

PORT OF NEWPORT
BUDGET COMMITTEE MEETING
Monday, March 28, 2022, 6:00 p.m.

This will be a virtual meeting, which means you can attend by registering or you can view the live stream of this meeting on our website: <https://www.portofnewport.com/2022-03-28-commission-meetings-2022-march-28-2022-budget-committe>

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, March 28, 2022: <https://www.portofnewport.com/2022-03-28-commission-meetings-2022-march-28-2022-budget-committe>

I. Call to Order - *Presiding Commissioner*

II. Introductions - *Miranda*

III. Selection of Budget Committee Chair
(Will preside for the remainder of the meeting)

IV. Local Budgeting in Oregon.....Page 2

V. Budget Message - *Miranda*.....Page 19

VI. Review Proposed Budget - *Brown*.....Page 23

A. Department Overview

1. Administration (Brown/Miranda)
2. South Beach (RV/Marina) (Brown)
3. Operations (Bretz)
 - a) South Beach
 - b) Commercial Marina
 - c) International Terminal
 - d) NOAA

VII. Major Projects Overview - *Miranda*.....Page 40

VIII. Concluding Comments

IX. Public Comment

X. Committee Comments

XI. Present the Motion to Recommend the Budget to the Port Commission for adoption, or hold follow up meeting as scheduled.

Recommended Motions:

MOTION to approve the budget for Fiscal Year 2022-2023 in the amount of \$26,435,481.

MOTION to approve property taxes for Fiscal Year 2022-2023 at the rate of .0609 per 1000 of Assessed Value for the Permanent Rate Tax Levy, and in the amount of \$855,000 for the General Obligation Bond Levy.

XII. Adjournment

Local Budgeting in Oregon



Local Budgeting in Oregon

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For additional copies, write to:

Publications
 Oregon Department of Revenue
 PO Box 14380
 Salem OR 97309-5075





Local Budgeting in Oregon is a supplement to the *Local Budgeting Manual* (150-504-420), hereafter called the *Manual*. This booklet will introduce you to the requirements of Oregon's Local Budget Law, but it is not a substitute for the *Manual*. Before you take any formal action in the budget process, consult the *Manual*.

First, the basics

What is the law?

Most local governments in Oregon, from the smallest cemetery district to the largest city, must prepare and adopt an annual or biennial budget. (The only exceptions are a few types of local governments specifically exempted.) Schools, counties, cities, ports, rural fire protection districts, water districts, urban renewal agencies, and special districts are all subject to the same budget provisions.

This is not unusual. Many states have specific laws which require units of local government to prepare and adopt annual operating budgets. Yet, Oregon's budgeting system is considered one of the most progressive in the nation. Why?

Look at Oregon's Local Budget Law. (You'll find it in Chapter 294 of the Oregon Revised Statutes.) The law does two important things:

1. It establishes standard procedures for preparing, presenting, and administering the budget.
2. It requires citizen involvement in the preparation of the budget and public disclosure of the budget before its formal adoption.

Many people rely on you, as an elected or appointed official, to see that the annual budget is prepared correctly. State officials check to see that the budget is prepared and administered according to law, and citizens in your district check to see that programs they want and need are adequately funded. This makes budgeting in Oregon a joint effort between the people affected by the budget and the appointed and elected officials responsible for providing the services.

To give the public ample opportunity to participate in the budgeting process, local budget law requires that a budget officer be appointed and a budget committee be formed. The budget officer draws together necessary information and prepares the first draft of the budget. The budget committee then reviews and revises the proposed budget before it is formally approved. Notices are published, budgets are made available for public re-

view, and at least two opportunities for public comment are provided. These requirements encourage public participation in the budget-making process and give public exposure to budgeted programs and fiscal policies before their adoption.

Naturally, citizen involvement varies from one community to the next. If the patrons in your district are active and involved, you may find citizens asking for information not specifically required under local budget law. It is up to your local government to prepare a budget that clearly outlines its fiscal policies and is satisfactory to the voters of the district. If you can make your budget clear and concise, you'll find that taxpayers have a better understanding of the purposes for which their tax dollars are spent. You may also find the citizen input informative and beneficial.

What is a budget?

A budget is a financial plan containing estimates of expenditures and revenues for a single fiscal year (July 1 through June 30).

Note: Local governments have the option of budgeting on a 24-month "biennial" budget period or by fiscal year. For the differences entailed in biennial budgeting, see page 8. Throughout this booklet, we refer to "fiscal year" but if a local government adopts a biennial budget, the period referred to is a 24-month period.

Besides outlining programs for the coming year, the budget controls the local government's spending authority. Since the budgeting process encourages citizen input, the budget is also a vehicle for obtaining public opinion about proposed programs and fiscal policies of your district.

The content and detail of each budget will vary substantially because of differences in the purpose, size, and complexity of local governments.

Who is on the budget committee?

The budget committee consists of the members of the local governing body (such as county commissioners or school board members) and an equal number of citizens at large. The citizens are appointed by the governing body and serve terms of three years. Terms are staggered so that about one-third of the appointed terms end each year.

Note: For most of the districts in Multnomah County, because the Tax Supervising and Conservation Commission (TSCC) holds the budget hearing, the governing body is the budget committee and there are no appointive members. These districts should consult with the TSCC about their processes. This publication addresses the budget committee process for all other districts in the state.



The budget cycle

The nine steps

Budgeting is not something you do once a year. It's a continuous operation, and it takes 12 months to complete a cycle. The budgeting process is actually in three parts: The budget is prepared, approved, and finally adopted. Your budget must be prepared far enough in advance so that it can be adopted before June 30. After adopting the budget, the governing body will make the necessary appropriations and certify the tax levy to the county assessor.

To simplify this rather complex process, we've divided budgeting into nine steps.

Preparing the budget

1. **Budget officer appointed.** Each local government must have a budget officer, either appointed by the governing body or designated in the local government's charter. The budget officer is under the supervision of either the executive officer or the governing body.
2. **Proposed budget prepared.** The budget officer is responsible for preparing or supervising the preparation of the proposed budget for presentation to the budget committee.

Approving the budget

3. **Budget officer publishes notice.** When the proposed budget and the budget message are ready, the budget officer publishes a "Notice of Budget Committee Meeting." If notice is only published in a newspaper of general circulation, it must be published at least twice, five to 30 days before the scheduled budget committee meeting date. The notice may be published once in a newspaper (five to 30 days prior to the scheduled budget committee meeting) as long as it is also published on the local government's website at least 10 days before the meeting. The newspaper notice must include the website address. If notice is hand delivered or mailed, only one notice is required not later than 10 days prior to the meeting.
4. **Budget committee meets.** At least one meeting must be held to 1) receive the budget message and budget document, and 2) hear the public. The budget officer provides a copy of the proposed budget to each member of the budget committee. The copies may be distributed any time before the advertised bud-

get committee meeting. It is also acceptable to wait and distribute the budget at the advertised meeting. When the budget is given to the budget committee, it becomes a public record and must be made available to the public.

The budget committee members cannot get together in person, by telephone, or email before the advertised meeting to discuss the budget. All budget discussions must be held at public meetings.

At the budget committee meeting, the budget message is delivered. The budget message explains the proposed budget and significant changes in the local government's financial position. At this meeting, the budget committee may provide members of the public the opportunity to ask questions about or comment on the budget. If public comment is not allowed at this meeting, the budget committee must provide the public with the opportunity at subsequent meetings.

After the initial meeting, if needed, the budget committee may meet as many times as needed to revise and approve the budget. If two or more meetings are held to take comment from the public, only the first meeting to do so must meet the publication requirements explained in step 3. Notice of additional meetings for this or any other purpose may be provided in the same time frame and manner as notices of meetings of the governing body. Notice of other meetings of the budget committee must be provided as required by Oregon public meeting law. All meetings are open to the public.

5. **Committee approves budget.** When the budget committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, the budget is approved. If the budget requires an ad valorem tax to be in balance, **the budget committee must approve an amount or rate of total ad valorem property taxes to be certified to the assessor.**

Advertising and holding hearings

6. **Budget summary and notice of budget hearing published.** After the budget is approved, a budget hearing must be held by the governing body. The budget officer must publish a summary of the budget approved by the budget committee and notice of budget hearing five to 30 days before the scheduled hearing. This information must either appear in a newspaper of general circulation, be mailed, or be hand delivered.

If no newspaper is published in your district and estimated expenditures for the ensuing year do not exceed \$100,000, you may provide the budget summary and notice of budget hearing by posting it in three conspicuous places within the district for at least 20 days prior to the date of the hearing.

See the *Manual* for details on publication requirements.

7. **Budget hearing held.** The budget hearing must be held by the governing body on the date specified on the public notices.

The purpose of the hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Adopting the budget

8. **Budget adopted, appropriations made, tax levy declared and categorized.** By law, the governing body may make changes in the approved budget before or after it is adopted, but no later than the beginning of the fiscal year to which the budget relates. However, without first publishing a revised budget summary and holding another budget hearing:

- Taxes may not be increased beyond the amount approved by the budget committee, and
- Estimated expenditures in a fund may not be increased by more than \$5,000 or 10 percent, whichever is greater.

After the budget hearing, and after considering relevant testimony, the governing body adopts the budget. **It should not be formally adopted until the latter part of June** so last-minute revisions to revenue or expenditure estimates can be incorporated.

The governing body must enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30. See the *Manual* for the format of the resolution or ordinance.

9. **Budget filed and levy certified.** The final step in the budget cycle is to certify any necessary property tax levy.

Districts levying a property tax must submit to the county assessor's office on or before July 15:

- Two copies of notice of levy and the categorization certification, and
- Two copies of the budget resolution or ordinance.

Each local district that does not levy a property tax must send a copy of the resolution adopting its budget and making appropriations to the Department of Revenue on or before July 15. All local districts send a copy of the complete budget to the county clerk on or before September 30. School districts also submit a copy of the budget to the county education service district office and to the Oregon Department of Education.



The budget document

All budgets must meet certain minimum requirements, outlined here. For specific examples consult the *Manual*.

Under local budget law the budget must follow a basic format. Expenditures generally are broken down first by fund, then by organizational unit or program, and then, more specifically, by object classification and object. Revenues are broken down by fund, at the least.

What is a fund?

A fund is a fiscal and accounting entity with self-balancing accounts set aside to carry on a specific activity or to meet certain objectives in accordance with a specific regulation. The requirements and resources of a fund must always balance. Every budget has at least one fund (commonly called the General Fund) which is used for everyday operation of the local government.

Depending on the size and complexity of your local government and the services it provides, your district may also have a number of special funds. The most common reason for establishing a special fund is to account for a revenue source whose use is limited to a particular kind of expenditure. Examples include: debt service funds, construction funds, reserve funds, street funds, water funds, and sewer funds.

What is an organizational unit?

Some funds are broken down to account for one or more organizational units or activities, which are merely subdivisions of a fund. An organizational unit might be a department, office, or division. What you call these units is up to your local government.

What is a program?

Budget requirements may be prepared by program. Programs are groups of activities to accomplish a major service or function. Schools use programs in budgeting.

Budget format

Your budget detail sheets for expenditures and revenues must show in parallel columns:

1. Actual expenditures and revenues for two years preceding the current year.
2. Budgeted requirements and revenues for the current year.

3. Estimated requirements and revenues for the coming fiscal year. Upcoming fiscal year estimates should be broken into three columns: proposed, approved, and adopted, showing estimated amounts as they are considered through each step of the budget process.

Information in each column must be itemized to show all estimated or incurred requirements and revenues.

Revenues

Budget revenues are divided into two types: ensuing year property tax and nonproperty tax revenues. Property taxes shown in your budget will not be the same as the property tax “levy” you submit to the assessor.

There are three reasons for this. First, not all taxpayers pay their taxes in the year billed. Second, discounts are given for timely property tax payments. Third, the Oregon Constitution sets a limit on the amount of taxes that can be collected from an individual property.

You must estimate the amount of taxes to be lost because of the “constitutional limits” and “discounts allowed and other uncollected amounts.”

The total of these amounts plus estimated taxes to be received cannot exceed your district’s taxing authority, which includes its rate limit, voter approved local option levies, and levies to repay bonded debt. This total is the amount of tax levy that is certified to the assessor.

The amount estimated as “loss due to constitutional limit” will vary from district to district. Late in October or early November each year, the tax collector sends the district a report on the amount of taxes that will actually be billed for the district. This is called the taxes imposed.

“Discounts allowed and other uncollected amounts” normally will represent only a small percentage of the property tax levy. Contact your county tax collector for help in determining this percentage.

You next need to calculate how much tax revenue can be raised using the district’s permanent rate limit.

$$\begin{array}{c} \text{Rate Limit} \\ \text{times} \\ \text{Estimated District Assessed Value} \\ \text{equals} \\ \text{Amount Raised By Rate Limit} \end{array}$$

This amount plus any local option taxes or bond levies, less the estimate of taxes to be lost, is the amount of tax revenue estimated to be received. If this amount is less than the amount needed for the budget, requirements must be reduced, other sources of revenue found, or additional taxing authority approved by voters.

Expenditures and requirements: by fund

Under the law, budget expenditures and other requirements must be itemized to show all estimated expenses. The estimates may be prepared either by program or organizational unit. Within any fund each expenditure must be detailed and identified, arranged by organizational unit if applicable, and put into one of these major object classifications:

- **Personnel services** includes all salaries, fringe benefits, and miscellaneous costs associated with salary expenditures.
- **Materials and services** includes contractual and other services (example: audit or legal services), materials, supplies, and other charges.
- **Capital outlay** includes acquisition of land, buildings, improvements, machinery, and equipment.

Some special expenditures and requirements do not fit logically into one of these three object classifications. These are put in special categories. The most common special categories are:

- **Debt service** includes repayment of principal and interest on bonds, interest-bearing warrants, and short term loans.
- **Transfers.** An amount to be given as a resource to another fund in the budget.
- **General operating contingencies.** A special amount set aside in the upcoming year for unforeseen expenses.
- **Unappropriated ending fund balance.** A special amount set aside in a budget for use as a resource in the beginning of the next fiscal year after it was budgeted.

Expenditures and requirements: program budgets

Program budgets are prepared differently. Estimates for each program must be arranged by activity and then put into separate object classifications, as already described.



Taxes and budgeting

Many local governments rely heavily on property taxes to finance services they offer. In some cases, services are paid for entirely by property taxes.

The amount and type of tax a local government may levy is limited by the Oregon Constitution and Oregon law. The constitution allows a local government to levy annually the amount that would be raised by its permanent rate limit without further authorization from the voters. Revenue from the permanent rate-limited levy can be used for any purpose.

When a local government has no permanent rate limit or when the rate limit does not provide enough revenue to meet estimated expenditures, the government may request a local option levy from the voters. These levies are in excess of the rate limit and require voter approval. Currently, ESDs cannot use the local option tax. Schools and community colleges can use the local option tax, but the amount they may request is limited.

A local option can be used for general purposes or a specific activity. The levy may be stated as a total dollar amount or rate to be levied uniformly for a period. If the levy is for an operating purpose, the period cannot exceed five years. If the levy is for a capital project, the period cannot exceed 10 years or the life of the capital asset, whichever is less.

A debt service levy is used only to pay principal and interest on bonds. The constitution does not require voters to approve this type of levy each year. That's because voter approval of a bond issue is considered approval of levies necessary to repay bond interest and principal.

By law, some local governments are limited on the total amount of tax they may levy. These limits are computed as a percentage of a local government's property value. For specific examples, consult the *Manual* or the Department of Revenue, Finance and Taxation Unit.

Tax levies not made according to law may be voided by an appeal to the Oregon Tax Court. Appeals can be made by the county assessor, county court, board of commissioners, Oregon Department of Revenue, Tax Supervising and Conservation Commission, or 10 or more interested taxpayers. An appeal must be submitted within 30 days after the local government certifies the tax levy to the county assessor.

In addition, since 1991, the Oregon Constitution has limited the amount of taxes that may be imposed on any property. For any property, the maximum amount of taxes to support the public school system is \$5 per \$1,000 of real market value. The maximum amount of taxes to support other government operations is \$10 per \$1,000 of real market value. Certain types of taxes may not be subject to the limit. See the *Manual* for further information.



Elections and budgeting

Many local governments find that available revenues, including revenue from levies made under the permanent rate limit, are not enough to finance proposed expenditures. In this case, there are two alternatives:

1. Lower the proposed expenditures to equal available revenues, or
2. Schedule a tax levy election to obtain voter approval to levy a local option tax.

All local governments that decide to schedule a levy election are limited to four election dates each year. The levy election must be on one of these dates.

See your county elections officer for more information. The county elections officer publishes election notices, sample ballots, and a list of polling places.

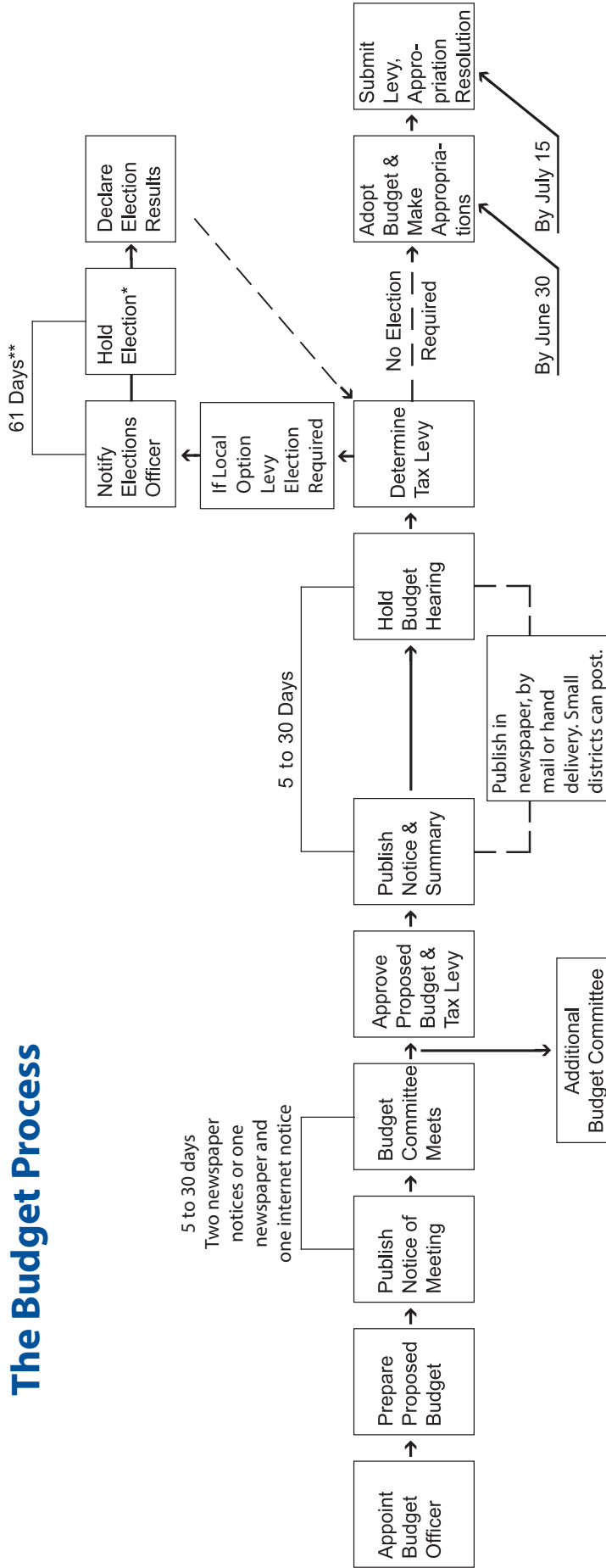
Election dates

- Second Tuesday in March
- Third Tuesday in May
- Third Tuesday in September
- First Tuesday after the first Monday in November

Even if the voters have not yet approved the tax levy before the end of the fiscal year, the governing body must adopt the budget and make appropriations by June 30 to lawfully spend public funds in the new fiscal year. When the district is planning on a tax levy election in September, it must request in writing from the county tax assessor an extension to certify its tax levy. When the tax levy is finally determined, the governing body adopts the resolution to levy taxes and submits its final levy certification to the assessor. If the late levy election failed, the governing body must reduce its budget appropriations to reflect the amount of taxes it actually has authority to levy.

Tax levy ballot language sometimes must contain certain wording or statements required by law or must not exceed other limits. For more details, see the *Manual*, or download a copy of the *Tax Election Ballot Measure Manual* (150-504-421).

The Budget Process



* Elections may be held earlier.
 ** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

Additional Budget Committee Meetings

1 _____

2 _____

3 _____



Appropriations and their use

When the nine budget steps are completed and the new fiscal year begins, the governing body works from appropriations. Amounts listed in the appropriation resolution provide authority to spend public funds in the next 12 months. However, appropriations may be made in broader categories than the detail presented in the budget.

District spending is limited to the schedule of appropriations. But what if it is necessary to exceed original appropriations? This may be done after transferring appropriations or preparing a supplemental budget. There are special provisions for exceeding appropriations due to civil disturbance, fire, flood, earthquake, or other calamity.

Appropriation transfers

The governing body's spending authority in existing appropriations may be changed by 1) transferring amounts among existing appropriations in the same fund, or 2) transferring from an existing appropriation in one fund to an existing appropriation category in another fund.

Whenever you need to transfer an appropriation, the governing body must enact a resolution or ordinance providing for the transfer. This enactment must be made before any overexpenditure is incurred. Once a transfer is authorized, the expenditures can be made.

Supplemental budgets

By transferring appropriations, a governing body usually has enough flexibility to carry out the programs prescribed in an adopted budget. But there will be times when an adopted budget gives no authority to make certain expenditures or when revenues are received for which the governing body had no previous knowledge. In these cases it is possible to use a supplemental budget to authorize expenditures or spend additional revenues in a current fiscal year. (There are a few special revenues which may be spent without a supplemental budget.) Supplemental budgets cannot be used to authorize a tax levy.

Local budget law does not contemplate the involvement of the budget committee in adopting supplemental budgets. The governing body may adopt a supplemental budget at a regular public meeting if prior notice is given and the expenditures in the supplemental budget are 10 percent or **less** than of the budget fund being adjusted. If the expenditures are more, the governing body must

publish a summary of the changes in the supplemental budget and hold a special hearing.

Public officials who spend money unlawfully, in excess of authorized amounts or for purposes not provided by law, are civilly liable. The district attorney or a taxpayer may file suit for return of the money.

For more details, see Oregon Revised Statute 294.471 or the *Manual*.



Audits

The final phase in the budgeting cycle is an audit of the previous fiscal year. This usually is done soon after a new fiscal year begins. Most local governments are subject to Oregon's Local Budget Law. Most of these governments are required to have their accounts and fiscal affairs audited and examined annually.

An audit must be done by the Secretary of State or an auditor certified by the Oregon State Board of Accountancy to conduct municipal audits. The auditor examines financial statements, books, records, and other financial data of your local government. The auditor also will look at any activities that relate to collection, receipt, custody, handling, expenditure, or disbursement of public funds.

Contact the Secretary of State's office, Audits Division for further explanation or questions.



Biennial budgeting

Local governments may budget either on a one-year (fiscal year) or a two-year (biennial) cycle. The governing body may, by ordinance, resolution, or charter, provide that the budget be prepared for a period of 24 months. The biennial budget period begins July 1 and ends June 30 of the second following calendar year. In brief, the differences between fiscal year budgeting and biennial budgeting are:

1. Members of a budget committee who prepare a biennial budget are appointed to four-year terms. The terms of the members should be staggered so that one-fourth of the terms end each year.
2. The budget estimate sheets containing the estimates of resources and expenditures in a biennial budget must show:
 - Actual expenditures for the two budget periods preceding the current budget period,
 - The estimated expenditures for the current budget period, and
 - The estimated expenditures for the ensuing budget period.
3. The summary of the budget as approved by the budget committee that is published along with the notice of the budget hearing will show the proposed budget for a two-year period.
4. If a taxing district adopts biennial budgeting, the budget committee must approve the amount or rate of ad valorem property taxes for each year of the biennium.
5. After the budget committee approves a biennial budget and before the budget is adopted, the governing body may not increase the amount of estimated expenditures for the biennium in any fund by more than \$10,000 or 10 percent, whichever is greater, and may not increase the amount or rate of the tax levies approved by the budget committee for either year of a biennial budget unless the amended budget document is republished and another budget hearing is held. Once the budget is adopted, the tax amount cannot be increased in the second year.
6. If a district adopts a biennial budget, then after the budget hearing and before the June 30 that precedes the start of the budget period, the governing body must pass a resolution or ordinance to adopt the budget and make appropriations for the ensuing 24-month budget period. The governing body must also pass a resolution or ordinance to levy and categorize property taxes for each year of the ensuing budget period.

7. Whether a budget is for a fiscal year or for a biennium, certification of property tax levies and a copy of a resolution or ordinance levying and categorizing taxes for the ensuing year must be submitted to the county assessor every year by July 15.
8. Districts that must submit their budgets to the Department of Revenue or to the Tax Supervising and Conservation Commission must do so only during the first year of a biennial budget period.



Questions and answers

What is a budget committee?

The budget committee is the district's fiscal planning advisory committee. The committee consists of the elected governing body members and an equal number of qualified district voters appointed by the governing body.

Who can serve on a budget committee?

Any qualified voter of the district appointed by the governing body except officers, agents, or employees of the district.

Are budget committee members paid for their work?

Budget committee members cannot receive any compensation for serving as committee members. They may be eligible to receive reimbursement for travel or meal expenses that are incurred as a result of meetings or other authorized committee functions.

How long do members serve?

Citizen budget committee members are appointed by the governing body for three-year terms. Terms are staggered so that approximately one-third of the terms expire each year. Members may be re-appointed for successive terms. If a member resigns, becomes ineligible, or is unable to serve out his or her term of office, the governing body appoints a replacement to complete the term. There is no provision in the law for "alternate" members.

What if no one will serve on the budget committee?

If the governing body is unable to appoint qualified individuals to vacant positions, the budget committee may function with a reduced number of members. For example, if a five-member governing body, after making a good faith effort to seek qualified citizen members, can fill only three of the appointed positions, the budget committee can function with eight members rather than ten. A majority would then be five instead of six. The membership may not be reduced because governing body positions are currently vacant.

Who are the budget committee officers?

Only a presiding officer position is required by law. The presiding officer's duties are to chair budget committee

meetings. The chair can be either an elected or appointed member. Some districts may elect a vice chair to conduct meetings in the presiding officer's absence. The committee should also designate someone to be responsible for keeping an official record of its proceedings. All members of the budget committee have the same degree of authority and responsibility.

What is the budget committee's main function?

In a series of public meetings the budget committee meets to review, discuss, make additions or deletions, and approve the proposed budget presented by the local government's budget officer. Upon completion of its deliberations, the committee approves the budget and sets the tax rate or amount needed to balance the budget.

What are the rules about budget committee meetings?

Budget committee meetings are open to the public. A quorum is required to conduct committee business. A majority of the budget committee membership is required to approve any motion.

Minutes of each meeting are kept. The minutes are the official record of budget committee meetings. It is important that minutes are accurate. The budget process is required by law and districts may need to document that the process was in compliance with state statutes. The approval of the final budget document and the rate or amount of tax to be imposed, in particular, should be in the form of motions with the votes recorded in the minutes.

What happens at the first budget committee meeting?

Generally, the budget committee elects a chair and other officers, receives the budget message, hears patrons, sets dates for future meetings, and adopts rules of order. These rules should establish an operating procedure for the budget review process. The committee may adopt Robert's Rules of Order or establish its own. In any event, the budget committee needs to discuss and agree upon a procedure. The committee may not adopt any rule which would allow it to take official action with approval of less than a majority of its members in agreement.

What happens at subsequent budget meetings?

Generally, the second and other subsequent meetings take place at least one week after the first meeting. This practice allows budget committee members to review the proposed budget document. Budget committee members may wish to make arrangements with the district administrator and/or budget officer to visit district operations during this week, make inquiries about specific budget items, request additional information, or indicate areas of interest they believe should be highlighted at future

meetings. In subsequent meetings, the entire budget is reviewed fund by fund and/or section by section.

At least one meeting must provide the opportunity for the public to ask questions and make comments about the budget. Notification of the first budget committee meeting in which public questions and comments will be heard is required in a newspaper of general circulation, by a first-class mailing to every street address or P.O. box in the district, or by hand delivery to every street address. See Chapter 9 of the *Manual* for more detail on publication requirements.

How many meetings are required?

The number of meetings required varies from year to year and with the unit of government. Some districts meet only once, others may need to meet several times. Factors such as the detail in the budget documents, size of the district, number of funds, presentation of the budget, and the personalities of individual budget committee members will result in various numbers of meetings.

When will I get a copy of the budget?

The budget officer provides copies of the proposed budget at or before the first budget committee meeting, when the budget message is presented by the executive officer.

What other information is available to the budget committee?

The budget committee may request any information required during consideration of the proposed budget from any district officer or employee. The budget committee may also require staff members to attend budget committee meetings. Such requests by the budget committee should be made through the chief administrative officer of the local government and/or budget officer.

How is the material that is presented by the budget officer at the first meeting prepared?

The budgeting process is a continuous cycle that generally begins long before the budget committee meets. Each district has its own procedures for budget review and development. In larger districts, each part of the organization may have its own budget preparation process, in which funding requests for the upcoming fiscal year are developed and then "rolled up" into the total agency budget requirements. By the time the budget committee receives the budget message and budget document, many hours of work have been put into budget development. The budget officer coordinates these efforts with district staff and other administrators.

What is a quorum? What happens if we don't have a quorum at a budget committee meeting?

A quorum is one more than half the total number of the members. If a quorum is not present, the members who

are present may discuss committee business, but no action may be taken.

What if we have a quorum, but cannot get a majority of the members of the budget committee to approve the budget?

Any action by the budget committee requires approval by a majority of the entire committee. For example, if the budget committee has ten members, six are present at a meeting (a quorum), but only five of the six present agree with a motion to approve the proposed budget, then the motion does not pass. It is up to the budget committee to negotiate a budget and tax that is acceptable to a majority of its members.

May I ask questions other than at budget committee meetings?

It could be very helpful and a courtesy to other budget committee members if inquiries are not restricted to committee meetings. Checking with the administrator and/or budget officer between meetings allows members to explore budget items of interest in greater detail than might be practical during committee meetings. Questioning also assists the administration/budget officer by giving an indication of concerns, making it possible to highlight issues that may be of interest to the entire budget committee.

Can I consult with other budget committee members about details in the budget other than at budget committee meetings?

Discussion of the budget committee must always take place in the forum of a public meeting. One of the reasons Oregon uses the budget committee process is to ensure public comment and full disclosure of budget deliberations. It is much better to abide by the spirit of the law and hold **all** discussions at budget committee meetings.

Can the budget committee add or delete programs or services?

Generally, the budget committee's role is not to directly establish or eliminate specific programs or services. Standards and budget parameters established by the governing body give the budget officer and administrative staff general guidelines for budget development. The budget officer then prepares a budget which reflects the governing body's parameters. This proposed budget is what the budget committee considers during its meetings. Budget committee influence on programs and services is most often exerted at a higher level, when it approves the overall budget and establishes the tax levy.

Having said all that, if a majority of the budget committee agrees, it can add or delete funding for specific services. Public participation at budget committee meetings may

influence budget committee decisions. However, final authority for administration rests with the governing body. The governing body can make changes after the budget committee has approved the budget, although they may have to re-publish the budget and hold another public hearing to do so.

Can the budget committee determine how much an employee is paid?

The budget committee does not approve new personnel, employee contracts or salary schedules, nor does it negotiate salary contracts.* However, the adopted salary schedules, negotiated contracts, and other materials that have a fiscal impact on the budget document may be requested for review by the budget committee. Through its authority, the budget committee may direct the administration to make dollar adjustments (increases or decreases) in the proposed budget.

What happens after all the sections of the budget are presented?

After all presentations are made, all patron input received, and all other related issues discussed, the budget committee approves the budget. The approved budget recommends a level of spending for the year. The approved budget document also specifies the full amount of the property tax levy authority that may be certified to the tax assessor. The governing body may reduce the levy, but the rate or amount of the levy approved by the budget committee cannot be increased without republishing the financial summaries. Approval of the tax levy and the budget should be in the form of a formal motion, with the vote recorded in the minutes of the meeting.

Does the budget committee have any other duties?

At the end of the final meeting where the budget is approved, and the tax levy rate or amount is established, the committee's work is finished as far as local budget law is concerned. Local charters may have additional duties. Frequently, budget committee members express a desire to assist the governing body and administration in any public meetings or appearances concerning the budget. The budget committee may be reconvened by the governing body at a later date in the event the financial conditions in the district change. A meeting for this reason is called at the discretion of the governing body and is not a requirement of the local budget law.

*Note: ORS 204.126 says the county budget committee or TSCC approves changes in the salary of elected county officials.

After the budget is approved by the budget committee and recommended to the governing body, what action does the governing body take?

The governing body must publish a financial summary of the budget that was approved by the budget committee. The notice of the budget hearing is also published with the financial summary. At the public hearing, the governing body hears any citizen input on the approved budget. The governing body may make additional adjustments to the budget that was approved by the budget committee. Following the hearing and no later than June 30, the governing body must adopt the budget, make appropriations, and set the property tax levy rate or amount. If a property tax is required, the governing body must certify the tax to the county assessor no later than July 15.

What if the governing body changes the budget approved by the budget committee in ways that the budget committee does not approve?

The governing body has that right. However, the amount of the estimated expenditure for each fund may not be increased more than 10 percent unless a summary of the revised budget is again published and another public hearing is held. In addition, the total property tax to be levied may not exceed the amount or rate shown in the budget that was approved by the budget committee and published with the notice of the budget hearing without once again publishing the revised budget and holding another public hearing. Of course, budget committee members are free to attend that hearing and voice their opinions of the changes made by the governing body.

What is a supplemental budget?

Districts may find it necessary to prepare a supplemental budget at some point during the fiscal year. Circumstances under which a supplemental budget is authorized are:

- An occurrence, condition, or need arises which was not known at the time the budget was adopted.
- Additional funds are made available after the budget was adopted.

Although the budget committee is usually not involved with supplemental budgeting, the procedures for supplemental budgets are similar to those for the annual budget. If estimated expenditures are being changed by more than 10 percent, these procedures include a public hearing and publishing a notice and budget summary five to 30 days prior to the hearing.

Where can I find the law that governs the creation and operation of budget committees?

Budget committees are required in Oregon's Local Budget Law. This law is found in the Oregon Revised Statutes (ORS) beginning at ORS 294.305.

These statutes as well as additional information can be found on the Department of Revenue website at www.oregon.gov/DOR.

Where can I direct my questions regarding budget committees?

Oregon Department of Revenue
Finance, Taxation and Exemptions
PO Box 14380
Salem OR 97309-5075

Telephone: 503-945-8293

Fax: 503-945-8737

Email: finance.taxation@oregon.gov



Administration Checklist

- ✓ Gather budget requests.
- ✓ Evaluate budget requests and develop proposed budget.
- ✓ Develop estimates of revenue.
- ✓ Prepare budget proposal.
- ✓ Estimate ad valorem taxes in budget document.
- ✓ Prepare budget message.
- ✓ Publish required notices and budget summary.
- ✓ Provide citizens with information about approved budget.

Budget Committee Checklist

- ✓ Establish a meeting calendar.
- ✓ At first meeting, elect presiding officer (required) and vice chair (optional).
- ✓ At first meeting, establish budget committee procedural rules.
- ✓ At first meeting, receive budget message and proposed budget.
- ✓ Request information.
- ✓ Make budget documents available to any person.
- ✓ Provide opportunities for citizens to ask questions.
- ✓ Approve motion setting the rate or amount of taxes necessary to balance budget.
- ✓ Approve budget and recommend to the governing body.



Glossary

Here are some terms you will use as you work on your budget.

Adopted budget. The financial plan adopted by the governing body which forms a basis for appropriations.

Ad valorem tax. A property tax computed as a percentage of the value of taxable property. See “Assessed value.”

Appropriation. Based on an adopted budget, an authorization for spending specific amounts of money for specific purposes during specific periods of time. Presented in a resolution or ordinance adopted by the governing body.

Assessed value. The portion of value of real or personal property that is taxable. It is the lesser of the property’s real market value or the constitutional value limit (maximum assessed value—MAV). The value limit may increase 3 percent annually unless qualifying improvements or changes are made to the property. These improvements or changes allow the value limit to increase by more than 3 percent.

Biennial budget period. A 24-month period beginning July 1 and ending June 30 of the second succeeding year.

Budget. Written report showing the local government’s comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year.

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the district.

Budget message. An explanation of the budget and local government’s financial priorities. Prepared by or under the direction of the executive officer or presiding officer of the governing body.

Budget officer. Person appointed by the governing body to assemble budget material and information, prepare the proposed budget, and oversee the budget process.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

County elections officer. County clerk or registrar of elections.

District. See “Local government.”

Expenditures. Decreases in net financial resources if accounts are kept on an accrual or modified accrual basis; total amount paid if accounts are kept on a cash basis.

Fiscal year. A 12-month period beginning July 1 and ending June 30.

Fund. A division in a budget segregating independent fiscal and accounting requirements. An entity within a government’s financial plan designated to carry on specific activities or to reach certain objectives.

Governing body. County court, board of commissioners, city council, school board, board of trustees, board of directors, or other governing board of a local government.

Line-item budget. The traditional form of budgeting, where proposed expenditures are based on individual objects of expense within a department or division.

Local government. Any city, county, port, school district, public, or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission.

Municipality. See “Local government.”

Ordinance. Written directive or act of a governing body. Has the full force and effect of law within the local government’s boundaries, provided it does not conflict with a state statute or constitutional provision. See also “Resolution.”

Organizational unit. Any administrative subdivision of a local government, especially one charged with carrying on one or more specific functions (such as a department, office, or division).

Payroll expenses. Health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments, for example.

Permanent rate limit. A district’s permanent ad valorem property tax rate for operating purposes. This rate levied against the assessed value of property raises taxes for general operations. Permanent tax rate limits were either computed by the Department of Revenue for districts existing prior to 1997–1998 or are voter-approved for districts formed in 1997–1998 and later.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible.

Property taxes. Amounts imposed on taxable property by a local government within its operating rate limit, levied under local option authority, or levied to repay bonded debt.

Proposed budget. Financial and operating plan prepared by the budget officer, submitted to the public and budget committee for review.

Real market value. Value at which a property would be sold by an informed seller to an informed buyer on the appraisal date. Value set on real and personal property as a basis for testing the (Measure 5) constitutional limits.

Reserve fund. Established to accumulate money from one fiscal year to another for a specific purpose.

Resolution. A formal expression of will or intent voted by an official body. Statutes or charter will specify actions that must be made by ordinance and actions that may be by resolution. (For cities, revenue raising measures such as taxes, special assessments, and service charges always require ordinances.) See “Ordinance.”

Resources. Estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues.

Revenues. Monies received or anticipated by a local government from either tax or nontax sources.

Supplemental budget. Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. Cannot be used to increase a tax levy.

Tax levy. Taxes imposed by a local government unit through a rate or amount.

Transfers. Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Unappropriated ending fund balance. Amount set aside in the budget to be used as a cash carryover to the next year’s budget, to provide the local government with a needed cash flow until other money is received. This amount cannot be transferred by resolution or used through a supplemental budget during the fiscal year it is budgeted unless there is a significant calamity or natural disaster.

Where to get help preparing your local budget

Finance, Taxation and Exemptions..... 503-945-8293
Emailfinance.taxation@oregon.gov

Each year the Department of Revenue makes available a booklet that contains forms and instructions for summarizing your district's budget for publication and certifying the tax levies to the assessor. These forms meet the minimum requirements of local budget law and are free of charge.

The forms are available each year beginning in January on the department's website at www.oregon.gov/dor.

The booklet is available upon request by contacting the Finance, Taxation and Exemptions Unit by telephone, email, or at the address below. If you would like a copy sent to you, please request your copy no later than November 15.

Finance, Taxation and Exemptions Unit
Oregon Department of Revenue
PO Box 14380
Salem OR 97309-5075

Your district may also computer-generate the budget detail and publication forms based upon your district's own computer formatting.

Have questions? Need help?

General tax information www.oregon.gov/dor
Salem..... 503-378-4988
Toll-free from an Oregon prefix..... 1-800-356-4222

Asistencia en español:

En Salem o fuera de Oregon..... 503-378-4988
Gratis de prefijo de Oregon 1-800-356-4222

TTY (hearing or speech impaired; machine only):
Salem area or outside Oregon 503-945-8617
Toll-free from an Oregon prefix..... 1-800-886-7204

Americans with Disabilities Act (ADA): Call one of the help numbers above for information in alternative formats.



Fiscal Year 2022-2023

B U D G E T M E S S A G E

DATE: 03/23/22
RE: 2022-2023 Fiscal Year Proposed Budget
TO: Port of Newport Budget Committee
ISSUED BY: Paula Miranda, General Manager

This has been another exciting year for the Port, as we completed two major projects, the rebuilding of the pier leading to Port Dock 5, giving the commercial fishermen the ability to drive on the Pier once again; and the replacement of the Electrical Load Centers in the South Beach Marina. We appreciate the efforts of our Operations Director, Aaron Bretz for a job well done in completing these two projects, and for overseeing the ongoing dredging access feasibility study efforts to our commercial marina, amongst other things. Staff in South Beach are continuing the process by upgrading the electrical plugs to CFGI, this will keep the electrical currents out of the water, possibly saving lives. Much appreciation also goes to our Finance Director, Mark Brown for his efforts in the implementation of the Ports new financial system and reservation system that will be operational by the first week of April. The new systems will allow all port's marinas to use a reservation system for moorage holders and will create great efficiency and savings for the Port in the long run. After a long time coming, the new Port administrative building has started and should be completed later this year. Last, but not least a big recognition to all Ports employees' efforts on getting so much accomplished, yet again on another year of pandemic and uncertainties.

Moving into the upcoming year, the budget was generally increased about 7% for the fiscal year, however, Contract and Support Services, Repairs and Maintenance, Materials and Operating Supplies and Equipment were increased by an approximate 7-13% as the port is experiencing significant price increases in these areas. The Port also added additional funding to account for increased costs associated with the new administrative building.

This year, the Port has also elected to pay off State loan number L10012 during the current fiscal year. In Fiscal Year 2022-23 the Port will pay off the Toyota lease, the financial Pacific lease (forklift leases).

The Port is grateful for Representative Gomberg efforts in working with the Port through the latest legislative session. Earlier this year a list of projects was provided to Representative Gomberg for capital improvement projects in search of funds. As a result, Representative Gomberg was able to

secure \$1.14 million to rebuild the Seawall in South Beach, these grant funds are included in the budget. The Port will apply for a grant to rebuild the service dock attached to the seawall and for the matching funds (about \$300,000) to complete the seawall renovation.

The Port Commission held a public work session on Friday January 07, 2022, to prioritize projects for the 2022-2023 fiscal year, as part of the work session the strategic plan was updated to include additional projects. The project list included in your packet is prioritized by fund based on input from the commission. The prioritization is not setting the order the Port will complete the projects, rather represents the importance of the project to the Port. The NOAA fund projects are not in a specific order as they are required by contract.

The proposed budget document is divided into six separate funds: NOAA Lease Revenue Fund, Facilities Maintenance Reserve Fund, Capital Reserve Fund, Bonded Debt Fund, NOAA Capital Maintenance Reserve Fund, and General Operating Fund.

All day-to-day operations are accounted for in the General Operating and NOAA Funds.

HIGHLIGHTS

Resources: The Port is budgeted to kick off Fiscal year 2022-23 with a higher net working capital in the General Operating Fund than last year.

Revenues are expected to remain strong this next fiscal year, RV park and Marina reservations remain strong, but higher fuel costs may diminish the amount of travel and therefore reservations, however it seems like for every cancellation we have another patron that desires to stay at the RV park. Overall, the RV Park and Marina are essentially sold out over the summer months. The commercial revenues remain strong, but at some point, may be affected by the rebuilding of Port Dock 7.

The published rates for fiscal year 2022-2023 have already been approved and generally reflect a 7% increase, given the current inflationary tendencies, we hope this increase covers the expected inflationary cost.

Expenditures:

For transparency and to meet state guidelines, the Ports revenues and expenses are listed by fund and where a budget center exists, by budget center (Administrative, South Beach, Commercial Marina, and International Terminal). All debt service that is not bond related, and any contingencies are included in the administrative budget. All capital expenditures are included in the budget center responsible for the project. All costs are then summarized in the financial summary (LB1).

Here are some highlights of expenditures:

The Professional Fees budget includes:

- Port Dock 7/Public Pier rebuild plan
 - Port Dock 7 is in severe need of replacement. The Port has already been awarded two grants from the State through Business Oregon and the Department of Land Conservation and Development (DLCDD) for a total of \$100,000. The Port is also applying for federal grant funds through the Economic Development Administration (EDA) to assist in paying for the planning. Regardless of funding the Port must plan

for Port Dock's 7 replacement as soon as possible.

- US Army Corps of Engineers Commercial Marina Dredging Access Feasibility Study
 - The Port contributed \$270,000 this past fiscal year, and \$100,000 in Fiscal year 2021. The feasibility study is scheduled to be complete in May 2024.
- Asset Condition Inspection
 - Each year the Port is allocating funds to conduct an inspection of a specific area of Port Property and to determine any repairs that may be necessary (now or in the future), as a part of this assessment we hope to get a "useful" life assessment, this will allow finance staff to re-establish depreciation schedules.
- Annex redesign planning
 - The annex of the RV park is nearing its end of life, more and more issues are caused by failing infrastructure. The Port plans to have a designer develop plans and a Return on investment (ROI) analysis for a newly designed park.

The support and bandwidth these consultants bring to the staff is anticipated to help generate revenue and generate business opportunities identified in the Strategic Business Plan and will assist in diversifying revenue streams.

Some important capital equipment purchases included in this budget:

- The maintenance of Port Dock 3/5 to prevent premature failure
- Additional Asphalt at the International Terminal, eliminating the need to lease property
- Commercial marina and Recreational Marina Office space for the Harbormasters.
- Replacement of the Service Dock in South Beach, allowing rental of this space will produce additional revenues for the Port.
- NIT log handling equipment and storage building (pending \$1.8 million dollars MARAD grant)

Alignment with the Strategic Business Plan: This proposed budget aligns with the action plan included in the latest Strategic Business Plan and Capital Facilities Plan. In addition, the Port General Manager is engaging in the development of a plan for future business development and diversification of revenue streams for the International Terminal. Identifying the parameters under which the port must operate, then identifying target markets. This study will identify specific prospects (or target markets). This type of study and outcome requires unique knowledge, Port staff is recommending that an outside firm assist in the development of this plan, but also recognize that this study requires outside support and stakeholder involvement. It is essential that the Port maximized the use of the International Terminal and its adjacent property. In is only through a mix of uses that the Port can maximize return on investment at the International Terminal.

Other items on the action plan list will be accomplished in future years as budget and other funding allows.

CONCLUSION

We have included the proposed budget for Fiscal Year 2022-2023 in your packet, it is our recommendation that the Budget Committee approve this budget. We have included all projects in this budget. Although completion of all projects on the list is not guaranteed, it is important to have them all listed should funding opportunities arise. This budget includes recommendations from Port staff and additional recommendations from the Port Commission. As Budget Committee

members, you may adjust the proposed budget. Once you determine the budget meets with your approval, the Port Commission is not authorized to adjust the budget by more than 10% without recommending and approving a supplemental budget.

The Port staff is focused on efficiency, reducing costs, creativity, and generating revenue wherever possible to support the Port and its stakeholders. As such, the staff will spend only those resources needed to manage, enhance, and maintain Port operations and activities to generate a more diversified revenue stream.

Thanks to the Budget Committee for helping us through this process. Many thanks to the Port Commission for their focus and input on the budget preparation and to the staff for their commitment to moving the Port forward every day.

FORM LB-1

PORT OF NEWPORT NOTICE OF BUDGET HEARING

A public meeting of the Port of Newport Commission will be held virtually on March 28, 2022 at 6:00 pm. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 600 SE Bay Blvd, between the hours of 9:00 a.m. and 4:30 p.m. or online at www.portofnewport.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Mark A. Brown, Director of Finance Telephone: 541-265-7758 Email: dirfin@portofnewport.com

FINANCIAL SUMMARY - RESOURCES					
TOTAL OF ALL FUNDS		Actual Amount	Adopted budget	Proposed	Approved Budget
		2020-21	2021-2022	2022-2023	2022-2023
1	Net Working Capital	9,814,443	8,411,288	9,759,209	0
2	Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	8,205,648	7,418,148	7,937,134	0
3	Federal, State and All Other Grants, Gifts, Allocations and Donations	1,050,077	1,057,362	4,051,940	0
4	Revenue from Bonds and Other Debt	0	2,620,000	3,408,000	0
5	Interfund Transfers / Internal Service Reimbursements	0	6,431,701	3,055,095	
6	All Other Resources Except Current Year Property Taxes	1,105,739	19,150	9,060	0
7	Current Year Property Taxes Estimated to be Received	908,169	1,045,593	934,574	0
8	Total Resources	21,084,077	27,003,242	29,155,012	-

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION					
9	Personnel Services	1,996,744	2,577,882	2,811,331	
10	Materials and Services	2,266,365	5,124,180	6,485,152	
11	Capital Outlay	3,813,805	5,228,000	9,063,271	
12	Debt Service	3,233,749	3,578,345	3,656,346	
13	Interfund Transfers	112,529	6,925,665	2,868,351	
14	Operating Contingency		846,846	1,551,030	
15	Special Payments	0	0	0	
16	Unappropriated Ending Balance and Reserved for Future Expenditure	9,660,885	2,722,324	2,719,531	
17	Total Requirements	21,084,077	27,003,242	29,155,012	-

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *				
Name of Organizational Unit or Program FTE for that unit or program	Actual Amount 2020-21	Adopted budget 2021-2022	Proposed 2022-2023	Approved Budget 2022-2023
NOAA Lease Revenue	8,375,093	7,075,045	3,823,555	
FTE	1.00	1.50	2.00	2.00
Administration	3,459,134.43	6,985,133	7,021,627	
FTE	8.00	8.00	7.75	8.00
South Beach Operations	2,311,982.00	2,294,606	5,123,192	
FTE	8.00	9.33	9.75	9.33
Commercial Marina Operations	3,375,278.00	3,650,840	3,734,016	
FTE	7.00	7.50	7.00	6.83
International Terminal Operations	507,172.00	1,036,880	4,323,144	
FTE	2.00	2.50	2.75	2.50
Non-Departmental / Non-Program	3,055,417	5,960,738	5,129,478	
FTE		0.00	0.00	0.00
Total Requirements	21,084,077	27,003,242	29,155,012	0
Total FTE	26.0	28.8	29.3	28.7

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
combination of Grant Funds and General Operating Funds.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2020-21	Rate or Amount Imposed This year 2021-2022	Rate or Amount Approved next year 2022-23
Permanent Rate Levy (rate limit 0.0609 per \$1,000)	\$.0609/1,000	\$.0609/1,000	\$.0609/1,000
Local Option Levy			
Levy For General Obligation Bonds	1,020,084	995,000	855,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1.
General Obligation Bonds	\$11,235,000	\$0
Other Bonds	\$16,565,000	\$0
Other Borrowings	\$6,108,535	\$1,920,000
Total	\$33,908,535	\$1,920,000

on 23 June 1998 for the following specified purpose:

Repair and replace Port infrastructure and facilities.

Facilities Maintenance Reserve Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23		
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES			
1			1				1
2	261,634	373,116	265,334	2 Working Capital (Accrual Basis)	527,816		2
3			0	3 Previously Levied Taxes Estimated to be Received			3
4				4 Transfers In			4
5	130,200	1,098,916	100,000	5 General Operating Fund	500,000		5
6				6 Facilities Maintenance Fund			6
7				7 NOAA Lease Revenue Fund			7
8				8 Construction Fund			8
9				9 NOAA Capital Maintenance Fund			9
10				10 Bond Debt Fund			10
11	130,200	1,098,916	100,000	11 Total Transfers In	500,000	0	0
				Other Resources			
12	2,243	1,666		12 Interest	500		12
13				13 Grants			
14	2,243	1,666	0	14 Total Other Resources	500	0	0
15	394,077	1,473,698	365,334	15 Total Resources, Except Taxes to be Levied	1,028,316	0	0
16			0	16 Taxes Estimated to be Received	0	0	0
	0						
17	394,077	1,473,698	365,334	17 TOTAL RESOURCES	1,028,316	0	0
				REQUIREMENTS			
18				18 Object Classification			18
19	0		0	19 Materials and Services	0	0	0
20	17,990		0	20 Capital Outlay	0	0	0
21				21			21
22			50,000	22 Operating Contingency			22
23				23 TRANSFERS Out			23
24			315,334	24 General Operating Fund	528,316		24
25				25 Facilities Maintenance Fund			25
26				26 NOAA Lease Revenue Fund			26
27				27 Construction Fund			27
28				28 NOAA Capital Maintenance Fund			28
29				29 Bond Debt Fund			29
30				30 Contingency	0		30
30	376,087	1,473,698		30 Ending Balance (Prior Years)			30
31	0	0	0	31 Reserved for Future Expenditure	0	0	0
32			0	32 Unappropriated Ending Balance	0	0	0
33	394,077	1,473,698	365,334	33 TOTAL REQUIREMENTS	528,316	0	0

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
Construction Fund**

(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23		
Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019-20	First Preceding Year 2020-21					
			RESOURCES			
1			1			1
2	13,070	13,071	30,452	2 Working Capital (Accrual Basis)	13,071	2
3				3 Previously Levied Taxes Estimated to be Received		3
4				4		4
5			0	5 Transferred IN		5
6	34,649			6 General Operating Fund		6
7				7 Facilities Maintenance Fund		7
8				8 NOAA Lease Revenue Fund		8
9				9 NOAA Capital Maintenance Fund		9
10				10 Bond Debt Fund		10
11			0	11 Total Transfers in	0	0
12				12		12
13			1,920,000	13 Loan Proceeds	1,600,000	13
14	34,649	0	1,920,000	14 Total loans and Transfers	1,600,000	0
15				15 Other Resources		15
16	16	1	0	16 Interest	10	16
17				17 Grants		17
18				18 Intergovernmental Transfers		18
19	16	1	0	19 Total Other Resources	10	0
20				20		20
21	82,400	13,073	1,950,452	21 Total Resources, Except Taxes to be Levied	1,613,081	0
22			0	22 Taxes Estimated to be Received	0	0
23	0			23 Taxes Collected in Year Levied		23
24	82,400	13,073	1,950,452	24 TOTAL RESOURCES	1,613,081	0
				REQUIREMENTS		
25				25 Object Classification		25
26			0	26 Materials and Services	0	0
27	17,283		0	27 Capital Outlay	0	0
28			30,452	28 Operating Contingency	0	0
29				29 Transfers Out		29
30			1,920,000	30 General Operating Fund	1,600,000	30
31				31 Facilities Maintenance Fund		31
32				32 NOAA Lease Revenue Fund		32
33				33 NOAA Capital Maintenance Fund		33
34				34 Bond Debt Fund		34
35				35 Contingency	13,071	35
36	30,452			36 Ending Balance (Prior Years)		36
37			0	37 Unappropriated Ending Balance	0	0
38	47,735	0	1,950,452	38 TOTAL REQUIREMENTS	1,613,071	0

**FORM
LB-10**

**CAPITAL FUND
RESOURCES AND REQUIREMENTS
NOAA CAPITAL MAINTENANCE FUND
(Fund)**

**Port of Newport
(Name of Municipal Corporation)**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	FY 2022-23			
	Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES				
1				1 NPT97365				1
2	0	0	0	2 Working Capital (Accrual Basis)	1,888,717			2
3			0	3 Previously Levied Taxes Estimated to be Received	0			3
4				4 Transfers				4
5				5 IN				5
6			206,036	6 General Operating Fund	186,744			6
7				7 Facilities Maintenance Fund				7
8			2,379,445	8 NOAA Lease Revenue Fund				8
9				9 Construction Fund				9
10				10 NOAA Capital Maintenance Fund				10
11				11 Bond Debt Fund				11
12			2,585,481	12 Total Transfers In	186,744			12
13				13 Interest and Other Resources				13
14	0	0	15,000	14 Interest	5,000			14
15	0	0	0	15 Intergovernmental	0			15
16	0	0	0	16 Grants	0			16
17	0	0	15,000	17 Total Other Resources	0	0	0	17
18	0	0	2,600,481	18 Total Resources, Except Taxes to be Levied	2,080,461	0	0	18
19			0	19 Taxes Estimated to be Received	0	0	0	19
20	0	0		20 Taxes Collected in Year Levied				20
21	0	0	2,600,481	21 TOTAL RESOURCES	2,080,461	0	0	21
				REQUIREMENTS				
22				22 Object Classification				22
23	0	0	0	23 Materials and Services		0	0	23
24	0	0		24 Capital Outlay				24
25	0		0	25 Contingency				25
26	0			26 Transfers Out to:				26
27				27 Facilities Maintenance Fund				27
28			843,886	28 NOAA Lease Revenue Fund				28
29				29 Construction Fund				29
30				30 NOAA Capital Maintenance Fund				30
31				31 Bond Debt Fund				31
32			700,000	32 General Operating Fund				32
33				33 Contingency	1,039,530			33
34	0	0		34 Ending Balance (Prior Years)				34
35			1,056,595	35 Unappropriated Ending Balance	1,034,531			35
36	0	0	2,600,481	36 TOTAL REQUIREMENTS	2,074,061	0	0	36

**FORM
LB-20**

RESOURCES
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				RESOURCES	FY 2022-23			
Actual		Adopted Budget This Year 2021-22	Proposed Budget		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2019-20	First Preceding Year 2020-21						By Budget Officer	
1			1				1	
2	4,349,646	5,537,033	4,093,077	2	Working Capital (Accrual Basis)	6,883,958		2
3				3	Previously levied taxes estimated to be received			3
4				4				4
5				5	Transfers In From			5
6		0	315,334	6	Facilities Maintenance Fund	528,316		6
7		0	667,000	7	NOAA Lease Revenue Fund	240,035		7
8		0	1,920,000	8	Construction Fund	1,600,000		8
9	2,725	0		9	NOAA Capital Maintenance Fund	0		9
10				10	Bond Debt Fund	0		10
11	2,725	0	2,902,334	11	Total Transfers In	2,368,351	0	0
12				12				12
13				13	Revenues			13
14				14	Operating Revenues			14
15				15	Administration			15
16	499			16	Lease Revenues			16
17	15,780	38,000	2,000	17	Permit and Misc Revenues	4,000		17
18	16,279	38,000	2,000	18	Total Administration			18
19				19	Newport International Terminal			19
20	145,919	139,994	173,440	20	Lease Revenues	171,000		20
21	173,002	170,431	169,125	21	Moorage	231,715		21
22	531,979	188,220	174,085	22	Hoist Dock Equipment Rental	155,000		22
23		310,676	317,123	23	Hoist Dock Services	335,000		23
24		0	28,812	24	Shipping Terminal	0		24
25	63,461	17,685		25	Misc Revenues	1,800		25
26	914,361	827,006	862,585	26	Total Newport International Terminal	894,515	0	0
27				27	Commercial Marina			27
28	159,715	135,722	164,720	28	Lease Revenues	150,000		28
29	579,217	661,831	569,125	29	Moorage	638,814		29
30	452,565	163,293	136,002	30	Hoist Dock/Equipment Rental	156,174		30
31		348,503	299,106	31	Hoist Dock Services	331,900		31
32	22,313	27,774		32	Misc Revenues	33,400		32
33	1,213,810	1,337,123	1,168,953	33	Total Commercial Marina	1,310,288	0	0
34				34	Recreational Marina			34
35	432,075	442,490	455,000	35	Lease Revenue	462,000		35
36	971,777	1,191,512	980,000	36	Moorage	1,043,700		36
37	884	1,404	1,000	37	Hoist Dock Equipment Rental	1,000		37
38	6,521	14,665	7,610	38	Hoist Dock Services	7,610		38
39			500	39	Misc Revenues	500		39
40	17,457			40	Truck Toll	0		40
41	80,298	118,014	86,100	41	Launch Ramp Revenue/Storage/Parking	120,000		41
42				42				42
43				43	RV Park			43
44	1,029,128	1,356,286	1,150,000	44	Main RV Park Site fees	1,437,663		44
45			43,500	45	Services	22,000		45
46	36,987			46	Surplus Property and Dredge Sales	0		46

47	5,444	288,776	65,000	47	Miscellaneous Revenue	65,000			47
48	2,580,571	3,413,147	2,788,710	48	Total RV Park and Recreational Marina	3,159,473	0	0	48
49	4,779,046	5,632,790	4,822,248	49	Total Fees, Licenses, Permits, Fines, Assessments	5,364,276	0	0	49
50				50					50
51				51	Non-operating Revenues				51
52	54,025	17,514	1,500	52	Interest	2,500			52
53	10,423	2,520		53	Grants and Other				53
54		1,043,257	290,000	54	PD 5 Construction EDA Grant				54
55	21,600		155,162	55	Other Grants	2,265,056			55
56			25,000	56	Expo Center Planning Grant	240,000			56
57			100,000	57	Fillet Tables Grant	27,000			57
58			10,000	58	Terminal Use Planning Grant	30,000			58
59		1,800	2,200	59	SB Annual Grant	2,000			59
60			30,000	60	Derelict Vessel Grant	25,000			60
61			40,000	61	SB Seawall Grant	1,140,000			61
62			200,000	62	PD 7 Replacement Planning Grants	240,000			62
63		2,500	5,000	63	SDAO safety Grant (SDOA)	2,500			63
64			200,000	64	RV Park Annex Planning and Design	75,384			64
65	0	0		65	Capital Contributions	0			65
66	32,023	1,050,077	1,057,362	66	Total Grants, Capital and other	4,046,940	0	0	66
67				67					67
68				68	Debt Funding				68
69	0	0		69	Loan Proceeds				69
70				70	Other Loans	1,808,000			70
71			700,000	71	S Beach load Centers				71
72				72	Loan for New Buidling				72
73				73	Forklift lease for Commercial Marina				73
78	0	0	700,000	78	Total from Bonds and Other Debt	1,808,000	0	0	78
79		6,700,381		79					79
80	9,217,465	12,237,414	13,576,521	80	Total resources, except taxes to be levied	20,474,025	0	0	80
81			115,984	81	Taxes estimated to be received	125,000			81
82		116,346		82	Taxes collected in year levied				82
83	7,027,739	12,353,760	13,692,505	83	TOTAL RESOURCES	20,599,025	0	0	83

Historical Data				RESOURCES	FY 2022-23		
Actual		Adopted Budget This Year 2021-22	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2019-20	First Preceding Year 2020-21						
				RESOURCES			
1			1				
2	4,635,270	4,899,970	3,907,713	2 Working Capital (Accrual Basis)	341,241		
3	0		0	3 Previously Levied Taxes Estimated to be Received			
4	2,536,568	2,572,858	2,595,900	4 Lease Revenue	2,572,858		
5				5 Transfers In			
6			843,886	6 NOAA Capital Maintenance Fund			
7	0	0	843,886	7 Total Transfers In	0	0	0
				Other Resources			
8	80,711	33,593	2,500	8 Interest	6,000		
9	1,808			9 Grants and Other			
10	82,519	33,593	2,500	10 Total Other Resources	0	0	0
11	0	0	0	11 Revenue Bond Proceeds			
12	7,254,357	7,506,421	7,349,999	12 Total Resources, Except Taxes to be Levied	2,920,099	0	0
13			0	13 Taxes Estimated to be Received			
14	0	0		14 Taxes Collected in Year Levied			
15	7,254,357	7,506,421	7,349,999	15 TOTAL RESOURCES	2,920,099	0	0

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION For Administration - Unallocated	FY 2022-23						
Actual		Adopted Budget This Year 2021-22		FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-20	First Preceding Year 2020-21									
			PERSONNEL SERVICES							
1	524,540	579,801	627,122	1	Permanent Staff Wages and Salaries	7.75	680,050			1
2	0		0	2	Seasonal Staff	-	-			2
3	3,466	802	7,218	3	Overtime		769			3
4	43,195	54,073	53,878	4	Payroll Tax Expense		59,304			4
5	105,185	47,173	106,242	5	PERS - Retirement		113,697			5
6	61,972	71,521	97,440	6	Health Insurance		105,369			6
7	8,934	12,350	6,092	7	Workers' Compensation Insurance		7,290			7
8	6,169	907	8,781	8	Employee Incentives and Other		9,522			8
9	4,428	2,575	8,167	9	HRA/EAP		8,393			9
10	5,703		0	10	Relocation					10
11	0			11	Differential Pay		-			11
12	763,592	769,202	914,940	12	TOTAL PERSONNEL SERVICES		984,394	0		0
13	7.0		8.0	13	Total full-time equivalent (FTE)		7.75	7.75		7.75
			MATERIALS AND SERVICES							
14	177,519	197,593	85,880	14	Insurance	NOTES	285,250			14
15	86,294	74,449	449,700	15	Professional Services	36-48	461,800			15
16	3,723	9,693	10,363	16	Marketing and Promotion		11,000			16
17	28,214	26,930	33,000	17	Dues and Subscriptions		36,436			17
18	12,136	7,702	20,000	18	Training and Education		26,000			18
19	17,052	150	2,000	19	Travel		7,000			19
20	33,883	44,197	74,868	20	Office and Admin Expense	14	166,600			20
21		0	8,240	21	Bad Debt Expense		-			21
22	2,606	2,665	6,868	22	Licenses and Permit Fees		7,033			22
23	12,749	13,593	39,008	23	Utilities		32,398			23
24	51,801	91,309	109,100	24	Contract and Support Services		119,800			24
25	2,694	-1,314	6,700	25	Repairs and Maintenance		6,100			25
26		936	0	26	Equipment					26
27	5,252	4,224	7,396	27	Materials and Operating Supplies		9,800			27
28	16,017	11,099	1,700	28	DSL and State Land Fees		1,000			28
29	13,128	11,817	8,064	29	Building and Land Leases		6,500			29
30			500	30	Grant Expenses		3,500			30
31	600	933	5,000	31	Misc Expenses		5,500			31
32	463,668	495,976	868,387	32	TOTAL MATERIALS AND SERVICES		1,185,717	0		0
			CAPITAL OUTLAY							
33	0	144,156	0	33	Capital Outlay					33
34	0		2,400,000	34	Buildings		1,600,000			34
35	0	0	5,000	35	Equipment/IT/Vehicles	18	25,000			35
36	0	0	20,000	36	Other		-			36
37				37	Docks and Piers		-			37
38				38						38
39				39						39
40	0	144,156	2,425,000	40	TOTAL CAPITAL OUTLAY		1,625,000	0		0
			0 DEBT SERVICE AND TRANSFERS							0
41	0	0	0	41	Principal					41
42	205,000	210,000	215,000	42	2013 Full faith and credit		225,000			42
43	5,305	5,623	32,611	43	State Loan L100012		-	-	-	43
44	64,304	66,414	68,275	44	State Loan Q10001		70,352			44
45	123,460	128,238	133,200	45	State Loan L120005		135,355			45
46	0		196,436	46	SB Load Centers - Intrafund		180,344			46

47	40,000	25,000	25,000	47	OR Loan 6554101		25,000			47
48	0	52,299	54,200	48	First Interstate Bank Loan		56,155			48
49	25,704			49	Oregon Coast Bank		-			49
50	583			50	2013 Toyota Forklift		-	0	0	50
50	6,962	7,300	7,654	50	2017 CM Forklift		2,000			50
51	10,422	11,026	11,740	51	2017 NIT Forklift		5,500			51
52	0			52	Building loan 810K	14	52,863			52
53				53	Building loan 950K	14	61,999			53
53	47,050	29,950	29,950	53	Oregon Brewing Company MUA Loan		29,950			53
54	11,307		0	54	City of Newport SDC		-	-	-	54
55	0		0	55						55
55	0		10,978	55	CM New 2021 forklift		-			55
56	0		0	56						56
57	540,097	535,850	785,044	57	Subtotal Principal		844,518	0	0	57
					Interest					
58	82,608	74,822	68,983	58	2013 Full faith and credit		61,257			58
59	2,215	1,701	1,559	59	State Loan L100012		-	-	-	59
60	29,296	27,186	25,325	60	State Loan Q10001		23,248			60
61	94,752	89,559	85,011	61	State Loan L120005		79,856			61
62	0		9,600	62	SB Load Centers - Intrafund		6,400			62
63	0	0	0	63	OR Loan 6554101			0	0	63
64	0	8,965	7,064	64	First Interstate Bank Loan		5,109			64
65	17,591	0	0	65	Oregon Coast Bank		-	0	-	65
66	304	0	0	66	2013 Toyota Forklift		-	0	0	66
67	953	615	261	67	2017 CM Forklift		15			67
68	1,890	1,286	572	68	2017 NIT Forklift		100			68
69	0			69	Building loan 810K	14	34,638			69
70				70	Building Loan 950K	14	21,375			70
70	0		1,400	70	Oregon Brewing Company MUA Loan		-			70
71	4,999		0	71	City of Newport SDC			0	-	71
72	0		0	72	0			0	-	72
73	0		1,334	73	CM New 2021 forklift					73
74	0		0	74						74
75	234,608	204,134	201,109	75	Subtotal Interest		231,998	0	0	75
76	774,705	739,984	986,153	76	Total Debt Service		1,076,516	0	0	76
					Transfers					
77				##	OUT TO					
78	130,200	109,816	100,000	78	Facilities Maintenance Fund		500,000	0	-	77
79				79	NOAA Lease Revenue Fund					79
80				80	Construction Fund					80
81				81	NOAA Capital Maintenance Fund					81
82				82	Bond Debt Fund		-			82
83	130,200	109,816	100,000	83	Total Transfers Out		500,000	0	-	83
84				84						84
85			488,153	85	Operating Contingency		350,000			85
86	130,200	109,816	588,153	86	Total Transfers and Contingencies		850,000	0	0	86
87	3,686,721	1,200,000		87	Ending balance					87
88			1,202,500	88	Unappropriated Ending Balance		1,300,000			88
89	5,818,886	3,459,134	6,985,133	89	TOTAL REQUIREMENTS		7,021,627	0	0	89

REQUIREMENTS SUMMARY
General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION FOR: South Beach	FTE	FY 2022-23					
Actual		Adopted Budget This Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-20	First Preceding Year 2020-21									
PERSONNEL SERVICES										
1	295,129	356,259	388,919	1	Permanent Staff Wages and Salaries	8.00	414,090			1
2	0	18,676	53,745	2	Seasonal Staff	1.75	76,274			2
3	9,092	5,841	17,424	3	Overtime		5,023			3
4	26,992	35,993	41,233	4	Payroll Tax Expense		46,677			4
5	24,458	27,373	67,731	5	PERS - Retirement		66,676			5
6	64,818	66,843	97,440	6	Health Insurance		108,768			6
7	11,345	14,507	19,267	7	Workers' Compensation Insurance		26,251			7
8	0	290	15,956	8	Employee Incentives and Other		5,798			8
9	67	849	4,844	9	HRA/EAP		10,370			9
10	0			10	Differential Pay		5,798			10
11	431,901	526,631	706,559	11	TOTAL PERSONNEL SERVICES		765,725	0	0	0
12	8.0	8.0	9.33	12	Total full-time equivalent (FTE)	9.75	9.75	9.75	9.75	9.75
MATERIALS AND SERVICES				Notes						
13	6,054	6,078	34,300	13	Insurance					13
14	0	1,593	310,000	14	Professional Services	6,22,49	280,000			14
15	7,294	9,604	9,200	15	Marketing and Promotion		12,000			15
16	500	107	0	16	Dues and Subscriptions		600			16
17	2,751	749	4,000	17	Training and Education		2,500			17
18	810	0	1,000	18	Travel		800			18
19	63,674	72,750	95,939	19	Office and Admin Expense		56,100			19
20		0	8,000	20	Bad Debt Expense		20,000			20
21	3,356	2,544	3,500	21	Licenses and Permit Fees		8,000			21
22	299,047	328,231	326,924	22	Utilities		350,100			22
23				23	Dredging		0			23
24	144,305	111,236	89,921	24	Contract and Support Services		268,070			24
25	56,586	87,243	219,550	25	Repairs and Maintenance		256,000			25
26	2,535	13,045	12,500	26	Equipment		14,000			26
27	30,295	49,202	65,713	27	Materials and Operating Supplies		77,600			27
28			0	28	Shipping Expenses - ILWU Wages (Billed to Ships)		0			28
29	375	12,812	15,000	29	DSL and State Land Fees		15,600			29
30				30	Building and Land Leases		0			30
31	361	2,218	2,500	31	Grant Expenses		0			31
32	11,208	15,005	30,000	32	Misc expenses		35,000			32
33	629,151	712,417	1,228,047	33	TOTAL MATERIALS AND SERVICES		1,396,370	0	0	0
CAPITAL OUTLAY										
34				34	Buildings	2,23,27	395,000			34
35			150,000	35	Equipment/IT/Vehicles	19,29	50,000	0		35
36	88,783	1,072,934	30,000	36	Other	21,28,30,3 1,55	525,000			36
37			180,000	37	Docks and Piers	4,9,25	1,991,097			37
38				38						38
39	88,783	1,072,934	360,000	39	TOTAL CAPITAL OUTLAY		2,961,097	0	0	0
40	1,149,835	2,311,982	2,294,606	40	TOTAL REQUIREMENTS		5,123,192	0	0	0

REQUIREMENTS SUMMARY

General Operating Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: International Terminal	FY 2022-23					
Actual		Adopted Budget This Year 2021-22	FTE		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2019-20	First Preceding Year 2020-21									
PERSONNEL SERVICES										
1	105,970	118,493	124,531	1	Permanent Staff Wages and Salaries	2.00	137,364			1
2	0	18,904	20,228	2	Seasonal Staff	0.75	36,146			2
3	7,667	2,737	5,492	3	Overtime		3,680			3
4	10,528	13,079	13,483	4	Payroll Tax Expense		16,496			4
5	6,137	7,443	21,267	5	PERS - Retirement		22,989			5
6	15,033	20,054	24,360	6	Health Insurance		27,192			6
7	3,348	6,435	8,264	7	Workers' Compensation Insurance		12,579			7
8	0		2,027	8	Employee Incentives and Other		1,923			8
9			5,356	9	HRA/EAP		1,158			9
10	0			10	Differential Pay		1,200			10
11	148,683	187,145	225,008	11	TOTAL PERSONNEL SERVICES		260,727	0	0	11
12	2.0	2.0	2.50	12	Total full-time equivalent (FTE)	2.75	2.75	2.75	2.75	12
					Notes					
13			16,700	13	Insurance					13
14			80,000	14	Professional Services	5,10,12, 13,20	535,000			14
15	0	245	0	15	Marketing and Promotion		500			15
16	873		2,000	16	Dues and Subscriptions		1,000			16
17	12	1,249	1,000	17	Training and Education		1,300			17
18	1,434		1,948	18	Travel		150			18
19	4,924	7,005	1,000	19	Office and Admin Expense		7,250			19
20				20	Bad Debt Expense		2,500			20
21	5,154	1,257	8,200	21	Licenses and Permit Fees		4,500			21
22	53,229	59,446	54,736	22	Utilities		63,515			22
23				23	Dredging	34	400,000			23
23	34,637	26,062	299,695	23	Contract and Support Services		44,000			23
24	20,942	69,088	29,943	24	Repairs and Maintenance	52	50,850			24
25	11,271	4,624	10,455	25	Equipment		6,988			25
26	11,311	10,071	16,195	26	Materials and Operating Supplies		14,690			26
27	0	0	10,000	27	Shipping Expenses - ILWU Wages (Billed to Ships)		10,000			27
28	21,837	41,269	30,000	28	DSL and State Land Fees		26,000			28
29	24,000	22,000	20,000	29	Building and Land Leases		26,000			29
30				30	Grant Expenses					30
31				31	Misc expenses					31
32	189,624	242,316	581,872	32	TOTAL MATERIALS AND SERVICES		1,194,243	0	0	32
CAPITAL OUTLAY										
33				33	Capital Outlay					33
34				34	Buildings		0			34
35				35	Equipment/IT/Vehicles	17,32	2,525,000			35
36		77,711	230,000	36	Other	57	343,174			36
37				37	Docks and Piers		0			37
38	0	77,711	230,000	38	TOTAL CAPITAL OUTLAY		2,868,174	0	0	38
39	338,307	507,172	1,036,880	39	TOTAL REQUIREMENTS		4,323,144	0	0	39

REQUIREMENTS SUMMARY

NOAA Lease Fund
(Fund)

Port of Newport
(Name of Municipal Corporation)

Historical Data				REQUIREMENTS DESCRIPTION FOR: NOAA Lease		FY 2022-23			
Actual			Adopted Budget This Year 2021-22			FTE	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2019-20	First Preceding Year 2020-21								
				PERSONNEL SERVICES					
1	62,101	78,649	127,650	1	Permanent Staff Wages and Salaries	2.00	141,378		1
2			0	2	Seasonal Staff		0		2
3	0		5,991	3	Overtime		769		3
4	5,383	7,221	11,850	4	Payroll Tax Expense		12,995		4
5	7,185	4,791	21,682	5	PERS - Retirement		22,910		5
6	14,726	10,027	24,360	6	Health Insurance		27,192		6
7	3,316	5,538	7,329	7	Workers' Compensation Insurance		10,088		7
8	0	100	1,787	8	Employee Incentives and Other		1,979		8
9			4,395	9	HRA/EAP		1,158		9
10	0			10	Differential Pay		0		10
11	92,710	106,326	205,044	11	TOTAL PERSONNEL SERVICES		218,469	0	0
12			1.50	12	Total full-time equivalent (FTE)	2.00	2.00	2.00	2.00
				MATERIALS AND SERVICES		Notes			
13	131,161	152,042	166,757	13	Insurance		182,472		13
14	11,606	31,184	66,500	14	Professional Services	57	103,410		14
15	0			15	Marketing and Promotion				15
16	2,939	3,124		16	Dues and Subscriptions		3,000		16
17	513	350	1,500	17	Training and Education		500		17
18	0	0		18	Travel		1,000		18
19	16,851	846	1,400	19	Office and Admin Expense		5,076		19
20	805	2,411	1,000	20	Licenses and Permit Fees		7,000		20
21	17,385	15,296	18,200	21	Utilities		11,389		21
22	54,969	61,440	134,500	22	Contract and Support Services		50,150		22
23	0	475	750,000	23	Dredging	58	740,000		23
24	2,042	806	2,200	24	Equipment		2,000		24
25	14,188	27,381	15,700	25	Materials and Operating Supplies		8,650		25
26	10,199	10,504	10,608	26	DSL and State Land Fees		11,175		26
27	0			27	Building and Land Leases				27
28	262,658	305,859	1,168,365	28	TOTAL MATERIALS AND SERVICES		1,125,822	0	0
				CAPITAL OUTLAY					
29				29	CAPITAL OUTLAY				29
30			325,000	30	Buildings	61	20,000		30
31				31	Equipment/IT/Vehicles		0		31
32	14,961	60,963	41,000	32	Other	60	10,000		32
33	69,972			33	Docks and Piers		10,000		33
34				34					34
35	84,933	60,963	366,000	35	TOTAL CAPITAL OUTLAY		40,000	0	0
				DEBT SERVICE AND TRANSFERS					
36	995,000	1,290,000	1,320,022	36	Principal		1,350,000		36
37	845,722	457,791	440,928	37	Interest		410,800		37
38	1,840,722	1,747,791	1,760,950	38	Total Debt Service		1,760,800	0	0
				TRANSFERS OUT					
39	2,724	2,713	667,000	39	General Operating Fund		240,035		39

40			0	40	Facilities Maintenance Fund					40
41	0	0	2,379,445	41	NOAA Capital Maintenance Fund					41
42				42	Bond Debt Fund					42
43				43	Construction Fund					43
44	2,724	2,713	3,046,445	44	Total Transfers		240,035	0	0	44
45	0	0	278,241	45	Operating Contingency		138,429			45
46	2,724	2,713	3,324,686	46	Total Transfers and Contingencies		378,464	0	0	46
47	6,091,345	0		47	Ending Fund Balance					47
48				48	Reserved for future Use		0	0	0	48
49			250,000	49	Unappropriated Ending Balance		300,000			49
50	8,375,093	2,223,652	7,075,045	50	TOTAL REQUIREMENTS		3,823,555	0	0	50

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Bonded Debt Fund

Port of Newport

(Fund)

(Name of Municipal Corporation)

Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	FY 2022-23						
Actual		Adopted Budget This Year 2021-22		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2019-20	First Preceding Year 2020-21									
1			1	Resources		1				
2			2			2				
3	448,519	(325,674)	114,712	3	Working Capital (Accrual Basis)	104,406	3			
4	29,630	20,027	0	4	Previously Levied Taxes to be Received	0	4			
5		376	150	5	Interest	50	5			
6	0	0	0	6	Transfers In	0	6			
7				7	Transfers out	0	7			
8				8	Proceeds from Refunding Bonds	0	8			
9	478,149	(305,271)	114,862	9	Total Resources, Except Taxes to be Levied	104,456	0	0	9	
10			929,609	10	Taxes estimated to be received	809,574			10	
11	718,567	771,796		11	Taxes Collected in Year Levied				11	
12	1,196,716	466,525	1,044,471	12	TOTAL RESOURCES	914,030	0	0	12	
					Requirements					
					Bond Principal Payments					
					Bond Issue	Budgeted Payment Date				
13	70,000	70,000	0	13	2011	January 1	0	0	13	
14	280,000	285,000	295,000	14	2016	January 1, 2023	310,000		14	
15		50,000	115,000	15	2019	January 1, 2023	110,000		15	
16				16					16	
17	350,000	405,000	410,000	17	Total Principal		420,000	0	0	17
					Bond Interest Payments					
				0	Bond Issue	Budgeted Payment Date			0	
18	265,000	1,400	0	18	2011	July 1 and January 1	0		18	
19	266,000		124,425	19	2016 GOB	July 1, 2023	118,525		19	
20		253,104	124,425	20	2016 GOB	January 1, 2023	112,325		20	
21	0		85,946	21	2019 GOB	July 1, 2023	83,477		21	
22	0	86,470	86,446	22	2019 GOB	January 1, 2023	84,703		22	
23				23					23	
24	531,000	340,974	421,242	24	Total Interest		399,030	0	0	24
##	881,000	745,974	831,242	25	Total Debt Service		819,030		##	
##				26	Contingency		10,000		26	
27	315,716	(279,449)		27	Ending Balance (Prior Years)				27	
28			213,229	28	Unappropriated Ending Balance		85,000	0	0	28
29	0	0	0	29	Payment to Refunded Bond Escrow Agent		0	0	0	29
30	1,196,716	466,525	1,044,471	30	TOTAL REQUIREMENTS		914,030	0	0	30

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

FORM LB-50 2021-2022

To assessor of Lincoln County

Check here if this is
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Port of Newport has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Lincoln County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>600 SE Bay Boulevard</u>	<u>Newport</u>	<u>OR</u>	<u>97365</u>	
Mailing Address of District	City	State	ZIP code	Date
<u>Mark A. Brown</u>	<u>Director of Finance</u>	<u>541-265-7758</u>	<u>mbrown@portofnewport.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.0609	
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	855,000	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	855,000	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.0609	
7. Election date when your new district received voter approval for your permanent rate limit	7		
8. Estimated permanent rate limit for newly merged/consolidated district	8		

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

RESOLUTION No. 2022-XX

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Port of Newport Commission hereby adopts the budget for the fiscal year 2022-2023 in the total amount of \$26,435,481.

This budget is now on file at **600 S.E Bay Blvd** in Newport, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<u>General Operating Fund</u>		<u>NOAA Lease Revenue Fund</u>	
Personnel Services	\$ 2,592,862	Personnel Services	218,469
Materials and Services	5,359,330	Materials and Services	1,125,822
Capital Outlay	9,023,271	Capital Outlay	40,000
Debt Service	1,076,516	Debt Service	1,760,800
Contingency & Transfers	850,000	Contingency & Trans	378,464
Total	18,901,979	Total	3,523,555
<u>Bonded Debt Fund</u>		<u>Capital Maintenance Fund NOAA</u>	
Debt Service	819,030	Transfers Out.....	0
<u>Facilities Maintenance Fund</u>		Contingency.....	1,039,530
Transfers	528,316	Total.....	\$1,039,530
Contingency	50,000		
Total.....	578,316		
<u>Construction Fund</u>			
Transfers	1,600,000		
Contingency	30,452		
Total.....	1,630,452		
Total.....	21,929,777	Total.....	4,563,085
		TOTAL ADOPTED BUDGET . . .	\$26,435,481

(*amounts with asterisks must match)

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023.

- (1) At the rate of \$.0609 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$855,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$.0609/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 855,000

The above resolution statements were approved and declared adopted on **26 May, 2022**.

X
James Burke, Vice-President

Walter Chuck, Secretary/Treasurer

Projects and Notes

Note	Area	Where in budget		Total Fund	Grant	Loans	Brief Description
1	CM	Prof Services	Federal Channel Planning (50/50)	300,000	-	-	Planning that deepens the channel at the Commercial Marina
2	SB	Buildings	Office Space	35,000	-	-	Adding office space in the south beach operations center that will allow the Harbormaster to hold confidential meetings
3	CM	Equipment/IT/Vehicles	Forklift	50,000	-	-	The Current forklift is at it's end of life and needs replacement
4	SB	Docks and Piers	Seawall Service Dock	531,097	329,196	-	The Service wall dock is not usable, after the seawall is rebuilt, rebuilding the Service dock will add revenue to South Beach
5	NIT	Prof Services	Use Planning	30,000	24,000	-	Determine the types of users for the International Terminal, that will allow the Port to export/import
6	SB	Prof Services	RV Park Annex	150,000	75,384	-	The Annex is beginning to show it's age, Parts of the Park have had to shut down for major repairs. This project is planning a new design for the RV Park.
7	CM	Docks and Piers	PD 5 Interim Improvements	500,000	-	-	This is to keep Port Dock 5 in a state that it will continue to function
8	CM	Docks and Piers	PD 7 Interim Improvements	348,000	-	-	This is to keep Port Dock 7 in a state that it will continue to function
9	SB	Docks and Piers	Rogue Seawall Repair	1,360,000	1,140,000	-	The hope is to have this fully funded by the state. This would ensure that the wall will support the Rogue brewery structure into the future
10	NIT	Prof Services	9 Acre grading	100,000	-	-	
11	NIT	Other	Asphalt for storage	268,174	-	-	By having the Asphalt at NIT, the Port will no longer have to lease property, saving 2,000 per month.
12	NIT	Prof Services	Beneficial Project	50,000	-	-	This is a contractual obligation
13	NIT	Prof Services	Sand Pile move	125,000	-	-	This is a contractual obligation
14	AD	Buildings	Port Admin Building	1,600,000	-	1,600,000	Not all of the expenses for the building will have been submitted in the current fiscal year, this is a high estimate. Debt Service is Estimate until Building is completed, once complete a debt schedule will be built.
15	CM	Prof Services	343 SW Bay Blvd removal	200,000	-	-	In the case the City requires removal of the docks and landing this has been included in the budget.
16	CM	Equipment/IT/Vehicles	Truck	25,000	-	-	Many Port vehicles are under consideration for replacement
17	NIT	Equipment/IT/Vehicles	Truck	25,000	-	-	Many Port vehicles are under consideration for replacement
18	AD	Equipment/IT/Vehicles	Truck	25,000	-	-	Many Port vehicles are under consideration for replacement
19	SB	Equipment/IT/Vehicles	Truck	25,000	-	-	Many Port vehicles are under consideration for replacement
20	NIT	Prof Services	Assessment of RORO pilings	230,000	-	-	The old pilings at the International Terminal needs to be inspected to determine any necessary repair work
21	SB	Other	Repair of Outfall	230,000	-	-	The outfall has needed repair for some time, delaying the repair may increase the cost of repairs in the future.

Projects and Notes

Note	Area	Where in budget		Total Fund	Grant	Loans	Brief Description
22	SB	Prof Services	Demolish unsafe Buildings	100,000	-	-	Some buildings in South Beach are in poor condition and are not repairable, this eliminates the danger and risk associated with these buildings
23	SB	Buildings	Rebuild Buildings for tenant	260,000	-	208,000	Build a new building to a tenant's specifications
24	CM	Buildings	CM Shop Office	30,000	-	-	Add an area to the shop that can be used for an office by the Harbormaster
25	SB	Docks and Piers	Endtie replacement	100,000	-	-	
26	CM	Docks and Piers	Piling replacement	100,000	-	-	
27	SB	Buildings	Gutter Replacement - Rogue Buildin	100,000	-	-	Failure to replace the gutters may result in damage to other parts of the facility, causing more expensive repairs
28	SB	Other	RV Park Privacy Fence	25,000	-	-	Add a fence to the North Side of the main RV park to keep, this should help assure that no one from the Marina parking area walks through the campsites
29	SB	Equipment/IT/Vehicles	Gater	25,000	-	-	The gater in South Beach is at it's end of life, this is used to haul equipment and materials
30	SB	Other	Washdown	50,000	-	-	Repair the Blacktop in the washdown area of South Beach
31	SB	Other	Fillet Tables	130,000	91,000	-	Purchase additional fillet tables for South Beach to alleviate overcrowding
32	NIT	Equipment/IT/Vehicles	NIT Crane replacement Building	2,500,000	1,841,400	-	Add a building at NIT to store equipment and export
33	CM	Equipment/IT/Vehicles	Crane replacement	160,000	128,000	-	The Crane at NIT is running at full capacity, purchase a large crane to alleviate the stress off the current equipment
34	NIT	Dredging	Dredging	400,000	-	-	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
35	NOAA	Dredging	Dredging	740,000	-	-	Certain areas are in need of dredging in order to maintain an appropriate channel depth.
36	AD	Prof Services	Campbell Lawsuit	10,000	-	-	We anticipate settling or paying out, this is the deductible
37	AD	Prof Services	Removal of PON Admin Building	12,000	-	-	We anticipate there will some cost associated with the moving of the temporary facility.
38	AD	Prof Services	GIS Software	30,000	-	-	Software that will allow us to map out the location of all underground utility and support networks
39	AD	Prof Services	State of the Port - Review Facilities	60,000	-	-	Allows the Port to pick a specific area and hire appropriate vendor to perform an inspection to determine the life expectancy.
40	AD	Prof Services	Audit & Accounting	46,000	-	-	
41	AD	Prof Services	Legal	25,000	-	-	
42	AD	Prof Services	Other	13,000	-	-	
43	AD	Prof Services	Strategic Business Plan	10,000	10,000	-	Begin rewriting of the strategic Business Plan
44	AD	Prof Services	Communications Consultant	25,800	-	-	
45	AD	Prof Services	Grant Writing	35,000	-	-	
46	AD	Prof Services	Project Manager	100,000	-	-	Hire a technical team to assist in getting all the projects the Port is undertaking completed
47	AD	Prof Services	ERP Consultant	45,000	-	-	Build the interface between PacSoft and Business Central that fully integrates the two systems
48	AD	Prof Services	Mitigation plan	25,000	-	-	

Projects and Notes

Note	Area	Where in budget		Total Fund	Grant	Loans	Brief Description
49	SB	Prof Services	Expo Center	30,000	27,000	-	Preliminary planning to build a new facility in South Beach
50	CM	Docks and Piers	CM Hoist Dock Fenders	35,000	-	-	Replace worn out fenders
51	CM	Other	Oil Tank building and upgrade	286,000	140,960	-	The Oil tanks developed a leak in 2020, this would provide a facility to properly handle and dispose of oil
52	NIT	Repairs and Maint	Grounds Maintenance - Brush clear	10,000	-	-	Clear brush from the 9 acre lot at NIT
53	CM	Prof Services	Port Dock 7 Rebuild Planning	400,000	240,000	-	Continue planning the PD 7 Rebuild
54	AD	Prof Services	Mitigation plan	25,000	-	-	
55	SB	Other	WIFI Upgrade	90,000	-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
56	CM	Other	WIFI upgrade	35,000	-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
57	NIT	Other	WIFI Upgrade	75,000	-	-	Upgrade WIFI to meet modern day standards, this includes underground work and Fiber installation
58	NOAA	Prof Services	Interior painting	85,000	-	-	as required by contract
59	NOAA	Docks and Piers	Bouys and Floats	10,000	-	-	as required by contract
60	NOAA	Other	UPS Battery	10,000	-	-	as required by contract
61	NOAA	Buildings	Electrical	20,000	-	-	as required by contract
Total Funds				12,475,071			

	SB	CM	AD	
Buildings	395,000	30,000	1,600,000	
Equipment/IT/Vehicle	50,000	235,000	25,000	
Other	525,000	321,000	-	
Docks and Piers	1,991,097	983,000	-	
Prof Services	280,000	900,000	461,800	
Repairs and Maint	-	-	-	
Dredging	-	-	-	
Totals	3,241,097	2,469,000	2,086,800	12,475,071

FUNDING SYNOPSIS

Gen Op fund	5,755,131
Grants	4,046,940
Loans	1,808,000
NOAA	865,000
Total	12,475,071