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Introduction to Budget Message

May 18, 2016

Port of Umpqua 2016-2017 Budget Committee Member:

Thank you for your service to the Port of Umpqua. The Commission appreciates your willingness to contribute your time, energy and expertise by participating in the public process of local government and help create a responsible budget for the Port.

The Port Financial structure and budget are found in 5 funds.

- ✓ **The General Fund** is the operating fund where most appropriations are made from and resources deposited
- ✓ **Maintenance Reserve Fund** established to save for general maintenance and repairs, now includes reserving funds to assist Salmon Harbor with dredging cost if it becomes necessary
- ✓ **Dock Reserve Fund** established for maintenance, repairs and capital improvements to docks
- ✓ **Capital Reserve Fund** established to provide for capital improvements and / or acquisitions
- ✓ **Operation Reserve Fund** for operations and maintenance

The document titled: Budget Message is presented to describe and explain line items on the budget; general fund. Each line number on the budget has a corresponding description in the message document.

An additional column is included on the budget document titled Current: Budget at 83% of year through April 2016 This will enable comparison to last year's adopted budget and this year's proposed budget and how each account has performed at 83% of the year.

Revenue derived from moorage fees at the Umpqua River Commercial dock is deposited directly into the Dock reserve fund as opposed to depositing into the General Fund and then transferring to the Dock Reserve Fund after fiscal year end. This provides the interest earned in each fund to compound in that fund. At the January 2014 meeting, The Port Commission directed that future income from the moorage from the Umpqua River Dock be dedicated to the inspection of both docks. When sufficient funds have accumulated to proceed with the inspection, the Commission will reconsider the project.

Grant Funding Available under Special Payments may include grants to the city for the Main Street Façade Improvement Program and/or Marketing the local area, primarily to the Jordan Cover work force but to others as well.

The Port is purchasing and will be operating an Ice Machine at Salmon Harbor to assist the local commercial fishing fleet. The cost of the machine and infrastructure, electrical and refrigerator van will come directly from the Capital Reserve Fund. Funds can be spend directly from a reserve fund and does not need to be transferred to the General Fund for expenditure. This project is anticipated to cost approximately \$140,000.

BUDGET MESSAGE

Fiscal Year 2016-2017

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

The Port of Umpqua budget for Fiscal Year 2016-2017, 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 2016-2017 budget based on the following

➤ **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. Transfers IN from other funds From Reserve Funds, none budget this year

OTHER RESOURCES

6. Industrial Park lease: Lease income from Tyree Oil this increases annually with the CPI
7. Lease/Rent income Business Center At this time, our business center is not fully occupied. Marketron is paying \$140 mo, for one office USWCD \$660 mo.
8. Lease/Rent income N 4th Street Bauman & Sons purchased the Port building for \$119,000. After the payoff of the loan to Umpqua Bank, \$75,111.67 was deposited into the Operation Reserve Fund, carries over for two years.
9. Miscellaneous: Most revenue should be identified as other resources.
10. Poundage: Poundage is .03 for product coming across the commercial dock at Salmon Harbor.
11. Ice Machine Revenue Revenue from the ice machine I used the lowest revenue forecast from the feasibility study the Port had done by BST Associates.
12. Keycard/Hoist Receipts: Use of the hoist at the commercial fish dock at Salmon Harbor. \$20.00 per hour for hoist fees, staff fees increased to \$13.50 per hour
13. Annex Rental: Anticipated revenue from rental of the Port Annex a charge of \$75.00 per day for functions
14. Deposits: This is a deposit account. Revenue is accumulated if the cleaning fee for use of the Annex is not reimbursed.
15. Winchester Bay Lease: Monthly lease payment for Umpqua bait Win Bay @ \$10 per mo
16. Grant/Loans Master Plan Marketing IP Possible funding for International Paper Co property marketing, development, master planning.
17. Coos Bay Wagon Road funds: A pass through from Douglas County to Salmon Harbor.
18. Sale of Forest Products: Funds from the county if there is sale of Forest Products. This is uncertain and difficult to anticipate

- 19. Grants Possible grants received
- 20. Cooperative Community Marketing Project: this is a pass through for the Pioneer Group, a marketing firm local entities engaged to market the Reedsport/Winchester Bay/Gardiner areas to Jordan Cove union workers working on the LNG plant in North Bend
- 21. Total resources, except taxes to be levied: Total Revenue minus levied taxes
- 22. Taxes necessary to balance: Anticipated tax revenue from County Assessor's office
- 23. Taxes collected in year levied: N/A
- 24. **TOTAL RESOURCES:** Total Taxes and other revenue

- **GENERAL FUND**
- **ALLOCATED REQUIREMENTS**

PERSONAL SERVICES

- 1. Manager: Manager Salary
- 2. Administrative Assistant: Hourly wage not to exceed 30 hours per week
- 3. Dock Maintenance Assistant: Hourly wage not to exceed 80 hours per month. This has been increased in anticipation of additional staff for the ice machine.
- 4. Payroll Expenses: Employer portion of Payroll liability expenses, health insurance premiums and retirement compensation. The Port Board approved increasing staff retirement contribution to 9% of earnings.
- 5. **TOTAL PERSONAL SERVICES**
- 6. **Total FTE** 2.25

MATERIALS AND SERVICES

- 7. 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.
- 8. Professional Services: Engineering, Consultant, Professional service etc
- 9. Executive expenses, Travel, Training: Travel, lodging, training and conferences. SDAO conferences, other conference and seminars, ongoing education for Port staff and Commissioners
- 10. Audit: Annual audit, a contracted price
- 11. Office machine upgrades: Upgrade of office equipment as necessary
- 12. Office supplies: Port Office supplies.
- 13. Building supplies: Building and grounds supplies.
- 14. Dock maintenance: Ongoing maintenance of commercial docks; includes annual hoist inspections
- 15. Facilities Maintenance/Services: Building and Grounds scheduled and one-time maintenances and services.
- 16. Fork Lift Maintenance: Maintenance on the fork lift at Port Dock at Salmon Harbor
- 17. Ice Machine Maintenance: Maintenance on the new ice machine 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. Membership Dues and subscriptions: Annual membership dues and subscriptions
- 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:
- 28. Scholarships/Grants: Scholarship or grants to advance educational opportunities in business
- 29. School Assistance Officer Grant: The Port was not able to participate in this project, it does not fit within the purview of what Ports are authorized to do.
- 30. Real Property taxes liability: In the event that the Port must pay a portion of real property taxes on the Business Center office space
- 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**

CAPITAL OUTLAY

- 34. Master Plan International Paper Co Property Plan to facilitate the sale and development of the International Paper Co Property
- 35. Commercial Dock repair: Major repairs or maintenance to the docks
- 36. Capital Outlay:
- 37. **TOTAL CAPITAL OUTLAY**
- 38. **TOTAL ORGANIZATIONAL REQUIREMENTS**

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DEBT SERVICE:

- 1. Douglas County Ind. Dev. Board loan: Loan from DCIDB for infrastructure improvements to the industrial park site. This obligation was met in full in 2013.
- 2. 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.
- 3. 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.
- 4. Umpqua Bank Port building: Bank loan for the Port building. Original loan amount was \$93,500.00 at 5% interest. This building was sold to Bauman & Sons and the balance of the loan paid off two years ago.
- 5. **TOTAL DEBT SERVICE**

SPECIAL PAYMENTS

- 6. Coos Bay Wagon Road funds Pass through to Salmon Harbor
- 7. Grant Funding Available Requests for funding from others
- 8. Cooperative Community Marketing Project this is the expenditure part of the pass through for the Pioneer Group, a marketing firm local entities engaged to market the Reedsport/Winchester Bay/Gardiner areas to Jordan Cove union workers working on the LNG plant in North Bend
- 9. **TOTAL SPECIAL PAYMENTS**

INTERFUND TRANSFERS OUT

- 10. Maintenance Reserve Fund For possible dredging assistance to Salmon Harbor if necessary
- 11. Dock Reserve Fund None budgeted
- 12. Capital Reserve Fund None budgeted
- 13. Operation Reserve Fund None budgeted
- 14. **TOTAL INTERFUND TRANSFERS OUT**
- 15. **CONTINGENCY:** Unforeseen expenditures
- 16. **TOTAL Requirements Not Allocated**
- 17. **Total Requirements Allocated to an Organization**

- 20. **TOTAL GENERAL FUND REQUIRMENTS**