

# ACTION ITEM – A

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**DATE:** December 15, 2020  
**RE:** Supplemental Budget FY 2020-21  
**TO:** Honorable Board President and Harbor District Board Members  
**ISSUED BY:** Gary Dehlinger, Port Manager

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## OVERVIEW

- Budget hearing meeting will be conducted prior to the regular commissioner meeting for review and allow public comments on the budget changes.
- When supplemental budget changes are approved, a resolution is needed to memorialize the approval.

## DOCUMENTS

- Draft Resolution No. 549, Resolution Adopting the Budget, 2 pages
- Supplemental Budget and Schedules, 21 pages

## COMMISSIONERS ACTION

- **Recommended Motion:**  
Motion to approve Resolution No. 549, Resolution Adopting the Budget.

## RESOLUTION No. 549

### RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the Board of Directors of the Port of Brookings Harbor hereby adopts the supplemental budget for fiscal year 2020-21 in the amount of \$6,129,030. This supplemental budget is now on file at 16330 Lower Harbor Road, Brookings Oregon or on the Port of Brookings Harbor website: <https://www.portofbrookingsharbor.com/>.

#### **GENERAL FUND**

**Revised Total Resources \$3,838,722** for revenue adjustments for the following; Administration/Moorage, Beachfront RV Park, Boatyard, Fuel Dock and Long Term Debt Borrowings. Increase Cash Carryover to \$319,000, increase Grant & Other Funding to \$100,000 and increase Taxes estimated to be received to \$245,000. Decrease Total Allocated Requirements to \$2,383,048 for the following; Increase Personnel Services to \$758,339 for adjustment in staff status and additional part time staff. Decrease Materials and Services to \$1,558,709. Decrease Capital Outlay to \$66,000 regarding following adjustments; Decrease previous requirement \$715,000 for RV Park Restroom & Laundry Facility and Improvements, this requirement was moved to Port Construction Fund, Increase \$49,000 for Security System, Increase \$6,000 for Boat Launch Kiosk Shelter, Increase \$11,000 for Fuel Pump. Increase Total Requirements Not Allocated to \$1,410,674; Increase Interfund Transfers to \$1,334,311 for the following funds; Debt Service Fund \$368,283, RV Park Improvement Debt Service Fund \$52,908, Port Construction Fund \$684,000. Increase Operating Contingency to \$76,363. **Revised Total Requirements \$3,838,722.**

#### **DEBT SERVICE FUND**

**Revised Total Resources \$393,385.** Decrease Resources Interfund Transfers from General Fund to \$368,283. Decrease Principal and Interest requirements for RV Park Restroom Facility and Improvements to \$0, requirements moved to RV Park Improvement Debt Service Fund. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$393,385.**

#### **RV PARK IMPROVEMENT DEBT SERVICE FUND**

New Fund created for Full Faith and Credit Financing Agreement with Umpqua Bank to achieve a proper matching of revenues of the Port and payment of debt service. **Revised Total Resources \$52,908.** Increase Transferred IN from General Funds \$52,908. Increase Total Appropriations; Increase Principal Requirements \$34,540 and Interest Requirements \$18,368. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$52,908.**

#### **CAPITAL PROJECTS FUND**

**Revised Total Resources \$767,500.** Decrease Total Resources and Total Requirements to \$765,000, the phases of these FEMA projects not to be started this budgeted fiscal year. Increase Requirement to \$120,000 for FEMA DR-4432 and DR-4452 Phase 1 Engineering and Permitting. Decrease Resource and Requirement for MAP Grant, moved to the General Fund. Decrease Total Requirements to \$765,000. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$767,500.** A technical correction is being made for the amount (\$2,500) representing the Appropriations contained in the original budget.

#### **PORT CONSTRUCTION FUND**

New Fund created for Full Faith and Credit Financing Agreement with Umpqua Bank to segregate or account for expenditures apart from other funds of the Port. **Revised Total Resources \$689,000.** Increase Interest \$5,000. Increase Transferred IN from General Funds \$684,000. No adjustment to Unappropriated Ending Fund Balance. **Revised Total Requirements \$689,000.**

### RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020 for the following purposes:

#### **General Fund**

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
<b><u>Port Operations</u></b>			
Personnel Services .....	660,075	98,264	758,339
Materials & Services.....	1,708,495	(149,786)	1,558,709
Capital Outlay.....	715,000	(649,000)	66,000
<b>Total Port Operations.....</b>	<b>3,083,570</b>	<b>(700,522)</b>	<b>2,383,048</b>
<b><u>Not Allocated to General Port Operating Fund</u></b>			
Transfers Out.....	656,367	677,944	1,334,311
Contingency.....	35,000	41,363	76,363
<b>Subtotal .....</b>	<b>691,367</b>	<b>719,307</b>	<b>1,410,674</b>
<b>Total Appropriations</b>	<b>3,774,937</b>	<b>18,785</b>	<b>3,793,722</b>
Total Unappropriated and Reserve Amounts	45,000	-	45,000
<b>General Fund Total Requirements .....</b>	<b>3,819,937</b>	<b>18,785</b>	<b>3,838,722</b>

**Debt Service Fund**

Principal.....	394,699	(38,529)	356,170
Interest.....	32,548	(20,435)	12,113
<b>Total Appropriations</b>	<b>427,247</b>	<b>(58,964)</b>	<b>368,283</b>
Total Unappropriated and Reserve Amounts	25,102	-	25,102
<b>Debt Service Total Requirements</b>	<b>452,349</b>	<b>(58,964)</b>	<b>393,385</b>

**RV Park Improvement Debt Service Fund**

Principal.....	-	34,540	34,540
Interest.....	-	18,368	18,368
<b>Total Appropriations</b>	<b>-</b>	<b>52,908</b>	<b>52,908</b>
Total Unappropriated and Reserve Amounts	-	-	-
<b>RV Park Improvement Debt Service Total Requirements</b>	<b>-</b>	<b>52,908</b>	<b>52,908</b>

**Capital Projects Fund**

Capital Outlay.....	4,124,825	(3,359,825)	765,000
<b>Total Appropriations</b>	<b>4,124,825</b>	<b>(3,359,825)</b>	<b>765,000</b>
Total Unappropriated and Reserve Amounts	2,500	-	2,500
<b>Capital Projects Total Requirements</b>	<b>4,127,325</b>	<b>(3,359,825)</b>	<b>767,500</b>

**Port Construction Fund**

Capital Outlay.....	-	-	689,000
<b>Total Appropriations</b>	<b>-</b>	<b>689,000</b>	<b>689,000</b>
Total Unappropriated and Reserve Amounts	-	-	-
<b>Port Construction Total Requirements</b>	<b>-</b>	<b>689,000</b>	<b>689,000</b>

<b>Total APPROPRIATIONS, All Funds</b>	<b>8,457,129</b>	<b>(2,658,096)</b>	<b>5,799,033</b>
Total Unappropriated and Reserve Amounts, All Funds	<b>329,997</b>	-	<b>329,997</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>8,787,126</b>	<b>(2,658,096)</b>	<b>6,129,030</b>

The above resolution statements were approved and declared adopted on December 15, 2020.

ATTEST:

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

X \_\_\_\_\_  
Sharon Hartung, Treasurer/Secretary



# Supplemental Budget December 15, 2020

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RESOURCES  
GENERAL FUND

Port of Brookings Harbor

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.			
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
1	107,287	167,030	285,000	1	Cash Carryover	60,000	319,000	1	Increase \$259,000 - actual per audit
2	14,343	6,767	9,000	2	Previously levied taxes estimated to be received	9,500	9,500	2	
3	1,400	6,211	7,304	3	Interest	3,570	3,570	3	
4		656,985	795,500	4	Interfund Transfer from Capital Projects (Due to/From)		-	4	
5				5	OTHER RESOURCES		-	5	
6	558,401	723,837	654,707	6	Administration/Marina/Moorage & Storage	675,255	640,000	6	Decrease \$30,000 due to delinquent accounts
7	573,446	594,985	606,869	7	Beachfront RV Park	546,700	571,000	7	Increase \$25,000 based on higher occupancy Decrease \$50,000 due to leased area as of November 1, 2020
8	90,249	85,856	93,974	8	Boatyard	120,720	70,000	8	
9	517,939	504,262	519,402	9	Commercial Retail	515,000	515,000	9	
10	480,047	621,242	844,000	10	Fuel Dock	900,000	630,000	10	Decrease \$270,000 based on anticipated fishing season and COVID-19 closures
11	8,330	7,629	8,926	11	Land Use Events	8,540		11	Decrease \$8,540 due to COVID-19 Closures
12				12			-	12	
13				13			-	13	
14	79,427	51,908	5,066	14	Asset Sales	6,000	6,000	14	
15	81,854	25,216	20,657	15	Miscellaneous	29,652	29,652	15	
16	100,000		700,000	16	Long Term Debt Borrowings	715,000	700,000	16	Decrease \$15,000 - Actual Funds received Increase \$100,000 for COVID-19 Relief Grant and MAP Grant
17				17	Grants & Other Funding		100,000	17	
18				18			-	18	
19				19			-	19	
20				20			-	20	
21				21			-	21	
22				22			-	22	
23	2,612,723	3,451,928	4,550,405	23	Total resources, except taxes to be levied	3,589,937	3,593,722	- 23	
24			225,000	24	Taxes estimated to be received	230,000	245,000	24	Increase Taxes to be received \$15,000 based on Curry County Report of Taxing District Levies released 09/16/2020
25	223,279	229,043		25	Taxes collected in year levied			25	
26	2,836,002	3,680,971	4,775,405	26	TOTAL RESOURCES	3,819,937	3,838,722	- 26	Total Increase in Resources \$18,785

REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
GENERAL FUND

Port of Brookings Harbor

	Historical Data			REQUIREMENT TOTALS	Budget For Next Year 2020-21		
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	
	Second Preceding Year 2017/18	First Preceding Year 2018/19					
<b>PERSONNEL SERVICES</b>							
1	98,300	45,436	84,018	1 Salary Port Manager	84,500	84,500	1
2	94,970	126,196	153,838	2 Hourly / Port Office Staff	116,465	116,465	2
3	40,297	38,356	46,585	3 Hourly / RV Park Office Staff	48,194	48,194	3
4	123,087	131,145	248,577	4 Hourly / Operations Staff	192,836	256,620	4
5	16,520	8,602	10,826	5 Overtime	6,145	10,000	5
6	112,936	122,339	157,710	6 Costs & Benefits	129,350	141,785	6
7	22,395	3,748	14,205	7 Workers Comp	18,920	18,920	7
8	58,838	64,768	85,964	8 Health Care & Dental	63,665	81,855	8
9	567,342	540,590	801,725	9 TOTAL PERSONNEL SERVICES	660,075	758,339	9
10	9	9	13	10 TOTAL FULL-TIME EQUIVALENT (FTE)	9.5	10.5	10
<b>MATERIALS AND SERVICES</b>							
11	12,051	14,038	12,928	11 Advertising & Notifications	14,105	14,105	11
12	282,518	305,244	556,284	12 Repairs and Maintenance	288,372	342,586	12
13	414,262	530,615	750,000	13 Fuel Purchased for resale	800,000	580,000	13
14	272,967	268,928	281,292	14 Utilities	319,483	319,483	14
15	44,290	63,526	40,000	15 Office Expense	61,011	61,011	15
16	25,404	32,419	35,131	16 Bank Services & Finance Fees	34,818	34,818	16
17	2,685	2,691	11,500	17 Travel & Training	10,162	10,162	17
18	34,333	35,020	29,317	18 Permit, Licenses, Taxes, Misc.	12,085	12,085	18
19	18,436			19 Bad Debt			19
20	15,000			20 Harbor RFPD Service			20
21	88,543	93,503	83,941	21 Insurance - Property, Liability & Bond	86,996	86,996	21
22	105,380	105,803	114,570	22 Professional Fees	81,463	97,463	22
23	1,315,869	1,451,787	1,814,963	23 TOTAL MATERIALS AND SERVICES	1,708,495	1,558,709	23
<b>CAPITAL OUTLAY</b>							
24				24 Golf Carts			24
25	143,227	16,736		25 2018 Genie Forklift			25
26	20,553			26 2018 Ford F150 Truck			26
27			30,000	27 Staff Vehicle/s			27
28				28 Installation of Electrical Basin 1 Dock D			28
29				29 Security System		49,000	29
30			50,000	30 RV Park Restroom & Laundry Facility	715,000		30
31				31 Boat Launch Kiosk Shelter		6,000	31
32				32 Fuel Pump		11,000	32
33	163,780	16,736	80,000	33 TOTAL CAPITAL OUTLAY	715,000	66,000	33
34	2,046,991	2,009,113	2,796,688	34 TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	34
<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>							
<b>GENERAL FUND per Department Totals</b>							
35				35 Administration/Marina/Moorage & Storage	1,103,530	1,327,008	35
36	1,095,109	1,023,767	1,318,996	36 Beachfront RV Park	919,660	204,660	36
37	224,937	220,421	316,067	37 Boat Yard	84,428	84,428	37
38	105,514	55,284	116,014	38 Commercial Retail	132,218	132,218	38
39	170,180	101,214	226,489	39 Fuel Dock	841,114	632,114	39
40	446,046	606,099	814,615	40 Property Ground/Events	2,620	2,620	40
41	5,205	2,328	4,507	41			41
42				42			42
43				43			43
44	2,046,991	2,009,113	2,796,688	44 TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	44

Increase \$98,264; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020. Management chooses to retain additional staff through the fiscal year.  
Total Personnel Services Increase \$98,264

Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.  
Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Increase \$16,000 for closing fees associated with RV Park Restroom Facility & Improvements Loan  
Total Materials & Services Decrease \$149,786

Increased \$49,000 to purchase security system  
Decreased \$715,000, Requirements moved to Port Construction Fund  
Increased \$6000 for purchase of shelter for Boat Launch Machine  
Increase \$11,000 for fuel pump purchase  
Capital Outlay Total Adjustment decrease \$649,000  
Total Allocated Requirements Decrease \$700,522



FORM  
LB-30

REQUIREMENTS SUMMARY  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

GENERAL FUND

Port of Brookings Harbor

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
				PERSONNEL SERVICES NOT ALLOCATED				
1				1				1
2				2				2
3	-	-	-	3 TOTAL PERSONNEL SERVICES	-	-	-	3
4				4 TOTAL FULL-TIME EQUIVALENT (FTE)				4
				MATERIALS AND SERVICES NOT ALLOCATED				
5				5				5
6				6				6
7	-	-	-	7 TOTAL MATERIALS AND SERVICES	-	-	-	7
				CAPITAL OUTLAY NOT ALLOCATED				
8				8				8
9	-	-	-	9 TOTAL CAPITAL OUTLAY	-	-	-	9
				DEBT SERVICE				
10				10				10
11	-	-	-	11 TOTAL DEBT SERVICE	-	-	-	11
				SPECIAL PAYMENTS				
12				12				12
13				13				13
14	-	-	-	14 TOTAL SPECIAL PAYMENTS	-	-	-	14
				INTERFUND TRANSFERS				
15	168,177	167,313	130,120	15 Transfer to Bond Debt Service Fund	130,120	130,120		15
16	324,617	468,051	397,248	16 Transfer to Debt Service Fund	427,247	368,283		16
				Transfer to RV Park Improvement Debt Service Fund		52,908		Increased \$52,908 interfund transfer to "new fund"
17	118,187	734,245	625,000	17 Transfer to Capital Projects Fund	75,000	75,000		17
18				18 Transfer to Port Construction Fund		684,000		18 Decreased \$684,000 General Fund Capital Outlay and increased interfund transfers
19	11,000	21,473	126,200	19 Transfer to Reserve Fund	24,000	24,000		19
20	621,981	1,391,082	1,278,568	20 TOTAL INTERFUND TRANSFERS	656,367	1,334,311	-	20 Increase \$677,944 Decreased General Fund Capital Outlay (RV Park Restroom Facility & Improv.) and increased interfund transfers
21			10,149	21 OPERATING CONTINGENCY	35,000	76,363		21 Increased \$41,363 Operating Contingency
22	621,981	1,391,082	1,288,717	22 TOTAL REQUIREMENTS NOT ALLOCATED	691,367	1,410,674	-	22 Total Requirements Not Allocated Increase \$722,944
23	2,046,991	2,009,113	2,796,688	23 TOTAL ORG./PROG. REQUIREMENTS	3,083,570	2,383,048		23 Total Org/Prog Requirements Decrease \$698,879
24			4,085,405	24 Total Appropriations	3,774,937	3,793,722	-	24 Total Appropriations Decrease \$18,785
25	167,030	280,776	690,000	25 UNAPPROPRIATED ENDING FUND BALANCE	45,000	45,000		25
26	2,836,002	3,680,971	4,775,405	26 TOTAL REQUIREMENTS	3,819,937	3,838,722	-	26 Total General Fund Requirements Increase \$18,785

FORM  
LB-35

**RESOURCES AND REQUIREMENTS**  
**REVENUE BOND DEBT SERVICE FUND - USDA**

Bond Debt Payments are for:

- Revenue Bonds or  
 General Obligation Bonds

Port of Brookings Harbor

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.			
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
				<b>Resources</b>					
1	60,044	98,825	98,395	1	Cash Carry Over	98,395	98,395		1
2	724	1,880	700	2	Interest	2,000	2,000		2
3	168,177	167,313	130,120	3	Transferred from General Fund	130,120	130,120		3
<b>4</b>	<b>228,945</b>	<b>268,018</b>	<b>229,215</b>	<b>4</b>	<b>TOTAL RESOURCES</b>	<b>230,515</b>	<b>230,515</b>	<b>-</b>	<b>4</b>
					<b>Requirements</b>				
					<b>Bond Principal Payments</b>				
					Issue Date	Budgeted Payment Date			
5	65,730	69,016	72,487	5	November 6, 2000	November 6, 2020	76,112	76,112	5
6				6					6
<b>7</b>	<b>65,730</b>	<b>69,016</b>	<b>72,487</b>	<b>7</b>	<b>TOTAL PRINCIPAL</b>		<b>76,112</b>	<b>76,112</b>	<b>- 7</b>
					<b>Bond Interest Payments</b>				
					Issue Date	Budgeted Payment Date			
8	64,390	61,104	57,633	8	November 6, 2000	November 6, 2020	54,008	54,008	8
9				9					9
<b>10</b>	<b>64,390</b>	<b>61,104</b>	<b>57,633</b>	<b>10</b>	<b>TOTAL INTEREST</b>		<b>54,008</b>	<b>54,008</b>	<b>- 10</b>
			700,000		Unappropriated Balance for Following Year By				
					Issue Date	Payment Date			
11		38,000		11	Transfer to Capital Projects RES#506				11
12		168,120	130,120	12	<b>Total Appropriations</b>				<b>130,120 130,120 - 12</b>
13	98,825	99,898	99,095	13	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				<b>100,395 100,395 13</b>
<b>14</b>	<b>228,945</b>	<b>268,018</b>	<b>229,215</b>	<b>14</b>	<b>TOTAL REQUIREMENTS</b>				<b>230,515 230,515 - 14</b>

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



RESOURCES AND REQUIREMENTS

**Debt Service Fund**

Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget For Next Year 2020-21			
Actual		Adopted Budget This Year Year 2019/20	Adopted Budget 06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.			
Second Preceding Year 2017/18	First Preceding Year 2018/19							
				<b>Resources</b>				
1	13,689	24,069	23,602	1	Cash Carryover	23,602	23,602	1
2	507	1,025	600	2	Interest	1,500	1,500	2
3	324,617	468,051	397,248	3	Transferred IN from General Fund	427,247	368,283	3
4				4				4
5	338,813	493,145	421,450	5	<b>TOTAL RESOURCES</b>	<b>452,349</b>	<b>393,385</b>	<b>-</b>
				<b>Requirements</b>				
				Principal Payments				
				Issue Date		Budgeted Payment Date		
6	864	864	14,500	6	Tidewinds	Monthly		6
7	3,889	12,060	12,803	7	Genie 2018 Forklift	Monthly on the 15th	13,616	13,616
8	40,888	42,676	45,202	8	50 BFMII Travelift Lease	Monthly on the 22nd	47,754	47,754
9			9,327	9	RV Park Restroom/Laundry Facility & Upgrade	Monthly	38,529	
10	249,769	344,128	294,500	10	IFA Loans	Quarterly	290,000	290,000
11				11	IFA Sale of Assets		4,800	4,800
12	295,410	399,728	376,332	12	<b>TOTAL PRINCIPAL</b>		<b>394,699</b>	<b>356,170</b>
				Interest Payments				
				Issue Date		Budgeted Payment Date		
13	1,970	5,516	4,773	13	Genie 2018 Forklift	Monthly on the 15th	3,959	3,959
14	15,533	13,232	10,706	14	50 BFMII Travelift Lease	Monthly on the 22nd	8,154	8,154
15			5,105	15	RV Park Restroom/Laundry Facility & Upgrade	Monthly	20,435	
16	1,831	3,663	-	16	IFA Loans	Quarterly	-	-
17				17				
18	19,334	22,411	20,584	18	<b>TOTAL INTEREST</b>		<b>32,548</b>	<b>12,113</b>
				Unappropriated Balance for Following Year By				
				Issue Date		Payment Date		
19				19				19
20		50,000		20	Transfer to Capital Projects RES #506			
21		472,139	396,916	21	<b>Total Appropriations</b>		427,247	368,283
22	24,069	21,006	24,534	22	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		25,102	25,102
23	338,813	493,145	421,450	23	<b>TOTAL REQUIREMENTS</b>		<b>452,349</b>	<b>393,385</b>

RESOURCES AND REQUIREMENTS

Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

**RV Park Improvement Debt Service Fund**

Port of Brookings Harbor

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget For Next Year 2020-21		
Actual		Adopted Budget This Year Year 2019/20	1		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	
Second Preceding Year 2017/18	First Preceding Year 2018/19						
<b>Resources</b>							
1			1	Cash Carryover		-	1
2			2	Interest		-	2
3			3	Transferred IN from General Fund		52,908	3
4			4				4
5	-	-	5	<b>TOTAL RESOURCES</b>	-	52,908	5
<b>Requirements</b>							
Principal Payments							
				Issue Date	Budgeted Payment Date		
6			6	RV Park Restroom/Laundry Facility & Upgrade	Monthly	34,540	6
7			7				7
8	-	-	8	<b>TOTAL PRINCIPAL</b>		34,540	8
Interest Payments							
				Issue Date	Budgeted Payment Date		
9			9	RV Park Restroom/Laundry Facility & Upgrade	Monthly	18,368	9
10			10				10
11	-	-	11	<b>TOTAL INTEREST</b>		18,368	11
Unappropriated Balance for Following Year By							
				Issue Date	Payment Date		
12			12				12
13			13	<b>Total Appropriations</b>		52,908	13
14			14	UNAPPROPRIATED ENDING FUND BALANCE		-	14
15	-	-	15	<b>TOTAL REQUIREMENTS</b>		52,908	15

Increase \$52,908 "New Fund" All Resources for this loan moved from Debt Service Fund, adjusted per amortization schedule

Increase Total RV Park Improvement Debt Service Fund Resources \$52,908

Increase Total Principal \$34,540 "New Fund" All Requirements moved from Debt Service Fund, Adjusted per amortization schedule

Increase Total Principal \$34,540

Requirements moved from Debt Service Fund,

Increase Total Interest \$18,368

Total Appropriations Increase \$52,908

Increase Total RV Park Improvement Debt Service Fund Requirements \$52,908

"New Fund" created for Full Faith and Credit Financing Agreement with Umpqua Bank

RESOURCES AND REQUIREMENTS

CAPITAL PROJECTS FUND

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
RESOURCES								
1	46,509	3,897	11,000	1	Cash Carryover	2,500	2,500	1
2	350	6		2	Interest		-	2
3	118,187	734,245	625,000	3	Interfund Transfer from General Funds	75,000	75,000	3
5		38,000		5	Interfund Transfer from Revenue Bond Fund		-	5
6		50,000		6	Interfund Transfer from Debt Service Fund		-	6
8	4,785	4,825	4,785	8	OSMB MAP Grant	4,825		8
9	270,613	3,591		9	OSMB Boarding Dock Agreement #1587		-	9
10		3,601		10	FEMA PW22 Storm Damage		-	10
11		619,371	182,000	11	FEMA DR-2458 PW319 Basin 1 Piling Project		-	11
12				12	FEMA DR-4432-OR DREDGING	656,250		12
13				13	FEMA DR-4432-OR SLOPE REPAIR	566,250		13
14				14	FEMA DR-4452-OR	1,327,500		14
15				15	FEMA DHS Grant Security System	75,000		15
16				16	FEMA Matching Funds	850,000	30,000	16
17				17	FEMA DR-4432 & DR 4452 Phase 1 Engineering & Permitting		90,000	17
18		39,244		18	State Lottery Funds - IFA L16010 Dock Renovation		-	18
19			600,000	19	State Lottery Funds - C2019375 Dock Repair & Improvement	570,000	570,000	19
20	440,444	1,496,780	1,422,785	20	<b>TOTAL RESOURCES</b>	<b>4,127,325</b>	<b>767,500</b>	<b>-</b>
REQUIREMENTS								
21	205	3,897	4,785	21	OSMB MAP Grant	4,825		21
22	401,586	3,296		22	OSMB Boarding Dock Agreement #1587		-	22
23	33,527	766,257		23	FEMA DR-2458 PW319 Basin 1 Piling Project		-	23
24			5,000	24	FEMA DR-4432-OR DREDGING	875,000		24
25			5,000	25	FEMA DR-4432-OR SLOPE REPAIR	755,000		25
26			10,000	26	FEMA DR-4452-OR	1,770,000		26
27				27	FEMA DHS Grant Security System	100,000		27
28				28	FEMA DR-4432 & DR 4452 Phase 1 Engineering & Permitting		120,000	28
29		39,244		29	State Lottery Funds - IFA L16010 Dock Renovation		-	29
30		1,232	600,000	30	State Lottery Funds - C2019375 Dock Repair & Improv	620,000	645,000	30
31	1,229	14,933		31	FEMA Forced Labor Expenses		-	31
32		357		32	OSMB Grant Forced Labor Expenses		-	32
33		656,985	795,500	33	Interfund Transfer from Capital Projects (Due to/From)		-	33
34	436,547	1,486,201	1,420,285	34	<b>Total Appropriations</b>	<b>4,124,825</b>	<b>765,000</b>	<b>-</b>
35	3,897	10,579	2,500	35	UNAPPROPRIATED ENDING FUND BALANCE	2,500	2,500	35
36	440,444	1,496,780	1,422,785	36	<b>TOTAL REQUIREMENTS</b>	<b>4,127,325</b>	<b>767,500</b>	<b>-</b>

Decrease \$4,825 - Moved to General Fund

Decrease \$2,550,000 These Phases of Projects not to be started this fiscal year

Decrease \$75,000 - Grant not approved

Decrease \$820,000 The decrease is correlated with Phase 1 Engineering & Permitting

Increase \$90,000 Phase 1 to begin this fiscal year

Total Resources Decrease \$3,359,825

Decrease \$4,825 - Moved to General Fund

Decrease \$2,550,000 These Phases of Projects not to be started this fiscal year

Decrease \$100,000 - Grant not approved

Increase \$120,000 Phase 1 to begin this fiscal year

Increase \$25,000 to help supplement this project

Total Capital Projects Appropriations Decrease \$3,359,825

Total Capital Projects Requirements Decrease \$3,359,825

RESOURCES AND REQUIREMENTS

Port Construction Fund

Port of Brookings Harbor

Historical Data				RESOURCES AND REQUIREMENTS	Budget For Next Year 2020-21		
Actual		Adopted Budget This Year Year 2019/20	1		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	
Second Preceding Year 2017/18	First Preceding Year 2018/19						
RESOURCES							
1			1	Cash Carryover		-	1
2			2	Interest		5,000	2 <b>Increase \$5000</b>
3			3	Interfund Transfer from General Funds		684,000	3 <b>Increase \$684,000 Actual Funds Received, Decrease General Fund Capital Outlay and move to Port Construction Fund</b>
4			4			-	4
5	-	-	-	5 <b>TOTAL RESOURCES</b>	-	689,000	- 5 <b>Total Resources Increase \$684,000</b>
REQUIREMENTS							
6			6	RV Park Restroom/Laundry Facility & Improvements		689,000	6 <b>Increase \$684,000, moved from General Fund Capital Outlay</b>
7			7			-	7
8			8			-	8
9			9			-	9
10			10			-	10
11			11			-	11
12			12	<b>Total Appropriations</b>	-	689,000	- 12 <b>Total Appropriations Increase \$689,000</b>
13			13	UNAPPROPRIATED ENDING FUND BALANCE		-	- 13
14	-	-	-	14 <b>TOTAL REQUIREMENTS</b>	-	689,000	- 14 <b>Increase \$689,000 Port Construction Fund Total Requirements</b>

"New Fund" created for RV Park Restroom & Improvement Project and future Port Funded Construction Projects



**FORM  
LB-11**

Resolution #307 established this fund in 1998 for dock maintenance and future dock replacements. Eq, Land and Buildings (See attached Schedule C)

**RESOURCES AND REQUIREMENTS**

**RESERVE FUND**

Port of Brookings Harbor

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20		RESOURCES AND REQUIREMENTS	Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
				RESOURCES					
1		11,908	24,390	1	Cash Carryover	130,000	130,000	1	
2	98	521	2,500	2	Interest	3,000	3,000	2	
3	11,000	21,473	126,200	3	Transferred IN from General Fund	24,000	24,000	3	
4			-	4			-	4	
5			-	5			-	5	
6				6				6	
7	11,098	33,902	153,090	7	<b>TOTAL RESOURCES</b>	<b>157,000</b>	<b>157,000</b>	- 7	
				REQUIREMENTS					
8				8	Transferred OUT to General Fund			8	
9				9	Transferred OUT to Capital Projects Fund			9	
10				10				10	
11				11				11	
12				12				12	
13				13				13	
14	-	-	-	14	<b>Total Appropriations</b>	-	-	14	
15	11,908	33,902	153,090	15	UNAPPROPRIATED ENDING FUND BALANCE	157,000	157,000	15	
16	11,908	33,902	153,090	16	<b>TOTAL REQUIREMENTS</b>	<b>157,000</b>	<b>157,000</b>	- 16	

# SCHEDULES

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REQUIREMENTS FOR: ADMINISTRATION/MARINA

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
<b>PERSONNEL SERVICES</b>								
1	98,300	45,436	84,018	1	Salary Port Manager	84,500	84,500	1
2	94,970	123,446	153,838	2	Hourly / Port Office Staff	116,465	116,465	2
3	55,502	79,335	102,645	3	Hourly / Operations Staff	192,836	256,620	3
4		2,750		4	Bonus		-	4
5	6,516	4,670	6,511	5	Overtime	5,282	9,137	5
6	112,935	122,339	157,710	6	Costs & Benefits	129,350	141,785	6
7	22,395	3,748	14,205	7	Workers Comp	18,920	18,920	7
8	58,838	64,768	85,964	8	Health Care & Dental	63,665	81,855	8
9				9				9
10	449,456	446,492	604,891	10	<b>TOTAL PERSONNEL SERVICES</b>	611,018	709,282	- 10
11	4	4	11	11	<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>	7.25	7.25	11
<b>MATERIALS AND SERVICES</b>								
12	10,963	12,392	11,544	12	Advertising & Notifications	13,000	13,000	12
13	93,091	171,190	325,557	13	Repairs and Maintenance	132,009	186,223	13
14	142,466	130,659	140,790	14	Utilities	133,220	133,220	14
15	36,540	54,639	37,940	15	Office Expense	54,462	54,462	15
16	9,192	10,069	13,000	16	Bank Services & Finance Fees	7,160	7,160	16
17	2,685	2,691	11,500	17	Travel & Training	10,162	10,162	17
18	21,606	23,316	9,147	18	Permit, Licenses, Taxes, Misc.	8,284	8,284	18
19	18,436			19	Bad Debt		-	19
20	66,846	73,583	65,883	20	Insurance - Property, Liability & Bond	68,069	68,069	20
21	80,048	93,736	68,744	21	Professional Fees	66,146	82,146	21
22	481,873	572,275	684,105	22	<b>TOTAL MATERIALS AND SERVICES</b>	492,512	562,726	- 22
<b>CAPITAL OUTLAY</b>								
23		5,000		23	Golf Carts			23
24	143,227			24	2018 Genie Forklift			24
25	20,553			25	2018 Ford F150 Truck			25
26	-	-	30,000	26	Vehicle/s			26
27				27	Security System		49,000	27
28				28	Boat Launch Kiosk Shelter		6,000	28
29	163,780	5,000	30,000	29	<b>TOTAL CAPITAL OUTLAY</b>	-	55,000	- 29
30	1,095,109	1,023,767	1,318,996	30	<b>TOTAL DEPT. REQUIREMENTS</b>	1,103,530	1,327,008	- 30

*Increase \$98,264 ; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020*

*Increase \$98,264 Total Marina Personnel Services*

*Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.*

*Increase \$16,000 for closing fees associated with RV Park Restroom Facility & Improvement Loan*

*Total Material & Services Increase \$70,214*

*Increase \$49,000 to purchase Security System*

*Increase \$6000 for purchase of shelter for Boat Launch*

*Total Marina Dept. Capital Outlay Increase \$55,000*

*Total Marina Dept. Increases \$223,623*

**REQUIREMENTS FOR: BEACHFRONT RV PARK**

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21		
	Actual		Adopted Budget This Year Year 2019/20		06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	
	Second Preceding Year 2017/18	First Preceding Year 2018/19					
<b>PERSONNEL SERVICES</b>							
1	40,297	38,356	46,585	1 Hourly / RV Park Office Staff	48,194	48,194	1
2	7,242	11,620	28,153	2 Hourly / RV Park Operations Staff	-	-	2
3	3,566	2,748	2,096	3 Overtime	863	863	3
4				4			4
5				5			5
6				6			6
7	51,105	52,724	76,834	7 TOTAL PERSONNEL SERVICES	49,057	49,057	- 7
8	1.50	1.5	2	8 TOTAL FULL-TIME EQUIVALENT (FTE)	1.25	1.25	8
<b>MATERIALS AND SERVICES</b>							
9	1,089	1,646	1,384	9 Advertising & Notifications	1,105	1,105	9
10	46,727	46,078	43,047	10 Repairs and Maintenance	42,802	42,802	10
11	75,883	70,409	78,964	11 Utilities	79,503	79,503	11
12	7,544	8,553	1,755	12 Office Expense	6,324	6,324	12
13	12,871	14,411	14,131	13 Bank Services & Finance Fees	17,500	17,500	13
14	10,446	11,625	19,136	14 Permit, Licenses, Taxes, Misc.	2,771	2,771	14
15	15,000			15 Harbor RFPD Service		-	15
16	932	761	816	16 Insurance - Property, Liability & Bond	1,066	1,066	16
17	3,340	2,478	30,000	17 Professional Fees	4,532	4,532	17
18	173,832	155,961	189,233	18 TOTAL MATERIALS AND SERVICES	155,603	155,603	- 18
<b>CAPITAL OUTLAY</b>							
19				19			19
20			50,000	20 RV Park Restroom & Laundry Facility	715,000		20
21	-			21			- 21
22	-	-		22			- 22
23				23			23
24	-	-	50,000	24 TOTAL CAPITAL OUTLAY	715,000	-	- 24
25	224,937	208,685	316,067	25 TOTAL DEPT. REQUIREMENTS	919,660	204,660	- 25

*Decrease \$715,000 - "New Fund" created for RV Park Restroom & Improv. Project- Requirements moved to Port Construction Fund*

*Total RV Park Requirements Decrease \$715,000*

Schedule A  
GENERAL FUND BY DEPARTMENT  
**REQUIREMENTS FOR: BOATYARD**

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21				
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540		Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
				<b>PERSONNEL SERVICES</b>					
1	45,168	23,867	76,304	1	Hourly / Operations Staff				1
2	4,876	336	879	2	Overtime				2
3				3					3
4				4					4
5				5					5
6	50,044	24,203	77,183	6	<b>TOTAL PERSONNEL SERVICES</b>	-	-	-	6
7	1	1	1	7	<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>				7
				<b>MATERIALS AND SERVICES</b>					
8	44,532	13,640	25,367	8	Repairs and Maintenance	32,558	32,558		8
9	187	7,872	3,227	9	Utilities	43,505	43,505		9
10	10,454	9,569	10,237	10	Insurance - Property, Liability & Bond	8,365	8,365		10
11	297			11	Permit, Licenses, Taxes, Misc.				11
12				12					12
13				13					13
14	55,470	31,081	38,831	14	<b>TOTAL MATERIALS AND SERVICES</b>	84,428	84,428	-	14
				<b>CAPITAL OUTLAY</b>					
15				17					15
16				18					16
17	-	-	-	19	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	17
18	105,514	55,284	116,014	20	<b>TOTAL DEPT. REQUIREMENTS</b>	84,428	84,428	-	18

**REQUIREMENTS FOR: COMMERCIAL RETAIL**

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
				<b>PERSONNEL SERVICES</b>				
1	7,011	5,284	19,613	1	Hourly / Operations Staff			1
2	656	223	586	2	Overtime			2
3				3				3
4				4				4
5	7,667	5,507	20,199	5	TOTAL PERSONNEL SERVICES	-	-	- 5
6	1	1	1	6	TOTAL FULL-TIME EQUIVALENT (FTE)			6
				<b>MATERIALS AND SERVICES</b>				
7	87,999	24,257	135,421	7	Repairs and Maintenance	57,791	57,791	7
8	47,141	54,247	51,831	8	Utilities	56,480	56,480	8
9	1,984	79	1,034	9	Permit, Licenses, Taxes, Misc.	1,030	1,030	9
10	7,747	9,590	5,723	10	Insurance - Property, Liability & Bond	8,387	8,387	10
11	17,642	7,534	12,281	11	Professional Fees	8,530	8,530	11
12				12				12
13	162,513	95,707	206,290	13	TOTAL MATERIALS AND SERVICES	132,218	132,218	- 13
				<b>CAPITAL OUTLAY</b>				
14				14				14
15				15				- 15
16	-			16				- 16
17	-	-		17				- 17
18				18				18
19	-	-	-	19	TOTAL CAPITAL OUTLAY	-	-	- 19
20	170,180	101,214	226,489	20	TOTAL DEPT. REQUIREMENTS	132,218	132,218	- 20

Schedule A  
GENERAL FUND BY DEPARTMENT  
**REQUIREMENTS FOR: FUEL DOCK**

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
				<b>PERSONNEL SERVICES</b>				
1	7,854	10,023	20,383	1	Hourly / Operations Staff			1
2	676	626	697	2	Overtime			2
3				3				3
4				4				4
5	8,530	10,649	21,080	5	<b>TOTAL PERSONNEL SERVICES</b>	-	-	- 5
6	0.25	0.5	1	6	<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>			6
				<b>MATERIALS AND SERVICES</b>				
7	7,211	50,078	25,392	7	Repairs and Maintenance	22,212	22,212	7
8	414,262	530,615	750,000	13	Fuel Purchased for resale	800,000	580,000	13
9	5,625	4,429	5,011	9	Utilities	5,155	5,155	9
10	164	335	305	10	Office Expense	225	225	10
11	3,341	7,938	8,000	11	Bank Services & Finance Fees	10,158	10,158	11
12	2,563		1,282	12	Insurance - Property, Liability & Bond	1,109	1,109	12
13	4,350	2,055	3,545	13	Professional Fees	2,255	2,255	13
14				14				14
15	437,516	595,450	793,535	15	<b>TOTAL MATERIALS AND SERVICES</b>	841,114	621,114	- 15
				<b>CAPITAL OUTLAY</b>				
16				16	Fuel Pump		11,000	
17	-	-		17				-
19	-	-	-	19	<b>TOTAL CAPITAL OUTLAY</b>	-	11,000	- 19
20	446,046	606,099	814,615	20	<b>TOTAL DEPT. REQUIREMENTS</b>	841,114	632,114	- 20

*Decrease \$220,000 based on anticipated fishing season and COVID-19 closures*

*Total Fuel Dock Material & Services  
Decrease \$220,000*

*Increase \$11,000 for fuel pump purchase*

*Total Capital Outlay for Fuel Dock  
Increase \$11,000*

*Total Fuel Dock Requirements Decrease  
\$259,000*

**REQUIREMENTS FOR: PROPERTY GROUND USE**

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
<b>PERSONNEL SERVICES</b>								
1	310	1,017	1,479	1	Hourly / Operations Staff			1
2	230		59	2	Overtime			2
3				3				3
4				4				4
5	540	1,017	1,538	5	TOTAL PERSONNEL SERVICES			5
6	0.15	0.10	0.10	6	TOTAL FULL-TIME EQUIVALENT (FTE)			6
<b>MATERIALS AND SERVICES</b>								
7	3,000		1,500	7	Repairs and Maintenance	1,000	1,000	7
8	1,665	1,311	1,469	8	Utilities	1,620	1,620	8
9				9				9
10				10				10
11				11				11
12				12				12
13	4,665	1,311	2,969	13	TOTAL MATERIALS AND SERVICES	2,620	2,620	- 13
<b>CAPITAL OUTLAY</b>								
14				14	Golf Carts			14
15				15	2018 Genie Forklift			- 15
16	-			16	2018 Ford F150 Truck			- 16
17	-	-		17	Vehicle/s			- 17
18				18	Security System			18
19	-	-	-	19	TOTAL CAPITAL OUTLAY	-	-	- 19
20	5,205	2,328	4,507	20	TOTAL DEPT. REQUIREMENTS	2,620	2,620	- 20



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

Historical Data				REQUIREMENT TOTALS	Budget For Next Year 2020-21		
Actual		Adopted Budget This Year Year 2019/20	REQUIREMENT TOTALS		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.	
Second Preceding Year 2017/18	First Preceding Year 2018/19						
				<b>PERSONNEL SERVICES</b>			
1	98,300	45,436	84,018	1 Salary Port Manager	84,500	84,500	- 1
2	94,970	126,196	153,838	2 Hourly / Port Office Staff	116,465	116,465	- 2
3	40,297	38,356	46,585	3 Hourly / RV Park Office Staff	48,194	48,194	- 3
4	123,087	131,145	248,577	4 Hourly / Operations Staff	192,836	256,620	- 4
5	16,520	8,602	10,828	5 Overtime	6,145	10,000	- 5
6	112,935	122,339	157,710	6 Costs & Benefits	129,350	141,785	- 6
7	22,395	3,748	14,205	7 Workers Comp	18,920	18,920	- 7
8	58,838	64,768	85,964	8 Health Care & Dental	63,665	81,855	- 8
9	567,342	540,590	801,725	9 TOTAL PERSONNEL SERVICES	660,075	758,339	- 9
10	9	9	13	10 TOTAL FULL-TIME EQUIVALENT (FTE)	8	9.5	- 10
				<b>MATERIALS AND SERVICES</b>			
11	12,051	14,038	12,928	11 Advertising & Notifications	14,105	14,105	- 11
12	282,518	305,244	556,284	12 Repairs and Maintenance	288,372	342,586	- 12
13	414,262	530,615	750,000	13 Fuel Purchased for resale	800,000	580,000	- 13
14	272,967	268,928	281,292	14 Utilities	319,483	319,483	- 14
15	44,290	63,526	40,000	15 Office Expense	61,011	61,011	- 15
16	25,404	32,419	35,131	16 Bank Services & Finance Fees	34,818	34,818	- 16
17	2,685	2,691	11,500	17 Travel & Training	10,162	10,162	- 17
18	34,333	35,020	29,317	18 Permit, Licenses, Taxes, Misc.	12,085	12,085	- 18
19	18,436			19 Bad Debt			- 19
20	15,000			20 Harbor RFPD Service			- 20
21	88,543	93,503	83,941	21 Insurance - Property, Liability & Bond	86,996	86,996	- 21
22	105,380	105,803	114,570	22 Professional Fees	81,463	97,463	- 22
23	1,315,869	1,451,787	1,914,963	23 TOTAL MATERIALS AND SERVICES	1,708,495	1,558,709	- 23
				<b>CAPITAL OUTLAY</b>			
24				24 Golf Carts			- 24
25	143,227	16,737		25 2018 Genie Forklift			- 25
26	20,553			26 2018 Ford F150 Truck			- 26
27			30,000	27 Staff Vehicle/s			- 27
28				28 Installation of Electrical Basin 1 Dock D			- 28
29				29 Security System		49,000	- 29
30			50,000	30 RV Park Restroom & Laundry Facility	715,000	-	- 30
31				31 Boat Launch Shelter		6,000	- 31
32				32 Fuel Pump		11,000	- 32
33	163,780	16,737	80,000	33 TOTAL CAPITAL OUTLAY	715,000	66,000	- 33
34	2,046,991	2,009,114	2,796,688	34 TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	- 34
				<b>REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS</b>			
35				35 GENERAL FUND per Department Totals			- 35
36	1,095,109	1,023,767	1,318,996	36 Administration/Marina/Moorage & Storage	1,103,530	1,327,008	- 36
37	224,937	220,421	316,067	37 Beachfront RV Park	919,660	204,660	- 37
38	105,514	55,284	116,014	38 Boat Yard	84,428	84,428	- 38
39	170,180	101,214	226,489	39 Commercial Retail	132,218	132,218	- 39
40	446,046	606,099	814,615	40 Fuel Dock	841,114	632,114	- 40
41	5,205	2,328	4,507	41 Property Ground/Events	2,620	2,620	- 41
42	2,046,991	2,009,113	2,796,688	42 TOTAL ALLOCATED REQUIREMENTS	3,083,570	2,383,048	- 42

Total Increase \$54,214; Increased \$15,000 for "new Port Shop", Increase \$23,000 for change order Zola's Demo Project, and Increase \$16,214 for other repairs and maintenance.

Decrease \$220,000 based on anticipated fishing season and COVID-19 closures

Increase \$16,000 for fees associated with RV Park Improv. Loan closing

Total Material & Services Decrease \$149,786

Increased \$49,000 to purchase Security System

Decrease \$715,000 - "New Fund" created for RV Park Restroom & Improv. Project- Requirements moved to new fund

Increased \$6000 for purchase of shelter for Boat Launch

Increase \$11,000 for fuel pump purchase

Total Capital Outlay Decrease \$649,000

Total Allocated Requirements Decrease \$700,522

Total Allocated Requirements Decrease \$700,522

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**Schedule B**  
**Detailed Comparison of Personal Services to Prior Year's Budgets**  
**GENERAL FUND PERSONNEL SERVICES**

Port of Brookings Harbor

	Historical Data			DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019/20		Adopted Budget 06/16/2020 Res. No. 540	Supplemental Budget 12/15/2020 Res. No.		
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
				PERSONNEL SERVICES				
1	98,300	45,436	84,018	1 Salary Port Manager	84,500	84,500	-	1
2	94,970	123,446	153,838	2 Hourly / Port Office Staff, (3.5)	116,465	116,465	-	2
3	40,297	38,356	46,585	3 Hourly / RV Office (1.5)	48,194	48,194	-	3
4	123,087	131,145	248,577	4 Hourly / Operations Staff, (3.5)	192,836	256,620	-	4
5		2,750		5 Bonus				5
6	16,520	8,602	10,828	6 Overtime	6,145	10,000	-	6
7	112,935	122,339	157,710	7 Costs & Benefits	129,350	141,785	-	7
8	22,395	3,748	14,205	8 Workers Comp	18,920	18,920	-	8
9	58,838	64,768	85,964	9 Health Care & Dental	63,665	81,855	-	9
10				10				10
11	567,342	540,590	801,725	11 Total Personnel Services	660,075	758,339	-	11
12	9.5	9.5	13	12 TOTAL FULL-TIME EQUIVALENT (FTE)	8.50	9.50		12

*Increase \$98,264 ; moved 2 operations staff to full time status, originally budgeted as part time & additional part time janitorial staff hired in Sept. and Oct. 2020. Management chooses to retain additional staff through the fiscal year.*

**General Fund Total Personnel Services Increase \$98,264**

**Increase 1 Full-Time Equivalent**

**Schedule C**

**Debt Service Fund Detailed Amortization Schedules**

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
Umpqua Bank	7/1/2020			-	700,000	
RV Park Restroom/Laundry Facility & Upgrade	8/1/2020	3,102	1,708	4,810		
	9/1/2020	3,109	1,700	4,809		
	10/1/2020	3,117	1,693	4,810		
	11/1/2020	3,125	1,685	4,810		
	12/1/2020	3,132	1,678	4,810		
	1/1/2021	3,140	1,670	4,810		
	2/1/2021	3,148	1,662	4,810		
	3/1/2021	3,155	1,655	4,810		
	4/1/2021	3,163	1,647	4,810		
	5/1/2021	3,171	1,639	4,810		
	6/1/2021	3,178	1,631	4,809		
<b>RV Park Restroom/Laundry Facility &amp; Upgrades Total</b>		<b>34,540</b>	<b>18,368</b>	<b>52,908</b>		<b>665,460</b>

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
m2Lease						
50BFMII Travelift Lease	7/22/2020	3,880	779	4,659	169,916	
	8/22/2020	3,898	761	4,659		
	9/22/2020	3,916	743	4,659		
	10/22/2020	3,934	725	4,659		
	11/22/2020	3,952	707	4,659		
	12/22/2020	3,970	689	4,659		
	1/22/2021	3,988	671	4,659		
	2/22/2021	4,006	653	4,659		
	3/22/2021	4,025	634	4,659		
	4/22/2021	4,043	616	4,659		
	5/22/2021	4,062	597	4,659		
	6/22/2021	4,080	579	4,659		
<b>50BFMII Travelift Lease Total</b>		<b>47,754</b>	<b>8,154</b>	<b>55,908</b>		<b>122,162</b>

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**Schedule C**

**Debt Service Fund Detailed Amortization Schedules**

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
Umpqua Bank Loan#747041620	7/15/2020	1,108	356	1,464	71,246	
2018 Genie Reach Forklift	8/15/2020	1,102	362	1,464		
	9/15/2020	1,108	357	1,465		
	10/15/2020	1,125	340	1,465		
	11/15/2020	1,120	345	1,465		
	12/15/2020	1,136	328	1,464		
	1/15/2021	1,131	333	1,464		
	2/15/2021	1,137	328	1,465		
	3/15/2021	1,174	291	1,465		
	4/15/2021	1,149	315	1,464		
	5/15/2021	1,165	300	1,465		
	6/15/2021	1,161	304	1,465		
<b>Loan for Forklift Total</b>		<b>13,616</b>	<b>3,959</b>	<b>17,575</b>		<b>57,630</b>

	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
IFA Business Oregon						
3rd Quarter	9/30/2020	72,500	-	72,500	1,622,892	
4th Quarter	12/31/2020	72,500	-	72,500		
1st Quarter	3/31/2021	72,500	-	72,500		
2nd Quarter	6/30/2021	72,500	-	72,500		
80% for Asset Sales		4,800	-	4,800		
<b>IFA Total</b>		<b>294,800</b>	<b>-</b>	<b>294,800</b>		<b>1,328,092</b>
<b>TOTAL DEBT SERVICE</b>		<b>390,710</b>	<b>30,481</b>	<b>421,191</b>	<b>2,564,054</b>	<b>2,173,344</b>

Creditor		Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2020	Balance 7/1/2021
USDA Revenue Bond	11/6/2020	76,112	54,008	130,120	1,080,588	1,004,476
<b>All Debt Totals</b>		<b>466,822</b>	<b>84,489</b>	<b>551,311</b>	<b>3,644,642</b>	<b>3,177,820</b>