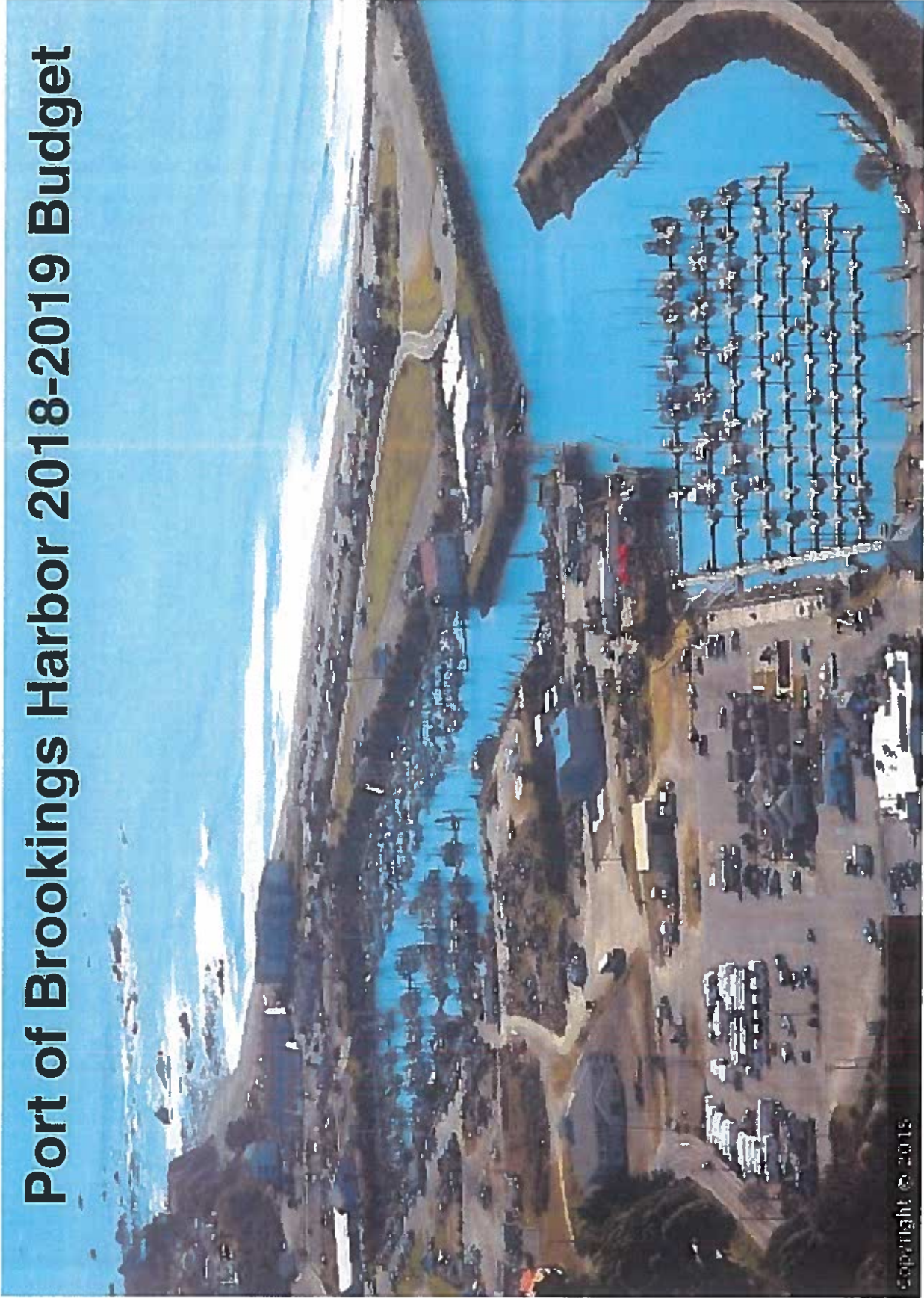


Port of Brookings Harbor 2018-2019 Budget





Port of Brookings Harbor

Budget Message FY 2018-2019

The Port of Brookings Harbor's Financial Assistant, as the duly appointed Budget Officer, is pleased to present the Fiscal Year 2018-2019 annual operating budget to the Budget Committee and the Port's Board of Commissioners as required by ORS 294.445.

BUDGET PROCESS

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

The Budget Officer, appointed by the commission, prepares and reviews the budget with staff for the needs and goals for the upcoming 2018-2019 fiscal year.

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

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

OVERVIEW:

Approximately 10% of the Port's operating budget is derived from the collection of property taxes levied on the citizens of the Port district. Operating revenues, plus levied taxes essentially equal planned operating expenses and debt service.

The Port's operating revenue includes moorage, storage and launch, fuel dock, booyard, commercial leases, and the RV Park.

Below are highlights that occurred in prior fiscal years within the revenue areas that continue to impact the finances for the Port:

Marina – Basin 1 and Basin 2

Basin 1 encountered severe weather conditions, along with past construction methods, continue the decline of usable moorage rental spaces.

Basin 2 encountered severe weather conditions that triggered more slopes to fail and are now impacting the docks as well as public access. Major reconstruction or new docks will be needed in the near future.

Section of the boardwalk shoring is failing that caused closure of the north end of the boardwalk. This was also brought on by severe weather.

Fuel Dock

Fuel dock access ramp is closed due to failing slope and the Port not following engineered drawings. Fuel dock lines were also impacted by the failure and breakaway valves were added to the lines to prevent an environmental disaster.

RV Park

The building housing the RV Park Office, Laundromat and Mini-Mart was shut down and demolished due to dilapidation. Failing electrical infrastructure effected several back in spaces. Laundromat and Mini-Mart were closed and not reopened. RV Park Office is now located at the old shack.

Commercial Leases

Six new or amended leases were completed to fill unoccupied spaces or expand current space.

FY 2017-2018 revenue outlook was lowered by 2016 storm related damage throughout the Port properties, lack of full salmon season, late crab season and the continuing decline of usable moorage rental spaces in Basin 1.

It is the understanding of Port management that 2016 storm declaration of emergency, repairs relating to that event, will be reimbursed to the Port through a combination of a FEMA, HMGP and OSMB Grant awards and Port matching funds. State revenues would assist rebuilding the Port's infrastructure. The first phase of Lottery Fund revenue was received in January 2018 and reimbursed the IFA Bridge Loan for the Dock Renovation.

Revenues will continue to be affected for the next four years while the Natural Hazards Mitigation Plan is gradually implemented as resources become available. The planned projects include: Basin 1, Boardwalk North Deck, Basin 1 Boat Launch, Transient Dock, Basin 2, Fuel Dock, Upland Storage Area, General Storm Water Drainage, Embankments, Commercial Receiving Docks and Storm Protection at RV Park.

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 take advantage of 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. The Port is continuing its efforts to seek other grants to satisfy the matching funds obligation.

The Port's cash reserves continue to be reduced significantly by the extreme debt burden. Due to the current conditions of the Port, private re-structuring of the debt is not available.

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

ACCOUNTING BASIS

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

BUDGET DOCUMENT:

The principles of the budget policy are based on the following;

- Balancing estimated revenues and proposed expenditures
- Allocating resources to achieve desired outcomes
- Measuring program outcomes and progress toward desired outcomes
- Encouraging savings and investments that reduce or avoid future costs
- Planning for the short term and the long term, using consistent assumptions on demographics and trends
- Providing accountability at all levels for meeting program outcomes

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

General Fund

Revenue from enterprise activities and property taxes are recorded in this fund. Expenditures from the General Fund will total \$2,022,587, transfers to other funds \$532,023 and operating contingency \$50,000 will balance the fund.

USDA Revenue Bond Fund

The fund starts with a working capital of \$98,395 from weekly transfers of prior period from the General Fund. The Bond Fund relies on transfers from the General Fund of \$130,120 to make the annual revenue bond payment of like amount. The annual payment is due November 6th of each year. A reserve of \$13,012 is required by USDA.

Debt Service Fund

The fund starts with a working capital of \$23,602 from weekly transfers of prior period from the General Fund. This fund relies on transfers from the General Fund in the amount of \$361,903 to make obligations to debtors. With the anticipated sale of land, the 80% requirement to the IFA is included. The requirements of \$385,505 for the debt payment amounts are found in schedule B.

Capital Fund

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

Reserve Fund

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

CONCLUSION

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

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



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

TABLE OF CONTENTS

Budget Message 2018-2019

General Fund	Page
Resources	2
Administration/Marina Requirements	4
Beachfront RV Park Requirements	6
Bell & Whistle Requirements	8
Boatyard Requirements	10
Cold Storage Requirements	12
Commercial Retail Requirements	14
Dredging Other Ports Requirements	16
Fuel Dock Requirements	18
Ice House Requirements	20
Land Use Requirements.....	22
Total Organizational & Program Requirements	24
Interfund Transfers and Requirement Totals	26
USDA Revenue Bond Fund	27
Debt Service Fund	29
Capital Projects Fund	31
Reserve Fund	34
Schedule A, Personal Services Comparison	37
Schedule B, Debt Service Fund Payment Schedules ...	38
Schedule C, Detailed Port Asset List	40

GENERAL FUND RESOURCES

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.

Budget Committee:

RESOURCES GENERAL FUND

**FORM
LB-20**

Port of Brookings Harbor

	Historical Data		Adopted Budget This Year 17 / 18	Budget for Next Year 2018-19		
	Actual Second Preceding Year 15 / 16	First Preceding Year 16 / 17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1						
2	19,428	23,023	50,000	87,554		1
3	5,653	6,917	5,000	8,800		2
4	345	315	350	2,400		3
5						4
6						5
7	587,204	635,080	731,532	620,400		6
8	613,160	563,943	545,395	546,156		7
9	34,851	-	-	-		8
10	55,628	70,761	222,240	104,437		9
11	39,856	19,222	-	-		10
12	481,016	422,404	559,042	504,259		11
13	130,051	-	-	-		12
14	586,616	444,877	564,761	448,516		13
15	188,866	88,065	-	-		14
16		4,510	12,100	5,000		15
17	83,956	33,491	-	-		16
18						17
19	14,951	47,833	-	44,000		18
20	42,286	126,694	50,000	19,384		19
21						20
22						21
23						22
24						23
25						24
26						25
27	2,883,867	2,487,135	2,740,420	2,390,906		26
28			200,000	213,704		27
29	187,206	214,368				28
30	3,071,073	2,701,504	2,940,420	2,604,610		29
						30

*Includes ending balance from prior year

ADMINISTRATION/MARINA

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

Budget Committee:

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

FORM LB-30

	Historical Data			Adopted Budget This Year 17/18	REQUIREMENTS FOR: ADMINISTRATION / MARINA	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										
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	83,979					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	90,000					
9	741,661	421,725		390,319	9 TOTAL PERSONAL SERVICES	565,299					9
10	8	8		5.13	10 TOTAL FULL-TIME EQUIVALENT (FTE)	5.15	5.00	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	22 TOTAL MATERIALS AND SERVICES	528,833					22
					CAPITAL OUTLAY						
23					23 Furniture						23
24					24 Computers						24
25					25 Sealcoat 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	1,094,131					30

Beachfront RV Park

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.

Budget Committee:

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			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17							
PERSONAL SERVICES									
1	-	-	-	1	-	-	-	-	1
2	38,975	30,586	34,466	2	37,951	-	37,951	-	2
3	14	12,286	15,231	3	21,241	-	21,241	-	3
4	634	4,183	1,879	4	1,557	-	1,557	-	4
5	1,627	-	-	5	-	-	-	-	5
6	-	-	-	6	-	-	-	-	6
7	-	-	-	7	-	-	-	-	7
8	-	-	-	8	-	-	-	-	8
9	41,250	47,055	51,576	9	60,749	-	60,749	-	9
10	1.5	1.5	1.50	10	1.00	1.50	1.50	1.50	10
MATERIALS AND SERVICES									
11	12,501	-	-	11	-	-	-	-	11
12	2,187	1,705	1,549	12	1,377	-	1,377	-	12
13	19,537	30,226	27,056	13	41,805	-	41,805	-	13
14	27,776	61,723	61,761	14	71,765	-	71,765	-	14
15	10,066	7,500	8,552	15	7,575	-	7,575	-	15
16	12,612	11,771	11,763	16	13,145	-	13,145	-	16
17	7,506	9,185	8,697	17	10,712	-	10,712	-	17
18	-	15,000	15,000	18	15,000	-	15,000	-	18
19	-	1,216	1,784	19	1,063	-	1,063	-	19
20	2,321	1,863	1,863	20	1,863	-	1,863	-	20
21	94,506	140,189	138,025	21	164,304	-	164,304	-	21
CAPITAL OUTLAY									
22	-	-	-	22	-	-	-	-	22
23	-	-	-	23	-	-	-	-	23
24	-	-	-	24	-	-	-	-	24
25	-	-	-	25	-	-	-	-	25
26	-	-	35,000	26	-	-	-	-	26
27	-	-	-	27	-	-	-	-	27
28	-	-	35,000	28	-	-	-	-	28
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
29	-	-	-	29	-	-	-	-	29
30	-	-	-	30	-	-	-	-	30
31	-	-	-	31	-	-	-	-	31
32	135,756	187,244	224,601	32	225,054	-	225,054	-	32

BELL & WHISTLE COFFEE SHOP

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

Budget Committee:

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

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.

Budget Committee:

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

FORM
LB-30

	Historical Data			REQUIREMENTS FOR: <u>BOAT YARD</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	271	19,572	111,195	56,700			1
2	-	3,324	3,399	638			2
3							3
4							4
5							5
6							6
7							7
8							8
9	271	22,896	114,594	57,338			9
10			2.50	2.50	2.50	2.50	10
11	-	8,597	56,143	56,215			11
12	-	-	26,000	12,187			12
13	-	3,129	7,431	10,922			13
14							14
15							15
16							16
17	-	11,726	89,574	79,324			17
18							18
19							19
20							20
21							21
22	-	-	-	-	-	-	22
23							23
24							24
25							25
26							26
27							27
28	271	34,622	204,168	136,662			28

COLD STORAGE

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

Budget Committee:

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

FORM
LB-30

	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	-	PERSONAL SERVICES	-	-	1
2	320	74	-	1 5010 Wages & Salaries	-	-	2
3	58	-	-	2 5030 Overtime	-	-	3
4				3 5040 Benefits	-	-	4
5				4			5
6				5			6
7				6			7
8				7			8
9	796	1,013	-	8			9
10	.01	.19		9 TOTAL PERSONAL SERVICES	-	-	10
				10 TOTAL FULL-TIME EQUIVALENT (FTE)			
				MATERIALS AND SERVICES			
11	227	3,027	-	11 6100 Repairs and Maintenance	-	-	11
12	1,582	5,966	-	12 6200 Utilities	-	-	12
13	-	-	-	13 6300 Office Expense	-	-	13
14	-	-	-	14 6500 Permit, Licenses, Taxes, Misc.	-	-	14
15	-	-	-	15 6610 Conferences & Education	-	-	15
16	24,969		-	16 6600 Bad Debt	-	-	16
17	26,778	10,091	-	17 TOTAL MATERIALS AND SERVICES	-	-	17
				CAPITAL OUTLAY			
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24	-	-	-	24 TOTAL CAPITAL OUTLAY	-	-	24
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
25				25			25
26				26			26
27				27			27
28	27,574	11,104	-	28 TOTAL ORG./PROG. REQUIREMENTS	-	-	28

COMMERCIAL RETAIL

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.

Budget Committee:

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		-				1
2	-	11,077	16,091	14,131			2
3	184	2,546	576	596			3
4	74	-	-	-			4
5							5
6							6
7							7
8							8
9	884	13,623	16,667	14,727			9
10	1	1	1.77	0.75	0.50	0.50	10
11	52,788	46,655	33,751	46,938			11
12	26,196	59,038	57,861	48,527			12
13	445	8,090	4,840	2,776			13
14	10,698	-	-	-			14
15	-	4,210	11,185	7,473			15
16	12,547	6,648	17,809	35,865			16
17	102,674	124,641	125,446	141,579			17
18	-	-	30,000				18
19	0	-	-	-			19
20							20
21							21
22							22
23							23
24	-	-	30,000				24
25							25
26							26
27							27
28	103,558	138,264	172,113	156,306			28

DREDGING OTHER PORTS

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.

Budget Committee:

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

FORM
LB-30

	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	-	-	-	1 5020 Hourly / Operations Staff	-	-	-	1
2	-	-	-	2 5030 Overtime	-	-	-	2
3	-	-	-	3 5040 Benefits	-	-	-	3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9	-	-	-	9 TOTAL PERSONAL SERVICES	-	-	-	9
10		2.01	0.00	10 TOTAL FULL-TIME EQUIVALENT (FTE) MATERIALS AND SERVICES	0.00	0.00	0.00	10
11	10,665	5,234	-	11 6100 Repairs and Maintenance	-	-	-	11
12	1,035	-	-	12 6400 Travel & Entertainment	-	-	-	12
13	-	-	-	13 6500 Permits, Licenses, Taxes	-	-	-	13
14	20,003	-	-	14 6600 Bad Debt	-	-	-	14
15	-	-	-	15 6740 Dredging Expense	-	-	-	15
16	2,580	-	-	16 6900 Professional Fees	-	-	-	16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23	34,283	5,234	-	23 TOTAL MATERIALS AND SERVICES CAPITAL OUTLAY	-	-	-	23
24				24				24
25				25				25
26				26				26
27	-	-	-	27 TOTAL CAPITAL OUTLAY REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS	-	-	-	27
28				28				28
29				29				29
30	34,283	5,234	-	30 TOTAL ORG./PROG. REQUIREMENTS	-	-	-	30

FUEL DOCK

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.

Budget Committee:

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
				MATERIALS AND SERVICES			
11	186	9,343	10,154	12 6100 Repairs and Maintenance	6,995		11
12	549,573	369,833	440,400	11 6150 Fuel Purchased for Resale	373,543		12
13	832	4,703	3,324	13 6200 Utilities	6,075		13
14	247		200	14 6300 Office Expense	100		14
15	4,143	4,342	7,662	15 6350 Merchant Services Fees	3,664		15
16	-	2,532	1,262	16 6800 Insurance	1,270		16
17		4,920		17 6900 Professional Fees	1,200		17
18	554,981	395,673	463,002	17 TOTAL MATERIALS AND SERVICES	392,847		17
				CAPITAL OUTLAY			
19				18			18
20				19			19
21				20			20
22				21			21
23				22			22
24				23			23
25				24 TOTAL CAPITAL OUTLAY			24
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
26				25			25
27				26			26
28				27			27
29	557,264	404,185	485,052	28 TOTAL ORG./PROG. REQUIREMENTS	406,709		28

ICE HOUSE

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

Budget Committee:

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

FORM LB-30

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

LAND USE EVENTS

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

Budget Committee:

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

FORM
LB-30

	Historical Data			REQUIREMENTS FOR: <u>LAND USE EVENTS</u>	Budget For Next Year 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	1,152			1
2	1,204	357	-	43			2
3	193		-	-			3
4							4
5							5
6							6
7							7
8							8
9	3,795	1,902	1,050	1,195	-	-	9
10	.15	.15	0.01	0.01	0.01	0.01	10
11	299		-	-	-	-	11
12	1,180	515	1,000	1,000	-	-	12
13	2,073	4,265	-	1,531	-	-	13
14	79		-	-	-	-	14
15	317	222	-	-	-	-	15
16	-	370	-	-	-	-	16
17	85		-	-	-	-	17
18	139,524	26,333	-	-	-	-	18
19	75		-	-	-	-	19
20	225		-	-	-	-	20
21	-		-	-	-	-	21
22							22
23	143,857	31,706	1,000	2,531	-	-	23
24							24
25							25
26							26
27	-	-	-	-	-	-	27
28							28
29							29
30	147,652	33,608	2,050	3,725	-	-	30

TRANSFERS, TOTAL REQUIREMENTS and OPERATING CONTINGENCY

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).

Budget Committee:

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

FORM LB-30

Line Item	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	Amended and Adopted by Governing Body		
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17							
1					PERSONAL SERVICES NOT ALLOCATED				1
2									2
3	-	-	-	-	TOTAL PERSONAL SERVICES				3
4					TOTAL FULL-TIME EQUIVALENT (FTE)				4
5					MATERIALS AND SERVICES NOT ALLOCATED				5
6									6
7	-	-	-	-	TOTAL MATERIALS AND SERVICES				7
8					CAPITAL OUTLAY NOT ALLOCATED				8
9									9
10	-	-	-	-	TOTAL CAPITAL OUTLAY				10
11					DEBT SERVICE				11
12									12
13									13
14	-	-	-	-	TOTAL DEBT SERVICE				14
15					SPECIAL PAYMENTS				15
16									16
17	-	-	-	-	TOTAL SPECIAL PAYMENTS				17
18	130,120	177,152	130,120	130,120	INTERFUND TRANSFERS				18
19	180,016	388,028	366,297	361,903	18 Transfer to Bond Debt Service Fund				19
20	-	136,430	310,024	40,000	19 Transfer to Debt Service Fund				20
21	-	-	51,000	-	20 Transfer to Capital Project Fund				21
22	310,136	701,610	857,441	532,023	21 Transfer to Reserve Fund				22
23			91,823	50,000	22 TOTAL INTERFUND TRANSFERS				23
24	310,136	701,610	949,264	582,023	23 OPERATING CONTINGENCY				24
25	2,737,914	1,904,468	1,991,156	2,022,587	24 TOTAL REQUIREMENTS NOT ALLOCATED				25
26					25 TOTAL ORG./PROG. REQUIREMENTS				26
27	23,023	95,426			26 RESERVED FOR FUTURE EXPENDITURE				27
28					27 Ending balance (prior years)				28
29	3,071,073	2,701,504	2,940,420	2,604,610	28 UNAPPROPRIATED ENDING FUND BALANCE				29
					29 TOTAL REQUIREMENTS				

USDA REVENUE BOND FUND

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).

Budget Committee:

**BOND DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

BOND DEBT SERVICE FUND - USDA

Port of Brookings Harbor

**FORM
LB-35**

Historical Data		Adopted Budget This Year 17 / 18		DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-19		
					Proposed By Budget Officer	Approved By Budget Committee	Adopted by Governing Body
Second Preceding Year 15 / 16	First Preceding Year 16 / 17	Actual	Actual	Resources			
				1 Cash on Hand (Cash Basis), or			1
13,012	13,012	13,012	13,012	2 Working Capital (Accrual Basis)	98,395		2
				3 Previously Levied Taxes Estimated to be Received			3
				4 Earnings from Temporary Investments			4
130,120	177,152	130,120	130,120	5 Transferred from General Fund	130,120		5
				6			6
143,132	190,164	143,132	143,132	7 Total Resources, Except Taxes to be Levied	228,515		7
				8 Taxes Estimated to be Received *			8
				9 Taxes Collected in Year Levied			9
143,132	190,164	143,132	143,132	10 TOTAL RESOURCES	228,515		10
				Requirements			
				Bond Principal Payments			
				Issue Date			
59,619	62,600	65,748	65,748	11 Budgeted Payment Date	69,036		11
				November 6, 2000			12
				12			12
				13			13
59,619	62,600	65,748	65,748	14 Total Principal	69,036		14
				Bond Interest Payments			
				Issue Date			
70,501	67,520	64,372	64,372	15 Budgeted Payment Date	61,084		15
				November 6, 2000			16
				16			16
				17			17
70,501	67,520	64,372	64,372	18 Total Interest	61,084		18
				Unappropriated Balance for Following Year By			
				Issue Date			
				Payment Date			
				19 Reserve	98,405		19
				20			20
				21			21
				22 Ending balance (prior years)			22
13,012	60,044	13,012	13,012	23 Total Unappropriated Ending Fund Balance	98,395		23
143,132	190,164	143,132	143,132	24 TOTAL REQUIREMENTS	228,515		24

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

DEBT SERVICE FUND

Primary source of revenue is transfers from the General Fund.

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).

Budget Committee:

**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	Proposed By Budget Officer	Approved By Budget Committee	Adopted by Governing Body
Actual	Adopted Budget This Year 17 / 18				
Second Preceding Year 15 / 16	First Preceding Year 16 / 17				
		Resources			
1	6,058	1 Beginning Cash on Hand (Cash Basis), or	23,602		1
2	147,496	2 Working Capital (Accrual Basis)			2
3		3 Previously Levied Taxes to be Received			3
4	1,162,051	4 Grant Proceeds AGREEMENT #28289 - Loan L12001/Tsunami ODOT			4
5	388,028	5 Transferred IN from General Fund	361,903		5
6	180,016	6 Total Resources, Except Taxes to be Levied	385,505		6
7		7			7
8		8			8
9	180,016	TOTAL RESOURCES	385,505		9
		Requirements			
		Principal Payments			
		Issue Date			
		Budgeted Payment Date			
10	1,162,051	10 Grant Proceeds AGREEMENT #28289 - Loan L12001/Tsunami ODOT			10
11	864	11 Tidewinds Monthly	864		11
12	55,265	12 Umpqua Monthly			12
13	46,863	13 Genie 2018 Forklift Monthly	12,062		13
14	25,792	14 50BFMI Travelift Lease Monthly on the 22nd	42,788		14
15	261,843	15 IFA Loans Quarterly	283,369		15
		16 2018 Ford F150 Truck Monthly	1,732		
16	317,108	17 Total Principal	340,815		16
		Interest Payments			
		Issue Date			
		Budgeted Payment Date			
18		18			18
19	2,514	19 Umpqua Monthly			19
20		20 Genie 2018 Forklift Monthly	5,515		20
21	10,967	21 50BFMI Travelift Lease Monthly on the 22nd	13,120		21
22	1,832	22 IFA Loans Quarterly	1,831		22
		23 2018 Ford F150 Truck Monthly	622		
23	4,346	24 Total Interest	21,089		23
		Unappropriated Balance for Following Year By			
		Issue Date			
		Payment Date			
24		24			24
25		25			25
26		26			26
27		27			27
28	6,058	28 Total Unappropriated Ending Fund Balance	23,602.00		28
29		29 Ending balance (prior years)			29
		30 Interfund loan repayment			
30	327,512	31 TOTAL REQUIREMENTS	385,505		30

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

CAPITAL PROJECTS FUND

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

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.

Budget Committee:

**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				
				23 Commercial Receiving Docks	1,425,600			
17	-	9,060	529,785	24 6730 Grant Expenses				17
				18 8120 FEMA PW29 Ice House Dredging				18
18	79,884	232,440	-	19 8300 IFA Bridge Loan L16010 - Dock Renovation				19
19	842,297	687,289	728,867	20 7250 Strategic Business Plan				20
20	-	-	-	21 8010 Consultants, Professional Fees	15,000			21
21	2,784	-	-	22 Due to General Funds	24,807			22
22		24,360		25 Ending balance (prior years)				25
25	33,403	60,941		26 RESERVED FOR FUTURE EXPENDITURE	50,000			26
26				27 TOTAL REQUIREMENTS	2,462,536			27
27	1,028,418	1,035,799	2,258,652					

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				3,000	PERSONAL SERVICES				1
2	20,920	17,149		25,000	1 5018 Hourly / Port Office Staff				2
3	17,965	3,000		8,000	2 5024 Hourly / Operations Staff				3
4	3,503	1,879		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	8				9
10	0.5	0.5		0.5	9 TOTAL PERSONAL SERVICES			-	-
					10 TOTAL FULL-TIME EQUIVALENT (FTE)				10
					MATERIALS AND SERVICES				
11		19,589		33,000	11 6000 Materials & Services (Equipment)				11
12				25,000	12 6250 Waste Management				12
13				6,000	13 6900 Professional Fees				13
14					14				14
15					15				15
16	-	19,589		64,000	16 TOTAL MATERIALS AND SERVICES			-	-
					CAPITAL OUTLAY NOT ALLOCATED				16
17					17				17
18					18				18
19	42,388	41,617		119,080	19 TOTAL REQUIREMENTS CAPITAL OUTLAY			-	-
					SPECIAL PAYMENTS				19
20					20				20
21					21				21
22	-	-		-	22 TOTAL SPECIAL PAYMENTS			-	-
					INTERFUND TRANSFERS				22
23					23 Transfer to Debt Service Fund				23
24					24				24
25					25				25
26	-	-		-	26 TOTAL INTERFUND TRANSFERS			-	-
27					27 OPERATING CONTINGENCY			-	-
28	-	-		-	28 TOTAL REQUIREMENTS NOT ALLOCATED			-	-
29	1,037,403	1,035,799		2,258,652	29 TOTAL ORG./PROG. REQUIREMENTS			2,462,536	-
30					30 RESERVED FOR FUTURE EXPENDITURE			-	-
31	33,403	60,941			31 Ending balance (prior years)			-	-
32					32 UNAPPROPRIATED ENDING FUND BALANCE			-	-
33	1,070,806	1,096,740		2,258,652	33 TOTAL REQUIREMENTS			2,462,536	-

RESERVE FUND

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.

Budget Committee:

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

RESERVE FUND

Port of Brookings Harbor

	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					
				RESOURCES			
1				1 Cash on hand* (cash basis) or	11,075		1
2				2 Working Capital (accrual basis)			2
3				3 Previously levied taxes estimated to be received			3
4				4 Earnings from temporary investments			4
5			51,000	5 Transferred IN from General Fund	-		5
6				6			6
7				7			7
8				8			8
9				9			9
10				10			10
11	-	-	51,000	11 Total Resources, except taxes to be levied	-	-	11
12				12 Taxes estimated to be received			12
13				13 Taxes collected in year levied			13
14	-	-	51,000	14 TOTAL RESOURCES	11,075	-	14
				REQUIREMENTS			
15				15 Eq. Land and Buildings (See attached Schedule C)	-	-	15
16				16			16
17				17			17
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25 Ending balance (prior years)			25
26			51,000	26 RESERVED FOR FUTURE EXPENDITURE	11,075		26
27	-	-	51,000	27 TOTAL REQUIREMENTS	11,075	-	27

SCHEDULES

Schedule A – Personal Services Comparison to prior year budget

Schedule B – Debt Service Fund Payment Schedules

Schedule C – Reserve Fund Detailed Port Asset List

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

	Historical Data			Adopted Budget This Year Year 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						
					PERSONAL SERVICES-Wages & salaries			
1	154,076	49,042	80,404	1	5012 Salary Port Manager	83,979		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	90,000		10
11				11				11
12	845,293	531,207	651,336	12	TOTAL WAGES & SALARIES	713,169		12
13	14.00	9.50	9.50	13	TOTAL FULL-TIME EQUIVALENT (FTE)	9.50		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
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		2,227,655
80% proceeds/sale of asset		35,200		35,200		
IFA Sub Total		283,369	1,831	285,200		
TOTAL DEBT SERVICE		340,815	21,088.71	361,903		
USDA Revenue Bond	11/6/2018	69,036	61,084	130,120	1,221,688	1,152,653
Totals		408,118	81,551	489,669	4,102,784	3,694,667

