

# BUDGET MESSAGE

## Fiscal Year 2013-2014

**(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 2013-2014, 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 2013-2014 budget based on the following

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➤ **GENERAL FUND**

➤ **RESOURCES**

**BEGINNING FUND BALANCE:**

1. Available cash on hand\*(cash                      Anticipated beginning balance comes from audit
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.
8. Lease/Rent income Business Center At this time, our business center is fully occupied. Marketron is paying \$1,688 mo, USWCD 625 mo, DPC 477 mo.
9. Lease/Rent income N 4<sup>th</sup> Street              Bauman & Sons have leased the Port building @ \$800 mo. This is a triple net lease; they are responsible for all other charges and fees including taxes
10. Pest Control pass through                      Pest control maintenance on building, they pay us, we pay South Coast Exterminating
11. Miscellaneous:                                      Most revenue should be identified as other resources.
12. International Paper bond fees:              Interest on Bonds ended in 2011
13. Poundage:    Poundage is .03 for product at the commercial dock at Salmon Harbor.
14. 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
15. Annex Rental:                                      Anticipated revenue from rental of the Port Annex a charge of \$75.00 per day for functions
16. Winchester Bay Lease:                              Monthly lease payment for Umpqua bait Win Bay @ \$10 per mo
17. PP&M Grant for Port Business Plan: OECD grant for Port Business Plan has been completed
18. Grant/Loans Master Plan Marketing IP Possible funding for International Paper Co property marketing, development, master planning.
19. Coos Bay Wagon Road funds:              A pass through from Douglas County to Salmon Harbor, this has been reduced significantly
20. Sale of Forest Products:                      Funds from the county if there is sale of Forest Products. This is uncertain and difficult to anticipate

- 21. Deposits: This is a deposit account. Revenue is accumulated if the cleaning fee for use of the hall is not reimbursed.
- 22. Industrial Park property sale: Fred Wahl paid 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.
- 23. Transfer In from Dock Reserve: No Transfer budgeted
- 24. Transfer In from Capital Reserve: No Transfer budgeted
- 25. Transfer In from Operations: No Transfer budgeted
- 26. Transfer in from Maintenance: Safety net for unforeseen issues
- 27. Total resources, except taxes to be levied: Total Revenue minus levied taxes
- 28. Taxes necessary to balance: Anticipated tax revenue from County Assessor's office
- 29. Taxes collected in year levied: N/A
- 30. **TOTAL RESOURCES:** Total Taxes and other revenue

➤ **GENERAL FUND**  
 ➤ **DETAILED EXPENDITURES**

**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: Employer portion of Payroll liability expenses, health insurance premiums and retirement compensation.

**6. TOTAL PERSONAL SERVICES**

**7. MATERIALS AND SERVICES**

- 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.
- 9. \*\*Professional Services: Engineering, Consultant, Professional service etc fees.
- 10. Executive expenses, Travel, Training: Travel, lodging, training and conferences. SDAO conferences, other conference and seminars, ongoing education for Port staff and Commissioners
- 11. Audit: Annual audit, a contracted price
- 12. Office machine upgrades: Upgrade of office equipment as necessary
- 13. \*\*Office supplies: Port Office supplies.
- 14. \*\*Building supplies: Building and grounds supplies.
- 15. \*\*Dock maintenance: Ongoing maintenance of commercial dock at Salmon Harbor. Includes annual hoist inspections
- 16. \*\*Facilities Maintenance/Services: Building and Grounds scheduled and one-time maintenances and services.
- 17. \*\*Fork Lift Maintenance: Maintenance on the fork lift at Port Dock at Salmon Harbor
- 18. Telephone: Landline, internet and cell phones: all on this line item
- 19. Utilities: Electricity, city water and sewer, trash pickup fees
- 20. Business Support Services Information Technology for Port office operations support services, internet, computers etc.
- 21. Insurance: Property and Liability insurance coverage through Special Districts Assoc of Oregon
- 22. Election expense & legal ads: Newspaper: Legal notifications, election fees
- 23. Lobbying Funds to help facilitate lobbying efforts for Port interests
- 24. \*\*Dues and subscriptions: Annual membership dues and contributions.
- 25. Permit fees: Have not had any permit fees recently

26. Legal Services: Attorney fees, the Port engaged legal services @ \$200.  
Per hour as needed.
27. Promotion and marketing: This year the Port used this fund to assist Salmon Harbor with PCC conference.
28. 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 project is complete.
29. Scholarships/Grants: Scholarship or grants to advance educational opportunities in business
30. \*\*School Assistance Officer Grant: City of Reedsport request for community partners to fund a Resource officer at the School. Additional information included for your review.
31. 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
32. STEP: Annual contribution to the Salmon Trout Enhancement Project
33. **TOTAL MATERIALS & SERVICES**

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1. **DEBT SERVICE:**
2. Douglas County Ind. Dev. Board loan: Loan from DCIDB for infrastructure improvements to the industrial park site. Principal balance as of July 2013 is \$23,800 this is a no interest loan. The Port Commission may approve paying off this loan
3. SPWF construction loan (Industrial Park): began December 1999 to the Special Public Works Fund loan of \$293,200.00 for the Industrial Park Wharf Repair Project. This obligation was paid in full in July 2012 as budgeted.
4. SPWF construction loan (Winchester bay dock) began December 2002 to the Special Public Works Fund land of \$104,178.00 for the Winchester Bay Commercial Dock facility and new hoist. This obligation was paid in full in July 2012 as budgeted.
5. Umpqua Bank Port building: Bank loan for the Port building. Original loan amount was \$93,500.00 at 5% interest. Current monthly payments @ \$757. Balance is approximately \$35,000 scheduled to be paid in full in the fall of 2017
6. **TOTAL DEBT SERVICE**
7. **CAPITAL OUTLAY**
8. Master Plan International Paper Co Property Plan to facilitate the sale and development of the International Paper Co Property
9. Commercial Dock repair: Major repairs or maintenance to the docks
10. Fork lift replace: Toyota forklift was purchased for WB dock
11. Coos Bay Wagon Road funds Pass through to Salmon Harbor
12. \*\*Capital Outlay: Capital Purchases
13. **TOTAL CAPITAL OUTLAY**
14. **TRANSFERS OUT**
15. Maintenance Reserve Fund None budgeted
16. Dock Reserve Fund None budgeted
17. Capital Reserve Fund None budgeted
18. Operation Reserve Fund None budgeted
19. **TOTAL TRANSFERS OUT**
20. **CONTINGENCY:** Unforeseen expenditures
21. **TOTAL EXPENDITURES**
22. **UNAPPROPRIATED ENDING FUND BALANCE**
23. **TOTAL**