

BUDGET MESSAGE

Fiscal Year 2012-2013

(TIP: The format of the budget message is such that it is best
Understood by simultaneously referencing the white budget document)

The Port of Umpqua budget for Fiscal Year 2012-2013, as proposed by the Budget Officer, has been prepared as directed by the Board of Commissioners and in accordance with Oregon Budget Law.

The Budget Officer prepared the proposed Fiscal Year 2012-2013 budget based on the following

➤ **GENERAL FUND**

➤ **RESOURCES**

BEGINNING FUND BALANCE:

1. Available cash on hand*(cash Anticipated beginning balance
2. Net working capital*(accrual
3. Previously levied taxes Delinquent past taxes paid late and dispersed to District
4. Interest Interest earned saving and checking accounts
5. **OTHER RESOURCES**
6. Industrial Park lease: Lease income from Tyree Oil this increases annually
with the CPI
7. Dock fees Industrial Dock: Fred Wahl Marine manages the dock and retains 10% of
moorage for management fees. This revenue has been
down significantly.
8. Rent/Lease income Business Center At this time, Marketron is paying 550 mo and USWCD
will be paying 625 mo.
9. Miscellaneous: Most revenue should be identified as other resources.
10. International Paper bond fees: Interest on Bonds will ended in 2011

11. Poundage: Poundage is .03 for product at the commercial dock at Salmon Harbor.
12. Keycard/Hoist Receipts: Use of the hoist at the commercial fish dock at Salmon Harbor. \$20.00 per hour for hoist fees \$12.00 for staff
13. Building Rental: Anticipated revenue from rental of the Port Annex a charge of \$75.00 per day for private use of the Annex.
14. Winchester Bay Lease: Monthly lease payment for Umpqua bait Win Bay @ \$10 per mo
15. PP&M Grant for Port Business Plan: OECDD grant for Port Business plan completion
16. Coos Bay Wagon Road funds: A pass through from Douglas County to Salmon Harbor, this has been reduced significantly
17. Sale of Forest Products: Funds from the county if there is sale of Forest Products. This is uncertain and difficult to anticipate
18. Deposits: This is a deposit account. Revenue is accumulated if the cleaning fee for use of the hall is not reimbursed.
19. Grant/Loans Master Plan Marketing IP Possible Grant for International Paper Co property Master plan.
20. Industrial Park property sale: Fred Wahl paid the remainder of the loan off in June 2011 the payoff amount of \$195,571 was deposited into the Capital Reserve fund as was directed at the creation of the fund.
21. Transfer In from Dock Reserve: No Transfer budgeted
22. Transfer In from Capital Reserve: No Transfer budgeted
23. Transfer In from Operations: No Transfer budgeted
24. Transfer in from Maintenance: Safety net for unforeseen issues
25. Total resources, except taxes to be levied: Total Revenue minus levied taxes
26. Taxes necessary to balance: Anticipated tax revenue from County Assessor's office
27. Taxes collected in year levied: N/A
28. **TOTAL RESOURCES:** Total Taxes and other revenue

➤ **GENERAL FUND**

➤ DETAILED EXPANDITURES

1. PERSONAL SERVICES

2. Manager: Manager Salary
3. Administrative Assistant: Hourly wage not to exceed 30 hours per week
4. Dock Maintenance Assistant: Hourly wage not to exceed 80 hours per month
5. Payroll Expenses: Payroll liability expenses, health insurance premiums and retirement compensation.

6. TOTAL PERSONAL SERVICES

7. MATERIALS AND SERVICES

8. Office supplies: Port Office supplies.
9. Building supplies: Building and grounds maintenance.
10. Telephone: Land line, internet and cell phones: all on this line
11. Utilities: Electricity, city water and sewer, trash pickup fees.
- 8 . Accounting: It is the intent to provide adequate funds to ensure the Port books stay current and provide for accounting assistance as the need may arise.
11. Audit: Annual audit, a contracted price
14. Insurance: Property and Liability insurance coverage through Special Districts Assoc of Oregon
15. Dock maintenance: On going maintenance of commercial dock at Salmon Harbor. Includes annual hoist inspections
16. Election expense & legal ads: Newspaper: Legal notifications, election fees to Douglas County.
10. Executive expenses, Travel, Training: Travel, lodging, training and conferences. SDAO conferences, other conference and seminars, ongoing education for Port staff and Commissioners
18. Lobbying Funds to help facilitate lobbying efforts for Port interests
19. Dues and subscriptions: Annual membership dues and contributions.
20. Permit fees: Have not had any permit fees recently

21. Legal Services: Port Attorney fees, David Anderson retired earlier this year; the Port engaged legal services from Paul Nolte at \$200. Per hour.
- 9 . Professional Services: Engineering, Consultant, Professional service etc fees.
23. DSL Lease & Salmon Harbor lease: This fee is a lease with Department of State Lands water way lease tide land under Umpqua River Dock this increases 3% per year, and the Salmon Harbor lease of 120.00 per year for the Port Dock
24. Fork Lift Maintenance: Maintenance on the fork lift at Port Dock at Salmon Harbor
- 25 Promotion and marketing:
- 26 STEP: Annual donation to the Salmon Trout Enhancement Project
- 27 Port Business Plan: \$37,500.00 came from Port Planning and Marketing Funds with OECD, the Port is matching 25% or \$12,500.00, this will be the remainder of project and grant disbursement
28. Scholarships/Grants: Scholarship or grants to advance educational opportunities in business
30. Office machine upgrades: Upgrade of office equipment as necessary
32. **TOTAL MATERIALS & SERVICES**

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1. **DEBT SERVICE:**
2. SPWF construction loan (Industrial Park): Annual payment of \$27,984.00 began December 1999 to retire the Special Public Works Fund loan of \$293,200.00 for the Industrial Park Wharf Repair Project. The term of the loan is for 20 years at 6% interest.
3. SPWF construction loan (Winchester bay dock): Annual payment of \$7,827.00 began December 2002 to retire Special Public Works Fund land of \$104,178.00 for the Winchester Bay Commercial Dock facility and new hoist. The term of the loan is 25 years at 5.58% interest.

4. Umpqua Bank Port building: Bank loan for the Port building. Original loan amount was \$93,500.00 at 5% interest.
5. Douglas County Ind. Dev. Board loan: Loan from DCIDB for infrastructure improvements to the industrial park site. Principal balance as of July 2011 will be \$48,000 This is a no interest loan.

6. TOTAL DEBT SERVICE

7. CAPITAL OUTLAY

8. Providence Creek Tide gate/culvert project complete
9. Fork lift, a newer Toyota forklift was purchased
10. Dock repair. This fund is a stop gap for unforeseen issues at the docks,
11. Coos Bay Wagon Road funds is a pass through to Salmon Harbor
12. Master Plan International Paper Co Property Plan to facilitate the sale and development of the International Paper Co Property

13. TOTAL CAPITAL OUTLAY

14. TRANSFERS OUT

15. Maintenance Reserve Fund None budgeted
16. Dock Reserve Fund Moorage from Fred Wahl Dock fees
17. Capital Reserve Fund Revenue from sale of Fred Wahl property
18. Operation Reserve Fund None budgeted

19. TOTAL TRANSFERS OUT

20. CONTINGENCY : Unforeseen expenditures

21. TOTAL EXPENDITURES

22. UNAPPAROPRIATED ENDING FUND BALANCE

23. TOTAL