



# PORT OF ALSEA

## **BUDGET MESSAGE FOR FISCAL YEAR 2023/2024**

While the budget process always involves guesswork, this budget is hopefully based upon more solid numbers and assumptions than the past three years. The Port now has more than a full year of data pertaining to revenues and expenditures since the new marina facilities were constructed and the Dock of the Bay was purchased, which makes forecasting easier. We also saw little impact on revenues from the national economy, despite high inflation. While there is discussion of a pending recession, there is not yet any consensus on the severity or length of the possible recession. While we cannot totally ignore the possibility of a recession, neither can a budget be constructed around it. Instead, the budget is based upon the revenues and expenditures realized over the previous 12-month period of April 1, 2022 through March, 2023. Oregon budget law requires that the budget officer / port manager prepare a budget message for submission to the Budget Committee. At a minimum, the budget message must contain the following discussions:

### **I. An Explanation of the Budget Document**

The budget document contains various spreadsheets to provide necessary information about the breakdown of the budget. The LB-20 form contains the estimated resources (revenues) that are anticipated in the next fiscal year for the general fund: Port revenues as well as revenues for the Dock of the Bay. There are two LB-30 forms. The first is the requirements (expenditures) for ALLOCATED activities. There are three general types – payroll, the summary of expenditures listed on LB-31, and any capital outlay. The second LB-30 form is for UNALLOCATED funds, specifically contingency funds. Lastly, LB-35 identifies the resources (revenues) and requirements (expenditures) for the bond funds.

The estimated payroll expenditures in this budget are significantly higher than previous years. Much of this increase represents uncertainties in terms of future staffing, so some of the contingency funds that could have been included in LB-30 UNALLOCATED funds are included in payroll instead to avoid the possible need for a supplemental budget at the end of the fiscal year.

### **II. A Brief Description of the Proposed Budget Policies for the Coming Fiscal Year**

Form LB-20 provides an estimate of projected revenues for the 2023-2024 fiscal year. The projected increases are very modest because of the uncertainties surrounding the economy and because it is a better policy for budget purposes to underestimate revenues and overestimate the expenditures. The QuickBook Profit and Loss Statement Report covers April 1, 2022 through March 31, 2023 (attached). During that 12-month period, the Dock of the Bay received \$108,388.49 in gross revenues from boat rentals. The 2023 / 2024 budget proposes that \$110,000 will be received in revenue from boat rentals. Last year, the Dock of the Bay did not have seven rental boats in the water until August. This coming summer and fall, the Dock of the

Bay will have eight rental boats in the water. It is reasonable to assume that the revenue from rental boats will be higher than previous years; nevertheless the budget assumes a very minimal increase in revenues from boat rentals.

The budget also indicates there will be no revenues from renting the shop at 1220 Broadway. That shop is now empty and will be used by the Port of Alsea as part of its shop at that address. That represents a \$4,200 decline in lease revenues. Although there should be a reduction in the Port's utility expenditures after the Port assumes possession of the shop, a decline in utilities is not indicated on LB-31 because of the budget policy to overestimate expenditures.

As already indicated, the proposed payroll on LB-30 ALLOCATED is a significant increase over previous years. There are some real unknowns because of a change in staffing. The port manager is looking at retirement in the coming years. Because she is the only one in the Port office, she cannot simply give notice to the Board of Commissioners and leave without providing some training to someone who can either become the port manager or act as a link to the new port manager. The decision of who will be the next port manager is obviously a board decision. However, the port manager can begin the process now to train someone in many of the areas of work that port manager / office assistant would perform.

The Port does not have the revenues to bring someone onboard to work in the office with the port manager without reducing the salary of the port manager. For that reason, the port manager cut her salary and hours down to three-quarter time, effective February 1, 2023. Sean Frazier worked for the Port last year in a maintenance position, but is looking for something in administration. He will work full-time beginning May 1, 2023; two days will be working in the store at the Dock of the Bay and three days will be spent in the Port office. The money saved by the port manager going to three-quarter time will almost exactly cover the six months that Sean Frazier will be working in the office. However, he will probably cover the office some in the winter as well – when the port manager goes on vacation, for example. Having more boats on the water has also meant that the Port's maintenance person will also be working some hours in the spring - to help with sanding and painting boats, for example. Realistically, Robby needs some help during the off-season as well as during the Port's busy season. We are working to keep that to a minimum, but we are not sure of what a minimum is yet, and nothing can break a budget as fast as unbudgeted payroll expenses.

### **III. Important Features of the Budget Document in Connection with the Fiscal Policies of the Local Government**

The Port of Alsea has long had a goal of building up reserve funds for those rainy days that inevitably arrive. The Port has also long had a goal to set aside funds for future dredging. The Port has significantly increased its revenues from launch fees and moorage fees since the construction of the new marina facilities in winter of 2020 / 2021.

In the period between April, 2017 and March 31, 2018, the Port took in \$30,844 in launch fees. During that same period in 2021 / 2022, the Port received \$48,713 in launch fees. During that

period of 2017 / 2018, the Port received \$10,059.10 in moorage fees. During that same period in 2022 / 2023, the Port earned \$19,319 from moorage.

The Port purchased the Dock of the Bay inventory in May, 2021. The Port had numerous expenditures as a result of that purchase, including the purchase itself, and most of those expenditures are now listed as assets rather than cash. However, in the period above in 2021/2022, the Dock of the Bay took in \$176,006.69 with expenditures of \$136,273.38. Revenue from boat rentals was \$82,474.36. During that same period in 2022 /2023, revenues increased to \$209,003.40, expenditures increased to \$166,395.34 (mostly because of a \$34,588.85 change in how payroll was allocated between the Port and the Dock of the Bay). Revenues from boat rentals increased to \$108,388.49.

Bottom line is that revenues are increasing both for the Port and the Dock of the Bay, allowing the Port to both build on a larger reserve fund and to save money for future dredging.

As always, the Port commissioners and the Port staff very much appreciate the time that all of the Budget Committee members give to the budget process. If there is any additional information that any member wants to receive before the Budget Committee meeting, please let me know and I will provide that to you.

We will all see each other at 5:30, Thursday, April 20, 2023. Thank you again for your time and input on the Port of Alsea 2023 / 2024 fiscal year budget.



Roxie Cuellar  
Budget Officer / Port Manager

**RESOURCES**  
General Fund

Port of Alsea

	Historical Data			Adopted Budget This Year 2022 /2023	RESOURCE DESCRIPTION	Budget for Next Year 2023 / 2024				
	Actual Second Preceding Year 2020 / 2021	First Preceding Year 2021 / 2022				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1	125,000	100,000		76,000						
2					1. Available cash on hand* (cash basis) or		150,000			1
3	0	0		3,000	2. Net working capital (accrual basis)					2
4	201	172		200	3. Previously levied taxes estimated to be received		5,000			3
5		0		0	4. Interest		500			4
6					5. Transferred in from Other Funds		0			5
7	9,514	14,800			<b>OTHER RESOURCES</b>					6
8	18,420	922			6. Lease: Dock of the Bay		14,078			7
9	3,120	4,616			7. Lease: Salty Dawg		11,235			8
10	1,140	2,400			8. Lease: Shrimp Daddy		0			9
11	202,280	2,072			9. Lease: Alsea Bay Crab Co.		2,100			10
12	28,378	31,760			10. Grant Income		30,000			11
13	47,850	18,160			11. Launch Income		50,000			12
14	0	6,000			12. Moorage		20,000			13
15	3,564	2,793			13. Donations		3,000			14
16	1,159	496.00			14. Commercial Licenses		2,000			15
17	10,714	87,983			15. Misc. Revenue		300			16
18	832	6,699			16. Boat Rentals		110,000			17
19	3,984	29,804			17. Crab Cooking / Ice		7,000			18
20	3,484	25,503			18. Crab Ring Rentals / Bait		30,000			19
21	219	1784			19. Shellfish Licenses		25,000			20
22	3,218	26,513			20. Food and Beverages		2,000			21
23	0	5,617			21. Merchandise Sales		28,000			22
24					22. Bulk Sales		10,000			23
25					23					24
26					24					25
27					25					26
28					26					27
29	453,047	368,124			27					28
30					28. Total resources, except taxes to be levied		500,213			29
31	47,850	49,140			29. Taxes estimated to be received		52,000			30
32	510,897	417,264			30. Taxes collected in year levied					31
					31. TOTAL RESOURCES		552,213			32

\*Includes ending balance from prior year

**Requirements Summary**  
**ALLOCATED** to an organizational unit or program & activity.

General  
(Fund)

Port of Alsea  
(Name of Municipal Corporation)

Historical data			Adopted budget this year year 2022 -23	Requirements for Administration (Name of program or organizational unit)	Budget for next year 2023 - 24			
Actual Second preceding year 2020 -21	First preceding year 2021 -221	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
1				1 Personnel services				1
2	71,611	138,345	145,000	2 Gross Payroll	200,000			2
3	8,792	39,093	30,000	3 Port Paid Payroll Taxes	60,000			3
4				4				4
5				5				5
6				6				6
7				7				7
8	80,403	177,438	175,000	8 Total personnel services	260,000			8
9			3.5	9 Total full-time equivalent (FTE)	4			9
10				10 Materials and services				10
11	123,160	193,331	229,841	11 See LB-31	183,719			11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	123,160	193,331	229,841	27 Total materials and services	183,719			27
28				28 Capital outlay				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34 Total capital outlay				34
35	203,563	370,769	316,520	35 Organizational unit / Activity total	443,719			35

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM  
General Fund

Port of Alsea

Line	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2023 - 2024		
	Actual Second Preceding Year 20__ - __	First Preceding Year 20__ - __	Adopted Budget This Year 2022 - 23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1				1 PERSONNEL SERVICES NOT ALLOCATED			
2				2			
3				3			
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0
5				5 Total Full-Time Equivalent (FTE)			
6				6 MATERIALS AND SERVICES NOT ALLOCATED			
7				7			
8				8			
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0
10				10 CAPITAL OUTLAY NOT ALLOCATED			
11				11			
12				12			
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0
14				14 DEBT SERVICE			
15				15			
16				16			
17	0	0	0	17 TOTAL DEBT SERVICE	0	0	0
18				18 SPECIAL PAYMENTS			
19				19			
20				20			
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0
22				22 INTERUND TRANSFERS			
23				23			
24				24			
25				25			
26				26			
27				27			
28	0	0	0	28 TOTAL INTERUND TRANSFERS	0	0	0
29				29 OPERATING CONTINGENCY			
30			88,044	30 RESERVED FOR FUTURE EXPENDITURE	108,494		
31				31 UNAPPROPRIATED ENDING BALANCE			
32	0	0	88,044	32 Total Requirements NOT ALLOCATED	108,494	0	0
33				33 Total Requirements for All Org Units/Programs within fund	0		
34				34 Ending balance (prior years)			
35	0	0	88,044	35 TOTAL REQUIREMENTS	108,494	0	0

# Detailed Requirements

General

(Fund)

	Historical data			Adopted budget this year 20 22 _23	Requirements for Administration (Name of program or organizational unit)	Budget for next year 20 23 _24			
	Actual Second preceding year 20 120 _21	First preceding year 20 21 _22				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	5,030	7,496		6,000	1 Facilities Maintenance	6,000			1
2	2,298	3,472		4,500	2 Maintenance Supplies	3,500			2
3	18,972	27,952		24,000	3 Utilities	27,000			3
4	0	3,086		3,000	4 Election / Budget	1,500			4
5	1,194	1,246		4,000	5 Dues, Conference, Travel	2,000			5
6	1,134	3,718		3,000	6 Office Supplies	3,000			6
7	3,854	3,295		5,000	7 Printing, Signs	5,000			7
8	1,381	541		600	8 Property Taxes	0			8
9	156	1,136		1,000	9 Marketing / Advertising	1,500			9
10	0	93		400	10 Maintenance Clothing Allowance	300			10
11	7,358	9,828		10,000	11 Insurance / Bond	11,000			11
12	386	617		1,000	12 Legal / Survey	3,000			12
13	5,960	10,977		12,000	13 Audit / Accounting	9,000			13
14	233	2,579		1,000	14 Technical Assistance	2,500			14
15	2,269	1,473		3,000	15 Equipment Lease / Repair	2,500			15
16	0	6,559		61,000	16 Capital Projects	30,000			16
17	678	1,020		1,000	17 Misc. Expenses	2,000			17
18	0	7,242		10,000	18 Boat fuel / Maintenance / Propane	7,000			18
19	0	29,218		22,000	19 ODF&W Shellfish Licenses	25,000			19
20	0	8,314		15,000	20 Merchandise	15,000			20
21	0	1,800		2,400	21 Shop Rental	0			21
22	0	3,286		1,000	22 Food and Beverages	5,000			22
23	0	7,341		7,341	23 Promisory Note to Robby Hensen	7,341			23
24	0	16,600		14,078	24 DOB Lease Payment	14,078			24
25	1,950	0		0	25 Contingency Fund	0			25
26					26				26
27					27				27
28					28				28
29					29				29
30				2.5	30 Total full time equivalent (FTE)*	4			30
31	55,122	158,889			31 Ending balance (prior years)				31
32				0	32 Unappropriated ending fund balance				32
33	55,122	158,889		229,841	33 Total requirements	183,719			33

150-504-031 (Rev. 11-1-16)

\*When budgeting for personnel services expenditures, include number of related FTE positions.

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
- General Obligation Bonds

Port of Alsea

Bond Fund

(Name of Municipal Corporation)

Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 -2024		
Actual Second Preceding Year 2020-21	First Preceding Year 20 21-22	Adopted Budget This Year 2022 -23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1			<b>Resources</b>			
2	671	1,006	1 Beginning Cash on Hand (Cash Basis), or	10,000		
3			2 Working Capital (Accrual Basis)			
4			3 Previously Levied Taxes to be Received			
5			4 Interest			
6			5 Transferred from Other Funds			
7			6 Total Resources, Except Taxes to be Levied			
8	671	1,006	7 Total Resources, Except Taxes to be Levied	10,000	0	0
9			8 Taxes Estimated to be Received *	155,131		
10			9 Taxes Collected in Year Levied			
11	671	1,006	10 <b>TOTAL RESOURCES</b>	165,131	0	0
			11 <b>Requirements</b>			
			12 <b>Bond Principal Payments</b>			
			Bond Issue			
			Budgeted Payment Date			
13	40,000	40,000	May 31, 2024	50,066		
14						
15						
16	40,000	40,000	<b>Total Principal</b>	50,066	0	0
			<b>Bond Interest Payments</b>			
			Bond Issue			
			Budgeted Payment Date			
17			November 30, 2023	52,532		
18	52,083	52,616	May 31, 2024	52,533		
19	52,090	52,617				
20			<b>Total Interest</b>	105,065	0	0
21	104,173	105,233				
			<b>Unappropriated Balance for Following Year By</b>			
			Bond Issue			
			Projected Payment Date			
22						
23						
24						
25						
26						
27			<b>Total Unappropriated Ending Fund Balance</b>			
28			Loan Repayment to Fund			
29			Tax Credit Bond Reserve			
30	144,173	145,233	<b>TOTAL REQUIREMENTS</b>	155,131	0	0

\*If this form is used for revenue bonds, property tax resources may not be included.



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

# FORM OR-LB-50 2023-2024

To assessor of Lincoln County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions.

The Port of Alesia 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.

P. O. Box 1060 Waldport OR 97394  
Mailing address of district City State ZIP code

Roxie Cuellar Budget Officer / Port Manager 541-563-3872 rcuellar@portofalsea.com  
Contact person Title Daytime telephone number Contact person e-mail address

**CERTIFICATION**— You must check one box if you are 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: TAXES TO BE IMPOSED**

	Subject to General Government Limits		
	Rate —or— Dollar Amount		
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	0.0333		
2. Local option operating tax ..... 2			Excluded from Measure 5 Limits
3. Local option capital project tax ..... 3			
4. City of Portland Levy for pension and disability obligations ..... 4			Dollar Amount of Bond Levy
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 ..... 5a			
5b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 ..... 5b			155,131
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ..... 5c			155,131

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 ..... 6	0.0333
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
Capital Project	May 16, 2018	2018	2043	

**PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES\***

Description	ORS Authority**	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 ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

(see the back for worksheet for lines 5a, 5b, and 5c)  
 File with your assessor no later than JULY 15, unless granted an extension in writing.

**Port of Alsea 2016  
 Profit & Loss  
 April 2022 through March 2023**

	Apr '22 - Mar 23
<b>Income</b>	
Bond Measure Initial Income	
Bond Interest Income	844.67
Bond Property Taxes	154,589.66
Bond Measure Initial Income - Other	98,146.94
	253,581.27
<b>Total Bond Measure Initial Income</b>	<b>253,581.27</b>
Commercial/Guide License	2,211.23
Dock of the Bay Income	
Boat Rentals	108,388.49
Bulk Crab Measures	3,134.57
crab Cooking / Ice	7,029.82
Crab Ring Rental / Bait	31,244.56
Food and Beverages	1,765.37
Merchandise	28,447.08
Misc Income	115.06
Shellfish Licenses	28,878.45
	209,003.40
<b>Total Dock of the Bay Income</b>	<b>209,003.40</b>
Donations	3,000.00
Interest Income	2,482.38
Launch Fees	48,712.94
Leases	
Lease-1220 Broadway	3,600.00
Lease-1265 Broadway	1,400.00
Lease-Dock of the Bay	7,966.00
Lease-Salty Dawg	11,524.59
	24,490.59
<b>Total Leases</b>	<b>24,490.59</b>
LGIF General Interest Income	110.40
Misc Revenue	20.00
Moorage	19,319.43
Property Taxes-Leases	311.88
Taxes-Lincoln County	48,636.86
	611,880.38
<b>Total Income</b>	<b>611,880.38</b>
<b>Gross Profit</b>	<b>611,880.38</b>
<b>Expense</b>	
Bond Expenses	
Bond Principal Interest Pmts	245,429.82
Bond Expenses - Other	35.15
	245,464.97
<b>Total Bond Expenses</b>	<b>245,464.97</b>
Dock of the Bay Expenses	
Advertising	312.00
Bait	8,045.88
Boat Expenses	3,178.70
Crab Measurer	286.00
Food and Beverages	3,820.47
Fuel and Propane	4,221.55
Lease Payment	9,766.00
Legal / Accounting	10.00
Maintenance	2,701.12
Maintenance Supplies	2,248.46
Materials	209.07
Merchandise	10,519.20
Merchant Services	2,691.21
Office Expenses	3,262.48
Payroll	78,776.14
Shellfish Licenses	22,053.46

**Port of Alsea 2016  
 Profit & Loss  
 April 2022 through March 2023**

	Apr '22 - Mar 23
Utilities	6,952.87
Dock of the Bay Expenses - Other	7,340.73
Total Dock of the Bay Expenses	166,395.34
<b>Materials &amp; Services</b>	
Audit/Accounting	8,986.84
Capital Projects	6,412.55
Dues, Conferences & Travel	1,534.43
Equipment Lease/Repair	2,237.32
Facility Maintenance Materials	6,081.05
Insurance	10,076.40
Legal/Survey	2,263.00
Maintenance Clothing Allowance	300.00
Maintenance Supplies	2,395.76
Marketing & Advertising	1,348.00
Misc Expenses	4,165.82
Office Supplies	2,417.93
Printing/Signs/Envelopes	3,094.78
Property Taxes-Leases	182.91
Technical Assistance	2,176.29
Utilities	19,991.69
Total Materials & Services	73,664.77
Payroll	-4,291.67
Payroll Taxes	43.61
<b>Personnel Services</b>	
Lead Maintenance Worker	0.00
Maintenance Worker	26,898.50
Payroll Tax Expense	14,385.18
Port Manager	-3,704.87
66000 - Payroll Expenses	119,243.03
Personnel Services - Other	-74,484.47
Total Personnel Services	82,337.37
66900 - Reconciliation Discrepancies	0.19
Total Expense	563,614.58
Net Income	48,265.80