



Oregon International Port of Coos Bay Annual Budget FY 2021/2022



JOHN BURNS
Chief Executive Officer

Table of Contents

Introduction	03	Budget – General Fund: Resources	11
Budget Overview	04	Budget – General Fund: Requirements	13
General Fund	04	Budget – General Fund: Administration	14
Administration	05	Budget – General Fund: Charleston Operations	16
Charleston Operations	06	Budget – General Fund: Business Development/Ext. Affairs	18
Business Development/External Affairs	07	Budget – General Fund: Maritime/Port Operations	19
Maritime/Port Operations	08	Budget – General Fund: Port Development	20
Railroad Operations	09	Budget – General Fund: Railroad Operations	21
Special Projects Fund	10	Budget – General Fund: Dredge Operations	22
Reserve Fund	10	Budget – Special Project Fund	23
Dredge Fund	10	Budget – Reserve Fund	24
		Budget – Dredge Fund	25



INTRODUCTION

The purpose of the Oregon International Port of Coos Bay's (Port) budget message is to explain the budget document. 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 long-term financial goals. Following input from the Budget Committee, if necessary, Staff will further refine this document prior to presenting the budget to the Port Commission for adoption.

The Port's proposed budget for FY 2021/2022 focuses on improving and maintaining infrastructure to ensure longevity and to attract economic growth activities, facilitating business development, and enriching organizational structure through personnel training and enhanced policies and procedures. These strategic investments fulfill the Port's six Strategic Goal Initiatives and Strategic Planning Guiding Principles as outlined below:

Strategic Goals Initiatives:

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

Strategic Planning Guiding Principles as outlined in the Port's Strategic Business Plan:

- (1) Invest in marine and rail infrastructure to strengthen the regional multimodal transportation system.
- (2) Develop appropriate industrial and marine industrial properties around the Coos Bay harbor to diversify marine and rail commodity movements.
- (3) Expand commercial fishing and recreational tourism facilities in the village of Charleston.
- (4) Collaborate with the private and public sectors to maximize functionality of the Port's core business lines.
- (5) Promote responsible environmental stewardship by integrating environmental considerations into all strategic planning and business decision-making.

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.

If we have learned anything over the past budget cycle, it is that hard work can overcome hard times. We have all shared the common experience of the unknown and the lack of specific experience that was brought about by the COVID-19 pandemic. The Port was able to continue most operations relatively undisturbed by developing workarounds. New processes were learned and developed to maintain business operations even though there were inhibiting workplace rules. The can-do spirit Port Staff demonstrated this last year will play a major role in the ability to continue to grow all three lines of the Port's business.

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 2021/2022 anticipates total income of \$7.8 million and gross expenses of \$7.8 million, resulting in a projected net zero balance at year end.

Of the Port's General Fund, operating revenue (fee for services) represents approximately 61.7% and property taxes 27.1%, while various other taxes, grants, interest, and reimbursements make up the remaining 11.2% (other).

Departments within the General Fund include Administration, Business Development/External Affairs, Charleston Operations, Maritime/Port Operations, and Railroad Operations. Due to organizational restructuring, no revenues or expenses are budgeted within the Port Development Department.

Within each department, Personnel Services is impacted by a 13% increase in medical insurance, a 2% increase in PERS contributions, and a 65% increase in Worker's Comp Insurance. The budget also includes a proposed 1.6% cost of living increase for all Port employees. Staffing within each department is outlined in further detail below.



ADMINISTRATION

The mission of the Administration Department is to provide quality support to all departments and employees via administrative services (Finance & Accounting, Human Resources, Information Technology, Records Management, Office Management, and general Business Administration).

The strategic emphasis for the 2021/22 fiscal year in the Administration Department will be to focus on strengthening internal and loss controls through the creation and implementation of policies, processes, and procedures.

The Administration Department's goals for FY 2021/22 are:

1. Develop and implement a uniform structure to create processes and procedures, promoting consistency across departments.
2. Improve training and communication with staff on policies, processes, and procedures to strengthen internal and loss controls.
3. Strengthen and improve internal financial controls to protect the organization from fraud and abuse by updating processes and procedures and leveraging existing tools external to the organization.
4. Continue to improve customer account management to reduce the number of delinquent accounts and total amount overdue.
5. Continue to implement and maintain a successful records management program. This will include cataloging, consolidating, and organizing all archived files, and establishing data security and disaster recovery procedures.
6. Identify an Administrative office building that will accommodate the growth of the Port in a location that is predominantly located within the Port community.



The Port's Administration cost center contains income associated with property taxes (\$2.02 million), principal repayment (\$67,000), leases (\$189,000), interest earnings (\$32,000), and Coos County Urban Renewal Agency administrative support (\$12,000).

The primary expenses for the Administration Department include salary and benefits for 8.0 FTEs, as well as the overhead costs associated with the daily operations and proposed ownership of the Port's Administrative Office. Staff training and development, office supplies, IT supplies, IT/software subscriptions, and legal services are entirely budgeted within the Administration department's budget.

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

CHARLESTON OPERATIONS

The mission of the Charleston Operations Department is to develop, promote, and maintain an environment that allows the Charleston community to thrive economically across all lines of business and recreational activities. Infrastructure must be improved and maintained to provide the greatest benefit to both the public and Port tenants.

The primary strategic emphasis for Charleston Operations for the 2021/22 fiscal year will be to conduct improvements to current infrastructure. Continuing education relating to safety will also be a primary focus for success, ensuring staff receive required training to operate equipment safely and work at peak efficiency.

The Charleston Operations Department's goals for FY 2021/22 are:

1. Infrastructure improvements including priority dock repairs, replacement of the DWF dock head building, pile replacement throughout the inner basin, and replacement of power pedestals throughout the Marina Complex and RV Park.
2. Safety Education and Continuing Education/Certification to include providing CDL training to additional staff, crane and rigging training, boom truck operations, and basic hydraulics classes to aid in dredge operations. This will include enhanced training for all staff in forklift safety best practices, as well as Hazardous Materials training for staff expected to clean up spills or other unexpected handling of hazardous materials.
3. Further development of the dredge operations and maintenance program to include refining the annual maintenance program and operational cost forecasting. A focus will be on continuing education for maintenance staff to operate equipment efficiently, correctly and safely.

Capital Projects planned for FY 2021/22 include:

1. Piling Replacement. Replace piling throughout the Marina. (\$103,000)
2. Maintenance Shop Roof Replacement. This will protect the Port assets and State-owned dredge equipment stored within. (\$150,000)
3. Rebuild the DWF Dock Head Building. This will protect the electrical equipment stored within. (\$10,000)

The budget assumes rate increases for some Marina and Shipyard services effective July 1, 2021 and RV Park rates effective January 1, 2022. The proposed rate increases will be a 3% flat rate with the exception of ice, which will remain at its current price point.

Total staff included within the Charleston Marina budget include 9.0 FTEs, comprised of the Harbormaster and Maintenance 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, clearly communicate with staff and stakeholder groups through a variety of channels to promote the mission, vision, and activities of the Port, and effectively manage relationships with local, State and Federal elected officials and key stakeholders.

The strategic emphasis for fiscal year 2021/22 will be to maximize revenues through enhancing existing customer relationships and facilitating new business development and expansion activities. External Affairs works to capitalize on opportunities to expand the portfolio of the Coos Bay Harbor while laying the groundwork for future economic development opportunities.

The Business Development/External Affairs Department's goals for FY 2021/22 include the following specific actions planned and projected impacts:

1. Legislative Actions. Continue to work closely with State and Federal lobbyists to ensure Port priority projects stay at the forefront for key legislators.
2. Business Case Development. Continue research to identify total delivered costs for cargo utilizing the Port of Coos Bay in comparison to other West Coast Ports to build a value-added proposition and business case.
3. Create an action plan to address identified existing gaps and barriers to future development, then implement strategies to bridge these gaps and improve the competitive position of the Port in the global marketplace.
4. Development of customer relationships to include bi-annual meetings with existing rail shippers to discuss communications, customer service, and anticipated future growth opportunities. Retain existing customers and promote the success of future lease opportunities at the Charleston Marina Complex by analyzing the highest and best use of Port facilities and continued development of the tenant recruitment and selection process.
5. Improve lease management and increase overall lease revenue by establishing lease agreements in vacant Port owned facilities. Evaluate the Port's current property portfolio to identify properties that could be repurposed to generate additional revenue or to meet community or regional needs.
6. 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.

The expenses in the Business Development/External Affairs Department include materials and services, as well as 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 mission of the Maritime/Port Operations Department is to prepare for the future while supporting today's operations. Maritime/Port Operations strive to operate Port infrastructure and properties through effective communication and collaboration with stakeholders.

The 2021/22 fiscal year strategic emphasis will be to maintain alignment with the Port's Strategic goals and initiatives. These include the Channel Modification Project, Port asset and project management, future shipping opportunities, terminal development, pilot initiatives, safety and training programs, emergency response planning, and other Port operational functions.

The Maritime/Port Operations Department's goals for FY 2021/22 are:

1. Manage the Coos Bay 204(f) Channel Modification Project with an effective and efficient budget, an achievable yet aggressive schedule, and coordination with State and Federal regulatory agencies to ensure that necessary permits and authorizations are in place to complete the project. Develop, coordinate, and execute an effective public outreach plan for the project.
2. Identify and implement measures to improve safety and security for Port assets and staff. Oversee the development of Standard Operating Procedures (SOPs) and the Port Emergency Management Plan.
3. Conduct evaluations of Port properties and infrastructure within the bay including Port owned docks.
4. Support permitting for Port projects by reviewing and providing guidance and feedback for permit applications Port wide.
5. Serve on local and State committees and boards.
6. Provide Project Management support including construction management and contract administration.
7. Effectively manage Port assets and grants. Communicate with grantors, develop and submit reports, while implementing and enforcing grant requirements and conditions.



Revenues for the Maritime/Port Operations department are projected to be \$227,600, which are derived from building leases, property agreements, and grants. The department's expenses include salary and benefits for 9.0 FTEs: Director of Maritime Operations and Asset Management, Project Manager, Project Coordinator, five Charleston Marina Security Officers, and a proposed Terminal Manager; travel costs for department staff; maintenance costs of department managed buildings and properties; organizational wide safety and security supplies and expenses; project management expenses; and select permitting fees.

RAILROAD OPERATIONS

Operations of the Coos Bay Rail Line (CBRL) are budgeted within Coos Bay Rail Line, Inc.'s (a wholly owned non-profit subsidiary of the Oregon International Port of Coos Bay) annual budget. This budget is separately reviewed and approved by the CBRL Budget Committee and adopted by the CBRL Board of Directors.

The Coos Bay Rail Line supports the Port's economic development mission by providing local and regional businesses with safe, direct, efficient, and cost-effective 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 consistently improved and maintained infrastructure of the rail line.

The Railroad budget within the Port's General Fund allocates expenditures related to rehabilitating the rail line infrastructure and maintaining Port owned Rail assets.

Maintenance and Grant Projects planned for FY 2021/22 include:

1. Cross Tie Replacement,
2. Ballast and Track Surfacing Program,
3. Rail Joint Tightening Program,
4. Culvert and Drainage Repair,
5. Derailment Prevention, and
6. Bridge Replacement and Rehabilitation Program.

Projected revenues for the railroad include net freight revenues of \$1,208,000, and \$244,000 from railroad real estate agreements. The projected revenues also include \$491,500 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 \$720,000 total combined revenue from Federal 45G and State of Oregon tax credits. During the upcoming fiscal year, CBRL is projected to transport approximately 8,200 revenue rail cars on the line, for which it will retain approximately 75% of the revenue for its operating costs.

There are no personnel budgeted in the Port's railroad department.



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 \$37 million as major capital projects, the majority of which are funded by external sources [Oregon Department of Transportation, BUILD, and Special Public Works Fund (SPWF)] and a smaller portion (\$72,000) funded from the Reserve Fund. The Special Project Fund does not carry any fund balances.

Capital Projects Covered by Special Projects Fund		
Project	Allocated	Additional Funding Sources
Channel Modification Project	\$1.8 million	SPWF
Bridge Rehabilitation Project	\$13.3 million	BUILD & State of Oregon
Tie and Surfacing Project	\$6.0 million	PIDP & Port Funds
Port Administration Building	\$3.0 million	Unidentified Loan
Nondisclosed Project	\$12.5 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, asset Replacement Reserve, Dredge Reserve, Real Property Reserve and General Reserve. \$72,000 will be transferred from the Reserve Fund to the Special Projects Fund.

DREDGE FUND

The Dredge Fund was established in FY 2019/20 to segregate the dredge operations and maintenance from General Fund operations. Funds received from the Oregon State Fuel Tax are separate and utilized solely for repair and maintenance, and future capital needs of the dredge. The Port does not anticipate any dredging projects during the 2021/22 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 2021/22				
Actual		Adopted Budget This Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding FY18/19	First Preceding FY19/20							
			1	Net working capital (accrual basis)	300,000	300,000	300,000	1
			2	Previously levied taxes estimated to be received	50,000	50,000	50,000	2
			3	Property Taxes - Current Year	1,971,560	1,971,560	1,971,560	3
			4	Interest	31,834	31,834	31,834	4
			5	Transferred IN, from other funds	-	-	-	5
			6	OTHER RESOURCES				6
			7	Administration				7
			8	CCURA Administration Fee	12,000	12,000	12,000	8
			9	Other Income	-	-	-	9
			10	Misc Grants	-	-	-	10
			11	Building Leases	188,647	188,647	188,647	11
			12	Property Agreements	-	-	-	12
			13	Note Repayment	66,653	66,653	66,653	13
			14	Loans Received				14
			15	Insurance Reimbursement				15
			16	Charleston				16
			17	Building Leases	293,300	293,300	293,300	17
			18	Property Agreements	-	-	-	18
			19	Environmental Surcharge	25,000	25,000	25,000	19
			20	Utility Revenue	1,500	1,500	1,500	20
			21	Miscellaneous Revenue	48,000	48,000	48,000	21
			22	Lodging Tax	-	-	-	22
			23	Ice Sales	300,000	300,000	300,000	23
			24	Propane Sales	10,000	10,000	10,000	24
			25	MAP grant	5,175	5,175	5,175	25
			26	Safety Grant	-	-	-	26
			27	Other Grants	-	-	-	27
			28	Annual Moorage	486,094	486,094	486,094	28
			29	Monthly Moorage	188,467	188,467	188,467	29
			30	Transient Moorage	89,857	89,857	89,857	30
			31	Launch Ramp	1,500	1,500	1,500	31
			32	Storage Unit	182,310	182,310	182,310	32
			33	Storage Yard	40,000	40,000	40,000	33
			34	Storage Long Term (SY)	92,700	92,700	92,700	34
			35	Storage Short Term (SY)	38,625	38,625	38,625	35
			36	Work Dock	65,000	65,000	65,000	36
			37	Boat Wash	1,000	1,000	1,000	37
			38	Space Rents	311,000	311,000	311,000	38
			39	Cable TV & Internet	-	-	-	39
			40	Boat Lifts	60,000	60,000	60,000	40
			41	Insurance Claim				41
			42	Loans Received				42
			43	Bad Debt Expense	(30,000)	(30,000)	(30,000)	43

RESOURCES

General Fund

(Fund)

Oregon International Port of Coos Bay

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021/22					
Actual		Adopted Budget This Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding FY18/19	First Preceding FY19/20								
44			44	External Affairs			44		
45	-	25	400	45	Miscellaneous Income	400	400	400	45
46	1,074	490	-	46	Merchandise	-	-	-	46
47	50,000	-	-	47	Grant	-	-	-	47
48				48	Port Operations			48	
49	108,945	113,194	111,731	49	Building Leases	123,940	123,940	123,940	49
50	79,717	106,114	133,195	50	Property Agreements	95,700	95,700	95,700	50
51	542,430	326,450	-	51	Project Management Fees	-	-	-	51
52				52	Other Grants	-	-	-	52
53	-	-	-	53	Insurance Claim	-	-	-	53
54	17,000	21,450	-	54	Other	-	-	-	54
55				55	Port Development			55	
56	-	-	-	56	Leases & Agreements	-	-	-	56
57	-	-	-	57	Coos County Urban Renewal Agency	-	-	-	57
58	-	1,403	-	58	Other	-	-	-	58
59	109,328	965	-	59	Grants	-	-	-	59
60				60	Railroad Operations			60	
61	3,427,659	254,644	278,775	61	Operations Revenue (Current Year - Net)	422,034	422,034	422,034	61
62	-	634,200	783,965	62	Tax Credits	720,000	720,000	720,000	62
63	278,176	7,206	4,000	63	Miscellaneous	491,495	491,495	491,495	63
64	245,175	226,572	248,100	64	Property Agreements	244,000	244,000	244,000	64
65	404,584	296,152	349,535	65	Rail Surcharge	491,495	491,495	491,495	65
66	-	-	-	66	Grants	-	-	-	66
67	-	-	-	67	Green Hill Fees (Matches to Debt)	-	-	-	67
68	148,750	(5,474)	-	68	Insurance Claim	-	-	-	68
69	(490,503)	(383,000)	-	69	Bad Debt Expense	-	-	-	69
70				70	Dredge Operations			70	
71	42,388	-	-	71	Mobilization/Demobilization	-	-	-	71
72	28,206	-	-	72	Dredge Services	-	-	-	72
73				73	Grants	-	-	-	73
74	131,798	-	-	74	Other	-	-	-	74
75	25,668	-	-	75	Insurance Reimbursement	-	-	-	75
76	(23,748)	-	-	76	Bad Debt Expense	-	-	-	76
77	8,811,384	4,092,536	5,136,826	77	Total resources, except taxes to be levied	5,397,726	5,397,726	5,397,726	77
78			1,857,640	78	Taxes estimated to be received	2,021,560	2,021,560	2,021,560	78
79	1,766,184	1,818,940		79	Taxes collected in year levied				79
80	10,577,569	5,911,476	6,994,465	80	TOTAL RESOURCES	7,419,286	7,419,286	7,419,286	80

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)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2021/22			
	Actual		Adopted Budget This Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding FY18/19	First Preceding FY19/20						
1				1 DEBT SERVICE				1
2	399,074	408,239	820,636	2 Principal	864,116	864,116	864,116	2
3	437,167	422,656	693,172	3 Interest	469,824	469,824	469,824	3
4	836,241	830,895	1,513,808	4 TOTAL DEBT SERVICE	1,333,940	1,333,940	1,333,940	4
5				5 SPECIAL PAYMENTS				5
6	980,500	-	-	6 Special Payments	-	-	-	6
7	980,500	-	-	7 TOTAL SPECIAL PAYMENTS	-	-	-	7
8				8 INTERFUND TRANSFERS				8
9	-	1,398,000	-	9 Transfer To Other Funds	-	-	-	9
10	-	1,398,000	-	10 TOTAL INTERFUND TRANSFERS	-	-	-	10
11	1,816,741	2,228,895	1,513,808	11 Total Requirements NOT ALLOCATED	1,333,940	1,333,940	1,333,940	11
12	8,915,058	6,412,153	5,480,655	12 Total Requirements for ALL Org.Units/Progams within fund	6,374,832	6,374,832	6,374,832	12
13			0.00	13 Reserved for future expenditure	(289,486)	-	-	13
14				14 Ending balance (prior years)				14
15				15 UNAPPROPRIATED ENDING FUND BALANCE	(289,486)	-	-	15
16	10,731,799	8,641,048	6,994,463	16 TOTAL REQUIREMENTS	7,129,800	7,708,772	7,708,772	16

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

1	Historical Data			1	REQUIREMENTS FOR: ADMINISTRATION	Budget For Next Year 2021/22			1
	Actual		Adopted Budget This Year FY20/21			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding FY18/19	First Preceding FY19/20							
					PERSONNEL SERVICES				
2	557,447	550,243	723,353	2	Salaries	701,906	701,906	701,906	2
3	649	121	489	3	Overtime & Relief	-	-	-	3
4	38,285	36,665	48,830	4	FICA - Payroll Taxes	49,677	49,677	49,677	4
5	101,543	133,487	176,410	5	Retirement Benefits	186,672	186,672	186,672	5
6	59,716	51,662	102,686	6	Health Insurance	103,428	103,428	103,428	6
7	373	1,018	1,448	7	Workers' Compensation Insurance	2,411	2,411	2,411	7
8	7,322	6,577	9,080	8	Unemployment Insurance	9,740	9,740	9,740	8
9	3,118	4,038	5,057	9	Term Life & Long Term Disability Insurance	5,514	5,514	5,514	9
10	-	-	16,966	10	Merit	20,000	20,000	20,000	10
11	-	-	-	11	Allocations	(1,642)	(1,642)	(1,642)	11
12	\$ 768,452	\$ 783,810	\$ 1,084,319	12	TOTAL PERSONNEL SERVICES	\$ 1,077,706	\$ 1,077,706	\$ 1,077,706	12
13	6.00	7.00	8.00	13	Total Full-Time Equivalent (FTE)	8.00	8.00	8.00	13
					MATERIALS AND SERVICES				
15	2,319	9,723	3,860	15	Staff Training & Development	9,910	9,910	9,910	15
16	8,403	7,917	7,450	16	Staff Travel	6,800	6,800	6,800	16
17	16,448	10,258	13,256	17	Office Supplies	12,740	12,740	12,740	17
18	4,447	5,531	8,000	18	IT Supplies	7,000	7,000	7,000	18
19	3,184	3,742	5,200	19	Postage & Courier Services	4,000	4,000	4,000	19
20	110	-	-	20	Marketing & Sales Expense	-	-	-	20
21	-	-	-	21	Memberships	-	-	-	21
22	-	-	-	22	Subscriptions	-	-	-	22
23	83,847	93,721	97,100	23	Office Lease	-	-	-	23
24	2,518	2,046	2,140	24	Office Equipment Lease	2,140	2,140	2,140	24
25	98,071	115,861	132,220	25	IT Software Subscription/Licenses	133,980	133,980	133,980	25
26	-	5,818	2,500	26	Commission Expense	1,500	1,500	1,500	26
27	14,093	12,507	14,760	27	Telephone	12,540	12,540	12,540	27
28	8,225	7,294	7,300	28	Internet	7,420	7,420	7,420	28
29	546	598	600	29	Cable	-	-	-	29
30	6,188	6,542	7,500	30	Electricity	-	-	-	30
31	-	-	-	31	Water/Sewer	-	-	-	31
32	-	-	-	32	Garbage	3,200	3,200	3,200	32
33	-	-	34,800	33	Temporary/Contract Help	-	-	-	33
34	5,080	5,802	5,820	34	Janitorial Services	17,500	17,500	17,500	34
35	8,453	8,156	10,400	35	Payroll Services	9,500	9,500	9,500	35
36	1,750	387	2,000	36	Legal Advertising	2,000	2,000	2,000	36
37	104,071	761,698	150,000	37	Legal Services	150,000	150,000	150,000	37
38	63,825	45,900	55,000	38	Auditing	58,000	58,000	58,000	38
39	110	353	1,000	39	Consulting Services	1,100	1,100	1,100	39
40	4,860	133	2,500	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: ADMINISTRATION	Budget For Next Year 2021/22			
	Actual		Adopted Budget This Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding FY18/19	First Preceding FY19/20						
41	2,160	2,640	3,750	41 Awards & Recognition	3,400	3,400	3,400	41
42	17,084	19,484	20,790	42 Insurance	29,436	29,436	29,436	42
43	-	2,211	-	43 Vehicle Lease	-	-	-	43
44	-	732	3,000	44 Fuel	1,000	1,000	1,000	44
45	190	-	-	45 Clothing	425	425	425	45
46	4,313	3,372	4,500	46 Office Equipment Repairs & Maintenance	4,500	4,500	4,500	46
47	1,366	330	1,500	47 Repair & Maintenance - Buildings	40,000	40,000	40,000	47
48	-	347	500	48 Repair & Maintenance - Vehicles	325	325	325	48
49	24,657	23,206	30,600	49 Miscellaneous Merchant & Banking Fees	30,500	30,500	30,500	49
50	-	-	-	50 Insurance Claims	-	-	-	50
51	-	-	100,000	51 Contingency	290,025	290,025	290,025	51
52	-	314	-	52 Grant Expenses				52
53	\$ 486,319	\$ 1,156,624	\$ 728,046	53 TOTAL MATERIALS AND SERVICES	\$ 841,441	\$ 841,441	\$ 841,441	53
54				54 CAPITAL OUTLAY				54
55	-	-	-	55 Capital Outlays				55
56	\$ -	\$ -	\$ -	56 TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	56
57	\$ 1,254,771	\$ 1,940,433	\$ 1,812,365	57 Administration Total	\$ 1,919,148	\$ 1,919,148	\$ 1,919,148	57

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

Historical Data				REQUIREMENTS FOR: CHARLESTON	Budget For Next Year 2021/22				
Actual		Adopted Budget This Year FY20/21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding FY18/19	First Preceding FY19/20								
1			1	PERSONNEL SERVICES			1		
2	712,678	659,960	559,670	2	Salaries	472,163	472,163	472,163	2
3	22,022	11,017	21,116	3	Overtime & Relief	21,001	21,001	21,001	3
4	53,941	48,629	44,430	4	FICA - Payroll Taxes	37,727	37,727	37,727	4
5	152,545	163,346	149,687	5	Retirement Benefits	134,307	134,307	134,307	5
6	178,330	190,328	194,529	6	Health Insurance	147,878	147,878	147,878	6
7	21,858	24,467	21,206	7	Workers' Compensation Insurance	27,788	27,788	27,788	7
8	15,649	14,417	12,074	8	Unemployment Insurance	10,288	10,288	10,288	8
9	5,539	6,340	4,958	9	Term Life & Long Term Disability Insurance	4,230	4,230	4,230	9
10	-	-	-	10	Allocations	(33,501)	(33,501)	(33,501)	10
11	\$ 1,162,561	\$ 1,118,505	\$ 1,007,670	11	TOTAL PERSONNEL SERVICES	\$ 821,881	\$ 821,881	\$ 821,881	11
12	14.00	18.00	13.00	12	Total Full-Time Equivalent (FTE)	9.00	9.00	9.00	12
13				13	MATERIALS AND SERVICES			13	
14	3,195	-	-	14	Staff Training & Development	-	-	-	14
15	1,271	778	3,500	15	Staff Travel	2,050	2,050	2,050	15
16	3,412	2,033	2,500	16	Office Supplies	3,000	3,000	3,000	16
17	20	-	-	17	IT Supplies	-	-	-	17
18	47	639	1,000	18	Postage & Courier Services	1,000	1,000	1,000	18
35	-	-	-	35	Marketing & Sales	-	-	-	35
19	-	-	-	19	Membership & dues	-	-	-	19
20	-	-	-	20	Office Equipment & Lease	-	-	-	20
21	8,900	8,639	12,270	21	Telephone	8,760	8,760	8,760	21
22	26,297	22,930	23,155	22	Internet/Cable TV	28,233	28,233	28,233	22
23	255,644	210,952	250,000	23	Electricity	250,000	250,000	250,000	23
24	1,131	748	1,500	24	Laundry (propane)	1,500	1,500	1,500	24
25	70,893	80,541	75,000	25	Water/Sewer	75,000	75,000	75,000	25
26	72,866	69,462	74,000	26	Garbage Sanitation/Hazardous Material	74,000	74,000	74,000	26
27	11,378	2,160	15,000	27	Derelict Vessel Disposal	15,000	15,000	15,000	27
28	9,162	2,601	5,000	28	Environmental Mitigation/Monitoring	3,000	3,000	3,000	28
29	73,900	88,557	36,000	29	Temporary/Contract Help	35,000	35,000	35,000	29
30	560	281	1,500	30	Vending Machine Services	1,500	1,500	1,500	30
31	406	892	1,300	31	Legal Advertising	1,300	1,300	1,300	31
32	-	-	-	32	Legal Services	-	-	-	32
33	5,218	4,085	6,500	33	Consulting Services/Contract Services	6,980	6,980	6,980	33
34	76,966	88,574	90,049	34	Insurance	94,900	94,900	94,900	34
36	8,908	5,506	6,000	36	Small Equipment & Tools	6,000	6,000	6,000	36
37	7,022	4,826	10,000	37	Safety/Hazard Materials	-	-	-	37
38	833	274	750	38	Signage	750	750	750	38
39	1,901	2,984	5,000	39	Clothing	5,100	5,100	5,100	39
40	11,553	12,143	13,160	40	Janitorial	13,160	13,160	13,160	40
41	8,417	12,480	25,000	41	Operational Supplies	120,000	120,000	120,000	41

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

Historical Data				REQUIREMENTS FOR: CHARLESTON	Budget For Next Year 2021/22				
Actual		Adopted Budget This Year FY20/21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding FY18/19	First Preceding FY19/20								
42	36	2,815	4,000	42	Equipment Rental	10,000	10,000	10,000	42
43	-	-	-	43	Vehicle Lease	-	-	-	43
44	16,187	9,306	13,500	44	Fuel	15,000	15,000	15,000	44
45	6,296	5,192	6,500	45	Propane (retail)	5,000	5,000	5,000	45
46	180	-	180	46	Retail Items	-	-	-	46
47	72,752	48,406	75,000	47	Repairs & Maintenance - Equipment	75,000	75,000	75,000	47
48	2,982	8,884	8,000	48	Repairs & Maintenance - Vehicles/Boats	20,332	20,332	20,332	48
49	28,343	10,731	45,000	49	Repairs & Maintenance - Buildings	44,888	44,888	44,888	49
50	2,407	3,386	5,000	50	Repairs & Maintenance - Land Improvements	3,000	3,000	3,000	50
51	20,678	30,176	50,000	51	Repairs & Maintenance - Docks	50,000	50,000	50,000	51
52	114,926	67,991	90,000	52	Marina Dredging	-	-	-	52
53	34,198	37,359	35,000	53	Waterway leases/Permits	40,700	40,700	40,700	53
54	8,166	82,193	10,000	54	Other Expenses	10,000	10,000	10,000	54
55	-	-	-	55	Contingency				55
56	\$ 967,053	\$ 928,521	\$ 1,000,364	56	TOTAL MATERIALS AND SERVICES	\$ 1,020,153	\$ 1,020,153	\$ 1,020,153	56
57				57	CAPITAL OUTLAY				57
58	2	-	-	58	Capital Outlay	-	-	-	58
59	9,272	168	65,000	59	Capital Outlay - Buildings	160,000	160,000	160,000	59
60	410,434	14,352	-	60	Capital Outlay - Dock	103,000	103,000	103,000	60
61	-	-	-	61	Capital Outlay - Land Improvements	-	-	-	61
62	-	127,408	27,000	62	Capital Outlay - Machinery & Equipment	-	-	-	62
63	8,001	26,454	-	63	Capital Outlay - Mobile Equipment	-	-	-	63
64				64					64
65	\$ 427,708	\$ 168,381	\$ 92,000	65	TOTAL CAPITAL OUTLAY	\$ 263,000	\$ 263,000	\$ 263,000	65
66	\$ 2,557,323	\$ 2,215,408	\$ 2,100,034	66	Charleston Total	\$ 2,105,034	\$ 2,105,034	\$ 2,105,034	66

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

(name of fund)

FORM

LB-30

Historical Data				REQUIREMENTS FOR: BUSINESS DEVELOPMENT / EXTERNAL AFFAIRS	Budget For Next Year 2021/22				
Actual		Adopted Budget	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding FY18/19	First Preceding FY19/20	This Year FY20/21							
1				1	PERSONNEL SERVICES			1	
2	232,099	240,695	88,820	2	Salaries	94,576	94,576	94,576	2
3	109	109	-	3	Overtime & Relief	-	-	-	3
4	18,187	18,253	6,795	4	FICA - Payroll Taxes	7,235	7,235	7,235	4
5	48,265	48,265	21,660	5	Retirement Benefits	24,903	24,903	24,903	5
6	27,930	27,930	14,589	6	Health Insurance	15,793	15,793	15,793	6
7	273	273	204	7	Workers' Compensation Insurance	392	392	392	7
8	3,390	3,325	1,095	8	Unemployment Insurance	1,226	1,226	1,226	8
9	1,784	1,784	637	9	Term Life & Long Term Disability Insurance	712	712	712	9
10	\$ 332,038	\$ 340,633	\$ 133,800	10	TOTAL PERSONNEL SERVICES	\$ 144,837	\$ 144,837	\$ 144,837	10
11	3.00	3.00	1.00	11	Total Full-Time Equivalent (FTE)	1.00	1.00	1.00	11
12				12	MATERIALS AND SERVICES			12	
13	5,500	-	-	13	Staff Training & Development	-	-	-	13
14	14,073	7,005	3,475	14	Staff Travel	4,459	4,459	4,459	14
15	-	-	-	15	Retail Items	-	-	-	15
16	6,240	4,779	4,750	16	Marketing Supplies	4,750	4,750	4,750	16
17	-	-	-	17	I. T. Supplies/Software Subscriptions	-	-	-	17
18	28,508	31,347	27,622	18	Membership & Subscriptions	28,700	28,700	28,700	18
19	-	-	-	19	Promotional & Marketing	-	-	-	19
20	-	-	-	20	Commercial Marketing	-	-	-	20
21	21,978	17,183	22,300	21	Advertising	16,495	16,495	16,495	21
22	10,424	2,661	-	22	Cargo Recruitment & Dev	-	-	-	22
23	74,933	48	1,440	23	Professional Services	12,740	12,740	12,740	23
24	-	-	-	24	Insurance	-	-	-	24
25	742	205	500	25	Office Supplies / Miscellaneous	500	500	500	25
26	-	-	-	26	Recognition / Achievement	-	-	-	26
27	-	-	-	27	Legal Services	-	-	-	27
28	79,041	84,394	80,400	28	Legislative Support	86,000	86,000	86,000	28
29	16,400	15,007	4,650	29	Community Affairs	5,450	5,450	5,450	29
30	-	-	-	30	Contingency				30
31				31					31
32	\$ 257,839	\$ 162,631	\$ 145,137	32	TOTAL MATERIALS AND SERVICES	\$ 159,094	\$ 159,094	\$ 159,094	32
33				33	CAPITAL OUTLAY			33	
34			-	34					34
35				35					35
36				36					36
37	-	-	-	37	TOTAL CAPITAL OUTLAY	-	-	-	37
38	\$ 589,876	\$ 503,264	\$ 278,937	38	External Affairs/Business Development Total	\$ 303,931	\$ 303,931	\$ 303,931	38

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

1	Historical Data			REQUIREMENTS FOR: PORT OPERATIONS	Budget For Next Year 2021/22			1	
	Actual		Adopted Budget This Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding FY18/19	First Preceding FY19/20							
1				1	PERSONNEL SERVICES			1	
2	166,550	134,174	103,711	2	Salaries	517,216	517,216	517,216	2
3	-	-	-	3	Overtime & Relief	2,021	2,021	2,021	3
4	13,191	10,264	7,934	4	FICA - Payroll Taxes	39,722	39,722	39,722	4
5	30,671	33,710	25,291	5	Retirement Benefits	136,764	136,764	136,764	5
6	1,529	5,628	1,644	6	Health Insurance	112,255	112,255	112,255	6
7	291	497	239	7	Workers' Compensation Insurance	18,088	18,088	18,088	7
8	2,806	1,244	1,095	8	Unemployment Insurance	10,014	10,014	10,014	8
9	1,216	980	721	9	Term Life & Long Term Disability Insurance	4,435	4,435	4,435	9
10	-	-	-	10	Allocations				10
11	\$ 216,254	\$ 186,499	\$ 140,635	11	TOTAL PERSONNEL SERVICES	\$ 840,515	\$ 840,515	\$ 840,515	11
12	2.00	2.00	1.00	12	Total Full-Time Equivalent (FTE)	9.00	9.00	9.00	12
13				13	MATERIALS AND SERVICES			13	
14	3,855	-	-	14	Staff Training & Development	-	-	-	14
15	25,448	8,981	5,250	15	Staff Travel	3,350	3,350	3,350	15
16	100	3,256	9,100	16	Operational / Safety Supplies	22,250	22,250	22,250	16
17	2,403	3,137	4,200	17	Utilities & Environmental Mitigation	4,300	4,300	4,300	17
18	94	-	-	18	Telephone		-	-	18
19	-	-	-	19	Contract Labor	6,000	6,000	6,000	19
20	-	-	-	20	Legal Advertising	1,500	1,500	1,500	20
21	1,885	1,694	2,000	21	Consulting Services/Contracted Services	127,000	127,000	127,000	21
22	8,387	9,124	10,174	22	Insurance	10,054	10,054	10,054	22
23	-	-	250	23	Clothing	1,150	1,150	1,150	23
24	185	125	5,000	24	Repairs & Maintenance - Buildings	-	-	-	24
25	9,111	-	8,500	25	Repairs & Maintenance - Land	2,500	2,500	2,500	25
26	6,882	210	2,500	26	Repairs & Maintenance - Docks	-	-	-	26
27	-	-	-	27	Repairs & Maintenance - Vehicles	-	-	-	27
28	3,171	2,131	2,500	28	Waterway Leases	-	-	-	28
29	1,086	1,037	1,000	29	Permits	1,000	1,000	1,000	29
30	-	-	-	30	Vehicle Lease	-	-	-	30
31	100	88	-	31	Fuel	-	-	-	31
32	2	-	-	32	Property Tax Expense		-	-	32
33	-	-	-	33	Banking Fees	10,000	10,000	10,000	33
34	\$ 62,708	\$ 29,785	\$ 50,474	34	TOTAL MATERIALS AND SERVICES	\$ 189,104	\$ 189,104	\$ 179,104	34
35				35	CAPITAL OUTLAY			35	
36				36	Capital Outlay - Mobile Equipment	-	-	-	36
37				37					37
38	\$ -	\$ -	\$ -	38	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	38
39	\$ 278,963	\$ 216,283	\$ 191,109	39	Port Ops Total	\$ 1,029,620	\$ 1,029,620	\$ 1,019,620	39

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

Historical Data				REQUIREMENTS FOR: PORT DEVELOPMENT	Budget For Next Year 2021/22				
Actual		Adopted Budget This Year FY20/21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding FY18/19	First Preceding FY19/20								
1				1	PERSONNEL SERVICES			1	
2	165,134	258,821	228,101	2	Salaries	-		2	
3	-	-	-	3	Overtime & Relief	-		3	
4	12,951	19,731	17,449	4	FICA - Payroll Taxes	-		4	
5	31,067	45,561	55,636	5	Retirement Benefits	-		5	
6	14,057	17,107	24,122	6	Health Insurance	-		6	
7	307	497	3,116	7	Workers' Compensation Insurance	-		7	
8	2,194	4,976	3,284	8	Unemployment Insurance	-		8	
9	1,083	1,531	1,698	9	Term Life & Long Term Disability Insurance	-		9	
10	\$ 226,793	\$ 348,224	\$ 333,406	10	TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	10
11	2.00	2.00	3.00	11	Total Full-Time Equivalent (FTE)	0.00	0.00		11
12				12	MATERIALS AND SERVICES			12	
13	1,542	-	-	13	Staff Training & Development	-		13	
14	1,683	3,894	1,753	14	Staff Travel	-		14	
15	-	-	-	15	I. T. Supplies	-		15	
16	-	-	2,000	16	Legal Services/Advertising	-		16	
17	94	-	-	17	Office Supplies & Misc	-		17	
18	-	750	-	18	Membership & Dues	-		18	
19	-	-	-	19	Insurance	-		19	
20	19,096	-	-	20	Professional Services	-		20	
21	1,295	330	1,275	21	Operating Supplies	-		21	
22	256	502	-	22	Fuel	-		22	
23	15,154	8,409	10,000	23	Banking Fees	-		23	
24	\$ 39,119	\$ 13,885	\$ 15,028	24	TOTAL MATERIALS AND SERVICES	\$ -	\$ -	\$ -	24
25				25	CAPITAL OUTLAY			25	
26				26				26	
27	\$ -	\$ -	\$ -	27	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	27
28	\$ 265,913	\$ 362,109	\$ 348,434	28	Port Development Total	\$ -	\$ -	\$ -	28

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General Fund

(name of fund)

1	Historical Data			REQUIREMENTS FOR: RAILROAD OPERATIONS	Budget For Next Year 2021/22			1
	Actual		Adopted Budget This Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding FY18/19	First Preceding FY19/20						
1				1 PERSONNEL SERVICES				1
2	96,744	99,825	-	2 Salaries	-			2
3	-	-	-	3 Overtime & Relief	-			3
4	7,309	7,333	-	4 FICA - Payroll Taxes	-			4
5	18,848	21,854	-	5 Retirement Benefits	-			5
6	19,080	16,165	-	6 Health Insurance	-			6
7	4,908	3,852	-	7 Workers' Compensation Insurance	-			7
8	1,280	1,113	-	8 Unemployment Insurance	-			8
9	629	633	-	9 Term Life & Long Term Disability Insurance	-			9
10	\$ 148,798	\$ 150,775	\$ -	10 TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	10
11	1.00	1.00	0.00	11 Total Full-Time Equivalent (FTE)	0.00	0.00		11
12				12 MATERIALS AND SERVICES				12
13	2,781	-	-	13 Staff Training & Development	-	-	-	13
14	6,093	3,009	1,000	14 Staff Travel	-	-	-	14
15	-	-	-	15 Membership & Dues	-	-	-	15
16	204,004	-	-	16 Legal Services	-	-	-	16
17	9,001	-	720	17 Office Supplies & Misc	-	-	-	17
18	589	-	-	18 I. T. Supplies	-	-	-	18
19	10,827	25,666	40,380	19 Insurance	-	-	-	19
20	26,760	92,454	55,000	20 Professional Services	105,000	105,000	105,000	20
21	47,955	9,599	175	21 Operational Supplies	-	-	-	21
22	-	-	-	22 Management Services	-	-	-	22
23	3,065,090	-	6,500	23 Rail Operations Service Fee	-	-	-	23
24	-	-	-	24 Vehicle Lease	-	-	-	24
25	2,318	60	-	25 Fuel	-	-	-	25
26	-	4,313	-	26 Hazardous Material Disposal	-	-	-	26
26	22	-	8,000	26 Signage	8,000	8,000	8,000	26
27	6,944	456	-	27 Repairs & Maintenance - Equipment	-	-	-	27
28	407	400,938	-	28 Repairs & Maintenance - Bridges	-	-	-	28
29	21,730	246,675	50,000	29 Repairs & Maintenance - Track & Tunnel	-	-	-	29
30	1,044	930	-	30 Repairs & maintenance - Vehicles	-	-	-	30
31	-	29,705	-	31 Repairs & maintenance - Locomotive	-	-	-	31
32				32 Repairs & Maintenance - Crossing Signals	4,100	4,100	4,100	32
33	116,936	6,177	-	33 Insurance Claims	-	-	-	33
34	\$ 3,522,502	\$ 819,983	\$ 161,775	34 TOTAL MATERIALS AND SERVICES	\$ 117,100	\$ 117,100	\$ 117,100	34
35				35 CAPITAL OUTLAY				35
36	13,000	203,897	588,000	36 Capital Outlay	900,000	900,000		36
37				37				37
38				38				38
39				39				39
40				40				40
41				41				41
42	\$ 13,000	\$ 203,897	\$ 588,000	42 TOTAL CAPITAL OUTLAY	\$ 900,000	\$ 900,000	\$ -	42
43	\$ 3,684,300	\$ 1,174,655	\$ 749,775	43 Rail Ops Total	\$ 1,017,100	\$ 1,017,100	\$ 117,100	43

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

General

(name of fund)

Historical Data				REQUIREMENTS FOR: DREDGE OPERATIONS	Budget For Next Year 2021/22			
Actual		Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding FY18/19	First Preceding FY19/20	This Year FY20/21						
1				1	PERSONNEL SERVICES			1
2	40,691	-	-	2	-	-	-	2
3	7,836	-	-	3	-	-	-	3
4	3,606	-	-	4	-	-	-	4
5	10,149	-	-	5	-	-	-	5
6	7,125	-	-	6	-	-	-	6
7	-	-	-	7	-	-	-	7
8	1,131	-	-	8	-	-	-	8
9	365	-	-	9	-	-	-	9
10		-	-	10	-	-	-	10
11	\$ 70,903	\$ -	\$ -	11	\$ -	\$ -	\$ -	11
12	0.00	0.00	0.00	12	0.00	0.00	0.00	12
13				13	MATERIALS AND SERVICES			13
13		-	-	13	-	-	-	13
14	278	-	-	14	-	-	-	14
15	650	-	-	15	-	-	-	15
16		-	-	16	-	-	-	16
17		-	-	17	-	-	-	17
18		-	-	18	-	-	-	18
19	14,355	-	-	19	-	-	-	19
20	36,803	-	-	20	-	-	-	20
21	104,102	-	-	21	-	-	-	21
22	50,169	-	-	22	-	-	-	22
23	6,653	-	-	23	-	-	-	23
24		-	-	24	-	-	-	24
25	\$ 213,009	\$ -	\$ -	25	\$ -	\$ -	\$ -	25
26	\$ 283,912	\$ -	\$ -	26	\$ -	\$ -	\$ -	26

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Special Projects Fund

(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021/22						
Actual		Adopted Budget Year FY20/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding FY18/19	First Preceding FY19/20									
1			1	RESOURCES			1			
2		-	2	Project Management Fees	-	-	-	2		
3	3,469,881	1,533,508	3	Channel Modification Project	-	-	-	3		
4			4	Charleston Project Loans	-	-	-	4		
5	9,664,129	3,730,669	5	ODOT Railroad Projects Grant	3,331,059	3,331,059	3,331,059	5		
6	1,464,046	435,949	6	ConnectOregon V (Rail)	-	-	-	6		
7	1,792,865	4,479,015	7	FastLane Grant	-	-	-	7		
8	-	-	8	Build Grant	9,993,182	9,993,182	9,993,182	8		
9	1,792,865	4,479,015	9	PIDP Grant	5,928,000	5,928,000	5,928,000	9		
10	-	-	10	Other Grants	9,515,000	9,515,000	9,515,000	10		
11			11	FastLane Match Loan	-	-	-	11		
12	394,705	2,424,641	12	Loans Received	7,800,000	7,800,000	7,800,000	12		
13	-	1,968,537	13	Insurance Reimbursement	-	-	-	13		
14	-	-	14	Transfers from Other funds	72,000	72,000	72,000	14		
15	\$ 18,578,491.25	\$ 19,051,332.95	15		\$ 36,639,241.00	\$ 36,639,241.00	\$ 36,639,241	15		
16			16			-	-	16		
17			17				-	17		
18	18,578,491	19,051,333	18	TOTAL RESOURCES			36,639,241	36,639,241	36,639,241	18
19			19	REQUIREMENTS **					19	
20		-	20	Department	Object Classification	Detail			20	
21	650	147,101	21	Charleston Ops	Materials & Service	Professional Services	-	-	-	21
22	10,416	123,402	22	Port Dev	Materials & Service	Professional Services	-	-	-	22
23	3,469,965	1,839,534	23	Port Ops	Materials & Service	Professional Services	15,000	15,000	15,000	23
24	6,939,930	3,679,068	24	Port Ops	Materials & Service	Channel Mod Project	1,800,000	1,800,000	1,800,000	24
24	-	-	24	Charleston Ops	Materials & Service	Insurance Reimb	-	-	-	24
25	-	-	25	Administration	Capital Outlay	Buildings	3,000,000	3,000,000	3,000,000	25
26	-	-	26	Charleston Ops	Capital Outlay	Other	-	-	-	26
27	-	12,353	27	Charleston Ops	Capital Outlay	Legal	-	-	-	27
28	-	1,484,036	28	Charleston Ops	Capital Outlay	Buildings	-	-	-	28
29	-	3,381,306	29	Charleston Ops	Capital Outlay	Docks	-	-	-	29
30	-	1,138,571	30	Charleston Ops	Capital Outlay	Machinery & Equipment	-	-	-	30
31	-	-	31	Charleston Ops	Capital Outlay	Land Improvements	-	-	-	31
32	-	-	32	Port Ops	Capital Outlay	Buildings	7,000,000	7,000,000	7,000,000	32
33	-	-	33	Port Ops	Capital Outlay	Docks	4,500,000	4,500,000	4,500,000	33
34	-	-	34	Port Ops	Capital Outlay	Machinery & Equipment	1,000,000	1,000,000	1,000,000	34
34	-	-	34	Rail	Capital Outlay	Other	-	-	-	34
35	3,411,978	9,136,623	35	Rail	Capital Outlay	Tunnels	-	-	-	35
36	7,601,752	50,274	36	Rail	Capital Outlay	Bridges	12,710,340	12,710,340	12,710,340	36
37	-	-	37	Rail	Capital Outlay	Track	6,000,000	6,000,000	6,000,000	37
38	2,290,601	711,102	38	Rail	Capital Outlay	Machinery & Equipment	-	-	-	38
39	17,513	-	39	Rail	Capital Outlay	Legal	-	-	-	39
40	1,059,004	475,430	40	Rail	Capital Outlay	Engineering	613,901	613,901	613,901	40
41	-	143	41	Rail	Capital Outlay	Permit & Environmental	-	-	-	41
42	-	-	42	Rail	Capital Outlay	Consulting Services	-	-	-	42
43	-	-	43		Transfer	Transfer to General Fund	-	-	-	43
44	(6,223,317.97)	(3,127,610.62)	44	Ending balance (prior years)						44
45			45	UNAPPROPRIATED ENDING FUND BALANCE			-	-	-	45
46	18,578,491.25	19,051,332.95	46	TOTAL REQUIREMENTS			36,639,241	36,639,241	36,639,241	46

RESERVE FUND RESOURCES AND REQUIREMENTS

Reserve Fund
(Fund)

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

1	Historical Data			2	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021/22			3
	Actual		Adopted Budget Year 2020/21			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018/19	First Preceding Year 2019/20							
				1	RESOURCES				
				2	Beginning Fund Balance:				2
		1,000,000		3	General Reserve Fund Balance	1,000,000	1,000,000	1,000,000	3
	1,811,280	1,811,282	969,646	4	Rail Reserve Fund	969,646	969,646	969,646	4
	27,895	60,000	-	5	Dredge Reserve fund	-	-	-	5
	107,698	245,556	140,000	6	Revenue Reserve Fund	140,000	140,000	140,000	6
				7					7
	-			8	Transfers From Other Funds				8
			-	9					9
			-	10					10
				11					11
		2,116,838		12					12
	1,946,873	2,116,838	2,109,646	13	TOTAL RESOURCES	2,109,646	2,109,646	2,109,646	13
				14	REQUIREMENTS **				14
				15	Department Object Classification Account				15
		638,682	846,575	16	Transfer out General Fund	-	-	-	16
	32,302	-	104,884	17	Transfer out Special Projects Fund	72,000	72,000	72,000	17
	72,105	5,413	-	18	Transfer out Dredge Fund	-	-	-	18
				19					19
				20					20
				21					21
				22					22
				23					23
				24					24
				25					25
				26					26
				27					27
				28					28
	1,842,466	1,472,743		29	Ending balance (prior years)				29
			1,158,187	30	UNAPPROPRIATED ENDING FUND BALANCE	2,037,646	2,037,646	2,037,646	30
	1,946,873	2,116,838	2,109,646	31	TOTAL REQUIREMENTS	2,109,646	2,109,646	2,109,646	31

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

FORM

LB-10

Dredge Fund

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

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021/22						
Actual		Adopted Budget Year FY20/21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body					
Second Preceding FY18/19	First Preceding FY19/20										
1			1	RESOURCES			1				
2	-	87,700	250,000	2	Oregon FuelTax Allocation	\$ 261,523	\$ 261,523	\$ 261,523	2		
3	-	108,263	-	3	Mobilization	\$ -	\$ -	\$ -	3		
4	-	105,669	75,000	4	Dredge Operations	\$ 128,043	\$ 128,043	\$ 128,043	4		
5	-	(26,541)	-	5	Bad Debt Expense				5		
6	-	586	-	6	Insurance Reimbursement				6		
7	-	-	-	7					7		
8	-	-	-	8					8		
9	-	-	-	9					9		
10	-	-	-	10					10		
11	-	22,482	-	11	Transfers from Other funds	\$ -			11		
12	\$ -	\$ 298,159.46	\$ 325,000.00	12		\$ 389,566	\$ 389,566	\$ 389,566	12		
13				13			-	-	13		
14				14					14		
15	-	298,159	325,000	15	TOTAL RESOURCES	389,566	389,566	389,566	15		
16				16	REQUIREMENTS **				16		
17				17	Department	Object Classification	Detail		17		
18	-	65,810	41,615	18	Dredge Ops	Personnel Services	Salaries	19,380	19,380	19,380	18
19	-	18,197	-	19	Dredge Ops	Personnel Services	Overtime & Relief	-	-	-	19
20	-	6,231	3,184	20	Dredge Ops	Personnel Services	FICA - Payroll Taxes	1,483	1,483	1,483	20
21	-	22,824	11,117	21	Dredge Ops	Personnel Services	Retirement Benefits	5,745	5,745	5,745	21
22	-	13,616	19,813	22	Dredge Ops	Personnel Services	Health Insurance	7,134	7,134	7,134	22
23	-	-	1,565	23	Dredge Ops	Personnel Services	Workers' Compensation Insurance	696	696	696	23
24	-	1,908	1,082	24	Dredge Ops	Personnel Services	Unemployment Insurance	543	543	543	24
25	-	444	375	25	Dredge Ops	Personnel Services	Term Life & Long Term Disability Insurance	163	163	163	25
26	-	-	5,000	26	Dredge Ops	Materials & Service	Training	5,000	5,000	5,000	26
27	-	7,794	2,000	27	Dredge Ops	Materials & Service	Travel	2,000	2,000	2,000	27
28	-	722	500	28	Dredge Ops	Materials & Service	Office Expenses	500	500	500	28
29	-	2,803	25,000	29	Dredge Ops	Materials & Service	Professional Services	25,000	25,000	25,000	29
30	-	5,068	50,000	30	Dredge Ops	Materials & Service	Operational Supplies	50,000	50,000	50,000	30
31	-	40,613	80,000	31	Dredge Ops	Materials & Service	Repair & Maintenance	80,000	80,000	80,000	31
32	-	52,935	54,400	32	Dredge Ops	Materials & Service	Insurance	53,727	53,727	53,727	32
33	-	1,323	15,000	33	Dredge Ops	Materials & Service	Fuel	-	-	-	33
34	-	-	10,000	34	Dredge Ops	Materials & Service	Audit	10,000	10,000	10,000	34
35	-	65,578	4,221	35	Dredge Ops	Materials & Service	Other	-	-	-	35
36	-	836	-	36	Dredge Ops	Materials & Service	Insurance Claims				36
37				37							37
38	-	(8,541)		38	Ending balance (prior years)						38
39			128	39	UNAPPROPRIATED ENDING FUND BALANCE			128,195	128,195	128,195	39
40	-	298,159.46	325,000	40	TOTAL REQUIREMENTS			389,565	389,565	389,565	40