15/2023	3,403	1,407	4,810		
	11/15/2023	3,411	1,399	4,810		
	12/15/2023	3,419	1,390	4,810		
	1/15/2024	3,428	1,382	4,810		
	2/15/2024	3,436	1,374	4,810		
	3/15/2024	3,445	1,365	4,810		
	4/15/2024	3,453	1,357	4,810		
	5/15/2024	3,461	1,348	4,810		
	6/15/2024	3,470	1,340	4,810		
RV Park Restoration & Upgrade Total		41,085	16,633	57,718		545,723

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2023	Balance 7/1/2024
m2Lease						
50BFMII Travelift Lease	7/22/2023	4,575	84	4,659	18,424	
	8/22/2023	4,596	64	4,659		
	9/22/2023	4,617	42	4,659		
	10/22/2023	4,638	21	4,659		
50BFMII Travelift Lease Total		18,424	212	18,636		-

SCHEDULE B
Debt Service Fund Detailed Amortization Schedules

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2023	Balance 7/1/2024
Umpqua Bank Loan#747041620	7/15/2023	1,326	139	1,465	27,786	
2018 Genie Reach Forklift	8/15/2023	1,328	137	1,465		
	9/15/2023	1,335	130	1,465		
	10/15/2023	1,346	119	1,465		
	11/15/2023	1,349	116	1,465		
	12/15/2023	1,359	106	1,465		
	1/15/2024	1,363	102	1,465		
	2/15/2024	1,370	95	1,465		
	3/15/2024	1,382	82	1,465		
	4/15/2024	1,384	81	1,465		
	5/15/2024	1,393	71	1,465		
	6/15/2024	1,398	66	1,465		
Loan for Forklift Total		16,333	1,244	17,577		11,453

	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2023 (Includes Deferred Interest)	Balance 7/1/2024 (Includes Deferred Interest)
IFA Business Oregon						
3rd Quarter	9/30/2023	77,500	-	77,500	3,538,444	
4th Quarter	12/31/2023	77,500	-	77,500		
1st Quarter	3/31/2024	77,500	-	77,500		
2nd Quarter	6/30/2024	77,500	-	77,500		
80% for Asset Sales		-	-	-		
IFA Total		310,000	-	310,000		3,228,444
TOTAL DEBT SERVICE		385,842	18,089	403,931	4,171,462	3,785,620

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2023	Balance 7/1/2024
USDA Revenue Bond	11/6/2023	88,110	42,010	130,120	836,493	748,383
All Debt Totals		473,952	60,099	534,051	5,007,955	4,534,003