

**Port of Brookings Harbor  
Budget Committee Agenda**  
Port of Brookings Harbor  
Port Conference Room  
16350 Lower Harbor Rd Ste#202  
Brookings OR 97415

**Tuesday, November 19, 2019 • 5:30 pm**

**Budget Committee**

**Port Commission Members**

Roy Davis  
Richard Heap  
Kenneth Range  
Joseph Speir  
Sharon Hartung

**Freeholder Members**

Al Cornell - Chairman  
Richard Contestible  
Thomas Beene  
Camille Soares-Brown

**Agenda:**

- I. Pledge of Allegiance**
- II. Call to Order and Roll Call by Al Cornell, Presiding Chairman**
- III. Presentation of Supplemental Budget for FY 2019-20 from;**
  - Gary Dehlinger, Port Manager
  - Travis Webster, Harbormaster
  - Kim Boom, Budget Officer
- IV. Budget Discussion by Budget Committee and attendees when recognized by Chairman**
- V. Public Comments**
- VI. Approval of Budget**

*SAMPLE MOTION: I move that the Budget Committee approve the proposed Supplemental Budget [as presented] for the Port of Brookings Harbor's 2019-2020 fiscal year.*
- VII. Adjournment**



## NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Port of Brookings Harbor  
(District Name)

for the current fiscal year will be held at 16350 Lower Harbor Road Ste. 202, Brookings, Oregon 97415.

The hearing will take place on 11/19/2019 5:30pm

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after November 13, 2019 at 16330 Lower Harbor Road, between the hours of 9:00am and 4:00pm.

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: General Fund

Resource	Amount	Requirement	Amount
1 Interfund Transfer from Capital Projects	795,500	1 Materials and Services	42,000
2 Cash Carryover	(90,000)	2 Capital Outlay	(5,000)
3		3 Transfer to Capital Projects	625,000
		4 Unappropriated Ending Fund Balance	43,500
<b>Revised Total Fund Resources</b>	<b>3,763,000</b>	<b>Revised Total Fund Requirements</b>	<b>3,763,000</b>

**Comments:**

Decrease 90,000 in cash carryover and increase in unappropriated ending fund balance of 43,500. Resources increase of 795,500, reimbursements due from Capital Projects FEMA and Grant Projects. Increase 85,000 Material and Services for the demolition of the Green Building and reduce Materials and Services professional fees at Beachfront RV Park in the amount of 43,000, Total increase 42,000. Capital Outlay decreased 5,000. The installation of electrical on Basin 1 D Dock to be postponed and proceeding with the purchase of security system and a pre-owned truck. Increase in Interfund Transfers to Capital Projects in the amount of 625,000 to fund Marine Fuel Dock Station and MAP Grant.

#### FUND: Capital Projects Fund

Resource	Amount	Requirement	Amount
1 Cash Carryover	(14,000)	1 Marine Fuel Dock Station Expenses	600,000
2 Interfund Transfer from General Funds	625,000	2 FEMA 4432 and FEMA 4452	20,000
3 Basin 1 Piling Project	182,000	3 Interfund Transfers to General Funds	795,500
4 Marine Fuel Dock Station	600,000	4 Unappropriated Ending Fund Balance	(22,500)
<b>Revised Total Fund Resources</b>	<b>1,422,785</b>	<b>Revised Total Fund Requirements</b>	<b>1,422,785</b>

**Comments:**

Decrease 14,000 cash carryover and decrease 22,500 unappropriated ending fund balance. Increase Interfund Transfers from General Fund 625,000 to fund Marine Fuel Dock Station and MAP Grant. Increase resources for payment reimbursements for Basin 1 Piling Project in the amount of 182,000 and for the Marine Fuel Dock Station in the amount of \$600,000. Increase requirements for Marine Fuel Dock Station, FEMA Disasters 4432 and 4452 in the amount of 620,000. Increase Interfund Transfer to General Funds 795,500, payment reimbursements from FEMA, State Lottery Money and OSMB MAP Grant.

# Supplemental Budget Summary

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**DATE:** November 19, 2019  
**RE:** Supplemental Budget  
**TO:** Budget Committee and Harbor District Board Members  
**ISSUED BY:** Kim Boom, Financial Officer

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## OVERVIEW

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

## DOCUMENTS

- Notice of Supplemental Budget Hearing
- Resolution No.
- Budget Detail pages 1,2,3,4,5 and 15

## PROPOSED ADJUSTMENTS

### GENERAL FUND

- **Resources Summary – Detail page 1**
  - Reduced the cash carry over by \$90,000. This is the money carried over from previous fiscal year. The adjustment is based on actual numbers. *line 1*
  - Increase Interfund Transfers from the Capital Projects in the amount of \$795,500; Basin Piling Project \$182,000, Marine Fuel Dock Station \$600,000, MAP Grant \$5,000 and reimbursement of “old pilings” sale \$8,500. These are payment reimbursements from FEMA, Oregon State Lottery and OSMB. *line 4*
  - The Total General Fund Resources to increase \$705,500. Revised Total \$3,763,000. *line 27*
- **Requirements Summary – Detail page 2**
  - Increase Materials and Services, Repairs and Maintenance in the amount of \$85,000 for the demolition of the Green Building, *line 13*
  - Increase Capital Outlay \$5,000 for the purchase of Pre-Owned Truck. The installation of electrical on Basin 1 Dock D to be postponed. Decrease Capital Outlay \$10,000, difference of cost between the two projects. Total decrease in Capital Outlay \$5,000. Revised Total Capital Outlay \$110,000. *lines 29-32*
  - Total Org./Prog. Requirements \$2,425,482. *line 33.*
  - The Total General Fund Allocated Requirements to increase \$37,000. Revised Total \$2,425,482. *line 43*

- **Requirements Summary – Detail page 3**
  - Increase \$625,000 Transfer to Capital Projects to provide funding for MAP Grant, Marine Fuel Dock Station and FEMA Projects. *line 20*
  - Increase unappropriated ending fund balance \$43,500. This is the amount projected to be remaining in bank account at end of fiscal year. Revised Unappropriated Ending Fund Balance \$83,500. *line 28*
  - The Total General Fund Requirements to increase \$705,500. Revised Total Requirements 3,763,000 *line 29*
  
- **Requirements For Administration/Marina – Detail page 4**
  - Increase Materials and Services, Repairs and Maintenance in the amount of \$85,000 for the demolition of the Green Building, *line 11*
  - Total Material and Services increase \$85,000. Revised Total Material and Services for Administration/Marina \$503,087. *line 20*
  - Increase Capital Outlay \$5,000 for the purchase of Pre-Owned Truck. The installation of electrical on Basin 1 Dock D to be postponed. Decrease Capital Outlay \$10,000, difference of cost between the two projects. Total decrease in Capital Outlay \$5,000. Revised Total Capital Outlay \$110,000. *lines 24-27*
  - Total Requirements for Administration/Marina increase \$80,000. Revised Total Org./Prog. Requirements for Administration/Marina \$1,217,980. *line 31*
  
- **Requirements For Beachfront RV Park – Detail page 5**
  - Decrease Materials and Services, Professional Services in the amount of \$43,000. These funds were originally allocated for architectural and engineering fees for the Reconstruction of the RV Park, this project has been put on hold. The savings from the reduction of services may be used for future security system, see Capital Outlay in Administration/Marina. *line 18*
  - Total Material and Services decrease \$43,000. Revised Total Material and Services for Beachfront RV Park \$189,232. *line 19*
  - Total Requirements for Beachfront RV Park decrease \$43,000. Revised Total Org./Prog. Requirements for Beachfront RV Park \$266,066. *line 30*

## **CAPITAL PROJECTS FUND**

- **Resources Summary – Detail page 15**
  - Reduced the cash carry over by \$14,000. This is the money carried over from previous fiscal year. The adjustment is based on actual numbers. Revised total cash carryover \$11,000. *line 1*
  - Increase Interfund Transfers from the General in the amount of \$625,000; Increase Transfer to Capital Projects to provide funding for MAP Grant, Marine Fuel Dock Station and FEMA Projects. *Line 3*
  - Increase resources \$182,000 for projected payment requests to be received for the FEMA Basin 1 Piling Project that was completed April 26, 2019. *line 7*

- Increase resources \$600,000 for projected payment requests to be received for the Marine Fuel Dock Station, project slated to start end of 2019. This project is 100% funded by Oregon State Lottery Monies. If the project goes over the \$600,000, funding from FEMA will be provided. *line 9*
- Total Capital Projects Resources increase \$1,393,000. Revised Total Resources \$1,422,785. *line 13*
- Increase requirements for the Marine Fuel Dock Station \$600,000. These are projected expenses related to this project. *line 24*
- Increase requirements for the FEMA 4432 \$10,000. FEMA 4432 is the declared disaster of February 24, 2019. These are projected expenses related to this project for engineering and permitting for this budget cycle. *line 25*
- Increase requirements for the FEMA 4452 \$10,000. FEMA 4452 is the declared disaster of April 6, 2019. These are projected expenses related to this project for engineering and permitting for this budget cycle. *line 26*
- Increase Interfund Transfers to the General in the amount of \$795,500; Basin Piling Project \$182,000, Marine Fuel Dock Station \$600,000, MAP Grant \$5,000 and reimbursement of "old pilings" sale \$8,500. These are payment reimbursements from FEMA, Oregon State Lottery and OSMB. *line 28*
- Decrease Unappropriated Ending Fund Balance \$22,500. Revised total Unappropriated Ending Fund Balance \$2,500. *line 29*
- Increase \$1,393,000 for Total Capital Projects Requirements. Revised Total Requirements \$1,422,785. *line 30*

**RECOMMENDED MOTION:**

*I move that the Budget Committee approve the proposed Supplemental Budget [as presented] for the Port of Brookings Harbor's 2019-2020 fiscal year.*

**RESOLUTION No. 529**  
**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2019-2020 in the total amount of \$5,952,340. This budget is now on file at 16330 Lower Harbor Road, Brookings, Oregon.

**GENERAL FUND**

Decrease 90,000 in cash carryover and increase in unappropriated ending fund balance of 43,500. Resources increase of 795,500, reimbursements due from Capital Projects FEMA and Grant Projects. Increase 85,000 Material and Services for the demolition of the Green Building and reduce Materials and Services professional fees at Beachfront RV Park in the amount of 43,000, total increase 42,000. Capital Outlay decreased 5,000. The installation of electrical on Basin 1 D Dock to be postponed. Allocated 5,000 for purchase of pre-owned truck. Increase Interfund Transfers to Capital Projects 625,000 to fund Marine Fuel Dock Station, FEMA and MAP Grant Projects.

**CAPITAL PROJECTS FUND**

Decrease 14,000 cash carryover and decrease 22,500 unappropriated ending fund balance. Increase Interfund Transfers from General Fund 625,000 to fund Marine Fuel Dock Station, FEMA and MAP Grant Projects. Increase resources for payment reimbursements for Basin 1 Piling Project and sale of "old" pilings in the amount of 195,500 and for the Marine Fuel Dock Station in the amount of 600,000, total of 795,500. Increase requirements for Marine Fuel Dock Station, FEMA Disasters 4432 and 4452 in the amount of 620,000. Increase Interfund Transfer to General Funds 795,500, payment reimbursements from FEMA, State Lottery Money and OSMB MAP Grant.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019 for the following purposes:

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
<b><u>General Fund</u></b>			
<b><u>Port Operations</u></b>			
Personnel Services .....	801,726	-	801,726
Materials & Services.....	1,471,757	42,000	1,513,757
Capital Outlay.....	115,000	(5,000)	110,000
<b>Total Port Operations.....</b>	<b>2,388,483</b>	<b>37,000</b>	<b>2,425,483</b>
<b>Not Allocated to General Port Operating Fund</b>			
Transfers Out.....	618,868	625,000	1,243,868
Contingency.....	10,149	-	10,149
<b>Subtotal.....</b>	<b>629,017</b>	<b>625,000</b>	<b>1,254,017</b>
<b>Total Appropriations</b>	<b>3,017,500</b>	<b>662,000</b>	<b>3,679,500</b>
<b><u>Capital Projects Fund</u></b>			
Capital Outlay .....	4,785	620,000	624,785
Transfers Out.....	-	795,500	795,500
	<b>4,785</b>	<b>1,415,500</b>	<b>1,420,285</b>
<b>Total APPROPRIATIONS, All Funds</b>	<b>3,516,753</b>	<b>2,571,968</b>	<b>5,594,253</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b>337,087</b>	<b>21,000</b>	<b>358,087</b>
<b>TOTAL ADOPTED BUDGET ...</b>	<b>3,853,840</b>	<b>2,593,026</b>	<b>5,952,340</b>

The above resolution statements were approved by the Budget Committee and declared adopted by the Board of Commissioners on

ATTEST:

X \_\_\_\_\_  
Roy C. Davis, Chairman

X \_\_\_\_\_  
Joe Speir, Treasurer

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND**

**Port of Brookings Harbor**

	Historical Data			RESOURCE SUMMARY	Budget for Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
1	23,023	107,287	67,554	1 Cash Carryover	375,000	285,000	285,000	1 <b>Reduced 90,000</b>
2	6,917	14,343	8,800	2 4010 Previously levied taxes estimated to be received	9,000	9,000	9,000	2
3	315	1,400	2,456	3 4050 Interest	7,304	7,304	7,304	3
4			956,700	4 Interfund Transfer from Capital Projects Fund	-	795,500	795,500	4 <b>Increase 795,500 195,500 Piling Project &amp; reimbursement of sale "old pilings" 600,000 Marine Fuel Dock 5,000 MAP Grant</b>
5			-	5 <b>OTHER RESOURCES</b>		-	-	5
6	635,080	558,401	620,400	6 4300 Administration/Moorage/Marina	654,707	654,707	654,707	6
7	563,943	573,446	576,349	7 4400 Beachfront RV Park	556,869	556,869	556,869	7
8	70,761	90,249	104,437	8 4600 Boat Yard	93,974	93,974	93,974	8
9	19,222	-	-	9 4365 Cold Storage	-	-	-	9
10	422,404	517,939	522,700	10 4210 Commercial Retail	519,402	519,402	519,402	10
11	444,877	480,047	458,516	11 4500 Fuel Dock	581,596	581,596	581,596	11
12	88,065	-	-	12 4700 Ice House	-	-	-	12
13	4,510	8,330	5,000	13 4910 Land Use Events	8,926	8,926	8,926	13
14	33,491		-	14 4550 Special Events	-	-	-	14
15			-	15		-	-	15
16	47,833	79,427	184,000	16 Asset Sales	5,066	5,066	5,066	16
17	126,694	81,854	19,384	17 Miscellaneous	20,657	20,657	20,657	17
18		100,000		18 Long Term Debt Borrowings				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24	2,487,135	2,612,723	3,526,296	24 Total resources, except taxes to be levied	2,832,500	3,538,000	3,538,000	24
25			213,704	25 Taxes estimated to be received	225,000	225,000	225,000	25
26	214,368	223,279		26 Taxes collected in year levied				26
27	2,701,504	2,836,002	3,740,000	27 <b>TOTAL RESOURCES</b>	3,057,500	3,763,000	3,763,000	27 <b>Total General Fund Resources INCREASE \$705,500</b>



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

Historical Data			REQUIREMENT TOTALS	Budget For Next Year 2019-20			
Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
<b>PERSONNEL SERVICES</b>							
1	98,300	100,000	1 5012 Salary Port Manager	84,018	84,018	84,018	1
2	94,970	114,385	2 5018 Hourly / Port Office Staff	153,838	153,838	153,838	2
3	40,297	37,951	3 5018 Hourly / RV Park Office Staff	46,585	46,585	46,585	3
4	123,087	178,273	4 5020 Hourly / Operations Staff	248,578	248,578	248,578	4
5	16,520	7,595	5 5030 Overtime	10,828	10,828	10,828	5
6	112,935	127,375	6 5040 Costs & Benefits	157,710	157,710	157,710	6
7	22,395	8,101	7 5075 Workers Comp	14,205	14,205	14,205	7
8	58,838	65,511	8 5080 Health Care & Dental	85,964	85,964	85,964	8
9	567,342	639,191	9 <b>TOTAL PERSONNEL SERVICES</b>	<b>801,726</b>	<b>801,726</b>	<b>801,726</b>	9
10			10 <b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>				10
<b>MATERIALS AND SERVICES</b>							
11			11 6000 Material & Services Other				11
12	12,051	12,169	12 6001 Advertising & Notifications	12,927	12,927	12,927	12
13	282,518	284,731	13 6100 Repairs and Maintenance	323,780	408,780	408,780	13
14	414,262	373,543	14 6150 Fuel Purchased for resale	492,132	492,132	492,132	14
15			15 6175 Disposal of Abandon Vessels	40,000	40,000	40,000	15
16	272,967	280,890	16 6200 Utilities	281,292	281,292	281,292	16
17	44,290	48,005	17 6300 Office Expense	34,365	34,365	34,365	17
18	25,404	25,860	18 6350 Bank Services & Finance Fees	28,804	28,804	28,804	18
19	2,685	2,725	19 6400 Travel & Training	2,629	2,629	2,629	19
20	34,333	18,974	20 6500 Permit, Licenses, Taxes, Misc.	29,317	29,317	29,317	20
21	18,436	6,482	21 6600 Bad Debt	-	-	-	21
22	15,000	15,000	22 6585 Harbor RFPD Service	-	-	-	22
23	88,543	99,022	23 6800 Insurance - Property, Liability & Bond	83,940	83,940	83,940	23
24	105,380	125,018	24 6900 Professional Fees	142,570	99,570	99,570	24
25	1,315,869	1,292,419	25 <b>TOTAL MATERIALS AND SERVICES</b>	<b>1,471,757</b>	<b>1,513,757</b>	<b>1,513,757</b>	25
<b>CAPITAL OUTLAY</b>							
26		17,000	26 Golf Carts				26
27	143,227		27 2018 Genie Forklift				27
28	20,553		28 2018 Ford F150 Truck		-	-	28
29			29 Vehicle/s	25,000	30,000	30,000	29
30			30—Installation of Electrical Basin 1-Dock-D	90,000	-	-	30
31			31 Security System	-	80,000	80,000	31
32	163,780	17,000	32 <b>TOTAL CAPITAL OUTLAY</b>	<b>115,000</b>	<b>110,000</b>	<b>110,000</b>	32
33	2,046,991	1,948,609	33 <b>TOTAL ORG./PROG. REQUIREMENTS</b>	<b>2,388,483</b>	<b>2,425,482</b>	<b>2,425,482</b>	33
<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>							
<b>GENERAL FUND</b>							
34	950,733	1,095,109	34 Administration / Marina	1,137,980	1,217,980	1,217,980	34
35	187,244	224,937	35 Beachfront RV Park	309,066	266,066	266,066	35
36	34,622	105,514	36 Boat Yard	156,014	156,014	156,014	36
37	138,264	170,180	37 Commercial Retail	226,489	226,489	226,489	37
38	404,185	446,046	38 Fuel Dock	554,428	554,428	554,428	38
39	33,608	5,205	39 Land Use Events	4,507	4,507	4,507	39
40	11,104	-	40 Cold Storage	-	-	-	40
41	139,474	-	41 Ice House	-	-	-	41
42	5,234	-	42 Dredging Other Ports	-	-	-	42
43	1,904,467	2,046,991	43 <b>TOTAL ALLOCATED REQUIREMENTS</b>	<b>2,388,483</b>	<b>2,425,482</b>	<b>2,425,482</b>	43

*Increase \$85,000 for demolition of the Green Bldg.*

*Increase \$5000 for purchase of Pre-Owned Lift Truck*

*Installation of electrical on Basin 1 D Dock project is on hold.*

*Total Decrease in Capital Outlay \$5,000*

*Total Increase \$37,000*

*Total Allocated Requirements Increase \$37,000*



FORM  
LB-30

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

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
				PERSONNEL SERVICES NOT ALLOCATED				
1				1				1
2				2				2
3	-	-	-	3 TOTAL PERSONNEL SERVICES	-	-	-	3
4				4 TOTAL FULL-TIME EQUIVALENT (FTE)				4
				MATERIALS AND SERVICES NOT ALLOCATED				
5				5				5
6				6				6
7	-	-	-	7 TOTAL MATERIALS AND SERVICES	-	-	-	7
				CAPITAL OUTLAY NOT ALLOCATED				
8				8				8
9				9				9
10	-	-	-	10 TOTAL CAPITAL OUTLAY	-	-	-	10
				DEBT SERVICE				
11				11				11
12				12				12
13				13				13
14	-	-	-	14 TOTAL DEBT SERVICE	-	-	-	14
				SPECIAL PAYMENTS				
15				15				15
16				16				16
17	-	-	-	17 TOTAL SPECIAL PAYMENTS	-	-	-	17
				INTERFUND TRANSFERS				
18	177,152	168,177	130,120	18 Transfer to Bond Debt Service Fund	130,120	130,120	130,120	18
19	388,028	324,617	471,549	19 Transfer to Debt Service Fund	363,748	363,748	363,748	19
20	136,430	118,187	956,700	20 Transfer to Capital Project Fund		625,000	625,000	20
21	-	11,000	25,000	21 Transfer to Reserve Fund	125,000	125,000	125,000	21
22	<b>701,610</b>	<b>621,981</b>	<b>1,583,369</b>	22 TOTAL INTERFUND TRANSFERS	<b>618,868</b>	<b>1,243,868</b>	<b>1,243,868</b>	22
23				23 OPERATING CONTINGENCY	10,149	10,149	10,149	23
24	701,610	621,981	1,711,142	24 TOTAL REQUIREMENTS NOT ALLOCATED	629,017	1,254,017	1,254,017	24
25	1,904,467	2,046,991	1,948,609	25 TOTAL ORG./PROG. REQUIREMENTS	<b>2,388,483</b>	<b>2,425,483</b>	<b>2,425,482</b>	25
26				26 RESERVED FOR FUTURE EXPENDITURE	-	-	-	26
28	95,426	167,030	80,249	28 UNAPPROPRIATED ENDING FUND BALANCE	40,000	83,500	83,500	28
29	2,701,503	2,836,002	3,740,000	29 TOTAL REQUIREMENTS	<b>3,057,500</b>	<b>3,763,000</b>	<b>3,763,000</b>	29

*Increase \$625,000: Funding  
MAP Grant & Marine Fuel Dock  
Project & FEMA Projects*

*Increase \$43,500  
Total Requirements  
Increase \$705,500*

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

	Historical Data			REQUIREMENTS FOR: <u>ADMINISTRATION / MARINA</u>	Budget For Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
				<b>PERSONNEL SERVICES</b>				
1	49,042	98,300	100,000	1 5012 Salary Port Manager	84,018	84,018	84,018	1
2	118,928	94,970	114,385	2 5018 Hourly / Port Office Staff	153,838	153,838	153,838	2
3	55,391	55,502	71,783	3 5020 Hourly / Operations Staff	102,645	102,645	102,645	3
4	12,026	6,516	4,165	4 5030 Overtime	6,512	6,512	6,512	4
5	125,667	112,935	127,375	5 5040 Costs & Benefits	157,710	157,710	157,710	5
6	6,730	22,395	8,101	6 5075 Workers Comp	14,205	14,205	14,205	6
7	53,941	58,838	65,511	7 5080 Health Care & Dental	85,964	85,964	85,964	7
8	421,725	449,456	491,320	8 TOTAL PERSONNEL SERVICES	604,892	604,892	604,892	8
9	4	4	5.00	9 TOTAL FULL-TIME EQUIVALENT (FTE)	5.50	5.50	5.50	9
				<b>MATERIALS AND SERVICES</b>				
10	12,522	10,963	10,792	10 6001 Advertising & Notifications	11,544	11,544	11,544	10
11	112,404	93,091	143,778	11 6100 Repairs and Maintenance (includes Demolition of Green Bldg.)	93,053	178,053	178,053	11
12	167,704	142,466	140,806	12 6200 Utilities	140,790	140,790	140,790	12
13	44,082	36,540	40,329	13 6300 Office Expense	32,305	32,305	32,305	13
14	9,731	9,192	9,051	14 6350 Bank Services & Finance Fees	8,992	8,992	8,992	14
15	5,412	2,685	2,725	15 6400 Travel & Training	2,629	2,629	2,629	15
16	5,486	21,606	5,486	16 6500 Permit, Licenses, Taxes, Misc.	9,147	9,147	9,147	16
17	4,314	18,436	6,482	17 6600 Bad Debt	-	-	-	17
18	80,274	66,846	78,294	18 6800 Insurance - Property, Liability & Bond	65,883	65,883	65,883	18
19	87,079	80,048	86,089	19 6900 Professional Fees	53,744	53,744	53,744	19
20	529,009	481,873	523,833	20 TOTAL MATERIALS AND SERVICES	418,087	503,087	503,087	20
				<b>CAPITAL OUTLAY</b>				
21			5,000	21 Golf Carts				21
22		143,227		22 2018 Genie Forklift			-	22
23		20,553		23 2018 Ford F150 Truck			-	23
24	-	-		24 Vehicle/s	25,000	30,000	30,000	24
25	-	-		25 Installation of Electrical Basin 1 Dock-D	90,000	-	-	25
26				26 Security System	-	80,000	80,000	26
27	-	163,780	5,000	27 TOTAL CAPITAL OUTLAY	115,000	110,000	110,000	27
				<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>				
28				28				28
29				29				29
30				30				30
31	950,733	1,095,109	1,020,152	31 TOTAL ORG./PROG. REQUIREMENTS	1,137,980	1,217,980	1,217,980	31

*Increase \$85,000 for demolition of Green Bldg.*

*Total Materials & Services Increase \$85,000*

*Increase \$5000 for purchase of Pre-Owned Lift Truck*

*Decrease \$10,000 Installation of electrical on Basin 1 D Dock project is on hold.*

*Capital Outlay Total Decrease \$5,000*

*Total Requirements Increase \$80,000*



FORM  
LB-30

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

	Historical Data			REQUIREMENTS FOR: <b>BEACHFRONT RV PARK</b>	Budget For Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
<b>PERSONNEL SERVICES</b>								
1	30,586	40,297	37,951	1 5026 Hourly / RV Park Office Staff	46,585	46,585	46,585	1
2	12,286	7,242	21,241	2 5020 Hourly / RV Park Operations Staff	28,153	28,153	28,153	2
3	4,183	3,566	1,557	3 5030 Overtime	2,096	2,096	2,096	3
4				4			-	4
5				5			-	5
6				6			-	6
7				7			-	7
8	47,055	51,105	60,749	8 TOTAL PERSONNEL SERVICES	76,833	76,833	76,833	8
9	1.5	1.5	1.50	9 TOTAL FULL-TIME EQUIVALENT (FTE)	2.25	2.25	2.25	9
<b>MATERIALS AND SERVICES</b>								
10	1,705	1,089	1,377	10 6001 Advertising & Notifications	1,384	1,384	1,384	10
11	30,226	46,727	29,805	11 6100 Repairs and Maintenance	43,047	43,047	43,047	11
12	61,723	75,883	71,765	12 6200 Utilities	78,964	78,964	78,964	12
13	7,500	7,544	7,575	13 6300 Office Expense	1,755	1,755	1,755	13
14	11,771	12,871	13,145	14 6350 Bank Service & Finance Fees	14,131	14,131	14,131	14
15	9,185	10,446	10,712	15 6500 Permit, Licenses, Taxes, Misc.	19,136	19,136	19,136	15
16	15,000	15,000	15,000	16 6585 Harbor RFPD Service		-	-	16
17	1,216	932	1,063	17 6800 Insurance	816	816	816	17
18	1,863	3,340	1,863	18 6900 Professional fees	73,000	30,000	30,000	18
19	140,189	173,832	152,305	19 TOTAL MATERIALS AND SERVICES	232,232	189,232	189,232	19
<b>CAPITAL OUTLAY</b>								
20	-	-	12,000	20 Golf Cart	-	-	-	20
21	-	-	-	21	-	-	-	21
22	-	-	-	22	-	-	-	22
23	-	-	-	23	-	-	-	23
24	-	-	-	24				24
25				25				25
26	-	-	12,000	26 TOTAL CAPITAL OUTLAY	-	-	-	26
<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>								
27				27				27
28				28				28
29				29				29
30	187,244	224,937	225,054	30 TOTAL ORG./PROG. REQUIREMENTS	309,066	266,066	266,066	30

*Decrease \$43,000*  
*Total Materials & Services Decrease \$43,000*

*Decrease \$43,000*

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

Port of Brookings Harbor

(Fund)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2019-20			
	Actual		Adopted Budget This Year 18 / 19		Adopted By Governing Body 6/18/2019 Res#525	Proposed Supplemental Budget 11/19/2019 Resolution #	Adopted Supplemental Budget 11/19/2019 Resolution #	
	Second Preceding Year 16 / 17	First Preceding Year 17 / 18						
				<b>RESOURCES</b>				
1	33,403	46,509	5,000	1 Cash Carryover	25,000	11,000	11,000	1 <b>Decrease \$14,000</b>
2		350		2 Interest		-	-	2
3	136,430	118,187	956,700	3 Interfund Transfer from General Funds		625,000	625,000	3 <b>Increase \$625,000: Funding MAP Grant &amp; Marine Fuel Dock Project &amp; FEMA Projects</b>
4	4,785	4,785	4,785	4 MAP Grant	4,785	4,785	4,785	4
5		270,613	-	5 OSMB Boarding Dock Agreement #1587		-	-	5
6			300,000	6 8125 NHMP Fuel Dock		-	-	6
7	-		800,710	7 8240 NHMP Basin 1 Piling Project		182,000	182,000	7 <b>Increase \$182,000</b>
8			1,069,200	8 Commercial Receiving Docks		-	-	8
9			600,000	9 Brookings Harbor Dock Fund - State Lottery Funds		600,000	600,000	9 <b>Increase \$600,000</b>
10	234,833		-	10 7311 FEMA PW29 Ice House Dredging		-	-	10
11	-		-	11 7250 Strategic Business Plan		-	-	11
12	687,289		41,578	12 8300 IFA Bridge Loan L16010 - Dock Renovation		-	-	12
13	1,096,740	440,444	3,777,973	<b>13 TOTAL RESOURCES</b>	<b>29,785</b>	<b>1,422,785</b>	<b>1,422,785</b>	<b>13 Total Resources Increase \$1,393,000</b>
				<b>REQUIREMENTS</b>				
14	4,785	205	4,785	14 MAP Grant	4,785	4,785	4,785	14
15	107	401,586	-	15 OSMB Boarding Dock Agreement #1587		-	-	15
16	6,137		400,000	16 8125 NHMP Fuel Dock		-	-	16
17	9,060	33,527	909,310	17 8240 PW319 Basin 1 Piling Project		-	-	17
18	1,620		-	18 8127 NHMP Boardwalk North Deck Project		-	-	18
19			1,425,600	19 Commercial Receiving Docks		-	-	19
20	9,060		-	20 6730 Grant Expenses		-	-	20
21		1,229	-	21 Forced Labor Expenses		-	-	21
22	232,440		-	22 8120 FEMA PW29 Ice House Dredging		-	-	22
23	687,289		41,578	23 8300 IFA Bridge Loan L16010 - Dock Renovation		-	-	23
24				24 Marine Fuel Dock		600,000	600,000	24 <b>Increase \$600,000</b>
25				25 FEMA 4432		10,000	10,000	25 <b>Increase \$20,000 to be used for engineering &amp; permitting fees</b>
26				26 FEMA 4452		10,000	10,000	26
27	-		15,000	27 8010 Consultants, Professional Fees		-	-	27
28	24,360		956,700	28 Interfund Transfer to General Funds		795,500	795,500	28 <b>Increase \$795,500</b>
29	60,941	3,897	25,000	29 Unappropriated Ending Fund Balance	25,000	2,500	2,500	29 <b>Decrease \$22,500</b>
30	1,035,799	440,444	3,777,973	<b>30 TOTAL REQUIREMENTS</b>	<b>29,785</b>	<b>1,422,785</b>	<b>1,422,785</b>	<b>30 Total Requirements Increase \$1,393,000</b>