



# Oregon International Port of Coos Bay Annual Budget FY 2020/2021

JOHN BURNS  
Chief Executive Officer





Promoting sustainable development that enhances the economy of Southwest Oregon and the State.

# Table of Contents

Introduction	03
Budget Overview	04
General Fund	04
Administration	05
Charleston Operations	06
Business Development/External Affairs	07
Maritime/Port Operations	09
Infrastructure Support Services	10
Railroad Operations	11
Special Projects Fund	13
Reserve Fund	13
Dredge Fund	13
Budget – General Fund: Resources	14
Budget – General Fund: Requirements	16
Budget – General Fund: Administration	17
Budget – General Fund: Charleston Operations	19
Budget – General Fund: Business Development	21
Budget – General Fund: Maritime/Port Operations	22
Budget – General Fund: Port Development/ISS	23
Budget – General Fund: Railroad Operations	24
Budget – General Fund: Dredge Operations	25
Budget – Special Project Fund	26
Budget – Reserve Fund	27
Budget – Dredge Fund	28



## INTRODUCTION

The purpose of the Oregon International Port of Coos Bay's (Port) budget message is to explain the budget documents. It is intended to provide the Budget Committee with information to assist in understanding the Port's Budget which is reflective of the Port's Operating Plan, and the Port's long-term financial goals. Following input from the Budget Committee, Staff will further refine this document prior to presenting the budget to the Port Commission for adoption.

The budget document reflects the strategic investments that fulfill the Port's six strategic goals which include development of a:

- (1) Healthy and Vibrant Railroad,
- (2) State of the Art Maritime Infrastructure,
- (3) Deeper and Wider Channel,
- (4) Thriving Commercial and Recreational Fishing Community,
- (5) Prepared Workforce Ready to Meet Tomorrows' Work, and
- (6) Strong Ties into the Community.

The Port's three main business lines, Maritime, Coos Bay Rail Line and the Charleston Marina, each play an integral role in the regional and state economy to support job creation, transportation, infrastructure, and future growth opportunities.

The Port's proposed budget for FY 2020/2021 illustrates a focus on infrastructure longevity and developing organizational structure. Capital improvement projects for the three business lines propose allocations of funds to support capital improvement investment today, paired with maintenance and repair funding. These investments will ensure longevity of infrastructure and long-term cost savings to poise the Port to attract and develop economic growth opportunities in the future. Improving organizational structure is also a common theme in the departmental key performance indicators (KPIs). KPIs for each department can be found in each departmental message below. Processes, standards, and management tactics developed through KPIs provide a foundation for operational longevity. These goals are built upon lessons learned in previous fiscal years. Further, the Port completed its first full fiscal year of operating the Coos Bay Rail Line and has made significant progress on capital improvement and routine maintenance projects.

Budgetarily, the Port faces a challenging year brought on by the COVID-19 pandemic and increased tariffs, resulting in decreased operating revenue. The Port will optimize its assets and resources to maintain its capacity and maximize revenue streams. The upcoming fiscal year presents an opportunity for the Port to implement creative strategies to attract revenue generating and cost-cutting solutions to move forward its mission of sustainable economic development for Southern Oregon and the State.

## BUDGET OVERVIEW

The Port's General Fund tracks revenues and expenses related to operational and support activities. The aggregated projected revenues and expenses across and within all Departments must balance. The General Fund, Special Projects Fund, Reserve Fund and Dredge Fund are discussed in further detail below.

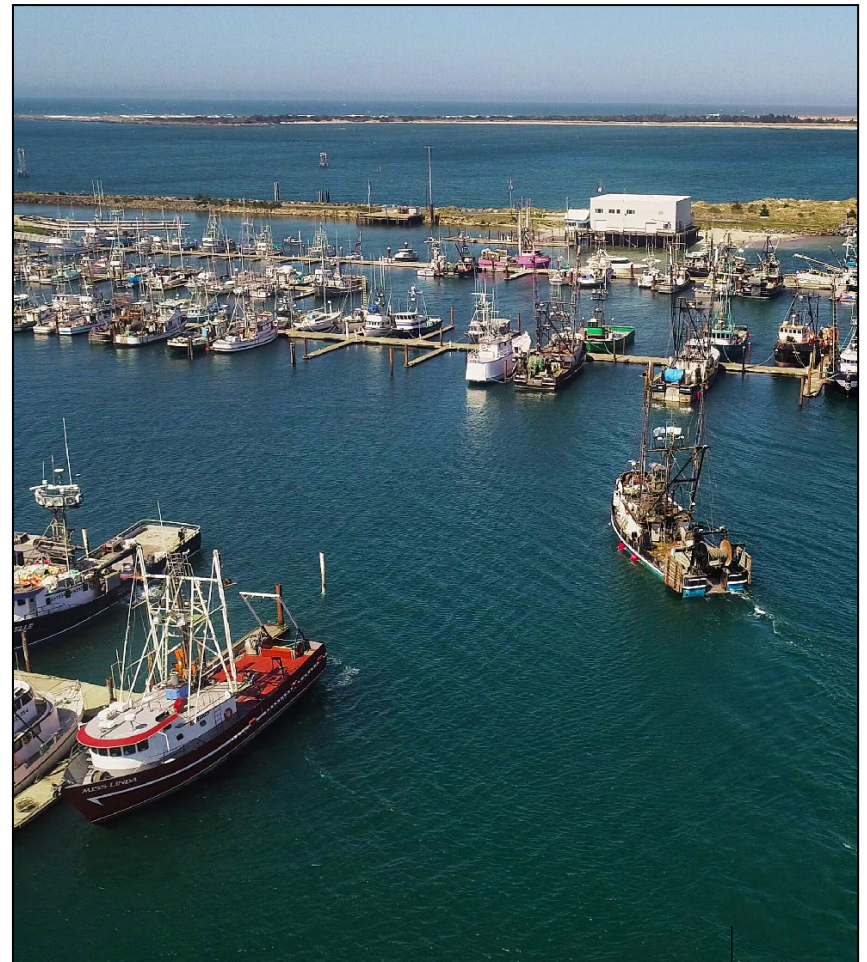
## GENERAL FUND

The proposed budget for FY 2020/2021 anticipates total income of \$6.99 million and gross expenses of \$6.99 million, resulting in a projected net zero balance at year end. During this fiscal year, the Port will draw on earmarked reserves for Railroad debt service of up to \$645,000.

Of the Port's General Fund, operating revenue (fee for services) represents approximately 47.8% and property taxes 26.55%, while various other taxes, grants, interest, reimbursements and funds transfers make up the remaining 25.68% (other).

The Port has continued to evaluate personnel needs with a focus on improving its capability for delivering services and managing capital projects across the Port's business lines. The staffing of each department is discussed in further detail below. The budget also includes a proposed 3.1% cost of living increase for all Port employees and the maintenance of benefits at current levels.

Departments within the General Fund include Administration, Business Development/External Affairs, Charleston Operations, Maritime/Port Operations, Infrastructure Support Services (previously Port Development), and Railroad Operations.



## ADMINISTRATION

The Administration Department provides quality support to all departments and employees through Finance and Accounting, Human Resources, Records Management, Information Technology, Office Management, and General Business Administration.

For FY 2020/2021, the Administrative Department's strategic goals are:

1. Develop a systematic approach to create processes and procedures throughout the business lines of the Port and Coos Bay Rail Line.
2. Create an internal workforce that is ready to meet the needs of tomorrow.
3. Implement and maintain a successful records management program.
4. Strengthen current NetSuite data collection and period-end closing processes, expand and individualize the conveyance of financial and operating information through producing periodic reports, user driven searches, customized reporting and dashboards.
5. Continue to improve customer account management and reduce the number of delinquent accounts and total amount overdue.

FY 2020/2021 Key Performance Indicators:

1. Stay below 10% in the total amount of outstanding receivables greater than 90 days.
2. Reduce employee turnover rate to less than 4% per year (no more than 2 out of 50 employees).

The Port's Administration cost center contains income associated with property taxes (\$1.8 million), principal repayment (\$63,000), interest earnings (\$55,700), Coos County Urban Renewal Agency administrative support (\$12,000) and a longevity credit from Special Districts Insurance Services (\$8,000).

The primary expenses for the Administration Department include salary and benefits for 8 FTEs, as well as the overhead costs associated with the Port's Administrative Office, which houses the Administration, Business Development/External Affairs, Infrastructure Support Services, Railroad Operations and Maritime/Port Operations Departments. Organizational office supplies, IT supplies, commercial insurance, IT/software subscriptions, and legal services are entirely budgeted within the Administration department's budget.



Personnel in the Administration Department budget include: Chief Executive Officer, Chief Administrative Officer, Administrative Assistant, Director of Finance and Accounting, Fiscal Technician, Finance Clerk, Charleston Office Administrator, and Charleston Marina RV Park Coordinator.

## CHARLESTON OPERATIONS

The Charleston Marina actively works to develop and maintain an environment that promotes a thriving community in Charleston, Oregon. Charleston boasts the third largest commercial fishing fleet along the Oregon Coast. It's direct and indirect economies are centered around commercial and recreational fishing.

The Charleston Operations Department manages the Port's various operations at the Charleston Harbor Complex. Revenues for the next fiscal year are projected to be \$2.2 million, derived from moorage, launch ramp and storage fees; commercial property leases; RV Park overnight stays; Ice Plant sales; shipyard services; and grants. This year's strategic emphasis will focus on improvements to existing infrastructure, rebuilding the ice plant, safety, and proper training to operate equipment and work at peak efficiency.

The Charleston Operations strategic goals for FY 2020/2021 include:

1. Infrastructure Improvements
  - Repair all finger docks that require straightening or realignment.
  - Replace the roof on the maintenance shop where State owned dredge equipment and other operational equipment is stored.
  - Continue replacement of pile hoops on T docks as well as any finger docks necessary.
  - Replace connective plates and ancillary hardware adjoining fingers to main docks.
  - Replace DWF dock head building.
  - Replace power pedestals throughout RV Park and Marina as part of a term schedule.
  - Continue pile replacement in Marina outer and inner basins as necessary and as permitted. New permits will be required before any pile replacement in shipyard will be approved.
  - Replace remaining 22 picnic tables in RV park to match 55 replaced during FY 19/20.
2. Upgrade/Improve Equipment
  - New strap system for Travel Lift in shipyard
3. Re-Open Ice Plant.
4. Provide training for staff related to safety and certifications to operate equipment.
5. Further development of dredge operations and maintenance program.



FY2020/2021 Key Performance Indicators:

1. Ice Plant Project: calculate percentage of sales versus the average generated from baseline. Baseline will be calculated from the average revenues generated over the past five years.
2. Marina Operations: measure previous year average revenue baselines as compared to revenues collected within the current year as compared with maintenance and repair expenses.

The Port has two potential capital projects for FY 2020/2021 with an estimated cost of approximately \$92,000. Final costs will be dependent on quotes received for planned work.

1. Replace maintenance shop roof
2. Replace 22 RV Park picnic tables

The budget assumes rate increases for some Marina and Shipyard services effective July 1, 2020 and RV Park rates effective January 1, 2021. The proposed rate increases vary by type of service.

Total staff at the Charleston Marina include 13 FTE comprised of the Harbormaster, Maintenance Staff and Security Staff.



## **BUSINESS DEVELOPMENT / EXTERNAL AFFAIRS**

The mission of the External Affairs Department is to maximize revenues for the Port's three primary lines of business, provide clear communication and messaging to staff and stakeholder groups through a variety of channels, speaking to the mission, vision and activities of the Port. External Affairs also works to effectively manage relationships with local, state, and federal elected officials.

This year's strategic emphasis will be to maximize revenues through business development and expansion activities, as well as increasing funding available for capital improvement projects through grant opportunities.

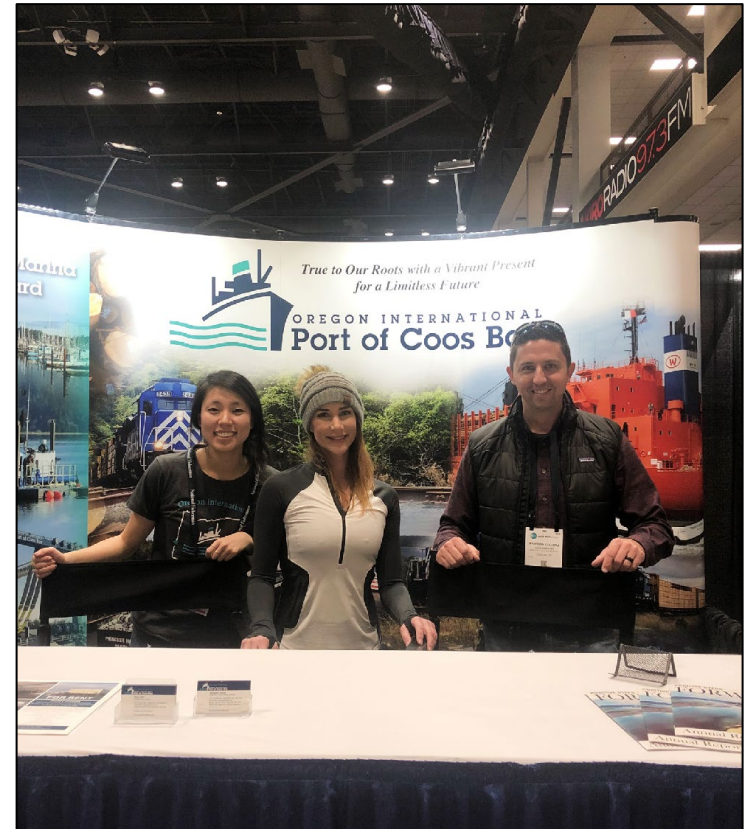
For FY 2020/2021, the External Affairs Department's strategic goals are:

1. Effectively communicate with State and Federal delegation to provide relevant updates on the vision and priorities of the Port to promote key projects such as the Channel Modification or rail infrastructure improvement.
2. Continue research to identify total delivered costs for cargo utilizing the Port of Coos Bay as a gateway in comparison to other West Coast Ports, building a value-added proposition and business case.
3. Develop customer relations through quarterly meetings with existing rail shippers and follow up on leads with potential rail customers.
4. Increase overall lease revenue and renegotiate leases as they reach termination dates to ensure rental rates reflect market conditions and that lease provisions protect the Port's interests.
5. Develop communication materials to share with staff and media outlets, including newspapers and industry magazines, news stations, social media outlets, newsletters and marketing materials that generate business opportunities.

FY 2020/2021 Key Performance Indicators:

1. Increase lease revenues by 10% utilizing reporting through NetSuite to identify year over year changes in lease revenue from the Port's assets.
2. Generate increased rail volume by 10% tracking monthly railcar numbers.
3. Generate over 25 leads and conduct 20 outreach meetings with potential customers.
4. Increase total social media platform follower count by 10%.
5. Legislator Engagement: track results of engagement resulting in increased revenue for infrastructure investment.

The expenses in the Business Development & External Affairs Department include materials and services, salary, and benefits for 1.0 FTE. Generally, there are no revenues associated with the Department, only limited outside contributions to defray expenses for broader community marketing campaigns as it plays a supporting role for the Port's overall operations. Any business generated by the Business Development & External Affairs Department's marketing and sales efforts are realized in the corresponding operational department's budget.





## MARITIME/PORT OPERATIONS

The Maritime/Port Operations department mission is to prepare for the future, while supporting today's operations. This is accomplished through maintaining and operating Port infrastructure and properties through effective communication and collaboration with stakeholders.

Maritime/Port Operations continues to focus on new and existing operational priorities. This includes the Channel Modification Project, future shipping opportunities, terminal development, pilot initiatives, safety and training programs, and emergency response planning.

The FY 2020/2021 Maritime/Port Operations strategic goals are:

1. Manage the Coos Bay 204(f) Channel Modification Project.
2. Comprehensively and continuously evaluate and manage safety and security for Port assets and staff.
3. Conduct evaluations of Port properties and infrastructures within the bay.
4. Support permitting of Port related projects.
5. Serve on local and state committees and boards.



The five areas of strategic emphasis are essential in support of the existing and future operations of the Port. As the Port does not currently operate maritime terminals, these action items address and support current maintenance needs and future operations. These efforts are critical to the future growth, viability, and sustainability of the Port's operational and long-term success.

FY 2020/2021 Key Performance Indicators:

1. Complete written safety programs for top 10 OSHA violations (6 of the 10 are complete).
2. Zero incidents or accidents Port wide.

Revenues for the Maritime/Port Operations department are projected to be \$245,000, which are derived from building leases and property agreements. Projects and activities are primarily related to the Channel Modification Project. The department's expenses include salary and benefits for 1.0 FTE, the Director of Maritime Operations.

## INFRASTRUCTURE SUPPORT SERVICES

The Infrastructure Support Services department (ISS) exists to further project management goals and aid in the acquisition of real property for the Port. ISS accomplishes this mission through focusing on best practices, efficiency, accuracy, accountability, response, resolution time, leveraging spend, delivery, and building relations.

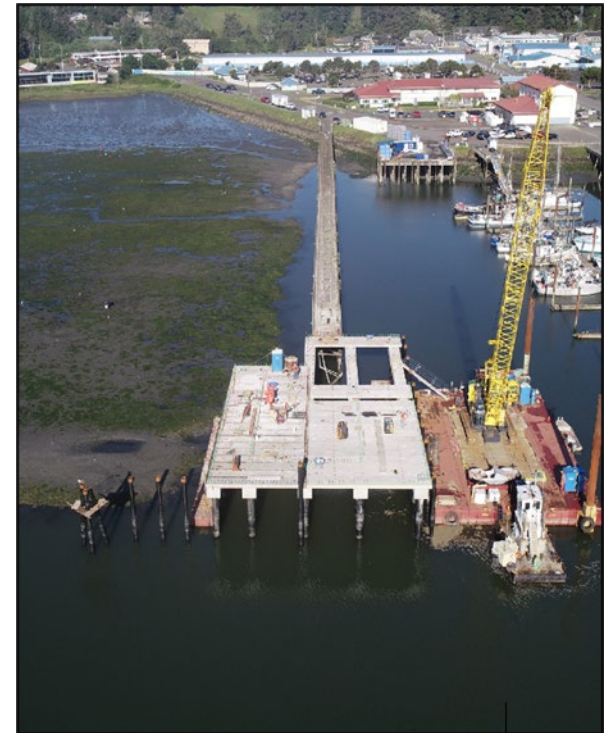
ISS conducts ongoing support for the Port's business lines by operating a vibrant, responsive, flexible acquisition and project management program. The program will address the needs for unplanned infrastructure support services, planned services, out-of-cycle requirements, requirements deemed emergency in nature, grant administration, and other requirements as assigned. ISS will continue to implement and improve on industry standard project management processes and tools. The overarching improvement goal for FY 2020/2021 will be to capture data and provide meaningful analysis and reporting of trends. A primary outcome of the full implementation of newly adopted processes and procedures will be reduced costs, improved leverage on spending, identified weaknesses and strengths in department spend programs, and increased life cycle of Port assets.

For FY 2020/2021, the ISS strategic goals are:

1. Implementation of CBRL bridge rehabilitation project funded by the federal BUILD grant.
2. Centralize procurement within the organization.
3. Manage fleet maintenance of rolling stock, heavy equipment, vessels, and other assets.
4. Training for contracting and project management staff.
5. Support business development of Port's three lines of business.

FY 2020/2021 Key Performance Indicators:

1. Complete Build Grant Phase I within the contracted timeframe.
2. Implement better buying power and reduce waste to better leverage Port spending.
3. Reduce avoidable damages and unprogrammed costs incurred. Extend the useable lifespan of Port property and develop predictive analytics to assist in budget preparation and projected out of service periods.



4. Build and improve technical capabilities of ISS to operate an effective, regulatorily and fiscally sound acquisition/project management program.
5. Develop historical records, analytics, and return on investment data to identify Port spending and cost controls for the Port.
6. Provide flexible and responsive support for unplanned/forecasted procurements, project management or other infrastructure support services for the Port staff.

ISS expenses include materials and services, salary and benefits for 3.0 FTEs. There are no revenues associated with this department as it plays a supporting role for the Port's overall operation and administration. However, the department may receive some direct project management expense reimbursement from certain grant funded projects.

## RAILROAD OPERATIONS

The Coos Bay Rail Line provides a critical connection for local and regional businesses with safe, direct, efficient and cost-effective freight rail access to the national rail network and global markets. Sustaining the economic growth and development of rural Lane, Douglas and Coos Counties is made possible because of the essential infrastructure of the Port's rail line.

The Port took rail operations in-house in November 2018 and established a separate entity for the rail's operational arm. The strategy, objectives and goals intersect between the two entities. The Railroad Operations department, under the umbrella of the Port, oversees CBRL, Inc. while maintaining focus on capital improvement and maintenance of rail infrastructure, as well as supporting commercial opportunities.

For FY 2020/2021, the Rail Operations strategic goals are:

1. Provide safe, reliable rail service.
2. Support the Port's economic development mission by effectively managing rail operations to ensuring customer sustainability.
3. Develop maintenance and capital improvement plans for the line while safely handling traffic. The overarching goal is to increase velocity/track speed to 20MPH average on most of the line by addressing slow orders.
4. Identify rail facilities needs/location.



FY 2020/2021 Key Performance Indicators:

1. Improve Port owner/operator management and operations.
2. Hyrail entire railroad line each year for track, ROW review and oversight.
3. Ride along in locomotives with crews for ride quality and operations review.
4. Meet with all customers two to three times year.

The specific areas of focus for Coos Bay Rail Line staff this year include the capital improvement and maintenance projects listed below:

1. Removing 32 slow orders related to tie, surfacing and bridge repairs needed on the rail line.
2. Prepare for BUILD CBRL bridge rehabilitation project.
3. Finish Tunnel Rehabilitation project.

Projected revenues for the railroad include gross freight revenues of \$278,775. In addition, the Port estimates receipt of \$248,100 from railroad real estate agreements. The projected revenues also include \$349,535 in estimated income from the Capital Projects Surcharge Fee, which is intended to be applied to debt service on capital projects. The Port is projected to receive \$880,410 total combined revenue from Federal 45G and State of Oregon tax credits. During the upcoming fiscal year, CBRL is projected to transport approximately 5,000 revenue rail cars on the line, for which it will retain approximately 90% of the revenue for its management fee and operating costs.



## SPECIAL PROJECTS FUND

The Special Projects Fund houses capital projects and other major projects that are predominately funded outside of the Port’s General Fund revenues. For the upcoming fiscal year, the Port anticipates up to \$35 million as major capital projects, the majority of which are funded by external sources [Oregon Department of Transportation, FASTLANE , BUILD, and SPWF] and a smaller portion (\$104,884) funded from the Reserve Fund. The Special Project Fund does not carry any fund balances.

<b>Capital Projects Covered by Special Projects Fund</b>		
<b>Project</b>	<b>Allocated</b>	<b>Additional Funding Sources</b>
<b>Channel Modification Project</b>	\$2.9 million	State of Oregon
<b>Tunnel Rehabilitation Project</b>	\$4.9 million	FASTLANE
<b>Bridge Rehabilitation Project</b>	\$25 million	BUILD & State of Oregon
<b>Charleston Ice Plant Rebuild</b>	\$2.1 million	SPWF

## RESERVE FUND

The projected beginning fund balance for the Reserve Fund is \$2.1 million, which is internally allocated between five categories: Railroad Reserve, as-set Replacement Reserve, Dredge Reserve, Real Property Reserve and General Reserve. The \$645,000 debt service due this year will be drawn from the designated reserve. \$105,000 will be transferred from the Reserve Fund to the Special Projects Fund. \$201,575 will be transferred into General Fund from General Reserves.

## DREDGE FUND

The Dredge Fund was established last year in FY 2019/2020 to segregate the dredge operations and maintenance from General Fund operations. Funds received from the Oregon State Fuel tax will be separate and utilized solely to support the operation, repair and maintenance, and future capital needs of the dredge. The Port plans to dredge 5,000 to 10,000 cubic yards in the Charleston Marina during the 2020/2021 in-water-work window.

**RESOURCES**

**General Fund**

(Fund)

**Oregon International Port of Coos Bay**

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020/21			
	Actual		Adopted Budget This Year Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
			2,000,000	1 Net working capital (accrual basis)	-	-	-	1
2	67,977	82,349	50,000	2 Previously levied taxes estimated to be received	50,000	50,000	50,000	2
3	1,635,454	1,683,836	1,724,000	3 Property Taxes - Current Year	1,807,640	1,807,640	1,807,640	3
4	92,312	125,942	115,711	4 Interest	55,711	55,711	55,711	4
5	72,105	644,095	869,387	5 Transferred IN, from other funds	846,575	846,575	846,575	5
6				6 <b>OTHER RESOURCES</b>				6
7				7 <b>Administration</b>				7
8	12,000	12,000	12,000	8 CCURA Administration Fee	12,000	12,000	12,000	8
9	478,040	13,234	8,000	9 Other Income	8,062	8,062	8,062	9
10			-	10 Misc Grants	-	-	-	10
11		4,259	4,318	11 Building Leases	4,974	4,974	4,974	11
12		-	-	12 Property Agreements	-	-	-	12
13		60,923	62,776	13 Note Repayment	62,776	62,776	62,776	13
14				14 <b>Charleston</b>				14
15	221,135	204,802	220,170	15 Building Leases	220,000	220,000	220,000	15
16	8,453	960	-	16 Property Agreements	-	-	-	16
17	22,911	26,101	25,000	17 Environmental Surcharge	25,000	25,000	25,000	17
18	39,489	1,766	-	18 Utility Revenue	2,500	2,500	2,500	18
19	63,702	47,254	32,400	19 Miscellaneous Revenue	58,500	58,500	58,500	19
20	105	169	-	20 Lodging Tax	-	-	-	20
21	280,450	326,506	300,000	21 Ice Sales	300,365	300,365	300,365	21
22	9,543	9,795	10,000	22 Propane Sales	10,000	10,000	10,000	22
23	5,500	5,500	5,400	23 MAP grant	5,400	5,400	5,400	23
24	4,739	-	-	24 Safety Grant	-	-	-	24
25	14,750	289,843	281,180	25 Other Grants	27,000	27,000	27,000	25
26	501,818	463,981	515,620	26 Annual Moorage	465,610	465,610	465,610	26
27	181,670	196,937	203,500	27 Monthly Moorage	226,600	226,600	226,600	27
28	77,667	68,331	71,500	28 Transient Moorage	87,550	87,550	87,550	28
29	40,159	34,919	37,000	29 Launch Ramp	37,000	37,000	37,000	29
30	163,245	171,635	177,000	30 Storage Unit	177,000	177,000	177,000	30
31	34,858	39,344	37,000	31 Storage Yard	40,000	40,000	40,000	31
32	84,489	82,628	82,000	32 Storage Long Term (SY)	90,000	90,000	90,000	32
33	39,130	46,110	40,000	33 Storage Short Term (SY)	37,500	37,500	37,500	33
34	63,004	72,767	65,000	34 Work Dock	65,000	65,000	65,000	34
35	157	553	-	35 Boat Wash	1,000	1,000	1,000	35
36	289,431	299,180	315,000	36 Space Rents	316,000	316,000	316,000	36
37	-	-	-	37 Cable TV & Internet	-	-	-	37
38	50,560	63,550	55,000	38 Boat Lifts	60,000	60,000	60,000	38
39	169,178	25,135	-	39 Insurance Claim	-	-	-	39
40	-	-	90,000	40 Loans Received	-	-	-	40
41	(41,484)	351,933	(5,000)	41 Bad Debt Expense	(15,000)	(15,000)	(15,000)	41
42				42 <b>External Affairs</b>				42
43	-	-	-	43 Miscellaneous Income	400	400	400	43



**RESOURCES**  
**General Fund**

(Fund)

**Oregon International Port of Coos Bay**

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020/21			
	Actual		Adopted Budget This Year Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
44	-	1,074	-	44 Merchandise	-	-	-	44
45	-	50,000	-	45 Grant	-	-	-	45
46				<b>Port Operations</b>				46
47	112,280	108,945	112,745	47 Building Leases	111,731	111,731	111,731	47
48	101,066	79,717	81,000	48 Property Agreements	133,195	133,195	133,195	48
49	516,600	542,430	569,551	49 Project Management Fees	-	-	-	49
50	-	-	-	50 Unified Permit Management	-	-	-	50
51	7,596	-	-	51 Insurance Claim	-	-	-	51
52	-	17,000	-	52 Other	-	-	-	52
53				<b>Port Development</b>				53
54			-	54 Leases & Agreements	-	-	-	54
55			-	55 Coos County Urban Renewal Agency	-	-	-	55
56			-	56 Other	-	-	-	56
57	83,401	109,328	142,400	57 Grants	-	-	-	57
58				<b>Railroad Operations</b>				58
59	4,164,021	362,569	406,363	59 Operations Revenue (Current Year - Net)	278,775	278,775	278,775	59
60	317,100	-	-	60 Tax Credits	783,965	783,965	783,965	60
61	448,065	426,926	-	61 Miscellaneous	4,000	4,000	4,000	61
62	170,753	245,175	161,800	62 Property Agreements	248,100	248,100	248,100	62
63	551,777	404,584	505,727	63 Rail Surcharge	349,535	349,535	349,535	63
64	-	-	-	64 Grants	-	-	-	64
65	43,424	-	43,424	65 Green Hill Fees (Matches to Debt)	-	-	-	65
66		(490,503)		66 Bad Debt Expense				66
67				<b>Dredge Operations</b>				67
68	90,328	42,388	-	68 Mobilization/Demobilization	-	-	-	68
69	183,722	28,206	-	69 Dredge Services	-	-	-	69
70	29,076		-	70 Grants			-	70
71		131,798		71 Other	-	-	-	71
72		25,668		72 Insurance Reimbursement			-	72
73		(23,748)		73 Bad Debt Expense			-	73
74	9,798,326	5,751,707	7,652,973	74 Total resources, except taxes to be levied	5,136,824	5,136,824	5,136,824	74
75			1,774,000	75 Taxes estimated to be received	1,857,640	1,857,640	1,857,640	75
76	1,703,431	1,766,184		76 Taxes collected in year levied				76
<b>77</b>	<b>11,501,757</b>	<b>7,517,892</b>	<b>9,426,973</b>	<b>77 TOTAL RESOURCES</b>	<b>6,994,463</b>	<b>6,994,463</b>	<b>6,994,463</b>	<b>77</b>

150-504-020 (rev 10-16)

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**REQUIREMENTS SUMMARY**

**NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**

General Fund

(name of fund)

FORM

LB-30

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020/21			
	Actual		Adopted Budget This Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
1				1 DEBT SERVICE				1
2	164,719	399,074	439,594	2 Principal	820,636	820,636	820,636	2
3	61,513	437,167	535,244	3 Interest	693,172	693,172	693,172	3
4	<b>226,232</b>	<b>836,241</b>	<b>974,838</b>	4 <b>TOTAL DEBT SERVICE</b>	<b>1,513,808</b>	<b>1,513,808</b>	<b>1,513,808</b>	4
5				5 SPECIAL PAYMENTS				5
6	-	980,500	-	6 Special Payments		-	-	6
7	-	<b>980,500</b>	-	7 <b>TOTAL SPECIAL PAYMENTS</b>	-	-	-	7
8				8 INTERFUND TRANSFERS				8
	350,000		1,398,000	Transfer To reserve Fund				
9		5,413	-	9 Transfer from Reserve Fund - Dredge	-	-	-	9
10	<b>350,000</b>	<b>5,413</b>	<b>1,398,000</b>	10 <b>TOTAL INTERFUND TRANSFERS</b>	-	-	-	10
11				11 <b>OPERATING CONTINGENCY</b>				11
12	576,232	1,822,154	2,372,838	12 <b>Total Requirements NOT ALLOCATED</b>	1,513,808	1,513,808	1,513,808	12
13	9,789,870	8,936,717	6,041,618	13 <b>Total Requirements for ALL Org.Units/Progams within fund</b>	5,480,655	5,480,655	5,480,655	13
14			1,012,517	14 Reserved for future expenditure	0	0		14
15				15 Ending balance (prior years)				15
16				16 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0	0		16
17	<b>10,366,102</b>	<b>10,758,872</b>	<b>9,426,973</b>	17 <b>TOTAL REQUIREMENTS</b>	<b>6,994,464</b>	<b>6,994,464</b>	<b>6,994,463</b>	17

# REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

#	Historical Data			#	REQUIREMENTS FOR: <b>ADMINISTRATION</b>	Budget For Next Year 2020/21			#
	Actual		Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19	This Year 19/20						
1				1	PERSONNEL SERVICES				1
2	569,409	563,332	593,458	2	Salaries	723,353	723,353	723,353	2
3	675	649	-	3	Overtime & Relief	489	489	489	3
4	39,843	38,438	41,863	4	FICA - Payroll Taxes	48,830	48,830	48,830	4
5	106,893	101,543	148,449	5	Retirement Benefits	176,410	176,410	176,410	5
6	44,745	59,716	72,932	6	Health Insurance	102,686	102,686	102,686	6
7	11,702	373	1,211	7	Workers' Compensation Insurance	1,448	1,448	1,448	7
8	7,126	7,169	7,085	8	Unemployment Insurance	9,080	9,080	9,080	8
9	3,162	3,118	4,523	9	Term Life & Long Term Disability Insurance	5,057	5,057	5,057	9
10		-	21,085	10	Merit	16,966	16,966	16,966	10
11	(7,015)	-	-	11	Allocations				11
12	<b>\$ 776,539</b>	<b>\$ 774,337</b>	<b>\$ 890,606</b>	12	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,084,320</b>	<b>\$ 1,084,320</b>	<b>\$ 1,084,320</b>	12
13	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	13	<b>Total Full-Time Equivalent (FTE)</b>	<b>8.00</b>	<b>8.00</b>		13
14				14	MATERIALS AND SERVICES				14
15	29,623	2,319	45,950	15	Staff Training & Development	3,860	3,860	3,860	15
16	17,140	8,403	17,300	16	Staff Travel	7,450	7,450	7,450	16
17	9,096	16,638	17,000	17	Office Supplies	13,256	13,256	13,256	17
18	2,302	4,447	7,500	18	IT Supplies	8,000	8,000	8,000	18
19	4,526	3,184	4,000	19	Postage & Courier Services	5,200	5,200	5,200	19
20	800	110	-	20	Marketing & Sales Expense		-	-	20
21	1,890	-	-	21	Memberships	-	-	-	21
22	331	-	-	22	Subscriptions	-	-	-	22
23	71,209	83,847	95,000	23	Office Lease	97,100	97,100	97,100	23
24	1,511	2,518	2,015	24	Office Equipment Lease	2,140	2,140	2,140	24
25	81,797	98,071	125,000	25	IT Software Subscription/Licenses	132,220	132,220	132,220	25
26	3,757	-	4,500	26	Commission Expense	2,500	2,500	2,500	26
27	12,299	14,093	16,260	27	Telephone	14,760	14,760	14,760	27
28	8,134	8,225	7,300	28	Internet	7,300	7,300	7,300	28
29	-	546	630	29	Cable	600	600	600	29
30	4,037	6,188	8,400	30	Electricity	7,500	7,500	7,500	30
31	-	-	-	31	Water/Sewer	-	-	-	31
32	-	-	-	32	Garbage	-	-	-	32
33	10,310	110	-	33	Temporary/Contract Help	34,800	34,800	34,800	33
34	4,103	5,080	5,820	34	Janitorial Services	5,820	5,820	5,820	34
35	6,793	8,453	9,305	35	Payroll Services	10,400	10,400	10,400	35
36	2,110	1,750	3,000	36	Legal Advertising	2,000	2,000	2,000	36
37	126,160	104,071	150,000	37	Legal Services	150,000	150,000	150,000	37
38	49,913	63,825	55,000	38	Auditing	55,000	55,000	55,000	38
39	32,859	-	7,000	39	Consulting Services	1,000	1,000	1,000	39
40	2,151	4,860	10,000	40	Recruiting Services	2,500	2,500	2,500	40



**REQUIREMENTS SUMMARY**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

FORM

LB-30

General Fund

(name of fund)

	Historical Data			REQUIREMENTS FOR: <b>ADMINISTRATION</b>	Budget For Next Year 2020/21			
	Actual		Adopted Budget This Year 19/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
41	-	2,160	3,250	41 Awards & Recognition	3,750	3,750	3,750	41
42	4,709	17,084	18,317	42 Insurance	20,790	20,790	20,790	42
43	-	-	7,200	43 Vehicle Lease	-	-	-	43
44	-	-	3,000	44 Fuel	3,000	3,000	3,000	44
45		4,313	5,000	45 Office Equipment Repairs & Maintenance	4,500	4,500	4,500	45
46	7,417	1,366	1,500	46 Repair & Maintenance - Buildings	1,500	1,500	1,500	46
47		-	1,440	47 Repair & Maintenance - Vehicles	500	500	500	47
48	22,847	24,657	23,000	48 Miscellaneous Merchant & Banking Fees	30,600	30,600	30,600	48
49	-		50,000	49 Contingency	100,000	100,000	100,000	49
50	-		-	50 Grant Expenses				50
51	\$ 517,822	\$ 486,319	\$ 703,687	51 <b>TOTAL MATERIALS AND SERVICES</b>	\$ 728,046	\$ 728,046	\$ 728,046	51
52				52 <b>CAPITAL OUTLAY</b>				52
53	-			53 Capital Outlays				53
54	\$ -	\$ -	\$ -	54 <b>TOTAL CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -	54
55	\$ 1,294,361	\$ 1,260,656	\$ 1,594,293	55 <b>Administration Total</b>	\$ 1,812,366	\$ 1,812,366	\$ 1,812,366	55

**REQUIREMENTS SUMMARY**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

FORM

LB-30

General Fund

(name of fund)

Historical Data			REQUIREMENTS FOR: <u>CHARLESTON</u>	Budget For Next Year 2020/21					
Actual		Adopted Budget This Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2017/18	First Preceding Year 2018/19								
1			1	PERSONNEL SERVICES			1		
2	847,450	713,486	796,734	2	Salaries	559,670	559,670	559,670	2
3	34,733	22,022	17,152	3	Overtime & Relief	21,116	21,116	21,116	3
4	65,938	54,294	62,262	4	FICA - Payroll Taxes	44,430	44,430	44,430	4
5	189,817	152,545	194,823	5	Retirement Benefits	149,687	149,687	149,687	5
6	190,025	178,330	235,643	6	Health Insurance	194,529	194,529	194,529	6
7	18,751	21,858	24,248	7	Workers' Compensation Insurance	21,206	21,206	21,206	7
8	18,412	15,296	14,778	8	Unemployment Insurance	12,074	12,074	12,074	8
9	6,034	5,539	7,085	9	Term Life & Long Term Disability Insurance	4,958	4,958	4,958	9
10	(38,347)	-	-	10	Allocations				10
11	\$ 1,371,161	\$ 1,163,368	\$ 1,352,725	11	<b>TOTAL PERSONNEL SERVICES</b>	\$ 1,007,670	\$ 1,007,670	\$ 1,007,670	11
12	<b>20.00</b>	<b>14.00</b>	<b>18.00</b>	12	<b>Total Full-Time Equivalent (FTE)</b>	<b>13.00</b>	<b>13.00</b>		12
13				13	MATERIALS AND SERVICES			13	
14	2,774	3,195	-	14	Employee Development	-	-	-	14
15	4,440	1,271	5,750	15	Staff Travel	3,500	3,500	3,500	15
16	5,427	3,412	2,500	16	Office Supplies	2,500	2,500	2,500	16
17	1,069	20	-	17	IT Supplies	-	-	-	17
18	1,918	47	500	18	Postage & Courier Services	1,000	1,000	1,000	18
19	624	-	-	19	Membership & dues	-	-	-	19
20	1,916	-	-	20	Office Equipment & Lease	-	-	-	20
21	11,667	8,900	11,520	21	Telephone	12,270	12,270	12,270	21
22	14,915	26,297	20,740	22	Internet/Cable TV	23,155	23,155	23,155	22
23	231,758	255,644	250,000	23	Electricity	250,000	250,000	250,000	23
24	1,459	1,131	1,500	24	Laundry (propane)	1,500	1,500	1,500	24
25	72,789	70,893	75,000	25	Water/Sewer	75,000	75,000	75,000	25
26	63,273	72,866	84,000	26	Garbage Sanitation/Hazardous Material	74,000	74,000	74,000	26
27	34,426	11,378	25,000	27	Derelict Vessel Disposal	15,000	15,000	15,000	27
28	10,830	9,162	10,000	28	Environmental Mitigation/Monitoring	5,000	5,000	5,000	28
29	105,457	79,118	65,000	29	Temporary/Contract Help	36,000	36,000	36,000	29
30	2,408	560	1,500	30	Vending Machine Services	1,500	1,500	1,500	30
31	(559)	406	1,000	31	Legal Advertising	1,300	1,300	1,300	31
32	1,091	-	-	32	Legal Services	-	-	-	32
33	12,093	-	-	33	Consulting Services/Contract Services	6,500	6,500	6,500	33
34	71,786	76,966	75,085	34	Insurance	90,049	90,049	90,049	34
35	1,459	-	-	35	Marketing & Sales	-	-	-	35
36	9,253	8,908	10,000	36	Small Equipment & Tools	6,000	6,000	6,000	36
37	11,463	7,022	6,500	37	Safety/Hazard Materials	10,000	10,000	10,000	37
38	1,858	833	1,500	38	Signage	750	750	750	38
39	2,530	1,901	6,000	39	Clothing	5,000	5,000	5,000	39

**REQUIREMENTS SUMMARY**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

FORM

LB-30

General Fund

(name of fund)

	Historical Data			REQUIREMENTS FOR: <u>CHARLESTON</u>	Budget For Next Year 2020/21				
	Actual		Adopted Budget This Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
40	11,347	11,553	10,600	40	Janitorial	13,160	13,160	13,160	40
41	11,132	8,417	10,000	41	Operational Supplies	25,000	25,000	25,000	41
42	2,778	36	4,000	42	Equipment Rental	4,000	4,000	4,000	42
43	-	-	18,000	43	Vehicle Lease	-	-	-	43
44	15,253	16,187	13,500	44	Fuel	13,500	13,500	13,500	44
45	6,620	6,296	6,000	45	Propane (retail)	6,500	6,500	6,500	45
46	416	180	-	46	Retail Items	180	180	180	46
47	36,454	72,752	50,000	47	Repairs & Maintenance - Equipment	75,000	75,000	75,000	47
48	14,827	2,982	6,280	48	Repairs & Maintenance - Vehicles/Boats	8,000	8,000	8,000	48
49	28,258	28,343	30,000	49	Repairs & Maintenance - Buildings	45,000	45,000	45,000	49
50	9,377	2,407	5,000	50	Repairs & Maintenance - Land Improvements	5,000	5,000	5,000	50
51	51,970	20,678	40,000	51	Repairs & Maintenance - Docks	50,000	50,000	50,000	51
52	-	114,926	50,000	52	Marina Dredging	90,000	90,000	90,000	52
53	32,260	34,198	35,000	53	Waterway leases/Permits	35,000	35,000	35,000	53
54	242,526	-	-	54	Other Expenses	10,000	10,000	10,000	54
55	-	-	-	55	Contingency				55
56	\$ 1,141,342	\$ 958,887	\$ 931,475	56	<b>TOTAL MATERIALS AND SERVICES</b>	\$ 1,000,364	\$ 1,000,364	\$ 1,000,364	56
57				57	<b>CAPITAL OUTLAY</b>				57
58	8,447	2	-	58	Capital Outlay	-	-	-	58
59		9,272	45,000	59	Capital Outlay - Buildings	65,000	65,000	65,000	59
60	56,025	410,434	289,000	60	Capital Outlay - Dock	-	-	-	60
61	7,300		10,000	61	Capital Outlay - Land Improvements	-	-	-	61
62			132,725	62	Capital Outlay - Machinery & Equipment	27,000	27,000	27,000	62
63		8,001	-	63	Capital Outlay - Mobile Equipment	-	-	-	63
64			-	64					64
65	\$ 71,772	\$ 427,708	\$ 476,725	65	<b>TOTAL CAPITAL OUTLAY</b>	\$ 92,000	\$ 92,000	\$ 92,000	65
66	\$ 2,584,275	\$ 2,549,964	\$ 2,760,924	66	<b>Charleston Total</b>	\$ 2,100,034	\$ 2,100,034	\$ 2,100,034	66



# REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

Historical Data				REQUIREMENTS FOR: <b>BUSINESS DEVELOPMENT / EXTERNAL AFFAIRS</b>	Budget For Next Year 2020/21				
Actual		Adopted Budget This Year 2019/20	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2017/18	First Preceding Year 2018/19								
1			1	PERSONNEL SERVICES			1		
2	239,616	240,695	211,041	2	Salaries	88,820	88,820	88,820	2
3	166	109	-	3	Overtime & Relief	-	-	-	3
4	17,433	18,253	16,145	4	FICA - Payroll Taxes	6,795	6,795	6,795	4
5	41,534	48,265	42,159	5	Retirement Benefits	21,660	21,660	21,660	5
6	28,146	27,930	37,280	6	Health Insurance	14,589	14,589	14,589	6
7	4,748	273	439	7	Workers' Compensation Insurance	204	204	204	7
8	3,153	3,325	2,830	8	Unemployment Insurance	1,095	1,095	1,095	8
9	1,515	1,784	1,637	9	Term Life & Long Term Disability Insurance	637	637	637	9
10	<b>\$ 336,310</b>	<b>\$ 340,633</b>	<b>\$ 311,531</b>	10	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 133,800</b>	<b>\$ 133,800</b>	<b>\$ 133,800</b>	10
11	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	11	<b>Total Full-Time Equivalent (FTE)</b>	<b>1.00</b>	<b>1.00</b>		11
12				12	MATERIALS AND SERVICES			12	
13	7,525	5,500	-	13	Employee Development	-	-	-	13
14	18,876	14,073	22,000	14	Staff Travel	3,475	3,475	3,475	14
15		-	-	15	Retail Items	-	-	-	15
16	732	6,240	8,000	16	Marketing Supplies	4,750	4,750	4,750	16
17	9,946	-	-	17	I. T. Supplies/Software Subscriptions	-	-	-	17
18	31,264	28,508	40,000	18	Membership & Subscriptions	27,622	27,622	27,622	18
19	16,379	-	-	19	Promotional & Marketing	-	-	-	19
20	55	-	-	20	Commercial Marketing	-	-	-	20
21	20,984	21,978	20,000	21	Advertising	22,300	22,300	22,300	21
22	12,634	10,424	10,000	22	Cargo Recruitment & Dev	-	-	-	22
23	9,664	74,933	10,000	23	Professional Services	1,440	1,440	1,440	23
24	4,645	-	-	24	Insurance	-	-	-	24
25		742	500	25	Office Supplies / Miscellaneous	500	500	500	25
26			-	26	Recognition / Achievement	-	-	-	26
27			-	27	Legal Services	-	-	-	27
28	70,667	79,041	80,000	28	Legislative Support	80,400	80,400	80,400	28
29	2,742	16,400	7,200	29	Community Affairs	4,650	4,650	4,650	29
30			-	30	Contingency				30
31			-	31					31
32	<b>\$ 206,112</b>	<b>\$ 257,839</b>	<b>\$ 197,700</b>	32	<b>TOTAL MATERIALS AND SERVICES</b>	<b>\$ 145,137</b>	<b>\$ 145,137</b>	<b>\$ 145,137</b>	32
33				33	CAPITAL OUTLAY			33	
34			-	34					34
35				35					35
36				36					36
37	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	37	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	37
38	<b>\$ 542,423</b>	<b>\$ 598,472</b>	<b>\$ 509,231</b>	38	<b>External Affairs/Business Development Total</b>	<b>\$ 278,938</b>	<b>\$ 278,938</b>	<b>\$ 278,938</b>	38

## REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

(name of fund)

FORM

LB-30

	Historical Data				REQUIREMENTS FOR: <u>PORT OPERATIONS</u>	Budget For Next Year 2020/21			
	Actual		Adopted Budget This Year 2019/20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
1				1	PERSONNEL SERVICES				1
2	157,759	172,434	169,453	2	Salaries	103,711	103,711	103,711	2
3	162	-	-	3	Overtime & Relief	-	-	-	3
4	12,128	13,237	12,963	4	FICA - Payroll Taxes	7,934	7,934	7,934	4
5	20,597	30,671	42,515	5	Retirement Benefits	25,291	25,291	25,291	5
6	6,183	1,529	2,675	6	Health Insurance	1,644	1,644	1,644	6
7	3,341	291	390	7	Workers' Compensation Insurance	239	239	239	7
8	2,569	2,760	1,887	8	Unemployment Insurance	1,095	1,095	1,095	8
9	755	1,216	1,257	9	Term Life & Long Term Disability Insurance	721	721	721	9
10	(1,085)	-	-	10	Allocations				10
11	<b>\$ 202,410</b>	<b>\$ 222,139</b>	<b>\$ 231,140</b>	11	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 140,635</b>	<b>\$ 140,635</b>	<b>\$ 140,635</b>	11
12	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	12	<b>Total Full-Time Equivalent (FTE)</b>	<b>1.00</b>	<b>1.00</b>		12
13				13	MATERIALS AND SERVICES				13
14	435	3,855	-	14	Staff Training & Development	-	-	-	14
15	24,649	25,448	23,250	15	Staff Travel	5,250	5,250	5,250	15
16	3,188	100	23,500	16	Operational / Safety Supplies	9,100	9,100	9,100	16
17	9,453	2,497	1,600	17	Utilities & Environmental Mitigation	4,200	4,200	4,200	17
18	6,485	1,885	2,500	18	Contract Labor	-	-	-	18
19	10,620	-	-	19	Legal Services	-	-	-	19
20	3,765	-	10,000	20	Consulting Services/Contracted Services	2,000	2,000	2,000	20
21	6,752	8,387	8,420	21	Insurance	10,174	10,174	10,174	21
22	608	-	500	22	Clothing	250	250	250	22
23	408	185	5,000	23	Repairs & Maintenance - Buildings	5,000	5,000	5,000	23
24	19,501	9,111	20,000	24	Repairs & Maintenance - Land	8,500	8,500	8,500	24
25	552	6,882	10,000	25	Repairs & Maintenance - Docks	2,500	2,500	2,500	25
26	-	-	720	26	Repairs & Maintenance - Vehicles	-	-	-	26
27	2,009	3,171	-	27	Waterway Leases	2,500	2,500	2,500	27
28	1,494	1,086	2,500	28	Permits	1,000	1,000	1,000	28
29	-	-	3,600	29	Vehicle Lease	-	-	-	29
30	-	100	2,500	30	Fuel	-	-	-	30
31	-	2	-	31	Property Tax Expense				31
32	12,993	-	-	32	Insurance Claims				32
33	<b>\$ 102,911</b>	<b>\$ 62,708</b>	<b>\$ 114,090</b>	33	<b>TOTAL MATERIALS AND SERVICES</b>	<b>\$ 50,474</b>	<b>\$ 50,474</b>	<b>\$ 50,474</b>	33
34				34	CAPITAL OUTLAY				34
35				35	Capital Outlay - Mobile Equipment	-	-	-	35
36				36					36
37	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	37	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	37
38	<b>\$ 305,321</b>	<b>\$ 284,847</b>	<b>\$ 345,230</b>	38	<b>Port Ops Total</b>	<b>\$ 191,109</b>	<b>\$ 191,109</b>	<b>\$ 191,109</b>	38

**REQUIREMENTS SUMMARY**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

FORM

LB-30

General Fund

(name of fund)

1	Historical Data			1	REQUIREMENTS FOR: <b>PORT DEVELOPMENT</b>	Budget For Next Year 2020/21			1
	Actual		Adopted Budget This Year 2019/20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
2	166,443	170,845	241,240	2	PERSONNEL SERVICES				2
3	-	-	-	3	Salaries	228,101	228,101	228,101	3
4	12,209	12,998	18,455	4	Overtime & Relief	-	-	-	4
5	32,800	31,067	49,737	5	FICA - Payroll Taxes	17,449	17,449	17,449	5
6	22,974	14,057	31,607	6	Retirement Benefits	55,636	55,636	55,636	6
7	3,248	307	555	7	Health Insurance	24,122	24,122	24,122	7
8	2,001	2,147	2,830	8	Workers' Compensation Insurance	3,116	3,116	3,116	8
9	998	1,083	1,811	9	Unemployment Insurance	3,284	3,284	3,284	9
10	\$ 240,673	\$ 232,504	\$ 346,235	10	Term Life & Long Term Disability Insurance	1,698	1,698	1,698	10
11	2.00	2.00	2.00	11	<b>TOTAL PERSONNEL SERVICES</b>	\$ 333,406	\$ 333,406	\$ 333,406	11
12				12	<b>Total Full-Time Equivalent (FTE)</b>	3.00	3.00		12
13	289	1,542	-	13	MATERIALS AND SERVICES				13
14	3,226	1,683	5,000	14	Staff Training & Development	-	-	-	14
15	20	-	-	15	Staff Travel	1,753	1,753	1,753	15
16	6,879	-	-	16	I. T. Supplies	-	-	-	16
17	248	94	-	17	Legal Services/Advertising	2,000	2,000	2,000	17
18	1,281	-	-	18	Office Supplies & Misc	-	-	-	18
19	6,752	-	-	19	Membership & Dues	-	-	-	19
20	15,999	19,096	-	20	Insurance	-	-	-	20
21	600	1,295	400	21	Professional Services	-	-	-	21
22	-	256	1,000	22	Operating Supplies	1,275	1,275	1,275	22
23	-	15,154	10,000	23	Fuel	-	-	-	23
24	\$ 35,293	\$ 39,119	\$ 16,400	24	Banking Fees	10,000	10,000	10,000	24
25				25	<b>TOTAL MATERIALS AND SERVICES</b>	\$ 15,028	\$ 15,028	\$ 15,028	25
26				26	CAPITAL OUTLAY				26
27	\$ -	\$ -	\$ -	27	<b>TOTAL CAPITAL OUTLAY</b>	\$ -	\$ -	\$ -	27
28	\$ 275,966	\$ 271,624	\$ 362,635	28	<b>Port Development Total</b>	\$ 348,434	\$ 348,434	\$ 348,434	28

# REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

Historical Data				<b>REQUIREMENTS FOR: RAILROAD OPERATIONS</b>	Budget For Next Year 2020/21			
Actual		Adopted Budget This Year 2019/20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2017/18	First Preceding Year 2018/19							
1			1	PERSONNEL SERVICES			1	
2	85,683	99,686	95,600	2	-	-	-	2
3	-	-	-	3	-	-	-	3
4	6,277	7,335	7,313	4	-	-	-	4
5	15,323	18,848	23,986	5	-	-	-	5
6	17,490	19,080	18,641	6	-	-	-	6
7	1,691	4,908	3,709	7	-	-	-	7
8	1,000	1,254	944	8	-	-	-	8
9	516	629	691	9	-	-	-	9
10	<b>\$ 127,981</b>	<b>\$ 151,741</b>	<b>\$ 150,884</b>	10	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	10
11	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	11	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	11
12				12	MATERIALS AND SERVICES			12
13	759	2,781	-	13	-	-	-	13
14	6,061	6,093	2,500	14	1,000	1,000	1,000	14
15	2,996	-	-	15	-	-	-	15
16	72,164	204,004	-	16	-	-	-	16
17		9,001	-	17	720	720	720	17
18		589	-	18	-	-	-	18
19	27,172	10,827	24,101	19	40,380	40,380	40,380	19
20	81,352	26,760	35,000	20	55,000	55,000	55,000	20
21	473	47,977	-	21	175	175	175	21
22	32,033		-	22	-	-	-	22
23	3,685,715	3,065,090	-	23	6,500	6,500	6,500	23
24	-	-	3,600	24	-	-	-	24
25	-	2,318	2,500	25	-	-	-	25
26	-	-	-	26	8,000	8,000	8,000	26
27	-	6,944	-	27	-	-	-	27
28	2,700	407	-	28	-	-	-	28
29	357,086	21,730	-	29	50,000	50,000	50,000	29
30	-	1,044	720	30	-	-	-	30
31	-	116,936	-	31	-	-	-	31
32	<b>\$ 4,268,510</b>	<b>\$ 3,522,502</b>	<b>\$ 68,421</b>	32	<b>\$ 161,775</b>	<b>\$ 161,775</b>	<b>\$ 161,775</b>	32
33				33	CAPITAL OUTLAY			33
34		13,000	250,000	34	588,000	588,000	588,000	34
35				35				35
36				36				36
37				37				37
38				38				38
39				39				39
40	<b>\$ -</b>	<b>\$ 13,000</b>	<b>\$ 250,000</b>	40	<b>\$ 588,000</b>	<b>\$ 588,000</b>	<b>\$ 588,000</b>	40
41	<b>\$ 4,396,491</b>	<b>\$ 3,687,242</b>	<b>\$ 469,305</b>	41	<b>\$ 749,775</b>	<b>\$ 749,775</b>	<b>\$ 749,775</b>	41



**REQUIREMENTS SUMMARY**

**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

FORM

LB-30

General

(name of fund)

	Historical Data			REQUIREMENTS FOR: <b><u>DREDGE OPERATIONS</u></b>	Budget For Next Year 2020/21			
	Actual		Adopted Budget This Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
1				1 PERSONNEL SERVICES				1
2	68,971	40,691		2 Salaries		-	-	2
3	21,491	7,836		3 Overtime & Relief		-	-	3
4	6,809	3,606		4 FICA - Payroll Taxes		-	-	4
5		10,149		5 Retirement Benefits		-	-	5
6	12,214	7,125		6 Health Insurance		-	-	6
7		-		7 Workers' Compensation Insurance		-	-	7
8	1,192	1,131		8 Unemployment Insurance		-	-	8
9	349	365		9 Term Life & Long Term Disability Insurance		-	-	9
10				10 Allocations		-	-	10
11	\$ 111,027	\$ 70,903	\$ -	11 <b>TOTAL PERSONNEL SERVICES</b>	\$ -	\$ -	\$ -	11
12	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	12 <b>Total Full-Time Equivalent (FTE)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	12
13				13 MATERIALS AND SERVICES				13
13	5,618			13 Training		-	-	13
14	58,914	278		14 Travel & Entertainment		-	-	14
15		650		15 Office Expenses		-	-	15
16	1,938			16 Utilities /Environmental Mitigation		-	-	16
17	2,098			17 Garbage/sanitation		-	-	17
18				18 Auditing		-	-	18
19	22,592	14,355		19 Professional Services		-	-	19
20	32,474	36,803		20 Operation Supplies		-	-	20
21	77,334	104,102		21 Repair & Maintenance		-	-	21
22	44,195	50,169		22 Insurance		-	-	22
23	2,600	6,653		23 Fuel		-	-	23
24	32,244			24 Other		-	-	24
25	\$ 280,006	\$ 213,009	\$ -	25 <b>TOTAL MATERIALS AND SERVICES</b>	\$ -	\$ -	\$ -	25
26	\$ 391,034	\$ 283,912	\$ -	26 <b>Dredge Ops Total</b>	\$ -	\$ -	\$ -	26

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

10 million for loan I

Special Projects Fund

(Name of Municipal Corporation)

1	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020/21			1	
	Actual		Adopted Budget Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017/18	First Preceding Year 2018/19							
1				1	RESOURCES			1	
2			-	2	Project Management Fees	-	-	-	2
3	4,499,788	3,469,881	2,849,064	3	Channel Modification Project	2,936,264	2,936,264	2,936,264	3
4			-	4	Charleston Project Loans	-	-	-	4
5	1,839,226	9,664,129	8,032,565	5	ODOT Railroad Projects Grant	7,000,000	7,000,000	7,000,000	5
6		1,464,046	-	6	ConnectOregon V (Rail)	-	-	-	6
7			13,595,047	7	FastLane Grant	2,943,075	2,943,075	2,943,075	7
8			20,000,000	8	Build Grant	20,000,000	20,000,000	20,000,000	8
9		1,792,865	-	9	Other Grants	-	-	-	9
10			-	10	FastLane Match Loan	-	-	-	10
11	1,050,000	394,705	-	11	Loans Received	2,100,000	2,100,000	2,100,000	11
12	78,426		235,000	12	Transfers from Other funds	104,884	104,884	104,884	12
13	\$ 7,467,439.87	\$ 16,785,626.28	\$ 44,711,676.00	13		\$ 35,084,223.00	\$ 35,084,223.00	\$ 35,084,223.00	13
14				14			-	-	14
15				15					15
16	<b>7,467,440</b>	<b>16,785,626</b>	<b>44,711,676</b>	16	<b>TOTAL RESOURCES</b>	<b>35,084,223</b>	<b>35,084,223</b>	<b>35,084,223</b>	16
17				17	REQUIREMENTS **				17
18			-	18	Department	Object Classification	Detail		18
19			-	19	Charleston Ops	Materials & Service	Marina Dredging	-	19
20		650	-	20	Charleston Ops	Materials & Service	Professional Services	-	20
21	780,057	10,416	-	21	Port Dev	Materials & Service	Professional Services	-	21
22	4,499,788	3,469,965	2,849,064	22	Port Ops	Materials & Service	Channel Mod Project	2,936,264	22
23			-	23	Administration	Capital Outlay	Buildings	-	23
24	32,302		-	24	Charleston Ops	Capital Outlay	Other	-	24
25			25,000	25	Charleston Ops	Capital Outlay	Buildings	-	25
26			105,000	26	Charleston Ops	Capital Outlay	Machinery & Equipment	2,100,000	26
27			-	27	Charleston Ops	Capital Outlay	Land Improvements	-	27
28	104,747		-	28	Rail	Capital Outlay	Other	-	28
29		3,411,978	1,002,557	29	Rail	Capital Outlay	Tunnels	-	29
30	444,466	7,601,752	23,317,512	30	Rail	Capital Outlay	Bridges	23,316,904	30
31	658,063		13,831,957	31	Rail	Capital Outlay	Track	5,047,959	31
32	178,800	2,290,601	-	32	Rail	Capital Outlay	Machinery & Equipment	-	32
33	16,588	17,513	36,541	33	Rail	Capital Outlay	Legal	36,541	33
34	409,666	1,059,004	617,000	34	Rail	Capital Outlay	Engineering	617,000	34
35	44,058		160,000	35	Rail	Capital Outlay	Permit & Environmental	160,000	35
36			2,767,045	36	Rail	Capital Outlay	Consulting Services	869,555	36
37			-	37		Transfer	Transfer to General Fund	-	37
38	298,903.32	(1,076,252.94)		38	Ending balance (prior years)				38
39			-	39	UNAPPROPRIATED ENDING FUND BALANCE				39
40	<b>7,467,439.87</b>	<b>16,785,626.28</b>	<b>44,711,676</b>	40	<b>TOTAL REQUIREMENTS</b>	<b>35,084,223</b>	<b>35,084,223</b>	<b>35,084,223</b>	40

## RESERVE FUND RESOURCES AND REQUIREMENTS

Reserve Fund  
(Fund)

Oregon International Port of Coos Bay  
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS				Budget for Next Year 2020/21		
Actual		Adopted Budget Year 2019/20					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2017/18	First Preceding Year 2018/19								
1			1	RESOURCES					1
2			2	<b>Beginning Fund Balance:</b>					2
3		-	3	General Reserve Fund Balance			1,000,000	1,000,000	1,000,000
4	1,811,280	1,811,280	4	Rail Reserve Fund			969,646	969,646	969,646
5	100,000	27,895	5	Dredge Reserve fund			-	-	-
6	140,000	107,698	6	Revenue Reserve Fund			140,000	140,000	140,000
7		-	7						7
8	350,000	-	8	Transfers From Other Funds					8
9		-	9						9
10		-	10						10
11			11						11
12		1,946,873	12						12
<b>13</b>	<b>2,401,280</b>	<b>1,946,873</b>	<b>13</b>	<b>TOTAL RESOURCES</b>			<b>2,109,646</b>	<b>2,109,646</b>	<b>2,109,646</b>
14			14	REQUIREMENTS **					14
15			15	Department	Object Classification	Account			15
16		638,682	16		Transfer out	General Fund	846,575	846,575	846,575
17	32,302	-	17		Transfer out	Special Projects Fund	104,884	104,884	104,884
18	72,105	5,413	18		Transfer out	Dredge Fund	-	-	-
19			19						19
20			20						20
21			21						21
22			22						22
23			23						23
24			24						24
25			25						25
26			26						26
27			27						27
28			28						28
29	2,296,873	1,302,778	29	Ending balance (prior years)					29
30		2,590,598	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			1,158,187	1,158,187	1,158,187
<b>31</b>	<b>2,401,280</b>	<b>1,946,873</b>	<b>31</b>	<b>TOTAL REQUIREMENTS</b>			<b>2,109,646</b>	<b>2,109,646</b>	<b>2,109,646</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Dredge Fund

Oregon International Port of Coos Bay  
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020/21					
Actual		Adopted Budget Year 2019/20	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2017/18	First Preceding Year 2018/19									
1			1	RESOURCES				1		
2		250,000	2	Oregon FuelTax Allocation	250,000	250,000	250,000	2		
3	-	-	3	Mobilization	-	-	-	3		
4	-	-	4	Dredge Operations	75,000	75,000	75,000	4		
5	-	-	5					5		
6	-	-	6					6		
7	-	-	7					7		
8	-	-	8					8		
9	-	-	9					9		
10	-	-	10					10		
11	-	-	11	Transfers from Other funds	-			11		
12	\$ -	\$ -	12		\$ 325,000.00	\$ 325,000.00	\$ 325,000.00	12		
13			13			-	-	13		
14			14					14		
15	-	-	15	<b>TOTAL RESOURCES</b>			<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	15
16			16	REQUIREMENTS **						16
17			17	Department	Object Classification	Detail				17
18	-	-	18	Dredge Ops	Personnel Services	Salaries	41,615	41,615	41,615	18
19	-	-	19	Dredge Ops	Personnel Services	Overtime & Relief	-	-	-	19
20	-	-	20	Dredge Ops	Personnel Services	FICA - Payroll Taxes	3,184	3,184	3,184	20
21	-	-	21	Dredge Ops	Personnel Services	Retirement Benefits	11,117	11,117	11,117	21
22	-	-	22	Dredge Ops	Personnel Services	Health Insurance	19,813	19,813	19,813	22
23	-	-	23	Dredge Ops	Personnel Services	Workers' Compensation Insurance	1,565	1,565	1,565	23
24	-	-	24	Dredge Ops	Personnel Services	Unemployment Insurance	1,082	1,082	1,082	24
25	-	-	25	Dredge Ops	Personnel Services	Term Life & Long Term Disability Insurance	375	375	375	25
26			26	Dredge Ops	Materials & Service	Training	5,000	5,000	5,000	26
27			27	Dredge Ops	Materials & Service	Travel	2,000	2,000	2,000	27
28	-	-	28	Dredge Ops	Materials & Service	Office Expenses	500	500	500	28
29	-	-	29	Dredge Ops	Materials & Service	Professional Services	25,000	25,000	25,000	29
30	-	-	30	Dredge Ops	Materials & Service	Operational Supplies	50,000	50,000	50,000	30
31	-	-	31	Dredge Ops	Materials & Service	Repair & Maintenance	80,000	80,000	80,000	31
32	-	-	32	Dredge Ops	Materials & Service	Insurance	54,400	54,400	54,400	32
33	-	-	33	Dredge Ops	Materials & Service	Fuel	15,000	15,000	15,000	33
34	-	-	34	Dredge Ops	Materials & Service	Audit	10,000	10,000	10,000	34
35	-	-	35	Dredge Ops	Materials & Service	Other	4,221	4,221	4,221	35
36	-	-	36							36
37	-	-	37							37
38			38	Ending balance (prior years)						38
39			39	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			128	128	128	39
40	-	-	40	<b>TOTAL REQUIREMENTS</b>			<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	40