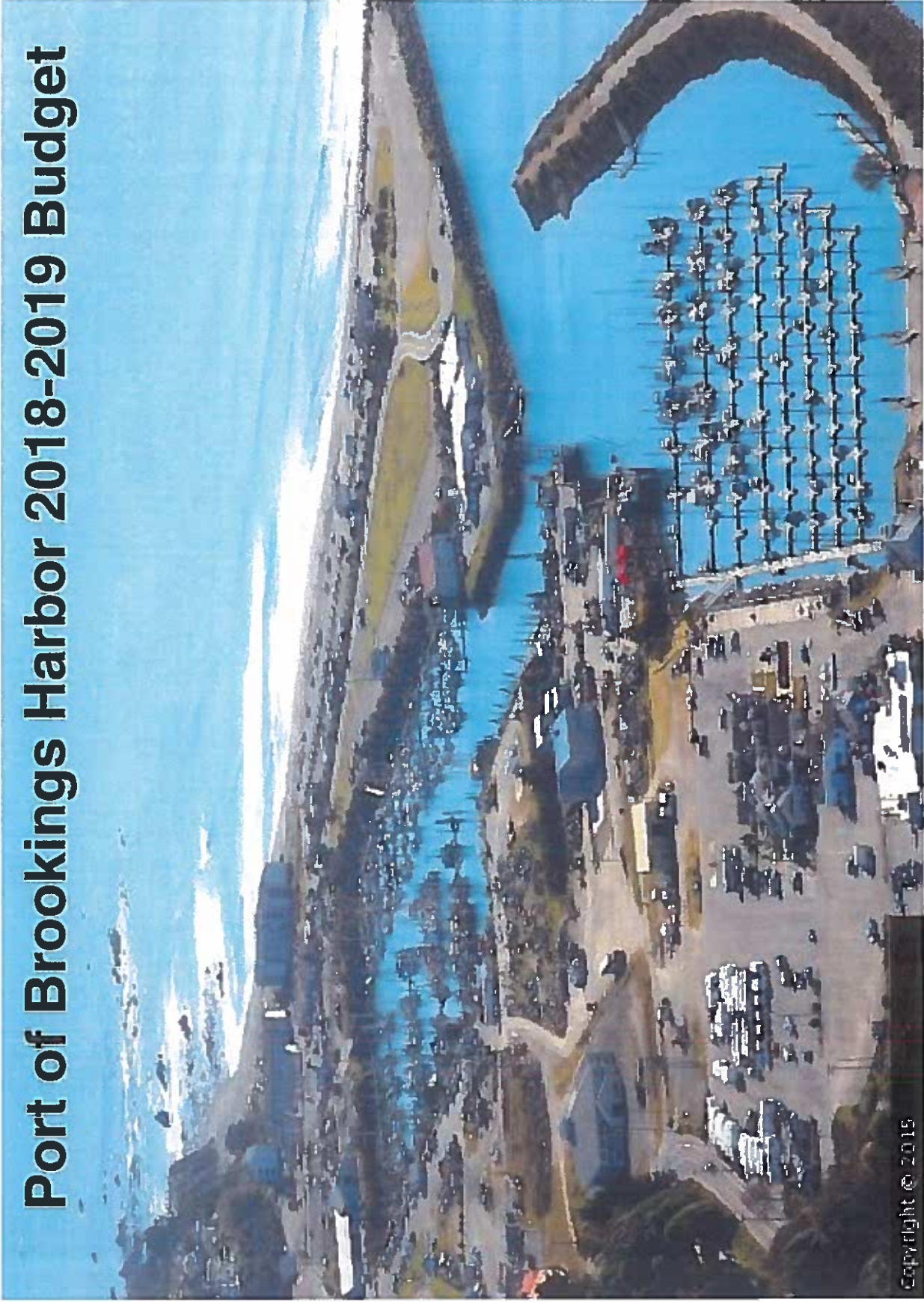


Port of Brookings Harbor 2018-2019 Budget



RESOLUTION No. 494

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 2018-2019 in the total amount of \$6,010,113. This budget is now on file at 16330 Lower Harbor Road in Brookings, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2018, for the following purposes:

<u>General Fund</u>		<u>Debt Service Fund</u>	
Personnel Services	639,191	Total.....	\$471,548
Materials & Services.....	1,309,418		
 <u>Not Allocated to Organizational Unit or Program:</u>		<u>USDA Revenue Bond Fund</u>	
Transfers Out.....	641,669	Total.....	\$130,120
Contingency.....	152,774		
Total.....	\$2,743,051	<u>Capital Projects Fund</u>	
		Total.....	\$2,412,536
		Total APPROPRIATIONS, All Funds . . .	\$5,757,256
		Total Unappropriated and Reserve Amounts, All Funds . . .	252,857
		TOTAL ADOPTED BUDGET . . .	\$6,010,113

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 2018-2019:

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

RESOLUTION CATEGORIZING THE TAX

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

Subject to the General Government Limitation

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

Excluded from Limitation

The above resolution statements were approved and declared adopted on June 19, 2018.

X _____
President

X _____
Attest



**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 and others currently listed.

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

- In the General Fund, added resources for Due from Capital Projects fund (inter-fund loan) in the amount of \$24,807, **page 3**, line item number 3.
- In the General Fund, increase resources for Beachfront RV Park in the amount of \$30,193, **page 3**, line item number 8.
- In the General Fund, increase resources for Fuel Dock in the amount of \$10,000, **page 3**, line item number 14.

- Admin/Moorage/Marina.....\$620,400
- Beachfront RV Park.....\$576,349
- Bell & Whistle.....\$0.00
- Boatyard.....\$104,437
- Cold Storage.....\$0.00
- Commercial Retail.....\$522,700
- Dredging.....\$0.00
- Fuel Dock.....\$458,516
- Ice House.....\$0.00
- Land Use Events.....\$5000

TOTAL RESOURCES \$2,808,051

page 3

FORM LB-20

**RESOURCES
GENERAL FUND**

Port of Brookings Harbor

Historical Data	Adopted Budget This Year 17 / 18	First Preceding Year 16 / 17	Budget for Next Year 2018-19			
			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Actual						
Second Preceding Year 15 / 16						
1						1
2	19,428	23,023	50,000	67,554	67,554	2
3	5,653	6,917	5,000	8,800	8,800	3
4	345	315	350	2,400	2,400	4
5			-	-	24,807	5
6						6
7	587,204	635,080	731,532	620,400	620,400	7
8	613,160	563,943	545,395	546,156	576,349	8
9	34,851	-	-	-	-	9
10	55,628	70,761	222,240	104,437	104,437	10
11	39,856	19,222	-	-	-	11
12	481,016	422,404	559,042	522,700	522,700	12
13	130,051	-	-	-	-	13
14	586,616	444,877	564,761	448,516	458,516	14
15	188,866	88,065	-	-	-	15
16		4,510	12,100	5,000	5,000	16
17	83,956	33,491	-	-	-	17
18						18
19	14,951	47,833	-	184,000	184,000	19
20	42,286	126,694	50,000	19,384	19,384	20
21						21
22						22
23						23
24						24
25						25
26						26
27	2,863,867	2,487,135	2,740,420	2,529,347	2,594,347	27
28			200,000	213,704	213,704	28
29	187,206	214,368				29
30	3,071,073	2,701,504	2,940,420	2,743,051	2,808,051	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, removed requirement amount of \$45,000, page 5, line item number 9. Per CPA advice, the \$45,000 was moved to contingency. CPA advises to seek legal advice to determine obligation concerning SEP IRA contributions and any correction needed.

Total Requirement \$1,020,152

Page 5, line item number 30

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>ADMINISTRATION / MARINA</u>	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	-	-	-	PERSONNEL 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	100,000	2
4	132,126	55,391	46,787	3 5018 Hourly / Port Office Staff	114,385	114,385	3
5	66,989	12,026	2,100	4 5020 Hourly / Operations Staff	71,783	71,783	4
6	141,494	125,667	82,500	5 5030 Overtime	4,165	4,165	5
7	13,552	6,730	6,973	6 5040 Costs & Benefits	127,375	127,375	6
8	95,863	53,941	54,777	7 5075 Workers Comp	8,101	8,101	7
				8 5080 Health Care & Dental	65,511	65,511	8
9	741,661	421,725	390,319	9 TOTAL PERSONNEL SERVICES	536,320	491,320	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	10,792	12
13	286,068	112,404	152,968	13 6100 Repairs and Maintenance	148,778	148,778	13
14	227,504	167,704	167,443	14 6200 Utilities	140,806	140,806	14
15	86,023	44,082	45,054	15 6300 Office Expense	40,329	40,329	15
16	9,682	9,731	9,080	16 6350 Bank Services & Finance Fees	9,051	9,051	16
17	3,779	5,412	2,340	17 6400 Travel & Entertainment	2,725	2,725	17
18	3,705	5,486	6,671	18 6500 Permit, Licenses, Taxes, Misc.	5,486	5,486	18
19	16,707	4,314	5,507	19 6600 Bad Debt	6,482	6,482	19
20	101,516	80,274	75,190	20 6800 Insurance - Property, Liability & Bond	78,294	78,294	20
21	96,828	87,079	43,600	21 6900 Professional Fees	86,089	86,089	21
22	864,028	529,009	512,853	22 TOTAL MATERIALS AND SERVICES	528,833	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	1,065,152	1,020,152	30

Beachfront RV Park

Original Draft 5/4/18

The Beachfront RV Park estimated resources increased slightly by \$761,000 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.

Total Requirement \$225,054

Page 7, line item number 32

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

FORM LB-30

	Historical Data			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
	Second Preceding Year 15 / 16	First Preceding Year 16 / 17	Adopted Budget This Year 17 / 18				
				PERSONNEL SERVICES			
1				1			1
2	38,975	-	-	2	37,951	-	2
3	14	30,586	34,466	3	21,241	37,951	3
4	634	12,286	15,231	4	1,557	21,241	4
5	1,627	4,183	1,879	5		1,557	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	1.25	1.25	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
				TOTAL ORG./PROG. REQUIREMENTS			

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.

Total Requirement \$0.00

Page 9, line item number 28

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

	Historical Data			REQUIREMENTS FOR: BELL & WHISTLE	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		-	-	PERSONNEL SERVICES	-	-	-	1
2		-	-	1 5010 Wages & Salaries	-	-	-	2
3				2 5040 Benefits				3
4				3				4
5				4				5
6				5				6
7				6				7
8				7				8
9				8				9
10	.5	0	0	9 TOTAL PERSONNEL SERVICES	-	-	-	10
				10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.00	0.00	0.00	
				MATERIALS AND SERVICES				
11	4,248			11 5560 Belt & Whistle	-	-	-	11
12	220			12 6001 Advertising & Notifications	-	-	-	12
13	455			13 6100 Repairs and Maintenance	-	-	-	13
14	-			14 6200 Utilities	-	-	-	14
15	596			15 6300 Office Expenses	-	-	-	15
16	1,980			16 6900 Professional Fees	-	-	-	16
17	7,499			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	7,499			28 TOTAL ORG./PROG. REQUIREMENTS	-	-	-	28

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.

Total Requirement \$163,662

Page 11, line item number 28

**FORM
LB-30**

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

	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	56,700		1
2	-	3,324	3,399	638	638		2
3							3
4							4
5							5
6							6
7							7
8							8
9	271	22,896	114,594	57,338	57,338	-	9
10			2.50	1.50	2.50	2.50	10
11	-	8,597	56,143	56,215	56,215		11
12	-	-	26,000	12,187	12,187		12
13	-	3,129	7,431	10,922	10,922		13
14							14
15							15
16							16
17	-	11,726	89,574	79,324	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	136,662	-	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.

Total Requirement \$0.00
Page 13, line item number 28

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

FORM
LB-30

	Historical Data			REQUIREMENTS FOR: COLD STORAGE	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
2	320	74	-		-	-	2
3	58	-	-		-	-	3
4							4
5							5
6							6
7							7
8							8
9	796	1,013	-		-	-	9
10	.01	.19					10
11	227	3,027	-		-	-	11
12	1,582	5,966	-		-	-	12
13	-	-	-		-	-	13
14	-	-	-		-	-	14
15	-	-	-		-	-	15
16	24,969		-		-	-	16
17	26,778	10,091	-		-	-	17
18							18
19							19
20							20
21							21
22							22
23							23
24	-	-	-		-	-	24
25							25
26							26
27							27
28	27,574	11,104	-		-	-	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.

Total Requirement \$156,306
Page 15, line item number 28

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

FORM
LB-30

Line Item	Historical Data			REQUIREMENTS FOR: <u>COMMERCIAL RETAIL</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	626		-				1
2	-	11,077	16,091	14,131	14,131	-	2
3	184	2,546	576	596	596		3
4	74	-	-	-	-		4
5							5
6							6
7							7
8							8
9	884	13,623	16,667	14,727	14,727	-	9
10	1	1	1.77	0.75	0.75	0.50	10
PERSONNEL SERVICES							
11	52,788	46,655	33,751	46,938	46,938		11
12	26,196	59,038	57,861	48,527	48,527		12
13	445	8,090	4,840	2,776	2,776		13
14	10,698	-	-	-	-		14
15	-	4,210	11,185	7,473	7,473		15
16	12,547	6,648	17,809	35,865	35,865		16
17	102,674	124,641	125,446	141,579	141,579		17
MATERIALS AND SERVICES							
18	-	-	30,000				18
19	0	-	-	-	-		19
20							20
21							21
22							22
23							23
24	-	-	30,000				24
CAPITAL OUTLAY							
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS							
25							25
26							26
27							27
28	103,558	138,264	172,113	156,306	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.

Total Requirement \$0.00
Page 17, line item number 30

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	-	-	-	PERSONNEL SERVICES	-	-	-
2	-	-	-	1 5020 Hourly / Operations Staff	-	-	-
3	-	-	-	2 5030 Overtime	-	-	-
4	-	-	-	3 5040 Benefits	-	-	-
5	-	-	-	4	-	-	-
6	-	-	-	5	-	-	-
7	-	-	-	6	-	-	-
8	-	-	-	7	-	-	-
9	-	-	-	8	-	-	-
10	-	2.01	0.00	9 TOTAL PERSONNEL 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.

Total Requirement \$406,709

Page 19, line item number 29

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	PERSONNEL SERVICES	13,266	13,266	1
2	609	1,015	1,050	1 5020 Hourly / Operations Staff	596	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	9 TOTAL PERSONNEL SERVICES	13,862	13,862	9
10	.25	.25	0.50	10 TOTAL FULL-TIME EQUIVALENT (FTE)	0.50	0.50	10
11	186	9,343	10,154	MATERIALS AND SERVICES	6,995	6,995	11
12	549,573	369,833	440,400	11 6100 Repairs and Maintenance	373,543	373,543	12
13	832	4,703	3,324	12 6150 Fuel Purchased for Resale	6,075	6,075	13
14	247		200	13 6200 Utilities	100	100	14
15	4,143	4,342	7,662	14 6300 Office Expense	3,664	3,664	15
16	-	2,532	1,262	15 6350 Merchant Services Fees	1,270	1,270	16
17		4,920		16 6800 Insurance	1,200	1,200	17
18	554,981	395,673	463,002	17 6900 Professional Fees	392,847	392,847	18
19				18 TOTAL MATERIALS AND SERVICES			19
20				CAPITAL OUTLAY			20
21				19			21
22				20			22
23				21			23
24				22			24
25				23			25
26				24			26
27				25 TOTAL CAPITAL OUTLAY			27
28				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			28
29	557,264	404,185	485,052	26			29
30				27			30
31				28			31
32				29 TOTAL ORG./PROG. REQUIREMENTS	406,709	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.

Total Requirement \$0.00
Page 21, line item number 28

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

**FORM
LB-30**

Line Item	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	-	PERSONNEL SERVICES	-	-	1
2	2,704	2,223	-	1 5010 Wages & Salaries	-	-	2
3	512	-	-	2 5030 Overtime	-	-	3
4				3 5040 Benefits			4
5				4			5
6				5			6
7				6			7
8				7			8
9	6,821	14,482	-	8	-	-	9
10	.20	1.68		9 TOTAL PERSONNEL SERVICES			10
11	51,706	55,973	-	10 TOTAL FULL-TIME EQUIVALENT (FTE)	-	-	11
12	53,260	67,714	-	MATERIALS AND SERVICES	-	-	12
13	1,188	-	-	11 6100 Repairs and Maintenance	-	-	13
14	3,377	1,305	-	12 6200 Utilities	-	-	14
15	-	-	-	13 6300 Office Expense	-	-	15
16	2,016	-	-	14 6500 Permit, Licenses, Taxes, Misc.	-	-	16
17	111,547	124,992	-	15 6510 Conferences & Education	-	-	17
18				16 6600 Bad Debt	-	-	18
19				17 TOTAL MATERIALS AND SERVICES	-	-	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	118,368	139,474	-	REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			28
29				25			29
30				26			30
31				27			31
32				28 TOTAL ORG./PROG. REQUIREMENTS	-	-	32

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.

Total Requirement \$3,725
Page 23, line item number 30

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

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

GENERAL FUND TRANSFERS, TOTAL REQUIREMENTS and OPERATING CONTINGENCY

Original Draft 5/4/18

Interfund Transfers from General Fund to other funds.

Total Interfund Transfers \$641,669.

Total Contingency \$107,774. 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

- Decreased Administration/Marina requirement in the amount of \$45,000, line item number 17.

Total allocated requirements \$1,948,608, line item number 26.

PAGE 26

- **Increase to Contingency** – Total \$152,744, **page 26**, line item number 23. **This increase has been added for the following reasons**
 1. *The possibility of needed funds for 25% matching (\$113,784) for the Basin Piling Repair/Replacement, Project # DR4258/-OR-7. At this time we are unsure if we would be able to secure an interim loan with IFA OR possibly get other funding.*
 2. *Per CPA advice, the \$45,000 was moved to contingency from administration/marina requirement.. CPA advises to seek legal advice to determine obligation concerning SEP IRA contributions and any correction needed.*

TOTAL REQUIREMENTS NOT ALLOCATED \$749,443
TOTAL OREG/PROG REQUIREMENTS \$1,948,608
UNAPPROPRIATED ENDING FUND BALANCE \$65,000

TOTAL REQUIREMENTS \$2,808,051

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

FORM
LB-30

	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							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15	7,499						15
16	103,558	138,264	172,113	156,306	156,306		16
17	1,605,689	950,733	903,172	1,065,152	1,020,152		17
18	27,574	11,104					18
19	135,756	187,244	224,601	225,054	225,054		19
20	557,264	404,185	485,052	406,709	406,709		20
21	271	34,622	204,168	136,662	136,662		21
22	118,368	139,474					22
23	147,652	33,608	2,050	3,725	3,725		23
24	34,283	5,234					24
25							25
26	2,737,914	1,904,468	1,991,156	1,993,608	1,948,608		26
27							27

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

FORM LB-30

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 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				PERSONNEL SERVICES NOT ALLOCATED				1	
2								2	
3				3 TOTAL PERSONNEL SERVICES					3
4				4 TOTAL FULL-TIME EQUIVALENT (FTE)					4
5				MATERIALS AND SERVICES NOT ALLOCATED					5
6									6
7				7 TOTAL MATERIALS AND SERVICES					7
8				CAPITAL OUTLAY NOT ALLOCATED					8
9									9
10				10 TOTAL CAPITAL OUTLAY					10
11				DEBT SERVICE					11
12									12
13									13
14				14 TOTAL DEBT SERVICE					14
15				SPECIAL PAYMENTS					15
16									16
17				17 TOTAL SPECIAL PAYMENTS					17
18	130,120	177,152	130,120	INTERFUND TRANSFERS					18
19	180,016	388,028	366,297	18 Transfer to Bond Debt Service Fund	130,120		130,120		18
20		136,430	310,024	19 Transfer to Debt Service Fund	471,549		471,549		19
21			51,000	20 Transfer to Capital Project Fund	40,000		40,000		20
22	310,136	701,610	857,441	21 Transfer to Reserve Fund					21
23			91,823	22 TOTAL INTERFUND TRANSFERS	641,669		641,669		22
24				23 OPERATING CONTINGENCY	107,774		107,774		23
25	310,136	701,610	949,264	24 TOTAL REQUIREMENTS NOT ALLOCATED	749,443		749,443		24
26	2,737,914	1,904,468	1,991,156	25 TOTAL ORG./PROG. REQUIREMENTS	1,993,608		1,948,608		25
27	23,023	95,426		26 RESERVED FOR FUTURE EXPENDITURE					26
28				27 Ending balance (prior years)					27
29	3,071,073	2,701,504	2,940,420	28 UNAPPROPRIATED ENDING FUND BALANCE	2,743,051		2,808,051		28
				29 TOTAL REQUIREMENTS					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.

Total Unappropriated Ending Fund Balance \$98,395

Total Requirement \$228,515

Page 28, line item number 24

**BOND DEBT SERVICE FUND
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

**FORM
LB-35**

BOND DEBT SERVICE FUND - USDA

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

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

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:

Total Unappropriated Ending Fund Balance \$23,602

Total Requirement \$495,151

Page 30, line item number 30

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	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							
Resources								
1		6,058		23,602		23,602	1	
2	147,496						2	
3							3	
4	1,162,051						4	
5	180,016	388,028	366,297	471,549	471,549		5	
6	180,016	1,556,137	366,297	495,151	495,151		6	
7							7	
8							8	
9	180,016	1,556,137	366,297	495,151	495,151		9	
TOTAL RESOURCES								
Requirements								
Principal Payments								
Budgeted Payment Date								
10		1,162,051					10	
11		864	864	864		864	11	
12	55,265						12	
13			46,863	12,062	12,062		13	
14		25,792	40,502	42,788	42,788		14	
15	261,843	340,372	248,169	395,369	395,369		15	
16			10,000				16	
17	317,108	1,529,079	346,398	451,082	451,082		17	
Interest Payments								
Budgeted Payment Date								
18							18	
19	2,514	113					19	
20			2,662	5,515	5,515		20	
21		10,967	15,406	13,120	13,120		21	
22	1,832	2,289	1,831	1,831	1,831		22	
23							23	
24	4,346	13,368	19,899	20,466	20,466		24	
Unappropriated Balance for Following Year By								
Payment Date								
25							25	
26							26	
27							27	
28				23,602	23,602		28	
29	6,058	13,689					29	
30							30	
31	327,512	1,556,137	366,297	495,151	495,151		31	
TOTAL REQUIREMENTS								
-								

*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:

- Increased resource for MAP Grant to the amount of \$4,785, page 32, line item number 4.
- Increased reserved for future expenditure to the amount of \$54,785, page 32, line item number 26.

Total Unappropriated Ending Fund Balance \$54,785

Total Requirement \$2,467,321
Page 33, line item number 33

**CAPITAL PROJECTS FUND
RESOURCES AND REQUIREMENTS
CAPITAL PROJECTS FUND**

Port of Brookings Harbor

(Fund)

Line Item	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					
1	35,420	33,403	-	1 Working Capital (accrual basis)	5,000	5,000	2
2	-	136,430	310,024	2 Transferred IN from General Funds	40,000	40,000	5
3	-	4,785	-	3 MAP Grant	-	4,785	
4	95,233	-	819,761	4 8074 FEMA Revenues	-	-	6
5	-	-	400,000	5 OSMB Boarding Dock Agreement #1587	-	-	
6	-	-	-	6 8125 NHMP Fuel Dock	300,000	300,000	
7	-	-	-	7 8240 NHMP Basin 1 Piling Project	406,758	406,758	7
8	-	-	-	8 8127 NHMP Boardwalk North Deck Project	-	-	
9	-	-	-	9 Commercial Receiving Docks	1,069,200	1,069,200	
10	-	-	-	10 Brookings Harbor Dock Fund - State Lottery Funds	600,000	600,000	
11	100,231	234,833	-	11 7311 FEMA PW29 Ice House Dredging	-	-	8
12	6,632	-	-	12 7250 Strategic Business Plan	-	-	9
13	833,290	687,289	728,867	13 8300 IFA Bridge Loan L16010 - Dock Renovation	41,578	41,578	10
14	1,070,806	1,096,740	2,258,652	14 TOTAL RESOURCES	2,462,536	2,467,321	14
15	20,139	-	-	15 Capital Outlay	-	-	15
16	-	4,785	-	16 MAP Grant	4,785	4,785	
17	49,911	-	1,000,000	17 6700 FEMA Expenses	-	-	16
18	-	107	-	18 OSMB Boarding Dock Agreement #1587	-	-	
19	-	6,137	-	19 8125 NHMP Fuel Dock	400,000	400,000	
20	-	9,060	-	20 8240 NHMP Basin 1 Piling Project	542,344	542,344	
21	-	1,620	-	21 8127 NHMP Boardwalk North Deck Project	-	-	
22	-	-	-	22 Commercial Receiving Docks	1,425,600	1,425,600	
23	-	9,060	529,785	23 6730 Grant Expenses	-	-	17
24	-	-	-	24	-	-	
25	79,884	232,440	-	25 8120 FEMA PW29 Ice House Dredging	-	-	18
26	842,297	687,289	728,867	26 8300 IFA Bridge Loan L16010 - Dock Renovation	-	-	19
27	-	-	-	27 7250 Strategic Business Plan	-	-	20
28	2,784	-	-	28 8010 Consultants, Professional Fees	15,000	15,000	21
29	-	24,360	-	29 Due to General Funds	24,807	24,807	22
30	33,403	60,941	-	30 Ending balance (prior years)	-	-	25
31	-	-	-	31 RESERVED FOR FUTURE EXPENDITURE	50,000	54,785	26
32	1,028,418	1,035,799	2,258,652	32 TOTAL REQUIREMENTS	2,462,536	2,467,321	27

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

FORM LB-30

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 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	-	-	3,000	PERSONNEL 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 TOTAL PERSONNEL SERVICES	-	-	9
10	0.5	0.5	0.5	9 TOTAL FULL-TIME EQUIVALENT (FTE)			10
11		19,589	33,000	MATERIALS AND SERVICES			11
12			25,000	11 6000 Materials & Services (Equipment)			12
13			6,000	12 6250 Waste Management			13
14				13 6900 Professional Fees			14
15				14			15
16	-	19,589	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	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	26 TOTAL ORG./PROG. REQUIREMENTS	2,412,536	2,412,536	29
30				27 RESERVED FOR FUTURE EXPENDITURE	50,000	54,785	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	30 TOTAL REQUIREMENTS	2,462,536	2,467,321	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

Total Unappropriated Ending Fund Balance \$11,075

Total Requirement \$11,075

Page 35, line item number 27

**FORM
LB-11**

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

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

Part of Brookings Harbor

RESERVE FUND

	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				1 Cash on hand* (cash basis) or	11,075	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	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	11,075	26
27	-	-	51,000	27 TOTAL REQUIREMENTS	11,075	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

- Removed requirement on Schedule A, page 37, line item number 10.

Total Wages & Salaries \$639,191

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						
				PERSONNEL SERVICES-Wages & salaries				
1	154,076	49,042	80,404	1 5012 Salary Port Manager	100,000	100,000		1
2	138,224	118,928	118,550	2 5018 Hourly / Port Office Staff, (3) Employees	114,385	114,385		2
3	38,975	30,586	34,466	3 5024 Hourly / RV Office Staff, (1) Employee	37,951	37,951		3
4	166,320	120,566	236,227	4 5020 Hourly / Operations Staff, (4) Employees	178,273	178,273		4
5	90,653	25,747	17,405	5 5030 Overtime	7,595	7,595		5
6	-	125,667	102,534	6 5040 Costs & Benefits	127,375	127,375		6
7	257,045		-	7 Benefits				7
8	-	6,730	6,973	8 5075 Workers Comp	8,101	8,101		8
9	-	53,941	54,777	9 5080 Health Care & Dental	65,511	65,511		9
10				10	45,000	-		10
11				11				11
12	845,293	531,207	651,336	12 TOTAL WAGES & SALARIES	684,191	639,191		12
13	14.00	9.50	9.50	13 TOTAL FULL-TIME EQUIVALENT (FTE)	9.05	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		
		864	-	864		15,192
M2 Lease						
50BFMII Travelift Lease	7/22/2018	3,477	1,182	4,659	257,973	
	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		
M2 Travelift Lease Sub Total		42,788	13,120	55,908		215,185

**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 6/30/19
Umpqua Bank Loan#747041620						
2018 Genie Reach Forklift						
	7/15/2018	984	481	1,465	96,100	
	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		84,038
IFA Business Oregon						
3rd Quarter	9/30/2018	62,042	458	62,500	2,262,056	
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		
80% proceeds/sale of asset		147,200		147,200		
IFA Sub Total		395,369	1,831	397,200		2,013,887
TOTAL DEBT SERVICE		451,082	20,466.46	471,549	2,632,185	2,328,303
USDA Revenue Bond	11/6/2018	69,036	61,084	130,120	1,222,072	1,153,036
Totals		520,118	81,551	601,669	3,854,257	3,481,339

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

Historical Data				REQUIREMENTS DESCRIPTION										Budget For Next Year 2018-19		
Actual		Adopted Budget		CURRENT DEPRECIATION LIST (years)										Proposed By	Approved By	Adopted By
Second Preceding Year 15/16	First Preceding Year 16/17	This Year	Year 17/18	Net Book Value	Current Depr.	Total Depr.	Amount Left	Years Left	Budget Officer	Budget Committee	Governing Body					
-	-	1,000	-	1,000	1	Computers (5)	12,567	-	12,567	-	-	1				
-	-	1,000	-	1,000	2	Office Equipment & Furniture (10)	220,215	-	220,215	-	-	2				
-	-	1,000	-	1,000	3	Eq# 3707 Ride-on Lawn Mower (10)	7,598	760	4,813	2,785	3	3				
-	-	1,000	-	1,000	4	Booster Pump for Dredging (10)	84,400	8,440	30,243	54,157	5	4				
-	-	1,000	-	1,000	5	Eq# 3701 5-Ton Forklift (10)	25,422	2,542	8,262	17,160	6	5				
-	-	1,000	-	1,000	6	Eq# 4605 50-Ton Travel Lift (25)	324,000	9,960	9,960	314,040	25	6				
-	-	1,000	-	1,000	7	Eq# 1108 Ford 3/4 Ton Truck (8)	25,000	2,500	2,500	25,000	8	7				
-	-	1,000	-	1,000	8	Eq# 1102 Chevy Truck w/Lift Gate (8)	25,000	-	25,000	-	-	8				
-	-	1,000	-	1,000	9	Pump Out Station - Sani-Sailors 1 (10)	29,943	2,994	8,983	20,960	6	9				
-	-	1,000	-	1,000	10	10 Pump Out Station - Sani-Sailors 2 (10)	29,943	2,994	8,983	20,960	6	10				
-	-	1,000	-	1,000	11	Boat Launch Pay Station (10)	15,056	1,506	1,757	13,299	8	11				
-	-	1,000	-	1,000	12	Basin 1 Docks (40)	1,770,000	44,250	781,750	988,250	24	12				
-	-	1,000	-	1,000	13	Basin 2 Docks Rebuilt (40)	259,500	6,463	121,522	136,978	23	13				
-	-	1,000	-	1,000	14	Basin 2 Docks (40)	402,000	-	402,000	-	-	14				
-	-	1,000	-	1,000	15	Transient Dock (40)	400,000	10,000	250,000	150,000	15	15				
-	-	1,000	-	1,000	16	Boardwalk - Wood (40)	700,000	17,500	385,000	315,000	18	16				
-	-	1,000	-	1,000	17	Boardwalk - Wood (40)	357,000	8,925	178,500	178,500	20	17				
-	-	1,000	-	1,000	18	Fuel Dock (40)	400,000	10,000	150,000	250,000	25	18				
-	-	1,000	-	1,000	19	Public Fishing Pier (40)	500,000	12,500	175,000	325,000	26	19				
-	-	1,000	-	1,000	20	Eureka Dock - BC Fisheries (40)	400,000	10,000	140,000	260,000	26	20				
-	-	1,000	-	1,000	21	Boardwalk - Concrete (40)	859,619	21,490	107,452	752,167	34	21				
-	-	1,000	-	1,000	22	22 Receiving Dock - Seawall (40)	1,951,481	54,208	216,831	1,734,650	35	22				
-	-	1,000	-	1,000	23	Gangway - Crab Dock (40)	36,126	903	2,784	33,342	36	23				
-	-	1,000	-	1,000	24	Basin 2 Sport & Commercial Docks (40)	2,899,325	72,233	276,893	2,612,432	36	24				
-	-	1,000	-	1,000	25	Basin 1 Docks (40)	535,077	14,795	56,713	478,364	36	25				
-	-	1,000	-	1,000	26	Seawall Improvements - Slope Repairs (40)	26,597	655	1,441	25,156	37	26				
-	-	1,000	-	1,000	27	Fishermen's Dock Improvements	51,013	1,275	2,657	48,356	37	27				
-	-	1,000	-	1,000	28	Restaurant Building - Zola's (40)	100,000	-	100,000	-	-	28				
-	-	1,000	-	1,000	29	Restroom - Retail (40)	120,000	-	120,000	-	-	29				
-	-	1,000	-	1,000	30	Restroom - RV Park (40)	70,350	-	70,350	-	-	30				
-	-	1,000	-	1,000	31	Restroom - Kite Field (40)	13,755	344	13,071	684	1	31				
-	-	1,000	-	1,000	32	Restroom - Remodel RV Park (40)	109,491	2,737	69,712	39,779	14	32				
-	-	1,000	-	1,000	33	Restroom - Commercial Basin (40)	100,000	2,500	60,000	40,000	15	33				
-	-	1,000	-	1,000	34	Restroom - Boat Launch (40)	120,000	3,000	69,000	51,000	26	34				
-	-	1,000	-	1,000	35	Restroom - Remodel Commercial Basin (40)	10,594	265	2,914	7,680	29	35				
-	-	1,000	-	1,000	36	Fish Cleaning Building (40)	48,615	1,215	30,383	18,232	14	36				
-	-	1,000	-	1,000	37	Laundromat Building - RV Park (40)	65,730	1,634	62,436	3,294	1	37				
-	-	1,000	-	1,000	38	Commercial Retail Building # 1 (40)	500,000	12,500	262,500	237,500	18	38				
-	-	1,000	-	1,000	39	Commercial Retail Building # 2 (40)	500,000	12,500	262,500	237,500	18	39				
-	-	1,000	-	1,000	40	Cold Storage Building (40)	800,000	-	320,000	480,000	24	40				
-	-	1,000	-	1,000	41	Cold Storage Building Add-on (40)	1,090,541	-	354,427	736,114	27	41				
-	-	1,000	-	1,000	42	Fish Market Building (40)	207,340	-	15,551	191,789	34	42				
-	-	1,000	-	1,000	43	Ice House Building (40)	75,000	-	9,219	65,781	34	43				
-	-	1,000	-	1,000	44	Ice House Renovation (40)	202,559	-	22,366	180,193	35	44				
-	-	1,000	-	1,000	45	Ice House Roof (40)	46,138	-	3,173	42,965	36	45				
-	-	1,000	-	1,000	46	Commercial Retail Improvements (40)	17,941	449	934	17,007	37	46				
-	-	1,000	-	1,000	47	Fish Market Rehab (40)	18,383	460	919	17,464	37	47				
-	-	1,000	-	1,000	48	OSMB Parking Lot (40)	525,819	13,145	13,145	512,674	39	48				
-	-	1,000	-	1,000	49	RV Park Infrastructure (40)	333,333	8,333	158,280	175,053	30	49				
-	-	1,000	-	1,000	50	RV Park Renovation (40)	300,000	7,500	112,500	187,500	25	50				
-	-	1,000	-	1,000	51	RV Park Campground Upgrade (40)	67,039	1,816	1,816	65,223	38	51				
-	-	1,000	-	1,000	52	RV Park Upgrade (40)	51,049	1,276	1,379	49,670	38	52				
-	-	1,000	-	1,000	53	Land Net Value	2,537,448	-	-	2,537,448	-	53				
-	-	1,000	-	1,000	54	Dock Renovation - BC Fisheries (40)	1,562,157	-	-	1,562,157	40	54				
-	-	1,000	-	1,000	55	Eq# 4603 P&H Crane (10)	36,084	3,608	10,956	25,128	6	55				
-	-	1,000	-	1,000	56	Transient Dock Pedestals (10)	7,980	798	2,727	5,253	6	56				
-	-	1,000	-	1,000	57	Retail Building - Mainbrace (15)	15,000	1,000	-	15,000	15	57				
-	-	51,000	-	51,000	58	TOTAL REQUIREMENTS	21,984,228	391,973	5,729,584	16,258,644	-	58				

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Port of Brookings Harbor will be held on June 19, 2018 at 6pm at Harbor Fire/Harbor Water District Conference Room, 98069 W Benham Lane, Harbor, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 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 8 am and 5pm or online at portofbrookingsharbor.com. This budget is for an annual budget period FY 2018-2019. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Kim Boom Telephone: (541) 469-2218 ext. 405 Email: accounts@portofbrookingsharbor.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2016-17	Adopted Budget This Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance / Net Working Capital	75,496	50,000	205,626
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,821,801	2,635,420	2,287,402
Federal, State and all Other Grants, Gifts, Allocations and Donations	2,088,958	1,948,628	2,422,321
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	701,610	847,441	641,669
All Other Resources Except Current Year Property Taxes	7,232	13,012	239,391
Current Year Property Taxes Estimated to be Received	214,368	205,000	213,704
Total Resources	4,909,465	5,699,501	6,010,113

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	553,235	651,336	639,191
Materials and Services	1,386,615	1,299,820	1,309,418
Capital Projects	1,096,740	2,258,652	2,412,536
Debt Service	1,556,137	356,297	471,548
USDA Revenue Bond	190,164	130,120	130,120
Interfund Transfers	701,610	847,441	641,669
Contingencies	0	91,823	152,774
Special Payments		0	
Unappropriated Ending Balance and Reserved for Future Expenditure	60,044	64,012	252,857
Total Requirements	5,544,545	5,699,501	6,010,113

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Administration / Marina	950,733	903,172	1,020,152
FTE	4	4.50	5.00
Bell & Whistle *		0	0
FTE	0	0	0
Commercial Retail	138,264	172,113	156,306
FTE	1	1	0.50
Land Use Events *	33,608	2,050	3,725
FTE	0.20	0.5	1
Boat Yard	34,622	204,168	136,662
FTE	1	1.5	2
Beachfront RV Park	187,244	224,601	225,054
FTE	3	1.5	1.5
Fuel Dock	404,185	485,052	406,709
FTE	0	1	1
Cold Storage *	11,104	0	0
FTE	0	0	0
Ice House *	139,474	0	0
FTE	0	0	0
Dredging Other Ports *	5,234	0	0
FTE	0	0	0
Allocated to Organizational Unit or Program	1,748,656	1,991,156	1,948,608
Not Allocated to Organizational Unit or Program		3,708,345	4,061,505
FTE	0	0	9
Total Requirements	1,904,488	5,699,501	6,010,113
Total FTE	9.5	9.5	9.1

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 Bell & Whistle, Cold Storage and Ice House were sold to private sectors and have become a commercial retail revenue source. Special Events was changed to Land Use Events. State-owned dredge machine was removed from Port of Brookings Harbor control during the FY 2016-17. Reserve Fund was resurrected in FY 2017-18.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2016-17	Rate or Amount Imposed This Year 2017-18	Rate or Amount Approved Next Year 2018-19
Permanent Rate Levy (rate limit 0.1316 per \$1,000)	.1316	.1316	.1316
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

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	\$1,222,072	
Other Borrowings	\$2,632,185	
Total	\$3,854,257	