

PORT OF BROOKINGS HARBOR
Budget Committee Meeting
Tuesday, May 7, 2024 at 10:00am
Hybrid / Meeting Room
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

This is a hybrid meeting, which means you can attend in-person at the above address, or you can attend by the following:

Teleconference Call-In Number:
1 (253) 215-8782

Meeting ID:
771 205 4017

Passcode:
76242024

Webinar Access:

<https://us02web.zoom.us/j/7712054017?pwd=WVBBbk1ZRkpSdlZuem00azA3VWlWQT09&omn=88549960720>

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

BUDGET COMMITTEE

Board of Commission

Position 1 – Joseph Speir
Position 2 – Sharon Hartung
Position 3 – Larry Jonas
Position 4 – Richard Heap
Position 5 – Daniel Fraser

Members at Large

Position 6 – Al Cornell
Position 7 – Wayne King
Position 8 – Richard Contestabile
Position 9 – Gary Hartung
Position 10 – Brett Hester

TENTATIVE AGENDA

1. **Call Meeting to Order by _____, President**
 - Pledge of Allegiance
 - Roll Call
2. **Vote for Budget Committee President**
3. **Receive Budget Message**
4. **Presentation of Proposed Budget for Fiscal Year 2024-2025**
 - Travis Webster, Port Manager
 - April Walker, Office Manager and Budget Officer
5. **Budget Discussion by Budget Committee and Public Comments -** (Limited to a maximum of three minutes per person. Please email your comments to danielle@portofbrookingsharbor.com prior to the meeting,
6. **Approval of Budget**

SAMPLE MOTION: I move that the Budget Committee approve the proposed Budget [as presented] for the Port of Brookings Harbor's 2024-2025 fiscal year in the amount of 6,146,639.
7. **Approval of Tax Rate for the Port's FY 2024-2025 to Submit to Assessor**

SAMPLE MOTION: I move that the Budget Committee approve the tax rate of 0.1316 per \$1000.00 upon the assessed value of all taxable property within the district for the tax year 2024-2025 for operating purposes in the General Fund.
8. **Adjournment**

Port of Brookings Harbor



Budget for Fiscal Year 2024-2025

This Institution is an Equal Opportunity Provider



Port of Brookings Harbor Fiscal Year 2024-25

Budget Committee

Board of Commission

	Term Expires
Position 1 – Joseph Speir	2025
Position 2 – Sharon Hartung	2027
Position 3 – Larry Jonas	2027
Position 4 – Richard Heap	2025
Position 5 – Daniel Fraser	2025

Committee Members at Large

	Term Expires
Position 6 – Al Cornell	2024
Position 7 – Wayne King	2024
Position 8 – Richard Contestabile	2027
Position 9 – Gary Hartung	2026
Position 10 – Brett Hester	2024

Port Manager
Travis Webster

Office Manager, Budget Officer
April Walker

Port of Brookings Harbor

Fiscal Year 2024-25 Budget Message

DATE: May 7, 2024
RE: Fiscal Year 2024-25 Budget
TO: Port of Brookings Harbor Budget Committee
ISSUED BY: Travis Webster, Port Manager and April Walker, Budget Officer

The Port of Brookings Harbor is pleased to present the Fiscal Year 2024-25 operating budget for your consideration. This budget represents our best estimate as to the available resources, expenditures, and capital projects for this budget cycle.

The Port's budget serves as a working document to provide guidance for our staff and Commission to ensure resources are being used in a way that best serves the Port and the community.

This is an exciting time for the Port, after years of planning with FEMA, the Port has started its own in-house dredging. The first step is to remove 38,000 cubic yards of sediment over the next five years from the 2019 storm damages. The second step is to proceed with dredging the basins as needed, and at manageable costs. Dredging small Ports in Oregon is one of the most sought-after activities.

The Port continues to retain its infrastructure with innovative cost-saving methods. Various maintenance repairs have been completed throughout the Port. Port staff will continue to maintain the docks and grounds until funding becomes available. It has become a higher priority to improve the stormwater quality per Oregon Department of Environmental (ODEQ) Tier II requirements. Oregon Emergency Management / Federal Emergency Management Agency (OEM/FEMA), and Hazard Mitigation Grant Program (HMGP) funding may provide the necessary infrastructure to improve the Port's stormwater controls for the Boatyard and Commercial areas. If funding does not come through, other steps will need to be taken to reduce our commercial footprint.

The Wastewater Treatment Plant project will continue as the Port works alongside DEQ for permitting, and the Environmental Protection Agency (EPA) for funding. EPA and Environmental and Historic Preservation (EHP) procedures will likely move this project into the next budget cycles of 2025 / 2026.

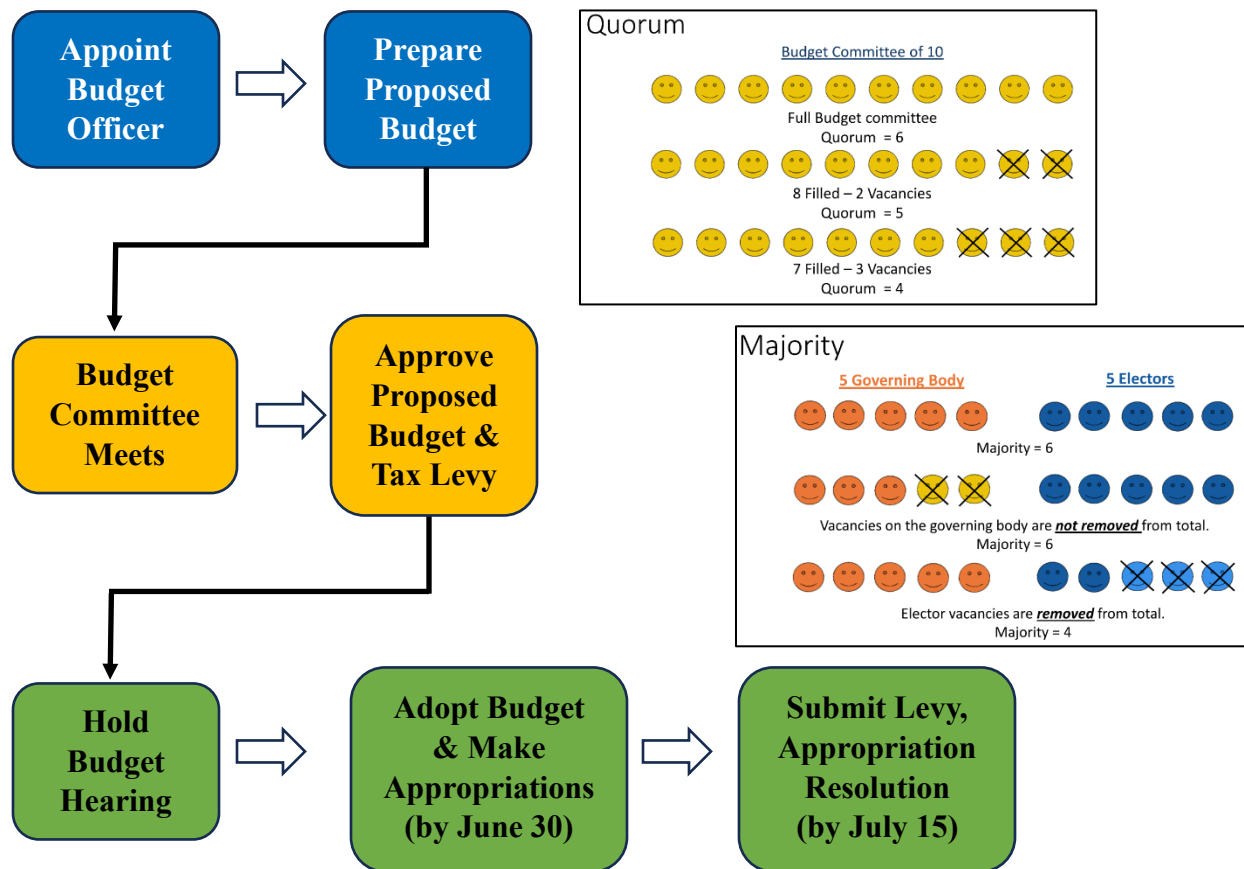
In conclusion, this budget continues to manage our limited resources to provide reliable services to customers and guests, maintain existing assets, meet debt obligations, and comply with local, state, and federal regulations.

Port of Brookings Harbor

Budget Process

The purpose of a budget, as defined by the Oregon Department of Revenue, is to encourage local governments to evaluate their needs by considering revenue sources available to meet those needs. Without an adopted budget, a local government's ability to impose property tax, and their authority to spend money or incur obligations, expire on June 30th.

The budget committee's responsibility is to review the proposed budget, consider public comments, and discuss and revise the budget as needed. Once the review process is complete, the budget committee is expected to approve the budget and property taxes, and the approved budget is then presented to the Board of Commissioners for adoption.



This budget document is intended to summarize the major requirements within the budget, provide context for the resources and expenditures as proposed, and provide a comprehensive means of monitoring Port performance in the coming year.

Port of Brookings Harbor

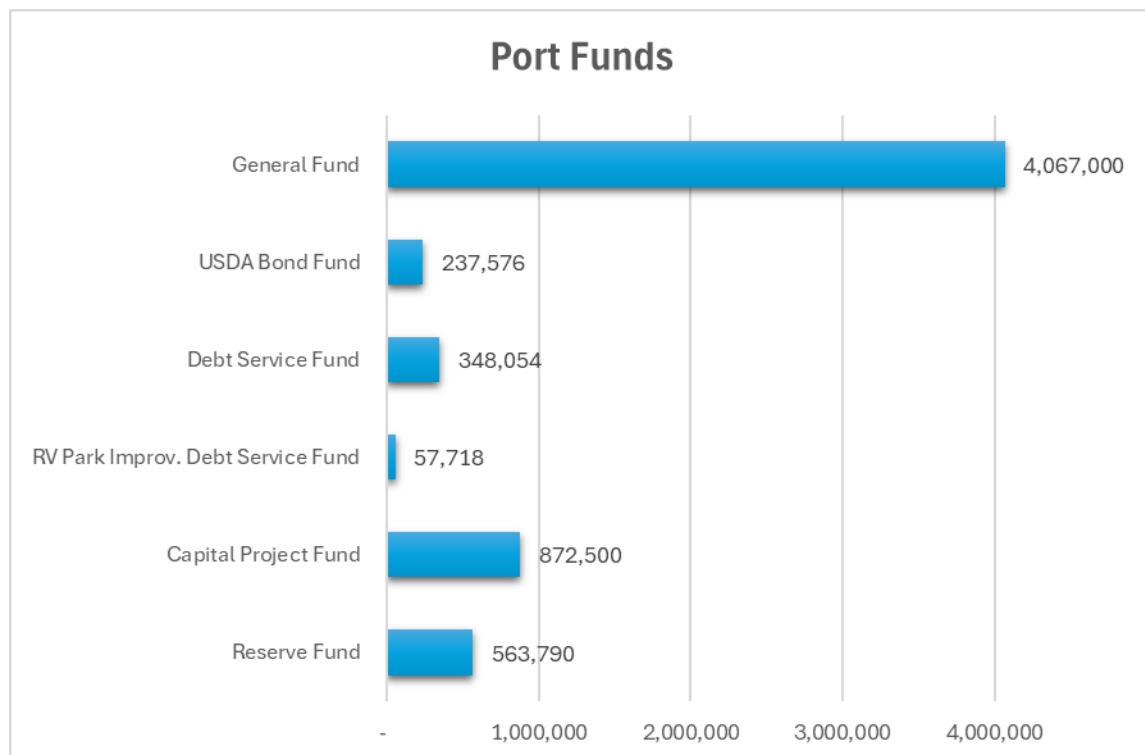
Budget Overview

The Port of Brookings Harbor budget is divided into six separate funds: the General Fund, USDA Revenue Bond Fund, Debt Service Fund, RV Park Improvement Debt Service Fund, Capital Projects Fund and Reserve Fund. The General Fund contains most of the resources and expenditures for day-to-day operations. The Capital Projects Fund contains Federal and State grant resources and expenditures. The Reserve Fund was created to accumulate resources for future capital improvements. Each funds resources and expenditures must balance.

The Port Construction Fund has been removed from this year's budget per Resolution 2024-02. The fund was no longer necessary since it was used to track costs as obligated in the loan for the RV Park improvements. The improvements were completed in the 2022-23 fiscal year.

The Reserve Fund has been reorganized per Resolution 2024-03 to clearly identify and manage each reserve.

The graph below shows each of the fund's proposed totals:



Port of Brookings Harbor

General Fund Overview

The General Fund is used for everyday operations, and includes income and expenses related to the Port's various operational activities. The fund also includes grant revenues, tax revenues, and capital expenditures. The fund is separated into four departments: Marina, Beachfront RV Park, Commercial Retail, and Fuel Dock.

General Fund – Operating Revenues

The Port of Brookings Harbor's main revenue sources are dock moorages, RV park site fees, leased buildings / properties, and fuel dock sales. The Port also collects landing fees for repairs and upgrades to receiving docks and hoists.

Operating Revenues	Proposed Budget	2023-24 Budget	2022-23 Actuals
Fuel Dock	875,000	1,000,000	1,050,000
Marina	780,000	750,000	842,000
Beachfront RV Park	680,000	750,000	800,000
Commercial Retail	630,000	590,000	635,000
Landing Fees	10,000	50,000	-

General Fund – Operating Expenses

The following table shows comparisons of budgeted and actual expenditures, and the relative expenditures by expense type:

Operating Expenses	Proposed Budget	2023-24 Budget	2022-23 Actuals
Personnel Services	993,807	905,864	924,000
Fuel Purchased for Resale	800,000	800,000	886,700
Repairs & Maintenance	305,000	390,000	635,490
Utilities	300,000	310,000	379,164
Professional Fees	130,000	235,000	175,000
Insurance Expenses	175,000	130,000	126,314
Permits, Licenses, Taxes, Misc.	56,000	80,000	64,134
Bank Services & Finance Fees	60,000	60,000	46,089

General Fund – Non-Operating Revenues & Expenses

The non-operating resources and expenditures are mainly comprised of tax revenues, interest income, debt service expense, and capital outlay.

Port of Brookings Harbor

Capital Outlay expenditures are for purchase, construction, or improvement of capital assets. In general, a capital asset is a tangible or intangible asset with an initial cost of more than \$5,000 and an estimated life of more than one year. The Port will continue to investigate possible grants to offset the costs. The Port's lack of cash on hand limits grant possibilities due to grant matching requirements.

The following table lists all Capital Outlay probable and proposed projects in the budget:

#	Port Area	Description of Repair / Upgrade	Estimated		
			Quantity	Cost	Proposed
1	Launch Ramp	Electrical Box Replacement	1	15,000	
2	Launch Ramp	Slope Repair at Guest Dock Ramp (Lane #6)	100LF	25,000	25,000
3	Launch Ramp	Slope Repair at Zola's (Lane #1)	50LF	12,000	
4	Launch Ramp	Parking Lot Sealcoating Main Roadway Areas	16,500SF	8,250	
5	Boardwalk	Sealcoat Asphalt	15,000SF	7,500	
6	Boardwalk	Repair North Boardwalk Slope	150LF	25,000	
7	Boardwalk	Repair Electrical System on North Section	1	5,000	
8	Boardwalk	Install Drains in front of Bell & Whistle	1	1,500	1,500
9	Retail Area	Pave Open Areas	1,600SF	6,400	
10	Retail Area	Replace Roofing on 1 Building	6,100SF	50,000	
11	Basin 1	Power Infrastructure to D-Dock & 4 Electrical Pedestals	300LF	25,000	25,000
12	Retail Parking Lot	Replace Catch Basin	1	8,000	
13	Retail Parking Lot	Raise Asphalt for Drainage at Corner Market	2,100SF	8,400	
14	Port Shop Parking	Paving	24,500SF	98,000	
15	Port Parking	Paving	32,500SF	130,000	
16	Boat Storage Area	Paving	18,500SF	74,000	
17	Gear Storage Area	Paving	16,000SF	64,000	
18	Security Cameras	Commercial Dock Areas	10	20,000	
19	OWS	Gear Storage Drainage from Green Building Area	1	40,000	32,000
20	Parking Plan	Catalyst / Wine Tasting Area along LHR (400LF)	3,500SF	10,000	
21	Basin 2 Parking	Commercial Eastside - Asphalt Overlay & Curbs (2,000LF)	62,000SF	248,000	
22	Basin 2 Fence	4' Chain-link Fence East & West Sides	1,500LF	15,000	
23	Boat Yard	Boat Yard Shop Buildings	2	150,000	75,000
24	Boat Yard	Big Top Shelter for Travel Lift	1	45,000	
25	RV Park	Storm Drains for Main Road	3	15,000	
26	RV Park	Main Road A/C 2" Overlay	38,000SF	152,000	30,000
27	RV Park	Replace Fence along Boat Basin Road	1,750LF	50,000	
28	RV Park	Cabins	4	50,000	
29	Kite Field	Parking Lot Sealcoating / Overlay	60,000SF	30,000	
30	Kite Field	Storm Drains	4	10,000	
31	Public Fishing Pier	Asphalt Overlay Walking Area	2,100SF	8,400	
32	Public Fishing Pier	Extend Parking Lot	1,800SF	12,000	
33	Fuel Dock	Repair / Replace 4" & 6" Waterline Valves (Backflows?)	4	10,000	
34	Port Shop	1/2 Ton Truck	1	30,000	
Total				1,458,450	188,500

Port of Brookings Harbor

Budget Highlights

Overview

This year's budget focuses on continuing the FEMA PW-189 Dredging Project. The Port's dredging period begins on October 1 and ends on February 15. The goal this upcoming season will be removing 5,000 cubic yards of sediment. Another task will be removing the sediment from the sediment stockpile.

The Wastewater Treatment Plant project continues to move forward through regulatory procedures from the DEQ permitting and EPA funding. It is anticipated that EPA/EHP procedures will likely push this project into future budgets of 2025 / 2026.

The Port continues to face the difficult responsibility of repairing or replacing aging infrastructure and maintaining assets that benefit the public which may not necessarily generate revenues. As an example: resurfacing the RV Park main road that receives nearly 500,000 vehicles per year would cost upwards of \$250,000 which represents a significant portion of the Port's operating budget. To mitigate these costs, particular care is taken to maximize revenues and minimize expenses whenever possible.

Operating performance from the marina, boatyard and leased properties remain consistent from year to year, while the RV Park and fuel dock have dropped from the previous years.

Budgetary Changes Year-to-Year

The proposed budget shows significant changes from the current adopted budget in the following categories:

Resources

- Marina – increase of \$30,000.
- Beachfront RV Park – decrease of \$70,000.
- Commercial / Retail Leases – increase of \$40,000.
- Fuel Dock – decrease of \$125,000.
- Landing Fees – decrease of \$40,000.

The proposed 5% rate increase will cover some of the universal economic inflationary increases that the Port routinely experiences during the purchases made to maintain its facilities.

The RV Park continues to be impacted by wildfires and weather-related storms limiting access to the region, along with other economics that could be the cause for lower occupancy.

The Fuel Dock reduction is due to lower commercial fishing activity and seafood demands.

Port of Brookings Harbor

Expenditures

- Personnel Services – increase of \$87,943.
- Debt Services – decrease of \$24,475.
- Capital Outlay – increase of \$188,500.
- Materials and Services – decrease of \$162,945.
- Capital Projects – decrease of \$6,665,304.

Personnel Services were increased to allow for cost and benefit increases and wage adjustments.

The Debt Services Fund requirements have decreased because the final Travelift payment was made during the 2023-24 Fiscal Year budget, and the Genie Reach Forklift final payment will be made in February of this year's budget.

Capital Outlay was increased due to re-allocating funds from Materials and Services for purchases that should be categorized as capital assets.

Capital Projects was decreased because the Port now has better understanding of the regulatory procedures and timelines it may take to fund the WWTP and HMGP projects.

USDA Revenue Bond Fund

The USDA Revenue Bond Fund was created as a requirement from the US Department of Agriculture for funding that the Port received to rebuild Basin 1 in the year 2000.

The fund starts with a cash carryover of \$104,460 from the General Fund transfers of the prior fiscal year. The fund relies on these transfers to make the revenue bond payment of \$130,120 due annually on November 6. The requirement for the debt payment amount is found in Schedule B.

Debt Service Fund

The Debt Service Fund consists of notes payable from two debtors: Infrastructure Finance Authority (IFA) / Business Oregon and Umpqua Bank. Most of the debt includes multiple loans under IFA / Business Oregon.

The fund starts with a cash carryover of \$24,316 from General Fund transfers of the prior fiscal year. This fund relies on these transfers in the amount of \$321,738 to meet obligations to debtors.

The requirements for the debt payment amounts are found in Schedule B.

RV Park Improvement Debt Service Fund

The RV Park Improvement Debt Service Fund was established per the Full Faith and Credit Financing Agreement with Umpqua Bank. Resolution 546 was approved by the Board to achieve a proper matching of revenues of the Port and payment of debt service on the Financing Agreement within each Bond Year.

This fund starts with a cash carryover of \$0. Transfers from General Fund will match payments.

Port of Brookings Harbor

Capital Projects Fund

The Capital Project Fund provides a separate accounting of government funded projects.

The fund maintains a separate bank account with an average balance of \$2,500. During the process of a project, the Capital Projects Fund receives advances from the General Fund to finance the projects. These advances are then submitted for reimbursements from governmental funding agencies. When the reimbursements are received, the Capital Projects Fund then returns/repays the advancements to the General Fund. In most cases, project expenditures must be paid prior to being eligible for reimbursement by FEMA/OEM, Business Oregon, or EPA.

Federal Projects include:

- FEMA/OEM PW-189 Dredging. Dredging and hauling off 38,000 cubic yards of sediment in Basins 1 & 2.
- FEMA/OEM PW-190 Administration. This is administration costs for handling PW-189.
- FEMA/OEM Hazard Mitigation Grant Program. Two possible grants that would provide storm drains and paving at the boatyard and commercial storage areas.
- Business Oregon matching amounts that may total up to one million for the projects PW-189 and HMGP.
- EPA Wastewater Treatment Plant. The Port was granted \$3,500,000 for planning, engineering and construction of a wastewater treatment plant designed for commercial fish processing.

Reserve Fund

General Reserve

Purpose: The purpose of the General Reserve is to provide working capital to meet cash flow needs during normal operations and to support the operation, maintenance, and administration of the Port. The reserve is intended to reduce impacts from unforeseen events such as increased utility costs, loss of the Port's customers, severe storm impacts, litigation, and legislative actions. This reserve ensures that operations can continue should there be significant events that impact cash flow.

Target Reserve: The Target Reserve is established as a range between a minimum of 60 days (2 months) of annual operating and maintenance expenses, and a maximum of 90 days (3 months). Monthly expenses total approximately \$189,000.

Capital Replacement Reserve

Purpose: The Capital Replacement Reserve is used to fund future replacement of capital assets and capital projects. The reserve provides for timely repair and replacement of capital facilities.

Target Reserve: The Target Reserve amount established is two percent of the fixed asset value. (\$19,066,617 per Port 22/23 Asset List)

Port of Brookings Harbor

Dredging Reserve

Purpose: The purpose of the Dredging Reserve is to provide funds for yearly maintenance dredging within Basins 1 & 2. Two percent of moorage fees are transferred quarterly into this reserve.

Target Reserve: The Target Reserve amount established is \$100,000.

Landing Fee Reserve

Purpose: The purpose of the Landing Fee Reserve is to repair, maintain, and upgrade existing receiving docks and hoists.

Target Reserve: The Target Reserve amount established is ten percent of the fixed asset value of the receiving docks. (\$4,880,470 Port 22/23 Asset List)

Budget Overview

Total Resources and Requirements per Fund

General Fund Departments	Resources	Requirements
Cash Remaining from Previous Year	318,000	-
Taxes	292,000	-
Interest	17,000	-
Administration / Marina / Moorage & Storage	780,000	876,327
Beachfront RV Park	680,000	530,327
Commercial / Retail Leases	630,000	487,827
Fuel Dock	875,000	1,164,827
Landing Fees	10,000	-
Sales of Assets	10,000	-
Miscellaneous	20,000	-
Grants & Other Funding	-	-
Transfers from General Fund	-	944,572
Transfers to General Fund (Due to/From)	435,000	-
Contingency	-	58,121
Unappropriated Ending Fund Balance	-	5,000
General Fund Totals	4,067,000	4,067,000
Revenue Bond Debt Service - USDA Fund		
Cash Remaining from Previous Year	104,460	-
Interest	3,000	-
Transfers from General Fund	130,116	-
Total Appropriations	-	130,120
Unappropriated Ending Fund Balance	-	107,456
Revenue Bond Debt Service - USDA Totals	237,576	237,576
Debt Service Fund		
Cash Remaining from Previous Year	24,316	-
Interest	2,000	-
Transfers from General Fund	321,738	-
Transferred IN from Reserve Fund (Land Sale)	-	-
Genie 2018 Forklift	-	11,718
IFA Loans	-	310,000
Assests from Land Sale to Pay IFA Debt	-	-
Unappropriated Ending Fund Balance	-	26,336
Debt Service Fund Totals	348,054	348,054
RV Park Improvement Debt Service Fund		
Transfers from General Fund	57,718	-
RV Park Restoration & Upgrade	-	57,718
RV Park Improvement Debt Service Fund Totals	57,718	57,718
All Debt Total	643,348	643,348
Capital Projects Fund		
Cash Remaining from Previous Year	2,500	-
FEMA - Dredging (PW189)	150,000	150,000
Business Oregon - Matching Funds FEMA - Dredging (PW189)	50,000	50,000
FEMA - Administration (PW190)	25,000	25,000
WWTP - Fish Processing (Phase 1)	210,000	210,000
Hazard Mitigation - Paving and Storm Drains (HMGP)	-	-
Business Oregon - Matching Funds FEMA (HMGP)	-	-
Transfers from General Fund	435,000	-
Transfers from Capital Projects (Due to/From)	-	435,000
Unappropriated Ending Fund Balance	-	2,500
Capital Projects Fund Totals	872,500	872,500
Reserve Fund		
Cash Remaining from Previous Year	493,736	-
Interest	26,054	-
Transfers from General Fund	-	-
Transfers from General Fund/Landing Fees	-	-
General Reserve	12,000	30,000
Capital Replacement Reserve	12,000	35,000
Dredging Reserve	10,000	-
Landing Fees Reserve	10,000	5,000
Reserve for Future Expenditures	-	493,790
Unappropriated Ending Fund Balance	-	-
Reserve Fund Totals	563,790	563,790
Total Port of Brookings Harbor for Fiscal Year 2024-25 Budget		6,146,639



Port of Brookings Harbor

Budget FY 2024-25

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DEBT SERVICE FUND

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RV PARK IMPROVEMENT DEBT SERVICE FUND

Resources and Requirements	6
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CAPITAL PROJECTS FUND

Resources and Requirements	7
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PORT CONSTRUCTION FUND

Resolution #2024-02 eliminated this unnecessary fund during FY23-24, the remaining balance was transferred to General Fund per ORS 294.353	8
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RESERVE FUND

Resources and Requirements	9
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RESOURCES GENERAL FUND

Port of Brookings Harbor

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-25			
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2021/22	First Preceding Year 2022/23						
1	429,346	490,000	402,242	1 Cash Carryover	318,000			1
2	10,232	10,000	10,000	2 Previously levied taxes estimated to be received	12,000			2
3	2,245	2,000	2,000	3 Interest	17,000			3
4				4 Interfund Transfer from Capital Projects	435,000			4
5				5 OTHER RESOURCES				5
6	775,757	842,000	750,000	6 Administration/Marina/Moorage & Storage	780,000			6
7	757,536	800,000	750,000	7 Beachfront RV Park	680,000			7
8	566,280	635,000	590,000	8 Commercial Retail	630,000			8
9	1,011,876	1,050,000	1,000,000	9 Fuel Dock	875,000			9
10			50,000	10 Landing Fees	10,000			10
11	18,520	10,000	10,000	11 Asset Sales	10,000			11
12	113,637	66,000	50,000	12 Miscellaneous	20,000			12
13				13 Long Term Debt Borrowings				13
14	10,000	123,119		14 Grants & Other Funding				14
15	3,695,428	4,028,119	3,614,242	15 Total resources, except taxes to be levied	3,787,000	-	-	15
16		250,000	270,000	16 Taxes estimated to be received	280,000			16
17	256,624			17 Taxes collected in year levied				17
18	3,952,053	4,278,119	3,884,242	18 TOTAL RESOURCES	4,067,000	-	-	18

**FORM
LB-30**

REQUIREMENTS SUMMARY
Allocated to a Program & Activity
GENERAL FUND

Port of Brookings Harbor

	Historical Data			REQUIREMENT TOTALS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
PERSONNEL SERVICES									
1	259,902	289,000	292,398	1	Office Staff	414,701	-	-	1
2	241,386	267,800	271,653	2	Operations Staff	186,106	-	-	2
3	5,256	8,000	11,475	3	Overtime	15,000	-	-	3
4	169,353	193,300	185,338	4	Costs & Benefits	225,000	-	-	4
5	14,548	22,000	15,000	5	Workers Comp	20,000	-	-	5
6	101,738	106,600	130,000	6	Health Care & Dental	133,000	-	-	6
7	792,183	886,700	905,864	7	TOTAL PERSONNEL SERVICES	993,807	-	-	7
8	9	11	13	8	TOTAL FULL-TIME EQUIVALENT (FTE)	12.5	12.5	12.5	8
MATERIALS AND SERVICES									
9	5,408	5,624	5,476	9	Advertising & Notifications	6,000	-	-	9
10	330,817	635,490	368,077	10	Repairs and Maintenance	305,000	-	-	10
11	950,056	924,000	800,000	11	Fuel Purchased for resale	800,000	-	-	11
12	292,988	379,164	310,000	12	Utilities	300,000	-	-	12
13	32,711	51,032	41,000	13	Office Expenses	35,000	-	-	13
14	58,217	64,134	60,000	14	Bank Services & Finance Fees	60,000	-	-	14
15	5,863	8,453	10,000	15	Travel & Training	10,000	-	-	15
16	55,699	46,089	80,392	16	Permit, Licenses, Taxes, Misc.	56,000	-	-	16
17	121,205	126,314	130,000	17	Insurance - Property, Liability & Bond	175,000	-	-	17
18	113,391	175,000	235,000	18	Professional Fees	130,000	-	-	18
19	1,966,355	2,415,300	2,039,945	19	TOTAL MATERIALS AND SERVICES	1,877,000	-	-	19
CAPITAL OUTLAY									
20	52,237	25,000		20	Land Improvements	88,500	-	-	20
21				21	Buildings	75,000	-	-	21
22	79,571			22	Equipment & Vehicle/s	-	-	-	22
23				23	Docks	25,000			23
24	131,808	25,000		24	TOTAL CAPITAL OUTLAY	188,500	-	-	24
25	2,890,346	3,327,000	2,945,809	25	TOTAL ALLOCATED REQUIREMENTS	3,059,307	-	-	25
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
26				26	GENERAL FUND per Department Totals				26
27	1,235,814	1,066,000	844,358	27	Administration/Marina/Moorage & Storage	876,327	-	-	27
28	318,510	515,000	507,536	28	Beachfront RV Park	530,327	-	-	28
29	239,863	514,000	441,006	29	Commercial Retail	487,827	-	-	29
30	1,096,159	1,232,000	1,152,910	30	Fuel Dock	1,164,827	-	-	30
31	2,890,346	3,327,000	2,945,809	31	TOTAL ALLOCATED REQUIREMENTS	3,059,307	-	-	31

FORM
LB-30

REQUIREMENTS SUMMARY
Not Allocated to a Program & Activity
GENERAL FUND

Port of Brookings Harbor

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2024-25			
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget	Adopted By Governing Body	
	First Preceding Year 2021/22	First Preceding Year 2022/23						
				PERSONNEL SERVICES NOT ALLOCATED				
1				1				1
2				2				2
3	-	-	-	3	TOTAL PERSONNEL SERVICES			3
4				4	TOTAL FULL-TIME EQUIVALENT (FTE)			4
					MATERIALS AND SERVICES NOT ALLOCATED			
5				5				5
6				6				6
7	-	-	-	7	TOTAL MATERIALS AND SERVICES	-	-	7
					CAPITAL OUTLAY NOT ALLOCATED			
8				8				8
9	-	-	-	9	TOTAL CAPITAL OUTLAY	-	-	9
					DEBT SERVICE			
10				10				10
11	-	-	-	11	TOTAL DEBT SERVICE	-	-	11
					SPECIAL PAYMENTS			
12				12				12
13				13				13
14	-	-	-	14	TOTAL SPECIAL PAYMENTS	-	-	14
					INTERFUND TRANSFERS			
15	130,116	130,120	130,120	15	Transfer to Bond Debt Service Fund	130,116	-	- 15
16	398,321	391,484	346,213	16	Transfer to Debt Service Fund	321,738	-	- 16
17	57,718	57,720	57,718	17	Transfer to RV Park Improvement Debt Service Fund	57,718	-	- 17
18	-	103,119	-	18	Transfer to Capital Projects Fund	435,000	-	- 18
19	100,000	-	50,000	19	Transfer to Port Construction Fund	-	-	- 19
20	27,704	26,000	74,000	20	Transfer to Reserve Fund	-	-	- 20
21	713,859	708,443	658,051	21	TOTAL INTERFUND TRANSFERS	944,572	-	- 21
22		217,676	255,382	22	OPERATING CONTINGENCY	58,121		22
23	713,859	926,119	913,433	23	TOTAL REQUIREMENTS NOT ALLOCATED	1,002,693	-	- 23
24	2,890,346	3,327,000	2,945,809	24	TOTAL ORG./PROG. REQUIREMENTS	3,059,307	-	- 24
25	3,604,205	4,253,119	3,859,242	25	Total Appropriations	4,062,000	-	- 25
26	347,847	25,000	25,000	26	UNAPPROPRIATED ENDING FUND BALANCE	5,000		26
27	3,952,052	4,278,119	3,884,242	27	TOTAL REQUIREMENTS	4,067,000	-	- 27

RESOURCES AND REQUIREMENTS

**FORM
LB-35**

REVENUE BOND DEBT SERVICE FUND - USDA

Bond Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25					
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	First Preceding Year 2021/22	First Preceding Year 2022/23								
				Resources						
1	102,352	102,820	103,660	1	Cash Carry Over	104,460			1	
2	494	840	800	2	Interest	3,000			2	
3	130,116	130,120	130,120	3	Transferred from General Fund	130,116			3	
4	232,962	233,780	234,580	4	TOTAL RESOURCES	237,576	-	-	4	
					Requirements					
					Bond Principal Payments					
					Issue Date	Budgeted Payment Date				
5	79,895	83,913	88,110	5	November 6, 2000	November 6, 2024	88,110			5
6				6						6
7	79,895	83,913	88,110	7	TOTAL PRINCIPAL		88,110	-	-	7
					Bond Interest Payments					
					Issue Date	Budgeted Payment Date				
8	50,225	46,207	42,010	8	November 6, 2000	November 6, 2024	42,010			8
9				9						9
10	50,225	46,207	42,010	10	TOTAL INTEREST		42,010	-	-	10
					Unappropriated Balance for Following Year By					
					Issue Date	Payment Date				
11				11						11
12	130,120	130,120	130,120	12	Total Appropriations		130,120	-	-	12
13	102,842	103,660	104,460	13	UNAPPROPRIATED ENDING FUND BALANCE		107,456			13
14	232,962	233,780	234,580	14	TOTAL REQUIREMENTS		237,576	-	-	14

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

FORM
LB-35

RESOURCES AND REQUIREMENTS
DEBT SERVICE FUND

Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS		Budget for Next Year 2024-25			
	Actual		Adopted Budget This Year Year 2023/24			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				Resources					
1	22,759	23,100	23,700	1	Cash Carryover	24,316			1
2	316	616	616	2	Interest	2,000			2
3	398,321	391,484	346,213	3	Transferred IN from General Fund	321,738			3
4			140,000	4	Transferred IN from Reserve Fund				4
5	421,395	415,200	510,529	5	TOTAL RESOURCES	348,054	-	-	5
				Requirements					
				Principal Payments					
				Issue Date		Budgeted Payment Date			
6	14,468	15,374	16,333	6	Genie 2018 Forklift	11,453			6
7	50,397	53,293	18,424	7	50 BFMII Travelift Lease				7
8	324,816	318,000	310,000	8	IFA Loans	310,000			8
9			140,000	9	Assests from Land Sale to Pay IFA Debt				9
10	389,680	386,667	484,757	10	TOTAL PRINCIPAL	321,453	-	-	10
				Interest Payments					
				Issue Date		Budgeted Payment Date			
11	3,109	2,210	1,243.58	11	Genie 2018 Forklift	265			11
12	5,511	2,623	211.64	12	50 BFMII Travelift Lease				12
13				13	IFA Loans				13
14	8,620	4,833	1,455.22	14	TOTAL INTEREST	265	-	-	14
				Unappropriated Balance for Following Year By					
				Issue Date		Payment Date			
15	398,301	391,500	486,213	15	Total Appropriations	321,718	-	-	15
16	23,094	23,700	24,316	16	UNAPPROPRIATED ENDING FUND BALANCE	26,336			16
17	421,395	415,200	510,529	17	TOTAL REQUIREMENTS	348,054	-	-	17

FORM
LB-35

RESOURCES AND REQUIREMENTS
RV PARK IMPROVEMENT DEBT SERVICE FUND

Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Port of Brookings Harbor

		Historical Data		RESOURCES AND REQUIREMENTS		Budget for Next Year 2024-25				
		Actual				Adopted Budget This Year Year 2023/24	Proposed By Budget Officer	Approved By Budget	Adopted By Governing Body	
First Preceding Year 2021/22	First Preceding Year 2022/23									
				Resources						
1				1	Cash Carryover				1	
2				2	Interest				2	
3	57,718	57,720	57,718	3	Transferred IN from General Fund	57,718			3	
4				4					4	
5	57,718	57,720	57,718	5	TOTAL RESOURCES	57,718	-	-	5	
				Requirements						
				Principal Payments						
				Issue Date		Budgeted Payment Date				
6				6	July 15, 2020	Monthly on the 15th			6	
7	38,750	39,900	41,085	7	RV Park Restoration & Upgrade / Umpqua Bank/OR FFC Agreement 2020		42,304		7	
8	38,750	39,900	41,085	8	TOTAL PRINCIPAL		42,304	-	8	
				Interest Payments						
				Issue Date		Budgeted Payment Date				
9				9	July 15, 2020	Monthly on the 15th			9	
10	18,969	17,820	16,633	10	RV Park Restoration & Upgrade / Umpqua Bank/OR FFC Agreement 2020		15,414		10	
11	18,969	17,820	16,633	11	TOTAL INTEREST		15,414	-	11	
				Unappropriated Balance for Following Year By						
				Issue Date		Payment Date				
12				12					12	
13	57,718	57,720	57,718	13	Total Appropriations		57,718	-	- 13	
14				14	UNAPPROPRIATED ENDING FUND BALANCE				14	
15	57,718	57,720	57,718	15	TOTAL REQUIREMENTS		57,718	-	- 15	

RESOURCES AND REQUIREMENTS

CAPITAL PROJECTS FUND

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	40,431	(100,619)	2,500	1	Cash Carryover	2,500			1
2				2	Interest				2
3		103,119		3	Interfund Transfer from General Funds	435,000			3
4		934,000		4	FEMA DR-4432-OR and DR-4452-OR - State Matching Funds				4
5		2,646,000	1,835,304	5	FEMA - Dredging (PW189)	150,000			5
9			500,000	9	Business Oregon - Matching Funds FEMA - Dredging (PW189)	50,000			9
6				6	FEMA - Administration (PW190)	25,000			6
7			3,500,000	7	WWTP - Fish Processing (Phase 1)	210,000			7
8			1,200,000	8	Hazard Mitigation - Paving and Storm Drains (HMGP)				8
10			500,000	10	Business Oregon - Matching Funds FEMA (HMGP)				10
11	40,431	3,582,500	7,537,804	11	TOTAL RESOURCES	872,500	-	-	11
					REQUIREMENTS				
12	103,119	3,580,000	1,835,304	12	FEMA - Dredging (PW189)	150,000			12
16			500,000	16	Business Oregon - Matching Funds FEMA - Dredging (PW189)	50,000			16
13				13	FEMA - Administration (PW190)	25,000			13
14			3,500,000	14	WWTP - Fish Processing (Phase 1)	210,000			14
15	37,931		1,200,000	15	Hazard Mitigation - Paving and Storm Drains (HMGP)				15
17			500,000	17	Business Oregon - Matching Funds FEMA (HMGP)				17
18				18	Interfund Transfer from Capital Projects (Due to/From)	435,000			18
19	141,050	3,580,000	7,535,304	19	Total Appropriations	870,000	-	-	19
20	(100,619)	2,500	2,500	20	UNAPPROPRIATED ENDING FUND BALANCE	2,500			20
21	40,431	3,582,500	7,537,804	21	TOTAL REQUIREMENTS	872,500	-	-	21

FORM

LB-11

Resolution #2024-02 eliminated this unnecessary fund during FY23-24, remaining balance was transferred to General Fund per ORS 294.353

RESOURCES AND REQUIREMENTS

PORT CONSTRUCTION FUND

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2021/22	First Preceding Year 2022/23						
				RESOURCES				
1	569,449	572,000	2,500	1	Cash Carryover			1
2	3,274	1,170		2	Interest			2
3	100,000		50,000	3	Interfund Transfer from General Funds			3
4				4				4
5	672,723	573,170	52,500	5	TOTAL RESOURCES			5
				REQUIREMENTS				
6	98,704	573,170		6	RV Park Restoration & Upgrade			6
7			50,000	7	S.L.F.R.F			7
8				8				8
9				9				9
10	98,704	573,170	50,000	10	Total Appropriations			10
11	574,019		2,500	11	UNAPPROPRIATED ENDING FUND BALANCE			11
12	672,723	573,170	52,500	12	TOTAL REQUIREMENTS			12

**FORM
LB-11**

Per Resolution # 2024-03 this fund includes general, capital replacement, dredging, and landing fee reserves.

**RESOURCES AND REQUIREMENTS
RESERVE FUND**

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	186,939	215,700	400,236	1	Cash Carryover	493,736			1
2	1,157	1,500	2,000	2	Interest	26,054			2
3	27,704	26,000	24,000	3	Transferred IN from General Fund	-			3
4			50,000	4	Transferred IN from General Fund/Landing Fees				4
5				5	General Reserve	12,000			5
6				6	Capital Replacement Reserve	12,000			6
7				7	Dredging Reserve	10,000			7
8				8	Landing Fees Reserve	10,000			8
9	215,800	243,200	476,236	9	TOTAL RESOURCES	563,790	-	-	9
					REQUIREMENTS				
10				10	Transferred OUT to General Fund				10
11				11	Transferred OUT to Capital Projects Fund				11
12				12	General Reserve	30,000			12
13				13	Capital Replacement Reserve	35,000			13
14				14	Dredging Reserve	-			14
15				15	Landing Fees Reserve	5,000			15
16				16					16
17				17					17
18	215,800	243,200	476,236	18	Reserved for Future Expenditures	493,790			18
19	215,800	243,200	476,236	19	Total Appropriations	563,790	-	-	19
20				20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	215,800	243,200	476,236	21	TOTAL REQUIREMENTS	563,790	-	-	21

Port of Brookings Harbor

Budget FY 2024-25

SCHEDULES

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FORM
LB-30

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

Port of Brookings Harbor

	Historical Data			REQUIREMENT TOTALS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				PERSONNEL SERVICES					
2	259,902	289,000	292,398	2	Office Staff	414,701	-	-	2
4	241,386	267,800	271,653	4	Operations Staff	186,106	-	-	4
5	5,256	8,000	11,475	5	Overtime	15,000	-	-	5
6	169,353	193,300	185,338	6	Costs & Benefits	225,000	-	-	6
7	14,548	22,000	15,000	7	Workers Comp	20,000	-	-	7
8	101,738	106,600	130,000	8	Health Care & Dental	133,000	-	-	8
9	792,183	886,700	905,864	9	TOTAL PERSONNEL SERVICES	993,807	-	-	9
10	9	12	12	10	TOTAL FULL-TIME EQUIVALENT (FTE)	12.5	12.5	12.5	10
				MATERIALS AND SERVICES					
11	5,408	5,624	5,476	11	Advertising & Notifications	6,000	-	-	11
12	330,817	635,490	368,077	12	Repairs and Maintenance	305,000	-	-	12
13	950,056	924,000	800,000	13	Fuel Purchased for resale	800,000	-	-	13
14	292,988	379,164	310,000	14	Utilities	300,000	-	-	14
15	32,711	51,032	41,000	15	Office Expenses	35,000	-	-	15
16	58,217	64,134	60,000	16	Bank Services & Finance Fees	60,000	-	-	16
17	5,863	8,453	10,000	17	Travel & Training	10,000	-	-	17
18	55,699	46,089	80,392	18	Permit, Licenses, Taxes, Misc.	56,000	-	-	18
19	121,205	126,314	130,000	19	Insurance - Property, Liability & Bond	175,000	-	-	19
20	113,391	175,000	235,000	20	Professional Fees	130,000	-	-	20
21	1,966,355	2,415,300	2,039,945	21	TOTAL MATERIALS AND SERVICES	1,877,000	-	-	21
				CAPITAL OUTLAY					
22	52,237	25,000		22	Land Improvements	88,500	-	-	22
23				23	Buildings	75,000	-	-	23
24	79,571		-	24	Equipment & Vehicle/s	-	-	-	24
25				25	Docks	25,000	-	-	25
26	131,808	25,000	-	26	TOTAL CAPITAL OUTLAY	188,500	-	-	26
27	2,890,346	3,327,000	2,945,809	27	TOTAL ALLOCATED REQUIREMENTS	3,059,307	-	-	27
				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS					
28				28	GENERAL FUND per Department Totals				28
29	1,235,814	1,066,000	844,358	29	Administration/Marina/Moorage & Storage	876,327	-	-	29
30	318,510	515,000	507,536	30	Beachfront RV Park	530,327	-	-	30
31	239,863	514,000	441,006	31	Commercial Retail	487,827	-	-	31
32	1,096,159	1,232,000	1,152,910	32	Fuel Dock	1,164,827	-	-	32
33	2,890,346	3,327,000	2,945,809	33	TOTAL ALLOCATED REQUIREMENTS	3,059,307	-	-	33

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

	Historical Data			DESCRIPTION	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
	PERSONNEL SERVICES								
1	67,711	96,600	108,195	1	Office Staff	103,675			1
2	13,109	39,100	23,754	2	Operations Staff	46,527			2
3	1,552	2,000	2,777	3	Overtime	3,750			3
4	12,483	47,000	47,000	4	Costs & Benefits	56,250			4
5	3,637	5,500	3,750	5	Workers Comp	5,000			5
6	24,834	29,000	32,000	6	Health Care & Dental	33,250			6
7	123,326	219,200	217,476	7	TOTAL PERSONNEL SERVICES	248,452	-	-	7
8	1.5	3	3	8	TOTAL FULL-TIME EQUIVALENT (FTE)	3	3	3	8
	MATERIALS AND SERVICES								
9	1,226	1,406	2,236	9	Advertising & Notifications	3,000			9
10	45,866	55,000	86,588	10	Repairs and Maintenance	45,000			10
11				11	Fuel Purchased for resale				11
12	87,506	120,000	95,048	12	Utilities	78,375			12
13	1,641	12,758	9,760	13	Office Expenses	8,500			13
14	31,154	33,962	24,257	14	Bank Services & Finance Fees	30,000			14
15	28	100	2,391	15	Travel & Training	2,250			15
16	4,737	2,394	8,225	16	Permit, Licenses, Taxes, Misc.	6,000			16
17	7,283	6,520	14,771	17	Insurance - Property, Liability & Bond	43,750			17
18	9,354	38,660	46,784	18	Professional Fees	35,000			18
19	188,796	270,800	290,060	19	TOTAL MATERIALS AND SERVICES	251,875	-	-	19
	CAPITAL OUTLAY								
20		25,000		20	Land Improvements	30,000			20
21				21	Buildings				21
22	6,388			22	Equipment & Vehicle/s				22
23				23	Docks				23
24	6,388	25,000	-	24	TOTAL CAPITAL OUTLAY	30,000	-	-	24
25	318,510	515,000	507,536	25	TOTAL DEPT. REQUIREMENTS	530,327	-	-	25

**Schedule A
GENERAL FUND BY DEPARTMENT**

REQUIREMENTS FOR: COMMERCIAL RETAIL

	Historical Data			DESCRIPTION	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				PERSONNEL SERVICES					
1	16,007	51,700	44,082	1	Office Staff	103,675			1
2	24,480	75,600	82,633	2	Operations Staff	46,527			2
3	130	1,100	1,186	3	Overtime	3,750			3
4	12,489	43,900	43,900	4	Costs & Benefits	56,250			4
5	3,637	5,500	3,750	5	Workers Comp	5,000			5
6	21,896	21,800	32,000	6	Health Care & Dental	33,250			6
7	78,639	199,600	207,551	7	TOTAL PERSONNEL SERVICES	248,452	-	-	7
8	1	2.5	2.5	8	TOTAL FULL-TIME EQUIVALENT (FTE)	3	3	3	8
					MATERIALS AND SERVICES				
9	167	1,406	1,261	9	Advertising & Notifications	1,000			9
10	60,537	150,000	47,017	10	Repairs and Maintenance	30,000			10
11				11	Fuel Purchased for resale				11
12	33,914	55,164	35,279	12	Utilities	31,375			12
13	879	12,758	11,408	13	Office Expenses	9,500			13
14				14	Bank Services & Finance Fees				14
15	20	100	2,391	15	Travel & Training	2,250			15
16	27,798	34,612	48,859	16	Permit, Licenses, Taxes, Misc.	30,000			16
17	21,448	21,700	26,144	17	Insurance - Property, Liability & Bond	43,750			17
18	16,461	38,660	61,096	18	Professional Fees	15,000			18
19	161,223	314,400	233,455	19	TOTAL MATERIALS AND SERVICES	162,875	-	-	19
					CAPITAL OUTLAY				
20				20	Land Improvements	1,500			20
21				21	Buildings	75,000			21
22				22	Equipment & Vehicle/s				22
23				23	Docks				23
24	-	-	-	24	TOTAL CAPITAL OUTLAY	76,500	-	-	24
25	239,863	514,000	441,006	25	TOTAL DEPT. REQUIREMENTS	487,827	-	-	25

Schedule A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: FUEL DOCK

	Historical Data			DESCRIPTION	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				PERSONNEL SERVICES					
1	16,007	51,700	40,999	1	Office Staff	103,675			1
2	34,680	75,600	82,633	2	Operations Staff	46,527			2
3	130	1,100	1,185	3	Overtime	3,750			3
4	12,489	43,900	43,900	4	Costs & Benefits	56,250			4
5	3,637	5,500	3,750	5	Workers Comp	5,000			5
6	21,896	21,800	32,000	6	Health Care & Dental	33,250			6
7	88,839	199,600	204,467	7	TOTAL PERSONNEL SERVICES	248,452	-	-	7
8	0	2.5	2.5	8	TOTAL FULL-TIME EQUIVALENT (FTE)	3	3	3	8
				MATERIALS AND SERVICES					
9	167	1,406	944	9	Advertising & Notifications	1,000			9
10	26,402	30,000	51,047	10	Repairs and Maintenance	20,000			10
11	950,056	924,000	800,000	11	Fuel Purchased for resale	800,000			11
12	2,041	4,000	10,954	12	Utilities	6,875			12
13	924	12,758	8,678	13	Office Expenses	7,500			13
14	14,017	16,344	19,172	14	Bank Services & Finance Fees	15,000			14
15	20	100	2,391	15	Travel & Training	2,250			15
16	3,054		7,415	16	Permits, Licenses, Taxes, & Misc.	5,000			16
17	4,141	5,132	7,375	17	Insurance - Property, Liability & Bond	43,750			17
18	6,497	38,660	40,467	18	Professional Fees	15,000			18
19	1,007,320	1,032,400	948,443	19	TOTAL MATERIALS AND SERVICES	916,375	-	-	19
				CAPITAL OUTLAY					
20				20	Land Improvements				20
21				21	Buildings				21
22				22	Equipment & Vehicle/s				22
23				23	Docks				23
24	-	-	-	24	TOTAL CAPITAL OUTLAY	-	-	-	24
25	1,096,159	1,232,000	1,152,910	25	TOTAL DEPT. REQUIREMENTS	1,164,827	-	-	25

SCHEDULE A
GENERAL FUND BY DEPARTMENT
REQUIREMENTS FOR: MARINA

Including Administration, Marine Services & Property Ground Use

	Historical Data			DESCRIPTION	Budget for Next Year 2024-25			
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2021/22	First Preceding Year 2022/23						
PERSONNEL SERVICES								
1	160,176	89,000	99,122	1	Office Staff	103,675		1
2	169,118	77,500	82,633	2	Operations Staff	46,527		2
3	3,444	3,800	6,327	3	Overtime	3,750		3
4	131,892	58,500	50,538	4	Costs & Benefits	56,250		4
5	3,637	5,500	3,750	5	Workers Comp	5,000		5
6	33,111	34,000	34,000	6	Health Care & Dental	33,250		6
7	501,378	268,300	276,370	7	TOTAL PERSONNEL SERVICES	248,452	-	-
8	10	10	10	8	TOTAL FULL-TIME EQUIVALENT (FTE)	3.5	3.5	3.5
MATERIALS AND SERVICES								
9	3,848	1,406	1,035	9	Advertising & Notifications	1,000		9
10	198,012	400,490	183,426	10	Repairs and Maintenance	210,000		10
11				11	Fuel Purchased for resale			11
12	169,527	200,000	168,720	12	Utilities	183,375		12
13	29,267	12,758	11,154	13	Office Expenses	9,500		13
14	13,045	13,828	16,571	14	Bank Services & Finance Fees	15,000		14
15	5,795	8,153	2,827	15	Travel & Training	3,250		15
16	20,110	9,083	15,893	16	Permit, Licenses, Taxes, Misc.	15,000		16
17	88,334	92,962	81,709	17	Insurance - Property, Liability & Bond	43,750		17
18	81,078	59,020	86,653	18	Professional Fees	65,000		18
19	609,016	797,700	567,988	19	TOTAL MATERIALS AND SERVICES	545,875	-	-
CAPITAL OUTLAY								
20	52,237			20	Land Improvements	57,000		20
21				21	Buildings			21
22	73,183			22	Equipment & Vehicle/s			22
23				23	Docks	25,000		23
24	125,420	-	-	24	TOTAL CAPITAL OUTLAY	82,000	-	-
25	1,235,814	1,066,000	844,358	25	TOTAL DEPT. REQUIREMENTS	876,327	-	-

SCHEDULE B
Debt Service Fund Detailed Amortization Schedules

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2024	Balance 7/1/2025
Umpqua Bank	7/15/2024	3,478	1,332	4,810	545,723	
RV Park Restoration / OR FFC Agreement 2020	8/15/2024	3,487	1,323	4,810		
	9/15/2024	3,495	1,315	4,810		
	10/15/2024	3,504	1,306	4,810		
	11/15/2024	3,512	1,297	4,810		
	12/15/2024	3,521	1,289	4,810		
	1/15/2025	3,530	1,280	4,810		
	2/15/2025	3,538	1,272	4,810		
	3/15/2025	3,547	1,263	4,810		
	4/15/2025	3,555	1,254	4,810		
	5/15/2025	3,564	1,246	4,810		
	6/15/2025	3,573	1,237	4,810		
RV Park Restoration & Upgrade Total		42,304	15,414	57,718		503,419

Creditor	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2024	Balance 7/1/2025
Umpqua Bank	7/15/2024	1,407	57	1,465	11,453	
2018 Genie Reach Forklift / Loan#747041620	8/15/2024	1,413	52	1,465		
	9/15/2024	1,420	45	1,465		
	10/15/2024	1,429	36	1,465		
	11/15/2024	1,435	30	1,465		
	12/15/2024	1,443	22	1,465		
	1/15/2025	1,450	15	1,465		
	2/15/2025	1,457	8	1,465		
Loan for Forklift Total		11,453	265	11,718		(0)

SCHEDULE B
Debt Service Fund Detailed Amortization Schedules

	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2024 (Includes Deferred Interest)	Balance 7/1/2025 (Includes Deferred Interest)
IFA Business Oregon						
3rd Quarter	9/30/2024	77,500	-	77,500	3,228,444	
4th Quarter	12/31/2024	77,500	-	77,500		
1st Quarter	3/31/2025	77,500	-	77,500		
2nd Quarter	6/30/2025	77,500	-	77,500		
80% for Asset Sales		-	-	-		
IFA Total		310,000	-	310,000		2,918,444
TOTAL DEBT SERVICE		363,758	15,679	379,436	3,785,620	3,421,863

	Payment Dates	Principal Amt	Interest Amount	Pmt Amount	Balance 6/30/2024	Balance 7/1/2025
USDA Revenue Bond	11/6/2024	88,110	42,010	130,120	752,628	664,518
All Debt Totals		451,868	57,689	509,557	4,538,248	4,086,381

Schedule C
RESOURCES AND REQUIREMENTS
CAPITAL PROJECTS FUND
FEMA Dredging and Matching Funds (PW189)

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	40,431	(100,619)	2,500	1	Cash Carryover				1
2				2	Interest				2
3		103,119		3	Interfund Transfer from General Funds	200,000			3
4		934,000		4	FEMA DR-4432-OR and DR-4452-OR - State Matching Funds				4
5		2,646,000	1,835,304	5	FEMA - Dredging (PW189)	150,000			5
9			500,000	9	Business Oregon - Matching Funds FEMA - Dredging (PW189)	50,000			9
6				6	FEMA - Administration (PW190)				6
7			3,500,000	7	WWTP - Fish Processing (Phase 1)				7
8			1,200,000	8	Hazard Mitigation - Paving and Storm Drains (HMGP)				8
10			500,000	10	Business Oregon - Matching Funds FEMA (HMGP)				10
11	40,431	3,582,500	7,537,804	11	TOTAL RESOURCES	400,000	-	-	11
					REQUIREMENTS				
12	103,119	3,580,000	1,835,304	12	FEMA - Dredging (PW189)	150,000			12
16			500,000	16	Business Oregon - Matching Funds FEMA - Dredging (PW189)	50,000			16
13				13	FEMA - Administration (PW190)				13
14			3,500,000	14	WWTP - Fish Processing (Phase 1)				14
15	37,931		1,200,000	15	Hazard Mitigation - Paving and Storm Drains (HMGP)				15
17			500,000	17	Business Oregon - Matching Funds FEMA (HMGP)				17
18				18	Interfund Transfer from Capital Projects (Due to/From)	200,000			18
19	141,050	3,580,000	7,535,304	19	Total Appropriations	400,000	-	-	19
20	(100,619)	2,500	2,500	20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	40,431	3,582,500	7,537,804	21	TOTAL REQUIREMENTS	400,000	-	-	21

Schedule C
RESOURCES AND REQUIREMENTS
CAPITAL PROJECTS FUND
FEMA Administration (PW190)

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
RESOURCES									
1	40,431	(100,619)	2,500	1	Cash Carryover				1
2				2	Interest				2
3		103,119		3	Interfund Transfer from General Funds	25,000			3
4		934,000		4	FEMA DR-4432-OR and DR-4452-OR - State Matching Funds				4
5		2,646,000	1,835,304	5	FEMA - Dredging (PW189)				5
9			500,000	9	Business Oregon - Matching Funds FEMA - Dredging (PW189)				9
6				6	FEMA - Administration (PW190)	25,000			6
7			3,500,000	7	WWTP - Fish Processing (Phase 1)				7
8			1,200,000	8	Hazard Mitigation - Paving and Storm Drains (HMGP)				8
10			500,000	10	Business Oregon - Matching Funds FEMA (HMGP)				10
11	40,431	3,582,500	7,537,804	11	TOTAL RESOURCES	50,000	-	-	11
REQUIREMENTS									
12	103,119	3,580,000	1,835,304	12	FEMA - Dredging (PW189)				12
16			500,000	16	Business Oregon - Matching Funds FEMA - Dredging (PW189)				16
13				13	FEMA - Administration (PW190)	25,000			13
14			3,500,000	14	WWTP - Fish Processing (Phase 1)				14
15	37,931		1,200,000	15	Hazard Mitigation - Paving and Storm Drains (HMGP)				15
17			500,000	17	Business Oregon - Matching Funds FEMA (HMGP)				17
18				18	Interfund Transfer from Capital Projects (Due to/From)	25,000			18
19	141,050	3,580,000	7,535,304	19	Total Appropriations	50,000	-	-	19
20	(100,619)	2,500	2,500	20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	40,431	3,582,500	7,537,804	21	TOTAL REQUIREMENTS	50,000	-	-	21

Schedule C
RESOURCES AND REQUIREMENTS
CAPITAL PROJECTS FUND
WWTP - Fish Processing (Phase 1)

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	40,431	(100,619)	2,500	1	Cash Carryover				1
2				2	Interest				2
3		103,119		3	Interfund Transfer from General Funds	210,000			3
4		934,000		4	FEMA DR-4432-OR and DR-4452-OR - State Matching Funds				4
5		2,646,000	1,835,304	5	FEMA - Dredging (PW189)				5
9			500,000	9	Business Oregon - Matching Funds FEMA - Dredging (PW189)				9
6				6	FEMA - Administration (PW190)				6
7			3,500,000	7	WWTP - Fish Processing (Phase 1)	210,000			7
8			1,200,000	8	Hazard Mitigation - Paving and Storm Drains (HMGP)				8
10			500,000	10	Business Oregon - Matching Funds FEMA (HMGP)				10
11	40,431	3,582,500	7,537,804	11	TOTAL RESOURCES	420,000	-	-	11
					REQUIREMENTS				
12	103,119	3,580,000	1,835,304	12	FEMA - Dredging (PW189)				12
16			500,000	16	Business Oregon - Matching Funds FEMA - Dredging (PW189)				16
13				13	FEMA - Administration (PW190)				13
14			3,500,000	14	WWTP - Fish Processing (Phase 1)	210,000			14
15	37,931		1,200,000	15	Hazard Mitigation - Paving and Storm Drains (HMGP)				15
17			500,000	17	Business Oregon - Matching Funds FEMA (HMGP)				17
18				18	Interfund Transfer from Capital Projects (Due to/From)	210,000			18
19	141,050	3,580,000	7,535,304	19	Total Appropriations	420,000	-	-	19
20	(100,619)	2,500	2,500	20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	40,431	3,582,500	7,537,804	21	TOTAL REQUIREMENTS	420,000	-	-	21

**FORM
LB-11**

**Schedule D
RESOURCES AND REQUIREMENTS**

Per Resolution # 2024-03 this fund includes general, capital replacement, dredging, and landing fee reserves.

**RESERVE FUND
General Reserve**

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	186,939	215,700	400,236	1	Cash Carryover	300,000			1
2	1,157	1,500	2,000	2	Interest	16,000			2
3	27,704	26,000	24,000	3	Transferred IN from General Fund				3
4			50,000	4	Transferred IN from General Fund/Landing Fees				4
5				5	General Reserve	12,000			5
6				6	Capital Replacement Reserve				6
7				7	Dredging Reserve				7
8				8	Landing Fees Reserve				8
9	215,800	243,200	476,236	9	TOTAL RESOURCES	328,000	-	-	9
					REQUIREMENTS				
10				10	Transferred OUT to General Fund				10
11				11	Transferred OUT to Capital Projects Fund				11
12				12	General Reserve - server, computer, office equipment	30,000			12
13				13	Capital Replacement Reserve				13
14				14	Dredging Reserve				14
15				15	Landing Fees Reserve				15
16				16					16
17				17					17
18	215,800	243,200	476,236	18	Reserved for Future Expenditures	298,000			18
19	215,800	243,200	476,236	19	Total Appropriations	328,000	-	-	19
20				20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	215,800	243,200	476,236	21	TOTAL REQUIREMENTS	328,000	-	-	21

**FORM
LB-11**

**Schedule D
RESOURCES AND REQUIREMENTS**

Per Resolution # **2024-03** this fund includes general, capital replacement, dredging, and landing fee reserves.

**RESERVE FUND
Capital Replacement Reserve**

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	186,939	215,700	400,236	1	Cash Carryover	123,736			1
2	1,157	1,500	2,000	2	Interest	6,434			2
3	27,704	26,000	24,000	3	Transferred IN from General Fund				3
4			50,000	4	Transferred IN from General Fund/Landing Fees				4
5				5	General Reserve				5
6				6	Capital Replacement Reserve	12,000			6
7				7	Dredging Reserve				7
8				8	Landing Fees Reserve				8
9	215,800	243,200	476,236	9	TOTAL RESOURCES	142,170	-	-	9
				REQUIREMENTS					
10				10	Transferred OUT to General Fund				10
11				11	Transferred OUT to Capital Projects Fund				11
12				12	General Reserve				12
13				13	Capital Replacement Reserve - new truck	35,000			13
14				14	Dredging Reserve				14
15				15	Landing Fees Reserve				15
16				16					16
17				17					17
18	215,800	243,200	476,236	18	Reserved for Future Expenditures	107,170			18
19	215,800	243,200	476,236	19	Total Appropriations	142,170	-	-	19
20				20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	215,800	243,200	476,236	21	TOTAL REQUIREMENTS	142,170	-	-	21

**FORM
LB-11**

**Schedule D
RESOURCES AND REQUIREMENTS**

Per Resolution # 2024-03 this fund includes general, capital replacement, dredging, and landing fee reserves.

**RESERVE FUND
Dredging Reserve**

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	186,939	215,700	400,236	1	Cash Carryover	60,000			1
2	1,157	1,500	2,000	2	Interest	3,120			2
3	27,704	26,000	24,000	3	Transferred IN from General Fund				3
4			50,000	4	Transferred IN from General Fund/Landing Fees				4
5				5	General Reserve				5
6				6	Capital Replacement Reserve				6
7				7	Dredging Reserve	10,000			7
8				8	Landing Fees Reserve				8
9	215,800	243,200	476,236	9	TOTAL RESOURCES	73,120	-	-	9
					REQUIREMENTS				
10				10	Transferred OUT to General Fund				10
11				11	Transferred OUT to Capital Projects Fund				11
12				12	General Reserve				12
13				13	Capital Replacement Reserve				13
14				14	Dredging Reserve				14
15				15	Landing Fees Reserve				15
16				16					16
17				17					17
18	215,800	243,200	476,236	18	Reserved for Future Expenditures	73,120			18
19	215,800	243,200	476,236	19	Total Appropriations	73,120	-	-	19
20				20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	215,800	243,200	476,236	21	TOTAL REQUIREMENTS	73,120	-	-	21

**FORM
LB-11**

**Schedule D
RESOURCES AND REQUIREMENTS**

Per Resolution # 2024-03 this fund includes general, capital replacement, dredging, and landing fee reserves.

**RESERVE FUND
Landing Fees Reserve**

Port of Brookings Harbor

	Historical Data			RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023/24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2021/22	First Preceding Year 2022/23							
				RESOURCES					
1	186,939	215,700	400,236	1	Cash Carryover	10,000			1
2	1,157	1,500	2,000	2	Interest	500			2
3	27,704	26,000	24,000	3	Transferred IN from General Fund				3
4			50,000	4	Transferred IN from General Fund/Landing Fees				4
5				5	General Reserve				5
6				6	Capital Replacement Reserve				6
7				7	Dredging Reserve				7
8				8	Landing Fees Reserve	10,000			8
9	215,800	243,200	476,236	9	TOTAL RESOURCES	20,500	-	-	9
					REQUIREMENTS				
10				10	Transferred OUT to General Fund				10
11				11	Transferred OUT to Capital Projects Fund				11
12				12	General Reserve				12
13				13	Capital Replacement Reserve				13
14				14	Dredging Reserve				14
15				15	Landing Fees Reserve - Dock Repair	5,000			15
16				16					16
17				17					17
18	215,800	243,200	476,236	18	Reserved for Future Expenditures	15,500			18
19	215,800	243,200	476,236	19	Total Appropriations	20,500	-	-	19
20				20	UNAPPROPRIATED ENDING FUND BALANCE				20
21	215,800	243,200	476,236	21	TOTAL REQUIREMENTS	20,500	-	-	21